Spokane Public Schools

Spokane, Washington

REQUEST FOR PROPOSAL 17-2122

Yearbooks

Chase Middle School

Garry Middle School

Glover Middle School

Sacajawea Middle School

Salk Middle School

Shaw Middle School

Ferris High School

Lewis & Clark High School

North Central High School

Shadle Park High School

On-Track Academy

May Include Other Districts

As Identified in Attachment C

*phone* (509) 354-7174

*fax* (509) 354-7183

www.spokaneschools.org

**Purchasing Department**

2815 East Garland Avenue

Spokane, WA 99207-5889

January 10, 2022

 ADVERTISEMENT FOR REQUEST FOR PROPOSAL

Spokane Public Schools’ Purchasing Department will receive sealed responses at 2815 East Garland Avenue, Spokane, WA 99207, for the following:

RFP No. 17-2122

SECONDARY SCHOOL YEARBOOKS until 2:00:00 p.m. PST, Wednesday, February 16, 2022

And

RFP No. 18-2122

ELEMENTARY SCHOOL PHOTOGRAPHY SERVICES until 2:00:00 p.m. PST, Wednesday, February 9, 2022

Specifications are on file in the Purchasing Department and posted on the Spokane Public Schools’ Purchasing website at [www.spokaneschools.org/solicitations](http://www.spokaneschools.org/solicitations).

Spokane Public Schools encourages participation of Minority Owned and Women Owned Business Enterprises.

 BY ORDER OF THE BOARD OF DIRECTORS

 SPOKANE PUBLIC SCHOOLS

 Dr. Adam Swinyard, Secretary

TO BE ADVERTISED IN THE Spokesman-Review, January 12 & 19, 2022.

SPOKANE PUBLIC SCHOOLS

Spokane, Washington

# REQUEST FOR PROPOSAL 17-2122

**SECONDARY SCHOOL YEARBOOKS**

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SPOKANE PUBLIC SCHOOLS

Spokane, Washington

# REQUEST FOR PROPOSAL 17-2122

**SECONDARY SCHOOL YEARBOOKS**

### TERMS AND CONDITIONS

##### PART 1 – INSTRUCTIONS TO BIDDERS

* 1. GENERAL INSTRUCTIONS TO BIDDERS:
1. 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 Spokane Public Schools, Attn: Pam Tatosky, 2815 East Garland Avenue, Spokane, WA 99207. Proposals must be received no later than 2:00:00 p.m. PST, Wednesday, February 16, 2022, to be considered. The packaging 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 will not be accepted.
2. The contract for yearbooks will be awarded to vendor(s) for each school individually as deemed in the best interest of Spokane Public Schools.
3. The term of this contract shall be for the 2022-2023 yearbook at each site. In order to perpetuate a reasonable level of the yearbook function, it may be desirable to allow the optional annual renewal of any contract resulting from this Request for Proposal for a period not to exceed four (4) additional one-year periods, or through the production of the 2026-2027 yearbook. Contract renewal will be at the option of each individual school each year. Bidders shall complete the information contained in succeeding sections relating to price increases the district would be subject to, should renewal options be exercised. NOTE: At no time, however, shall this increase exceed the Consumer Price Index (United States City for Urban Wage Earners and Clerical Workers) as reported the previous 12 month period ending December 31 on a percentage basis to apply to contract pricing for the ensuing school fiscal year or the bidder’s increase percentage, whichever is lower.
4. Spokane Public Schools will evaluate all Bidders’ Proposals. Distribution of this RFP or receipt of any Proposal shall not constitute a commitment by SPS to any or all of the bid participants. If it is determined that the submitted Proposals are not economically beneficial to Spokane Public Schools or for other business reasons, Spokane Public Schools may, at its sole discretion, award a portion of the contracted products/services to more than one supplier, reject all, or further negotiate with bid participants.
5. Bidders are required to answer/address all portions of this RFP in order for their proposal to be considered.
	1. PREPARATION OF PROPOSAL FORM
6. By making a proposal, each Bidder represents that they have read and understand the RFP documents and that their proposal conforms to the terms, conditions, and specifications herein without exception.
7. 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. SIGNATURES

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. WITHDRAWAL OF PROPOSAL

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. INTERPRETATION OF PLANS & DOCUMENTS

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 Purchasing Department 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 Purchasing Department not later than seven (7) calendar days before the date specified for receipt of proposals.** Request for interpretation of specifications must be hand delivered, mailed or faxed to the Purchasing Department, attention Pam Tatosky, Buyer II, at 509-354-7183. Email inquiries are preferred to: pamt@spokaneschools.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 posted online, 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. ASSIGNMENT OF CONTRACT

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 SPS.

