

**SCHOOL PHOTOGRAPHY/ELEMENTARY MEMORY YEARBOOK**  
 July 1, 2018 - June 30, 2023  
**PLAINFIELD COMMUNITY CONSOLIDATED SCHOOL DISTRICT NO 202**  
 PLAINFIELD, WILL COUNTY, ILLINOIS

Elementary School	HR Imaging *				
	2018-2019	2019-2020	2020-2021	2021-2020	2022-2023
Package A	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00
Package B	\$17.00	\$17.00	\$17.00	\$17.00	\$17.00
Package C	\$14.00	\$14.00	\$14.00	\$14.00	\$14.00
Package D	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Package E	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00
Package F	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00
Package G	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00
8X10 Class	Free	Free	Free	Free	Free

Lifetouch				
2018-2019	2019-2020	2020-2021	2021-2020	2022-2023
\$30.00	\$30.00	\$31.00	\$31.00	\$32.00
\$24.00	\$24.00	\$25.00	\$25.00	\$25.00
\$20.00	\$20.00	\$21.00	\$21.00	\$22.00
\$16.00	\$16.00	\$17.00	\$17.00	\$17.00
\$12.00	\$12.00	\$13.00	\$13.00	\$13.00
\$10.00	\$10.00	\$11.00	\$11.00	\$11.00
\$6.50	\$6.50	\$6.50	\$6.50	\$6.50
\$10.00	\$10.00	\$10.00	\$10.00	\$10.00

Jostens - Pricing is \$7.00 per sheet				
2018-2019	2019-2020	2020-2021	2021-2020	2022-2023

VIP				
2018-2019	2019-2020	2020-2021	2021-2020	2022-2023
\$29.00	\$29.00	\$29.00	\$29.00	\$29.00
\$26.00	\$26.00	\$26.00	\$26.00	\$26.00
\$23.00	\$23.00	\$23.00	\$23.00	\$23.00
\$18.00	\$18.00	\$18.00	\$18.00	\$18.00
\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
\$8.00	\$8.00	\$8.00	\$8.00	\$8.00
Free	Free	Free	Free	Free

Middle School	HR Imaging *				
	2018-2019	2019-2020	2020-2021	2021-2020	2022-2023
Package A	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00
Package B	\$17.00	\$17.00	\$17.00	\$17.00	\$17.00
Package C	\$14.00	\$14.00	\$14.00	\$14.00	\$14.00
Package D	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Package E	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00
Package F	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00
Package G	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00

Lifetouch				
2018-2019	2019-2020	2020-2021	2021-2020	2022-2023
\$30.00	\$30.00	\$31.00	\$31.00	\$32.00
\$24.00	\$24.00	\$25.00	\$25.00	\$25.00
\$20.00	\$20.00	\$21.00	\$21.00	\$22.00
\$16.00	\$16.00	\$17.00	\$17.00	\$17.00
\$12.00	\$12.00	\$13.00	\$13.00	\$13.00
\$10.00	\$10.00	\$11.00	\$11.00	\$11.00
\$6.50	\$6.50	\$6.50	\$6.50	\$6.50

Jostens - Pricing is \$7.00 per sheet				
2018-2019	2019-2020	2020-2021	2021-2020	2022-2023

VIP				
2018-2019	2019-2020	2020-2021	2021-2020	2022-2023
\$29.00	\$29.00	\$29.00	\$29.00	\$29.00
\$26.00	\$26.00	\$26.00	\$26.00	\$26.00
\$23.00	\$23.00	\$23.00	\$23.00	\$23.00
\$18.00	\$18.00	\$18.00	\$18.00	\$18.00
\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
\$8.00	\$8.00	\$8.00	\$8.00	\$8.00

High School	HR Imaging *				
	2018-2019	2019-2020	2020-2021	2021-2020	2022-2023
Package A	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00
Package B	\$17.00	\$17.00	\$17.00	\$17.00	\$17.00
Package C	\$14.00	\$14.00	\$14.00	\$14.00	\$14.00
Package D	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Package E	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00
Package F	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00
Package G	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00

