

**NORTH KITSAP SCHOOL DISTRICT
POULSBO, Washington**

REQUEST FOR PROPOSAL

YEARBOOKS

**Kingston High School
North Kitsap High School**

2015 – 2016 School Year

**NORTH KITSAP SCHOOL DISTRICT
POULSBO, Washington**

REQUEST FOR PROPOSAL

YEARBOOKS

Notice is hereby given that sealed proposals will be received by the North Kitsap School District, hereinafter referred to as District, from qualified bidders, hereinafter referred to as Bidder, up to, but not later than **3:00 PM ON MONDAY, JUNE 6, 2016** for Yearbooks. Each proposal shall be in accordance with the specifications and documents now on file with the Business Department. North Kitsap School District reserves the right to postpone the proposal opening and to reject any or all proposals.

Specifications and information for making proposals may be obtained from the Business Department of the North Kitsap School District by calling (360) 396-3009. Proposals must be delivered to:

North Kitsap School District
18360 Caldart Avenue
Poulsbo, WA 98370

Any proposal not received by **3:00 PM ON JUNE 6, 2016**, at the above location will not be accepted.

The North Kitsap School District reserves the right to reject any or all proposals, and to waive any informalities or irregularities in the RFP process.

Publication: May 4, 2016

NORTH KITSAP SCHOOL DISTRICT
POULSBO, Washington

REQUEST FOR PROPOSAL

YEARBOOKS

Table of Contents

Terms and Conditions

Part 1	Instructions to Bidders
Part 2	General Information
Part 3	Content and Form of Proposals
Part 4	Evaluation of Proposals
Attachment A	Certification and Reference Information

NORTH KITSAP SCHOOL DISTRICT
POULSBO, Washington

REQUEST FOR PROPOSAL

YEARBOOKS

TERMS AND CONDITIONS

PART 1 – INSTRUCTIONS TO BIDDERS

1.01 GENERAL INSTRUCTIONS TO BIDDERS:

- A. Please submit one (1) original and (1) copies of your proposal. Proposals are to be submitted in a sealed envelope addressed to:

Susan Ray, Purchasing Department
North Kitsap School District
18360 Caldart Avenue, Poulsbo, WA 98370.

Proposals must be received no later than **3:00 PM ON JUNE 6, 2016**, to be considered. Immediately after the time set for receiving the proposals, proposal documents may be taken to another location within the complex where they will be opened and publicly read aloud. The envelopes shall also bear on the outside, the name of the bidder, address, the date of the proposal opening and plainly marked “YEARBOOKS.” It is the sole responsibility of the bidder to see that his/her proposal is received at the designated location by the designated time. Electronically transmitted proposals will not be accepted.

- B. The contract for yearbooks will be awarded to vendors for each school as is deemed in the best interest of North Kitsap School District.
- C. The term of this contract will be a maximum of five (5) years. The successful bidder must certify that all of the services proposed are readily available and that North Kitsap School District will be able to make subsequent purchases based on this contract.
- D. North Kitsap School District will evaluate all Bidders’ Proposals. Distribution of this RFP or receipt of any Proposal shall not constitute a commitment by North Kitsap School District to any or all of the bid participants. If it is determined that the submitted Proposals are not economically beneficial to North Kitsap School District or for other business reasons, North Kitsap School District may, at its sole discretion, award a portion of the contracted products/services to more than one supplier, reject all, or further negotiate with bid participants.
- E. Bidders are required to answer/address all portions of this RFP in order for their proposal to be considered.

1.02 PREPARATION OF PROPOSAL FORM

- A. Bidder must fill in all spaces provided on the Proposal Form. All costs in submitting a proposal shall be borne in full by the interested bidder.

1.03 SIGNATURES

- A. The proposal must be signed in the name of the bidder and must bear the title and signature of the person duly authorized to sign the proposal.

1.04 WITHDRAWAL OF PROPOSAL

- A. Any bidder may withdraw his/her proposal, either personally or by written request, at any time prior to the scheduled closing time for receipt of proposals.

