PURCHASING & WAREHOUSE DEPARTMENT
2326 Bisso Lane, Concord, California 94520

REQUEST FOR BIDS

#1969

2026 Catalog - Adult Education

FOR

MT. DIABLO UNIFIED SCHOOL DISTRICT

DATE DUE: April 23, 2026 11:00 a.m.

Mt. Diablo Unified School District
NOTICE FOR REQUEST FOR BIDS
RFB #1969 – 2026 Catalog - Adult Education

The Mt. Diablo Unified School District ("**District**") is requesting submission of Request for Bids ("RFB") from qualified firms, partnerships, corporations, associations, persons, or professional organizations ("**Firm(s)**") **for RFB #1969 – 2026 Catalog - Adult Education for Mt. Diablo Unified School District.**

RFB documents and specifications may be reviewed and/or downloaded from the Mt. Diablo Unified School District Website. Go to Departments, Business Services, Purchasing & Warehouse, Bidding & Auction Information Tab. The IP address is as follows:
https://mdusdorg.finalsite.com/departments/business-services/purchasing-warehouse/bid- information/non-construction-bids.

Interested companies are invited to submit their original Bids as described below to: **Mt. Diablo Unified School District, Attn: RFB #1969, Purchasing Department, 2326 Bisso Lane, Concord, CA 94520.** Facsimiles (Fax) of Bids will NOT be accepted.

This request is a formal request for RFBs, but is not an offer by the District to contract with any firm responding to this RFB. **The District will select one firm to provide catalog production services for the Adult Education Department.**

Sealed Bids must be received by 11:00 am, Thursday, April 23, 2026. Submittals received after this date and time will not be accepted by the District. There will be no public RFB response opening on this RFB.

The District reserves the right to waive any informalities or irregularities in received submittals. Further, the District reserves the right to reject any submittals and to negotiate contract terms with one or more respondent firms for one or more of the work items. The District retains the sole discretion to determine issues of compliance and to determine whether a respondent is responsive, responsible and qualified.

Dr. Adam Clark, Board Clerk

Publication: Contra Costa Times
Advertising Dates: March 31 and April 6, 2026

REQUEST FOR BIDS
RFB #1969
2026 Catalog - Adult Education

1.0 Overview of Request for Bids

1.1 Publication of Request for Bids

Mt. Diablo Unified School District ("MDUSD" or "District") is issuing this Request for Bids ("RFB") to solicit bids from qualified bidders to provide grocery, frozen and bakery products for the school meal program.

As used in this RFB, the following words have the meanings assigned to them herein.

"Contractor." Contractor refers to the entity who the District selects for award of contract pursuant to this RFB and with whom the District successfully negotiates the terms of an agreement.

"Key Personnel." Key Personnel refers to the individuals who will perform essential roles in establishing, coordinating, and delivering the services requested under this RFB.

"Bidder." The Bidder refers to any entity submitting a response to this RFB. Also referred to as Respondent.

"Submittal." The Submittal refers to a response package submitted in response to this RFB. Also referred to as Statement of Bids or Bid.

1.2 Timeline and Key Dates

The anticipated schedule for this solicitation event is as follows.

Milestone	Weekday	Date
Issue Date, Document Posting (MDUSD Website), and First Advertising Run Date	Tuesday	March 31, 2026
Second Advertising Run Date	Monday	April 6, 2026
Pre-Bid Question Submission Deadline	**Wednesday**	**April 15, 2026**
Question & Answer Posting	Friday	April 17, 2026
Bids Due (by 11:00 AM)	**Thursday**	**April 23, 2026**
Board of Education Approval Date (Anticipated)	Wednesday	May 13, 2026
Contract Start Date (Anticipated)	Tuesday	May 26, 2026

2.0 General Information

2.1 Overview of the District

The Mt. Diablo Unified School District serves nearly 30,000 students at over 50 schools in the communities of Concord, Pleasant Hill, Clayton, Bay Point, Pittsburg, and parts of Walnut Creek, Martinez, and Lafayette. MDUSD is committed to ensuring high-quality education for all students and providing innovative programs that prepare them for success in college, career, and life. Our Adult Education Department has **6,733** students. Mt. Diablo Adult Education (MDAE) serves a diverse student population representing a wide range of ethnicities and ages.and foster a community of learners that partners with local agencies to support student success. Our qualified staff provides ongoing guidance and resources to help students:

- Build and strengthen skills in basic math, reading, and writing
- Earn a high school diploma or high school equivalency certificate
- Develop English reading, writing, and speaking skills
- Gain knowledge and confidence in effective parenting
- Earn a certificate in a career training program and prepare for employment
- Improve computer and digital literacy skills
- Explore personal interests in the arts, crafts, personal finance, cooking, and more
- Support physical health through exercise
- Build independence and employment skills for students with disabilities

Mission and Vision Statement

Mt. Diablo Adult Education provides lifelong learning opportunities to adults of all ages and their families. Programs, led by qualified instructors, support learners of all abilities in achieving their educational, employment, community, and personal goals. The department is committed to delivering accessible, high-quality education in a safe, positive, and supportive learning environment where every student can succeed. Strong partnerships and collaborations are valued and maintained to effectively serve the diverse Mt. Diablo Unified School District community.

2.2 Overview of the Adult Education Department

The Adult Education Department is an integral part of the District. Adult Education has the responsibility of providing lifelong learning opportunities, career development, and essential skills to support student success and community needs. Adult Education is made up of dedicated instructors and staff teaching a diverse population of adult learners across a variety of programs, including basic skills, workforce training, and enrichment courses.

MDAE Programs:

- Adult Basic and Secondary Education
- Adults with Disabilities (AWD)
- Career and Technical Education(CTE)
- English as a Second Language (ESL)
- Lifelong Education
- Parent Education

2.3 Background and Statement of Service Need

The vendor will collaborate with Mt. Diablo Adult Education Department to design, produce, and deliver the class catalogs. The vendor will deliver bulk mail catalogs to USPS post offices and MDAE school site locations **four (4) times per year**, and may also provide additional services such as **postcards, flyers, and other promotional materials**.

3.0 Scope of Work and Requirements

3.1 Scope of Work - Adult Education Catalog Printing and Mailing Services

3.1.1. Purpose

The Mt. Diablo Unified School District ("District") seeks proposals from qualified vendors to provide **printing, mailing, and distribution services** for the District's Adult Education catalogs and related materials. The selected vendor shall provide all labor, materials, equipment, and services necessary to produce and distribute the Adult Education catalogs in accordance with the specifications outlined in this Scope of Work.

The District intends to award a contract to one qualified vendor to provide these services for the contract term, with renewal options as permitted by law.

3.1.2. General Scope of Services

The vendor shall provide comprehensive services including:

- Post Card printing
- Catalog printing
- Mailing preparation and distribution
- Delivery to designated locations
- Proofing and quality assurance
- Optional graphic layout assistance
- Digital catalog file preparation

The vendor must demonstrate the capability to produce large-volume print jobs and coordinate bulk mail distribution efficiently and in compliance with United States Postal Service (USPS) requirements.

3.1.3. Catalog Printing Requirements

The vendor shall print the Adult Education catalog approximately **four (4) times per year** (Fall, Winter, Spring, and Summer editions).

Estimated Quantities

- Approximately **50,000–140,000 copies per edition**
- Additional copies delivered to the District Adult Education Office for internal distribution

Catalog Specifications

The catalog shall generally meet the following specifications:

Finished Size

- Approximately **6 inches x 10.75 inches**

Page Count

- Typically **20-25 interior pages plus a four-page cover**
- Summer edition- Post Card

Paper Stock

- Cover: Gloss book stock (approximately 80–100 lb)
- Interior pages: High brightness offset paper (approximately 34–50 lb)

Ink

- Cover: Four-color process
- Interior pages: Black plus spot color (PMS)

Binding

- Saddle stitched with two staples

The District reserves the right to modify page count, quantities, and specifications as needed, with mutual agreement on any cost adjustments.

3.1.4. Proofing and Production Process

The vendor shall provide the following proofing and approval process:

- Digital proofs (high resolution and low resolution) prior to printing
- Opportunity for District review and approval of proofs
- Press check availability when requested
- Final printing only after written approval from the District

The District will typically provide **plate-ready PDF files** unless graphic design services are requested.

3.1.5. Mailing Preparation and Distribution

The vendor shall provide all services necessary to prepare catalogs for mailing, including:

- Carrier route sorting
- USPS-compliant bundling and labeling
- Address verification and mailing preparation
- Delivery of mail-ready materials to designated post offices

Mailing shall be prepared using **Simplified Carrier Route (SCR) or equivalent USPS mailing standards**.

