

**PERRIS UNION HIGH SCHOOL DISTRICT**

**REQUEST FOR PROPOSALS  
RFP #042716 - Yearbook Services**

The Perris Union High School District invites proposals for Yearbook Services

**Sealed Proposals & Mandatory Vendor Show**

DATE: April 27, 2016

TIME: 2:00 pm

LOCATION: Heritage High School  
Room J103  
26001 Briggs Road  
Romoland, CA 92585

## INSTRUCTIONS AND CONDITIONS

### 1. PREPARATION

Bidders are to **submit separate proposals for each school site** in a binder, in typewritten format, outlining all items and services listed within **Appendix A, Yearbook Services Listing & Services** and any other related items. The proposal must include price sheets for everything to be bid including handling and/or any service charges, and late-order programs for any product(s) offered. Bidders must also include a sample of their standard contract and any promotional programs and services available to the schools. Bidder may propose other products and services in addition to those listed to enhance the school's program. The District reserves the right to select only the products and services that are deemed necessary and/or appropriate.

**Proposed pricing for like products and services must be the same for each school site.**

Only those products included in the proposal will be allowed for sale at the school site during the contract term(s). Substitutions not specifically stated in the proposal shall first be negotiated with the Purchasing Director of the Perris Union High School District and shall be available to every school under contract.

Bidders are to provide binders to the District, sealed in a box, carton or appropriate container. Bidders must include a digital copy of the proposal on a USB Flash Drive as well. The box, carton or container must clearly be labeled with the bidder's name and RFP Number. **Sealed Proposals must be brought to the mandatory vendor show at Heritage High School on April 27, 2016 at 2:00 pm.** Any vendor that does not bring their sealed proposal to the mandatory vendor show will be considered non-responsive. There will not be a public opening of the sealed proposals.

**Location where proposals will be received:**

**Heritage High School  
Room J103  
Attn: Nick Newkirk  
26001 Briggs Road  
Romoland, CA 92585**

Each bidder is responsible to ensure proposals arrive on time and at the location stated above. The District will not grant exceptions for proposals received after the deadline.

## 2. ITEMS TO BE SUBMITTED WITH PROPOSAL:

The following items are required to be submitted with the proposal:

- Five (5) Binders w/pricing and other required documentation for each school site (one [1] for each school site) Each site will keep a copy of their binder.
  - Label each binder with the school site's name:
    - Perris High School
    - Paloma Valley High School
    - Heritage High School
    - Pinacate Middle School
    - California Military Institute
- One (1) Binder w/pricing and other required documentation for ALL school sites
  - This binder will be the District's copy
- One (1) USB Flash Drive with pricing and other required documentation
- Signed Copy of Vendor Show Instructions
- Signed Copy of Information Required of Bidder
- Signed Copy of Proposal

## 3. ERRORS AND CORRECTIONS

Verify proposals before submission as proposals cannot be withdrawn or corrected after being opened.

## 4. SALES TAX

Do not include California Sales or Use Tax in the unit prices. This tax will be added and paid for by the District. Do not include Federal Excise Tax.

## 5. SIGNATURES

All proposals must show the firm name and must be signed by a responsible officer or employee authorized to bind the organization to the terms and conditions herein. Obligations assumed by such signature must be fulfilled.

## 6. DELIVERY DATES

Actual delivery of the services and/or supplies shall be coordinated with the designated school agent for the 2016/17 school year. However, vendor shall not exceed the required

delivery dates specified at the time of order placement with each respective designated school agent.

Upon award, vendor agrees to keep sufficient stocks of product and/or service material to insure prompt delivery and service schedules. There shall be no minimum quantities required in order for the District to place orders for needed times.

## 7. PROMPT PAYMENT

Prompt payment for equipment, product and/or services may be requested after delivery of goods to the required destination. Invoices shall be sent to the school, marked to the attention of the designated school agent.

## 8. AWARD OF CONTRACT

Each school committee will make its own decision regarding choice of vendor. It is possible that more than one vendor will be chosen in the District.

Proposed pricing for like products and services must be the same for each school site.

By submitting a proposal, each bidder agrees that the school committee, in determining the successful bidder and its eligibility for the award, will rate each of the criterion listed below. Valuation for each criterion rests in the sole discretion of the school committee.

