

BID TABULATION FORM

Project: **YEARBOOK BID**
 Owner: Snoqualmie Valley School District #410
 Bid Date: June 11, 2021
 Bid Time: 2:00PM
 Place: SVSD District Office/Zoom

The bid results below are those as recorded by Ryan Stokes

VENDOR	BID RECEIVED			UNIT PRICE	BID 2021/2022	PRICE + 2022/2023	PRICE + 2023/2024	NOTES
	METHOD	DATE	TIME					
WALSWORTH	DROP OFF	6/10/2021	1:55 PM	\$ 22.00	\$ 26,400.00	4%	4%	
BALFOUR	DROP OFF	6/11/2021	1:07 PM	\$ 32.00	\$ 38,400.00	4%	4%	Missing explanations in deadline performance section of bid. Sample books did not meet requirements of samples requested.*

*Since Walsworth was the lowest bidder, SVSD did not seek additional clarification from Balfour about the missing bid requirements.

ZOOM ATTENDEES 6/11/2021 @ 2PM

NAME	VENDOR
RYAN STOKES	SVSD 410
AMANDA HEIKKILA	SVSD 410
SUSAN HOLIHAN	SVSD 410
KERRI SMEAD	BALFOUR
N/A	WALSWORTH

I: BASIC SPECIFICATIONS

The successful bidder will produce a yearbook that meets the following specifications:

	<u>Walsworth</u> <u>Per Book</u>	<u>Balfour</u> <u>Per Book</u>
1. Book Size		
Binding to be Smythe sewn, rounded and backed.		
9 x 12 inches		
240 pages		
List any additional charges for the following options		
a. Additional pages (per 4 pages)	\$0.50	\$0.60
b. Fewer pages (per 4 pages)	\$(0.25)	\$(0.40)
c. Side Binding	QUOTE	\$9.00
d. custom size (12 x 12, 9 x 9, etc)	QUOTE	QUOTE
2. Hard Cover		
Minimum cover board weight, 160#.		
No limit to area of design including spine.		
Full-color litho with gloss or matte lamination included		
Proof at 100% approved by school prior to release for production.		
School design		
List any additional charges for the following cover options		
a. Silkscreen, one applied color	\$1.00 - \$3.00	\$0.00
Each additional applied color	\$1.00 - \$3.00	\$1.00
b. Embossing application	\$1.00 - \$3.00	\$1.00
Die/Plate charge	QUOTE	QUOTE
c. Die Cut application	QUOTE	\$1.00
Die/Plate charge		
d. Laser Cut	QUOTE	\$1.00
e. Graining/Texture	\$1.00 - \$3.00	\$1.00
f. UV coat	\$1,000 FLAT	\$1.00
g. Foil stamping	\$1.00 - \$4.00	\$1.00
h. Metalay or similar metallic effect application	\$1.00 - \$4.00	\$1.00
Die/Plate charge	QUOTE	QUOTE
i. Bookcloth/linen-like cover material	\$1.00 - \$4.00	QUOTE
j. Leather-like or suede-like cover material	\$1.00 - \$5.00	N/C

k. Artist time (per hour)	<u>\$90/HOUR</u>	<u>\$100/HOUR</u>
l. Art package for use on inside pages to match cover	<u>QUOTE</u>	<u>N/C</u>

3. Endsheets

Minimum 65# stock, any color.

School designed.

Full Color printing on both endsheets, different designs front and back

Proof supplied prior to production.

List any additional charges or deductions for the following endsheet options

a. Black ink only	<u>N/C</u>	<u>N/C</u>
b. Black ink and one spot color	<u>QUOTE</u>	<u>N/C</u>
c. Blank endsheets	<u>N/C</u>	<u>N/C</u>
d. Foil stamping	<u>\$1.00 - \$3.00</u>	<u>N/C</u>
e. Die cut application	<u>QUOTE</u>	<u>\$0.50</u>
Die/Plate charge	<u>QUOTE</u>	<u>QUOTE</u>

4. Paper Stock

Minimum 100# stock in glossy enamel and/or matte finish.

Mixed stock per flat or signature.

FSC/SFI Certified Paper Stock

List any additional charges or deductions for the following paper options

a. Varnish/UV coat (per 8 pages)	<u>\$1,000 FLAT</u>	<u>\$2.50</u>
b. Deduction for 80# stock	<u>N/A</u>	<u>\$(2.50)</u>

5. Color

240 pages of full color (all-color book)

List separately any limitations on use of full color

a. Charge for spot color (per flat)	<u>N/A</u>	<u>\$0.50</u>
b. Charge for metallic spot color (per flat)	<u>QUOTE</u>	<u>\$0.50</u>
c. Charge for other specialty inks (glow in the dark, fluorescent inks, etc.)	<u>QUOTE</u>	<u>\$1.00</u>

6. Typography

Use of all company fonts in all sizes.

Please describe fully the number of fonts provided by your company

Use of any other fonts owned by the yearbook and provided by the school.