Distribution Areas

Mailings will include households and selected businesses within the District's service area, including but not limited to:

- Concord
- Pleasant Hill
- Clayton
- Bay Point
- Portions of Walnut Creek
- Portions of Martinez
- Other designated service areas

3.1.6. Delivery Requirements

The vendor shall:

- Deliver bulk quantities of catalogs to designated post offices for mailing.
- Deliver additional copies to the District's Adult Education office for distribution to community partners and District departments.

Typical delivery includes:

- Approximately **1,000–3,000 copies delivered to Adult Education offices**
- Remaining catalogs distributed to designated post offices.

All deliveries must comply with USPS mailing requirements.

3.1.7. Production Timeline

The typical timeline from receipt of final approved files to completion of printing and delivery shall not exceed: **10–14 business days**

The vendor must demonstrate the ability to meet District deadlines and accommodate occasional expedited requests when necessary.

3.1.8. Digital Catalog Version

The vendor shall provide a **final digital version of the catalog** suitable for electronic distribution, including:

- Website posting
- Email distribution
- Digital archiving

The digital file shall be provided in **PDF format** unless otherwise specified by the District.

3.1.9. Optional Services

The District may request optional services including:

- Graphic design support
- Catalog layout adjustments
- File preparation
- Printing of related Adult Education materials including brochures, postcards, flyers, and posters

These services shall be provided on an as-needed basis.

3.1.10. Data Management and Reporting

The vendor shall provide:

- Mailing counts prior to printing
- Estimated postage costs
- Documentation verifying USPS mailing requirements
- Confirmation of mailing completion

3.1.11. Sustainability Requirements

The vendor shall comply with applicable California environmental regulations and shall utilize recycled-content paper products when available and appropriate without compromising quality.

3.1.12. Quality Assurance

The vendor shall maintain high quality standards for all printed materials and shall ensure:

- Accurate color reproduction
- Consistent print quality
- Correct page order and binding
- Proper packaging and delivery
- The District reserves the right to reject printed materials that do not meet the specifications or quality standards outlined in this RFP.

3.2 Protocol for Scheduling Services and Invoicing

3.2.1 Scheduling

After the award of contracts, Mt. Diablo Adult Education will provide a list date for the catalog service schedule .

As listed below:

	Fall	Winter	Spring	Summer
Text Due:	6/5	10/5	1/5	4/5
Print:	7/20	11/20	2/20	5/20
Mail:	8/10	12/10	3/10	6/10

3.2.2 Invoicing

Vendor shall submit itemized invoices for services within fifteen (15) working days of completion, certifying compliance with this contract. For deliveries, invoices in duplicate must accompany each site delivery, including purchase order number, site/location, release number (if any), date, vendor, merchandise, and quantity, noting any overages or shortages. Separate invoices per site are required monthly, submitted promptly after the last delivery of the month. Credit invoices must be submitted within fifteen (15) days of delivery; late submissions may result in short payment. All invoices and a recap by item of all sales to the District must be received by the Mt. Diablo Unified School District Accounts Payable Department (1936 Carlotta Dr., Concord, CA 94519 or **acctspay@mdusd.org)** by the 15th of the following month. Vendor is responsible for tracking services and submitting invoices directly.

3.3 Requirements

The District has identified the following requirements as necessary for the successful performance of the tasks associated with provision of the requested services. Bidders are advised to review them carefully and confirm in their bid response (Section 4.2) that they have so reviewed and that they will abide by them for the duration of the contract term and any extensions to that. The Contractor must:

- Maintain all required insurance coverages in the types and amounts specified by the District, ensuring that all policies remain in full force and effect throughout the contract term. The Contractor shall provide updated certificates of insurance and endorsements prior to the expiration of existing policies.
- Designate one (1) Contract Manager for the duration of the contract to oversee all services performed under this agreement. The Contract Manager shall have a minimum of three (3) years of experience managing, coordinating, or supervising these services. The Contract Manager shall serve as the primary point of contact for the District and shall have full oversight responsibility for all work performed.

- Correct any errors, deficiencies, or incomplete work identified by the District or discovered during inspection at no additional cost within twenty-four (24) hours of notification, or within a mutually agreed-upon timeframe if immediate correction is not feasible.

4.0 Bid Format, Content, and Submission

Bidders shall abide by these format, content, and submission requirements and procedures. The District reserves the right to reject any Bids that fail to meet these requirements and procedures.

