MEAD SCHOOL DISTRICT
MEAD MT SPOKANE HIGH SCHOOLS
ANNUAL SPECIFICATION

BASIC SPECIFICATIONS

1 Projected Number of Books (number to be adjusted in the Fall)
   Mead High School 1050
   Mt Spokane High 1000

2 Projected Number of Pages
   Mead High School 390
   Mt Spokane High 320

3 Trim Size of Book 9 x 12

4 Cover
   School designed artwork or photography silk-screened or lithographed
   in four color or full color (if full color is not used then the option of foil
   or one additional applied color will be used) or company emboss with
   available company designs and geometric shapes, with one applied
   color.
   Name, date, and texture background to be included in one color.
   Covers must be 160 point cross laminated binder board.
   Up to three laser cover proofs at no additional cost.

5 Binding Smythe sewn, rounded back for more than 128 pages with headbands

6 End Sheets 65 lb end sheet stock, solid color, same front and back
   Solid colored paper may be selected from company's paper stock.
   A. Specify number of colors available, included in base price

7 Paper To be a 100 lb and either double coated, high gloss enamel, matte finish,
   dull or ivory tones.

8 Color Pages All color.

9 PDF/InDesign File Publisher will permit both PDF and InDesign compressed files for
   proof submission.

10 Proofs for each page Hard copy of color proofs, corrections made by school.
    Corrected files resubmitted by PDF.
    Multiple proof submissions preset by designated dates at start of school year.
    Plant service representative provides proofing for large scale errors
    (i.e. dummy copy, duplicate photos, wrong page numbers, etc.)
    Printed proofs for InDesign
    No additional charge for all color laser proofs.
    Color laser proofs are automatically provided for each submission.

11 Additional Copies Price for additional copies of yearbook

12 Additional Pages Price if additional pages are added to the basic book
   Units of 4 __________ Per 4 Page
   Units of 8 __________ Per 8 Page

13 Reduction of Pages Price if pages are removed from the basic book
   Units of 4 __________ Per 4 Page
   Units of 8 __________ Per 8 Page
14 Supplements
School may plan a supplement to cover spring activities, to be tipped in by staff.
Please indicate latest date possible for a prescribed number of pages in the supplement; indicate if all pages in supplement must be submitted at the same time or if one flat may be submitted later. Provide pricing based on a 40 page supplement.

Current Affairs/World Coverage Tip In

<table>
<thead>
<tr>
<th>Number of Pages</th>
<th>Price per copy</th>
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<tbody>
<tr>
<td>4 Page</td>
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<tr>
<td>6 Page</td>
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<tr>
<td>8 Page</td>
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15 Typography
All headlines and copy will be phototypeset and provided by school.
Provide number and type of fonts provided at no charge to the school.

Yes/No

16 Submission
Copy and layout will be submitted to the publisher electronically.

Yes/No

17 Freight
Price to be FOB (free on board) school/district.

Yes/No

Estimated shipping costs to zipcode:

<table>
<thead>
<tr>
<th>Zipcode</th>
<th>Cost</th>
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<tbody>
<tr>
<td>99218</td>
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<tr>
<td>99021</td>
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18 Delivery
Books are to be delivered to a prearranged site on a specific date agreed upon in advance by the vendor and the yearbook advisor.

Yes/No

19 Service Requirements
A. The Mead School District requires the local representative to schedule monthly on-site visits with the yearbook advisor. Weekly visits may be required at certain times at the advisors discretion.

Yes/No

1. Meeting times and dates are to be jointly agreed upon by the vendor and the adviser at the beginning of each school year.

Yes/No

2. Preference will be given to company with local representatives (reside within 50 miles)

Yes/No

B. The company representative may be asked to provide proof of being certified by Adobe InDesign, current, and Photo Shop, current, or be in the process of certification. The representative may provide a letter from their publishing company, from Adobe Systems, from Photo Shop, or from the testing site.

Yes/No

C. Companies may be asked to provide books of similar size from up to three Northwest/West Coast schools for comparison and quality.

Yes/No

D. Advance notice of workshops, services offered, or any change of deadline dates must be given as soon as possible.

Yes/No

E. Preference will be given to the company that provides photo quality and image review. Specifically, scanning for obscene hand gestures (large group photos) and flagging images for low resolution or poor print quality. Images will be enhanced and reviewed on an individual basis when pages are submitted to the publisher.

Yes/No

F. Preference will be given to the company that provides professional development opportunities for advisors. Opportunities may include (but are not limited to) the following:
- Networking/Mentoring with other professionals/advisers when requested.
- JEA/NSPA conference support (local representative attends Fall-Spring JEA conferences to provide guidance, support and networking opportunities if adviser is traveling with students).
- Technical software training (for online publishing as well as InDesign when requested). Not to exceed 3 times per year.

