



HIGHLINE SCHOOL DISTRICT 401

**REQUEST FOR BID
No. 17/18-2 YEARBOOKS**

**RELEASE DATE:
APRIL 30, 2018**

DUE DATE

MAY 15, 2018
2:00 pm (Pacific Daylight Time)

Highline School District #401
Request For Bid No. 17/18-2 Yearbooks

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1) Purpose and Scope

- Highline School District #401, hereinafter referred to as "The District", is seeking bids from qualified vendors for the management, classroom support, and the preparation and printing of secondary school yearbooks. It is in the intention of the District to award a contract to all or to individual Bidders based on the responses, which best meet the needs of the individual schools, relative to the award criteria listed in this Request for Bid for the 2018-2019 fiscal school year, with four optional renewals; 2019-2020, 2020-2021, 2021-2022, and 2022-2023.
- Participating secondary schools include 5 traditional high schools, 1 exclusive high school, 4 middle schools, for a total of 10 locations. Further information about Highline Public Schools can be obtained on the web at www.highlineschools.org.

2) Schedule of Events

The estimated schedule of events through award of contract is outlined below.

RFB Issued	April 30, 2018
Deadline for Questions	May 7, 2018
Q & A Issued to Bidders	May 9, 2018
Bid Opening Due (<i>Sealed bids</i>) 2:00 pm	May 15, 2018
Award of Contract	June 06, 2018
(The District reserves the right to extend the award date, if necessary)	
Board Meeting and Approval.....	June 26, 2018
Final Proposal Award.....	June 27, 2018

3) Notice to Bidders

- The Bidder *must include* two copies of the bid; *a signed original plus one copy*. All bids must be submitted in sealed envelopes bearing on the outside the name of the bidder, its address, and:

RFB NUMBER:	REQUEST FOR BID NO. 17/18-2 YEARBOOKS
OPENING DATE:	MAY 15, 2018
TIME:	2:00pm

- **Sealed bids shall be delivered to:**
Highline School District #401
Business Services Department
Tracey David, Purchasing Specialist
15675 Ambaum Blvd. SW
Burien, WA 98166
- **RFB Contact:**
Tracey David
Phone: 206-631-3202
Fax: 206-631-3382
E-mail: Tracey.David@highlineschools.org

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- **Sealed bids** will be received by the undersigned up to, but no later **than 2:00 p.m.** on **TUESDAY, the 15th day of MAY, 2018**, in the Business Services Department of the Educational Resources and Administrative Center (ERAC), 15675 Ambaum Boulevard S.W., Burien, WA 98166 for: **All bids received will be opened in public on the same day at 2:05 pm**, at the address previously stated, held in the Olympic room. All Bidders and other persons who may be interested in this bid, or the subject matter for which this bid is called, are hereby invited to be present at the bid opening
- Specifications and contract documents may be obtained at the ERAC building at the above address or can be obtained by visiting the district website at <http://www.highlineschools.org/purchasing>
- No bidder may withdraw his proposal after the hour set for the opening thereof or before award of contract, unless said award is delayed for a period exceeding forty-five (45) days. See page 10; Withdrawals.
- **District's Right to Cancel or Postpone:** The Board of Directors of Highline Public Schools, District No. 401, King County, Washington, reserves the right to cancel or postpone the bid opening, reject any and/or all proposals, to split awards, and to waive informalities or irregularities if the best interest of the district will be served thereby.
- **Questions/Interpretation of Bid Documents:** All inquiries, questions, or anyone contemplating submitting a bid in response to the RFB, who is in doubt as to the true meaning of any part of the documents, or finds discrepancies, or omissions therein, may submit to the Business Services Department in a written request for an interpretation or correction thereof. The person submitting the request shall reference the appropriate section and page number and shall be responsible for its prompt delivery submitted to Tracey David at tracey.david@highlineschools.org on or before May 7, 2018. Relevant questions or corrections to contract documents will be distributed to all participating bidders in the form of an addendum and will also be published on the district website on May 9, 2018, by the noon hour at <http://www.highlineschools.org/Purchasing>.

The District's response to questions/interpretations is only binding if set forth in written addendum issued by the District. Oral interpretations have no legal effect. Questions or requests for interpretation received after May 7, 2018 may not be considered.

- **All bids shall be subject to the following:**
 - Bidders must use the bid form provided by Highline School District, as no other form will be accepted. *Facsimile (FAX) or e-mail responses will not be accepted.*

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- Bids may be submitted for all or any part of the total quantities, or for any or all of the District requirements listed in the RFB. Award of contracts can be made, but not limited to, on an individual school basis. Bidders may include a percentage discount for individual category award; middle schools, high schools, exclusive high school, or all.
- The bid must be signed in the name of the Bidder and must bear the signature in longhand of the person or persons duly authorized as a representative to sign the bid.
- Late bids will not be accepted.

4) **Evaluation Criteria**

- The District reserves the right to initially evaluate the bids for pricing, requirements, compliance, technical merit, and will look at elements of the relationship between the Bidder and schools. Bids deemed acceptable will then be fully evaluated and shall be awarded to the most responsible and responsive Bidder based upon, but not limited to, the following criteria.

10%: Cover letter and Company profile, including full legal name, address, phone, and fax number, email address, and description of your company's background.

15%: Current resumes of local school representatives and plant representatives to be assigned to the District

15%: A management plan to collaborate with the Highline School District staff, for the production and delivery of successful yearbooks. Your plan should include, at a minimum, the following:

- Communication guidelines and staff contacts and responsibilities
- Listing of services and support available to the district staff and students assigned to the yearbooks including but not limited to: Workshops, classroom activities, educational materials, promotional and yearbook sales support, budget tracking and support, general trouble shooting, computer programs and technical support
- Detailed description of company policy and method for handling adjustments for errors made in production of the yearbooks, including a return policy for damaged or imperfect books.
- A list and cost sheet for yearbook production supplies available through your company
- A complete list of any special offers (i.e. color offers), "extras" or savings opportunities you would like considered in your bid

30%: Complete Cost Proposal - Percent analysis based on lowest cost per school & per supplement costs. Weighting for adjustment costs has been determined and sealed with evaluation.

10%: References

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20%: Samples of the following:

- Recent high school and middle school yearbook published by your company
 - Recent sample of a high school and middle school supplemental published locally by your company or printed by the company you propose to use
- A review panel consisting of up to 10 people (Refer to page 16; Yearbook Advisors) with experience in yearbooks and student relations will read and evaluate the bids. The panel may request separate conferences with bidders to clarify bids and/or ask for additional information. No commitment will be made to select a vendor's bid solely on the basis of price or to select a vendor solely on the basis of information contained in this RFB.
 - Such other information as may be obtained, and have an impact on the decision to award the contract.

5) Terms and Conditions

- **Pricing**

The Bidder shall follow pricing guidelines below:

All items proposed must be appropriately identified with unit price indicated.

Bidders are encouraged to present this RFB with any and/or special pricing, and all associated costs: discounts, prompt pays, set up, training, product packaging, etc., unless otherwise specified.

Bidder's price shall include FOB destination delivery to each school. Your price shall include all shipping and insurance charges. Special handling or shipping costs due to district-caused delays in printing would not be included in the base price. ***The vendor must absorb additional costs due to vendor delay.*** Substitutions of equal value may be substituted only after consultation with the school yearbook advisor.

Bidders are requested to break out the associated costs for a fair comparison with other competition, and extend unit pricing as required. All bid prices are to be firm and fixed for the yearbooks, FOB destination to the individual schools.

In the event of an error in the extension of prices, the unit price shall prevail and offers remain firm for one hundred twenty (120) calendar days after bid opening date (Refer to, "Period of Validity of Bids", page 8).

Bidders may include a percentage discount for individual category award; middle schools, high schools, exclusive high school, or all. Refer to page 38.

Bids shall be calculated for an initial period of one year, from September 1, 2018 through August 31, 2019.

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Bidders shall also assume all responsibility for making necessary price adjustments with shipping companies or in replacing any product damaged in transit, to the satisfaction of the District.