4.1 Bid Format

4.1.1 Minimum Qualifications Certification

Bidders should download, complete, and submit the ***Minimum Qualifications Certification (Appendix A)***. Any bids submitted without a completed Minimum Qualifications Certification will be deemed nonresponsive and will not be accepted.

4.1.2 Proposed Fees for Services

Bidders should download and use the ***Bid Sheet (Appendix B)*** to present their fee bid. The Bid Sheet should include for all service technicians hourly rate. ALL PRICES AND FEES ARE TO BE FIRM FOR THE INITIAL TERM OF THE CONTRACT.

4.1.3 Reference Checks - Release of Liability

Bidders should download, complete, and submit all the required information in the ***Reference Check (3) Forms (Appendix C)***. The references will be asked to verify Bidder's experience, including length and level. In addition to other things, the information provided will be used in determining if Bidders meet the Minimum Qualifications. Bidders should therefore ensure that they only submit references that have first-hand knowledge of the information and can verify that information.

4.2 Bid Submission

A. Preparation of RFBs. RFB's must be submitted in ink or typewritten. Both **unit price and extension** (where applicable) for all line items must be shown where required on the RFB form. Signature on RFB's must be in **wet ink (blue ink)** to be considered acceptable. RFB on each item separately. Prices should be stated in units specified hereon. **RFB Bidders are requested to submit their pricing on the RFB forms provided**. Each RFB must be submitted in a separate ***sealed envelope*** with the RFB number on the outside, vendor name, and must be submitted to the Purchasing/Warehouse Department of the Mt. Diablo Unified School District at the time and date specified. Fax or other electronic delivery of RFBs is not acceptable. Bids received other than through hardcopy (mailed or delivered) after the due date and time shall not be accepted.

B. Documents Required for Bid Opening:

- ☑ **Bid Document**
- ☑ **Appendix A - Minimum Qualifications**
- ☑ **Appendix B - Pricing Sheet**
- ☑ **Appendix C - Reference Check Form (3 references)**
- ☑ **Appendix D - Noncollusion Declaration**

5.0 District's Evaluation / Selection Process

5.1 Overall Evaluation Process

Evaluation Phase	Scoring
Minimum Qualifications Certification	Pass/Fail
Bid Sheet	35
References	20
Qualifications & Experience	15
Past Positive Performance	15
Work Plan/Responsiveness	15

This section describes the District's criteria for analyzing and evaluating the Bids. Submittals received in response to this RFB will be evaluated in phases.

Minimum Qualifications (Pass/Fail)

Submittals will be reviewed by the District's Procurement Department staff to determine whether the Bidder meets the minimum qualification requirements for this solicitation. Evaluation at this phase shall be conducted on a pass/fail basis. Only those Submittals that meet all minimum qualification requirements will be advanced to subsequent phases of the evaluation process.

The District has established the following requirements as the minimum qualifications for participation in this solicitation:

- The Contractor shall demonstrate a minimum of three (3) years of experience within the most recent five (5) years providing **catalog printing, bulk printing,**

and distribution services comparable in scope and complexity to those described in this RFB.

- The Contractor shall demonstrate experience serving **K–12 school districts, public agencies, or similarly sized organizations**, including projects involving large-scale print runs and coordinated distribution.
- The Contractor shall have documented experience providing comprehensive printing and distribution services, including:
    - Pre-press services (file review, formatting, proofing)
    - High-volume printing (color and/or black-and-white)
    - Binding and finishing (e.g., saddle stitch, perfect binding, folding)
    - Packaging and labeling for distribution
    - Direct delivery to multiple sites and/or bulk mailing services
    - Inventory management and reprint capability, if applicable
- The Contractor shall have the capacity and equipment necessary to meet **production timelines, volume requirements, and quality standards** specified in this RFB.
- The Contractor shall comply with all applicable federal, state, and local regulations, including:
    - Environmental and sustainability standards (if applicable)
    - Postal regulations for mailing services (if applicable)
    - District policies related to printing and distribution
- All services shall be performed by properly trained and qualified personnel. The Contractor shall demonstrate quality control procedures to ensure accuracy, consistency, and print quality.
- The Contractor shall provide a minimum of three (3) references for comparable clients, including a description of the scope of services provided, duration of the contract, and current contact information.
- The Contractor shall demonstrate the ability to coordinate production and distribution schedules to meet **critical deadlines**, including the ability to accommodate expedited timelines if required.