Lifetouch				
2018-2019	2019-2020	2020-2021	2021-2020	2022-2023
\$30.00	\$30.00	\$31.00	\$31.00	\$32.00
\$24.00	\$24.00	\$25.00	\$25.00	\$25.00
\$20.00	\$20.00	\$21.00	\$21.00	\$22.00
\$16.00	\$16.00	\$17.00	\$17.00	\$17.00
\$12.00	\$12.00	\$13.00	\$13.00	\$13.00
\$10.00	\$10.00	\$11.00	\$11.00	\$11.00
\$6.50	\$6.50	\$6.50	\$6.50	\$6.50

Jostens - Pricing is \$7.00 per sheet				
2018-2019	2019-2020	2020-2021	2021-2020	2022-2023

VIP				
2018-2019	2019-2020	2020-2021	2021-2020	2022-2023
\$29.00	\$29.00	\$29.00	\$29.00	\$29.00
\$26.00	\$26.00	\$26.00	\$26.00	\$26.00
\$23.00	\$23.00	\$23.00	\$23.00	\$23.00
\$18.00	\$18.00	\$18.00	\$18.00	\$18.00
\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
\$8.00	\$8.00	\$8.00	\$8.00	\$8.00

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 PLAINFIELD, WILL COUNTY, ILLINOIS

HR Imaging *				
2018-2019-Basic Requirements				
Per Unit Cost	250-350	351-500	501-700	Ship
< 52 pages	\$10.50	\$9.75	\$9.25	Included
56-72 pages	\$11.00	\$10.00	\$9.50	Included
76-94 pages	\$12.00	\$10.75	\$10.25	Included
> 96 pages	\$12.75	\$11.00	\$10.50	Included
2018-2019 Option A (glue spine)				
Per Unit Cost	250-350	351-500	501-700	Ship
< 52 pages	\$8.50	\$8.00	\$7.50	Included
56-72 pages	\$10.00	\$9.00	\$8.50	Included
76-94 pages	\$11.00	\$9.75	\$9.25	Included
> 96 pages	\$11.75	\$10.00	\$9.50	Included
2018-2019 Option B (stapled spine)				
Per Unit Cost	250-350	351-500	501-700	Ship
< 52 pages	\$8.00	\$7.50	\$7.00	Included
56-72 pages	\$9.25	\$8.00	\$7.50	Included
76-94 pages	\$10.25	\$8.75	\$8.25	Included
> 96 pages	\$10.75	\$9.00	\$8.50	Included
2018-2019 Option C / Electronic Memory Book				
	YES	NO	X	

Lifetouch				
2018-2019-Basic Requirements				
Per Unit Cost	250-350	351-500	501-700	Ship
< 52 pages	\$10.75	\$9.85	\$9.55	\$0.20
56-72 pages	\$11.25	\$10.25	\$9.75	\$0.20
76-94 pages	\$12.50	\$11.00	\$10.40	\$0.20
> 96 pages	\$13.00	\$11.25	\$10.65	\$0.20
2018-2019 Option A (glue spine)				
Per Unit Cost	250-350	351-500	501-700	Ship
< 52 pages	\$9.75	\$8.85	\$8.55	\$0.18
56-72 pages	\$10.25	\$9.25	\$8.75	\$0.18
76-94 pages	\$11.50	\$10.00	\$9.40	\$0.18
> 96 pages	\$12.00	\$10.25	\$9.65	\$0.18
2018-2019 Option B (stapled spine)				
Per Unit Cost	250-350	351-500	501-700	Ship
< 52 pages	\$8.75	\$7.85	\$7.55	\$0.18
56-72 pages	\$9.52	\$8.25	\$7.75	\$0.18
76-94 pages	\$10.50	\$9.00	\$8.40	\$0.18
> 96 pages	\$11.00	\$9.25	\$8.65	\$0.18
2018-2019 Option C / Electronic Memory Book				
	YES	NO	X	

