**Introduction**

The University of Massachusetts Lowell (UMASS LOWELL) invites bids for the 2016-2017 UMass Lowell Magazine.

**University Overview**

The University of Massachusetts Lowell is located in the historic industrial city of Lowell, 25 miles northwest of Boston; the campus spans more than 125 acres along the Merrimack River. More than 17,000 resident and commuter students of all backgrounds pursue bachelor’s, master’s, and doctoral degrees as well as professional certificates in the arts, humanities and sciences; education; engineering; health and environment; and management. The University is a nationally ranked research university and has a faculty that continually generates new ideas.

**Scope**

Please see attached (ATTACHMENT A)

**Bid Evaluation Criteria**

Although the dollar amount is an important factor in this request; service and experience will also be considered.

- All requirements under this Invitation are met
- Overall Product Pricing
- Quality of Finished Product

**Bid Rejection**

The University reserves the right to reject any or all bids received in whole or in part if it is deemed such action is in the best interest of The University and the Commonwealth of Massachusetts.
**Preparation of Bids**

Bids must be signed, where instructed, in ink and costs typewritten or in ink. Facsimile signatures are unacceptable. Bids which are priced or signed in pencil may be rejected as non-responsive. Bids, (reference Bid # CL16-AJ-0049) may be e-mailed to Purchasing@uml.edu by 11:00 AM, Tuesday, February 9, 2016 or sent to the address listed below. If bids are e-mailed, original bid documents must be presented to UMass Lowell by the winning bidder prior to any purchase order being issued. Bidders are cautioned that errors, alterations, or corrections on the submitted bid must be initialed by the person signing the bid proposal or his/her authorized designee. Failure to do so may result in rejection of the bid for those items erased, altered, or corrected and not initialed. Telephone and or Fax bids will not be accepted.

**Certification of Tax Status**

Pursuant to Massachusetts General Law, Chapter 62C, Section 49 A, the bidder certifies under penalties of perjury that to the best of the bidder's knowledge and belief, they have filed all state tax returns and paid all state taxes required by law.

**Certification of Non-Collusion**

Pursuant to Massachusetts General Law, Chapter 7, Section 22 (20), the bidder certifies under penalties of perjury that their bid is in all respects bona fide, fair, and made without collusion or fraud with any person, joint venture, partnership, corporation or other business or legal entity.

**Bidder's Representations**

Each bidder by submitting its bid represents that:

a) The bid document and specifications have been read and understood by the bidder,

b) The bid is based upon the items described in the bidding documents and specifications without exceptions,

c) The bid has been arrived at independently and is submitted without collusion,
Bid Documents

May be e-mailed to Purchasing@uml.edu or one (1) original and one (1) copy of the proposal may be submitted in a sealed envelope to:

**Drop off and Mailing location**

*University of Massachusetts Lowell*
*Purchasing Department*
*Wannalancit Business Center – Room 415*
*600 Suffolk St., Lowell, MA 01854*
*Attention: RFB No. CL16-AJ-0049*
*Lowell, MA 01854*

Bid Opening

Bids will be accepted until **11:00 AM** on, **Tuesday, February 9, 2016**. **Bids will be opened at 11:00 AM on, Tuesday, February 9, 2016.** All bids will be opened publicly at the date and hour stated in the bid. Bidders are welcome to attend; bids will be opened at the Purchasing Department:

*Purchasing Department*
*Wannalancit Business Center – Room 415*
*600 Suffolk St*
*Lowell, MA 01854*

It is vital that bids be in the Purchasing Office by the due date and time. Please follow the very important information below in regard to mailing or hand delivering a bid.

The Purchasing Department is on the fourth floor on the Wannalancit Business Center. If you are **hand delivering** a bid, you must come to this address. Please allow a very generous amount of time to hand deliver a bid due to difficulty in locating parking place, traffic etc. The Purchasing department does not accept responsibility for any method of mailing or delivery of bids. **It is the bidder’s responsibility to get bids to the Purchasing Office on time!**

**Late bids will not be considered, and will be placed, unopened, in the bid file.**

We strongly encourage you to contact the Purchasing Office by telephone or e-mail prior to the bid opening to confirm that your bid has been received by the Purchasing Department. The general Purchasing Office phone number is (978) 934-3500 or email address is Purchasing@uml.edu. All communication should reference RFB No. CL16-AJ-0049.

**TERM OF CONTRACT:** The initial contract will run from, Feb 2016 thru June 30, 2017 with option to renew the contract for an additional two (2) 1 year extensions.
Amendments

The Purchasing Department reserves the right to amend, alter, or cancel the bid at any time prior to the deadline for submissions of bids. If such action is necessary, all potential bidders who have received or requested a copy of the bid will be notified of the changes to be made in writing and whether the bid opening date will be extended.

Debriefing

Any Vendor may request a debriefing within one (1) week after receiving notification of award, to discuss the Selection Committee's evaluation of its bid proposal. Request for debriefing shall be made in writing to the Purchasing Manager. Debriefing shall not include discussions of any competing bids.

Massachusetts Public Record Law

All bids and related documents submitted in response to this RFP are subject to the Massachusetts Public Records Law, Massachusetts General Law Chapter 66, Section 10 and to M.G.L. Chapter 4, Section 7, Subsection 26, regarding public access to such documents. Statements in the bid response that are inconsistent with those statutes will be disregarded. Any additional questions regarding the Public Records Law should be directed to the Public Records Division at: (617) 727-2832 during regular business hours. You may also access various Public Records Division publications through the Internet at: www.sec.state.ma.us/pre.

