

**SOUTH KITSAP SCHOOL DISTRICT
Port Orchard, Washington**



**SOUTH KITSAP
SCHOOL DISTRICT**

Nurturing Growth • Inspiring Achievement • Building Community

REQUEST FOR PROPOSAL

Yearbooks

**Cedar Heights Middle School
John Sedgwick Middle School
Marcus Whitman Middle School
South Kitsap High School**

June 9, 2025
SOUTH KITSAP SCHOOL DISTRICT
Port Orchard, Washington

REQUEST FOR PROPOSAL

YEARBOOKS

Notice is hereby given that sealed proposals will be received by the South Kitsap School District, Port Orchard, WA, hereinafter referred to as District, from qualified bidders, hereinafter referred to as Bidder, up to, but not later than **exactly 2:00 pm, Friday, June 27, 2025 for:** South Kitsap School District secondary yearbooks. Each proposal shall be in accordance with the specifications and documents now on file with the Purchasing Department. South Kitsap School District reserves the right to postpone the proposal opening and to reject all proposals.

Specifications and information for making proposals may be obtained from the Purchasing Department of the South Kitsap School District by calling 360-874-7019. Proposals must be delivered to:

South Kitsap School District
Jennifer Allen, Purchasing Technician
2689 Hoover Ave SE
Port Orchard, WA 98366
allenj@skschools.org

Any proposal not received by exactly 2:00pm, June 27, 2025, at the above location will not be accepted. Proposals by mail or common carrier , or email are accepted.

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

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SOUTH KITSAP SCHOOL DISTRICT

Port Orchard, Washington

REQUEST FOR PROPOSAL

YEARBOOKS

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SOUTH KITSAP SCHOOL DISTRICT

Port Orchard, Washington

REQUEST FOR PROPOSAL

YEARBOOKS

TERMS AND CONDITIONS

PART 1 – INSTRUCTIONS TO BIDDERS

1.01 GENERAL INSTRUCTIONS TO BIDDERS:

- A. Please **submit one (1) original and one (1) copy** of your proposal. Proposals are to be submitted in a sealed envelope or box and addressed to Jennifer Allen, Purchasing Technician, South Kitsap School District, 2689 Hoover AVE SE, Port Orchard, WA 98366. Proposals must be received no later than **exactly 2:00pm, June 27, 2025**, to be considered. The envelopes shall also bear on the outside, the name of the bidder, address, the date of the proposal opening and plainly marked "YEARBOOKS." It is the sole responsibility of the bidder to see that his/her proposal is received at the designated location by the designated time. Late bids will be returned unopened. The district assumes no responsibility for delay on the part of US Mail or any other courier/package delivery service. Electronically transmitted proposals can also be accepted.
- B. The contract for yearbooks will be awarded to one vendor or South Kitsap High School, Cedar Heights Middle School, John Sedgwick Middle School and Marcus Whitman Middle School as is deemed in the best interest of South Kitsap School District.
- C. The term of this contract will be a maximum of five (5) years. The successful bidder must certify that all of the services proposed are readily available and that South Kitsap School District will be able to make subsequent purchases based on this contract.
- D. South Kitsap School District will evaluate all Bidders' Proposals. Distribution of this RFP or receipt of any Proposal shall not constitute a commitment by South Kitsap School District to any or all of the bid participants. If it is determined that the submitted Proposals are not economically beneficial to South Kitsap School District or for other business reasons, South Kitsap School District may, reject all, or further negotiate with bid participants.
- E. Bidders are required to answer/address all portions of this RFP in order for their proposal to be considered.

1.02 PREPARATION OF PROPOSAL FORM

- A. By making a proposal, each Bidder represents that they have read and understand the RFP documents and that their proposal conforms with the terms, conditions, and specifications herein without exception.
- B. Bidder must fill in spaces provided on the Proposal Form. All costs in submitting a proposal shall be borne in full by the interested bidder.

1.03 SIGNATURES

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

1.04 WITHDRAWAL OF PROPOSAL

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

1.05 INTERPRETATION OF PLANS & DOCUMENTS

- A. If any person contemplating submitting a proposal for the proposed contract is in doubt as to the true meaning of any part of the proposal request, or finds discrepancies in, or omissions from the specifications, they may submit to the District a written request for an interpretation or correction thereof. The Bidder submitting the request will be responsible for its prompt delivery and it must be received by the Business Services Department not later than five (5) calendar days before the date specified for receipt of proposals. **Request for interpretation of specifications must be emailed to the Purchasing Department, attention Jennifer Allen, Purchasing Technician: allenj@skschools.org.** Any interpretation or correction of the proposal documents will be made only by addendum duly issued and a copy of such addendum will be mailed, emailed, faxed, or delivered to each person receiving a set of such proposal documents. All such addenda shall become part of the proposal documents. No oral interpretation of any provision in the proposal documents will be made to any bidder.

1.06 ASSIGNMENT OF CONTRACT

- A. The Bidder shall not assign this contract nor any part thereof, nor any moneys due or to become due there under, without the prior written approval of the district.

1.07 SAFETY CONDITIONS

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

1.08 TIME FOR COMPLETION:

- A. It is the intention of the district to award a contract to a successful bidder in July 2025.

1.09 DELIVERY

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

1.10 TERMINATION

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

1.11 LAW

- A. This Agreement and the legal relations between the Parties shall be governed by and construed in accordance with the laws of the State of Washington without regard to any choice of law rules that would require the application of the laws of any other jurisdiction. In the event that suit is brought by a Party, the Parties

agree that trial of such action shall be vested exclusively in the state courts of the State of Washington located in Snohomish County, State of Washington.

1.12 TAXES

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

1.13 AFFIRMATIVE ACTION CONTRACT COMPLIANCE STATEMENT

- A. The Bidder agrees not to discriminate against any client, employee, or applicant for employment or for services because of race, creed, color, national origin, sex, age, or disability with regard to, but not limited to, the following: employment upgrading, demotion or transfer, recruitment or recruitment advertising, layoffs or termination, rates of pay or other forms of compensation, selection for training, rendition of services.
- B. In the event of noncompliance by the Bidder with any of the nondiscrimination provisions of the contract, the district shall have the right, at its option, to cancel the contract in whole or in part. If the contract is canceled after part performance, the South Kitsap School District shall be obligated to pay the fair market value or the contract price, whichever is lower, for goods or services which have been received and accepted.
- C. The Bidder assures the district that its agency/labor union will comply with all state and federal guidelines and/or regulations. Therefore, all applicants seeking employment opportunities and all contracts for goods and services will be considered and will not be discriminated against on the basis of race, color, national origin, gender, or disability. This is in accordance with Title VI of the 1964 Civil Rights Act; Section 504 of the Rehabilitation Act, 1973, as amended; Americans with Disabilities Act, July 26, 1990, P.L. 101-336; and Title IX/Chapter 28A.640 RCW of the Education Amendments of 1972, as amended.