Jostens				
2018-2019-Basic Requirements				
Per Unit Cost	250-350	351-500	501-700	Ship
< 52 pages	\$10.50	\$9.60	\$9.30	Included
56-72 pages	\$11.00	\$10.00	\$9.50	Included
76-94 pages	\$12.00	\$10.75	\$10.15	Included
> 96 pages	\$12.50	\$11.00	\$10.40	Included
2018-2019 Option A (glue spine)				
Per Unit Cost	250-350	351-500	501-700	Ship
< 52 pages	\$9.50	\$8.60	\$8.30	Included
56-72 pages	\$10.00	\$9.00	\$8.50	Included
76-94 pages	\$11.25	\$9.75	\$9.15	Included
> 96 pages	\$11.75	\$10.00	\$9.40	Included
2018-2019 Option B (stapled spine)				
Per Unit Cost	250-350	351-500	501-700	Ship
< 52 pages	\$7.75	\$7.25	\$7.30	Included
56-72 pages	\$9.25	\$8.00	\$7.50	Included
76-94 pages	\$10.25	\$8.75	\$8.15	Included
> 96 pages	\$10.75	\$9.00	\$8.40	Included
2018-2019 Option C / Electronic Memory Book				
	YES	NO	X	

VIP				
2018-2019-Basic Requirements				
Per Unit Cost	250-350	351-500	501-700	Ship
< 52 pages	\$11.50	\$10.00	\$10.00	\$0.95
56-72 pages	\$12.50	\$11.00	\$9.50	\$1.05
76-94 pages	\$14.00	\$12.50	\$12.00	\$1.15
> 96 pages	\$16.00	\$14.50	\$14.00	\$1.35
2018-2019 Option A (glue spine)				
Per Unit Cost	250-350	351-500	501-700	Ship
< 52 pages	\$8.50	\$8.00	\$7.50	\$0.95
56-72 pages	\$10.00	\$9.50	\$9.00	\$1.05
76-94 pages	\$11.00	\$10.50	\$10.00	\$1.15
> 96 pages	\$13.00	\$12.50	\$12.00	\$1.35
2018-2019 Option B (stapled spine)				
Per Unit Cost	250-350	351-500	501-700	Ship
< 52 pages	\$5.50	\$5.25	\$5.00	\$0.00
56-72 pages	\$6.25	\$6.00	\$5.75	\$0.00
76-94 pages	\$8.00	\$7.50	\$7.00	\$0.65
> 96 pages	Rec Perf Bound			
2018-2019 Option C / Electronic Memory Book				
	YES	X \$1.99	NO	

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HR Imaging *				
2019-2020 Basic Requirements				
Per Unit Cost	250-350	351-500	501-700	Ship
< 52 pages	\$10.50	\$9.75	\$9.25	Included
56-72 pages	\$11.00	\$10.00	\$9.50	Included
76-94 pages	\$12.00	\$10.75	\$10.25	Included
> 96 pages	\$12.75	\$11.00	\$10.50	Included
2019-2020 Option A (glue spine)				
Per Unit Cost	250-350	351-500	501-700	Ship
< 52 pages	\$8.50	\$8.00	\$7.50	Included
56-72 pages	\$10.00	\$9.00	\$8.50	Included
76-94 pages	\$11.00	\$9.75	\$9.25	Included
> 96 pages	\$11.75	\$10.00	\$9.50	Included
2019-2020 Option B (stapled spine)				
Per Unit Cost	250-350	351-500	501-700	Ship
< 52 pages	\$8.00	\$7.50	\$7.00	Included
56-72 pages	\$9.25	\$8.00	\$7.50	Included
76-94 pages	\$10.25	\$8.75	\$8.25	Included
> 96 pages	\$10.75	\$9.00	\$8.50	Included
2019-2020 Option C / Electronic Memory Book				
YES		NO		X