Bidders must complete and submit the Minimum Qualifications Certification (Appendix A) form along with supporting documentation verifying their responses.

Bid Sheet Evaluation

Evaluation of pricing will be based on the cost proposal submitted on the Pricing Sheet (Appendix B), including unit costs, print run pricing, and distribution costs. The lowest

responsive and responsible bid will receive the highest score. The bid sheets with the four lowest total costs will be identified as the highest ranked Bidders for further evaluation.

Reference Checks

District staff will review and check the references for each of the four highest ranked Bidders. References will be asked to verify the Bidder's experience in providing similar services, including print quality, adherence to schedules, accuracy of deliverables, communication, problem-solving, and overall customer satisfaction.

Bidders must submit a completed Reference Check Form (Appendix C) with a minimum of three (3) references.

Qualifications & Experience

Evaluation of the Contractor's demonstrated expertise in catalog printing and distribution, including:

- Experience with similar project sizes and complexities
- Staff qualifications and technical capabilities
- Equipment, technology, and production capacity
- Demonstrated ability to maintain quality and consistency across large print runs

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Past Performance

Evaluation of the Bidder's record of successful performance on prior contracts with MDUSD or similar agencies, including:

- Adherence to production schedules and delivery deadlines
- Accuracy and quality of printed materials
- Responsiveness to issues and ability to resolve problems effectively
- Overall reliability and customer satisfaction

Work Plan / Responsiveness

Evaluation of the Bidder's proposed approach to delivering services, including:

- Production timelines and scheduling methodology
- Proofing and approval processes
- Quality control measures
- Distribution logistics and delivery coordination
- Communication protocols and designated points of contact
- Ability to meet deadlines and accommodate revisions or urgent requests

This includes the Contractor's ability to provide clear timelines, maintain consistent communication, and ensure timely delivery to all designated District locations.

6.0 Contract Award

The District, at its sole discretion, may award contracts to a pool of qualified vendors with a **collective not-to-exceed value of four hundred thousand dollars ($400,000.00)** to provide the required services. Contract awards, if any, will be based on the responsiveness and responsibility of bidders, and the District may enter into contract negotiations with the highest-ranked bidder(s).

The selection of any bid shall not imply acceptance by the District of all terms of the bid, which may be subject to further negotiations and approvals before the District may be legally bound thereby. If a satisfactory contract cannot be negotiated in a reasonable time the District, in its sole discretion, may terminate negotiations with the highest ranked bidder and begin contract negotiations with the next highest ranked bidder. The selected bidder will be required to enter into a contract substantially in the form of the Organization/Professional Services Agreement, attached hereto as ***Appendix E "Form of Contract"***. Failure to timely execute the contract, or to furnish any and all insurance certificates and policy endorsement, surety bonds or other materials required in the contract, shall be deemed an abandonment of a contract offer. The District, in its sole discretion, may select another firm and may proceed against the original selectee for damages.

A contract made pursuant to this RFB shall have an initial term of three (3) years. In addition, the District shall have two options exercisable at its sole discretion, to extend the term of the contract for a period or periods of up to one year each. The maximum contract period shall not be more than five (5) years.

7.0 Terms for Receipt of Bids

7.1 Errors and Omissions in RFB

Bidders are responsible for reviewing all portions of this RFB. Bidders are to promptly notify the District in writing, if they discover any ambiguity, discrepancy, omission, or other error in the RFB. Any such notification should be sent by email to **Elizabeth McClanahan, Director of Purchasing & Warehouse,** mcclanahane@mdusd.org promptly after discovery, but in no event later than **4:00 P.M. (PST) on April 15, 2026**. The email must be a direct email to this address; it cannot be a "reply" or part of a thread. The subject line of the email must state: **ERRORS AND OMISSIONS FOR RFB #1969 – 2026 Catalog - Adult Education.** Modifications and clarifications will be made by addenda as provided below.

7.2 Questions and Objections Regarding the RFB

Any questions and/or objections concerning the substance of this RFB including the Scope of Work, requirements, and evaluation criteria must be submitted, in writing, via email to **Elizabeth McClanahan, Director of Purchasing & Warehouse,** mcclanahane@mdusd.org by **4:00 P.M. (PST) on April 15, 2026**. Any questions concerning the RFB process shall be submitted no later than five (5) working days prior to the bid due date to the same email address. The email must be a direct email to this address; it cannot be a "reply" or part of a thread. The subject line of the email must state: **RFB #1969 – 2026 Catalog - Adult Education.** Bidders who fail to do so will waive all further rights to protest, based on these specifications and requirements.