* 1. TIME FOR COMPLETION:

It is the intention of SPS to award contract(s) to successful bidder(s) not later than March, 2022.

* 1. DELIVERY

F.O.B. Delivery. All prices are to be FOB to each individual school at the locations indicated below. Insurance is to be borne by company or carrier.

 Garry Middle School Joel E. Ferris High School

 725 East Joseph Avenue 3030 East - 37th Avenue

 Spokane, WA 99208 Spokane, WA 99203

 Glover Middle School Lewis & Clark High School

 2330 West Longfellow Avenue 521 West Fourth Avenue

 Spokane, WA 99205 Spokane, WA 99204

 Chase Middle School North Central High School

 4747 East 37th Avenue 1600 North Howard Street

 Spokane, WA 99223 Spokane, WA 99205

 Sacajawea Middle School Shadle Park High School

 401 East 33rd Avenue 4327 North Ash Street

 Spokane, WA 99203 Spokane, WA 99205

 Salk Middle School On-Track Academy

 6411 North Alberta Street 4091 North Regal Street

 Spokane, WA 99208 Spokane, WA 99207

Shaw Middle School

4106 North Cook Street

Spokane, WA 99207

May include other districts as identified in Attachment C

* 1. TERMINATION

In the event that any of the provisions of this contract are violated by the Bidder, SPS 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. LAW

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 Spokane County, State of Washington.

* 1. TAXES

Proposals are not to include sales tax, however, sales tax will need to be charged on the invoices. The District is exempt from Federal Excise Taxes.

1.12 AFFIRMATIVE ACTION CONTRACT COMPLIANCE STATEMENT

1. The Bidder agrees to comply with all local, state and federal laws prohibiting discrimination with regard to race, color, religion, national origin, sex, age, disability, sexual orientation (including gender identity), creed, Vietnam-era veteran or disabled veteran status.
2. Unless a bona fide occupational qualification exists, the contractor will not discriminate against any otherwise qualified employee or applicant for employment because of race, color, religion, national origin, sex, age, disability, sexual orientation (including gender identity), creed, Vietnam-era veteran or disabled veteran status. The contractor will ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religion, national origin, sex, age, disability, sexual orientation (including gender identity), creed, Vietnam-era veteran or disabled veteran status. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
3. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, sex, age, disability, sexual orientation (including gender identity), creed, Vietnam-era veteran or disabled veteran status.
4. The contractor will send to each labor union or representative or workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's nondiscrimination commitments, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
5. If any contractor is in violation of these requirements, the contractor shall be barred forthwith from receiving awards of any purchase order from Spokane School District No. 81 or shall be subject to other legal action or contract cancellation unless a satisfactory showing is made that discriminatory practices have terminated, and that reoccurrence of such acts is unlikely. This includes compliance with Section 504 of the Vocational Rehabilitation Act of 1973 and Sections 2012 and 2014 of the Vietnam Era Veterans’ Readjustment Assistance Act of 1974.

1.13 EMPLOYEES WHO HAVE BEEN CONVICTED OF CRIMES INVOLVING CHILDREN

1. 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 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 9S.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.
2. 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, 10.97.0303 and 10.97050, 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.
3. 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 under chapter 9.98A RCW, 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.
4. 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 10.97.030 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.

1.14 TOBACCO, ALCOHOL AND FIREARMS ON SCHOOL PREMISES

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

1.15 INDEMNIFICATION**:**

Bidder agrees to indemnify and hold harmless Spokane Public Schools 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.

1.16 COVENANT AGAINST COLLUSION AND GRATUITIES:

1. 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.
2. 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.

1.17 NON-DISCRIMINATION:

Spokane Public Schools 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 SPS 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.

1.18 DEBARMENT/SUSPENSION:

1. Bidder certifies by submission of signed certification document included in this RFP 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.
2. 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.
3. 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.

1.19 PUBLIC INFORMATION/CONFIDENTIALITY:

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.

1.20 INTERLOCAL AGREEMENTS

 Spokane Public Schools has entered into interlocal agreements with districts in Eastern Washington (see Attachment C). Please indicate in Attachment A whether your firm will be willing to allow other school districts in the Spokane area to piggyback onto the results of this bid. Should your firm decide to allow other districts to access this bid, please submit a separate spreadsheet with the pricing (if it is different from that being offered to Spokane Public Schools) for each eligible district. Spreadsheets should clearly identify the district(s) that will be subject to that particular pricing scale. Declining to allow interlocal participation will not preclude your firm from award.

