

# **PERRIS UNION HIGH SCHOOL DISTRICT**

## **REQUEST FOR PROPOSALS**

### **RFP #091415 - GRADUATION PRODUCTS**

The Perris Union High School District invites proposals for Graduation Products

PART I: Sealed Proposals

DEADLINE: September 14, 2015

TIME: 2:00 pm

LOCATION: Perris Union High School District  
Purchasing Department, Attn: Nick Newkirk  
155 East 4<sup>th</sup> Street  
Perris, CA 92570

PART II: Mandatory Vendor Show

DATE: September 17, 2015

TIME: 3:45 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, Graduation Products Listing & Services** and any other related items. The proposal must include price sheets for everything to be bid including handling 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.

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 Agent 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. The box, carton or container must clearly be labeled with the bidder's name and RFP Number. **Proposals must be delivered on or before the bid deadline of September 14, 2015 at 2:00 pm.** Proposals received after the deadline will be returned to the bidder unopened. There will not be a public opening of the sealed proposals.

#### **Location where proposals will be received:**

**Perris Union High School District  
Purchasing Department, Attn: Nick Newkirk  
155 East 4<sup>th</sup> Street  
Perris, CA 92570.**

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 with pricing and other required documentation
  - Label each binder with the school site's name
- 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 2015/16 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. Only one (1) vendor will be selected for each individual school.

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. Quality of Product
2. Quality of Service (judged by quality of references and experience with the District)
3. Fairest price relative to quality of product
4. Experience in Industry (including production, warehousing and shipping facilities)
5. Conduct and performance under other contracts (including references).

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 2015-2016 school year (date of execution through June 30, 2016). 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 Agent no later than May 1 of the current contract year. For example, contracts for the second term (2016-17 school year) must be delivered by May 1, 2016.

Quoted prices must be in effect for all orders during the initial term of the fully executed contract date through June 30, 2016.

All contracts shall be signed by the Purchasing Agent 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 Agent 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 Agent of the School District, any vendor soliciting designated school agents and administrators during a contract term of a competitor will 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 September 9, 2015, at 4:30 pm to the attention of:

Nick Newkirk, Purchasing Agent  
nick.newkirk@puhsd.org

## VENDOR SHOW INSTRUCTIONS

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

- **Vendor Show is scheduled from 3:45 to 5:15pm in Room J103 at Heritage High School**
  - Display areas must be set up from 2:00 to 2:30pm
  - Display areas must be taken down by 5:45pm
- 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:
  - Five (5) Sample order forms
  - Various samples of graduation products listed in Appendix A, Graduation Products 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

\_\_\_\_\_  
Name - Print

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Date

## 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 #091415 - GRADUATION PRODUCTS**

**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, 2016. 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 - GRADUATION PRODUCTS LISTING & 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.

- **Graduation Products - Pricing and Samples Required**
  - Cap and Gown sets - Keeper and Rental Pricing
  - Diplomas, Diploma Covers, Inserts, and all related accessories
  - Announcements and all related accessories
  - Pins
  - Academic Cords
  - Valedictorian/Salutatorian medallions
  - Academic Graduation Sashes for programs
  - Graduation packages for students (announcements, etc)
  - Class Rings
    - Please bring samples of each level of class ring including CIF ring.
- **Cap & Gown color samples required as per the following:**
  - Perris High School
    - School Colors: Forest Green & Black
    - Cap & Gown Colors: Forest Green Gown, Forest Green Cap, Black Sash
  - Paloma Valley High School
    - School Colors: Maroon, Silver, & White
    - Cap & Gown Colors: Maroon Gown, Maroon Cap, White Sash
  - Heritage High School
    - School Colors: Red, White, & Navy Blue
    - Cap & Gown Colors: Navy Blue Gown, Navy Blue Cap, White Sash
  - Perris Lake High School
    - School Colors: Navy Blue & White
    - Cap & Gown Colors: Navy Blue Gown, Navy Blue Cap
  - California Military Institute
    - School Colors: Black and Gold
    - Cap & Gown Colors: Black Gowns with Gold Center Stripe, Black Caps

- **Required Services**

- Work with school site Activities Director to set up order dates and other events where services may be required
- Provide flyers, brochures, order forms, mailings, etc. at the request of the site Activities Director
- Provide minimum of 2-3 assistants for student ordering dates during the times required by the site Activities Director.
- Visit classrooms to give information on graduation products to students if requested by the site Activities Director.
- Work with school site Activities Director to determine delivery dates. Some sites may want you to deliver the product directly.
- Pick up any and all unused graduation products and credit the school site.
- Handle refunds for all graduation products.
- Handle all aspects of a ring ceremony if requested by the site Activities Director.

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

## **APPENDIX B - SCHOOL SITE INFORMATION**

1. Perris High School  
175 East Nuevo Road  
Perris, CA 92571  
Current Number of Senior Students: 545  
Total Current Student Population: 2447
  
2. Paloma Valley High School  
31375 Bradley Road  
Menifee, CA 92584  
Current Number of Senior Students: 656  
Total Current Student Population: 3010
  
3. Heritage High School  
26001 Briggs Road  
Romoland, CA 92585  
Current Number of Senior Students: 636  
Total Current Student Population: 2757
  
4. Perris Lake High School  
418 Ellis Avenue  
Perris, CA 92570  
Current Number of Senior Students: 191  
Total Current Student Population: 292
  
5. California Military Institute  
755 North A Street  
Perris, CA 92570  
Current Number of Senior Students: 113  
Total Current Student Population: 1038