



SNOQUALMIE VALLEY

SCHOOL DISTRICT

SNOQUALMIE VALLEY SCHOOL DISTRICT #410

PO Box 400, Snoqualmie, WA 98065
(425) 831-8000

Sealed Bids # **2024-001** for
HIGH SCHOOL YEARBOOK
will be received by the undersigned until:
Wednesday, September 4, 2024 @ 2:00 P.M.
at which time they will be opened and read aloud.

Bids may be mailed to the above post office box or delivered to: Snoqualmie Valley School District
at
8001 Silva Ave SE, Snoqualmie, WA 98065.

Specifications and contract documents may be obtained by bidders at the above location or by
calling (425) 831-8011.

Bid deposit not required as noted in Special Instructions.

The Board of Directors of the Snoqualmie Valley School District #410, Snoqualmie, Washington,
reserves the right to reject any or all bids and to waive any informalities.

No bidder may withdraw a bid after the date and hour set for the opening thereof and before the
award of the contract unless said award is delayed for a period exceeding 45 days.

Bid envelopes shall bear the name and return address of the bidder. The outside of bid envelope
must be labeled “**BID # 2024-001 - HIGH SCHOOL YEARBOOK.**” Improperly addressed or
labeled bids may not be considered. The District will not be responsible for premature opening of
bids not properly marked.

BID # 2024-001 - HIGH SCHOOL YEARBOOK Snoqualmie Valley School District #410
King County, Washington

Bid notice published three (3) times in the Seattle Daily Journal of Commerce on:
Monday, August 12, August 19, & August 26, 2024

SNOQUALMIE VALLEY SCHOOL DISTRICT

8001 Silva Avenue S.E. | P.O. Box 400 | Snoqualmie, WA 98065 | (425) 831-8000 | www.svsd410.org

SNOQUALMIE VALLEY SCHOOL DISTRICT #410

Snoqualmie, Washington

TERMS AND CONDITIONS OF BID

It is understood that the **Bidder**, in submitting a bid, accepts the following general specifications and conditions which are all considered to be a part of the bid document.

1. BID OPENING

All bids received shall be opened in via zoom at the address shown in Item #2 of Instructions for Bidders

2. UNIT PRICE

It is understood that the quantities stated are approximate only and are subject to either increase or decrease at the discretion of the Snoqualmie Valley School District and stated only for the purpose of comparing the bids, and that should the quantities of any of the items be increased, the undersigned shall furnish the additional articles at the unit price set out herein; and should the quantities be decreased, payment will be made on actual quantities received/installed at such unit prices, and the undersigned bidder will make no claims for anticipated profits or additional compensation for any increase or decrease in the quantities.

3. ACCEPTANCE OF BID

Notice of acceptance of this bid or requests for additional information shall be addressed to the undersigned at the address stated below.

4. TIME FOR CONTRACTING

It is understood that this bid may not be withdrawn nor may the bidder refuse to accept any contract, proffered based on this bid within 45 days after the date set for the opening thereof without forfeiture of the bid security.

5. BID DEPOSIT - NOT REQUIRED ON THIS BID

A performance Bond may be requested if required in the Special Instructions section of this bid document.

6. SALES TAX

State sales taxes are not included in any item of this bid.

7. TIME FOR DELIVERY

All supply items contracted under this bid shall be delivered FOB Destination, Snoqualmie Valley School District, individual school location, or other District facility as designated on District purchase order(s). Vendor shall state number of days required for delivery after receipt of District purchase order, if requested in bid document, and shall guarantee such delivery.

8. AWARD OF BID

All bids shall be awarded by the Board of Directors at a regular meeting.

9. BID

Pursuant to and in compliance with your Notice to Contractors and the Information to Bidders and other documents relating thereto, the undersigned hereby proposes to furnish and deliver any or all of the articles enumerated in bid document at the prices quoted herein.

INSTRUCTIONS FOR BIDDERS

1. GENERAL INSTRUCTIONS

This specification constitutes the Bid form

- A. Bidders will submit their bids by entering unit prices in spaces provided.
- B. The firm name and all requested data pertinent shall be filled in as more particularly called for hereafter.
- C. The descriptions in this bid have been prepared to identify clearly the basic requirements for each item. Bidders are responsible for noting on their bids any and all exceptions to the required features specified: **ALL MODELS OR BRANDS BID WITHOUT SUCH NOTATIONS WILL BE UNDERSTOOD TO MEET THESE BASIC REQUIREMENTS.**
- D. Bidders submitting tenders on alternate items from those specified in these specifications shall accompany their bid with cuts, photos, samples, and/or full specifications covering the proposed alternate items. The District reserves the right to examine samples of any or all items before awarding contract. If the District requests a sample of an alternate item bid, and the Bidder fails to make same available for inspection within 48 hours of the time of the request, then such failure shall be considered sufficient cause for rejecting the bid.