Transfers and Subcontracting

The Vendor may not subcontract, in whole or in part, any portion of this contract without the written consent of the University.
Nondiscrimination in Employment and Affirmative Action

The Contractor shall not discriminate against any qualified employee or applicant for employment because of race, color, national origin, ancestry, age, sex, religion, physical or mental handicap, or sexual orientation. The Contractor agrees to comply with all applicable Federal and State statutes, rules and regulations prohibiting discrimination in employment including but not limited to: Title VII of the Civil Rights Act of 1964; the Age Discrimination in Employment Act of 1967; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; and M.G.L. c.151B.

Vendor Not Employee of UMASS LOWELL

The Vendor, or his employees or agents performing under the agreement, are not to be deemed to be employees of UMASS LOWELL nor to be agents of UMASS LOWELL in any manner whatsoever. The Vendor will not hold himself out as, nor claim to be, an officer or employee of UMASS LOWELL and will not make any claim, demand, or application to or for right or privilege applicable to an officer or employee of UMASS LOWELL, including, but not limited to, workmen's compensation coverage, unemployment insurance benefits, social security benefits, or retirement membership or credit.
Company information and signature required

Company Name: ______________________________
Company Address: ______________________________

Tel. # _______________ Fax # _______________

Are you
() Woman Owned Business
() Minority Owned Business
() Individual/Sole Proprietorship
() Partnership
() Government
() Non-profit Organization
() Corporation
() Disadvantaged Business
() Other (specify) _______________

Tax I.D./ FEIN # _____-__-____ or S.S.N.# (if individual) ____-____-____.

Signature of owner or authorized officer*: ______________________________
Please print name: ______________________________
Title: ______________________________
Date submitted: ___/___/___

*must be signed in ink
Certification of Non Collusion

The undersigned certifies under penalties of perjury that this Bid or Proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

__________________________________________
Authorized Signature*

__________________________________________
Printed Name of person signing bid or proposal*)

__________________________________________
(Name of business)
University of Massachusetts Lowell Bid Request Form

Specifications
Flat Size of magazine: 18 x 10.875
Folded Size of magazine: 9 x 10.875

Title: UMass Lowell Magazine

Configuration: 64 pages text plus cover, 68 pages text plus cover, 72 pages text plus cover

Quantity: Bid on 85K and 90K

- Mailing, distribution, label costs: Estimate for mailing should be 85,000 and 90,000 magazines (anything associated with mailing should be included in bid cost not on a separate sheet. Please provide cost of labels and prep of labels, packing and shipping, distribution, edit charges to labels, etc. Also, there are foreign mailing charges. Please bid for 1,500 pieces to mail internationally and 150 pieces to Canada.)

Paper: Cover: 7 pt. Sterling matte cover
Text: 70# white Somerset matte text

Ink: 4/4 color process, bleeds, average ink coverage
Cover: 5/4 (4 color Process + overall varnish over 4 ColorProcess)

Finish: Quote for Trim, Fold, Saddle stitch AND quote for trim, fold, perfect binding

Proofs: Hard color flat proofs to be provided to UMass Lowell

Originals: Electronic files provided by Client on DVD or high resolution PDF’s uploaded to your FTP site

Schedule: Proofs to be delivered to UMass Lowell within eight working days, magazine to be printed within six working days of receipt of corrected/approved proofs.
PLEASE NOTE: Please itemize the cost of any process or procedure that is not covered in this request for bids. Other than charges for author’s alterations, we must know these fees in advance. UMass Lowell does not pay for overruns. UMass Lowell reserves the right to award the bid for four issues of the 2016/2017 (FY16 & FY17) magazine in any combination of 64, 68, or 72 pages based on your bid.

Mailing: Addressing to be applied to magazine copies, based on electronic address files provided to printer by UMass Lowell. Sort (Standard A presort non-profit carrier route pre-sort with bar code and politization bundle, bag and or palletize copies and deliver to Post Office).

Please include mailing charges in total cost of bid (not separately)

SEE NEXT PAGE FOR BREAKDOWN – TO BE COMPLETED
Cost should include labels and Prep of labels, packing and shipping, distribution, edit charges to labels, etc.

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* MAIL COST SHOULD INCLUDE COST OF LABELS, PREP OF LABELS, PACKING AND SHIPPING, DISTRIBUTION, EDIT CHARGES TO LABELS, ETC. ANYTHING ASSOCIATED WITH MAILING COST SHOULD BE INCLUDED IN BID.

In addition to the bid amounts stated, we agree to abide by all the terms and conditions set out in the Bid Request for UMass Lowell Magazine.

Signed: ________________________________
(Authorized Signature)

__________________________
(Title)
VENDOR BIDDER CHECK LIST

AS A QUALIFIED BIDDER, HAVE YOU INCLUDED:

_____ Completed Form For General Bid (Page 8-10)

_____ Company information and signature page (Page 6)

_____ Certificate of Non-Collusion (Page 7)

_____ An Original and copy of all Bid Material delivered No Later than 11:00 AM, Tuesday, February 9, 2016. Bids received after this date and time will not be considered, and will be placed, unopened, in the bid file.