Yes/No
G. Preference will be given to Publisher that can host a local summer camp (within 50 miles of Spokane). The purpose of the camp is to provide opportunities for our students to learn from professionals (photographers/journalists, etc.) and fellow advisers. Publisher will provide dates, times, and locations of previous camps. Publisher will provide dates and time, location, agenda, and cost per student/advisor.

H. Preference will be given to the representatives who have at least two years of experience in order to provide adequate support and knowledge. More than two years of experience will be viewed favorably.

I. Publishing company must provide a Common Core Aligned Curriculum and/or CTE Frameworks for teachers.

J. Creative services available.

REFERENCES:
Please include at a minimum of three references, company history, and any other information about your company that is pertinent to this bid.

TOTAL BASE PRICE FOR ANNUALS: MEAD HIGH SCHOOL MT SPOKANE H.S.

<table>
<thead>
<tr>
<th>Year</th>
<th>MEAD HIGH SCHOOL</th>
<th>MT SPOKANE H.S.</th>
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<tr>
<td>2024-2025</td>
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<td>2028-2029</td>
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DISCOUNTS
Please specify percentage discounts for early payment, seniority, and meeting copy submittal deadline schedules. (Note: Attach full explanation.)

DEPOSIT/PAYMENT SCHEDULE

<table>
<thead>
<tr>
<th>Deposit Type</th>
<th>Amount</th>
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<tr>
<td>First Deposit</td>
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<td>Second Deposit</td>
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<td>Third Deposit</td>
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<td>Early Payment</td>
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COPY SUBMITTAL/DEADLINE SCHEDULE

Please submit a deadline schedule. Include the number of pages, dates and other options.
## CONTRACT TERM/RENEWAL OF CONTRACT

This contract is valid for the 2024/2025 school year. The contract may be renewed, by agreement of all parties involved, for a maximum of 4 one-year periods beyond the original contract. The publisher will notify Mead School District by June 30 of the prior contract year of their wish to renew the contract. Mead School District will accept renewal on an individual school basis, if so desired, by competing a purchase order and sending it to the publisher by July 31 of the appropriate year.

## INCENTIVES

Incentives are to be considered an integral part of this document. List all of your incentives which you feel will benefit our school. Also list the amount of savings in dollars when these incentives are used.

<table>
<thead>
<tr>
<th>SCHOOL NAME:</th>
<th>MEAD HIGH SCHOOL</th>
<th>MT SPOKANE HIGH SCHOOL</th>
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<tbody>
<tr>
<td>ADDRESS:</td>
<td>302 W HASTINGS RD</td>
<td>6015 E MT SPOKANE PARK DR</td>
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<td></td>
<td>SPOKANE, WA 99218</td>
<td>MEAD, WA 99021</td>
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<th>PUBLISHER:</th>
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<th>ADDRESS:</th>
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<th>REPRESENTATIVE:</th>
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1. Specify the number of colors of available material for the cover.  

2. Specify the number of cover materials available (type, texture, graining.)  

3. Specify the number of silkscreen ink colors available for the cover.  

**NOTE:** We have included the units for all prices and expect you to quote your price using these units. If a conversion is necessary, please make this conversion so we can make a comparison.

**LATE CHARGE:** Additional charge, if any, when color pages arrive at the plant after the dates listed below:

1. At plant after 4 page unit Late Charge  
   8 page unit Late Charge  
2. At plant after 4 page unit Late Charge  
   8 page unit Late Charge  
3. At plant after 4 page unit Late Charge  
   8 page unit Late Charge  

**SET UP FEES and UPGRADES:** Additional charge, if any, for the following. Also specify options are not available.

**Covers:**
- **UV Gloss**  
  Set up fee per copy  
- **UV Gloss Glow in the Dark**  
  Set up fee per copy  
- **UV Chalk**  
  Set up fee per copy  
- **UV Raised**  
  Set up fee per copy  
- **UV Thermo**  
  Set up fee per copy  
- **UV Photo**  
  Set up fee per copy  
- **UV Glitter**  
  Set up fee per copy  
- **UV Rough**  
  Set up fee per copy  
- **Matte Lamination**  
  Set up fee per copy  
- **Suede Lamination**  
  Set up fee per copy  
- **Foil Set**  
  Set up fee per copy  
- **Foil Die Chart**  
  (specify size of die)  
  Set up fee per copy  

**Custom end sheets:**
- **Embossing**  
  Set up fee per copy  
- **Foil Stamp**  
  Set up fee per copy  
- **Cut Out**  
  Set up fee per copy  
- **Full Color Photography/Illustration**  
  Set up fee per copy  
- **Different Front/Back**  
  Set up fee per copy  

**OTHER:**
- **Name stamps**  
  per copy  
- **Name plate**  
  per copy