1.05 INTERPRETATION OF PLANS & DOCUMENTS

- A. If any person contemplating submitting a proposal for the proposed contract is in doubt as to the true meaning of any part of the proposal request, or finds discrepancies in, or omissions from the specifications, they may submit to the District a written request for an interpretation or correction thereof. The Bidder submitting the request will be responsible for its prompt delivery and it must be received by the Business Department not later than seven (7) calendar days before the date specified for receipt of proposals. Request for interpretation of specifications must be hand delivered, or mailed to **SUSAN RAY, PURCHASING DEPARTMENT**. Any interpretation or correction of the proposal documents will be made only by addendum duly issued and a copy of such addendum will be mailed, faxed, or delivered to each person receiving a set of such proposal documents. All such addenda shall become part of the proposal documents. No oral interpretation of any provision in the proposal documents will be made to any bidder.

1.06 ASSIGNMENT OF CONTRACT

- A. The Bidder shall not assign this contract or any part thereof, or any moneys due or to become due thereafter, without the prior written approval of the District.

1.07 SAFETY CONDITIONS

- A. All items and equipment furnished will be required to satisfy any applicable requirements of the Occupational Safety and Health Act and/or the Washington Industrial Safety and Health Act in effect at the time of delivery. It shall be the responsibility of the Bidder to comply with this requirement insofar as compliance is within his/her control.

1.08 TIME FOR COMPLETION:

- A. It is the intention of the District to award contracts to successful bidders within the month following **JUNE 6, 2016**.

1.09 DELIVERY

- A. Delivery to f.o.b. North Kitsap School District. Specific locations to be specified by the District at the time of order placement.

1.10 TERMINATION

- A. In the event that any of the provisions of this contract are violated by the Bidder, the District may serve written notice upon the Bidder of their intention to terminate such contract, such notice to contain the reason for such intention to terminate the contract, and unless within ten (10) days after the serving of such notice upon the Bidder such violation shall cease and satisfactory arrangement for correction be made, the contract shall upon expiration of said (10) days, cease and terminate. In the event of any such termination, the District shall immediately serve the notice thereof upon the Bidder in default, and procure all materials or services involved in the contract from other sources and the Bidder shall be liable to the District for any excess cost occasioned the District thereby.

1.11 LAW

- A. The laws of the State of Washington shall govern this order and the venue of any action brought hereunder shall be in the Superior Court, County of Kitsap, and State of Washington.

1.12 TAXES

- A. Proposals are not to include sales tax. The District is exempt from Federal Excise Taxes.

1.13 AFFIRMATIVE ACTION CONTRACT COMPLIANCE STATEMENT

- A. 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, age, or disability 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.
- B. In the event of noncompliance by the Bidder with any of the nondiscrimination provisions of the contract, the District shall have the right, at its option, to cancel the contract in whole or in part. If the contract is canceled after part performance, the North Kitsap School District shall be obligated to pay the fair market value or the contract price, whichever is lower, for goods or services, which have been received and accepted.
- C. The Bidder assures the District that its agency/labor union will comply with all state and federal guidelines and/or regulations. Therefore, all applicants seeking employment opportunities and all contracts for goods and services will be considered and will not be discriminated against on the basis of race, color, national origin, gender, or disability. This is in accordance with Title VI of the 1964 Civil Rights Act; Section 504 of the Rehabilitation Act, 1973, as amended; Americans with Disabilities Act, July 26, 1990,

P.L. 101-336; and Title IX/Chapter 28A.640 RCW of the Education Amendments of 1972, as amended.

1.14 INDEMNIFICATION:

- A. Bidder agrees to indemnify and hold harmless North Kitsap Public Schools from all claims, suits, or proceedings for patent, trademark, copyright, or franchise infringements, and against any damage, costs, or liability for any injuries to persons or property arising from acts or omissions of the bidder or the bidder's agent.

1.15 COMPLIANCE WITH LAWS AND REGULATIONS:

- A. All bidders shall provide merchandise that meets or exceeds all applicable requirements of the Washington Industrial Safety and Health Standard and the State Board of Health Standard for Primary and Secondary Schools.