Please describe any limitations on the use of school-owned fonts, charges for use of school-owned fonts, or deadlines for submission of school-owned fonts

Unlimited use of lines of all weights and styles.

a. Extra charges (explain fully)	N/C _____	N/C _____
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7. Supplement

Full-color 24-page late deadline to be bound in book, with deadline of late April or early May (to be negotiated based on ship date). This is included in the 240-page total. This is the preferred supplement option. School is willing to waive proofs on the supplement, if necessary.

OR

Full-color, adhesive-stripped, locally-printed 24-page supplement for inclusion in book by distribution date in June. Final deadline no earlier than May 17. School is willing to waive proofs on the supplement, if necessary.

If this option is selected, the bound book will only be 216 pages long. Please adjust bid pricing to reflect this option, if necessary. Note: If this supplement option is selected, delivery date may need to be adjusted in order to allow time for insertion of supplements by yearbook staff.

List any additional charges or deductions for the following supplement options

a. Additional pages (per 4 pages)	\$1.25 _____	\$0.80 _____
b. Fewer pages (per 4 pages)	\$(0.20) _____	\$(0.45) _____
c. Trimming charge to match book specs	N/C _____	N/C _____
d. Delivery charge	N/C _____	N/C _____

8. Deadlines—Pages and Proofs

Final deadlines will be determined by mutual agreement of the vendor and yearbook advisor after final determination of the vendor.

For the 2021-2022 book, delivery will need to be guaranteed no later than May 27, 2022. The 2022-2023 and 2023-2024 books will have delivery dates to be negotiated between May 24 and June 1.

- a. First deadline required no earlier than Dec. 15
- b. Final plant deadline in no earlier than mid-April to ensure ship date at end of May. Actual date of final deadline will be influenced by supplement options described in the earlier section. Please explain any conditions on this final deadline (for example, page limits or limits in number of signatures affected)
- c. Final book count to be submitted by Feb. 1 with additional books possible through March 1

Please explain in detail deadline policies, and any additional charges or fees associated with missing those deadlines. Please include the following in your explanation:

- a. Flat/Signature deadlines (number of completed flats and/or signatures by a certain date)
- b. Cost if flat/signature deadline is not met
- c. Percentage deadlines (such as 40% of book , or a percentage of flats or signatures due by a certain date)
- d. Cost if percentage deadline is not met
- e. Cost per page per day if page submission deadline is not met ((or other such fees, penalties or charges)
- f. Are all pages for a deadline considered late if only one page is late for a submission deadline?
- g. Please include any other fees, charges or penalties relating to missed page deadlines
- h. Cost per page per day if proof return deadline is not met (or other such fees, penalties or charges)
- i. Are all pages late for a proof batch considered late if only one page is late for a proof deadline?
- j. Please include any other fees, charges or penalties relating to missed proof deadlines.
- k. How do missed page submission and proof deadlines affect ship/delivery date? Please explain policies in detail, including the options for making up late days/delayed ship date.
- l. How are overtime charges calculated?
- m. Please attach additional comments and specific cost considerations for missed deadlines not included above.

Please explain in detail how the following hypothetical deadline performance would affect ship date, and provide any and all late charges, penalties and fees associated with this deadline performance. Please use 2020-2021 fees and charges for your calculations. Explain any company policy/fee structure changes that would affect this calculation for the 2021-2022 school year

Original Delivery Date: May 24, 2021

- | | | | |
|-------------------|---|------------------|--|
| Deadline 1 | 1/26/2021 | 128 pages | Deadline Complete Date: 1/26/2021 |
| | 128 pages on 1/26 | | |
| | This submission required 15 flats. Only 14 were completed. | | |
| Deadline 2 | 2/16/2021 | 28 pages | Deadline Complete Date: 2/16/2021 |
| | 28 pages 2/16 | | |
| | This deadline had a 3 flat requirement. Those flats were not completed until 3/16 | | |
| Deadline 3 | 3/16/2021 | 48 pages | Deadline Complete Date: 3/16/2021 |
| | 48 pages on 3/16 | | |
| | This deadline had a 5 flat requirement. It completed 10 flats. | | |
| Deadline 4 | 4/13/2021 | 44 pages | Deadline Complete Date: 4/30/2021 |
| | 28 pages on 4/27 | | |
| | 8 pages on 4/28 | | |
| | 8 pages on 4/30 | | |
| | This deadline had an 8 flat requirement. 7 flats were completed | | |

Please explain how the following proof performance would affect ship date, including any fees, penalties or overtime charges. Please use 2020-2021 fees and charges for your calculations. Explain any company policy/fee structure changes that would affect this calculation for the 2021-2022 school year.

Batch 1 128 pages Due 2/22 Returned 4/30 20 days late
 Batch 2 28 pages Due 3/16 Returned 4/30 13 days late
 Batch 3 48 pages Due 4/11 Returned 4/30 9 days late
 *Proofs were cancelled on final page deadline

9. Shipping

All yearbooks must be delivered to the school on the date and time agreed upon by the adviser. Standard shipping charges will be included in the bid cost. The school does have a loading dock.

If your book is printed outside of the United States of America, please explain any customs fees or additional taxes that would be paid by the school.