Bids shall not include state or local sales tax. Yearbooks may be purchased by district schools for resale as an ASB fundraiser as provided by RCW 82.04.3651 and 82.08.02573 and Excise Tax Advisory 2004.04/08.167 of November 23, 1999. State and local sales tax will not be applied to invoicing of any yearbooks for which a valid Reseller Permit has been submitted to the vendor.

- **Unit Price Bid:** It is understood that the quantities stated are approximate only and are subject to either increase or decrease at the District's discretion and are stated only for the purpose of comparing the bids. Should the quantities of any of the items be increased, the undersigned bidder shall furnish the additional articles at the unit prices set out herein, and should the quantities be decreased, payment will be made on the actual quantities installed at such unit prices, and the bidder will make no claims for anticipated profits or additional compensation for any increase or decrease in the quantities. It should be understood that the District may purchase any number of items from the bidder at the unit bid price.
- **Alternate Bid:** The bidder may state in the bid an amount to be added or to be deducted from the amount of the Base Bid if the corresponding change is accepted.

If the bidder fails to indicate an alternate bid on the bid form, the District will consider the item to be the same as indicated in the bid specifications and the Bidder shall be required to furnish the same. Any alternate bids must conform to or exceed specifications indicated as to quality of materials and workmanship. Full Specifications, cuts or photos must accompany any alternate bids. Any items bid at a lesser or inferior quality than that which have been specified shall be rejected as not meeting specifications. The District reserves the right to be the sole judge of quality. Types, weights, quantities of materials and methods of installation may not be changed.

- **Samples:** The bidder must show previous experience relative to school yearbook preparation. **Bidders must include with bid submittal, at least two of each: 9" x 12" Hard Cover and Soft Cover yearbooks, two 8 1/2" x 11" Hard Cover and Soft Cover yearbooks, and two 7.75" x 10.5" Hard Cover and Soft Cover yearbook, if applicable to the Bidder's response.** All experience shall be subject for review by the District Yearbook Committee of up to 10 people. The bidder is responsible for all freight, parcel post and insurance for shipment from the firm and return to it. Otherwise, the sample will be disposed of at the discretion of the District.
- **Inspections:** The District reserves the right to inspect any item or service for compliance with requirements. If a bidder proposes an item and cannot furnish a sample of said item for review, the District reserves the right to reject the offer as non-compliant.

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- **Customer References:** Bidders must submit a minimum of three references of customers to whom the Bidders provided a similar service(s) within the last three years. *Bidders submitting on both middle and high school books should provide six references, three for each level. Please see page 39 to list references/previous experiences/contracts.*
- **Evidence of Qualification:** Upon request, a bidder whose bid is under consideration for award of the contract shall submit promptly, satisfactory evidence of the financial resources, experience and organization and equipment needed for performance of the agreement.
- **Right of Selection/Rejection of Bids:** The District will amend this agreement to the qualified Bidder whose bid is most advantageous to the District with price, service, delivery and other factors listed in the award criteria. The District reserves the right to select the award(s) through competitive negotiations, and reserves the right to select or reject any or all bids for any reason; to waive any informalities, minor deviations, or irregularities in the RFB process or responses.
- **Incorporation of the bid in the Final Agreement:** This RFB and the Bidders response, including all promises, warranties, commitments and representations made in the successful bid shall be binding and incorporated by reference into the District's contract with the Bidder.
- **Mandatory Contract Provisions:** This RFB establishes minimum mandatory contract provisions that must be incorporated in any agreement entered into between the District and the bidder, if awarded. These mandatory provisions may only be amended at the sole discretion of the District.
- **Errors in Bids:** Bidders are responsible for all errors or omissions in their bids, and any such errors or omissions will not serve to diminish their obligations to the District.
- **Cost of Development of Bids:** All expenses incurred by the Bidder related to the bid or the selection process will be borne by the Bidder. No claim for the reimbursement of the time, material, or travel expenses shall be made by the Bidder against the District, regardless of the results of the selection process.
- **Period of Validity of Bids:** The Bidder must certify that its bid will remain in effect for 120 days after the bid due date. The District may request an extension beyond the 120 days. Time, if stated as a number of days, will include Saturdays, Sundays, and holidays.

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- **Proprietary Material:** The District will attempt to protect legitimate trade secrets of any Bidder. Examples of such information would be unpublished descriptions of proprietary aspects of the services proposed. Any proprietary information contained in the bid must be designated clearly and should be separately bound and labeled with the words "Proprietary Information" *Marking the entire bid proprietary may result in the rejection of the bid.*
- **Public Records:** Bidders should be aware that the District is required by law to make records available for public inspection, with certain exceptions. It's the District's belief that this legal obligation would not require the disclosure of proprietary, descriptive literature that contains privileged designs, drawings, or documentation. However, the Bidder, by submission of the materials marked "Proprietary Information" acknowledges and agrees that the District will have no obligation or liability to the Bidder in the event that it must disclose these materials.
- **Bid Disposition:** All materials submitted in response to the RFB shall become the property of the District.
- **Amendments:** Any revisions to the RFB will be issued in the form of an addendum by the District and will be distributed to all bidders and will post to the district website prior to the response due date.
- **Changes/Modifications:** Changes in or additions to the bid form, alternate bids or other modifications, which are not specifically called for in the contract documents, may result in the District rejecting the bid as not being responsive. No oral or telephone modification of any bid submitted will be considered and a telegraphic modification may be considered only if the postmark evidences that a confirmation of the telegram duly signed by the Bidder was placed in the mail prior to the opening of bid.

Notwithstanding the above, a late modification of an otherwise successful bid which makes its terms more favorable to the District will be considered at any time it is received and may be accepted.

- **Erasures:** Any erasures, interlineations, or other corrections in the bid must be initialed by the person or persons signing the bid.
- **Clarifications:** The District reserves the right to obtain clarification of any point in a Bidder's proposal or to obtain additional information necessary to properly evaluate the proposal. Failure of a Bidder to respond to such a request for additional information or clarification may result in rejection of the bid. The District's retention of this right shall in no way reduce the responsibility of the Bidder to submit complete, accurate and clear bids.

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- **Bidder Contact:** The proposal must include the name of the specific individual who will act as the primary contact for the Bidder during proposal evaluation. The proposal must identify the contact's position in the organization, telephone number, fax number and e-mail address, as well as if that individual has authority to negotiate and bind their company to the terms of this contract.

- **Failure to Submit Offer:** If no offer is to be submitted, do not return the bid unless otherwise specified. A letter or postcard should be sent to the District Business Services department, advising whether future bids for the type of supplies or services covered by this bid are desired. Failure of the recipient to offer or notify the department that future solicitations are desired may result in removal of the name of such recipient from the bid list for the type of solicitation.

- **Late Bids:**
Any bid received at the District Business Services department after May 15, 2018, at 2:00 pm will not be considered. The only acceptable evidence to establish the mailing date of a late bid is either by registered or certified mail with the U.S. Postal Service postmark on wrapper or on original receipt from the U.S. Postal Service. If neither postmark shows a legible date, it shall be deemed to have been mailed late. (The term "postmark" means a printed, stamped, or otherwise placed impression that is readily identifiable without further action as having been supplied and affixed on date of mailing by an employee of U.S. Postal Service.) Bidders are solely responsible for ensuring that bids are *delivered on time*. Delays caused by any delivery services, including the US Postal Service, local traffic conditions, or any other reason, will not be considered and will be returned unopened. The only acceptable evidence to establish time of receipt at the District Business Services Department is time/date stamp of such office on bid wrapper or other documentary evidence of receipt maintained by the District.