1.16 NON-DISCRIMINATION:

- A. The North Kitsap School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. Questions or complaints of alleged discrimination can be directed to the district's Title IX/RCW 28A.640 Compliance Officer Chris Willits, Assistant Superintendent, cwillits@nkschools.org (360) 396-3003 and /or the ADA and 504 Coordinator, Lori Kingery, Assistant Director of Special Education, lkingery@nkschools.org (360) 396-3072; address - 18360 Caldart Ave NE, Poulsbo WA 98370.

NORTH KITSAP SCHOOL DISTRICT

REQUEST FOR PROPOSAL

YEARBOOKS

PART 2 – GENERAL INFORMATION

2.01 SUMMARY OF WORK

The North Kitsap School District is seeking proposals from qualified vendors for management and classroom support in the preparation of, and the printing of school yearbooks. It is the intention of the District to award a contract(s) based on the proposal best meeting the needs of the schools yearbook programs relative to the award criteria listed in this Request for Proposal. These instructions are a part of any contract awards made by the North Kitsap School District Board of Directors for yearbook services and printing.

The schools included in this proposal and the approximate number of yearbooks required is as follows:

Kingston High School: +/- 450

North Kitsap High School: +/- 700

The actual number of books to be printed for each school may be adjusted up or down, depending on school enrollment, up to December 20 of any contract year without penalty.

Prospective vendors must be prepared to demonstrate their company's services upon request after submission of their proposal. Such a demonstration would include the company's computer programs designed to assist the school in page submission at the direction of the school's yearbook advisor. This demonstration will be no longer than 30 minutes in length and must be attended by the local representative designated within this proposal. Demonstrations will be requested at the sole discretion of the District. Demonstrations may be combined for various sites, or may be held individually at some or all sites. It is understood that each school is a unique entity within North Kitsap School District and shall have discretion as to date and time of any requested demonstration.

2.02 REPRESENTATIVES

A local representative must be assigned to the North Kitsap School District account. This representative must have been involved in the planning, processing, ordering, and delivery of yearbooks for high schools for no less than two (2) years. The representative must be available to meet with the school's advisors and the Business Department, as needed, to review proposals and answer questions.

The name of an individual at the printing plant, capable of making decisions over the telephone and by email regarding changes and/or corrections on the yearbooks must be furnished to each yearbook advisor for account servicing.

The name of an individual at the printing plant, capable of assisting with technical questions over the telephone and by email must be furnished to each yearbook advisor for account servicing.

2.03 DEADLINES

Final deadlines shall not be more than six weeks prior to delivery without penalty or additional charge; earlier deadlines may be bid as an option. All deadlines must be coordinated with the student calendar. Delivery date of books is dependent upon the school year calendar.

The delivery date shall not be later than two weeks before high school commencement. Each school's Yearbook Advisor shall establish the delivery date in September.

Advisors will determine other deadlines with the printer during the first 6 weeks of school unless otherwise noted. Five deadlines, to be spaced from November until the final deadline, are expected. Schools shall be penalized one day for each one day a deadline is missed, but schools will have the opportunity to make up time lost from missed deadlines by submitting copy prior to the next deadline in order to retain the final delivery as originally scheduled.

Should it appear that the final delivery date is in jeopardy as a result of missed deadlines, the vendor is responsible to inform the Yearbook Advisor and Susan Ray, Purchasing Department ten days prior to the final deadline. This notification should include information pertaining to late delivery and/or overtime charge proposal to meet the deadline, and the estimated amount of such overtime charges. Vendor is not authorized to implement overtime without written consent.

In the event that the yearbook is delivered late and such notification has not occurred, liquidated damages in the amount of \$100.00 per school day will be assessed for each school day beyond the delivery date of books for the first five school days. After the first five school days, liquidated damages in the amount of \$200.00 per day will be assessed until the book is delivered.

2.04 ITEMIZED INVOICES

The successful vendor shall present a fully itemized statement of accumulative costs to date from the basic contract by the 10th of each month. Final fully itemized billings shall be presented to the Yearbook Advisor by the delivery date of the book.

Advisors shall 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 item, without penalty, should monthly billings indicate costs will exceed budgetary estimates.

