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# PULASKI COUNTY SCHOOLS

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YEAR BOOK BID 2014 for 2014-2015 School Year

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<b>Reference Number and Bid Title:</b>	<b>Yearbook Bid 2014</b>
<b>Date Bid Information Released:</b>	<b>February 14, 2014</b>
<b>Date Bid Information Advertised:</b>	<b>February 14, 2014 – March 28, 2014</b>
<b>Date and Time Bid Is Due:</b>	<b>March 28, 2014 by 2 PM</b>
<b>Date and Time of Bid Opening:</b>	<b>March 28, 2014 at 2PM</b>

PULASKI COUNTY SCHOOLS

INVITATION TO BID SCHOOL YEARBOOKS

(July 1, 2014—June 30, 2015)

The Pulaski County Board of Education is accepting bids for school yearbooks in the Pulaski County School System. You are invited to submit a sealed bid, subject to the terms and conditions of this invitation to bid. Please read all instructions and specifications carefully.

**Failure to comply with these instructions will disqualify your bid.**

Bids should be mailed or delivered to: Pulaski County Schools  
Attn: Shelley Todd  
501 University Drive  
P.O. Box 1055  
Somerset, KY 42503

**All bids must be sealed in an envelope and marked “School Yearbooks” in the lower corner.**

PERIOD OF CONTRACT

The period of this contract shall be from July 1, 2014 through June 30, 2015, with the option to renew for up to two additional one-year periods, provided such a renewal is mutually agreeable to both parties. Agreement concerning renewal shall be reached by April of each year. Although the contract shall take effect on July 1, 2014 – it is to be understood that preparation work may need to begin as soon as the bid is awarded.

BID DEADLINE

Bids must be **received by 2:00 PM on Friday, March 28, 2014.** Failure to submit bid documents before this time will automatically prevent the opening and consideration of your bid.

The Board of Education cannot assume the responsibility for any delay as a result of the failure of the postal or other delivery service to deliver bids on time.

TIME OF BID OPENING

Bids will be **opened at 2 PM on Friday, March 28, 2014** at the Pulaski County Board of Education. No immediate decision will be rendered at the bid opening concerning the proposals submitted. A committee will review the submitted bids over the following week and have a recommendation ready for our April Board meeting.

BID AWARD

The primary basis for awarding the bid will be based upon the price extended to the school for the specified yearbook options. Other considerations for the bid award will be quality, references, services, past experience and best value.

GENERAL BID INSTRUCTIONS & REQUIREMENTS  
(PLEASE READ CAREFULLY)

A. ACCEPTANCE OF BIDS

The Board of Education reserves the right to accept any bid, to reject any or all bids, to waive any irregularities or informalities in bids received where such acceptance, rejection or waiver is considered to be in its best interest. The Board of Education also reserves the right to reject any bid where evidence or information submitted by the bidder does not provide satisfactory proof that the bidder is qualified to carry out the details of the contract.

B. BID DOCUMENTS

Bid forms are provided with this invitation to bid packet. All proposals shall be submitted on the Official Bid Form provided or the bid may not be given consideration. An officer or member of the bidding firm who is authorized to legally bid the firm must sign the Official Bid Form.

C. SPECIFICATIONS

Specifications are attached and are a part of this proposal. All materials or services furnished must be in conformity with the specifications and will be subject to inspection and approval after delivery. The right is reserved to reject and return at the risk and expense of the supplier, any items that may be defective or fail to comply with these specifications.

It is important that each person submitting a bid to follow carefully the specification details. The bidder is instructed to complete all blanks and spaces where information concerning any item is requested. Only items meeting the requirements are to be quoted on the regular bid form.

The Board of Education reserves the right to waive compliance of any material or services with any particular specification where such a waiver is considered to be in its best interest, including but not limited to cases where such a waiver is necessary due to technical errors or inconsistencies in the preparation of such specifications.

D. MODEL PROCUREMENT REGULATIONS

The Model Procurement Regulations adopted by the Board of Education shall be deemed incorporated by reference in these specifications as though fully quoted herein. In the event of any conflict between this invitation and the Model Procurement Regulations, the Regulations shall control.

E. PERFORMANCE BOND

The Board of Education reserves the right to determine the ability of any bidder to perform the work and any bidder shall, upon request, furnish such information as may be necessary to determine such ability, including performance bond, if requested.

F. INSURANCE

Prior to commencing performance of any services in a school, the successful bidder shall submit evidence of workman's compensation and liability insurance. Acceptable as evidence will be a letter from bidder's insurance carrier stating said insurance is in force, the expiration date, and the amount or limits thereof.

