

Lake Zurich Community Unit School District 95



Request for Proposal Elementary School Yearbook Services

May 2025

**REQUEST FOR PROPOSAL
ELEMENTARY SCHOOL YEARBOOK**

Lake Zurich School District 95 is requesting proposals for elementary school yearbooks beginning with the 2025-26 school year. Enclosed are our requirements and specifications. All elementary schools reserve the right to proceed with the vendor selected as part of this Request for Proposal, or may select the vendor currently used by the District's middle schools and high school.

Proposals will be accepted until May 19, 2025, at 9:00 a.m. at which time the proposals will be reviewed in the District Office. At least one hard copy and one electronic copy must be presented to the School District for the purpose of review by the Yearbook Vendor Selection Committee. No proposal received after the date and time specified will be considered. The proposer assumes the risk of delay in handling or delivery of mail.

Proposals should be submitted in a sealed envelope properly marked with the title of the proposal, date, and time of opening, and delivered to

Lake Zurich School District Business Office

Attn: Joe Blomquist

832 S. Rand Rd.

Lake Zurich, IL 60047

Please indicate on the submission: ELEMENTARY SCHOOL YEARBOOK PROPOSAL.

All proposals shall be submitted with each space properly completed. The special attention of proposers is directed to the policy that no claim for relief because of errors or omissions in the selection process will be considered, and proposers will be held strictly to the proposals as submitted. Should a proposer find any discrepancies in or omissions from any of the documents, or be in doubt as to their meanings, he/she/they shall advise the School District who will issue the necessary clarification to all prospective proposers by means of addenda.

The submission of a proposal by a contractor will be construed as an indication that he/she is fully informed as to the extent and character of the service required and can offer the services satisfactorily with the specifications. Proposals shall remain valid and in effect for a minimum of 90 days after opening.

Questions shall be submitted via email to: joe.blomquist@lz95.org

BACKGROUND

Located 38 miles northwest of Chicago, Lake Zurich Community Unit School District 95 encompasses an area of 19.4 square miles and serves the communities of Lake Zurich, Deer Park, Hawthorn Woods, Kildeer, unincorporated Lake County, and North Barrington.

Section 1: SCOPE OF SERVICES

GENERAL YEARBOOK SPECIFICATIONS

District 95 (hereunto referred to as “the District”) seeks proposals for a three-year agreement for school years **ending May 2026, 2027 & 2028**. All costs will remain fixed per the quoted price sheet (Exhibit 1). An optional 1-year extension may be granted with mutual agreement of both parties. This agreement may be renewable for up to two additional years with the mutual agreement of both the District and the Awardee.

Timeline:

Distribution of RFP	May 5, 2025
Deadline for Questions	May 12, 2025
RFP Deadline for Return	May 19, 2025
Evaluation of RFP’s	May 19-May 23, 2025
Anticipated Award by Board of Education	June 12, 2025

Bidders must be able to provide the following to each school:

- Technology training workshops for advisors (up to one for each school).
- A minimum of twenty-five hours of advisory time per school is required of the company representative.
- Provide production supplies and manuals, including computer and technical support, as required.
- Include shipping charges as part of the base price.

In addition to Exhibit 1 and 2A or 2B, each vendor must submit the following as part of its proposal:

- A brief description of your company and its history
- A list of Chicago-area elementary school districts or unit districts in which elementary schools were included in an awarded yearbook contract over the last 4 years
- At least two references of recent completed yearbook work
- A description of technical and support services offered to school staff/volunteers which are included in the base price
- Deadline schedule for each school based on delivery date
- List interior options available (i.e., UV coating)
- Percentage increase, if any, for years two and three of the proposal

Award of Contract

The District will award the services in the manner which will obtain the highest quality services at the most competitive price. One vendor may be awarded all services; however, the District does reserve the right to award service to separate vendors. Within five (5) business days after the Board of Education award of contract, a Contract will be executed.

The District reserves the right to reject any responses and not award a contract or to negotiate a proposal at all times. Responses will be evaluated using the following criteria: financial stability of the responding vendor, staff/volunteer training, technical support, sample yearbooks, services provided to similar schools, completeness of the responses with respect to the submission of requested information and documentation, and compliance with the terms of this RFP. The District reserves the right to request additional technical, pricing, and other information related to this RFP during the evaluation period.

