



**ROCKFORD BOARD OF EDUCATION
REQUEST FOR QUOTATIONS ON SUPPLIES, MATERIALS, EQUIPMENT OR SERVICES FOR
ROCKFORD PUBLIC SCHOOL DISTRICT NO. 205
ROCKFORD, ILLINOIS**

RFQ No. **RFQ 20-01 Diploma Covers, Inserts, Envelopes**

DATE: **October 10, 2019**

QUOTATIONS WILL BE RECEIVED UNTIL: **Tuesday, October 22, 2019 AT 1:00 P.M. (CDST or CST)**

RE: Request for Quotations No. 20-01 Diploma Covers, Inserts, Envelopes. The purpose of this Request for Quotation is to solicit proposals for **Diploma Covers, Inserts and Envelopes for High School Graduations.**

Copies of the RFQ documents are available from Onvia DemandStar or by download from the District's Purchasing Bids-RFPs webpage at <http://www3.rps205.com/departments/Purchasing/Pages/Bids-RFPs.aspx>.

Refer all questions relative to the RFQ, terms, conditions and specifications to the Director of Purchasing in writing (including via email at PurchasingDeptStaff@rps205.com) verbal inquiries will not be accepted.

The Board of Education reserves the right to reject any or all Quotations submitted.

LATE Quotations are not acceptable and will be rejected as non-responsive.

Proposals to be addressed as follows: **Rockford Public School District Purchasing Department
501 Seventh St., 6th Floor
Rockford, IL 61104
Attn: Purchasing Department**

Quotations may also be emailed to PurchasingDeptStaff@rps205.com by the due date and time stated above.

ROCKFORD BOARD OF EDUCATION

By: Dane Youngblood
Director of Purchasing

GENERAL CONDITIONS AND INSTRUCTIONS FOR ALL REQUEST FOR QUOTATIONS

The Board of Education reserves the right to return any merchandise for full price credit or replacement at the District’s discretion that does not comply with the conditions and specifications required by the RFQ and any resulting contract. The Board of Education reserves the right to increase or decrease quantities shown on the RFQ.

The Board of Education reserves the right to cancel purchase orders if the delivery or completion is not performed in accordance with the RFQ documents, any resulting contract and the date stated on the purchase order.

The Board of Education reserves the right to have any product analyzed at a laboratory to ascertain compliance with specifications. Expense of such testing shall be by the Board of Education unless such tests prove noncompliance with specifications at which time the expense shall be the responsibility of the Contractor.

Quotations may be awarded to the Respondent which submits a Quotation complying with these conditions and specifications and best meets the requirements of the District. All rights are reserved by the Board of Education to select the Quotation that in its judgment is in the best interest of the District and meets the needs or purposes intended. Such decisions shall be final and not subject to recourse.

The Respondent’s signature below will be construed as acceptance of and willingness to comply with all provisions of the Acts of the General Assembly of the State of Illinois including, without limitation, laws rules and regulations relating to wages of laborers, and discrimination and intimidation of employees. The quotation and the resulting Contract are specifically subject to the Equal Employment Opportunity requirements of the Illinois Human Rights Act, Federal statutes and the policies and procedures of the District. Respondent agrees to comply in all respects with Federal, State, and local laws, ordinances and regulations pertaining to the Quotation and to the performance of the Contract in the event the Respondent is awarded the RFQ. Provisions of applicable statutes enacted by governmental bodies having jurisdiction are hereby incorporated by reference as though fully set forth herein and became a part of this RFQ and specifications.

Various statutes of the state of Illinois prohibit interest of School Board members in contracts and others prohibit interest of employees in contracts of the District as do District policies. Respondent by submitting a Quotation agrees to refrain from entering into any contract with the District where a Board member or employee of the District has a prohibited interest.

No Quotations may be withdrawn after the official opening. All quotations submitted must be valid for a minimum period of sixty (60) days after the date set for the public opening.