G. EXCUSE FOR NON-PERFORMANCE

The successful vendor(s) shall be excused from performing hereunder during the time and to the extent that they are prevented from obtaining, delivering, or performing in the customary way because of fire, strike, partial or total interruption of, loss or shortage of transportation facilities, lockout, commandeering of raw materials, products, plants or facilities by the government when satisfactory evidence thereof is presented to the other party, providing it is satisfactorily established that the non-performance is not due to the fault of negligence of the party not performing.

H. PENALTIES

In case of default by the vendor, the Board of Education may procure the articles or services from other sources and may default from any unpaid balance due the vendor the amount of the excess cost so paid, and the price shall be considered the prevailing market price at the time such purchase is made.

I. TAXES

A state sales tax exempt certificate shall be provided upon request to the awarded bidder.

J. PRODUCT EVALUATION

Items will be disqualified that do not meet specifications or the accepted equal. If a product is purchased and it is later established that said product fails to comply with these specifications and conditions, the item will be rejected and returned to the supplier at the supplier's expense. No item shall be considered satisfactory that does not conform to our usual accepted methods, use, application, storage, handling and delivery. The decision concerning the satisfactory use and performance of any item on this bid shall be that of the Educational and Business Staff of the Board of Education.

K. BRAND NAMES

The brand or trade name, manufacturer's name, and/or catalog number must be given in the column provided, if requested. If bidder fails to indicate brand or trade name, where requested, the item and bid may be disqualified.

L. DELIVERY

The successful bidder agrees to furnish and deliver the items within the terms of this bid as prescribed by the Director of Finance.

All costs for delivery, including drayage and freight, and for the packaging of said articles are to be borne by the bidder, and must be included in your bid process.

#### M. SAMPLES AND/OR DESCRIPTIVE LITERATURE

Samples may be required to assist in making decisions for awarding of contracts. The samples must be furnished by the time and date specified for the bid deadline. Failure to furnish samples, if requested, may disqualify any bid.

Samples shall be representative of items on which the bid is submitted and will be checked as deemed necessary by the Board of Education for compliance with specifications outlined herein. Samples are to be properly marked for identification and must indicate the supplier's name and the corresponding item number as shown in the invitation to bid, if applicable.

Requested samples must be delivered by the bid deadline. All samples are to be furnished without cost to the Board of Education with the right reserved to mutilate, consume or destroy such samples if considered necessary for testing purposes.

#### N. BIDS

Businesses that fail to respond to invitations for bid or notices of availability on two (2) consecutive procurements of similar items may be removed from the applicable bidder mailing list.

All bids will be tabulated and each qualified bidder will be mailed a formal tabulation after the Board of Education has taken official action. The Board of Education meetings are normally held on the Tuesday, following the second Monday of each month.

Any bids received after scheduled deadline will be returned unopened to the bidder.

Each bid must be in a separate sealed envelope with the bid name appearing in the lower left-hand corner of the envelope.

No bid may be corrected, altered, or signed after being opened. The Board of Education shall not be responsible for errors or omissions on the part of bidders in making up their bids. Any bids received unsigned shall be rejected.

All regular bids must be submitted in accordance with specifications on the bid form supplied with this invitation. The submission of a bid on the bid form certifies that the product meets any and all specifications except as noted on such form.

For clarification on this bid or bid procedures, contact Rebecca Wright, Finance Director, or Shelley Todd, Purchasing/School Works Manager at 606-679-1123.

#### O. PRICES

All prices quoted by the various bidders must be firm for a maximum period of sixty (60) days to allow acceptance by the Board of Education. If awarded the contract, the prices will then be firm for the time period that is indicated under "Period of Contract".

All prices and quotations must be in ink or typewritten. No pencil figures will be permitted. Mistakes are to be crossed out and correction inserted and initialed by person signing the bid. Also, corrections made with correction tape or fluid is to be initialed.

Quote on each item separately. Prices must be stated in the unit specified.

**P. OR EQUAL CLAUSE**

Whenever, in any of the contract documents, an article, materials, or equipment is described by use of a proprietary product or by using the name of a manufacturer or vendor, the term “or equal”, if not inserted, is implied.

The use of a specific article or manufacturer’s name shall be construed as indicating the type of equipment, design, general construction, quality and finish. Such use shall not be construed as limiting or excluding any manufacturer’s product of comparable quality, design, and efficiency.

**Q. SUBSTITUTIONS**

If during the period of the contract, a vendor finds it necessary to make substitutions, they must obtain prior approval from Rebecca Wright, Finance Director.

**R. OTHER CONDITIONS**

All blanks and information requested are to be completed on the Bid Form in order to qualify your bid.

The Board of Education reserves the right to me multiple awards to two or more companies on the same item where more than one standard of quality is desired.