If necessary, a "Questions and Answers" document will be developed from all submitted questions and posted on the District's Contracts Opportunities portal. It is the responsibility of the Bidder to check the portal for the Questions and Answers document and any addenda.

7.3 Change Notices

The District may modify the RFB, prior to the bid due date, by issuing an addendum, which will be posted on the District's Contracts Opportunities Portal. Bidders shall be responsible for ensuring that their bids reflect any and all RFB addenda issued by the District prior to the bid due date regardless of when their bid is submitted. Therefore, the District recommends that Bidders visit the portal frequently, particularly during the run up to the bid due date, to determine if they have downloaded any and all addendum/addenda and documents.

Submission of a bid signifies that the proposed services and fees/cost are valid for 120 calendar days from the bid due date and that the quoted fees are genuine and not the result of collusion or any other anti-competitive activity.

7.4 Revision of Bid

A bidder may revise a bid on the bidder's own initiative at any time before the deadline for submission of bids. The bidder must submit the revised bid in the same manner as the original. A revised bid must be received on or before the bid due date. In no case will a statement of intent to submit a revised bid, or commencement of a revision process, extend the bid due date for any bidder.

At any time during the bid evaluation process, the District may require a bidder to provide oral or written clarification of its bid. The District reserves the right to make an award without further clarifications of bids received.

7.5 Errors and Omissions in Bid

Failure by the District to object to an error, omission, or deviation in the bid will in no way modify the RFB or excuse the bidder from full compliance with the specifications of the RFB or any contract awarded pursuant to the RFB.

7.6 Financial Responsibility

The District accepts no financial responsibility for any costs incurred by any bidder in responding to this RFB. Submissions of the RFB will become the property of the District and may be used by the District in any way deemed appropriate.

7.7 Reservation of Rights by the District

The issuance of this RFB does not constitute an agreement by the District that any contract will actually be entered into by the District. The District expressly reserves the right at any time to:

- Waive or correct any defect or informality in any response, bid, or bid procedure.
- Reject any or all bids.
- Reissue a Request for Bids.
- Prior to submission deadline for bids, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment, or services to be provided under this RFB, or the requirements for contents or format of the bids.

- Procure any materials, equipment or services specified in this RFB by any other means; or
- Determine that no project will be pursued.

7.8 No Waiver

No waiver by the District of any provision of this RFB shall be implied from any failure by the District to recognize or take action on account of any failure by a bidder to observe any provision of this RFB.

8.0 Protest Procedures

8.1 Protest of Contract Award

Within five (5) working days of the District's issuance of an Opening Summary and/or Notice of Intent to Award the contract (posted on the District Bidding Website), the next highest ranked Bidder may submit a written notice of protest if it believes that the District has incorrectly selected another bidder for award. Such notice of protest must be received by the District on or before five (5) working days after the District's issuance of the Opening Summary and/or Notice of Intent to Award.

The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the Bidder, and must cite the law, rule, local ordinance, procedure, or RFB provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the District to determine the validity of the protest.

8.2 Delivery of Protests

All protests must be received by their respective due dates. Protests must be delivered via email to mcclanahane@mdusd.org. The email must be a direct email to this address; it cannot be a “reply” or part of a thread. The subject line of the email must state: **RFB #1969 – 2026 Catalog - Adult Education.** Protests sent by any means or format other than as specified here or that are not received before their respective due dates will not be considered.

End of Section

Appendix A – Minimum Qualifications Certification

RFB# 1969 - 2026 Catalog - Adult Education

PROPOSER WILL BE IMMEDIATELY DISQUALIFIED IF THE ANSWER TO ANY OF QUESTIONS IS "NO."

In addition to responding to these questions, Proposers must include verifying information in their responses to Section 6.3 of the RFB. The District will cross-check the information as part of the minimum qualifications evaluation.

1. Relevant Experience: Does the Proposer possess a minimum of three (3) years of experience obtained within the most recent five (5) years providing **catalog printing, mailing, and/or distribution services** comparable in scope and complexity to those described in this RFB?

