Bid #LL030008

April 24, 2003

To Whom It May Concern:

You are invited to bid on a “Request for Proposal” for Replacement of PBX Equipment for the University of Massachusetts Lowell. Please see the enclosed CD Rom. You may also find this RFP listed on the UML Procurement website found at www.uml.edu/procurement.

All questions a bidder may have concerning this “Request for Proposal” document should be directed to M. Jeanne Tremblay, Director of Procurement. All questions should be submitted electronically to Jeannie_Tremblay@uml.edu prior to May 7, 2003.

A pre-bid conference will be held for all interested bidders on May 12, 2003, at 3:00 pm, in Room 222 of O’Leary Library, South Campus. Any questions submitted will be addressed at this meeting.

Proposals will be opened and publicly read on Friday, June 6, 2003, at 11:00 AM in the Procurement Department, Dugan Hall, Suite 200, South Campus, University of Massachusetts Lowell, Lowell, MA. Please send your proposal to the following address:
M. Jeanne Tremblay  
University of Massachusetts Lowell  
Procurement Department  
883 Broadway Street, Suite 200  
Lowell, MA 01854-5105.

All proposals should be delivered in person or a follow-up call made prior to the bid opening to insure the bidder that the proposal has been received. Please send a “bid” or “no bid” response in order that we may continue to include you on our active bid list.

The University of Massachusetts Lowell reserves the right to accept or 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.

The University of Massachusetts Lowell is an Equal Opportunity/Affirmative Action Title IX H/V, ADA 1990 Employer and Executive Order 11246, Title 41, Part 60 of the CFR Sections 741.4, 250.4, 1.40, 1.41, and 1.4 are hereby incorporated.

Very truly yours,

M. Jeanne Tremblay  
Director of Procurement

PAV  
Enclosure: CD Rom