1. Pricing: 35 points (Fairest price relative to quality of product)
2. Quality of Service: 35 points (quality of references, experience with the District, experience in industry, conduct and performance under other contracts)
3. Quality of Product: 30 points

All decisions will be final. Bidders are prohibited from contacting school agents and other committee members to discuss the selection process.

## 9. PRICING – TERM OF CONTRACT

The District will award an initial term for the 2016-2017 school year (date of execution through June 30, 2017). The contract may be renewed annually upon mutual consent expressed in writing by the District and vendor for up to four (4) additional one (1) year terms in accordance with Education Section 17596. The agreement will not automatically renew.

Written notice of bidder's intent to renew a subsequent term and its related contract shall be delivered to the Purchasing Director no later than March 1 of the current contract year. For example, contracts for the second term (2017-18 school year) must be delivered by March 1, 2017.

Quoted prices must be in effect for all orders during the initial term of the fully executed contract date through June 30, 2017.

All contracts shall be signed by the Purchasing Director of the Perris Union High School District and NOT anyone at the school site. Contracts shall list the products, services, and promotions selected from this RFP.

Escalation costs noted on the Proposal Form for subsequent terms must be stated in writing and approved by the District prior to the new contract term.

#### 10. EARLY TERMINATION

Reasons for early termination include, but are not limited to:

1. Failure to provide quality products/services
2. Failure to deliver products/services in a timely manner
3. Repetitive Errors
4. Unprofessional Conduct
5. Account Abandonment
6. Unauthorized Solicitation of Services

If it is decided any of the aforementioned reasons are present during the life of the agreement, this agreement may be terminated by the District by giving thirty (30) days' notice to the vendor. Said notice shall be in writing and shall be delivered to the addresses listed for the vendor. The notice shall state the reasons for termination and the decision shall rest final.

#### 11. CONTRACT RECORD KEEPING

Contracts are to be submitted to the Purchasing Director of Perris Union High School District for signature, record keeping, and distribution to schools. Any subsequent renewal shall follow the same procedure. Vendors shall refrain from meeting with the designated school agent or school administrator for the purpose of negotiating new

terms, conditions, services, promotions and/or prices. Failure to meet this condition will result in immediate termination.

## 12. NO MINIMUM OR MAXIMUM QUANTITIES, ORDER CHARGES, OR LIMITATIONS UPON NUMBER OF ORDERS

While quantities are presently unknown, each school shall not be subject to order limits. This is a unit-cost, indefinite quantity proposal. Bidders shall not specify minimum or maximum quantities or charges for specific order types. Unlimited orders within the term of the contract shall be allowed to the school(s) at prices quoted.

## 13. SOLICITATION OF SERVICES

- a. During Proposal Process. Bidders are prohibited from contacting the designated school agent, school administrators, students or other committee members regarding this contract during the proposal process. Any school contact will disqualify bidder's company from consideration.
- b. During Contract Term(s). Unless previously approved by the Purchasing Director of the School District, any vendor soliciting designated school agents and administrators during a contract term of a competitor could result in immediate termination of all existing contracts in the District.

## 14. INQUIRIES AND REQUESTS FOR INFORMATION

Questions and requests for additional information must be sent via email no later than April 21, 2016, at 4:30 pm to the attention of:

Nick Newkirk, Director of Purchasing  
nick.newkirk@puhsd.org

## VENDOR SHOW INSTRUCTIONS

**NOTE: THIS FORM IS TO BE SUBMITTED WITH YOUR PROPOSAL**

- **Vendor Show is scheduled on April 27th from 2:00pm to 4:00pm at Heritage High School, 26001 Briggs Road Menifee, CA 92585 in Room J103**
  - Display areas must be set up between 12:00 to 1:30pm
  - Display areas must be taken down by 4:30pm
- Each vendor will be assigned a space to display products and supplies.
- Up to three (3) six foot tables and three (3) chairs will be provided to each vendor.
- **The company representative who will be working with the agent of the school is required to attend the vendor show.**
- Please note that where samples are requested, it is intended for the use of school committees to compare quality. At no time will the committees take a bidder's sample product to a competitor for evaluation. Please plan on leaving the samples for further evaluation if necessary.
- Product display must include:
  - Six (6) Sample order forms
  - Various samples of Yearbook Services listed in Appendix A, Yearbook Services Listing and Services

I have read the Instructions and Conditions and the Vendor Show Instructions and understand the procedures for the vendor show and bidding process. By signing and submitting this form, \_\_\_\_\_ and \_\_\_\_\_, agent(s) for the company, agree that the bidding process is fair and will not challenge decisions made by the committees representing each high school in the Perris Union High School District.

