



# UNIVERSITY OF MASSACHUSETTS-AMHERST

Procurement Department  
407 Goodell Bldg., 140 Hicks Way  
Amherst, MA 01003-9334

voice: 413-545-0361 fax: 413-545-1643

email: [procurement@admin.umass.edu](mailto:procurement@admin.umass.edu) Web Page: [www.umass.edu/procurement](http://www.umass.edu/procurement)

(THIS IS NOT AN ORDER)

## REQUEST FOR BID # AA09-RH- 3294

| <b>RFB Opening Date &amp; Time: April 30, 2009 @ 1:00 PM</b>                                                                                                                                              |            |             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------|
| Requested by: Anne Marie Morse; Business Manager<br>Telephone: 413-545-2723<br>Department: Outreach Marketing & Communications<br>Date Prepared: 4/15/2009                                                |            |             |
| «Name»<br>«Address_1»<br>«Address_2»<br>«City», «State» «Zip»                                                                                                                                             |            |             |
| Description                                                                                                                                                                                               | Unit Price | Total Price |
| <b>BIDS ARE REQUESTED TO PROVIDE PRINTING OF THE 2009 FALL COURSE CATALOG FOR CONTINUING AND PROFESSIONAL EDUCATION PER THE ATTACHED SPECIFICATIONS FOR THE BID OPENING ON APRIL 30, 2009 @ 1:00 P.M.</b> |            |             |
|                                                                                                                                                                                                           |            |             |
| <b>DELIVERY LEAD-TIME; AFTER RECEIPT OF ORDER _____</b>                                                                                                                                                   |            |             |
|                                                                                                                                                                                                           |            |             |
| Total Bid Price>>>>>>>>                                                                                                                                                                                   |            |             |

PLEASE DIRECT ANY QUESTIONS REGARDING THIS RFB TO: ROSEMARY A. HASSAY @ 413-545-1094

### IMPORTANT INFORMATION

- It is the bidder's responsibility to insure that their bid is received in its entirety by the University of Massachusetts, Procurement Department, 407 Goodell Building, 140 Hicks Way, Amherst, MA 01003-9334 by 1:00 PM on the bid opening date specified above. Bids received after the specified date/time or at a location other than what is listed in the RFB will be rejected and placed unopened in the bid file.
- Bids may be faxed provided that they are followed up by a hard copy with written signature within 5 days of the bid date. All faxed bids must be received by the Procurement fax by the date and time of the bid above.
- All prices are FOB Destination, delivery free of all charges to: University of Massachusetts Amherst at a location specified on a purchase order.
- Bidders must list their Taxpayer's Identification Number here: \_\_\_\_\_ - \_\_\_\_\_
- Bid may not be materially altered after the bids have been opened. Only the Director of Procurement can determine what a material alteration is.
- All prices must be submitted on a Net Basis. Unit price shall prevail in case of mathematical error.
- Bids on items that differ from specifications will be rejected at the discretion of the Director of Procurement. Proprietary names are quoted for informational purposes only and are not meant to limit competition. The right is reserved to accept the bid deemed best for the University.
- Exceptions to any terms and conditions contained herein or in the bid specifications, must be noted by bidder in bid. The Director of Procurement reserves the right to reject any bid that does not conform to the specifications.

Vendor Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Name of Person Submitting Bid: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

R# - 60418



University of Massachusetts Amherst  
Department of Procurement

Request for Bids:  
Printing of the 2009 Fall Course Catalog  
for Continuing and Professional Education  
per the attached specifications

RFB# AA09-RH-3294  
Bid Opening Date – April 30, 2009 @ 1:00 p.m.

**QUANTITY:** Quote for 15,000 copies

**FORMAT:** Magazine, self-cover

**PAGE SIZE:** 8-1/2" x 11"; trimmed

**PAGE COUNT:** 24 pages

**INKS:** 4-color process; full bleed; all pages  
Gloss varnish outside (except mailer area)

**STOCK:** 70# text, Chorus Art, gloss white

**QUANTITY:** Quantity of **2,500 with** mailing indicia, to be carton packed (with cartons labeled: **with indicia**)  
break down Quantity of the rest **without** mailing indicia, to be carton packed (with cartons labeled: **no indicia**)

**FILES:** In Design CS4 Macintosh files (or PDF files) on disk for output  
(halftones, screens, traps included in files)

**PROOFS:** Color Matchprint proof for all pages or press sheet.

**FINISHING:** Saddle stitch (2 staples), and trim

**ARTWORK / DISK:** Disk to printer on May 15, 2009

**DELIVERY DATE:** June 4, 2009  
Disk and samples to George Barham, 101 University Drive; Amherst, MA 01003

**DELIVER:** F.O.B. / Inside (5,000 copies)  
*half **with** mailing indicia* University of Massachusetts  
*half **without** mailing indicia* Attn: Charlie Apicella  
Continuing & Professional Education Catalog  
South College Loading Dock  
Amherst, MA 01003

**DELIVER:** F.O.B. / Inside (800 copies) AND F.O.B. / Inside (200 copies)  
*without mailing indicia* University of Massachusetts  
Continuing & Professional Education  
100 Venture Way; Suite 201  
Amherst, MA 01002-2376  
University of Massachusetts  
101 University Drive  
First Floor  
Hadley, MA 01035

**DELIVER:**  
***without mailing indicia***

F.O.B. (all the rest)  
University of Massachusetts  
Attn: Continuing & Professional Education  
Physical Plant Building  
360 Campus Center Way  
Amherst, MA 01003

**CONTACT:**

George Barham  
(413) 545-5197  
[barham@outreach.umass.edu](mailto:barham@outreach.umass.edu)

OR

Jack Cavacco  
(413) 545-5196  
[jcavacco@outreach.umass.edu](mailto:jcavacco@outreach.umass.edu)

Bidders shall deliver their bid response to the following address by **Thursday, April 30, 2009 at 1:00pm, Eastern Standard Time at which time the bids will be opened and publicly read.** Bids shall be clearly marked and addressed to:

**University of Massachusetts  
Procurement Department  
407 Goodell Bldg.  
140 Hicks Way  
Amherst, MA 01003  
Fax 413-545-1643**

***Attention: RFB AA09-RH-3294***

It is the sole responsibility of the bidder to insure that its bid is delivered to the Procurement Department in its entirety by the due date and time. Late bids will not be considered, and will be placed, unopened, in the bid file. Faxed bids will be accepted, provided the original is received within 5 working days after bid deadline submission date.

All questions from prospective vendors regarding this Request for Bid shall be referred to the Purchasing Manager in the Procurement Department by email or fax only, by Tuesday, April 21, 2009 at 2:00 PM. No telephone calls will be entertained. Inquiries received after the specified date and time will not be accepted. The University will E-Mail its response to all questions to all bidders of record by formal addendum by 5:00 pm on Wednesday, April 22, 2009.

The contact information for this individual is:

**University of Massachusetts Amherst  
Rosemary A. Hassay, Purchasing Manager  
Fax: (413) 545-1643  
Email: [procurement@admin.umass.edu](mailto:procurement@admin.umass.edu)**

The University will extend the due date by written addendum if such information significantly amends this request for bid or makes compliance with the original proposed due date impractical.