**S. CRIMINAL HISTORY VERIFICATION**

The successful bidder certifies that a criminal history background check has been performed on all employees that may come into contact with Pulaski County students. Please note that any employees with the following offenses will not be permitted to have any contact with our students: sex-related offense convictions, convictions against minors, felony offense convictions against persons or property, alcohol violation convictions, drug related offense convictions, deadly weapon related offense convictions, or a pattern of irresponsible behavior, based upon the background check. Upon request, the successful bidder will supply evidence that criminal history checks have been completed for employees in contact with our students.

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## SPECIAL CONDITIONS—SCHOOL YEARBOOKS

### AWARDING OF CONTRACT

Contracts may be awarded to the best overall evaluated bidder meeting all specifications and conditions, and subject to all other provisions of this request for proposal. The Board of Education has the right to reject all proposals if it is deemed in its best interest. Bids will be evaluated based on the price to be extended to the school for the specified yearbook. Prior experiences with the bidder and quality of product may also factor into the award decision. Elementary schools and our preschool may choose to do their yearbooks in house, if it is in the best interest of the school to do so, even though a yearbook vendor is awarded the bid. Each school will make that decision individually.

### REFERENCES

In case of a tie or close decision between two or more bidders we ask that each bidder supply a list of two references. Please do not use employees of the Pulaski County Board of Education or their family members as references. **DO NOT** send letters of reference, only a list of two references and a telephone number for each.

**Bidder, by signing the Official Bid Form, indicates that the method of evaluation is understood and agrees to submit a bid under these conditions and abide by the results.**

### ADDITIONAL SPECIFICATIONS

- All schools must be provided with software for design and layout of yearbook.
- All yearbooks are to be 8 ½" x 11".
- Submit sample work for color pages.
- Spring delivery for all yearbooks.
- 1 of each year book is to be provided to the Pulaski Board of Education at no charge.
- Prices may not fluctuate more than 5% per year for the subsequent years of this contract award. Changes in price must be submitted in writing to Rebecca Wright, Finance Director by March 1 prior to the start of a new school year so that an agreement may be reached to continue the contract by April of the current year.

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PULASKI COUNTY SCHOOLS

OFFICIAL BID FORM ELEMENTARY AND PRESCHOOL YEARBOOKS

Please find the specifications for elementary and preschool yearbooks on this page. The price you provide is intended to be the cost to the school.

A bid is requested for a base yearbook of 40 pages with a price to add additional pages in order to provide schools with flexibility in designing their yearbooks.

Elementary schools and our preschool may choose to do their yearbooks in house, if it is in the best interest of the school to do so, even though a yearbook vendor is awarded the bid. Each school will make that decision individually.

A breakdown of approximate sale history by school is as follows:

Eubank Elementary	150
Shopville Elementary	150
Memorial Preschool/Daycare	125
Oak Hill Elementary	200
Nancy Elementary	275
Southern Elementary	275
Burnside Elementary	250
Pulaski Elementary	275
Northern Elementary	150

**\*\*\*Each school will have a separate yearbook.\*\*\*- Bidder acknowledges these differences and must determine bid prices with these factors in mind.**

Base Yearbook Specifications for Elementary Preschools

- Good quality, 80# glossy paper.
- Please price a yearbook for all pages color.
- All yearbooks to be soft cover (cover stock or vinyl) with choice of color design for cover.
- Use the above numbers to get an idea of yearbook sales for each school.
- Complete proofs shall be presented to the yearbook sponsor prior to presswork beginning for written approval.

40 pages	44 pages
48 pages	52 pages



The following statement must be signed by someone who is authorized to legally bind the bidding firm.

Company: \_\_\_\_\_

Contact & Title: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Authorized Bidder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PULASKI COUNTY SCHOOLS

OFFICIAL BID FORM MIDDLE SCHOOL YEARBOOKS

Please find the specifications for middle school yearbooks on this page. The price you provide is intended to be the cost to the school.

The number of pages for middle school yearbooks ranged from 40 to 60 pages. Therefore, a bid is requested for a base yearbook of 40 pages with a price to add additional pages in order to provide schools with flexibility in designing their yearbooks.

A breakdown of approximate sale history by school is as follows:

Northern Middle School	275
Southern Middle School	300

**\*\*\*Each school will have a separate yearbook.\*\*\* Bidder acknowledges these differences and must determine bid prices with these factors in mind.**

Base Yearbook Specifications for Middle Schools and Alternative School

- Assume a 40 page yearbook- good quality, 80# glossy paper.
- Please price a yearbook for all pages color.
- All yearbooks to be vinyl cover with choice of color design for cover.
- Use the above numbers to get an idea of yearbook sales for each school.
- Each school must have a choice of color stocks for end sheets and may design both front and back end sheets.
- Complete proofs shall be presented to the yearbook sponsor prior to presswork beginning for written approval

40 pages	44 pages
48 pages	52 pages
56 pages	60 pages

The following statement must be signed by someone who is authorized to legally bind the bidding firm.