2. PREPARATION OF BID FORM

All blanks in the bid form must be appropriately filled in.

All bids must be submitted in sealed opaque envelopes.

The outside of bid envelope must be labeled “**BID # 2024-001- HIGH SCHOOL YEARBOOK**”.

It is the sole responsibility of the bidder to see that bid is received in proper time.

Any bid received after the date and time scheduled for bid opening shall be returned to the sender unopened.

Bids submitted by mail shall be addressed to:

Snoqualmie Valley School District #410
Attn: Business Office
PO Box 400
Snoqualmie, WA 98065

Bids submitted in person shall be delivered to:

Snoqualmie Valley School District #410
Attn: Business Office
8001 Silva Avenue SE
Snoqualmie, WA 98065

3. SIGNATURE

The bid must be signed in the name of the bidder and must bear the signature in longhand and in ink of the person or persons duly authorized to sign the bid.

4. MODIFICATIONS

Changes in or additions to the Bid Form, recapitulations of the work bid upon, alternate proposals or any other modifications of the bid form which are not specifically called for in the contract documents, may result in the

District rejecting the bid as not being responsive to the invitations. No oral or telephonic modification of any bid submitted will be considered and a telegraphic modification may be considered only if the postmark evidences that a confirmation of the telegram duly signed by the bidder was placed in the mail prior to the opening of bids.

5. ERASURES

Any erasures, interlineations, or correction in the bid must be initialed by the person or persons signing the bid.

6. EXAMINATION OF SITE, DRAWING, ETC.

Bidders shall thoroughly examine and be familiar with the specifications. The failure or omission of a bidder to receive or examine any form, instrument, addendum or other document or to visit the site and acquaint himself/herself with conditions there existing (if required in bid document), shall in no way relieve any bidder from obligations with respect to his/her bid or to the contract. The submission of a bid shall be taken as prime facie evidence of compliance with this section.

7. WITHDRAWAL OF BIDS

Any bidder may withdraw his/her bid, either personally, by written request, or by telephone call followed by written request at any time prior to the scheduled closing time for receipt of bids. No bidder may withdraw a bid after the date and hour set for the opening thereof and before the award of the contract unless said award is delayed for a period exceeding 45 days.

8. INTERPRETATIONS OF PLANS AND DOCUMENTS

If any person who contemplates submitting a bid for the proposed contract and is in doubt as to the true meaning of any part of the plans, specifications or contract documents, or finds discrepancies in, or omissions from the plans or specifications, he/she may submit to the District a written request for an interpretation or correction thereof. The person submitting such request will be responsible for its prompt delivery not later than five (5) days before the date specified for receipt of the bids. Any interpretation or correction of the contract documents will be made only by addendum duly issued and a copy of such addendum will be mailed, delivered, or sent via facsimile machine receiving a set of such contract documents. The District will not be responsible for any other explanations or interpretation of the contract documents. No oral interpretation of any provision in the contract documents will be made to any bidder.

9. BIDDERS INTERESTED IN MORE THAN ONE BID

No person, firm or corporation shall be allowed to make or file or be interested in more than one bid for the same work unless alternate bids are specifically called for. A person, firm or corporation that has submitted a sub-proposal to a bidder or that has quoted prices of materials to a bidder is not thereby disqualified from submitting a sub-proposal or quoting prices to other bidders making a prime proposal.

10. AWARD OF CONTRACT

The formal award of contract is subject to the right which is reserved by the District to reject any or all bids, or any parts thereof and to waive informalities.

11. "OR DISTRICT APPROVED ALTERNATE" CLAUSE

Whenever a process, equipment or material is specified by giving the manufacturer's name, brand or number, it is understood that the words "or District approved alternate" follow thereafter.

12. ASSIGNMENT OF CONTRACT

The Contractor shall not assign this contract nor any part thereof, nor any monies due or to become due thereunder, without the prior written approval of the District.