2.05 PAYMENT SCHEDULES

Payment schedule to be submitted with proposal. Final payment will be issued following adjustment, as needed, for overruns and damaged or improperly bound and/or printed books.

All payments for basic yearbooks will be made to the yearbook company.

Final billing must be fully itemized with contract references for each item.

2.06 ADDITIONAL CHARGES

The District will not be responsible for any specialty service charges beyond those outlined in the proposal specifications. Any special requests beyond those listed in this proposal must have a detailed written price quotation submitted by the vendor and approved (signed) by the Yearbook Advisor during the planning phase of the yearbook preparation. Any such quotations which shall cause the total expenditure for the book to exceed the final contract amount (including selected options, etc) must be approved in advance by BOTH the Yearbook Advisor and the Purchasing Department.

2.07 SHIPPING

Yearbooks will be shipped F.O.B. to the schools indicated on the date and time specified by the Advisor. No shipping, handling, or storage charges shall apply.

2.08 COPY RETURN

All photographs, art work, and other material used in the publication of the yearbook shall be returned to the school on the shipping date specified or may be returned with the books in a marked box so identified.

2.09 CONTINGENCIES ELIMINATED

The bidder certifies that adequate supplies are on hand or have been contracted for, to complete the production of the yearbook proposed upon, by the deadlines specified.

The Yearbook Advisor shall be notified immediately in writing of delays caused by strikes, fires, or other disasters.

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

2.10 SAMPLES

In some cases samples may be requested to be furnished by the bidder to determine acceptability of an item. The bidder is responsible for all freight, parcel post, and insurance for equipment from the firm and return. If return is not provided, the sample will be disposed of at the discretion of the District.

NORTH KITSAP SCHOOL DISTRICT

REQUEST FOR PROPOSAL

YEARBOOKS

PART 3 – CONTENT AND FORM OF PROPOSALS

3.01 CONTENT

Interested bidders are cautioned to provide in their proposals as much detail as possible pertaining to their capabilities and experience to the services requested in this proposal.

At a minimum, each proposal must contain the following items:

1. Cover letter and Company profile, including full legal name, address, phone, and fax number, and description of your company's background.
2. Current resumes of local school representatives and plant representatives to be assigned to the District.
3. A management plan to collaborate with the North Kitsap Schools staff, for the production and successful delivery of 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. Such list should include but not be limited to: Workshops, Spring and Summer Camps, Educational Materials, Budget Support, Computer Programs, Classroom Activities, Promotional and Sales Support, General troubleshooting. Costs, as applicable, should be noted.
4. Detailed description of company policy and method for handling adjustments for errors made in the production of yearbooks, including a return policy for damaged or imperfect books.
5. Detailed description for company programs for the submission of mugs on CD.
6. A list and cost sheet for yearbook production supplies available through your company.
7. A complete list of any special offers, "extras" or savings opportunities you would like considered in your proposal. Please include costs for enhancements such as fonts, clipart, predesigned layouts on disk or book form, and backgrounds, edges, fills, etc on disk.
8. Please describe any color programs and costs involved that may benefit the schools that use color in their book.
9. Please describe your indexing program.
10. Please describe senior ad templates and programs you offer, including on-line sales and/or on-line creation programs.

3.02 COST

Each bid shall include a complete cost proposal on the attached bid form. Extras or other options may be submitted separately.

3.03 REFERENCES

Reference letters must be listed and submitted with your proposal. Your references should list no fewer than three similarly sized projects, current and up to date within the last three years, preferably in Washington State.

3.04 SAMPLES

Samples of recently published books and supplementals should be submitted for evaluation. Samples of type styles and headlines available for selection should be included.

3.05 FORM

Each vendor shall submit 1 original of his or her proposals as indicated in the Invitation to Bid.

Bidders are reminded that all information contained in the Proposal is subject to the State of Washington Public disclosure laws and may be subject to public inspection.