1.14 EMPLOYEES WHO HAVE BEEN CONVICTED OF CRIMES INVOLVING CHILDREN

- A. The Bidder, or any of his/her subcontractors, shall not utilize any employee at the District site or allow any contact between school children and any employee when an employee has plead guilty to or been convicted of any felony crime involving the physical neglect of a child under Washington law as listed (or as may be recodified or amended) Chapter 9A.42 RCW, the physical injury or death of a child under Chapter 9A.32 or 9A.36 RCW (except motor vehicle violations under Chapter 46.61 RCW), sexual exploitation of a child under Chapter 9A.44 RCW where a minor is the victim, promoting prostitution of a minor under Chapter 9A.88 RCW, the sale or purchase of a minor child under 9A.64.030 RCW, or violation of similar laws of another jurisdiction.

- B. Bidders who have regularly scheduled unsupervised access to children, and/or who hire employees who will have regularly scheduled unsupervised access to children, shall perform a record check through the Washington State Patrol criminal identification system under RCW 43.43.830-43.43.834, 10.97.130 and 10.97.050, and through the federal Bureau of Investigation before hiring the employee. The record check shall include a fingerprint check using a complete Washington State criminal identification fingerprint card. The Bidder shall provide a copy of the record to the person applying for employment to the district. If the Bidder or applicant has had a record check within the previous two years, the Bidder may waive the requirement. The Bidder shall determine whether the applicant or the Bidder shall pay costs associated with the record check.
- C. In addition, pursuant to RCW 9.96A.020 and 1993 Chapter Law 71 a person is disqualified from employment by school districts and their Bidders hiring employees who have regularly scheduled unsupervised access to children because of a prior guilty plea or conviction of a felony involving sexual exploitation of a child, and sexual offenses under chapter 9A.44 RCW where a minor is the victim, promoting prostitution of a minor under chapter 9A.88 RCW, or a violation of similar laws of another jurisdiction, even if the time elapsed since the guilty plea or conviction is ten years or more.
- D. The Bidder will comply with all applicable state and federal laws regarding hiring of employees; including provisions of RCW 43.43.830-43.43.834, and RCW 10.97.130 and 10.97.050 relating to fingerprint and criminal identification fingerprint card; and RCW 9.96A.020 and 1993 Chapter Law 71 relating to disqualification from employment.

1.15 TOBACCO ON SCHOOL PREMISES

- A. RCW 28A.210.310 prohibits the use of tobacco in any form on school district property. Smoking or other use of tobacco products will not be permitted on District property.

1.16 INDEMNIFICATION:

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

1.17 COVENANT AGAINST COLLUSION AND GRATUITIES:

- A. By signing this proposal, bidder certifies that they have not, either directly or indirectly entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding. If the District determines that collusion has occurred among bidders, none of the proposals from the participants of such collusion shall be considered. The district's determination shall be final.
- B. By signing this proposal, bidder certifies that no gratuities (in the form of entertainment, gifts, or otherwise) were offered or given by the bidder or any representative of the bidder to any officer or employee of the District with a view toward securing the contract or securing favorable treatment with respect to any determinations concerning the performance of the contract. If the District determines breach of this clause, the district shall have the right to terminate the contract, either in whole or in part, to request different representation, or any other remedy the district deems appropriate to remedy the condition.

1.18 NON-DISCRIMINATION:

- A. South Kitsap School District is an equal opportunity and affirmative action employer under state and federal laws and regulations including Title IX, 1972, Education Amendments. By entering this agreement, the Bidder assures the district that the Bidder complies with all federal, state, and local laws pertaining to discrimination on the basis of race, creed, color, national origin, sex, age, or physical or mental disability.

1.19 DEBARMENT/SUSPENSION:

- A. Bidder certifies by submission of a bid that to the best of their knowledge/belief its principals and subcontractors (if applicable) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded for the award of contracts by any Federal governmental agency or department. Further, bidder certifies that they are not presently indicted for or have not within a three year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction or contract.
- B. If a bidder is unable to certify such information the bidder shall submit an explanation of why it cannot provide the certification. Such information will be used to determine whether the bid shall be deemed responsive.
- C. If it is later determined that the bidder knowingly rendered an erroneous certification, in addition to any other remedies available to the District, the District may terminate this transaction for default.

1.20 PROTEST PROCEDURE:

- A. Any actual or prospective bidder who is aggrieved in connection with the solicitation or award of this Contract may protest to the district in accordance with the procedures set forth herein. Protests based on the Specifications or other terms in this solicitation document, which are apparent prior to the date established for submittal of bids, shall be submitted in accordance with section 1.05 of these terms and conditions. Protests based on other circumstances shall be submitted within five (5) days after the aggrieved person knows or should have known of the facts and circumstances upon which the protest is based; provided, however, that in no event shall a protest be considered if all Bids are rejected or if received more than five (5) days after the award of this Contract.
- B. In order to be considered, a protest shall be in writing and shall include: (1) the name and address of the aggrieved person; (2) the contract under which the protest is submitted; (3) a detailed description of the specific grounds for protest and any supporting documentation; and (4) the specific ruling or relief requested. The written protest shall be addressed and delivered to: South Kitsap School District, Attn: Jennifer A. Farmer, Assistant Superintendent, 2689 Hoover AVE SW, Port Orchard, Washington 98366 and shall be clearly labeled "Bid Protest."
- C. Upon receipt of a written protest, the district shall promptly consider the protest. The district may give notice of the protest and its basis to other persons, including other Bidders involved in or affected by the protest. Such other persons may be given an opportunity to submit their views and relevant information. If the protest is not resolved by mutual agreement of the aggrieved person and the District, the District will promptly issue a decision in writing stating the reasons for the action taken. A copy of the decision will be mailed by certified mail, return receipt requested, or otherwise promptly furnished to the aggrieved person and any other interested parties. The district's decision shall be final and conclusive. If no decision is received within ten (10) days of the district's receipt of the protest, it will be deemed rejected.
- D. Failure to comply with these protest procedures will render a protest untimely or inadequate and may result in rejection thereof by the district.

1.21 PUBLIC INFORMATION/CONFIDENTIALITY:

- A. The district understands that Vendors may include within their proposal information that is deemed confidential in the opinion of the vendor. The Vendor must understand that the district is subject to clear legislation governing open records and public information requests within the State of Washington. Vendors must clearly mark portions of their proposal that they feel are exempt from disclosure pursuant to RCW 42.17.210 and include an explanation as to why they believe the indicated documents are exempt. The district will not be bound by any blanket confidentiality agreements. The district makes no assurances that confidential materials will be held in confidence if they are not deemed qualified for exemption under the laws of the State of Washington.

SOUTH KITSAP SCHOOL DISTRICT

REQUEST FOR PROPOSAL

YEARBOOKS

PART 2 – GENERAL INFORMATION

2.01 SUMMARY OF WORK

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

The terms “bidder” and “proposer” as well as “bid” and “proposal” are used throughout this document to refer to the vendor and their submission in response to this RFP.