13. **TERMINATION FOR BREACH**

In the event that any of the provisions of this contract are violated by the contractor the District may serve written notice upon the Contractor of its intention to terminate such contract, and unless within 10 days after serving of such notice upon the contractor such violation shall cease, and satisfactory arrangement for correction be made, the contract shall upon expiration of said ten days case and terminate. In the event of any such termination, the District shall immediately serve notice thereof upon the Contractor and the District may declare the Contractor in default, and procure all material involved in the Contract from other sources and the Contractor shall be liable to the District for any excess cost occasioned the District thereby.

14. **COPIES OF BID**

Each bidder will be furnished one complete set of the specifications and bid form. Additional copies may be obtained by contacting the Business Office of the Snoqualmie Valley Public Schools.

15. **ANTI-DISCRIMINATION CLAUSE**

a. Nondiscrimination Requirement: During the term of this Contract, Contractor, including any subcontractor, shall not discriminate on the bases enumerated at RCW 49.60.530(3). In addition, Contractor, including any subcontractor, shall give written notice of this nondiscrimination requirement to any labor organizations with which Contractor, or subcontractor, has a collective bargaining or other agreement. **b. Obligation to Cooperate:** Contractor, including any subcontractor, shall cooperate and comply with any Washington state agency investigation regarding any allegation that Contractor, including any subcontractor, has engaged in discrimination prohibited by this Contract pursuant to RCW 49.60.530(3). **c. Default:** Notwithstanding any provision to the contrary, Agency may suspend Contractor, including any subcontractor, upon notice of a failure to participate and cooperate with any state agency investigation into alleged discrimination prohibited by this Contract, pursuant to RCW 49.60.530(3). Any such suspension will remain in place until Agency receives notification that Contractor, including any subcontractor, is cooperating with the investigating state agency. In the event Contractor, or subcontractor, is determined to have engaged in discrimination identified at RCW 49.60.530(3), Agency may terminate this Contract in whole or in part, and Contractor, subcontractor, or both, may be referred for debarment as provided in RCW 39.26.200. Contractor or subcontractor may be given a reasonable time in which to cure this noncompliance, including implementing conditions consistent with any court-ordered injunctive relief or settlement agreement. **d. Remedies for Breach.** Notwithstanding any provision to the contrary, in the event of Contract termination or suspension for engaging in discrimination, Contractor, subcontractor, or both, shall be liable for contract damages as authorized by law including, but not limited to, any cost difference between the original contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, which damages are distinct from any penalties imposed under Chapter 49.60, RCW. Agency shall have the right to deduct from any monies due to Contractor or subcontractor, or that thereafter become due, an amount for damages Contractor or subcontractor will owe Agency for default under this provision.

16. **MATERIAL SAFETY DATA SHEETS**

Successful bidders shall be required to provide Material Safety Data Sheets (MSDS) for any hazardous product being provided under the provisions of this call for bids.

BID # 2024-001 - HIGH SCHOOL YEARBOOK

GENERAL INFORMATION

SCOPE OF THE BID: The Snoqualmie Valley School District has one comprehensive high school, Mount Si, which produces a high school yearbook.

Bids are due no later than **2:00 p.m. on Wednesday, September 4, 2024**. A recommendation will then be made for the award of each school's contract according to RCW 43.19.1911 which addresses letting contracts to lowest responsible bidder.

After contracts are awarded, the District will not be responsible for any additional charges beyond those outlined in the bid specifications unless written price quotations have been submitted by the vendor and approved by the yearbook adviser during the planning phase of the yearbook preparation.

RENEWAL OPTION: This invitation for bids is for the 2024-2025 school year. At the option of the District, this contract may be renewed for two (2) consecutive one-year periods for the 2025-2026 yearbook and for the 2026-2027 yearbook. If the District does not wish to exercise this renewal option, the contractor will be notified no later than July 30 of each year.

Because of the size and scope of this bid, the successful bidder(s) must be prepared to show previous experience relative to school yearbook preparation (preferably within the State of Washington). All experience shall be subject to the approval of the Purchasing Agent and the school yearbook committee. A performance bond may be required of the successful bidder(s).

Promotional items (i.e., posters, etc.) and supplies for preparation of yearbooks and at least three samples of comparable yearbooks are to be provided. Any incentive offers should be listed. Specific facing page deadlines are to be arranged between school and contractor with all pages for bound books due in the printing plant as arranged with individual school yearbook advisers. Post-bid conferences may be requested.

All prices quoted are to be in terms of price for yearbook F.O.B. Destination, school site.

Delivery dates of completed yearbooks to be established with the school's yearbook adviser.

Questions may be addressed to the district Business Office at 425-831-8011.

