BID REQUEST
UMass Lowell Continuing Studies Course Bulletin
Bid Number # CL11-HT-0034

Introduction

The University of Massachusetts Lowell (UMASS LOWELL) invites bids for the procurement of Continuing Studies Course Bulletin.

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 12,000 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. Nearly 68 percent of our funding is received from federal agencies and the rest primarily from industry.

Scope

The specifications provided describe the Printing and Mailing Services along with quantities required by the University of Massachusetts Lowell for the Spring 2011, Summer 2011 and Fall 2011 of the Continuing Studies Course Bulletin.

All Materials for Spring 2011 issue must be at the printer the week of November 22nd for a print deliverable date of November 29th to the mailhouse and Continuing Studies. Timelines specified in the attached specifications for the Continuing Studies Course Bulletin Timelines for all additional issues under this bid will be determined after award.

See Attachment A. Specifications
**Bid Evaluation Criteria**

Although the dollar amount is an important factor in this request; quality, turn-around time, service and experience will also be considered.

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

**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 may be e-mailed to bids@uml.edu by 11:00 AM, Thursday, October 14, 2010 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 bids@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
Dugan Hall, 883 Broadway, Room 204G
Attention: RFB No. CL11-HT-0034
Lowell, MA 01854

Bid Opening

Bids will be accepted until 11:00 AM on, Thursday, October 14, 2010. Bids will be opened at 11:00 AM on, Thursday, October 14, 2010. 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
Dugan Hall, 883 Broadway, Room 204G
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 second floor of the Dugan Building. 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. CL11-HT-0034.

**Contact Person**

All questions from prospective bidders concerning this RFB must be submitted in writing or e-mail to Heather Tziotziouras at the same purchasing address referenced above or via email address Purchasing@uml.edu.

**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.
Description: Spring 2011, Summer 2011 and Fall 2011 Continuing Education Tabloid

*Materials for the Spring 2011 issue to printer week of November 22nd for a print-deliverable date of November 29th to the mail house and Continuing Education*

Note: The Division of Continuing Education reserves the right to extend this contract for two more years, if the printer agrees to hold their prices or printer shall not increase prices to exceed whichever is lower, the Consumer Price Index (CPI-U) for the U.S. City Average, “all items” U.S. Department of Labor, Bureau of Labor and Statistics or 4%; unless contractor can prove the price increase is justified; proof must be in writing.

Also Note: Printing must be done exclusively by the winner of the bid. Due to the volatility of paper prices, availability of stock, and time-sensitive nature of this piece, no print brokering allowed.

All printers must provide samples of their 4-color, cold web press work that has been printed on the same press that will be used for this job to ensure quality of final professional recruiting piece. Quality, cost, and turn-around time will all be taken into consideration when awarding the bid. Note: Samples must be provided at the time that bids are submitted. Any and all bids submitted without specified samples shall be invalid. The University will provide bidders with a current sample of the Continuing Education Course Bulletin which will be sent with a printed copy of these specifications by FedEx.

**Printing Instructions:**

**Quantity:** 500M with additional M’s

**Pages:** 20 pages (16 pages w/4pg wrapper) and 24 pages (20 pages w/4 pg wrapper)

*(please provide a quote for both page counts)*

*Note: Tabloid to be printed on Cold web press*

**Formats:**

- **Flat size:** 22 ¼” x 17”
- **Final size:** 8 ½” x 11 3/8”

**OR**

- **Flat size:** 22” x 17”
- **Final size:** 8 ½” x 11”
Paper Stock: **Combination:** 4 page wrapper of 50# White Offset w/92 brightness (Printer must provide samples with their bid) *wrapped around* 16 or 20 pages (both options) of 35# Premium 80.

Ink: 4-Color Process on Front and Back Cover Only with Black plus 1 PMS on all inside pages. Medium coverage. No bleeds.

Materials: Disk will be supplied. Bulletin is laid out in QuarkXPress.

Special: Printer must meet at the Design Agency to review artwork prior to printing of tabloid and to review blues. Call Cathy Kendrick at (978) 934-2495 for additional information.

Proofs: One Blueline Proof & One Digital Color Proof, plus a Color Match Print of the 4-color front and back covers.

Finishing: Press product, quarter-folded & bulkpacked. 3,500 Continuing Education Office copies should be bulk packed in boxes.