- **Withdrawals:** Any Bidder may withdraw its bid; either personally or by written request, by the Bidder's authorized representative, at any time prior to May 15, at 2:00pm. Communication to withdraw must be given directly to the Business Services department. Withdrawals received after 2:00pm, May 15, 2018, will not be considered, unless:
 - Award is delayed for a period exceeding forty-five (45) days
 - It was sent by registered or certified mail not later than the fifth calendar day prior to May 15, at 2:00pm for receipt of bids, or
 - It was sent by mail and the District determines that late receipt was due solely to mishandling by the District before receipt at the District Business Services department. (The "Only acceptable evidence to establish the mailing date of a *late bid*" language on the previous paragraph, also applies to this section)

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- **Disqualification of Bidders:** At the Districts discretion, in addition to any other right to reject bids, may determine that a bidder is not responsible and may reject a bid for any of the following circumstances.
 - More than one bid is submitted by the same Bidder under the same or different names.
 - Evidence of collusion with any other Bidder. Participants in such collusion shall be disqualified from submitting further bids.
 - The Bidder is not qualified to perform the contract.
 - Unsatisfactory performance record judged from the standpoint of conduct of service, or progress, as shown by past or current service to the District.
 - Failure to pay or settle bills on any former or current contracts.
 - If the Bidder has previously defaulted in the performance of a written public contract, or has been convicted of a crime arising from a previous public contract.
 - Any other inability, financial or otherwise, to perform the contract.
 - For any other reasons deemed proper as determined from a pre-award survey of bidder's capability to perform.
 - Any bid submitted by a Bidder who is not registered or licensed as required by Washington state laws.
- **Lowest Price Guarantee:** The Bidder agrees if they offer the same service or product to another customer comparable in size at a lower price than the rates detailed on this RFB, the Bidder will adjust the District costs to the lower rate
- **Anti-Discrimination:** The bidder agrees not to discriminate against any client, employee or applicant for employment or for services because of race, creed, color, national origin, sex or age with regard to but not limited to the following: employment upgrading, demotion or transfer; recruitment or recruitment advertising; layoffs or termination; rates of pay or other forms of compensation; selection for training; rendition of services. It is further understood that any vendor who is in violation of this clause shall be barred forthwith from receiving awards of any purchase order from the District, unless a satisfactory showing is made that discriminatory practices have terminated and that a recurrence of such acts is unlikely.
- **Safety Conditions:** The bidder shall provide products and services that meets or exceeds all applicable requirements of the "Washington Industrial Safety and Health Standard for Primary and Secondary Schools," in effect at the time of delivery.

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The bidder agrees to fully comply with all Federal, state and local laws, orders, rules, regulations and ordinances, including but not limited to those relating to industrial insurance, medical aid, unemployment compensation, pension, social security, minimum wages, equal employment, safety standards and building codes, and the bidder shall indemnify and save harmless the District for any claim, liability or expense by reason of the failure of the bidder or any of its sub-contractors to comply with such laws, orders, rules, regulations or ordinances.

- **Employees who have been convicted of crimes involving children:** RCW 28A.400.330 prohibits a bidder, or any of its sub-bidders, from utilizing any employee at a public school who has contact with children at a public school during the course of his or her employment and who has pled guilty to or been convicted of any felony crime involving the physical neglect of a child under chapter 9A.42 RCW, the physical injury or death of a child under chapter 9A.32 or 9A.36 RCW (except motor vehicle violations under chapter 46.61 RCW), sexual exploitation of a child under chapter 9.68A RCW, sexual offenses under chapter 9A.44 RCW, where a minor is the victim, promoting prostitution of a minor under chapter 9A.88 RCW, the sale or purchase of a minor child under RCW 9A.64.030, or violation of similar laws or another jurisdiction. Failure to comply with this section shall be grounds for the school district to immediately terminate the contract.
- **Debarment, Suspension and Ineligibility Certification:** To the best of its knowledge and belief, the Bidder or any of its principals are not presently debarred, suspended, proposed for debarment or otherwise declared ineligible for the award of contracts by any Federal agency by the inclusion of the Bidder or its principals in the current "LIST OF PARTIES EXCLUDED FROM FEDERAL PROCUREMENT OR NONPROCUREMENT PROGRAMS" published by the U.S. General Services Administration Office of Acquisition Policy.

The prospective lower tier participant shall provide immediate written notice to the District if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances. Should the prospective lower tier participant enter into a covered transaction with another person at the next lower tier, the prospective lower tier participant agrees by accepting this agreement that it will verify that the person with whom it intends to do business is not excluded or disqualified

- **Use of tobacco on school premises:** RCW 28A210.310 prohibits the use of tobacco in any form on school district property. Smoking or other use of tobacco will not be permitted at the job site.

6) Bid Protest Procedures

- **Procedure:** A Bidder protesting for any reason, the procedure or award of the contract, shall submit cause in a written protest to be filed with the Business Services Department no later than three (3) business days after the date upon which bids are opened. The written protest shall include the name of the protesting Bidder, a detailed description of the specific factual and legal grounds for the protest, copies of all supporting documents, and the specific relief requested. The written protest shall be delivered to:

Highline School District #401
Business Services Department
ATTN: TRACEY DAVID
15675 Ambaum Blvd. SW
Burien WA 98166

- **Consideration:** Upon receipt, the District will consider the protest. The District may, within three (3) business days of receipt, provide any other affected Bidder, the opportunity to respond in writing to the protest. If the protest is not resolved by mutual agreement between the protesting Bidder and the Business Services Department, the Superintendent of the District or designee will review the issues and promptly furnish a final and binding written decision to the protesting Bidder and any other affected Bidders, within six business days of the District's receipt of the protest. (If more than one protest is filed, the District's decision will be provided within six business days of the District's receipt of the last protest). If no reply is received during the six-business-day period, the protest shall be deemed rejected.
- **Waiver:** Failure to comply with these protest procedures will render a protest waived.
- **Condition Precedent:** Timely and proper compliance with and exhaustion of these protest procedures shall be a condition precedent to any otherwise permissible judicial consideration of a protest.

7) Contract Provisions

- **Contract Period and Coverage:** The contract shall run from September 1, 2018 through August 31, 2019, with four one (1) year renewals from September 1, 2019 through August 31, 2023. These options are to be taken no later than August 15th of each year.
- **Customer Service:** The Bidder's representative shall contact, consult, and be available to visit the schools/advisors regarding production progress of materials (incoming and outgoing). The Bidder's representative will be available to instruct, answer questions and coordinate production at least every two weeks according to a schedule determined by the advisor and the representative. **The Bidder's representative will inform yearbook advisors of company workshops, and will agree to hold a minimum of two workshops at the school to help train yearbook staff members.**

The Bidder's representative is to furnish the school with the name of an individual at the plant capable of making decisions on the telephone concerning changes or corrections (If different from the representative). The school will require a toll-free number, which may be used to contact the plant for information regarding production, changes, corrections, or other problems.

The Bidder must provide district staff with communications via e-mail and voice mail. Service requirement calls need to be returned within two (2) school days. **If return calls are required to provide necessary information in order for district staff to meet deadlines and are not returned, a 5% penalty fee will be charged.**

Note: A company with a local representative, located within 50 miles of the District, is desired. A representative with a proven record, and who has a minimum of two years' experience with the yearbook company, is preferred.

- **Submission Deadlines:** The Bidder's representative and yearbook advisor will mutually determine all deadline dates during the first month of each school year. Final deadlines shall be not less than ten (10) weeks prior to delivery without special agreements between the advisor and the Bidder's representative, **acknowledging the possibility of late delivery.** Deadlines will run from mid-October until early April, depending on school needs.

Should it appear that the final delivery date is in jeopardy as a result of missed deadlines, it is the Bidder's responsibility to inform the District advisor, in writing, ten (10) days prior to the final deadline, that if such deadline is missed, late delivery may result or an overtime charge may be levied to complete the work. Delivery shall not be later than 10 days before each school's commencement.

- **Changes to the General Scope of the Contract:** The District may, at any time, by a written order and without notice to the sureties, make changes within the general scope of the contract:
 - In drawings, designs, or specifications, where the supplies to be furnished are to be specially manufactured for the District in accordance therewith.
 - Method of shipment or packing.
 - Place of delivery.