NORTH KITSAP SCHOOL DISTRICT

REQUEST FOR PROPOSAL

YEARBOOKS

PART 4 – EVALUATION OF PROPOSALS

4.01 EVALUATION PROCESS

Complete proposals will be evaluated based on the following criteria. Incomplete proposals will not be considered. North Kitsap School District will be the sole judge as to the acceptability of proposals.

An administrator and/or Advisor will review proposals submitted for each school. The review team may conduct or request interviews or references for their specific school, without relation to the review occurring at another site.

North Kitsap School District reserves the right to waive any irregularity in any proposal, to accept or decline any and all proposals, to take no action whatsoever, and/or to request submittal of new proposals.

4.02 EVALUATIVE CRITERIA

10% Current resumes of local school representatives and plant representatives to be assigned to the District.

25% Service and Management Plan addressing items detailed under Section 3.01, 3-7

25% Complete Cost Proposal – Percent analysis based on lowest cost per school, combined with weighting for adjustment costs.

40% References and/or Samples:
Current references and no fewer than three (3) other equivalent high school yearbooks by grade level should be provided. North Kitsap School District reserves the right to request and/contact additional references.

Samples of recent yearbooks may be included for consideration with your proposal, or may be required for presentation at a demonstration. Samples should include recent yearbook, recent supplemental, and other information pertinent to the yearbook as specified.

NORTH KITSAP SCHOOL DISTRICT

REQUEST FOR PROPOSAL

YEARBOOKS

ATTACHMENT "A"

CERTIFICATION AND REFERENCE INFORMATION

I hereby certify that I have read and understood this Request for Proposal, General Information, Evaluation of Proposals, and all other documents pertaining to this bid submitted.

1. *Organization Information:*

Legal Firm Name: _____

By/Title

Authorized Signature

Address

City, State, Zip Code

Telephone Fax

Dated

General Options Listing for All Schools

1. Name Stamping
 - a. Due Date _____ per book
2. Color pricing, proof charges, and adjustments policy are also requested through management plan submittal.
3. The school will be provided with templates by the printing company suitable for :
 - a. PC, yes or no: _____ Mac, yes or no: _____
 - b. InDesign CC: _____
4. Proof Options
 - a. Color proofs for color pages: _____ per page
 - b. Confirmation proofs if requested by school: _____ per page
 - c. A black and white cover proof is included in base. Other Options:
 - i. Full color cover proof: _____
 - ii. Comprehensive or mock-up over proof: _____
5. Please indicate DPI the plant desires for electronic images:
 - a. _____ DPI. Images are to be submitted as TIFF or JPEG (circle applicable).
6. Company offers photo enhancement of digitally submitted photos for color balance, contrast, sharpness, etc: YES _____ NO _____.
 - a. Explain charges, if any: _____
7. Fonts:
 - a. Number available for free through company: _____
 - b. Deadline if any for font selections: _____
 - c. Charges, if any, if fonts changed after deadline: _____
8. Plant Support:
 - a. Number of accounts serviced by in-plant service person assigned to school: _____

b. Number of accounts serviced by yearbook representative assigned to school: _____

9. Mug/Headshot Submission:

- a. Describe your company's method of submission of headshots, including what actions are done by the school, what is done by the company, describe the choices available for schools, and any costs:

10. Describe your indexing software and if you support the InDesign indexing software:

SPECIFICATIONS FOR **Kingston High School**

As with other schools, the successful bidder will be able to demonstrate their ability to provide required service to the school and a high-quality end product. All general specifications in Parts 1-4 of this RFP shall apply unless specifically noted in these specifications:

- Number of Books:** 450, depending on fall enrollment.
16-page supplement with two-week turnaround.
- Number of Pages:** Basic bid to be based on 160 pages
- Page Trim Size:** 9" x 12"
- Paper Stock:** 100# Glossy stock
- Cover:** 160# board. Litho or silkscreen, with two applications, including option to emboss front cover, spine or back, option for UV coating, option for spot color, option for laser or die-cut, and option for quarter panel printing.
- Binding:** Smythe sewn, rounded and backed.
- Endsheets:** To be a minimum of 100# stock. Basic bid to include school designed end sheets, full color litho ink, different front and back.
- Layout:** Disk submitted, random combination of digital images and prints
- Proofs:** Upon receipt of copy, schools will be furnished proofs of all pages, cover, and end sheet.
- Deadlines:** All deadlines are agreed upon between the school and the representative.
- Special Charges:** Any overtime charges must be specified. Charges not specified in bid submittal will not be paid by school.