**SPOKANE PUBLIC SCHOOLS**

REQUEST FOR PROPOSAL

**YEARBOOKS**

PART 2 – GENERAL INFORMATION

* 1. SUMMARY OF WORK

Spokane Public Schools is seeking proposals from qualified vendors for management and classroom support in the preparation and the printing of middle and high school yearbooks. It is the intention of the District to award a contract(s) based on the proposal best meeting the needs of each school’s yearbook program relative to the award criteria listed in this Request for Proposal. These instructions are a part of any contract award(s) made by the Spokane Public Schools 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 anticipated numbers of yearbooks required are as follows:

 Chase Middle School (350) Ferris High School (800)

Garry Middle School (400) Lewis & Clark High School (900)

Glover Middle School (300) North Central High School (600)

Sacajawea Middle School (600) Shadle Park High School (750)

Salk Middle School (525) On-Track Academy (400)

Shaw Middle School (325)

May include other district as identified in Attachment C

The actual number of books to be printed for each school may be adjusted up or down, depending on the school’s yearbook sales, until 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 (20 minute presentation with 10 minutes for questions and answers) and must be attended by the local representative designated within this proposal. Demonstrations will be requested at the sole discretion of the District.

* 1. REPRESENTATIVES

A local representative must be assigned to the Spokane Public Schools 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 advisors and the Procurement Buyer, as needed, to review proposals and answer questions. This representative MUST live within a 100-mile radius of Spokane.

The name of an individual at the printing plant, capable of making decisions over the telephone regarding changes and/or corrections on the yearbooks, as well as a “1-800” phone number must be furnished to each yearbook advisor for account servicing.

* 1. 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 each school. Deadlines should have some flexibility for unforeseen events such as snow days or extended student time out due to the pandemic. Delivery date of books is dependent upon the school year calendar.

The delivery date shall not be later than one week before high school commencement (typically the first weekend of June). The delivery date shall be established in September by each school’s Yearbook Advisor.

Advisors will determine other deadlines with the printer during the first 6 weeks of school unless otherwise noted. Deadline schedules will be negotiated with each 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 date 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 Advisor **and** the Purchasing Buyer in writing no less than ten days prior to the final deadline. This notification should include information pertaining to late delivery and/or any 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 the school principal, the Purchasing Buyer, or the Yearbook Advisor.

In the event that the yearbook is delivered late and such notification has not occurred, liquidated damages in the amount of $1000.00 per school day 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 $1500.00 per day will be assessed until the books are delivered.

* 1. 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 the 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.

* 1. 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.

Under Washington State law, payment cannot be made for goods and services until the product has been received. A prorated payment may be made of which one fourth (1/4) of the basic bid may be paid in December; one fourth (1/4) of the basic bid may be paid in March; and the balance payment will be made after receipt of the yearbooks and upon approval by the individual school yearbook advisor. However, actual payment will not exceed costs incurred at each of the above dates.

* 1. 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 the 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 in writing by the Yearbook Advisor. **Vendors are cautioned to ensure all charges are clearly laid out with the Yearbook Advisor as unapproved additional charges will not be honored. It will be the vendor’s representative’s responsibility to have Advisor signed approvals to show proof that advanced authorization was granted for additional charges.**

* 1. SHIPPING

Yearbooks will be shipped F.O.B. to the schools indicated on the date and time specified by the Advisor. No additional shipping, handling, or storage charges shall apply. No surplus fees (fuel, environmental, etc.) shall be added.

* 1. COPY RETURN

All digital photo CDs, art work, 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.

* 1. 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, including supply chain disruption due to the pandemic. 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.

* 1. TRAINING

The bidder certifies that a one day, local, fall training workshop will be conducted every year for the duration of the bid contract for the purposes of training the entire staff in the production of the yearbook. In addition, the vendor should also conduct a multiple day summer workshop for student staff to begin yearbook planning prior to school start-up. Optimally, both workshops should be located within a fifty mile radius of the Spokane area, however, this 50-mile proximity is required for the one-day fall training. Training shall include: layout and design, current trends in yearbook production, production methods and requirements unique to the bidder’s company, and other appropriate training. All bidders must be able to demonstrate their proficiency in teaching the advisor and students how to effectively utilize In Design, Photoshop, and/or their own company’s yearbook enhancements and software, including their page proofing system prior to, and during, the term of the contract. Please attach a detailed explanation of all technology that is available from your company that will assist us in automating our production using scanned images and digital photos.