Lifetouch				
2019-2020 Basic Requirements				
Per Unit Cost	250-350	351-500	501-700	Ship
< 52 pages	\$10.75	\$9.85	\$9.55	\$0.20
56-72 pages	\$11.25	\$10.25	\$9.75	\$0.20
76-94 pages	\$12.50	\$11.00	\$10.40	\$0.20
> 96 pages	\$13.00	\$11.25	\$10.65	\$0.20
2019-2020 Option A (glue spine)				
Per Unit Cost	250-350	351-500	501-700	Ship
< 52 pages	\$9.75	\$8.85	\$8.55	\$0.18
56-72 pages	\$10.25	\$9.25	\$8.75	\$0.18
76-94 pages	\$11.50	\$10.00	\$9.40	\$0.18
> 96 pages	\$12.00	\$10.25	\$9.65	\$0.18
2019-2020 Option B (stapled spine)				
Per Unit Cost	250-350	351-500	501-700	Ship
< 52 pages	\$8.75	\$7.85	\$7.55	\$0.18
56-72 pages	\$9.52	\$8.25	\$7.75	\$0.18
76-94 pages	\$10.50	\$9.00	\$8.40	\$0.18
> 96 pages	\$11.00	\$9.25	\$8.65	\$0.18
2019-2020 Option C / Electronic Memory Book				
YES		NO		X

Jostens				
2019-2020 Basic Requirements				
Per Unit Cost	250-350	351-500	501-700	Ship
< 52 pages	\$10.50	\$9.60	\$9.30	\$0.00
56-72 pages	\$11.00	\$10.00	\$9.50	\$0.00
76-94 pages	\$12.00	\$10.75	\$10.15	\$0.00
> 96 pages	\$12.50	\$11.00	\$10.40	\$0.00
2019-2020 Option A (glue spine)				
Per Unit Cost	250-350	351-500	501-700	Ship
< 52 pages	\$9.50	\$8.60	\$8.30	\$0.00
56-72 pages	\$10.00	\$9.00	\$8.50	\$0.00
76-94 pages	\$11.25	\$9.75	\$9.15	\$0.00
> 96 pages	\$11.75	\$10.00	\$9.40	\$0.00
2019-2020 Option B (stapled spine)				
Per Unit Cost	250-350	351-500	501-700	Ship
< 52 pages	\$7.75	\$7.25	\$6.75	\$0.00
56-72 pages	\$9.27	\$8.00	\$7.50	\$0.00
76-94 pages	\$10.25	\$8.75	\$8.15	\$0.00
> 96 pages	\$10.75	\$9.00	\$8.40	\$0.00
2019-2020 Option C / Electronic Memory Book				
YES		NO		X

VIP				
2019-2020-Basic Requirements				
Per Unit Cost	250-350	351-500	501-700	Ship
< 52 pages	\$12.00	\$10.50	\$10.50	\$0.95
56-72 pages	\$13.00	\$11.50	\$10.00	\$1.05
76-94 pages	\$14.50	\$13.00	\$12.50	\$1.15
> 96 pages	\$16.50	\$15.00	\$14.50	\$1.35
2019-2020 Option A (glue spine)				
Per Unit Cost	250-350	351-500	501-700	Ship
< 52 pages	\$9.00	\$8.50	\$8.00	\$0.95
56-72 pages	\$10.50	\$10.00	\$9.50	\$1.05
76-94 pages	\$11.50	\$11.00	\$10.50	\$1.15
> 96 pages	\$13.50	\$13.00	\$12.50	\$1.35
2019-2020 Option B (stapled spine)				
Per Unit Cost	250-350	351-500	501-700	Ship
< 52 pages	\$5.75	\$5.50	\$5.25	\$0.00
56-72 pages	\$6.50	\$6.25	\$6.00	\$0.00
76-94 pages	\$8.50	\$8.00	\$7.50	\$0.65
> 96 pages	Rec Perf Bound			
2018-2019 Option C / Electronic Memory Book				
YES		X \$1.99	NO	

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HR Imaging *				
2020-2021 Basic Requirements				
Per Unit Cost	250-350	351-500	501-700	Shlp
< 52 pages	\$10.50	\$9.75	\$9.25	Included
56-72 pages	\$11.00	\$10.00	\$9.50	Included
76-94 pages	\$12.00	\$10.75	\$10.25	Included
> 96 pages	\$12.75	\$11.00	\$10.50	Included
2020-2021 Option A (glue spine)				
Per Unit Cost	250-350	351-500	501-700	Shlp
< 52 pages	\$8.50	\$8.00	\$7.50	Included
56-72 pages	\$10.00	\$9.00	\$8.50	Included
76-94 pages	\$11.00	\$9.75	\$9.25	Included
> 96 pages	\$11.75	\$10.00	\$9.50	Included
2020-2021 Option B (stapled spine)				
Per Unit Cost	250-350	351-500	501-700	Shlp
< 52 pages	\$8.00	\$7.50	\$7.00	Included
56-72 pages	\$9.25	\$8.00	\$7.50	Included
76-94 pages	\$10.25	\$8.75	\$8.25	Included
> 96 pages	\$10.75	\$9.00	\$8.50	Included
2020-2021 Option C / Electronic Memory Book				
YES		NO		X