If any such change causes an increase or decrease in the cost of or the time required for performance of the contract, whether changed or not changed by any such order, an equitable adjustment shall be made by written modification of the contract. Any claim by the awarded Bidder for adjustment must be asserted within 30 days from the date of receipt by the Bidder of the notification of change provided. The District Business Services department will review the facts, justify such action and act upon any such claim if asserted prior to final payment, under the contract. Failure to agree to any adjustment shall be a dispute concerning a question of fact within the meaning of the contract. Nothing shall excuse the awarded Bidder from proceeding with the contract as changed.

- **Termination for Default:** The District Business Services department, by written notice, may terminate this contract, in whole or in part, for failure of the awarded Bidder to perform any of the provisions hereof. In such event, the awarded Bidder shall be liable for damages, including the excess cost of re-procuring similar supplies or services; provided that:
 - It is determined for any reason that the awarded Bidder was not in default.
 - The awarded Bidder's failure to perform is without fault or negligence, the termination shall be deemed to be a termination for convenience.
- **Termination for Breach:** In the event that any of the provisions of this contract are violated by the contractor, the District may serve written notice upon the awarded Bidder of its intention to terminate such contract. Unless within 10 days after serving such notice upon the awarded Bidder, such violation ceases, and satisfactory arrangement for correction is made, the contract shall upon expiration of said ten days cease and terminate. In the event of any such termination, the District shall immediately serve notice to the awarded Bidder, and the District may declare the awarded Bidder in default, and procure all material involved in the Contract from other sources. The awarded Bidder shall be liable to the District for any excess cost occasioned by the District.

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- **Termination for Convenience:** The District Business Services department, within thirty (30) days of prior written notice, may terminate this contract, in whole or in part, when it serves the best interest of the District. If this contract is for supplies and is so terminated, the awarded Bidder may be compensated. To the extent that the contract is for services and is so terminated, the District shall be liable only for payment in accordance with the payment provisions of the contract for services rendered prior to the effective date of termination.
- **Affirmative Action:** During the performance of this contract, the awarded Bidder is required to follow the policy of the District's Affirmative Action Program which is to promote the objectives of the Equal Employment State Laws, legal mandates, and Presidential Executive Order 11246, of September 24, 1965. The goal of this program is to ensure equal employment opportunities for all persons without regard to race, color, age, creed, national origin, religion, sex, or physical requirements not constituting a bona fide occupational qualification. It shall be the awarded Bidder's responsibility to obtain the specific requirements of this program and implement them accordingly, or be subject to contract termination and suspension from future District contracts.
- **Liens, Claims, and Encumbrances:** The Bidder warrants and represents that all goods and materials delivered herein are free and clear of all liens, claims, or encumbrances of any kind.
- **Inspections:** The District reserves the right to inspect any item or service for compliance with requirements. If a bidder proposes an item and cannot furnish a sample of item for review, the District reserves the right to reject the offer as non-compliant.
- **Disclosures:** By signing the RFB, a Bidder affirms that there has been no gift, no offer to give, nor any intent to give at any time any economic opportunity, promise of future employment, gift, loan, gratuity, special discount, trip, favor, or service to an employee or officer of the District in connection with the bid submitted.
- **Examination of Site, Drawing, etc.:** The awarded Bidder shall thoroughly examine and be familiar with the schedule, specifications, and all instructions. The omission of a bidder to receive or examine any form, instrument, addendum, or other document or to visit delivery and service locations, and become familiar with and verify any environmental factors that may impact current or future pricing shall in no way relieve any awarded Bidder from obligations with respect to their bid or the contract.
- **Safety Conditions:** The Bidder shall provide and/or install merchandise that meets or exceeds all applicable requirements of the "Washington Industrial Safety and Health Standard for Primary and Secondary Schools," in effect at the time of delivery.

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- **Laws:** The Bidder agrees to fully comply with all Federal, state and local laws, orders, rules, regulations and ordinances, including but not limited to those relating to industrial insurance, medical aid, unemployment compensation, pension, social security, minimum wages, equal employment, safety standards and building codes, and the bidder shall indemnify and save harmless the District for any claim, liability or expense by reason of the failure of the bidder or any of its sub-contractors to comply with such laws, orders, rules, regulations or ordinances
- **Shipping:** Yearbooks must be received by the school *on the date specified by the advisor*, subject to stipulations above. The awarded Bidder cannot withhold shipment of yearbooks due to billing disputes from prior years. *Delivery date in bid specifications is not a ship date; product must be received by the delivery date.*
- **Copy Return:** All photographs, art work and other material used in the publication of the yearbooks, shall be returned to the school on the shipping date specified. Materials may be returned with books in a marked box, so identified (if applicable).
- **Contingencies Eliminated:** The awarded Bidder certifies adequate supplies are on hand, or have been contracted for, to complete the production of the yearbook bid by the deadline specified above.

The yearbook advisor shall be notified immediately, in writing, of delays caused by strikes, fires, or other disaster. The District Business Services Department should be copied.

Delays in meeting deadlines, except for final deadline, caused by school closure due to snow, fire or other disaster, shall not be penalized if the company is notified immediately of such unavoidable delay. Schools will be expected to make up such deadline delays, day-for-day, after reopening of school.

If all school deadlines have been met and yearbooks are delayed (caused by the awarded Bidder), and delivered on the last day of the regular school year or after school has closed, the District reserves the right to refuse the shipment and all deposits will be returned. If a school accepts a vendor-caused late delivery on the last day of the regular school year, or after school has closed, the district will not pay invoices for unsold yearbooks. The district reserves the right to return excess yearbooks resulting from an over-shipment by awarded Bidder. Any overruns need to be communicated and approved by the school yearbook advisor prior to printing and delivery.

- **Order Acknowledgements:** Order acknowledgements resulting from changes and/or deletions to yearbooks need to be sent to the school bookkeepers at school on a bi-monthly basis.

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- **Itemized Invoices:** The vendor shall present a fully itemized statement of accumulative costs to date from the basic contract by the 10th of each month. This statement must reference the page and line numbers from Part IV that describes the item and bid pricing. The final fully itemized billings for the yearbook shall be in the hands of the Yearbook Adviser by date of shipping to allow accounting time to close the books for the yearbook accounts. Adviser should have the option of reducing use of color, number of pages, end-sheets, and other optional cost items at any time prior to the beginning of actual production on such contract item, without penalty, should monthly billings indicate costs will exceed budgetary estimates
- **Discounts:** Prompt payment discounts offered for payment within less than twenty calendar days will not be considered in evaluating offers for award. However, offered discounts of less than twenty days will be taken if payment is made within the discount period, even though it is not considered in the evaluation process. *Prompt payment discounts offered for payment at twenty calendar days or more will be considered in award evaluations.* (Refer to page 43)

8) District Advisor's Contact Information

- All work will need to be carefully scheduled and performed with the following District yearbook advisors.

Site	Advisor	E-mail
High Schools		
Choice HS	Dolly Knuth	Darlene.Knuth@highlineschools.org
Evergreen HS	Daniel Matthias	Daniel.Matthias@highlineschools.org
Highline H S	Chelsea Hinderlie	Chelsea.Hinderlie@highlineschools.org
Mount Rainer HS	Michael Yousoofian	Michael.Yousoofian@highlineschools.org
Raisbeck HS	Michelle Juarez	Michelle.Juarez@highlineschools.org
Tyee HS	Mathew Setter	Matthew.Setter@highlineschools.org
Middle Schools		
Cascade MS	Danielle Alford-Warfield	danielle.alfordwarfield@highlineschools.org
Chinook MS	Arin Beatty	Arin.Beatty@highlineschools.org
Pacific MS	Victoria Nelson-Killingsworth	victoria.nelsonkillingsworth@highlineschools.org
Sylvester MS	Gus Posey	gus.posey@highlineschools.org

BID FORM

9) REFERENCES

Please list references as necessary. The Bidder must submit a minimum of three customer references that provided a similar service(s) within the last three years. *Bidders submitting on both middle and high school books should provide six references; provide three for each level.*

	<u>School Name</u>	<u>Contract Period (Date)</u>	<u>Number of Yearbooks</u>
1)	_____	_____	_____
2)	_____	_____	_____
3)	_____	_____	_____
4)	_____	_____	_____
5)	_____	_____	_____
6)	_____	_____	_____

10) Bid Specifications

Please read all of the general requirements and standard specifications, along with each school's specifications, as well as the optional costs. Bidders have the option to submit proposals for all schools or a selection of schools.