Inquiries from Vendor(s)

All questions regarding this RFP may be made by email or phone to:

Joe Blomquist, Director of Business Services

Joe.blomquist@lz95.org

847-540-4847

Section 2: VENDOR INFORMATION REQUEST

Response Format

Responses may be made by email or regular mail and must be received no later than Friday, May 9th at 9:00 am. There will be no public opening of the responses. Late responses will not be considered. Documents may be sent to:

Lake Zurich Community Unit School District 95
Joe Blomquist, Director of Business Services
832 S. Rand Rd.
Lake Zurich, IL 60047
Joe.blomquist@lz95.org

It is understood that, upon submission of the response, all terms proposed, including, but not limited to, proposed pricing, will be valid for a period of ninety days after submission.

Required Sections of Response

1. Cover Letter
2. Vendor Profile
3. Staffing
4. Scope of Services
5. References
6. Samples (to be included in submittal package)
7. Additional Terms and Conditions
8. Concluding Remarks
9. Web-Based Application Specifications (Exhibit 1)
10. Cost Proposal (Exhibit 2A or 2B)
11. Certifications

Cover Letter

- The cover letter must contain the name of the company, address, company contact and telephone number. The cover letter must be signed by a company contact that is authorized to contractually bind the company.

Vendor Profile

- Provide a description of the company, including information on the company's history and market share.
- Include information on the company's strengths as compared to other companies.
- Detail any judgments, pending or expected litigation, and/or other real or potential financial conditions that might impact this contract.

Staffing

- Provide the names of any staff that will be providing services to the District. Include their name, title, and qualifications including length of service.

Scope of Services

- Provide clear responses to the scope of services as outlined in the RFP.

References

- Provide a list of similarly sized school district accounts that have been served by the company over the last five years, including any Illinois school districts. Provide a contact name and telephone number for each reference.

Additional Terms and Conditions

- Provide any terms and conditions not included in this Request for Proposal.
- In all cases, if additional terms and conditions are contradictory to this Request for Proposal, the language in this RFP shall prevail.

Exhibits 1, 2A/2B, 3

- Please respond to all Yes/No questions in Exhibit 1.
- In order to compare all companies, all information on Exhibit 2A/2B must be completed. All companies must quote pricing based upon a 3-year term. All companies should quote the

volumes indicated. In addition, companies must provide pricing for changes of volume at a 10% interval.

- Sign and return Exhibit 3 acknowledging your understanding and compliance with the required certifications.

Section 3: GENERAL TERMS & CONDITIONS

1. GENERAL

- Any explanation or statement that proposers wish to make must be placed in an envelope with their proposal but shall be written separately from the proposal and attached thereto. Unless a proposer so indicates, it is understood that the proposer has responded in strict accordance with this RFP.
- Any interpretation of the proposed documents will be made only by an addendum issued by the School District. A copy of an addendum will be emailed to each person who received the RFP documents.
- Vendors shall acknowledge receipt of any addendum issued in the space provided on the proposal form. Oral explanations will not be binding. All correspondence shall be directed to Joe Blomquist, Director of Business Services, at joe.blomquist@lz95.org

2. ERRORS AND OMISSIONS

- All proposals shall be fully completed when submitted. The submission of a proposal shall be construed as an acceptance of all provisions contained herein. All proposals shall be deemed final, conclusive, and irrevocable. No claim for relief because of errors or omissions in the proposal will be considered. Vendors will be held strictly to the proposals as submitted.
- The vendor acknowledges that any variation from the specifications will be grounds for the Board of Education to reject the proposal, although the Board of Education may accept the proposal with the verification if, in its sole discretion, it determines that such vendor's proposal is in the School District's best interest.
- Should a vendor find any discrepancies in, or omission from, any of the documents, or be in doubt as to its meanings, they shall advise the Director of Fiscal Services who will issue the necessary

clarifications to all prospective vendors by means of addenda.

- After the submission of the proposal, no complaint or claim that there was any misunderstanding in regard to items or services requested will be entertained by either party.

3. FIRM PROPOSAL

All prices, terms, and conditions will be considered to be firm for a period of ninety (90) days from the date of the proposal due date.

4. WITHDRAWAL OF PROPOSALS

Proposals may be withdrawn by letter or in person prior to the time and date established for the opening of Proposals.