All prices are F.O.B., Rockford, Illinois, which is further defined as meaning the price(s) submitted in the Quotation or the Quotation Form is the total price to the District, including all freight and delivery charges. Under no circumstances may prepaid charges be added to the invoice.

A substitute item will be considered only if it is an item of regular manufacture as evidenced by literature, catalogs, etc. and not a proto-type or first article test item. Substitute or “as equal” items may be submitted with all supporting documents in advance of the RFQ due date for review and approval or rejection by the District. Such items are to be submitted to the Director of Purchasing for review. Permitted substitutions must be identified in the Quotation.

The successful Respondent must submit a separate invoice for each purchase order. The information on that invoice shall cover ONLY that one purchase order.

Vendor’s signature on the Quotation Form must be an actual signature. A stamped, facsimile, or typed signature may disqualify the Quotation.

The undersigned hereby certifies that he/she has read and understands the contents of this Request for Quotation and agrees to furnish at the prices shown any or all of the items and/or services.

Address

Name of Firm

City & State

Zip

Signature of Authorized Representative

Area Code

Telephone Number

Federal Employer Identification Or Social Security Number

**ROCKFORD BOARD OF EDUCATION
DIPLOMA COVERS/INSERTS/ENVELOPES**

REQUEST FOR QUOTE

RFQ 20-01

SPECIFICATIONS

TERM OF CONTRACT: This Request for Quote will result with purchase orders issued by the District by building location, subject to an annual evaluation of quality of materials, performance execution of service required, and price. Complete reservation is made by the District to cancel the contract at the end of any one year, if, in its judgment, the Contractor is not performing as required. The first delivery shall be for the 2019-2020 graduating class.

The resultant contract period shall be from the effective date of award through June 30, 2022. Notwithstanding, the District's obligation under this contract is contingent upon the availability of budgeted funds from which payment for contract purposes can be made. No legal liability on the part of the District for any payment may arise until funds are made available for this contract.

PRICING

Contractor agrees to hold firm the prices offered throughout the first contract period ending June 30, 2020. For each subsequent twelve (12) month period thereafter, and upon a minimum of sixty (60) days advance written notice to the District, Contractor may increase the price no more than the percentage change in the U.S. Department of Labor Consumer Price Index (CPI-U) for All Urban Consumers in effect during the previous twelve (12) month period ending March 31 of each contract year. In the event of ant price decrease during the term of this contract, Contractor will reduce the contract price by the same percentage reduction as such price decrease. Any change in price must be submitted to the District by the Contractor at least sixty (60) days prior to the anniversary date of the contract. If no price changes are submitted, the District will assume prices are firm for the next twelve (12) months.

DELIVERY: Delivery will be made to five (5) locations within the District. All deliveries must be made between the hours of 8:30AM and 3:00PM, Monday through Friday.

Delivery locations shall be:

Auburn High School
5110 Auburn St.
Rockford, IL 61103

East High School
2929 Charles St.
Rockford, IL 61108

Guilford High School
5620 Spring Creek Road
Rockford, IL.61114

Jefferson High School
4145 Samuelson Road
Rockford, IL. 61109

Roosevelt Center
978 Haskell Ave.
Rockford, IL. 61103

QUANTITIES: It is anticipated that the District may need approximately 1,500 to 2000 covers and inserts per year. These quantities will be divided among, and delivered to the five (5) High Schools listed above. The quantity referenced above is an estimate, and the District will responsible for only what is actually ordered and delivered.

SAMPLES--COVER: As a part of the proposal, a sample of the diploma cover is required. Each cover shall have a front seal with the name of a building centered underneath, and a separate building sketch on the inside front cover.

SAMPLES--INSERT: As a part of the proposal, samples of the diploma insert styles that are available are required.

COLORS: The District makes full reservation to have different color combinations for each of the High Schools. The District will provide the Contractor, precise colors after the quote is received if there is to be any change from that currently in place. Please provide a sample of each of colors.