In the event of conflict between the terms and conditions used in the Bidder's documents and the District's terms and conditions, the District's terms shall prevail.

Individual School Basic Bid Specifications CASCADE MIDDLE SCHOOL SPECIFICATIONS

11212 10th Avenue SW, Seattle, WA 98146

- 1) Estimated Number of Books: 200
- 2) Estimated Number of Pages: 48
- 3) Page Submission: By facing pages
- 4) Paper Trim Size: 7 3/4" X 10 1/2"
- 5) Paper Stock: 80 lb. with choice of dull or glossy
- 5) Paper Stock: 70# Glossy
- 6) Cover: Soft cover, full color, school design
- 7) Binding: Saddle Stitch
- 8) Typography and Headlines: School's Own Type
- 9) Proof System: On Demand High Resolution PDF Files
- 10) Paste up program: Company - Online program - must be compatible with district approve software.

UNIT COST PER BASIC ANNUAL (BASED ON 200
YEARBOOKS)

\$ _____

ALTERNATE UNIT COST PER BASIC ANNUAL (BASED ON
200 YEARBOOKS - 48 PAGES) BOOKS IN FULL COLOR

\$ _____

Per Book Price Change December date to be determined
by yearbook advisor:

Additional books/each (Add)

\$ _____

Fewer books/each (Deduct)

\$ _____

Highline School District #401
Request For Bid No. 17/18-2 Yearbooks

Individual School Basic Bid Specifications
CHINOOK MIDDLE SCHOOL SPECIFICATIONS

18650 42nd Avenue South, SeaTac, WA 98188

- 1) Estimated Number of Books: 150
- 2) Estimated Number of Pages: 64
- 3) Page Submission: Random order, school-designed pages and cover included
- 4) Trim Size: 8 1/2" x 11"
- 5) Paper: 80 lb. with choice of matte or glossy
- 6) Cover: Softcover - Silk-screen with foil, choice of base material 4 color and one ink, school design or company design (to be approved by advisor), 100 pt binders board - due November date to be approved by advisor)
- 7) End Sheets: Full color pages, school design - Same front and back
- 8) Binding: Soft cover - Saddle Stitch
- 9) Typography: School's own type
- 10) Proof System: Proofs for all work with maximum turnaround time of five weeks. Four to Six-week turnaround needed on black and white pages.
- 11) Paste up program: Layouts on Computer

UNIT COST PER BASIC ANNUAL (BASED ON 150 YEARBOOKS) \$ _____

ALTERNATE UNIT COST PER BASIC ANNUAL (BASED ON 150 YEARBOOKS) BOOKS TO BE IN FULL COLOR \$ _____

Per Book Price Change December date to be determined by yearbook advisor:

Additional books/each (Add) \$ _____

Fewer books/each (Deduct) \$ _____

Highline School District #401
Request For Bid No. 17/18-2 Yearbooks

Individual School Basic Bid Specifications
PACIFIC MIDDLE SCHOOL SPECIFICATIONS

22705 24th Place South, Des Moines, WA 98198

- 1) Estimated Number of Books: 350
- 2) Estimated Number of Pages: 68 All color pages
- 3) Page Submission: Random order; company online program - must be compliant with district supported software and non-proprietary
- 4) Trim Size: 7 3/4" X 10 1/2"
- 5) Paper: 80 lb. with choice of dull or glossy
- 6) Cover: Hard Cover: Choice of school design 4 color or company design 4 color (advisor approval)
- 7) End Sheet: Plain white with 4 color, different designs front and back.
- 8) Binding: Smyth Sewn, Square-backed
- 9) Typography: All fonts supported
- 10) Proofs: On demand PDF files - must be compliant with district supported software and non-proprietary

UNIT COST PER BASIC ANNUAL (BASED ON 400 YEARBOOKS) \$ _____

Per Book Price Change December date to be determined by yearbook advisor:

Additional books/each (Add) \$ _____

Fewer books/each (Deduct) \$ _____

Highline School District #401
Request For Bid No. 17/18-2 Yearbooks

Individual School Basic Bid Specifications
SYLVESTER MIDDLE SCHOOL SPECIFICATIONS

16222 Sylvester Road SW, Burien, WA 98166

- | | |
|-------------------------------|---|
| 1) Estimated Number of Books: | 375 |
| 2) Estimated Number of Pages: | 56 |
| 3) Page Submission: | Random order, school-designed pages and cover included |
| 4) Trim Size: | 7 ¾" X 10 ½" |
| 5) Paper: | 70 lb. matte finish |
| 6) Cover: | Hard Cover: Smyth Sewn - School design full color cover, 98 pt. binders board |
| 7) End sheets: | Choice of base material color and one ink, school design, different front back |
| 8) Binding: | Smyth Sewn, Square-backed |
| 9) Typography: | Company Design |
| 10) Proof System: | Online proofing, with exception of the cover and end sheets |
| 11) Paste up program: | Electronic format using company's online program (Program must be compliant with school district software and nonproprietary) |

UNIT COST PER BASIC ANNUAL (BASED ON 375 YEARBOOKS) \$ _____

ALTERNATE UNIT COST PER BASIC ANNUAL (BASED ON 375 YEARBOOKS) BOOK IN FULL COLOR \$ _____

Per Book Price Change December date to be determined by yearbook advisor:

Additional books/each (Add) \$ _____

Fewer books/each (Deduct) \$ _____

Highline School District #401
Request For Bid No. 17/18-2 Yearbooks

Individual School Basic Bid Specifications

AVIATION HIGH SCHOOL

9229 East Marginal Way S., Tukwila, WA 98108

- 1) Estimated Number of Books: 370
- 2) Number of Pages: 180
- 3) Page Submission: Random order, school-designed pages and cover included
3 color signature
- 4) Trim Size: Size 8
- 5) Paper: 100# Stock
- 6) Cover: Hard cover; gloss laminate on full cover; school design or
company design; 4-color front and back; 120 point
graphic; silk screen or hot foil
- 7) End Sheets: Standard white end leaf
- 8) Binding: Smyth Sewn, Square-backed
- 9) Typography: School's own type
- 10) Proof System: Proofs with maximum turnaround time of five weeks. PDF
laser proofs, submittal
- 11) Paste up program: PDF submission

UNIT COST PER BASIC ANNUAL (BASED ON 370 YEARBOOKS)

ALTERNATE UNIT COST PER BASIC ANNUAL (BASED ON
370 YEARBOOKS IN FULL COLOR)

Per Book Price Change December date to be determined
by yearbook advisor:

Additional books/each (Add) \$ _____

Fewer books/each (Deduct) \$ _____

Highline School District #401
Request For Bid No. 17/18-2 Yearbooks

Individual School Basic Bid Specifications
HIGHLINE HIGH SCHOOL SPECIFICATIONS page 1
225 South 152nd Street, Burien, WA 98148

- 1) Estimated Number of Books: 450
- 2) Number of Pages: 240 - four Color
- 3) Page Submission Company on-line design - software must be compliant with school district supported software and non-proprietary
- 4) Paper Trim Size: 9"X12"
- 5) Paper Stock: 100 Lb. Glossy
- 6) Cover: Hard Cover; 3/4 bound; four-color art work; embossed copy, including spine and front cover
- 7) End Sheets: Four Color stock with one applied color; school design front and back, which may differ.
- 8) Binding: Smyth Sewn - rounded and backed, 150 lb. board or heavier to be used on lids, book will be bound to leave room for 32-page supplement at school's choice of location between signatures with continuation of page numbering.
- 9) Typography: All fonts TrueType, Adobe, or Pantone. Body Copy, Captions, etc. to consist of at least three type families in all point sizes and faces.
- 10) Proof System: Digital Proofs with online approval system
- 11) Eight Color:
 - a. Two flats (16 pages) for November deadline
 - b. Two flats (16 pages) for December deadline
 - c. One flat (8 pages) for January deadline
- 12) Spot Color: 40 pages, submitted in flats. Color photos submitted to size.
 - a. Two flats (16 pages) for November deadline
 - b. Two flats (16 pages) for December deadline
 - c. One flat (8 pages) for January deadline