* 1. SAMPLES

Samples are requested to be furnished by the bidder to determine acceptability of vendor’s product. The bidder is responsible for all freight, parcel post, and insurance for samples from the firm and return. Any sample not picked-up within four weeks after the board award of contract(s) will be disposed of at the discretion of the District.

2.12 PRINTING PLANT LOCATION

 In accordance with RCW 43.19.748, all printing, binding and stationery work done for the district shall be performed within the state, and all proposals, requests or invitations to submit bids, prices, or contracts thereon, and all contracts for such work, shall so stipulate: PROVIDED, that whenever it is established that any such work cannot be executed within the state, or that the lowest charge for which it can be procured within the state exceeds the charge usually and customarily made to private individuals and corporations for work of similar character and quality, or that all bids for the work or any part thereof are excessive and not reasonably competitive, then the work may be performed outside the state. In any event, however, all yearbooks shall be printed within the United States.

2.13 GENERAL YEARBOOK BID SPECIFICATIONS

 For the purpose of pricing products required from this RFP and evaluation of pricing for equivalent products, the following specifications are to be used as a standard when determining general pricing for the yearbooks. Anything other than these specifications that are desired by the individual schools, and approved by their advisor (See paragraph 2.06), will either be added or subtracted from the basic yearbook price accordingly to arrive at the single yearbook cost for each school. The basic bid price will be based on:

* Full color books
* Paper stock of 100# Legend Gloss
* 160 point cover board (please submit sample of all cover board weights available from your firm) with school choice of embossed silk screen with choice of base color and two applied colors or four color gloss laminated lithograph
* Standard 65# white endsheets
* Smythe sewn binding with pre-stretched nylon thread; no glue excesses or slippage between signatures

**SPOKANE PUBLIC SCHOOLS**

REQUEST FOR PROPOSAL

**YEARBOOKS**

PART 3 – CONTENT AND FORM OF PROPOSALS

* 1. 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 with each section separated by an index tab:

* 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 which must include all contact information.
	3. A management plan, labeled Attachment A herein, to collaborate with the Spokane Public Schools 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 as required to complete your response.
	4. Signed Certification (Attachment B)
	5. Samples of merchandising and advertising materials for yearbook sales
	6. Completed Pricing Response Spreadsheet of Proposal (Excel format)
	7. Complete listing with prices (per book) of all optional extras offered by your firm
	8. SAMPLES

Samples of recently published books and supplemental inserts should be submitted for evaluation. Samples of fonts and type styles and headlines available for selection should also be included, as well as samples of each different cover weight (see paragraph 2.13)

3.03 FORM

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

**SPOKANE PUBLIC SCHOOLS**

REQUEST FOR PROPOSAL

**YEARBOOKS**

PART 4 – EVALUATION OF PROPOSALS

* 1. EVALUATION PROCESS

Complete proposals will be evaluated based on the following criteria. Incomplete proposals will not be considered. Spokane Public Schools will be the sole judge as to the acceptability of proposals.

Spokane Public Schools 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.

The objective of this RFP is to select a vendor(s) that provides students with quality products in a timely fashion while offering courteous and prompt customer service. The District intends to select a yearbook vendor(s) who can provide quality items, excellent customer service, error corrections and turnaround, and reasonable pricing. **Since there are important considerations other than price, the District will consider all aspects of the proposal when making a final decision.** **Specific evaluation criteria are listed below.**

* 1. EVALUATIVE CRITERIA

20% 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.**

30% Demonstrated quality and quantity of software, software enhancements and additional resources available for yearbook preparation. An actual demonstration to yearbook advisors may be requested. At that time your firm may be asked to show a PDF preparation and submission.

30% Complete Cost Proposal

10% References for no less than three (3) other equivalent secondary school yearbooks should be provided. Spokane Public Schools reserves the right to request and/or contact additional references without regard to the submitted reference names.

10% Samples of recent yearbooks must be included for consideration with your proposal. Samples should include recent yearbook, recent supplemental, and other information pertinent to yearbook production. Points will be awarded for quality of print and pictures.