Company: \_\_\_\_\_

Contact & Title: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Authorized Bidder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PULASKI COUNTY SCHOOLS

OFFICIAL BID FORM HIGH SCHOOL YEARBOOKS

Please find the specifications for high school yearbooks on this page. The price you provide is intended to be the cost to the school.

The average number of pages high school yearbooks is 184. Therefore, a bid is requested for 184 pages with a price to add additional pages in order to provide schools with flexibility in designing their yearbooks.

A breakdown of approximate sale history by school is as follows:

Pulaski County High School	250
Southwestern High School	300

**\*\*\*Each school will have a separate yearbook.\*\*\* Bidder acknowledges these differences and must determine bid prices with these factors in mind.**

Base Yearbook Specifications for High Schools

- Assume a 184 page yearbook- good quality, 80# glossy paper.
- Please price a yearbook for all pages color.
- All yearbooks to be hardcover with choice of color design for cover.
- Use the above numbers to get an idea of yearbook sales for each school.
- Binding shall be Smyth-sewn- and copies are to be rounded and backed.
- Must have a choice and variety of typefaces
- Each school must have a choice of color stocks for end sheets and may design both front and back endsheets.
- Complete proofs shall be presented to the yearbook sponsor prior to presswork beginning for written approval.
- Include price option for students to add personalization of student's name.

184 pages \_\_\_\_\_

188 pages \_\_\_\_\_

192 pages \_\_\_\_\_

196 pages \_\_\_\_\_

Add personalization to any of the above \_\_\_\_\_

The following statement must be signed by someone who is authorized to legally bind the bidding firm.

Company: \_\_\_\_\_

Contact & Title: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Authorized Bidder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CONFLICT OF INTEREST

It shall be a breach of ethical standards for any employee with procurement authority to participate directly in any proceeding or application; request for ruling or other determination; claim or controversy; or other particular matter pertaining to any contract, or subcontract, and any solicitation or proposal therefore, in which to his knowledge:

He, or any member of his immediate family has a financial interest therein; or  
A business or organization in which he or any member of his immediate family has a financial interest as an officer, director, trustee, partner, or employee, is a party; or  
Any other person, business, or organization with whom he or any member of his immediate family is negotiating or has an arrangement concerning prospective employment is a party.  
Direct or indirect participation shall include but not be limited to involvement through decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or purchase standard, rendering of advice, investigation, auditing or in any other advisory capacity.

It shall be a breach of ethical standards for any person to offer, give, or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment, in connection with any decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or proceeding or application, request for ruling or other determination, claim or controversy, or other particular matter, pertaining to any contract or subcontract and any solicitation or proposal therefore.

It is a breach of ethical standards for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

The prohibition against conflicts of interest and gratuities and kickbacks shall be conspicuously set forth in every local public agency written contract and solicitation therefore.

It shall be a breach of ethical standards for any public employee or former employee knowingly to use confidential information for his actual or anticipated personal gain, or the actual or anticipated personal gain of any other person.

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Signature \_\_\_\_\_ Date \_\_\_\_\_

References: KRS 156.480, OAG 80-32, Model Procurement Code 45A.455

**NOTE: THIS CERTIFICATE MUST BE SIGNED AND ATTACHED TO THE BID FORM IN ORDER FOR YOUR BID TO BE QUALIFIED.**

# Pulaski County Board of Education

## Yearbook Bid – School Information

### Elementary and Preschools

Eubank Elementary	285 West Hwy 70, Eubank KY	606-379-2712
Shopville Elementary	10 Old Shopville Road, Shopville KY	606-274-4411
Oak Hill Elementary	1755 WTLO Road, Somerset KY	606-679-2014
Nancy Elementary	240 Hwy 196, Nancy KY	606-636-6338
Southern Elementary	198 Enterprise Drive, Somerset KY	606-678-5229
Burnside Elementary	435 E Lakeshore Drive, Burnside KY	606-561-4250
Pulaski Elementary	107 W University Drive, Somerset KY	606-678-4713
Northern Elementary	6155 Hwy 39, Science Hill KY	606-423-1040
Memorial Preschool/Daycare	222 Langdon Street, Somerset KY	606-678-4100

### Middle and Alternative Schools

Northern Middle	651 Oak Leaf Lane, Somerset KY	606-678-5230
Southern Middle	200 Enterprise Drive, Somerset KY	606-679-6855

### High Schools

Pulaski High	511 East University Drive, Somerset, KY	606-679-1574
Southwestern High	1765 WTLO Road, Somerset KY	606-678-9000