ENVELOPES: Each diploma cover shall be delivered to the High Schools in a white envelope of appropriate size, with the name of the individual student printed on the outside. The envelope is to be of a style, with a “thumb-cut” at the open end. It must have printed above the name “Diploma of Graduation”. No other printing on the envelope will be requested or permitted.

SEALS, SKETCHES, INSERTS: Complete reservation is made by the District to have a different seal and name of school on the front of the cover. There will be a separate building sketch for each of the attendance centers, provided to the Contractor by each individual building.

TIME SCHEDULE: The Contractor verifies by presenting their proposal that they have the capacity, and shall perform the contract so that the District will have in their possession in ample time, all of the diplomas, inserts and envelopes for the graduation exercises. The District conducts graduation exercises during the third week in May.

A. In the fall of each year, the High Schools will provide the Contractor a list of graduates for the term. It is to be understood that the District will be only responsible for the final list of names submitted during the second semester. It is a mandatory requirement that the Contractor have a representative that will work closely with each of the High Schools on the list for refinement and timing. If the Contractor has a proposed form for listing the names of graduates, this is to be in each High School’s possession by December 1 of each year and should be sent to the attention of the building principal.

B. The District will make available between the first and third weeks in January the signatures for the inserts of all attendance centers.

C. Delivery of diplomas, inserts, and envelopes must be made by or before May 1 of each year.

DIPLOMA COVER: The diploma cover is to be 10 pt. Morocco Grain Leatherette--the board to be .07, warp resistant Red Label Davey Board or equivalent. No chip or straw binders are acceptable. The padding is to be 1/8" polyfoam, laminated to a Kraft paper protection sheet, on the side exposed to the cover material. The quality, density, and compressibility shall be equal to or better than the industry standard of "Code 3800". None of the padding is to be exposed to the cover material. The case cover shall be of a size to receive an 8"x6" insert. A sharp single line panel is embossed 1/4" from the edge of the cover--both front and back. Cover to open at left, as contrasted with a top opening. Hinge shall be the same material and color as the cover, and securely formed and glued. All corners to be neatly formed and tucked. On the front of the case cover shall be the Board of Education seal, 2" in diameter, properly spaced to permit the name of the attendance center below. The seal & name of the attendance center to be steel stamped engraved in non-tarnishable decorative gold foil. Samples to display comparable stamping. Included as part of the cover is to be a clear plastic Certigard.

DIPLOMA LINING: The lining of the inside case cover shall consist of two (2) pads, sized to fit a diploma insert of 8"x 6". The material to be a #180 Taffeta base stock, laminated to a 50# basis white solid bleached book paper. Acetate satin used in etching on lining. Pads to be aligned and securely glued.

On left inside lining there is to be an etching of the appropriate attendance center on white background. Etching dimension shall be such to leave approximately a 1 1/2" border on four sides. Reservation is made to have a different etching for each of the attendance centers.

The right lining is to be prepared to receive the diploma insert. Lining shall have four corner pockets not less than 5/8" with finished edge.

It shall be the responsibility of the Contractor to provide the artwork of each school building required for the inside left lining.

DIPLOMA INSERT: The District shall select from styles and samples submitted, but each shall bear the individual school seal, and the seal of the State of Illinois. These seals shall be approximately 1". All diplomas to bear authentic photographic reproduced signatures of persons and titles. The District shall present this information to the Contractor for each year of the contract.

The inserts shall be 8"x6" dimension. The stock shall be Vellum Cream White of American Diploma Parchment. The engraving shall be fine line thermograph and raised, with clear and sharp impressions. The ink utilized shall be non-fading with the style to harmonize with the diploma text.

LITERATURE: It is required that the Contractor submit as part of their proposal, descriptive literature and complete detailed specifications on the products quoted. Each piece of literature and set of specifications is to be identified with the name of the Contractor.

Please show a cost for each item as listed below.

- A. Complete Diploma Covers/Inserts/Envelopes \$_____EA
- B. Diploma Covers (only) \$_____EA
- C. Inserts (only) \$_____EA
- D. Blank Inserts \$_____EA
- E. Envelopes \$_____EA