- ☐ Yes
- ☐ No

2. Licensing and Compliance: Is the Proposer currently operating with all required and valid licenses, registrations, and business certifications necessary to perform **printing, mailing, and distribution services in the State of California**, including, but not limited to:

- Any applicable business licenses required by state and local jurisdictions; and
- Compliance with U.S. Postal Service (USPS) regulations for bulk mailing and distribution services; and
- Any required permits or approvals for handling, processing, and distributing large-scale printed materials?

- ☐ Yes
- ☐ No

3. Project Management Experience: Does the Proposer currently have a Contract Manager with at least three (3) years of experience managing or coordinating **catalog printing and distribution services** for K–12 school districts, public agencies, or comparable institutional clients?

- ☐ Yes
- ☐ No

_____	_____
Signature	Date
_____	_____
Print Name and Title	Print Company Name

End of Section

Appendix B – Pricing Sheet
RFB# 1969 - 2026 Catalog - Adult Education

Pricing shall include all labor, supervision, equipment, tools, reporting, and travel necessary to perform the required services in full compliance with the RFB scope.

ADULT EDUCATION CATALOG PRINTING & MAILING

VENDOR PRICING PROPOSAL FORM

District: Mt. Diablo Unified School District
Project: Adult Education Catalog Printing and Distribution
RFP Number: _____

Vendor Name: _____

Contact Person: _____

Phone: _____ Email: _____

Date: _____

SECTION 1 – BASE PRINTING COST (PER 1,000 COPIES)

Pricing must include paper, ink, labor, press time, and finishing.

Item	Unit Price (Per 1,000 Copies)
Post card	$_____
20-page Catalog + Inside and Outside Front and Back Covers	$_____
30 Page Catalog + Inside and Outside Front and Back Covers	$_____

Optional Orders

Brochures	$_____
Flyers	$_____
Posters	$_____

SECTION 2 – ADDITIONAL PAGE PRICING

Used if the District increases page count.

Additional Pages	**Price per 1,000**
Add 4 Pages	$_____
Add 8 Pages	$_____

SECTION 3 – PRINT SPECIFICATIONS (CONFIRMATION)

Vendor must confirm pricing is based on the following specifications.

Specification	**Vendor Confirmation**
Finished Size: 6” x 10.75”	Yes / No
Saddle Stitch Binding	Yes / No
Cover: 4 Color Process	Yes / No
Interior: Black + PMS	Yes / No
Gloss Cover Stock	Yes / No
Offset Interior Paper	Yes / No

Any deviations must be listed below:

SECTION 4 – PRODUCTION VOLUME PRICING

Estimated run size per edition.

Quantity	Price Per Run
50,000 copies	$_____
100,000 copies	$_____
125,000 copies	$_____
140,000 copies	$_____

SECTION 5 – MAILING PREPARATION

Includes carrier route sorting and USPS preparation.

Service	Price
Carrier Route Sorting	$_____ per 1,000
Address Processing / Data Handling	$_____ per 1,000
USPS Bundling / Labeling	$_____ per 1,000
Mail Preparation Documentation	$_____ per run

SECTION 6 – DELIVERY COSTS

Delivery Service	Cost
Delivery to Adult Education Office	$_____
Delivery to Post Offices (Multiple Locations)	$_____
Additional Delivery Locations	$_____ per location

SECTION 7 – PROOFING AND PREPRESS

Service	Cost

Digital Proofs	Included / $_____
Hard Copy Proof	$_____
Press Check	Included / $_____
File Preflight / Prepress Setup	$_____

SECTION 8 – OPTIONAL SERVICES

Service	Rate
Graphic Design Services	$_____ per hour
Layout / File Adjustments	$_____ per hour
Mailing List Data Cleaning	$_____ per 1,000
Additional Printing Services	$_____

SECTION 9 – POSTAGE ESTIMATE

Postage is paid by the District but vendor must provide estimate.

Description	Estimated Cost
Estimated Postage Per Catalog	$_____
Estimated Postage Per Run	$_____

SECTION 10 – TURNAROUND TIME

Vendor shall state standard turnaround time from receipt of final files to delivery.

Standard Production Time: _____ business days

Rush Production Available: Yes / No

Rush Production Timeline: _____ days

SECTION 11 – DIGITAL FILE DELIVERY

Vendor shall provide final electronic catalog files.