**SPECIFICATIONS
FOR
North Kitsap High School**

As with other schools, the successful bidder will be able to demonstrate their ability to provide required service to the school and a high-quality end product. All general specifications in Parts 1-4 of this RFP shall apply unless specifically noted in these specifications:

- Number of Books:** 700, depending on fall enrollment.
- Number of Pages:** Basic bid to be based on 200 pages of full color, including 184 bound and 16-page supplement.
- Page Trim Size:** 9" x 12"
- Paper Stock:** 100# Glossy stock
- Cover:** 160# board. Litho or silkscreen, with two applications, including option to emboss front cover, spine or back, option for UV coating, option for spot color, option for laser or die-cut, and option for quarter panel printing.
- Binding:** Smythe sewn, rounded and backed.
- Endsheets:** To be a minimum of 100# stock. Basic bid to include school designed end sheets, full color litho ink, different front and back.
- Layout:** Disk submitted, random combination of digital images and prints
- Proofs:** Upon receipt of copy, schools will be furnished proofs of all pages, cover, and end sheet.
- Deadlines:** All deadlines are agreed upon between the school and the representative.
- Special Charges:** Any overtime charges must be specified. Charges not specified in bid submittal will not be paid by school.

North Kitsap School District

FORM OF PROPOSAL

Pricing: Including all terms and conditions, not including optional charges:

Kingston High School

450 \$_____ per book \$_____ Total

Cost for Additional Books: \$_____ per book

North Kitsap High School

700 \$_____ per book \$_____ Total

Cost for Additional Books: \$_____ per book

Renewal Options: The District shall annually review yearbook program and vendor performance. It will be at the discretion of the District to accept renewal options if offered.

Option to Renew:

2017 – 2018: Yes_____ No_____ If Yes, % Increase_____

2018 – 2019: Yes_____ No_____ If Yes, % Increase_____

2019 – 2020: Yes_____ No_____ If Yes, % Increase_____

2020 – 2021: Yes_____ No_____ If Yes, % Increase_____

Payment Schedule: To be listed by bidder:

Deposit of:_____ Due_____

Payment of:_____ Due_____

Payment of:_____ Due_____

Company Name: _____

Bidder Name: _____

Authorized Signature: _____

Address: _____

Telephone/Email: _____

Kingston High School OPTIONS LISTING

1. Cover Options

- a. Additional silkscreen colors beyond included applications: _____ per book
- b. Additional litho colors beyond included applications: _____ per book
- c. Embossing, school designed: _____ per book
- d. Full color litho, due first week in October: _____ per book
- e. Full color litho, due first week in November: _____ per book
- f. Full color litho, due _____: _____ per book
- g. Matte Lamination on litho cover: _____ per book
- h. Over graining: _____ per book
- i. Quarterbinding: _____ per book
- j. Spot overtone rub: _____ per book
- k. Special cover base materials
 - i. Describe: _____ per book
 - ii. Describe: _____ per book
 - iii. Describe: _____ per book
- l. Other cover application (Describe: _____): _____ per book
- m. Die-Cut, one cut on cover _____ per book
- n. Die-Cut, multiple cuts on cover _____ per book
- o. Laser- Cut, one cut on cover _____ per book
- p. Laser-Cut, multiple cuts per cover _____ per book
- q. Other additional treatments:
 - i. Describe: _____ per book
 - ii. Describe: _____ per book
 - iii. Describe: _____ per book
- r. UV coating _____ per book
- s. Laser engraving _____ per book

2. End Sheet Options

- a. Full color SFB, due first week in October: _____ per book
- b. Full color SFB, due first week in November: _____ per book

- c. Full color SFB, due _____ per book
- d. Printing on “D” side of endsheet: _____ per book
- e. Printing on “E” side of endsheet: _____ per book
- f. Die-cut endsheets: _____ per book
- g. Laser-cut endsheets: _____ per book
- h. Tip-on _____ per book
- i. Alternate endsheet materials (Describe: _____): _____ per book