Delivery: All costs associated with delivery of 3,500 office copies and any balance from mailing to UMass Lowell’s Continuing Education Office, c/o UML North Campus Shipping & Receiving and 496,500 to the mail house for processing and final delivery to Manchester Post Office, and the sectional center deliveries (see mailing instructions).
Mailing Instructions:

Mailing services must be completed by Mailways Inc. of Manchester, NH and all costs associated with these mailing services should be encumbered by the printer as part of this bid. The customized database that Mailways uses is proprietary to UMass Lowell and Mailways, and cannot be released to outside vendors. The selected printer will bill the University for both the printing and mailing services.

All tabloids, where feasible, must be drop shipped to the appropriate USPS Sectional Center. Note: postage costs are not part of this bid. The Tabloid must be cleared out of the Manchester, NH Post Office where UMass Lowell holds its bulk permit, and where the funds have been deposited for these mailings.

Purchase: Mailing must consist of zip codes and carrier routes designated by UMass Lowell Continuing Ed, for saturation based non-profit rates.

Affix: Approximately 495,000 saturation/Carrier list (see above); AND Approximately 1,500 house list to be provided (electronically in excel) by UMass Lowell.

Delivery: 496,500 To Manchester, NH Post Office, and balance of unused tabloids (plus 3,500 office copies) to UMass Lowell, Continuing Education, c/o North Campus Shipping and Receiving in Lowell, MA (see above for other delivery info).

NOTE: Printer is responsible for conformance with all postal regulations. Please note that only bids that include both printing and mailing quotes will be accepted.

At its sole discretion the University reserves the right to procure mailing separately.

The University reserves the right to exit this agreement if the course bulletin print and mail deliverables and quality expectations are not satisfactorily met.

Any questions regarding the print specifications should be directed to Cathy Kendrick at 978-934-2495.
ATTACHMENT B  
Bid # CL11-HT-0034  
FORM FOR GENERAL BID PAGE #1  
UNIVERSITY OF MASSACHUSETTS  
LOWELL

**Printing**

20 pages (16 pages w/4pg wrapper)  
<table>
<thead>
<tr>
<th>Flat size: 22 ¾” x 17” Final size: 8 ½” x 11 3/8”</th>
<th>500M</th>
<th>Add’l M’s</th>
</tr>
</thead>
<tbody>
<tr>
<td>$________</td>
<td>$________</td>
<td></td>
</tr>
</tbody>
</table>

**OR**

| Flat size: 22” x 17” Final size: 8 ½” x 11” | $________ | $________ |

24 pages (20 pages w/4pg wrapper)  
<table>
<thead>
<tr>
<th>Flat size: 22 ¾” x 17” Final size: 8 ½” x 11 3/8”</th>
<th>500M</th>
<th>Add’l M’s</th>
</tr>
</thead>
<tbody>
<tr>
<td>$________</td>
<td>$________</td>
<td></td>
</tr>
</tbody>
</table>

**OR**

| Flat size: 22” x 17” Final size: 8 ½” x 11” | $________ | $________ |

Please indicate no bid if your company does not have the capacity to print one of the specified sizes.

**Mailing** Mailing service as outlined including purchase, affix and delivery for 496,500 copies

| 496,500 copies | $________ |

**Press Information**

Indicate manufacture, model and location of Press

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

**In addition to the bid amounts submitted, we agree to abide by all the terms and conditions set out in the Bid Request for UMass Lowell Continuing Studies Course Bulletin October 14, 2010.**

Signed:___________________________________________

(Authorized Signature)

___________________________________________

(Title)
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)
Business Reference Form

1. Reference Name: __________________________ Contact Person: _________________
   Address: ___________________________ Tel Number: _________________
   Description and Dates of Services Provided: ________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

2. Reference Name: __________________________ Contact Person: _________________
   Address: ___________________________ Tel Number: _________________
   Description and Dates of Services Provided: ________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

3. Reference Name: __________________________ Contact Person: _________________
   Address: ___________________________ Tel Number: _________________
   Description and Dates of Services Provided: ________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

References will be contacted to confirm Bidder’s abilities, qualifications and performance. The University may deem the Bidder’s response unresponsive if a reference is not obtainable from listed reference after reasonable attempts.
AS A QUALIFIED BIDDER, HAVE YOU INCLUDED:

____ Completed Form for General Bid Attachment B (Page 9)

____ Company information and signature page (Page 10)

____ Certificate of Non-Collusion (Page 11)

____ Business Reference Form (Page 12)

____ Samples of four color cold web print jobs and paper stocks as specified in Attachment A pg#1

____ An Original and copy of all Bid Material delivered No Later than 11:00 AM, Thursday, October 14, 2010. Bids received after this date and time will not be considered, and will be placed, unopened, in the bid file.