Deliverable	Included
Print-Ready PDF	Yes / No
Web Optimized PDF	Yes / No
Archived Digital Files	Yes / No

SECTION 12 – SUSTAINABILITY COMPLIANCE

Vendor must confirm:

Requirement	Yes / No
Recycled paper available	Yes / No
FSC or equivalent paper certification	Yes / No
Compliance with CA environmental regulations	Yes / No

SECTION 13 – PRICE VALIDITY

Vendor certifies that prices submitted:

- Are valid for **12 months from contract award**
- Include **all labor, materials, and equipment**
- Do not include **postage**

VENDOR CERTIFICATION

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

Address: _____

Email: _____

Phone: _____

End of Section

Appendix C - Reference Check #1

RFB# 1969 - 2026 Catalog - Adult Education

Reference #1 Name	
Reference Organization	
Telephone Number	
Email Address	
Dates of Service	
Types of printing and mailing projects and related services	(Be specific on types of services provided to the reference organization.)

The undersigned hereby fully and forever release, exonerate, discharge and covenant not to sue the Mt. Diablo Unified School District ("District"), its Board, officers, and employees, and all individuals, entities and firms providing information, comments, or conclusions ("Reference Information") in response to inquiries that the District may make regarding the qualifications or experience of a Prime proposer, proposed joint venture partner, proposed subconsultant or proposed key/lead team member in connection with the selection process for **RFB# 1969** from and for any and all claims, causes of action, demands, damages, and any and all liabilities of any kind or description, in law, equity, or otherwise arising out of the provision of said Reference Information. This Release and Waiver is freely given and will be applicable whether or not the responses by said individuals, entities or firms are accurate or not, or made willfully or negligently.

_____ _____

Proposer's Name Date

_____ _____

Signature of Authorized Representative of Proposer Name and Title of Authorized Representative

Appendix C - Reference Check #2

RFB# 1969 - 2026 Catalog - Adult Education

Reference #2 Name	
Reference Organization	
Telephone Number	
Email Address	
Dates of Service	
Types of printing and mailing projects and related services	(Be specific on types of services provided to the reference organization.)

The undersigned hereby fully and forever release, exonerate, discharge and covenant not to sue the Mt. Diablo Unified School District ("District"), its Board, officers, and employees, and all individuals, entities and firms providing information, comments, or conclusions ("Reference Information") in response to inquiries that the District may make regarding the qualifications or experience of a Prime proposer, proposed joint venture partner, proposed subconsultant or proposed key/lead team member in connection with the selection process for **RFB# 1969** from and for any and all claims, causes of action, demands, damages, and any and all liabilities of any kind or description, in law, equity, or otherwise arising out of the provision of said Reference Information. This Release and Waiver is freely given and will be applicable whether or not the responses by said individuals, entities or firms are accurate or not, or made willfully or negligently.

_____ _____

Proposer's Name Date

_____ _____

Signature of Authorized Representative of Proposer Name and Title of Authorized Representative

Appendix C - Reference Check #3

RFB# 1969 - 2026 Catalog - Adult Education

Reference #3 Name	
Reference Organization	
Telephone Number	
Email Address	
Dates of Service	
Types of printing and mailing projects and related services	(Be specific on types of services provided to the reference organization.)

The undersigned hereby fully and forever release, exonerate, discharge and covenant not to sue the Mt. Diablo Unified School District (“District”), its Board, officers, and employees, and all individuals, entities and firms providing information, comments, or conclusions ("Reference Information") in response to inquiries that the District may make regarding the qualifications or experience of a Prime proposer, proposed joint venture partner, proposed subconsultant or proposed key/lead team member in connection with the selection process for **RFB# 1969** from and for any and all claims, causes of action, demands, damages, and any and all liabilities of any kind or description, in law, equity, or otherwise arising out of the provision of said Reference Information. This Release and Waiver is freely given and will be applicable whether or not the responses by said individuals, entities or firms are accurate or not, or made willfully or negligently.

_____ _____

Proposer’s Name Date

_____ _____

Signature of Authorized Representative of Proposer Name and Title of Authorized Representative

End of Section

Appendix D - NONCOLLUSION DECLARATION

RFB# 1969 - 2026 Catalog - Adult Education

Public Contract Code § 7106

TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID

The undersigned declares:

I am the _____ [PRINT YOUR TITLE]

of _____ [PRINT FIRM NAME],

the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on the following date:

Date: _____

Name of Contractor: _____

Signature: _____

Print Name: _____

Title: _____

END OF BIDDING DOCUMENTS