3. Page Stock Options

- a. 80# matte white stock: _____ per book
- b. 100# glossy white stock: _____ per book
- c. 100# matte white stock: _____ per book
- d. Specialty paper stock (Describe: _____): _____ per book
- e. UV coating, one flat, (Due: _____): _____ per book
- f. UV coating, one signature, (Due: _____): _____ per book

4. Page Costs

- a. Add 4 pages: _____ per book
- b. Delete 4 pages: _____ per book
- c. Add blank pages, per four: _____ per book
- d. Add eight page autograph supplement: _____ per book
- e. Publisher Generated supplement _____ per book

5. Fold-outs and tip-ins:

- a. Tipping at natural spread or between signatures: _____ per book
- b. Tipping at any other location:
_____ per book
- c. Tipping for 8 page gatefold: _____ per book
- d. Tipping for 6 page gatefold: _____ per book
- e. Glue strip applied for school tipping:
_____ per book
- f. Price for folding of 8 page center bind tipin: _____ per book
- g. Price for folding of 4 page center bind tipin: _____ per book

North Kitsap High School OPTIONS LISTING

1. Cover Options
 - a. Additional silkscreen colors beyond included applications: _____ per book
 - b. Additional litho colors beyond included applications: _____ per book
 - c. Embossing, school designed: _____ per book
 - d. Full color litho, due first week in October: _____ per book
 - e. Full color litho, due first week in November: _____ per book
 - f. Full color litho, due _____ per book
 - g. Matte Lamination on litho cover: _____ per book
 - h. Over graining: _____ per book
 - i. Quarterbinding: _____ per book
 - j. Spot overtone rub: _____ per book
 - k. Special cover base materials
 - i. Describe: _____
_____ per book
 - ii. Describe: _____
_____ per book
 - iii. Describe: _____
_____ per book
 - l. Other cover application (Describe: _____): _____ per book
 - m. Die-Cut, one cut on cover _____ per book
 - n. Die-Cut, multiple cuts on cover _____ per book
 - o. Laser- Cut, one cut on cover _____ per book
 - p. Laser-Cut, multiple cuts per cover
_____ per book
 - q. Other additional treatments:
 - i. Describe: _____ per book
 - ii. Describe: _____ per book
 - iii. Describe: _____ per book
 - r. UV coating _____ per book
 - s. Laser engraving _____ per book

2. End Sheet Options

- a. Full color SFB, due first week in October: _____ per book
- b. Full color SFB, due first week in November: _____ per book
- c. Full color SFB, due _____ _____ per book
- d. Printing on “D” side of endsheet: _____ per book
- e. Printing on “E” side of endsheet: _____ per book
- f. Die-cut endsheets: _____ per book
- g. Laser-cut endsheets: _____ per book
- h. Tip-on _____ per book
- i. Alternate endsheet materials (Describe: _____): _____ per book

3. Page Stock Options

- a. 100# matte white stock: _____ per book
- b. 100# glossy white stock: _____ per book
- c. 100# matte white stock: _____ per book
- d. Specialty paper stock (Describe: _____): _____ per book
- e. UV coating, one flat, (Due: _____): _____ per book
- f. UV coating, one signature, (Due: _____): _____ per book

4. Page Costs

- a. Add 4 pages: _____ per book
- b. Delete 4 pages: _____ per book
- c. Add blank pages, per four: _____ per book
- d. Add eight page autograph supplement: _____ per book
- e. Publisher Generated supplement _____ per book

5. Fold-outs and tip-ins:

- a. Tipping at natural spread or between signatures: _____ per book
- b. Tipping at any other location:
_____ per book
- c. Tipping for 8 page gatefold: _____ per book
- d. Tipping for 6 page gatefold: _____ per book
- e. Glue strip applied for school tipping:
_____ per book

- f. Price for folding of 8 page center bind tipin: _____ per book
- g. Price for folding of 4 page center bind tipin: _____ per book