HIGHLINE HIGH SCHOOL SPECIFICATIONS page 2

- 13) Student Mug Pages: School-chosen photographer to supply CD with under-classmen photos, school to proof names and photos; school retains option of configuring lay-outs of mug pages to include candid photos, etc.
- 14) Deadlines Main Book: five deadlines, must be set and verified by each location, the first deadline to be in December, the second to January, the third to be in February, the fourth to be in March, and final to be in April.
- 16) Supplement PRICE FOR SUPPLEMENT - Up to 32 pages, to be printed locally, picked up and coordinated by local representative, date to be approved by advisor, School retains options of submitting one dps up to one-week following the deadline. \$ _____
- UNIT COST PER BASIC ANNUAL (BASED ON 650 YEARBOOKS) (items 1 through 16 - DO NOT INCLUDE SUPPLEMENTS) \$ _____
- UNIT COST FOR COLOR - DO NOT INCLUDE SUPPLEMENT \$ _____
- ALTERNATE UNIT COST PER BASIC ANNUAL (BASED ON 450 YEARBOOKS) BOOKS TO BE IN FULL COLOR (items 1 through 16 - DO NOT INCLUDE SUPPLEMENT) \$ _____
- Per Book Price Change after December 15 and prior to January 7 - dates to be approved by advisor:
Additional books/ea (Add) \$ _____
Fewer books/ea (Deduct) \$ _____
- Per Book Price Change after January 7 - date to be approved by advisor
Additional books/each (Add) \$ _____
Fewer books/each (Deduct) \$ _____

Highline School District #401
Request For Bid No. 17/18-2 Yearbooks

Individual School Basic Bid Specifications
MT. RAINIER HIGH SCHOOL SPECIFICATIONS Page 1

22450 19th Avenue South, Des Moines, WA 98198

- 1) Estimated Number of Books: 700
- 2) Number of Pages: 256
- 3) Page Submission: Random. There must be no double page requirement for submission of pages. School must be able to submit single pages and have these pages count toward meeting all deadline requirements. In Design and online book options-with home access.
- 4) Paper Trim Size: 9" X 12"
- 5) Paper Stock: School choice of 80# gloss, semi-gloss or matte stock. Stocks may be mixed and matched throughout the book in complete signatures as desired at no additional charge
- 6) Cover: Custom embossed, Litho, four applied colors, 4 applications, silk screening, foil and laser option, school-designed die to be included. Cover e.g. process color/embossed, foil 2 color. Due date to be approved by advisor.
- 7) End Sheets: Four-color process from transparency, different front and back. Indicate due dates.
- 8) Binding: Smyth sewn, rounded and backed or other suggestions that result in high quality product \$ _____
Describe: _____

CONTINUED ON NEXT PAGE

MT. RAINIER HIGH SCHOOL SPECIFICATIONS Page 2

9) Page Production:

School to have option of submitting pages as complete paste-up with photos in place and type set by the plant, other pages electronically. The submission method of pages to be determined by the school at no additional charge without restriction

a. Electronic Submission: Schools Choice of compatible program for layout and type submission. Program must be compliant with school district software and non-proprietary

This program must allow for full desktop submission. Two hard copy printouts per page, which include all elements, will only be required to be sent to the plant.

There is to be no requirement for the school to produce color separations or special submission requirements on full-color or spot color pages.

The school may utilize and/or submit electronically any postscript or TrueType font including industry standard fonts PS, TT, OT. There is to be no restriction or limitation on the usage of fonts and no requirement to submit fonts in a special electronic art format This template must be compatible with all version schools choice of internet based software - software must be compliant with district supported software and non-proprietary.

10) Proofs:

High quality; print and/or self-demand PDF

11) Four Color Work and Black /White:

School to submit color photos to size. School to have use of all process colors as spot color, in loose registrations, without restriction on extra charge.

12) Spot Color:

No restriction on the use of spot color for graphics, in loose register, on spot color pages.

13) Supplement:

24 pages, to be printed locally
PRICE FOR SUPPLEMENT

\$ _____

14) PDF Pages

ADDITIONAL COST ITEMS
Resubmission of PDF pages on proof, resubmission changes after proofs or change to "no proof" pages

\$ _____

Highline School District #401
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**MT. RAINIER HIGH
SCHOOL SPECIFICATIONS
Page 3**

UNIT COST PER BASIC ANNUAL (BASED ON 700
YEARBOOKS) (items 1 through 14 - DO NOT INCLUDE
SUPPLEMENT)

\$ _____

ALTERNATE UNIT COST PER BASIC ANNUAL (BASED ON
700 YEARBOOKS) BOOKS IN FULL COLOR (items 1
through 14 - DO NOT INCLUDE SUPPLEMENT)

\$ _____

Per Book Price Change December date to be determined
by yearbook advisor:

Additional books/each (Add)

\$ _____

Fewer books/each (Deduct)

\$ _____

Highline School District #401
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Individual School Basic Bid Specifications

EVERGREEN HIGH SCHOOL: Page 1

830 SW 116th Street, Seattle, WA 98146

Specifications, numbers and design are subject to change, or in the best interest of the school, decline the use of the contract.

- | | |
|-------------------------------|---|
| 1) Estimated Number of Books: | 150+ |
| 2) Number of Pages: | 140+ |
| 3) Page Submission: Random. | There must be no double page requirement for submission of pages. School must be able to submit single pages and have these pages count toward meeting all deadline requirements - Online design. |
| 4) Paper Trim Size: | 8 1/2" X 11" |
| 5) Paper Stock: | School choice of 80 lb. gloss, semi-gloss or matte stock. Stocks may be mixed and matched throughout the book in complete signatures as desired at no additional charge. |
| 6) Cover: | Case bound or Smyth Sewn - Metalloy cover with one (1) applied color for front lid and spine, and overtone rub. School design. Cover art and specifications before mid-November (date to be approved by advisor) to include die charges |
| **Cover - Optional | Option for Soft Cover Design |
| 7) End Sheets: | Color stock with one (1) applied color, school design. Indicate due date. Same front back |
| 8) Binding: | PUR Adhesive, rounded and backed, with 150 lb board to be used on lids. Book to be bound so as to leave room for 16-page or larger supplement at school's choice of location between signatures with continuation of page numbering |

CONTINUED ON NEXT PAGE

EVERGREEN HIGH SCHOOL: Page 2

9) Page Production:

School to have option of submitting some pages as complete paste-up with photos in place and type set by the plant, and other pages electronically. The submission method of pages to be determined by school without restriction

a. Company Set Type: Type plan to include body copy justified left and/or right with choice of two emphasis faces. Headline options to include script and a minimum of three type sizes.

b. Electronic Submission: company to provide school with a compatible program for layout and type submission - must be district compliant and non-proprietary

This program must allow for full PDF submission. Single hard copy printout per page, which includes all elements, will only be required to be sent to the plant.

There is to be no requirement for the school to produce color separations or special submission requirements on full-color or spot color pages.

Templates must be compliant with district supported software and non-proprietary

10) Proofs:

High quality proofs on all pages including the final deadline and supplement. Proofs to be returned to school no later than three (3) weeks after the printer receives them.