SNOQUALMIE VALLEY SCHOOL DISTRICT #410
PO Box 400, Snoqualmie, WA 98065
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BID # 2024-001 - HIGH SCHOOL YEARBOOK
BID RESPONSE SHEET

The school yearbook adviser will review the items to assist in arriving at final specifications for publishing Mount Si High School yearbooks for 2024-2025, 2025-2026 and 2026-2027. Each bidder is to indicate the cost for each item listed both per book and per 1,400 copies. Do not leave any items blank. Indicate "NC" if there is no charge or deduction.

Explain any options or additional relevant information by item number and sub-letter on attached sheets. Initial each attachment.

I: BASIC SPECIFICATIONS

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

	<u>Per 1,400 Copies</u>	<u>Per</u>
<u>Book</u>		
1. Book Size		
Binding to be Smythe sewn, rounded and backed.		
9 x 12 inches		
272 pages		
OPTIONAL ITEMS		
List any additional charges for the following options		
a. Additional pages (per 4 pages)	_____	_____
b. Fewer pages (per 4 pages)	_____	_____
c. Side Binding	_____	_____
d. custom size (12 x 12, 9 x 9, etc)	_____	_____

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
One embossing application included
Proof at 100% approved by school prior to release for production.
School design

OPTIONAL ITEMS

List any additional charges for the following cover options

a. Silkscreen, one applied color	_____	_____
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Each additional applied color	_____	_____
b. Embossing die/plate charge	_____	_____
c. Die Cut application	_____	_____
Die/Plate charge		
d. Laser Cut	_____	_____
e. Graining/Texture	_____	_____
f. UV coat	_____	_____
g. Foil stamping	_____	_____
h. Metalay or similar metallic effect application	_____	_____
Die/Plate charge	_____	_____
i. Bookcloth/linen-like cover material	_____	_____
j. Leather-like or suede-like cover material	_____	_____
k. Artist time (per hour)	_____	_____
l. Art package for use on inside pages to match cover	_____	_____

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.

OPTIONAL ITEMS

List any additional charges or deductions for the following endsheet options

a. Black ink only	_____	_____
b. Black ink and one spot color	_____	_____
c. Blank endsheets	_____	_____
d. Foil stamping	_____	_____
e. Die cut application	_____	_____
Die/Plate charge	_____	_____

4. Paper Stock

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

Mixed stock per flat or signature.

FSC/SFI Certified Paper Stock

OPTIONAL ITEMS

List any additional charges or deductions for the following paper options

a. Varnish/UV coat (per 8 pages)	_____	_____
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b. Deduction for 80# stock _____

5. Color

272 pages of full color (all-color book)

List separately any limitations on use of full color

OPTIONAL ITEMS

a. Charge for spot color (per flat) _____

b. Charge for metallic spot color (per flat) _____

c. Charge for other specialty inks
(glow in the dark, fluorescent inks, etc.) _____

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.

Unlimited use of lines of all weights and styles.

OPTIONAL ITEMS

a. Extra charges (explain fully) _____

7. Supplement

A) Full-color 36-48-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 272-page total. This is the preferred supplement option. School is willing to waive proofs on the supplement, if necessary.

OR

B) 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 248 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.

OPTIONAL ITEMS

List any additional charges or deductions for the following supplement options:

a. Additional pages (per 4 pages) _____

b. Fewer pages (per 4 pages) _____

- c. Trimming charge to match book specs _____
- d. Delivery charge _____

8. Total Price

Calculated as the base options noted in 1 through 7A. Total price should not include any optional items requested above.

Per Unit As Specified Above _____

Total Bid Price for 1400 books _____

Price per book of any additional books over the original 1,400 bid quantity _____

9. Price Increases

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

2025-2026 _____ 2026-2027 _____

10. 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 2024-2025 book, delivery will need to be guaranteed no later than May 24, 2025. The 2025-2026 and 2026-2027 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 2024-2025 fees and charges for your calculations. Explain any company policy/fee structure changes that would affect this calculation for the 2024-2025 school year.

Original Delivery Date: May 24, 2024

Deadline 1 2/13/2024 112 pages or 7 signatures Deadline Complete Date: 2/23/2024

This deadline was completed by submitting 112 pages.