**SPOKANE PUBLIC SCHOOL DISTRICT NO. 81**

REQUEST FOR PROPOSAL

**YEARBOOKS**

**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 has the Spokane representative been engaged in this business? How many years to K-12 organizations? How many years have they 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? Their contact information? |
|  |

|  |
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| What amount of time, or types of services, does the field representative bring to their client schools? |
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| Does this field representative have any yearbook under contract this year that is expected to be delivered late? If so, where, and why? |
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| What types of communication guidelines does the field representative set with their contracted schools? Who are the additional contacts and responsible parties? |
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| What technologies and types of software does your company employ for the production of yearbooks that you believe would be of value to the District? Please describe. |
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| --- |
| 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. |
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| 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. |
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| Provide a list and cost sheet for yearbook production supplies available through your company. |
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| Provide a complete list of all 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 on disk or book form, and backgrounds, edges, fills, etc. on disk. |
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| Please describe any color programs and additional costs involved. |
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| 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. |
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| Please use this space to tell us about any additional costs that vendor foresees schools may incur relative to their proposal. |
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| --- |
| Spokane Public Schools has entered into interlocal agreements with other school districts in Eastern Washington. Would your firm be willing to extend the same pricing and options to these districts? (Responding “no” to this question will not exclude you from award consideration.) |
|  |

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

**SPOKANE PUBLIC SCHOOL DISTRICT NO. 81**

REQUEST FOR PROPOSAL

**YEARBOOKS**

**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

Printed Name

Address

City, State, Zip Code

Telephone Fax

Email Address

Dated

Acknowledge receipt of addendum # \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DISTRICTS WITH INTERLOCAL AGREEMENTS**

**ATTACHMENT C**

Almira School District

Asotin-Anatone School District

Central Valley School District

Cheney School District

Chewelah School District

Clarkston School District

Colfax School District

College Place School District

Colville School District

Coulee Hartline School District

Creston School District

Culdesac Joint School District, Idaho

Cusick School District

Davenport School District

Dayton School District

Deer Park School District

East Valley School District

Ephrata School District

Everett School District

Evergreen School District

Finley School District

Freeman School District

Garfield School District

Grandview School District

Harrington School District

Keller School District

Kelso School District

Kettle Falls School District

Kiona-Benton City School District

Lamont School District

Liberty School District

Lind School District

Longview School District

Loon Lake School District

Mary Walker School District

Mead School District

Medical Lake School District

Methow Valley School District

Nespelem School District

Newport School District

Nine Mile Falls School District

North Franklin School District

Northport School District

Northshore School District

Oakesdale School District

Odessa School District

Orient School District

Othello School District

Pomeroy School Dsitrict

Palouse School District

Pasco School District

Pateros School District

Pomeroy School District

Prescott School District

PRIDE Prep Charter School

Pullman School District

Reardan-Edwall School District

Republic School District

Riverside School District

Ritzville School District

Rosalia School District

Royal School District

Selkirk School District

Soap Lake School District

South Kitsap School District

Spokane International Academy

Sprague School District

Stanfield School District, Oregon

Summit Valley School District

Sumner School District

Tekoa School District

Umatilla School District, Oregon

Valley School District

Vancouver School District

Wahluke School District

Waitsburg School District

Walla Walla School District

Warden School District

Washougal School District

Washtucna School District

Wellpinit School District

West Valley School District

Wilbur School District

Wilson Creek School District

**ATTACHMENT D**

**PART I: STATEMENT REGARDING EQUAL EMPLOYMENT OPPORTUNITY**

We hereby certify that we have made a conscientious effort to comply with federal, state and local equal employment opportunity requirements in bidding this project and we will make the same efforts in fulfilling the requirements if awarded the Contract.

We further designate the following as the person who has been charged with the responsibility for securing compliance with and reporting progress on affirmative efforts.

Name:

Title: Phone Number:

**PART II: CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION**

In submitting the proposal to do the work as outlined in the Contract Specifications, we hereby certify that we have not been suspended or in any way are excluded from Federal procurement actions by any Federal agency. We fully understand that, if information contrary to this certification subsequently becomes available, such evidence may be grounds for non‑award or nullification of the Contract.

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, Participant's responsibilities.

Signed: Date:

Title: Firm:

Address:

City State & Zip:

**PART III: BYRD ANTI-LOBBYING AMENDMENT CERTIFICATION**

In accordance with federal regulations, contractor must submit certification that it will not and has not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant or any other award covered by this amendment. Each must also disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award.

By signature below, our firm certifies that it is in full compliance of the Byrd Anti-Lobbying Amendment and further certifies that they do not contract with other firms or individuals who are in violation of this Amendment.

Signed:

Printed Name: Title:

Firm:

**THIS FORM MUST BE COMPLETED AND SUBMITTED WITH BID DOCUMENTS**

**FAILURE TO DO SO MAY DISQUALIFY YOUR FIRM.**