11) Four Color Work:

School to submit color photos to size. School to have use of all process colors as spot color, in loose registration, without restriction on extra charge

CONTINUED ON NEXT PAGE

Highline School District #401
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EVERGREEN HIGH SCHOOL: Page 3

12) Supplement: 16 pages to printed locally - color - Price for supplement \$ _____

Alternate 32 pages, to be printed locally - color - Price for supplement \$ _____

UNIT COST PER BASIC ANNUAL (BASED ON 50 - 115 YEARBOOKS) (items 1 through 11 - DO NOT INCLUDE SUPPLEMENT) \$ _____

UNIT COST PER BASIC ANNUAL (BASED ON 50 - 115 YEARBOOKS) (items 1 through 11 - DO NOT INCLUDE SUPPLEMENT)*OPTIONAL SOFT COVER \$ _____

ALTERNATE UNIT COST PER BASIC ANNUAL (BASED ON 50 - 115 YEARBOOK) 100# PAPER STOCK AND SCHOOL DESIGN COVER INCLUDED (items 1 through 11 - DO NOT INCLUDE SUPPLEMENT) \$ _____

Per Book Price Change December date to be determined by yearbook advisor:

Per Book Price Change December date to be determined by yearbook advisor:

Additional books/each (Add) \$ _____

Fewer books/each (Deduct) \$ _____

Highline School District #401
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Individual School Basic Bid Specifications

Tyee High School: 4424 South 188th Street, SeaTac, WA 98188

Specifications, numbers and design are subject to change, or in the best interest of the school, decline the use of the contract.

- 1) Estimated Number of Books: 120 - 145 +/-
 - 2) Number of Pages: 100 full color +/-
 - 3) Page Submission: Random order, school-designed pages and cover included
 - 4) Trim Size: Size 8.5" X 11"
 - 5) Paper: 80 lb. with choice of dull or glossy
 - 6) Cover: Hardback School design or company design, 1 printed color front and back; (advisor to approve date and design)
 - 7) End sheets: Choice of base material color and one ink, school design - same front back
 - 8) Binding: Smyth Sewn Square-backed
 - 9) Typography: Schools own type
 - 10) Proof System: Proofs with maximum turnaround time of three weeks via FTP (on-line) PDF
 - 11) Paste up program: PDF Submission of Schools choice
- UNIT COST PER BASIC ANNUAL (BASED ON 120 - 145 YEARBOOKS) \$ _____
- ALTERNATE UNIT COST PER BASIC ANNUAL (BASED ON 120 - 145 YEARBOOKS) **NOT** FULL COLOR \$ _____
- DVD DVD for sleeve in back of book/ea \$ _____
- Per Book Price Change December date to be determined by yearbook advisor:
Additional books/each (Add) \$ _____
Fewer books/each (Deduct) \$ _____

11) Price Adjustments to Basic Book

PRICE ADJUSTMENTS TO BASIC BOOK			
	DESCRIPTION OF ADJUSTMENT	UNIT	COST
	Respondents are requested to quote all items listed below. If there is no charge for any item, please indicate "NC" or "No Charge"; if any item is not available indicate "NA" or "Not Available"; DO NOT LEAVE ANY ITEM BLANK. All prices must be firm for the period of the contract.		
	All additions and/or deletions to requirements stated by each school in Part V will be at the prices quoted in this section.		
1	PAGE SUBMISSION		
	Price for submitting pages by signature, multiple, facing page, individual pages or any other manner. Circle "Add" or "Subtract". If none circled, we will assume "Subtract".		
	A. Signature-page submission:	Add/Subtract	\$
	B. Multiple-page submissions:	Add/Subtract	\$
	C. Facing-page submission:	Add/Subtract	\$
	D. Individual-page submission:	Add/Subtract	\$
	E. Other (Indicate):	Add/Subtract	\$
2	PAPER STOCK - Basic book must be quote as minimum 80# stock		
	A. Gloss Enamel (include sample)	Per Page	\$
	B. Velvet White	Per Page	\$
	C. Dull Enamel	Per Page	\$
	D. Matt Finish	Per Page	\$
	E. Textured White	Per Page	\$
	F. Colored Stock in One Signature	Per Page	\$
	G. Cost difference with recycled paper per signature. Circle the applicable	Yes	No
	H. 100 lb. paper stock with choice of gloss enamel, semi-gloss and matte	per book	\$

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PRICE ADJUSTMENTS TO BASIC BOOK			
	DESCRIPTION OF ADJUSTMENT	UNIT	COST
3	COVER - To be constructed of 120 lb. or heavier for 8 1/2 X 11 and 150 lb. or heavier board for 9 X 12. Design to be from company after initial requirements have been established by the annual staff. There is to be no limit to the area that might apply to design. The cover shall include the title, year, and the school name without charge for spine. Actual sample or proof of cover (choice to e determined by adviser) is to be furnished to the school and approved prior to release for production.		
	A. Base price, lithograph, one applied color	Per book	\$
	B. Base price, silk screen, one applied color	Per book	\$
	C. Base price, embossed, one applied color	Per book	\$
	1 Added cost for cutting die	Per book	\$
	2. Added cost for metaloy	Per book	\$
	3 Identify any other added costs	Per book	\$
	D. Base price, one applied color, other process (describe)	Per book	\$
	E. 4-color lithograph	Per book	\$
	F. 4-color process, if submitted by August 1	Per book	\$
	4-color process, if submitted by Oct. 1	Per book	\$
	4-color process, if submitted by Nov. 1	Per book	\$
	G. Die cost for school-designed embossed cover	Per book	\$
	H. Graining (indicate if some are available NC)	Per book	\$
	I. Quarter binding	Per book	\$
	J. Additional applied color(s) on silk screen	Per Book	\$
	K. Additional applied color(s) on lithograph	Per Book	\$
	L. Additional applied color(s) on embossed	Per Book	\$
	M. Metaloy or similar metallic effect describe if other than metaloy	Per Book	\$
	N. Debussing for Name Plate	Per Book	\$
	O. Custom Debossing	Per Book	\$

Highline School District #401
Request For Bid No. 17/18-2 Yearbooks

PRICE ADJUSTMENTS TO BASIC BOOK			
	DESCRIPTION OF ADJUSTMENT	UNIT	COST
	All price quotes below:		
4	END SHEETS	Per Book	\$
	All price quotes below to be Per book cost unless specified different		
	Minimum of 65 lb. stock		
	A. One applied solid color, school choice	Per Book	\$
	(1) same front and back	Per Book	\$
	(2) one applied, one stock (no print)	Per Book	\$
	B. Four-color process from transparency	Per Book	\$
	(1) Same front and back	Per Book	\$
	(2) School design one, transparency one	Per Order	\$
	(3) One transparency, one stock color , no print	Per Order	\$
	C. Colored paper stock, same front and back	Per Book	\$
	D. Company designed 4-color stock:	Per Book	\$
	(1) Same front and back	Per Book	\$
	(2) Two company design	Per Book	\$
	(3) One design, one stock color book	Per Book	\$
	(no print)		
	E. Printed two colors:	Per Book	\$
	(1) Same front and back	Per Book	\$
	(2) Different front and back	Per Book	\$

Highline School District #401
Request For Bid No. 17/18-2 Yearbooks

PRICE ADJUSTMENTS TO BASIC BOOK			
	DESCRIPTION OF ADJUSTMENT	UNIT	COST
5	TYPOGRAPHY AND HEADLINES - At a minimum Typography should allow for 6, 8, 10, and 12-point body/caption/index/senior style; include italics and/or boldface mixed within the body and caption copy; and include column-count tables for both body and headline types. Printer should allow for choice of serif and sans serif styles in 6, 8, 10, and 12 - point type for index, senior, caption, and body copy; choice of serif or sans serif styles headlines		\$
	All price quotes below to be Per page cost		
6	PROOFS - Proofs showing pictures and type in place are to be furnished for all pages before they go to press including final deadline, provided final copy is submitted on time. There should be blueprint or brownline proofs or equal, readily readable. There will be no charge for corrections when company makes errors		
	If there is a price differential for all proofs or for all pages except final deadline, please indicate:		
	A. All deadlines		\$
	B. All deadlines except final		\$
	C. Savings available if school does not require proofs on final deadline		\$
7	SAVINGS/REBATES		
	Show what savings, if any, are available by the following:		
	1. Submitting pages on diskette, IBM or Macintosh, with photos to be enlarged or reduced by the company - savings per page		\$
	2. Do you supply a diskette/video training program for company computer programs?	YES	NO