10. Extra Books

Bid is for 1,200 books. Please give cost per book of any books ordered in excess of 1,200.

\$22.00 _____ \$32.00 _____

11. Deposits and Pre-Pay Discounts

Please describe your company’s deposit structure and sample payment schedule
 Describe any discounts or credits for pre-paying portions of the final bill.

12. Total Price

Per Unit As Specified Above	\$22.00 _____	\$32.00 _____
Total Bid Price for 1200 books	\$26,400 _____	\$38,400 _____

13. Price Increases

Please explain your projected price increases for the next two years.

2022-2023 4% _____	2022-2023 4% _____
2023-2024 4% _____	2023-2024 4% _____

II: PROCESSES AND PROCEDURES

The successful bidder will submit a management plan that explains their company policies and procedures:

14. Printing

Please include the location of your printing plant. Priority is given to yearbooks printed in the United States of America.

If your book is printed outside of the United States of America, please explain how international shipping will affect deadline timeline or delivery date.

Please describe the type of press used to print your book.

15. Submission

Layout design and copy will be done on computers using InDesign CC and Photoshop CC.

Describe fully how pages would be submitted via the PDF process. Include any plug-ins, enhancements, procedures, and other relevant information. Include, but do not limit yourself to, the following information:

- a. Support for InDesign and Photoshop CC, including any plug-ins or enhancements, and indicate which versions of CC your company currently supports
- b. PDF set up process on school computers, including any plug-ins/enhancements that need to be installed on
- c. Discount for PDF submission (per signature), if any
- d. Support available from rep and plant
- e. List of schools in your territory who are currently using PDF format
- f. Total number of schools on PDF format with your company
- g. Process to certify that PDFs are correct and complete before uploading to plant
- h. Procedure in the plant for handling PDF files. Include the ENTIRE process from initial submission to finished signature.

16. Portraits and Photographs & Panel Page Submission

School will provide publisher with a CD of student and staff portraits. Please describe your process and procedures for processing portraits for use by the school.

School to flow portraits directly onto pages at school, and submit panel pages via PDF submission, using company-provided enhancements to do so.

Successful bidder will provide:

- a. InDesign enhancements or plug-ins that allow for panel page creation. This enhancement or plug in needs to allow for names underneath portraits or names at the side. It will allow for a variety of sizes of portraits.
- b. Software capable of flowing names and photos. Software capabilities must include, but are not limited to:
 1. Viewing actual photos with name
 2. Editing names and grades
 3. Flagging duplicate photos (for students who took retakes)
 3. Sorting and exporting names by grade or by alphabetical name
 4. Exporting name last name first or first name last
 5. Exporting a name list, sorted by grade or alphabet

Please describe your company's support for flowing portraits directly onto InDesign files to allow for PDF submission.

Please provide a list of any charges or fees associated with portrait panel pages, including reflowing of panel pages after initial submission.

17. Proofs

Successful bidder will provide full-color 100% laser-printed proofs of all submitted pages, pictures included (regardless of how pages are submitted)

Please explain your proofing process.

18. Indexing

Please describe your company’s indexing enhancements, plug-ins, or software. Software must allow for full name indexing, as well as club and sport indexing.

19. Company errors

Please describe your company’s policy and procedures when errors are made in the plant or shipping that are not the fault of the school.

1. What is the process for dealing with books damaged in printing or shipping (upside down covers, pages out of order, broken bindings, etc.)?
2. What happens if the guaranteed delivery date is not met as a result of company or shipping errors (in other words, the school meets all deadlines, but the book is not delivered on the guaranteed delivery date)
3. What is the process when errors are made that are not the school’s fault (proof changes aren’t made, for example)?

20. Company Representation

The successful bidder will provide the following support:

- a. A plant representative shall be available for the yearbook adviser to contact regarding production progress of materials. This plant representative is to be capable of making decisions on the telephone concerning changes or corrections.
- b. A local representative shall be available at the request of the yearbook adviser, to visit the school and consult with the staff at least four times during the school year. This local representative shall have at least one year’s experience with working with schools with yearbooks similar in size and scope to the Mount Si High School yearbook, and must have experience with PDF submission and InDesign CC.
- c. The company shall provide opportunity for staff members to attend training workshops. Camp cost per person: \$ QUOTE _____ \$ 395 - 495 _____

Please describe your company’s professional representation structure, and the experience and training of plant representatives and local representatives

III. EVALUATIVE CRITERIA

- 40% Management Plan addressing items specified in section II.
- 40% Complete Cost Proposal. This includes total cost per book, as well as late fee and penalty comparisons based on past deadline performance. This will be calculated based on the information provided in Part I.
- 20% References and/or samples
Please include letters of reference from no fewer than three (3) advisers of equivalent school yearbooks serviced by the local representative. Samples of three recent yearbooks must be included for consideration with your proposal. All three of the samples must be books the local representative and plant representative oversaw for the 2020-2021 school year, at least two of which must have been PDF-submittal books. These books should be similar in size and scope—hard bound, 8 or 9 trim, 200 or more pages, high school—to the book described in the bid document and must be printed on the same press the book described would be printed on.