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

South Kitsap High School:	+/- 1250
Cedar Heights Middle School:	+/- 325
John Sedgwick Middle School:	+/- 425
Marcus Whitman Middle School:	+/- 325

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

Prospective vendors must be prepared to demonstrate their company’s services upon request after submission of their proposal. Such a demonstration may include the company’s computer programs designed to assist the school in layout, copy, and/or index submission at the direction of the school’s yearbook advisor. This demonstration will be no longer than 30 minutes in length and must be attended by the local representative designated within this proposal. Demonstrations will be requested at the sole discretion of the district. Demonstrations may be combined for various sites, may be held individually at some or all sites, or may not occur at all. It is understood that each school is a unique entity within South Kitsap School District and shall have discretion as to date and time of any requested demonstration.

2.02 REPRESENTATIVES

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

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

2.03 DEADLINES

Final deadlines shall not be more than five weeks prior to delivery without penalty or additional charge; earlier deadlines may be bid as an option. All deadlines must be coordinated with the student calendar and shall be negotiated with the school. Deadlines should have some flexibility for unforeseen events such as snow days. Delivery date of books is dependent upon the school year calendar.

The delivery date shall not be later than two weeks before high school commencement. The delivery date shall be established in September by the schools' Yearbook Advisor.

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

Should it appear that the final delivery date is in jeopardy as a result of missed deadlines, the **vendor** is responsible to inform the Yearbook Advisors **and** the Director of Business Services, Andrea Nokell in writing no less than ten days prior to the final deadline. This notification should include information pertaining to late delivery and/or and overtime charge proposal to meet the deadline, and the estimated amount of such overtime charges. Vendor is not authorized to implement overtime or any other additional charges without written consent signed by either the school principal, the CTE Director (SKHS only), or the Assistant Superintendent.

In the event that the yearbook is delivered late and such notification has not occurred, liquidated damages in the amount of \$100.00 per school day, per publication, will be assessed for each school day beyond the delivery date of books

for the first five school days. After the first five school days, liquidated damages in the amount of \$200.00 per day will be assessed until the book is delivered.

2.04 ITEMIZED INVOICES

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

Advisors shall have the option of reducing use of color, number of pages, end-sheets, and other optional cost items at any time prior to the beginning of actual production on such item, without penalty, should monthly billings indicate costs will exceed budgetary estimates.

2.05 PAYMENT SCHEDULES

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

All payments for basic yearbooks will be made to the yearbook company. Final billing must be fully itemized with contract references for each item.

2.06 ADDITIONAL CHARGES

The district will not be responsible for any specialty service charges beyond those outlined in the proposal specifications. Any special requests beyond those listed in this proposal must have a detailed written price quotation submitted by the vendor and approved (signed) by each Yearbook Advisor during the planning phase of the yearbook preparation. Any such quotations which shall cause the total expenditure for the book to exceed the final contract amount (including selected options, etc.) must be approved in advance by the Yearbook Advisor, the CTE Director (SKHS only) and the Director of Business Services. Vendors are cautioned to ensure all charges are clearly laid out with each Yearbook Advisor as unapproved additional charges will not be honored.

2.07 SHIPPING

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

2.08 COPY RETURN

All photographs, artwork, and other material used in the publication of the yearbook shall be returned to the school on the shipping date specified or may be returned with the books in a marked box so identified, or retained digitally for the period of a calendar year so that the school may download those files, or have them sent via a digital storage method for retention/archiving purposes.

2.09 CONTINGENCIES ELIMINATED

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

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

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

2.10 SAMPLES

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

SOUTH KITSAP SCHOOL DISTRICT

REQUEST FOR PROPOSAL

YEARBOOKS

PART 3 – CONTENT AND FORM OF PROPOSALS

3.01 CONTENT

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

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

1. Cover letter and Company profile, including full legal name, address, phone, and fax number, and description of your company's background.
2. Current resumes of local school representatives and plant representatives to be assigned to the district.
3. A management plan, labeled Attachment A herein, to collaborate with South Kitsap School District staff, for the production and successful delivery of yearbooks. This document, provided electronically for your convenience, is a Word table. You may use as much space is required to complete your response.
4. Signed Certification (Attachment B)
5. Samples of similar yearbooks as indicated within the specifications.
6. Completed Form of Proposal

3.02 SAMPLES

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

3.03 FORM

Vendor shall use all forms enclosed for the submission of their bid. Please provide one complete original set and one copy for each school.

SOUTH KITSAP SCHOOL DISTRICT

REQUEST FOR PROPOSAL

YEARBOOKS

PART 4 – EVALUATION OF PROPOSALS

4.01 EVALUATION PROCESS

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

An administrator and/or Advisor will review proposals submitted. The review team may conduct or request interviews or references.

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

4.02 EVALUATIVE CRITERIA – HIGH SCHOOL:

30% Attachment A responses, cover letter, resumes, and listing of deadline schedule and details regarding submission requirements. Those deadline schedules not meeting the requirements stated in PART 2 – GENERAL INFORMATION 2.03, will not be considered.

20% Available/demonstrated software, enhancement, resources, and student learning experience to be detailed within proposal.

30% Complete Cost Proposal

20% References and/or samples

References for no less than three (3) other equivalent high school yearbooks should be provided. South Kitsap School District reserves the right to request and/or contact additional references without regard to the submitted reference names.

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

SOUTH KITSAP SCHOOL DISTRICT

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ATTACHMENT A

MANAGEMENT PLAN

Bidders are reminded to complete and return this form. Use as much space as you need but limit your use of "see attachment" to diagrams or other material that is not strictly text.

Legal Name & Address of principal place of business:

When organized:

Where incorporated:

How many years have you been engaged in this business? How many years to K-12 organizations? How many years have you been representing the proposed company?

Has your company ever defaulted on a contract or been sued or brought to arbitration for failure to comply with contract terms? If yes, please explain.

Has your company ever filed for bankruptcy or reorganized?

What is the name of the field representative to be assigned to the district? What is their contact information?

What amount of time, or types of services, does the field representative bring to their client schools?

Does this field representative have any yearbook under contract this year that is expected to be delivered late not attributed to COVID-19? If so, where, and why?

What types of communication guidelines does the field representative set with their contracted schools? Who are the additional contacts and responsible parties?

What technologies does your company employ for the production of yearbooks that you believe would be of value to the district? Please describe.

Please describe the process, the acceptable submittals, and other pertinent details for online submission of yearbook components.

Where are the yearbooks manufactured? What are the capacities and capabilities of your plant operation? Who else will we be working with besides the local representative? Where are they located, what hours are they available, and what is their role in the process?

What makes your company the best choice for yearbooks? What do you think makes you stand apart?

--

Please list services and support available to the district staff and students assigned to the yearbooks. Such list should include but not be limited to: Workshops, Educational Materials, Budget Support, Computer Programs, Classroom Activities, Promotional and Sales Support, General troubleshooting. Costs, as applicable, should be noted.

--

Provide a detailed description of company policy and method for handling adjustments for errors made in the production of yearbooks, including a return policy for damaged or imperfect books, or stickers required for page corrections.

--

Provide a list and cost sheet for yearbook production supplies available through your company.