5. INVESTIGATION OF VENDORS

- District 95 will make such an investigation as is necessary to determine the ability of the vendor to fulfill proposal requirements. If requested, the vendor shall be prepared to show completed types of service similar to those included in this proposal.
- The Board of Education reserves the right to reject any proposal if it is determined that the vendor is not properly qualified to carry out the obligations of the contract.

6. RESERVATION OF RIGHTS BY THE DISTRICT

- The Board of Education reserves the right to reject any and all proposals or portions of proposals, waive informalities or irregularities in any proposal, and award the contract in the best interest of the School District, considering conformity with specifications, terms of delivery, quality, and serviceability. The contract will be awarded, if at all, to the lowest responsible vendor meeting specifications as determined by the Board of Education. While the financial responsibility of the vendor is a significant concern, the Board of Education is equally concerned with the proven ability of the vendor to satisfactorily perform the contract so that the

service will be provided in accordance with the proposed contract documents.

7. AWARD AND CONTRACT

All proposals will be awarded upon approval by the Board of Education. The successful vendor will be required to enter into a contract incorporating the terms and conditions of this proposal document. The contract is attached to this RFP. Any changes required to the contract must be submitted as part of the RFP response.

Timeline:

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8. SIGNATURE CONSTITUTES ACCEPTANCE

The signing of these forms will indicate the vendor's compliance with all proposal specifications and included terms and conditions.

9. DISTRICT EMPLOYEES

Each vendor shall affirm that no Board of Education member, officer or employee of District 95 or their immediate family members, is interested financially in the proposed contract.

10. IDEMNIFICATION AND INSURANCE

To the maximum extent permitted by law, the Contractor agrees to indemnify, defend, and hold harmless the District and its individual board members, officers, directors, employees, agents, attorneys and assigns (collectively, "Indemnitees"), against any third party claims, demands, actions, arbitrations, losses and liabilities resulting from, arising out of or related to any act or omission of the Contractor and its employees, agents and subcontractors in performing the obligations under the Agreement. During the term of this Agreement, the Contractor shall maintain general

liability insurance or self-insurance with limits of at least \$1,000,000 per occurrence, worker's compensation insurance and any and all other legally required insurance in the amounts required by law. The Contractor waives any rights of subrogation any of its insurers may have against any of the Indemnitees. The Contractor shall provide the District with certificates of insurance and/or copies of policies reasonably acceptable to the Customer evidencing the existence of the coverage described above, including form and deductibles, during the duration of the Agreement. The failure to provide acceptable insurance shall be deemed a breach of the Agreement and the Customer may immediately terminate the Agreement. Such certificates of insurance shall indicate that should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered to the Customer in accordance with the policy provisions. Failure of the Customer to request certificates of insurance and/or copies of policies shall not be considered a waiver of the insurance requirements in this Section.

11. COMPLIANCE WITH LAWS, INCLUDING PRIVACY LAWS AND STUDENT INFORMATION

The Contractor shall comply with all applicable local, county, state, and federal laws, rules and regulations, including those regarding the provision of educational software, copyright, student records/educational records. Contractor acknowledges that, incidental to the services to be provided by the Contractor, some of the materials may contain private student information that is regulated by both federal and state laws, including, without limitation, Illinois School Student Records Act (105 ILCS 10 et seq.), the Family Education Rights and Privacy Act (20 U.S.C. § 1232g et seq.), Student Online Personal Protection Act (105 ILCS 85 et seq.), the Illinois Local Records Act (50 ILCS 205 et seq.), and similar federal, state, and local laws (collectively, "Privacy Laws"). Such records shall not be disclosed by the Contractor to third parties for any reason without appropriate consent, and should not be used for the Contractor's or the Contractor's employees' own business purposes outside of the performance of services under the Agreement. Any private student information handled by the Contractor

must be handled in accordance with the Privacy Laws or industry standards, whichever is more stringent. The Contractor will only handle private student information to the extent necessary to fulfill its duties under the Agreement and will not use the private student information to mine, scan, or otherwise access the private student information for advertising or marketing to students or parents. The identity of the Contractor's employees having access to private student information will be documented and access will be logged. The Contractor will ensure that its employees and subcontractors who perform work under the Agreement have read, understood, and received appropriate instruction as to how to comply with all laws, rules and regulations applicable to the receipt and disclosure of the private school information and the data protection provisions of the Agreement, and shall be responsible for any failure of such individuals to comply with such obligations. The District reserves the right at its sole discretion to perform audits of the Contractor's storage of any school data, including private student information, at the Contractor's expense to ensure compliance with the terms of the Agreement and Privacy Laws. The Contractor shall reasonably cooperate in the performance of such audits. Should the Contractor experience any data breaches or security incidents, it will use its best efforts to promptly cooperate and comply with all reasonable requests from the District in order to assist with the District's investigation or efforts or comply with any regulatory requirements applicable to such data breach or security incident.

