



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 Web Page: www.umass.edu/procurement

(THIS IS NOT AN ORDER)

REQUEST FOR BID # AA09-RH-3218

		RFB Opening Date & Time: March 5, 2009 @ 1:00 PM Eastern Time	
		Requested by: Lynn Omasta Telephone: 413-545-4967 Department: Facilities and Campus Planning Date Prepared: 2/19/2009	
	Description	Unit Price	Total Price
	BIDS ARE REQUESTED TO PROVIDE THE RENTAL OF AN OFFICE TRAILER PER THE ATTACHED SPECIFICATIONS OR APPROVED EQUAL FOR THE BID OPENING ON MARCH 5, 2009 @ 1:00 P.M.		
	DELIVERY LEAD-TIME AFTER RECEIPT OF ORDER _____		

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. Payment Terms: 30 Days.
- 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# - 56612



**University of Massachusetts Amherst
Department of Procurement
Request for Bids:**

**Rental of an Office Trailer
per the attached specifications or approved equal**

**RFB# AA09-RH-3218
Bid Opening Date – March 5, 2009 @ 1:00 p.m.**

Facilities and Campus Planning at the University of Massachusetts Amherst requests bids for the rental of an office trailer per the attached specifications or approved equal

- Trailer size approximately 24 Ft. x 64 Ft.
- Deliver to the site on campus and block level.
- Prefer six (6) enclosed offices as shown in the attachment.
- Air Conditioning.
- Heat.
- Three sets of steps.
- Engineered (Massachusetts) anchor installation and removal.
- Four (4) to six (6) month rental starting May 1, 2009
- Knockdown and remove trailer from the site.

Dates for rental:

Drop off date: May 1, 2009

Pickup date estimate: October 30, 2009

- Please also include daily, weekly or monthly rates in the event the rental term needs to be extended.
- Please include a full spec sheet for the office trailer you recommend.
- Please also include a sample of any rental contract the University will be required to sign.

All prices are FOB Destination. Prices are to include shipping to Amherst, MA.

Arrangements to deliver are to be made with:

University of Massachusetts Amherst
Attn: Lynn Omasta and/or Stephen Lobik
Facilities and Campus Planning
Physical Plant Building
360 Campus Center Way
Amherst, MA 01003
Phone: 413-545-4967 & 413-535-6516

Delivery Location:

University of Massachusetts
North Side of the Fine Arts Center
Amherst, MA 01003

Bid Opening Time and Date: Bidders shall deliver their bid response to the following address by **March 5, 2009 at 1:00pm, Eastern 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 Building; 140 Hicks Way
Amherst, MA 01003
Fax 413-545-1643
*Attention: RFB AA09-RH-3217***

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, February 23, 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 February 25, 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**

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.

