

SPRING BRANCH INDEPENDENT SCHOOL DISTRICT

Dr. Scott R. Muri, Ed.D. Superintendent of Schools

PURCHASING DEPARTMENT

1031 Witte Road, Building T-1A, Houston, Texas 77055-6016
Phone 713/251-1100 Fax 713/251-1115

Date: January 17, 2017

BARBARA A. ROBILLARD

Director of Purchasing and Contracts

NOTICE TO OFFERORS

ADDENDUM TO REQUEST FOR PROPOSAL

DATE: January 17, 2017

This Addendum forms a part of and modifies the original Proposal Document, issued by the Spring Branch Independent School District.

Invitation to Proposal entitled: ANNUAL CONTRACT FOR Yearbooks Services

Proposal Opening Date & Time: **January 25, 2017 @ 2:00 PM**

ADDENDUM NO. 1

PROPOSAL NO. 11362P

Please make the following additions, revisions, and/or deletions to the Proposal Document:

**See Questions and Answers below and
REVISED PAGE 39 OF 51 (CSP 10362P)**

The offeror shall acknowledge receipt of this addendum in the Proposal Form.

QUESTIONS AND ANSWERSQuestion #1:

Looking over the PDF sent, I need additional information to price out the schools on page 36 and 37. Specifically, I just need the amount of pages and number of copies for each school listed otherwise I don't know what to base each one off of.

Answer #1:**- Memorial High School:**

2016: 568 pages and most likely be the same this year
Ordered 1600 copies.

2017: Will order the same this year

- Northbrook High School:

2016: 160 pages
Ordered 200 copies

2017: Will order the same this year

- Spring Woods High School:

2016: 160 pages
Ordered 220 Books.

2017: This year will order about 100-150

- Stratford High School:

2016: 392 pages
Ordered 1012 yearbooks

2017: 368 pages
Will order 1000 yearbooks

- Westchester Academy:

2016: 148 Pages
Ordered 225 yearbooks.

2017: Will order the same this year

- Academy of Choice:

2016: 40 pages

2017: Ordering 50-75 yearbooks this year

REVISED PAGE 39 OF 51 (CSP 10362P)**8.0 PROPOSAL FORM/SUBMISSIONS, continued****8.1.0 YEARBOOKS**

F. Provide a total price based on the following sample middle school specifications:

Middle School-Sample 1-

500 copies, 120 pages

Eight pages of color

Full color cover

Smyth sewn

White endsheets

Gloss Paper

Omni Proofs

Proofs: both black and white and 4-color pages will be on paper and on disk, showing all pictures, copy and graphics in place. Photos can be enlarged and reduced on the page at no charge. Any element can be moved to any other spot on any page within that set of proofs

\$ _____

Middle School-Sample 2-

300 copies, 68 pages

Cover: School designed silk screen, including choice of cover material and one applied color, or company designed silk screen, including choice of cover material, one applied color and second color and foil option

Smyth sewn

Endsheets: choice of vibracolor end direct stock. School design, black ink, different front or back

80# gloss, semi-gloss or matte paper

Proofs: both black and white and 4-color pages will be on paper and on disk, showing all pictures, copy and graphics in place. Photos can be enlarged and reduced on the page at no charge. Any element can be moved to any other spot on any page within that set of proofs

\$ _____

Middle School-Sample 3-

1000 copies, 238 pages

Cover: School designed silk screen, including choice of cover material and one applied color, or company designed silk screen, including choice of cover material, one applied color and second color and foil option

Smyth sewn

Endsheets: choice of vibracolor end direct stock. School design, black ink, different front or back

80# gloss, semi-gloss or matte paper

Proofs: both black and white and 4-color pages will be on paper and on disk, showing all pictures, copy and graphics in place. Photos can be enlarged and reduced on the page at no charge. Any element can be moved to any other spot on any page within that set of proofs

\$ _____

SBISD actively pursue outside sponsors for numerous student programs, including study grants and scholarships, on-campus educational and cultural experiences, growth through exposure to the diversity of our nation and world; and other innovative programs supporting student life. Respondents are invited to offer value added opportunities or other student initiatives that clearly demonstrate the vendor's understanding and commitment to this endeavor.

Scholarships to summer camp two (2) spots

- 1. Please describe any additional value added services being offered: i. e. Software Photoshop, Scholarship program for Workshop**