Furthermore, I acknowledge the following:

- I understand that the vendor show will be attended by the representative(s) that will be working directly with the school
- I understand and will honor the "Solicitation of Services" requirement

_____ Company	_____ Telephone
_____ Name - Print	_____ E-Mail Address
_____ Title	_____ Date
_____ Signature	

**INFORMATION REQUIRED OF BIDDER**

**NOTE: THIS FORM IS TO BE SUBMITTED WITH YOUR PROPOSAL**

**List of References**

The following information must identify persons and entities familiar with your service. Contact name must be the person on the school site with whom you did business with.

1. School Name: \_\_\_\_\_

Email & Telephone: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Type of Service: \_\_\_\_\_

School Year Serviced: \_\_\_\_\_

2. School Name: \_\_\_\_\_

Email & Telephone: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Type of Service: \_\_\_\_\_

School Year Serviced: \_\_\_\_\_

3. School Name: \_\_\_\_\_

Email & Telephone: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Type of Service: \_\_\_\_\_

School Year Serviced: \_\_\_\_\_



4. School Name: \_\_\_\_\_

Email & Telephone: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Type of Service: \_\_\_\_\_

School Year Serviced: \_\_\_\_\_

5. School Name: \_\_\_\_\_

Email & Telephone: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Type of Service: \_\_\_\_\_

School Year Serviced: \_\_\_\_\_

6. School Name: \_\_\_\_\_

Email & Telephone: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Type of Service: \_\_\_\_\_

School Year Serviced: \_\_\_\_\_

**PROPOSAL**  
**PERRIS UNION HIGH SCHOOL DISTRICT**  
**RFP #042716 - Yearbook Services**

**NOTE: THIS FORM IS TO BE SUBMITTED WITH YOUR PROPOSAL**

The undersigned hereby proposes and agrees to furnish and deliver the goods or services as quoted in accordance with the terms, conditions.

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

TELEPHONE: (\_\_\_\_\_) \_\_\_\_\_

FAX: (\_\_\_\_\_) \_\_\_\_\_

E-MAIL: \_\_\_\_\_

INITIAL TERM OF CONTRACT: date of execution through June 30, 2017. The contract may be renewed annually upon mutual consent expressed in writing by the District and vendor for up to four (4) additional one (1) year terms in accordance with Education Section 17596.

PRICES SUBJECT TO A MAXIMUM \_\_\_\_\_% ESCALATION EACH CONTRACT TERM

OTHER CONDITIONS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## APPENDIX A - Yearbook Services

At a minimum, proposals shall include the requirements set forth below. Bidder may propose other products and services in addition to those listed to enhance the school's program. The District reserves the right to select only the products and services that are deemed necessary and/or appropriate. Samples that can be "borrowed" on site to assist with the decision-making process will be appreciated.

- **Pricing Required as per the following:**
  - Proposed pricing for like products and services must be the same for each school site.
  - Vendor must provide pricing for all options such as laser cutting, foil, etc.
  
- **Yearbook samples required as per the following:**
  - Six (6) Sample order forms
  - Various samples to demonstrate quality, poses, styles, etc.
  
- **Required Services and Products as per the following:**
  - Work with designated school agent to set up order dates and other events where services may be required.
  - Provide flyers, brochures, order forms (online and paper), mailings, etc. if requested by the the designated school agent.
  - If requested by designated school agent, Vendor will visit classrooms to give information on Yearbook Services to students.
  - Work with designated school agent to determine delivery dates. Some sites may want you to deliver the product directly.
  - If requested by designated school agent, Vendor will come on campus to set-up a booth to present & market the yearbooks to the students.
  - Vendor will be liable for replacing and shipping any yearbooks that were not printed correctly per the final approved proofs. There must be a minimum 30 day turnaround for such services. If requested, students may request and receive a refund instead of receiving a corrected yearbook.
  - Free Extra books per site: 5 percent of total sale
  - Vendor must base deadline dates around school calendars. Deadline dates will be on a monthly basis between October and April. Specific dates must be agreed upon between the designated school agent and vendor's representative.
  - If requested by designated school agent, students can work at vendor's location.
  - All color book
  - Vendor must provide pricing for vendor-assisted/designed cover designs