--

Provide a complete list of any special offers, "extras" or savings opportunities you would like considered in your proposal. Please include costs for enhancements such as page lamination, individual customization, fonts, clipart, pre-designed layouts, and backgrounds, edges, fills, etc.

--

Please describe any color programs and costs involved that may benefit the schools who use color in their book.

--

Please provide your reference information here, as specified in these instructions. Please provide detailed information for school names, contact persons, telephone numbers, type of book produced, etc.

--

Please use this space to tell us about any additional costs that vendor foresees schools may incur relative to their proposal.

Please use this space to provide any additional information you would like included.

SOUTH KITSAP SCHOOL DISTRICT

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ATTACHMENT B

CERTIFICATION INFORMATION

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

1. *Organization Information:*

Legal Firm Name: _____

By/Title

Authorized Signature

Address

City, State, Zip Code

Telephone Fax

Dated

Acknowledge receipt of addendum # _____ through _____.

**SPECIFICATIONS
FOR
SOUTH KITSAP HIGH SCHOOL
"REBEL"**

Bidder: _____

The South Kitsap High School "Rebel" is an extremely complex, hard cover, all-color book. The successful bidder will be able to demonstrate their ability to provide required service to the school and a high-quality end product. All general specifications of this RFP shall apply unless specifically noted in these below:

Number of Books: 1250, depending on fall enrollment.

Number of Pages: Basic bid to be based on 320 all color pages.

Page Trim Size: 9" x 12" Collage

Paper Stock: 100# Gloss stock

Cover: Base bid is to include 4 color, binding and 2 cover treatments.

Binding: To be Smyth sewn, rounded and backed included.

Endsheets: To be a minimum of 90# stock. Basic bid to include school designed endsheets, four color litho ink, different front and back.

DTP Software: Adobe InDesign CC 2024
Adobe Photoshop CC 2025
Vendor provided online editing/publishing tool.

First Page Submission Dates:

Pages will be submitted in flats as much as possible, random must be okay.

Submissions are planned based on the following estimated schedule:

December 15	60 pages
February 15	60 pages
March 15	60 pages
April 1	60 pages
April 15	60 pages
April 25	20 pages (supplement only)

Bidder: _____

Deadline Dates:

November 15: End Sheets and Cover Proofs

Proof Charges: Do you offer a discount for online submission of proofs?

If so, what is the discount?

Delivery: Last week in May. Shipping company to provide delivery to the school; shipping included in price.

Submission Requirements:

Pages & Proofs submitted online.
Publisher to provide software & set-up to send PDF files with certification profile to match publisher printing standards. You may be required to demonstrate your system.

Technology: South Kitsap School District is committed to using technology in the classroom. We require the opportunity to provide our students with the latest technology and require that prospective yearbook firms have the ability to provide a fully supported PDF submission program, and all software and enhancements needed to support an online publication interface program which should include the following:

Does Publisher have the ability to provide an online high resolution, PDF submission interface or other similar offering?

How long has Publisher supported PDF submission?

How many current clients use the online submission program?

Does the vendor online program interface with Adobe InDesign or offer equivalent capabilities?

Does vendor have online portal to support parent orders, payment and creation of senior recognition ads?

Bidder: _____

Deadlines:

Final deadlines will be determined by mutual agreement of the vendor and yearbook advisor prior to final determination of the vendor. A final turnaround time of 4 to 5 weeks is desired by the district. In no case should the vendor schedule a final deadline earlier than April 25, or the delivery of the book to the school later than June 1, unless specifically agreed to by the yearbook advisor.

Latest date and page allowance for last deadline to meet delivery request:

Cost per page per day if deadline is not met:

Credit given per page per day for pages submitted early:

Cost per page per day if proof deadline is not met:

Cost per page per day for proofs returned early:

Are all pages for a deadline considered late if only one page is late for a deadline of first submissions or proofs? _____ Yes _____ No

Please attach additional comments & specific cost considerations for missed deadlines (include flat or signature requirements if needed).

Additional Pages:

Add/delete four pages for 1250 number of copies:

Add/delete 4 pages: \$ _____

Add Blank pages, per four: \$ _____

Add eight-page autograph supplement: \$ _____

Supplements:

A. Company produced Spring delivery with rest of book. Price to include same basic specifications as bound book. Price for trim size to match school basic specification. Trim size should be slightly under the basic school specification to ensure smooth integration with the printed book. Indicate unit prices:

Number of Supplements: 1250 Copies

Sixteen page: \$ _____

Twenty page: \$ _____

Twenty-four page: \$ _____

Indicate due date and delivery date for company produced supplement.
Bidder: _____

Miscellaneous Options:

	Color
A. Duo Tones	\$ _____
B. Close Register	\$ _____
C. Reverses	\$ _____
D. Overburns	\$ _____
E. Tool Lines, Close Register	\$ _____
F. Mortices & Inserts	\$ _____
G. Screened Backgrounds	\$ _____
H. Fold Out Endsheets	\$ _____
I. Full Color Divider Page	\$ _____
J. Current Events Insert	\$ _____
K. Marble Backgrounds	\$ _____
L. Four Color Double Gatefold between Signatures	\$ _____
M. Plastic Book Covers	\$ _____
N. Autograph Pages	\$ _____
O. Name Imprint on Cover	\$ _____
P. Enlarge/Reduce Photos	\$ _____
Q. UV Coating	\$ _____
R. 100% black full bleed background	\$ _____
S. Correction stickers per 100 stickers	\$ _____
T. Foil, shine FX or Metallic Glaze application	\$ _____
U. Color custom printed Endsheets	\$ _____

Bidder: _____

Other Options:

Cover:

Please indicate additional cost per book:

Additional applied color on lithograph: \$_____ per color

Silk Screen, one applied color: \$_____

Additional applied color on silk screen: \$_____ per color

Embossed, one applied color: \$_____

Additional applied color on embossed: \$_____ per color

Die cost for school-designed cover: \$_____

Graining (indicate if some available NC) \$_____

Foil or Premium Metallic Material or Glaze application:
\$_____

Other Options:

Detail and list costs \$_____

Supplies:

Supplies are to be provided for the preparation of the yearbook with 15 extra for errors or shipment damages. Vendors will indicate the types of supplies to be furnished.

Service:

Do you provide regular visits to school by a qualified representative?

Yes_____No_____

On call visits by qualified representative?

Yes_____No_____

Phone or email access to plant consultant.

Yes_____No_____

Phone and email to representative?

Yes_____No_____

Promotion:

Items to be provided should include but are not limited to:

Posters to help promote sales of the Yearbook.

Promotional postcards for senior parents, pre-made social media posts.

Bidder: _____

FORM OF PROPOSAL

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

1250 Books \$_____ per book \$_____ Total

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

Option to Renew:

2026-27 Yes_____ No_____ If Yes, % Increase_____

2027-28 Yes_____ No_____ If Yes, % Increase_____

2028-29 Yes_____ No_____ If Yes, % Increase_____

2029-30 Yes_____ No_____ If Yes, % Increase_____

Payment Schedule: To be listed by bidder:

Deposit of:_____ Due_____

Payment of:_____ Due_____

Payment of:_____ Due_____

Company Name:_____

Bidder Name:_____

Address:_____

Telephone/Email:_____

SPECIFICATIONS FOR CEDAR HEIGHTS MIDDLE SCHOOL

Bidder: _____

Minimum Additional Individual Support Expectations:

Local yearbook representative must be available on-site after school as scheduled with the yearbook advisor for a minimum of the following:

- ◆ Three two-hour sessions during the first three weeks of school at a time agreed upon by the yearbook advisor and yearbook representative.
- ◆ After the first three weeks of school, the local yearbook representative will be available on-site BEFORE school on a bi-weekly basis for a minimum of one-hour per visit.
- ◆ Additionally, the local yearbook representative must be available for two, all-day Saturday work sessions to help teach students the online program for producing the yearbook. The dates of said work sessions to be mutually agreed upon by both the yearbook advisor and the yearbook representative during the first six (6) weeks of school.
- ◆ Local yearbook representative must be available for emergency meetings within 48 hours.
- ◆ Yearbook advisor/company should have options for responsiveness during COVID-19 closure/modified learning environments.

During these sessions, the yearbook representative will be expected to teach layout design, page preparation and submission, creating, customizing and finalizing layouts including copy and photos, theme development, ladder diagramming, cover and end sheet design. Local yearbook representative must be able to troubleshoot software problems, provide technical and creative assistance. The local yearbook representative must be able to teach some photojournalism skills to the yearbook advisor and staff.

Number of Books: 325 books, depending on fall enrollment.

Number of Pages: 80 pages, not including end sheets or supplements.

Page Trim Size: 8 1/2" x 11"

Paper Stock: 80# Gloss stock

Bidder: _____

Hard Cover: Base proposal includes the following:

- Hard Cover; minimum cover board weight to be 100 pt board.
- Cover will be school designed (embossed, lithographed, die cut or cut out) using 4-color process, including full-wrap design, spine, front lid and back lid.
- Cover shall include gloss or matte lamination.
- There shall be no limit to the area that the school might apply its design, including title, year, and school name, and without charge for spine.
- Color proof of cover is to be included in the base proposal price and will be approved by the school prior to release for production.
- Additional cover options will be proposed under the Detailed Pricing Information Section of this proposal.

Binding: To be Smyth sewn, rounded and backed included.

Endsheets: Base proposal includes the following:

- In addition to white, a minimum of 16 colored paper stocks are included in the base price.
- Include black ink plus one choice of color ink.
- School designed end sheets with different front and back.
- Base price includes a color end sheet proof.

Hardware/Software:

Yearbook Company must provide online internet capability for the creation of the yearbook. Yearbook Company must provide, with the proposal, the hardware specifications necessary to effectively utilize the yearbook company servers in creating the yearbook.

Color: Base proposal includes the following:

- Thirty-two (32) color pages to be included in two signatures with use of any four-process colors on any page in a color flat at loose register screened at standard percentages.
- Use of one of any standard spot colors on any page in one flat at loose register screened at standard percentages.

Supplement: Base proposal includes the following:

Supplement to be tipped into the book by the factory.

- Due no more than four (4) weeks before agreed upon ship date in time to receive the book one week before the end of school.

Bidder: _____

<u>District Assigned Deadlines</u>	<u>Due Dates</u>	<u>Proof Required</u>
Cover Design	Mid December	Yes
Endsheet Design	Mid-January	Yes
24 Pages	Mid-January	No
24 Pages	Mid-February	No
24 Pages	No earlier than ten (10) weeks prior to the last day of school (Approx. Mid-March)	
Final Deadline:	No earlier than ten (10) weeks prior to the last day of school	
Supplement 8 pages:	Mid May – 4 Weeks prior to delivery date	
Delivery of Book:	To be shipped in time to be in the building no later than fourteen (14) days prior to the last day of school.	

Additional Pages:

Add/delete four pages for 325 number of copies:

Add/delete 4 pages:	\$ _____
Add Blank pages, per four:	\$ _____
Add eight-page autograph supplement:	\$ _____

Supplements:

B. Company produced Spring delivery with rest of book. Price to include same basic specifications as bound book. Price for trim size to match school basic specification. Indicate unit prices:

Number of Supplements:	325 Copies
Four page:	\$ _____
Eight page:	\$ _____
Sixteen page:	\$ _____

Bidder: _____

Indicate due date and delivery date for company produced supplement: _____

Base Proposal Price:

\$_____ * per book which includes a discount, if any, for guaranteed 50% digital submission.

Additional per book discount for total digital submission: _____%

Credit amount, per book is: \$_____ for the number of books ordered below the minimum if ordered by _____.

Additional options will be proposed under the Detailed Pricing Information Section of this proposal. *Proposal price excludes tax and includes shipping and FOB South Kitsap School District, Port Orchard, Washington.

Maximum Turnaround for Supplement: _____ prior to delivery date.

Miscellaneous Options:

- A. Duo Tones \$ _____
- B. Close Register \$ _____
- C. Reverses \$ _____
- D. Overburns \$ _____
- E. Tool Lines, Close Register \$ _____
- F. Mortices & Inserts \$ _____
- G. Screened Backgrounds \$ _____
- H. Fold Out Endsheets \$ _____
- I. Full Color Divider Page \$ _____
- J. Current Events Insert \$ _____
- K. Marble Backgrounds \$ _____

L. Four Color Double Gatefold between Signatures \$ _____

Bidder: _____

M. Plastic Book Covers \$ _____

N. Autograph Pages \$ _____

O. Name Imprint on Cover \$ _____ Due By: _____

P. Enlarge/Reduce Photos \$ _____

Q. UV Coating \$ _____

R. 100% black full bleed background \$ _____

Other Options:

Cover:

Please indicate additional cost per book:

Additional applied color on lithograph: \$ _____ per color

Silk Screen, one applied color: \$ _____

Additional applied color on silk screen: \$ _____ per color

Embossed, one applied color: \$ _____

Additional applied color on embossed: \$ _____ per color

Die cost for school-designed cover: \$ _____

Graining (indicate if some available NC) \$ _____

Metalay or similar metallic effect: \$ _____

Other Options:

Detail and list costs \$ _____

Bidder: _____

Total Number of Pages:

Basic Bid to be based on 80 pages, including 32 all color pages. Should the yearbook class/advisor wish to add additional page sections, please provide those costs:

Additional costs:

8 Color Pages \$ _____

16 Color Pages \$ _____

Supplies:

Supplies are to be provided for the preparation of the yearbook with 25% extra for errors. Vendors will indicate the types of supplies to be furnished.

Bidder: _____

FORM OF PROPOSAL

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

325 Books \$_____ per book \$_____ Total

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

Option to Renew:

2026-27 Yes_____ No_____ If Yes, % Increase_____

2027-28 Yes_____ No_____ If Yes, % Increase_____

2028-29 Yes_____ No_____ If Yes, % Increase_____

2029-30 Yes_____ No_____ If Yes, % Increase_____

Payment Schedule: To be listed by bidder:

Deposit of:_____ Due_____

Payment of:_____ Due_____

Payment of:_____ Due_____

Company Name:_____

Bidder Name:_____

Address:_____

Telephone/Email:_____

SPECIFICATIONS FOR JOHN SEDGWICK MIDDLE SCHOOL

Bidder: _____

Minimum Additional Individual Support Expectations:

Local yearbook representative must be available on-site after school as scheduled with the yearbook advisor for a minimum of the following:

- ◆ Three two-hour sessions during the first three weeks of school at a time agreed upon by the yearbook advisor and yearbook representative.
- ◆ After the first three weeks of school, the local yearbook representative will be available on-site BEFORE school on a bi-weekly basis for a minimum of one-hour per visit.
- ◆ Additionally, the local yearbook representative must be available for two, all-day Saturday work sessions to help teach students the online program for producing the yearbook. The dates of said work sessions to be mutually agreed upon by both the yearbook advisor and the yearbook representative during the first six (6) weeks of school.
- ◆ Local yearbook representative must be available for emergency meetings within 48 hours.
- ◆ Yearbook advisor/company should have options for responsiveness during COVID-19 closure/modified learning environments.

During these sessions, the yearbook representative will be expected to teach layout design, page preparation and submission, creating, customizing and finalizing layouts including copy and photos, theme development, ladder diagramming, cover and end sheet design. Local yearbook representative must be able to troubleshoot software problems, provide technical and creative assistance. The local yearbook representative must be able to teach some photojournalism skills to the yearbook advisor and staff.

Number of Books: 425 books, depending on fall enrollment.

Number of Pages: 104 pages, not including end sheets or supplements.

Page Trim Size: 8 1/2" x 11"

Paper Stock: 80# Gloss stock

Hard Cover: Base proposal includes the following:

- Hard Cover; minimum cover board weight to be 100 pt board.
- Cover will be school designed (embossed, lithographed,

Bidder: _____

- die cut or cut out) using 4-color process, including full-wrap design, spine, front lid and back lid.
- Cover shall include gloss or matte lamination.
- There shall be no limit to the area that the school might apply its design, including title, year, and school name, and without charge for spine.
- Color proof of cover is to be included in the base proposal price and will be approved by the school prior to release for production.
- Additional cover options will be proposed under the Detailed Pricing Information Section of this proposal.

Binding: To be Smyth sewn, rounded and backed included.

Endsheets: Base proposal includes the following:

- In addition to white paper, a minimum of 16 colored paper stocks are included in the base price.
- Include black ink plus one choice of color ink.
- School designed end sheets with different front and back.
- Base price includes a color end sheet proof.

Hardware/Software: Yearbook Company must provide online internet capability for the creation of the yearbook. Yearbook Company must provide, with the proposal, the hardware specifications necessary to effectively utilize the yearbook company servers in creating the yearbook.

Color: Base proposal includes the following:

- 104 pages of color for a full color book. Use of any four-process colors on any page in a color flat at loose register screed at standard percentages.
- 16 pages of the 104 are the last pages submitted. They are not a part of any supplement, and they are due five (5) weeks prior to ship date.

Supplement: Base proposal includes the following:

- 8-page autograph signature, company designed
- 1 tipped in Company Magazine to be selected from company offerings.
(*e.g., World Beat, Years News in Review*).

<u>District Assigned Deadlines:</u>	<u>Due Dates</u>	<u>Proof Required</u>
Cover Design	Mid-December	Yes
Endsheet Design	Mid-December	Yes
36 Pages	Mid-January	No
38 Pages	Mid-March	No

Bidder: _____

1st Cover Proof Deadline to JSMS due April 1

38 Pages

No earlier than ten (10) weeks prior to the last day of school

Final Deadline:

No earlier than ten (10) weeks prior to the last day of school

Supplement pages

Mid-May – 4 weeks prior to delivery date

Delivery of book:

To be shipped in time to be in the building no later than fourteen (14) days prior to the last day of school.

Additional Pages:

Add/delete four pages for 425 number of copies:

Add/delete 4 pages: \$ _____

Add Blank pages, per four: \$ _____

Add eight-page autograph supplement: \$ _____

Supplements:

C. Company produced Spring delivery with rest of book. Price to include same basic specifications as bound book. Price for trim size to match school basic specification. Indicate unit prices:

Number of Supplements: 425 Copies

Four page: \$ _____

Eight page: \$ _____

Sixteen page: \$ _____

Indicate due date and delivery date for company produced supplement: _____

Bidder: _____

Base Proposal Price:

\$_____ * per book which includes a discount, if any, for guaranteed 50% digital submission.

Additional per book discount for total digital submission: _____%

Credit amount, per book is: \$
for the number of books ordered below the minimum if ordered by _____.

Additional options will be proposed under the Detailed Pricing Information Section of this proposal. *Proposal price excludes tax and includes shipping and FOB South Kitsap School District, Port Orchard, Washington.

Maximum Turnaround for Supplement: _____ prior to delivery date.

Miscellaneous Options:

	Color
A. Duo Tones	\$ _____
B. Close Register	\$ _____
C. Reverses	\$ _____
D. Overburns	\$ _____
E. Tool Lines, Close Register	\$ _____
F. Mortices & Inserts	\$ _____
G. Screened Backgrounds	\$ _____
H. Fold Out Endsheets	\$ _____
I. Full Color Divider Page	\$ _____
J. Current Events Insert	\$ _____
K. Marble Backgrounds	\$ _____
L. Four Color Double Gatefold between Signatures	\$ _____
M. Plastic Book Covers	\$ _____

Bidder: _____

- N. Autograph Pages \$ _____
- O. Name Imprint on Cover \$ _____ Due By: _____
- P. Enlarge/Reduce Photos \$ _____
- Q. UV Coating \$ _____
- R. 100% black full bleed background \$ _____

Other Options:

Cover:

Please indicate additional cost per book:

Additional applied color on lithograph: \$ _____ per color

Silk Screen, one applied color: \$ _____

Additional applied color on silk screen: \$ _____ per color

Embossed, one applied color: \$ _____

Additional applied color on embossed: \$ _____ per color

Die cost for school-designed cover: \$ _____

Graining (indicate if some available NC) \$ _____

Metalay or similar metallic effect: \$ _____

Other Options:

Detail and list costs \$ _____

Bidder: _____

Total Number of Pages:

Basic Bid to be based on 104 all color pages. Should the yearbook class advisor wish to add additional page sections, please provide those costs:

Additional costs:

8 Color Pages \$ _____

16 Color Pages \$ _____

Supplies:

Supplies are to be provided for the preparation of the yearbook with 25% extra for errors. Vendors will indicate the types of supplies to be furnished.

Bidder: _____

FORM OF PROPOSAL

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

425 Books \$_____ per book \$_____ Total

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

Option to Renew:

2026-27 Yes_____ No_____ If Yes, % Increase_____

2027-28 Yes_____ No_____ If Yes, % Increase_____

2028-29 Yes_____ No_____ If Yes, % Increase_____

2029-30 Yes_____ No_____ If Yes, % Increase_____

Payment Schedule: To be listed by bidder:

Deposit of:_____ Due_____

Payment of:_____ Due_____

Payment of:_____ Due_____

Company Name:_____

Bidder Name:_____

Address:_____

Telephone/Email:_____

SPECIFICATIONS FOR MARCUS WHITMAN MIDDLE SCHOOL

Bidder: _____

Minimum Additional Individual Support Expectations:

Local yearbook representative must be available on-site after school as scheduled with the yearbook advisor for a minimum of the following:

- ◆ Three two-hour sessions during the first three weeks of school at a time agreed upon by the yearbook advisor and yearbook representative.
- ◆ After the first three weeks of school, the local yearbook representative will be available on-site on a bi-weekly basis for a minimum of one-hour per visit.
- ◆ Local yearbook representative must be available for emergency meetings within 48 hours.
- ◆ Alternative options as needed during the COVID-19 adjusted environment.

During these sessions, the yearbook representative will be expected to teach layout design, page preparation and submission, creating, customizing and finalizing layouts including copy and photos, theme development, ladder diagramming, cover and end sheet design. Local yearbook representative must be able to troubleshoot software problems, provide technical and creative assistance. The local yearbook representative must be able to teach some photojournalism skills to the yearbook advisor and staff.

Number of Books: 325 books, depending on fall enrollment.

Number of Pages: 80 pages, not including end sheets or supplements.

Page Trim Size: 8 1/2" x 11"

Paper Stock: 80# Gloss stock

Hard Cover: Base proposal includes the following:

- Hard Cover; minimum cover board weight to be 100 pt board.
- Cover will be school designed (embossed, lithographed, die cut or cut out) using 4-color process, including full-wrap design, spine, front lid and back lid.
- Cover shall include Gloss or Matte lamination.
- There shall be no limit to the area that the school might apply its design, including title, year, and school name,

Bidder: _____

- and without charge for spine.
- Color proof for cover is to be included in the base proposal price and will be approved by the school prior to release for production.
- Additional cover options will be proposed under the Detailed Pricing Information Section of this proposal.

Artwork: Three (3) hours of artist time to create, modify and/or enhance cover design. Meeting between artist and advisor to be determined by the advisor and yearbook representative.

Binding: To be Smyth sewn, rounded and backed included.

Endsheets: Base proposal includes the following:

- In addition to white paper, a minimum of 16 colored paper stocks are included in the base price.
- Include black ink plus one choice of color ink.
- School designed end sheets with different front and back.
- Base price includes a color end sheet proof.

Hardware/Software: Yearbook Company must provide online internet capability for the creation of the yearbook. Yearbook Company must provide, with the proposal, the hardware specifications necessary to effectively utilize the yearbook company servers in creating the yearbook.

Color: Base proposal includes the following:

- 80 pages of color to be included for a full color book. Use of any four-process colors on any page in a color flat at loose register screened at standard percentages.

Supplement: Base proposal includes the following:

- Sixteen (16) page supplement produced online with the same programs as the main book.
- Sewn in by the factory.
- Color

<u>District Assigned Deadlines</u>	<u>Due Dates</u>	<u>Proof Required</u>
Cover Design	Mid December	Yes
End sheet Design	Mid December	Yes
48 Pages	End February	No
32 Pages	Mid-April	No

Bidder: _____

Final Deadline:	No earlier than ten (10) weeks prior to the last day of school
Supplement 16 pages	Mid May – 4 weeks prior to delivery date
Delivery of Book:	To be shipped in time to be in the building no later than fourteen (14) days prior to the last day of school.

Additional Pages:

Add/delete four pages for 325 number of copies:

Add/delete 4 pages: \$ _____

Add Blank pages, per four: \$ _____

Add eight page autograph supplement: \$ _____

Supplements:

Company produced Spring delivery with rest of book. Price to include same basic specifications as bound book. Price for trim size to match school basic specification. Indicate unit prices:

Number of Supplements: 325 Copies

Four page: \$ _____

Eight page: \$ _____

Sixteen page: \$ _____

Indicate due date and delivery date for company produced supplement: _____

Base Proposal Price:

\$ _____* per book which includes a discount, if any, for guaranteed 50% digital submission.

Additional per book discount for total digital submission: _____%

Bidder: _____

Credit amount, per book is: \$_____for the number of books ordered below the minimum if ordered by_____.

Additional options will be proposed under the Detailed Pricing Information Section of this proposal. *Proposal price excludes tax and includes shipping and FOB South Kitsap School District, Port Orchard, Washington.

Maximum Turnaround for Supplement: _____prior to delivery date.

Miscellaneous Options:

	Color
A. Duo Tones	\$ _____
B. Close Register	\$ _____
C. Reverses	\$ _____
D. Overburns	\$ _____
E. Tool Lines, Close Register	\$ _____
F. Mortices & Inserts	\$ _____
G. Screened Backgrounds	\$ _____
H. Fold Out Endsheets	\$ _____
I. Full Color Divider Page	\$ _____
J. Current Events Insert	\$ _____
K. Marble Backgrounds	\$ _____
L. Four Color Double Gatefold between Signatures	\$ _____
M. Plastic Book Covers	\$ _____
N. Autograph Pages	\$ _____
O. Name Imprint on Cover	\$ _____ Due By: _____
P. Enlarge/Reduce Photos	\$ _____
Q. UV Coating	\$ _____

Bidder: _____

R. 100% black full bleed background \$ _____

Other Options:

Cover:

Please indicate additional cost per book:

Additional applied color on lithograph: \$ _____ per color

Silk Screen, one applied color: \$ _____

Additional applied color on silk screen: \$ _____ per color

Embossed, one applied color: \$ _____

Additional applied color on embossed: \$ _____ per color

Die cost for school-designed cover: \$ _____

Graining (indicate if some available NC) \$ _____

Metalay or similar metallic effect: \$ _____

Other Options:

Detail and list costs \$ _____

Bidder: _____

Total Number of Pages:

Basic Bid to be based on 96 all color pages. Should the yearbook class advisor wish to add additional page sections, please provide those costs:

Additional costs:

8 Color Pages \$ _____

16 Color Pages \$ _____

Supplies:

Supplies are to be provided for the preparation of the yearbook with 25% extra for errors. Vendors will indicate the types of supplies to be furnished.

Bidder: _____

FORM OF PROPOSAL

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

325 Books \$_____ per book \$_____ Total

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

Option to Renew:

2026-27 Yes_____ No_____ If Yes, % Increase_____

2027-28 Yes_____ No_____ If Yes, % Increase_____

2028-29 Yes_____ No_____ If Yes, % Increase_____

2029-30 Yes_____ No_____ If Yes, % Increase_____

Payment Schedule: To be listed by bidder:

Deposit of:_____ Due_____

Payment of:_____ Due_____

Payment of:_____ Due_____

Company Name:_____

Bidder Name:_____

Address:_____

Telephone/Email:_____

Detailed Pricing Information for Middle School Yearbooks:

Indicate the price increase or decrease based on the following specific items. Should there be no extra charge, indicate "NC" for "No charge". Some of the items described under the Detailed Pricing Information Section of this Proposal may be included in each individual school's base proposal. This section is designated for additional optional items only, and bidder may elect to propose additional options available under this section of the proposal. If prices are contingent upon certain due dates or other conditions, bidder must indicate such contingencies. DO NOT LEAVE ANY ITEMS BLANK.