12. VENDOR'S AGREEMENT

The vendor hereby declares understanding, agreement, and certification of compliance to provide the products to the School District, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications of the original proposal specifications, and any issued addenda. The vendor further agrees that the language of this document shall govern in the event of a conflict with (1) his/her proposal or (2) any subsequent purchase order between the vendor and the School District. The vendor further agrees that upon receipt of an authorized purchase order or when an authorized official of the School District countersigns this document, a binding contract shall exist between the vendor and the School District. This document combined with amendments, the vendor proposal, its required submittals, and the purchase order, if any, shall comprise the binding contract.

EXHIBIT 1

WEB-BASED APPLICATION SPECIFICATIONS

Proposals must indicate (yes or no) for each item / question listed below as to their ability to provide the following to each school and be able to provide a live demonstration in a potential follow up interview, if requested, at a District 95 designated time, within 1 week of the bid opening:

1. The company should offer a web-based creation program in which all page creation, picture adjusting, and placing, text editing, and indexing is done on the internet at the company's secure website.	Yes	No
2. The site must work from any computer or Chromebook with internet access and without the installation of company software.	Yes	No
3. This web-based tool must effectively operate with the district's internet connection and speed.	Yes	No
4. The company must state the hardware and network requirements for optimal speed and functioning of the online program.	Yes	No
5. The online program for the 2025-2026 school year should be fully functioning and available with templates and fonts by the beginning of August 2025	Yes	No
6. The online program should have the ability to place column guides, ruler guides, and a complete page grid for easy element placement.	Yes	No
7. The program must have "snap to" grid and guide functions.	Yes	No
8. The online program should have copy, paste, cut, undo multiple moves,, redo multiple moves, spell check, find/change text, lock elements, group elements, send to front, and bring to back functions.	Yes	No
9. The online program should allow for typing directly on the page without a time delay.	Yes	No
10. The online program should have a zoom in and zoom out function.	Yes	No
11. The online program should have the ability to easily crop, resize, flip, and rotate pictures directly on the yearbook page.	Yes	No

12. The online program should have photo editing directly on the site (red eye reduction, cob, colorizing, lightening and darkening, saturation adjustments, etc.)	Yes	No
13. The online program should have its own indexing function that automatically spell checks names of all faculty, staff, and students by cross-referencing school files.	Yes	No
14. The automatic spell checking of names should occur before pages are submitted to the plant.	Yes	No
15. The online program should have the ability to highlight all incomplete elements on a spread.	Yes	No
16. The online program should have the ability to set type styles.	Yes	No
17. The online program should have a filing system to organize uploaded photos by date, club, sport, etc.	Yes	No
18. The online program should have the ability to alert users if pictures have been used already in the book, how many times, and on what pages.	Yes	No
19. The online program should have the ability to auto flow student portraits with their names. This function must organize student and staff portraits by grade. Portrait pages must be able to be changed and edited by school editor(s).	Yes	No
20. The online program should allow the school to create auto flow student portraits in any size.	Yes	No
21. The online program should have a function to align text (left, right, justified, and centered).	Yes	No
22. The online program should allow unlimited photos to be uploaded to its site at one time.	Yes	No
23. The online program should have a function for zooming in on uploaded photos.	Yes	No
24. The online program should allow photos to be deleted from a page without deleting the photo box.	Yes	No
25. The online program should have drop shadowing of text, photo boxes and all graphic elements.	Yes	No
26. The online program should have index options that include 3-6 columns of text.	Yes	No