Highline School District #401
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PRICE ADJUSTMENTS TO BASIC BOOK			
	DESCRIPTION OF ADJUSTMENT	UNIT	COST
8	FOUR-COLOR WORK		
	A. First line 4-color process reproduction from color prints, mounted and trimmed; pages submitted simultaneously; quote price per multiple (one flat) due in plant by:		
	Respondent supply date _____		
	Date	Reverse Multiple due by	8 pg.'s 16 pg.'s
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
PRICE ADJUSTMENTS TO BASIC BOOK			
	DESCRIPTION OF ADJUSTMENT	UNIT	COST
	B. UV Coating per flat price		\$

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PRICE ADJUSTMENTS TO BASIC BOOK			
	DESCRIPTION OF ADJUSTMENT	UNIT	COST
9	SPOT COLOR		
	School's choice of color, not limited to basic process colors: Company to furnish color charts of available inks (or "in available % screens") tints.		
	A. Indicate price-break dates: first page of 8-page multiple, cost per color received		
	Date:		\$
	Date:		\$
	Date:		\$
	B. Each additional page, on same multiple and date:		
	Date:		\$
	Date:		\$
	Date:		\$
	C. Added charge, if any, for spot color, non-close register, used in same multiple:		
	30%		\$
	60%		\$
10	TIPPING-IN CHARGES		
	Should school elect four-color or spot-color divisional, to be printed in one multiple with reverse pages black and white, as in 8 or 9 above, please indicate charges, if any for trimming pages and "tipping-in" as divisional pages of school's own design rather than company furnished color divisional pages.		
	A. Signature between		\$
	B. Within signature		\$
11	ADDITIONAL PAGES		
	A. Cost for adding black and white pages in multiples of:		
	Two (2) pages		\$
	Four (4) pages		\$
	B. Additional pages, added after October 1st:		
	1) Autograph pages, with autograph art, no other printing, in addition to pages ordered in Item 2:		\$
	2) Deduction for any "autograph pages" with autograph art, ordered as part of Item 2 above:		\$

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PRICE ADJUSTMENTS TO BASIC BOOK			
	DESCRIPTION OF ADJUSTMENT	UNIT	COST
	C: Cost of additional pages, carrying print, in groups of four:		
	Cost of additional pages not bound into book, but stapled, 2/gummed edges:		
	(a) 8 pages: 7 3/4 X 10 1/2		\$
	(b) 16 pages: 7 3/4 X 10 1/2		\$
	(c) 8 pages: 8 1/2 X 11		\$
	(d) 16 pages: 8 1/2 X 11		\$
	(e) 8 pages: 9 X 12		\$
	(f) 16 pages: 9 X 12		\$
PRICE ADJUSTMENTS TO BASIC BOOK			
	DESCRIPTION OF ADJUSTMENT	UNIT	COST
12	PLASTIC COVERS		
	A. Plastic covers, indicate price, if available		
	Per 500; 7 3/4 X 10 1/2		\$
	Per 1000; 7 3/4 X 10 1/2		\$
	Per 500; 8 1/2 X 11		\$
	Per 1000; 8 1/2 X 11		\$
	Per 500; 9 X 12		\$
	Per 1000; 9 X 12		\$
	Additional price breaks:		\$

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PRICE ADJUSTMENTS TO BASIC BOOK			
	DESCRIPTION OF ADJUSTMENT	UNIT	COST
13	STAMPED NAMES		
	A. Names stamped in color to harmonize with cover - Per Book		
	Due Date		\$
	Due Date		\$
	Due Date		\$
14	PROOF CORRECTIONS		
	Please indicate average charges for school copy corrections.		
	A. School corrections not requiring resetting more than one line of copy	Per line pricing	\$
	B. School corrections requiring more than one line, but not more than one paragraph	Per paragraph pricing	\$
	C. Page number change if caught before moved from first paste-up	Each	\$
	E. School error in numbering pictures to match layout	Per photo	\$
	F. Moving copy block, headline, and/or pictures without resetting or re-cropping	Per photo	\$
	G. Resetting headline	Each	\$
	H. Re-arranging headline without resetting	Each	\$
15	ADDITIONAL COST ITEMS		
	A. Special effect screens if placed by school	Each	\$
	B. Ghost Page	Each	\$

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PRICE ADJUSTMENTS TO BASIC BOOK			
DESCRIPTION OF ADJUSTMENT		UNIT	COST
PRICE LIST FOR SUPPLEMENTALS - SPRING DELIVER			
Schools may plan one or more supplements to cover spring activities, to be tipped in by staff. Indicate latest date possible for prescribed number of pages; indicate if pages in must be submitted at same time or if one "flat" (double page print) may be later; i.e. concerts, state tournaments awards etc. Pages submitted camera ready, unscreened. pages must match individual school's book specs and quality including copy and screens, paste-up stapled w/clean stick. PRINTER MUST BE LOCAL and be able to handle a two-week turnaround for supplements. Schools, with no penalties whatsoever, have the option to use a local vendor to print supplemental. Deadline on supplements is mid-May.			
Latest Deadline		Any size B/W	Any size color
1) Eight pages, stapled: Per Order		\$	\$
2) Sixteen pages, stapled; provision for late double-page: Per Order		\$	\$
3) Twenty pages, stapled; provision for late double-page: Per Order		\$	\$
4) Twenty-four pages, stapled; provision for late double-page spread: Per Order		\$	\$
5) Thirty-two pages, stapled; provision for late double-page Per Order		\$	\$
6) Two pages of full color (1 DPS on center DPS) natural spread: Per Book		\$	\$
7) Added cost if printer sets type: Per 10" Type		\$	\$
8) Added cost if printer pastes up: Per Page		\$	\$
9) Savings if school screens prints: Per Photo		\$	\$
10) Additional cost for split supplements: Per Book		\$	\$

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	PROMPT PAYMENT DISCOUNT:		
	_____ %10 calendar days		
	_____ %20 calendar days		
	_____ 30 calendar days		
	Additional Discounts:		
	_____ % Discount if all Middle School yearbooks are awarded (Quantity 4).		
	_____ % Discount if standard High School yearbooks are awarded (Quantity 2).		
	_____ % Discount if exclusive High School yearbooks are awarded (Quantity 7).		
	_____ % Discount if all yearbooks are awarded (Quantity 13).		
	PRICE ADJUSTMENTS TO BASIC BOOK		
	DESCRIPTION OF ADJUSTMENT	UNIT	COST
	Renewal Option: Indicate any percentage of cost increase or decrease for each renewal year:		
	Second Year:		
	Yearbooks ordered for 2019-2020:	Increase	%
	Yearbooks ordered for 2019-2020:	Decrease	%
	Third Year:		
	Yearbooks ordered for 2020-2021:	Increase	%
	Yearbooks ordered for 2020-2021:	Decrease	%
	Fourth Year:		
	Yearbooks ordered for 2021-2022:	Increase	%
	Yearbooks ordered for 2021-2022:	Decrease	%
	Fifth Year:		
	Yearbooks ordered for 2022-2023:	Increase	%
	Yearbooks ordered for 2022-2023:	Decrease	%

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The undersigned proposes to furnish all labor and materials; and to perform all work required by and in strict accordance with all documents in this proposal.
Receipt of addenda number's _____ through _____
Company Name:
Signed by:
Address:
Phone:

APRIL 30, 2018
Bid #17/18-2 Yearbooks
Highline School District #401

Firm Name _____

12) CERTIFICATION

I, the undersigned, having carefully examined the terms and conditions of the Bid No. 17/18-2, hereby agree to furnish the above listed items at a firm fixed price to the Highline School District #401. If the undersigned is notified of the acceptance of this proposal within sixty (45) days from the bid opening date, we agree to execute a contract for the Highline School District #401 secondary school yearbooks per Bid Specifications.

We hereby certify that our bid is genuine, and have not entered into collusion with any other bidder(s) or any other persons.

VENDOR:

ADDRESS:

NAME (PRINTED):

SIGNATURE:

.....

LOCAL AREA REP:

NAME:

ADDRESS:

PHONE:

E-MAIL:
