



Rochester Community Schools
Purchasing Department

Request for Quotes

Date:	January 15, 2026	Project:	Enrichment Brochure Printing Services
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Project Number:	26.03
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Response Due Date and Time:	January 29, 2026 at 2:00 p.m. Local Time
Submit Response to:	All proposals, required forms, and pricing shall be submitted electronically on BidNet Direct (https://www.bidnetdirect.com)
Submit Questions to:	Requests for clarification shall be submitted through BidNet Direct and all responses will be released as addendum within the online posting.
Description of Procurement:	Enrichment Brochure Printing Services

Estimated Project Timeline:

Notice of Advertisement in Local Newspaper:	January 15, 2026
Release of RFP:	January 15, 2026
Online Requests for Clarification Deadline:	January 21, 2026 at 5:00 p.m. Local Time
Release of Addenda with RFC Answers:	January 22, 2026
Bid Due Date:	January 29, 2026 at 2:00 p.m. Local Time

→Notice: The right to modify the project timeline is held by Rochester Community Schools in absolute discretion.

Objective:

Rochester Community Schools, known herein as "Owner", seeks quotes for **Printing of Community Education Program Guide** as per the specifications set forth herein, or equivalent.

Table of Contents

Information to Bidders.....	3
Overview	3
Timeline.....	3
Bidder’s Instructions:	3
Contract Length	4
Bid Due Date and Proposal Submission Requirements:	4
Sole Bidder.....	4
Addenda	5
Sales Tax.....	5
Method of Ordering	5
Payment	5
Familial Relationship Disclosure.....	5
Iran Economic Sanctions Act	5
Selection Process	5
Acceptance and Rejection of Bid Proposals.....	5
Bid Proposal Form.....	7
Name of Bidder	7
Agreements	7
Addenda	7
Legal Status of Bidder	8
FAMILIAL DISCLOSURE AFFIDAVIT OF BIDDER	9
Certification of Compliance – IRAN ECONOMIC SANCTIONS ACT	10
ATTACHMENT A.....	11

Information to Bidders

Overview

Rochester Community Schools, known herein as "Owner", seeks quotes for Printing of Community Education Program Guide as per the specifications set forth herein, or equivalent.

Timeline

The expected timeline is as follows:

Notice of Advertisement in Local Newspaper:	January 15, 2026
Release of RFP:	January 15, 2026
Online Requests for Clarification Deadline:	January 21, 2026 at 5:00 p.m. Local Time
Release of Addenda with RFC Answers:	January 22, 2026
Bid Due Date:	January 29, 2026 at 2:00 p.m. Local Time

Bidder's Instructions:

The price quoted on the Vendor Price Quotation must be net. Discounts, rebates, and allowances will be used as criteria of evaluation, but must be stated separately on the Vendor Price Quotation and be inclusive of specifications provided in Attachment A.

The buyer has the right to cancel a purchase order if the terms and conditions set forth herein are not met.

Prices bid are to include shipment delivered to the U.S. Post Office as specified.

Prices must be firm for the entire length of the first year of the contract.

All purchases are to be exempt from all taxes including State and Federal taxes. An exemption certificate will be furnished upon request.

Bids must meet or exceed all specifications herein. Any deviations from the specifications set forth must be clearly detailed on the bid proposal form; otherwise, it will be considered that items offered are in strict compliance with the specifications, and successful bidder will be held responsible therefor.

The Board of Education reserves the right to accept any item in the bid; to accept or reject any or all bids; to waive any informality herein; or for reasons of establishing uniformity, to award the contract to other than the low bidder.

This bid is made without any previous understanding or agreement with any other person, firm or corporation making a bid for the same purpose and is in all respects fair and without collusion or fraud.

No member of Rochester Community Schools Board of Education, City, State or any officer, employee or person whose salary is payable in whole or in part from the treasury of said

Board of Education is directly or indirectly interested in this bid or in the supplies, materials, equipment, work, services or any portion of the profits thereof to which it relates.

All Bids shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner(s) or any employee of the Bidder and any member of the Board of Education of the School District or the Superintendent of the School District. In addition, the Bid must include the signed Iran Economic Sanctions Certification. Bids that do not include the sworn and notarized Familial Relationship disclosure statement and the signed Iran Economic Sanctions Certification will not be considered by the Board of Education.

Any manufacturers' names, brand names, trade names, or catalog numbers used in the specification are there for the purpose of establishing and describing general performances and quality levels. Such references are not intended to be restrictive, and bids are invited on these and comparable brands or products of any manufacturer.

Vendor shall not during the contract assign, transfer or subcontract any part of agreement to any other supplier.

The vendor shall agree to a "Hold Harmless" clause concerning the process, selection criteria, award, and contract as entered with RCS.

Contract Length

The contract length for this procurement is for the period of the 2026-2027 School Year. During this period there shall not be any increase in bid list per item cost without prior meeting and agreement with RCS. Based on quality, service and pricing, the contract may be extended for up to four (4) additional years. Contract renewals shall be in accordance to the specifications set forth herein.

Bid Due Date and Proposal Submission Requirements:

1. All proposals, required forms, and pricing shall be submitted electronically on BidNet Direct (<https://www.bidnetdirect.com>) **no later than 2:00 p.m., local time, January 29, 2026** (the "Due Date".) No oral, telephonic, or facsimile proposals will be considered.
2. RCS will not consider or accept any late Bids received after the Due Date specified within the RFP. It is the sole responsibility of the Bidder to ensure their proposal is entered completely and forms are uploaded on BidNet Direct before the closing date and hour indicated within the RFP. Bidders shall plan ample time to respond to all requirements and input all requirements. RCS is not responsible for any delivery delays.

Sole Bidder

1. It is the Owner's intent that this Request for proposals, permits competition. It shall be the bidder's responsibility to advise the Owner, in writing, if any language, requirements, scope specifications, etc., or any combinations thereof, inadvertently restricts or limits the requirements stated in this Proposal, to a single source. Owner shall receive such notification no later than five (5) days prior to the date set for acceptance of bids.
2. If only one bid is received in response to this invitation to bid, a cost/price analysis and evaluation and/or audit shall be performed of the cost proposal in order to determine if the price is fair and reasonable.

3. The Owner reserves the right to cancel the bid, or reschedule the bid opening, if there is only one bid received. The decision by the Owner will be final.

Addenda

1. Each bidder shall ascertain prior to submitting their bid that they have received all addenda issued.
2. Addenda notices will be sent to all who are known by the Owner to have a set of contract documents. Copies of addenda will be made available for inspection wherever contract documents are on file for that purpose.

Sales Tax

1. Owner is exempt from all taxes. A tax exemption certificate will be issued upon request.

Method of Ordering

1. Issuance of a written purchase order by the Purchasing Department is the method of ordering product or services. All vendor invoices and packing/delivery tickets must include the purchase order number.

Payment

1. Payment to be made from Vendor's invoice, and a copy of the signed delivery invoices, submitted to cover items received and accepted during the billing period. Invoices must contain the bid number under which the contract is awarded.
2. Pricing shall be F.O.B. delivered to RCS at 52585 Dequindre Road, Rochester MI 48307, unloaded, and installed.

Familial Relationship Disclosure

1. All bidders shall provide familial disclosure in compliance with MCL 380.1267 and attach this information to the bid proposal. The bid proposal shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the bidder or any employee of the bidder, and any member of the Board of Education of the school district, or the Superintendent of the school district. The District will not consider a bid proposal that does not include this sworn and notarized statement.

Iran Economic Sanctions Act

1. Each bid must be accompanied by a sworn and notarized statement certifying that the Contractor is not an "Iran linked business" within the meaning of the Iran Economic Sanctions Act.

Selection Process

RCS will base award on several evaluation factors including, but not limited to bid specifications, pricing, product availability, adherence to required documentation, delivery terms.

Acceptance and Rejection of Bid Proposals

1. Low bid price is not always the determining factor in the awarding of the bid. Other factors considered may include, but not be limited to, the following: delivery and/or

completion time, judged quality of product, past performance, inventory availability, financial stability, and references.

2. The Owner shall have the right to waive any informality or irregularity in any bid received and to accept bids which, in their judgment, are in their own best interest.
3. The Owner shall have the right to accept or reject alternates in any order or combination and to determine the apparent low bidder on this basis.

Bid Proposal Form

Name of Bidder

Firm Name:	
Address:	
Telephone:	Fax:

Agreements

The undersigned understands that the Owner reserves the right to reject any and all bids and to waive informalities and irregularities in bidding.

Owner also reserves the right to withhold bids for a period of time (90 days) from bid closing date.

The Owner reserves the right to accept or reject any or all Bids in whole or in part, or to waive any informalities therein. If in the Owner opinion it is in their best interest, the contract may be awarded to other than the lowest bidder, for reason of establishing uniformity, delivery time, etc.

If award is made to us under this proposal, we agree to enter into an Agreement with Rochester Community Schools to furnish products and/or services, in strict accordance with this proposal, bid documents and all pertinent portions of plans, drawings and specifications.

Addenda

The undersigned acknowledges receipt of the following addenda:

Addendum Number:	Dated:
Addendum Number:	Dated:
Addendum Number:	Dated:

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth in this RFP.

My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of

business or commerce, or any act of fraud. Furthermore, I understand that fraud and unlawful collusion are crimes under Federal Law, and can result in fines, prison sentences, and civil damage awards.

My signature also certifies that this firm has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to Rochester Community Schools, and that there are no principals, officers, agents, employees, or representatives of this firm that have any business or personal relationships with any other companies or persons that could be considered as a conflict of interest or a potential conflict of interest to Rochester Community Schools, pertaining to any and all work or services to be performed as a result of this request and any resulting contract with Rochester Community Schools.

I hereby certify that I am authorized to sign as a Representative for the Firm:

Legal Status of Bidder

1. A Corporation organized and existing under the laws of the State of _____.
2. Name, title, and signature of individual duly authorized to execute contracts:

Name: _____

Title: _____

Signature: _____

CONTACT PERSON: _____ PHONE NO: _____

FAMILIAL DISCLOSURE AFFIDAVIT OF BIDDER

The undersigned, owner or authorized officer of _____ (the bidder/contractor), pursuant to the familial disclosure requirement provided in the Request for Proposals, hereby represent and warrant, except as provided below, that no familial relationships exist between the bidder/contractor or any employee of the bidder/contractor, and any member of Rochester Community Schools Board of Education, the Superintendent and/or any Rochester Community Schools Administrator.

☐ The following are the bidder's familial relationship(s) with Rochester Community Schools:

Bidder/Contractor Employee Name Related to:

1 _____

2 _____

(Attach additional pages if necessary to disclose all familial relationships.)

☐ There is no familial relationship that exists between the bidder/contractor and/or any employee of the bidder and any member of the Rochester Community Schools Board of Education, Superintendent, or Administration.

Bidder: (Company Name)

By:

(Signature)

(Title)

This instrument was acknowledged before me, a Notary Public, in and for _____ County,
_____ on this _____ day of _____, 20____.

_____ SS:

(Notary Public Signature)

My Commission expires: _____

Acting in the County of: _____

Certification of Compliance – IRAN ECONOMIC SANCTIONS ACT
(MICHIGAN PUBLIC ACT NO. 517 OF 2012)

The undersigned, the owner or authorized officer of the Below named Bidder (the "Bidder"), pursuant to the compliance certification requirement provided in the Rochester Community Schools' (the "School District") Request for Bid, hereby certifies, represents and warrants that the Bidder (Including its officers, directors and employees) is not an "Iran linked business" within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the "Act"), and that in the event Bidder is awarded a contract as a result of the aforementioned RFB, the Bidder will not become an "Iran linked business" at any time during the course of performing the Work or any service under the contract.

The Bidder further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more the \$250,000.00 or 2 times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the School District's investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for bid for three (3) years from the date that it is determined that the person has submitted the false certification.

Name of Company

Name and Title of Authorized Representative

Signature

ATTACHMENT A

SPECIFICATIONS

- A. Contract Duration:
 - 1) Awarded contract will run from July 2026 through June 2027.
 - 2) Up to four renewals may be awarded after the initial year.
- B. Print Schedule*:
 - 1) Fall Issue - Printed and delivered to Post Office in July 2026
 - 2) Winter/Spring Issue - Printed and delivered to Post Office in November 2026
 - 3) Summer Issue - Printed and delivered to Post Office in March 2027
 - 4) **In the 2026-2027 contract year, there will only be two mailings, starting with the Winter/Spring issue. Subsequent years will resume with three mailings per year.*
- C. Quantity: 44,000-45,000
- D. Finished Size: 6.25" x 10.25"
- E. Stock Cover: Same as Text
- F. Stock Text: Option 1: 50# Bright
- G. Ink:
 - 1) Full Color Cover
 - 2) Inside pages
 - i. Option 1: Full color pages 4/4
- H. Number of Pg:
 - 1) Option 1: 36 text + 4 cover (40 total)
 - 2) Option 2: 44 text + 4 cover (48 total)
 - 3) Option 3: 46 text + 4 cover (56 total)
 - 4) Option 4: 60 text + 4 cover (64 total)
 - 5) Option 5: 68 text + 4 cover (72 total)
 - 6) Option 6: 76 text + 4 cover (80 total)
- I. Binding:
 - 1) Staples only without glue.
- J. Typesetting:
 - 1) Files provided by electronic submission in PDF format.
- K. Turnaround:
 - 1) Expect 8 business day turnaround or better from time. Electronic art available, to drop off at Post Office with electronic/online proofing included in time.
- L. Bulk Mail:
 - 1) Prepare in-house for bulk mail per mailing list provided by Rochester Community Schools.
- M. Delivery:
 - 1) To be carrier route sorted, skid packed and delivered to Post Office. Balance to be delivered to Rochester Schools' Administration Building the same day.
 - 2) Postage to be paid by printer to be added to invoice.

END ATTACHMENT A