1. Page Submission:

Indicate discounts for all pages and proofs submitted early. \$ _____

Indicate discounts for all pages and proofs submitted on-time. \$ _____

2. Paper Stock: Paper Stock is specified under the basic proposal for each individual school. Upon request, labeled samples of each type of paper proposal must be provided. Indicate the change in paper price (+ or -) per signature, per book, in the following table:

Paper Types:	80lb	100lb
Gloss	\$	\$
Matte	\$	\$
Premier gloss	\$	\$
Specialty white paper	\$	\$
Specialty colored text paper	\$	\$
Other: explain	\$	\$

3. Cover: Note: See the base proposal pricing for the basic proposal specifications for cover board weight, etc. Cover proof is to be furnished to each yearbook advisor prior to release for production. Indicate prices for the following cover options:

3.1. Silk-screen (Material Based) Cover:

Options:	Cost per Book
Over graining (texture)	\$
Spot grain or cutout grain	\$
Foil application/unit	\$
Special patterned foil/unit	\$
Additional applied silk screen color/	\$

Overtone rub (antiquing)	\$
Spot overtone rub	\$
Quarter binding	\$
UV Coating	\$
Embossed custom design	\$
- With applied silk-screen,	\$
- Foil (in lieu of silk-screen)	\$
- Foil (in addition to silk-screen)	\$
- Special patterned foil/unit	\$
- Metallay (in lieu of silk-screen)	\$
- Metallay (in addition to silk-screen)	\$
- Color on embossed design (emboss to register)	\$
- Tip-on (4 color)	\$
Die cut (circle or oval)	\$
Padded cover	\$
Personalization	\$
Full color or comprehensive proofs	\$
Creative art services	\$
Plastic book covers	\$
Other: (explain)	\$

Contingencies, explain:

3.2. Litho Cover:

	Cost per Book
Entry Fee (Upgrade fee), if applicable, show N/A if included in base price	\$
Options:	
Overgraining	\$
Spot grain or cutout grain	\$
Foil application	\$

Special patterned foil/unit	\$
Additional applied litho color/ea.	\$
Overtone rub	\$
Spot overtone rub	\$
Quarterbinding	\$
UV Coating	\$
Lamination	\$
Four Color Process: (Please supply deadline dates below)	\$
Deadline #1: —	\$
Deadline #2: —	\$
Deadline #3: —	\$
Deadline #4: —	\$
Embossed custom design	\$
- With applied silk-screen, each	\$
- Foil (in lieu of silk-screen)	\$
- Foil (in addition to silk-screen)	\$
- Special patterned foil/unit	\$
- Metallay (in lieu of silk-screen)	\$
- Metallay (in addition to silk- screen)	\$
- Color on embossed design (emboss to register)	\$
- Tip-on (4 color)	\$
Die cut (circle or oval)	\$
Padded cover	\$
Personalization	\$
Full color or comprehensive proofs	\$
Creative art services	\$

Plastic book covers	\$
Other: (explain)	\$

Contingencies, explain:

4. End sheets (must be minimum 65# stock)

Indicate price for end sheet options not indicated in base bid:

Option:	Company Designed Cost per book
One applied solid color, (school choice):	
Same front/back	\$
Different front/back	\$
Colored text paper stock:	
Same front/back	\$
Different front/back	\$
Four colors: (Please supply deadline dates below)	
Same front/back	
Deadline #1: —	\$
Deadline #2: —	\$
Deadline #3: —	\$
Different front/back	
Deadline #1: —	\$
Deadline #2: —	\$
Deadline #3: —	\$
Printed in black	
Same front/back	\$
Different front/back	\$
Per additional color	\$

Use of non-standard pantone ink:	\$
Printing on D side:	\$
Printing on E side:	\$
Die cut on front/back:	\$
Blind embossing on front end sheet:	\$
Foil stamping on front end sheet:	\$
UV Coating	\$
Other: explain	\$

Contingencies, explain:

Full Color Pricing

Indicate cost for full color flats and/or signatures.

Please supply deadline dates below:	8 page flat	16-page signature
Deadline date #1: _____	\$ _____	\$ _____
Deadline date #2: _____	\$ _____	\$ _____
Deadline date #3: _____	\$ _____	\$ _____
Deadline date #4: _____	\$ _____	\$ _____

Contingencies, explain:

Indicate charge for close register on full color \$ _____

UV coating (per 8 page flat) \$ _____

Full color for entire book

Cedar Heights \$ _____

John Sedgwick \$ _____

Marcus \$ _____

Describe and provide the cost of other full color programs you would like considered:

Extra Pages

Specify prices for extra pages (Tipping cost extra, see below). Middle School = 8½ x 11

Add four pages: B/W: Cost: _____

Delete four pages: Cost: _____

Add blank pages, per four: Cost: _____

Autograph pages, four: Cost: _____

Autograph pages, eight: Cost: _____

Gatefold 8-page double: B/W: Cost: _____

Color: Cost: _____

Foldouts and tippings:

Tipping at natural spread or between signatures. \$ _____

Tipping at any other location. \$ _____

Optional Services

Bidder shall indicate company's charge, if any. Mark "NC" for "No Charge".

Plant Assistance Service:	Electronic/ Portable Media	Other Submission s
Overprints	\$ _____	\$ _____
Other: please explain	\$ _____	\$ _____

Bidder shall indicate policy regarding mixing such special effects as screens, rule line, and rule lines butted to photos if different than above. For example, if "NC" has been indicated for any item, does that mean that another "NC" might be chargeable.

Special Services

Creative artwork, per hour \$ _____

Page number changes, before proof \$ _____

Page number changes, after proof \$ _____

Proof Charges

Option:	Electronic/ Portable Media Submissions	Other Submission s
Changes involving one line of type	\$ _____	\$ _____
Changes involving five lines of type	\$ _____	\$ _____
Maximum charge per page	\$ _____	\$ _____
Moving copy block or headline	\$ _____	\$ _____
Adding new copy	\$ _____	\$ _____
Other, list:	\$ _____	\$ _____
	\$ _____	\$ _____
	\$ _____	\$ _____

Photos:

Option:	Electronic/ Portable Media Submission	Other Submission
Moving, but not re-shooting or re-	\$	\$
Changing photo size or re-cropping	\$	\$
Substitute new photo	\$	\$
Maximum charge per page	\$	\$
Other, list:	\$	\$
	\$	\$

Special Inserts: If your company offers a bound-in years news in review insert, such as "World Beat", describe your program, number of pages, and all costs affiliated with such an insert.

CD Sleeve: If your company offers a CD sleeve insert, describe specifications and cost.

Optional Proposal Items: Bidder may proposal optional items here that may not have been specifically addressed in the Detailed Pricing Information Section. Please include specific description of optional items, cost thereof, and contingencies, if any.