Deadline 2 2/23/2024 56 pages or 3 signatures Deadline Complete Date: 3/5/2024

This deadline was completed by submitting 29 pages, which completed 3 signatures

Deadline 3 3/12/2024 11 pages or 1 signature Deadline Complete Date: 3/15/2024

This deadline was completed by submitting 2 pages, which completed 1 signature

Deadline 4 3/26/2024 56 pages or 3 signatures Deadline Complete Date: 3/29/2024

This deadline was completed by submitting 40 pages, which completed 3 signatures

Deadline 5 4/16/2024 73 pages or 6 signatures Deadline Complete Date: 4/20/2024

This deadline was completed by submitting 125 pages

Please explain how the following proof performance would affect ship date, including any fees, penalties or overtime charges. Please use 2023-2024 fees and charges for your calculations. Explain any company policy/fee structure changes that would affect this calculation for the 2024-2025 school year.

Batch 1 130 pages Due 3/19 Returned 4/26 38 days late

Batch 2 11 pages Due 4/8 Returned 4/24 21 days late

Batch 3 2 pages Due 4/9 Returned 4/24 15 days late

Batch 4 40 pages Due 4/25 Returned 4/26 1 day late

*Proofs were cancelled on final page deadline

11. 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.

12. 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.

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 explain your company-wide on-time delivery rate for books for the 2023-2024 school year, as well as the on-time delivery rate in your service area.

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 school computers
- 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 or digital files 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: \$_____

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

III. EVALUATIVE CRITERIA

- | | |
|-----|--|
| 30% | Cost Proposal as defined in Section 1, #8 – Total Pricing. |
| 10% | Additional charges: optional items in Section 1, #1-8, anticipated price increases for 2025-26 and 2026-27, and fees and charges quoted in Section 1, #10. |
| 40% | Management Plan addressing items specified in section II. |
| 20% | References and/or samples. Please include letters of reference from this school year 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 2023-2024 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. |

Having carefully examined the specifications of Snoqualmie Valley School District **Bid # 2024-001 HIGH SCHOOL YEARBOOK**, undersigned states he/she has the labor force, means and equipment to complete the work described; and proposes to furnish all labor and materials; and, to perform all work required by and in strict accordance with the above documents at the prices provided.

Vendor Name

Authorized Representative (print)

Address

Signature of Authorized Representative

City/State/Zip

Date

(Area Code) Telephone Number

(Area Code) Fax Number

BIDDER INFORMATION

The party by whom this bid is submitted and by whom the contract will be entered into in case the award is made to him/her is a:

By:

Name: State whether bidder is a corporation, a partnership, or an individual

Address

City/State/Zip

to which notice of acceptance should be mailed or delivered.

NAME OF INDIVIDUALS

The names of the president, treasurer, and manager of the corporation or the names and addresses of all persons and parties interested in this proposal as a partner or principals are as follows:

NAME	ADDRESS
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SIGNATURE: _____ DATE: _____
(Legal name of Person, Firm, or Corporation submitting bid)

Name (Print)

Title

(Area Code) Phone Number

Snoqualmie Valley School District No. 410
REQUIRED ASSURANCES

The undersigned is compliant with all applicable federal, state, and local laws and regulations regarding affirmative action and nondiscrimination.

The undersigned acknowledges that if the district is notified by a duly authorized governmental agency or tribunal that a firm or individual, while performing work or service for the District, has failed to abide by established applicable affirmative action or nondiscrimination laws or regulations, the District may take any of the following actions:

- a. Progress payment requests may not be honored until steps agreed upon by the firm or individual and the District have been taken.
- b. The contract may be suspended in part or in whole until steps agreed upon by the firm or individual and the District have been taken.
- c. The contract may be canceled.
- d. The firm or individual may be declared ineligible for further contracts with the Snoqualmie Valley School District.

This Affirmative Action and Nondiscrimination Assurance is incorporated into all agreements or contracts, whether written or unwritten, between the undersigned and the Snoqualmie Valley School District.

The firm or individual further assures that neither it nor any affiliate or subcontractor to this contract appears on the List of Parties Excluded from Federal Procurement and Non-procurement Programs maintained by the GSA of the USA Government because of suspension or debarment and further assures that neither it nor any affiliate or subcontractor to this contract is ineligible, debarred, or suspended from contracting with the State of Washington.

The contractor is to prohibit any employee from working at a public school who has contact with children at a public school during his or her employment and who has pled guilty to or been convicted of crimes as listed in RCW 28A.400.330. Failure to comply with this section shall be grounds for immediate termination of contract.

Name of Firm or Individual

Name of Authorized Representative (print)

Street Address

Signature of Authorized Representative

City, State, Zip Code

Date

(Area Code) Phone Number