EXHIBIT 2A

PRICING PROPOSAL- FAMILIES ORDER DIRECT

	May Whitney	Sarah Adams	Seth Paine	Spencer Loomis
PRINTING				
Book Size	9x12	9x12	9x12	9x12
# of Copies	350	250	327	375
# of Pages	85	68	60	60
Optional personalized page for each order? (yes/no)	Yes	Yes	Yes	Yes
Cover	Soft Cover, Gloss	Soft Cover, Gloss	Soft Cover, Gloss	Soft Cover, Gloss
Paper-Gloss Enamel (specify brand of paper)	80 lbs	80 lbs	80 lbs	80 lbs
End Sheets -white antique, specify brand	65 lbs	65 lbs	65 lbs	65 lbs
Full Cover-Gloss Lamination on Litho Cover	Yes	Yes	Yes	Yes
Per book price for 2026 yearbooks				
Per book Price – Number of copies plus 10%				
Per book Price – Number of copies plus 20%				
Per book Price – Number of copies less 10%				
Per book Price – Number of copies less 20%				
District pays for unpurchased books? (yes/no)				
Additional or fewer pages in multiples of 8, based on specified number of copies				
Per book Cost 2027				
Per book Cost 2028				

Please include within the proposal any additional costs or savings opportunities included in the proposal, as well as any deadlines for completion and ordering.

EXHIBIT 2B

PRICING PROPOSAL- BILLED DIRECTLY TO DISTRICT

	May Whitney	Sarah Adams	Seth Paine	Spencer Loomis
PRINTING				
Book Size	9x12	9x12	9x12	9x12
# of Copies	350	250	327	375
# of Pages	85	68	60	60
Optional personalized page for each order? (yes/no)	Yes	Yes	Yes	Yes
Cover	Soft Cover, Gloss	Soft Cover, Gloss	Soft Cover, Gloss	Soft Cover, Gloss
Paper-Gloss Enamel (specify brand of paper)	80 lbs	80 lbs	80 lbs	80 lbs
End Sheets -white antique, specify brand	65 lbs	65 lbs	65 lbs	65 lbs
Full Cover-Gloss Lamination on Litho Cover	Yes	Yes	Yes	Yes
Base price for 2026 yearbooks				
Base Price – Number of copies plus 10%				
Base Price – Number of copies plus 20%				
Base Price – Number of copies less 10%				
Base Price – Number of copies less 20%				
District pays for unpurchased books? (yes/no)				
Additional or fewer pages in multiples of 8, based on specified number of copies				
Per book Cost 2027				
Per book Cost 2028				

Please include within the proposal any additional costs or savings opportunities included in the proposal, as well as any deadlines for completion and ordering.

EXHIBIT 3 CERTIFICATIONS

LAKE ZURICH SCHOOL DISTRICT 95 CERTIFICATIONS

1. **CERTIFICATION** - The undersigned vendor hereby certifies that he/she is not barred from bidding on this contract as a result of a violation of either the bid-rigging or bid-rotation provision of Article 33E of the Criminal Code of 1961 as amended. Additionally, the undersigned bidder certifies that they, either individually or corporately, are not under investigation or currently under suspension by IDOT, IDOL or any other State or Federal agencies. The bidder also certifies that he/she has read, understands and agrees that acceptance by District 95 of the bidder's offer by issuance of a purchase order and/or contract will create a binding contract. District 95 may declare the contract void if the certification is false.
2. **NON-COLLUSION AFFIDAVIT** - The undersigned bidder or agent states that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting, nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding. Bidder further states that no person, firm or corporation has, or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale.
3. **FAIR EMPLOYEE PRACTICES** - It shall be mandatory that the vendor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or ancestry; and further that he will comply with all provisions of the Illinois Fair

Employment Practices Commission as required by the Rules and Regulations for Public Contract.

4. **SEXUAL HARRASSMENT CLAUSE** - Each vendor must certify that he has complied with the requirements of section 2-105 of the Illinois Human Rights Act (Public Act 87-1257) effective July 1, 1993, with respect to sexual harassment policies. The terms of that law, as applicable, are hereby incorporated into this contract. District 95 is in full compliance with this law.
5. **DRUG-FREE WORKPLACE** - Each vendor must certify compliance with the Drug-Free Workplace Requirement, which stipulates the prohibition of the unlawful manufacture and distribution, dispensing, possession, or use of a controlled substance while on District 95's premises or while performing work for the district.
6. **COMPLIANCE** - The vendor is directed that all applicable state laws, municipal ordinances, district policies, and the rules and regulations of all authorities having jurisdiction over any aspect of the herein described project shall apply to the contract throughout, and will be deemed to be included in the contract the same as though herein written in full.
7. **CRIMINAL BACKGROUND CHECK CLAUSE** - The vendor understands and acknowledges that its work, in whole or in part, will be performed on public school property where there may be direct, daily contact with school students. The vendor further understands and acknowledges that the State of Illinois requires that all employees of vendors, licensees, vendors or others having direct, daily contact with students are subject to a criminal background check and may not be listed on the State Sex Offender Registry. Prior to allowing any of its employees who will be performing the scope of work access to school property, the vendor agrees to provide the District with the following in writing:

1. Evidence that each employee, agent, vendor, or other person performing work on school property under this agreement was subjected to a criminal background check in conformity with 105 ILCS 5/10-21.9; that said persons are not listed on said Registry; and said persons have no criminal convictions for the offenses listed under 105 ILCS 5/10-21.9;
2. The vendor will provide the District, upon request, a copy of the criminal background check conducted on each such person.

In the event the vendor plans to subcontract with or use the services of another person or firm that may have direct, daily contact with students on school property, in order to fulfill its obligations under its agreement with the District, then in that event the vendor will require all such persons or firms to comply with the provisions of this paragraph and 105 ILCS 5/10-21.9. In the event the vendor fails to comply with the provisions of this paragraph and 105 ILCS 5/10-21.9, and as a result a suit or claim is instituted by a student for harm caused by an employee of the vendor, or caused by an employee of a sub vendor to the vendor, then in that event the vendor agrees to fully defend and indemnify the District, including reimbursement of the attorney's fees and costs, against any such claims.

11. FAITH'S LAW - As a vendor of Lake Zurich School District 95, you must ensure that the following criteria are met for each individual who is assigned to work in District 95

1. The individual must complete the Illinois State Board of Education Sexual Misconduct Disclosure Template for Applicant (available at: <https://www.isbe.net/Documents/Temp1-ISBE-Sexual-Misconduct-Disclosure-Form-Applicant.pdf>);

2. You and the individual both must complete the Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response Template, and you must forward the form to the

individual's current and former employer(s) (available at): <https://www.isbe.net/Documents/Temp2-Auth-Release-Sexual-Misconduct-Related-Info.pdf>). This form must be completed multiple times if the individual has multiple current and/or former employers.

3. You must ensure that you have no knowledge or information pertaining to the Individual that would disqualify the individual from working with the School District;

4. You must initiate a review of the employment history of the individual by contacting those employers listed by the individual in the Illinois State Board of Education Sexual Misconduct Disclosure Template; and

5. You must not assign an individual to perform work for District 95 if the individual fails or refuses to provide the information listed on the Illinois State Board of Education Sexual Misconduct Disclosure Template.

6. Prior to assigning an individual to perform work for District 95, you must inform District 95 of any instance known to you in which the individual (a) has been the subject of a sexual misconduct allegation unless a subsequent investigation resulted in a finding that the allegation was false, unfounded, or unsubstantiated; or (b) has ever been discharged, been asked to resign from, resigned from, or otherwise been separated from any employment, been removed from a substitute list, been disciplined by an employer, or had an employment contract not renewed due to an adjudication or finding of sexual misconduct or while an allegation of sexual misconduct was pending or under investigation, unless the investigation

resulted in a finding that the allegation was false, unfounded, or unsubstantiated; or (c) has ever had a license or certificate suspended, surrendered, or revoked due to an adjudication or finding of sexual misconduct or while an allegation of sexual misconduct was pending or under investigation, unless the investigation resulted in a finding that the allegation was false, unfounded, or unsubstantiated.

By signing this document, I state and declare that the Bidder/vendor listed below and I are in compliance and will comply with all of the Certifications listed herein.

Company Name:

Name (Printed):

Date:

Signature:

REFERENCES

In order to determine the ability of the vendor to fulfill all requirements, vendors that have not done business with District 95 in the last 12 months must furnish reference information listing at least three customers (schools or school districts are preferred) where the vendor has provided similar products.

Business Name			
Address			
Contact			
Contact Phone		Contact Email	
Business Name			
Address			
Contact			
Contact Phone		Contact Email	
Business Name			
Address			
Contact			
Contact Phone		Contact Email	