- Proofs must be submitted to the school through a color hard copy as well as on a from which the designated school agent can make changes. Must also provide ability to reproof pages if necessary. Proofs must be in the same size as the predetermined packages.
- Vendor must turn proofs around within 5 business days. Proofs will be required for all deadlines, including the April deadline
- Vendor must provide support services for training staff members and students. These services must include curriculum and training days operated by the Vendor's representative. The representative shall train students in all of the following areas but not limited to: any proprietary or other vendor based - provided software, Adobe Page Maker, InDesign, Photoshop, and publishing software. Vendor must also provide supplemental support services to train adviser in new technology when necessary.
- Vendor must develop regular meeting schedule with designated school agent. Minimum twice a month with rep if requested by designated school agent.
- Vendor must provide pricing for flexible cover designs with multiple material options
- Vendor must provide shipping through major suppliers such as FedEx or UPS
- Vendor must provide up-to-date templates that reflect ideas from award winning yearbooks (templates should download onto school's hardware)
  - School staff to receive copies of award winning yearbooks to use for cover ideas
- Yearbooks shall ship prior to the date agreed upon between Vendor and school agent (during May each year).
- Vendor must provide web-based software solution with the following capabilities:
  - Ability for all students to sign on at same time
  - InDesign Software or comparable publisher-based design software
  - Ability to run software on Chromebooks
  - Online book design program
  - Unlimited storage on vendor's server for all sites
  - History capability as backup
  - Ability for students to submit pictures to software via their cellphones (desired but not required)
- Vendor must provide student planners at no charge.
- For the term of the agreement, vendor must provide school(s) with a \$1,000.00 equipment/supply budget. All equipment/supplies shall be returned to the vendor at the end of the contract term.

- Vendor must provide yearbook camp options if they have them. They are not required, but vendors are encouraged to provide information.
- Vendor must provide a Yearbook Senior Ad company service. The site will not be responsible for handling parent ads.
- Vendor or Vendor's Yearbook Senior Ad company service must provide information to all students prior to registration as follows: package yearbook prices and senior ad prices.

***\*\*Special Note to Bidder: If bidder has a website dedicated to previewing and ordering Yearbook Services, please include detailed information in the Proposal.***

## APPENDIX B - SCHOOL SITE INFORMATION

1. Perris High School  
175 East Nuevo Road  
Perris, CA 92571  
Total Current Student Population: 2,383  
Designated School Agent: Debbie Georgianna  
Book size: 9  
Binding: Sewn  
Paper Quality: 100 lbs.  
Cover Specifics: custom (most likely gloss or matte litho - or combination thereof)  
Approximate Page Count: 180  
Approximate Print Quantity: 200-270  
End Sheets Specifics: white index
  
2. Paloma Valley High School  
31375 Bradley Road  
Menifee, CA 92584  
Total Current Student Population: 2,887  
Designated School Agent: Alison King  
Book size: 9  
Paper Quality: 100# choice of gloss or matte  
Cover Specifics: (cover applications: foiled, embossed, debossed, etc...) Litho with foil on front lid and spine  
Approximate Page Count: 280  
Approximate Print Quantity: 850-900  
End Sheets Specifics: (color, embossing, etc...) Color on Front  
Bind: Round and backed with headbands
  
3. Heritage High School  
26001 Briggs Road  
Romoland, CA 92585  
Total Current Student Population: 2,681  
Designated School Agent: Rachel Markham  
Book size: 9"x12"  
Paper Quality: 100 lbs.  
Cover Specifics: Litho Foil

Approximate Page Count: 224  
Approximate Print Quantity: 425-525

4. Pinacate Middle School  
1990 South A Street  
Perris, CA 92570  
Total Current Student Population: 1,182  
Designated School Agent: Jose De Vicente  
Book size: 8 1/2" X 11 1/2"  
Paper Quality: 24 LB Gloss .  
Cover Specifics: Gloss soft cover and throughout, student name on cover  
Approximate Page Count: 72  
Approximate Print Quantity: 200  
End Sheets Specifics: All color and Glossy
  
5. California Military Institute  
755 North A Street  
Perris, CA 92570  
Total Current Student Population: 1,026  
Designated School Agent: Brian Dirkswager  
Book size: 7, 8 or 9  
Paper Quality: 80 or 100 lbs.  
Cover Specifics: (cover applications: foiled, embossed, debossed, etc...)  
Approximate Page Count: 100  
Approximate Print Quantity: 150-200  
End Sheets Specifics: (color, embossing, etc...)