Lifetouch				
2020-2021 Basic Requirements				
Per Unit Cost	250-350	351-500	501-700	Shlp
< 52 pages	\$10.75	\$9.85	\$9.55	\$0.20
56-72 pages	\$11.25	\$10.25	\$9.75	\$0.20
76-94 pages	\$12.50	\$11.00	\$10.40	\$0.20
> 96 pages	\$13.00	\$11.25	\$10.65	\$0.20
2020-2021 Option A (glue spine)				
Per Unit Cost	250-350	351-500	501-700	Shlp
< 52 pages	\$9.75	\$8.85	\$8.55	\$0.18
56-72 pages	\$10.25	\$9.25	\$8.75	\$0.18
76-94 pages	\$11.50	\$10.00	\$9.40	\$0.18
> 96 pages	\$12.00	\$10.25	\$9.65	\$0.18
2020-2021 Option B (stapled spine)				
Per Unit Cost	250-350	351-500	501-700	Shlp
< 52 pages	\$8.75	\$7.85	\$7.55	\$0.18
56-72 pages	\$9.52	\$8.25	\$7.75	\$0.18
76-94 pages	\$10.50	\$9.00	\$8.40	\$0.18
> 96 pages	\$11.00	\$9.25	\$8.65	\$0.18
2020-2021 Option C / Electronic Memory Book				
YES		NO		X

Jostens				
2020-2021 Basic Requirements				
Per Unit Cost	250-350	351-500	501-700	Shlp
< 52 pages	\$10.50	\$9.60	\$9.30	\$0.00
56-72 pages	\$11.00	\$10.00	\$9.50	\$0.00
76-94 pages	\$12.00	\$10.75	\$10.15	\$0.00
> 96 pages	\$12.50	\$11.00	\$10.40	\$0.00
2020-2021 Option A (glue spine)				
Per Unit Cost	250-350	351-500	501-700	Shlp
< 52 pages	\$9.50	\$8.60	\$8.30	\$0.00
56-72 pages	\$10.00	\$9.00	\$8.50	\$0.00
76-94 pages	\$11.25	\$9.75	\$9.15	\$0.00
> 96 pages	\$11.75	\$10.00	\$9.40	\$0.00
2020-2021 Option B (stapled spine)				
Per Unit Cost	250-350	351-500	501-700	Shlp
< 52 pages	\$7.75	\$7.25	\$7.30	\$0.00
56-72 pages	\$9.25	\$8.00	\$7.50	\$0.00
76-94 pages	\$10.25	\$8.75	\$8.15	\$0.00
> 96 pages	\$10.75	\$9.00	\$8.40	\$0.00
2020-2021 Option C / Electronic Memory Book				
YES		NO		X

VJP				
2020-2021 Basic Requirements				
Per Unit Cost	250-350	351-500	501-700	Shlp
< 52 pages	\$12.50	\$11.00	\$11.00	\$0.95
56-72 pages	\$13.50	\$12.00	\$10.50	\$1.05
76-94 pages	\$15.00	\$13.50	\$13.00	\$1.15
> 96 pages	\$17.00	\$15.50	\$15.00	\$1.53
2020-2021 Option A (glue spine)				
Per Unit Cost	250-350	351-500	501-700	Shlp
< 52 pages	\$9.50	\$9.00	\$8.50	\$0.95
56-72 pages	\$11.00	\$10.50	\$10.00	\$1.05
76-94 pages	\$12.00	\$11.50	\$11.00	\$1.15
> 96 pages	\$14.00	\$13.50	\$13.00	\$1.35
2020-2021 Option B (stapled spine)				
Per Unit Cost	250-350	351-500	501-700	Shlp
< 52 pages	\$6.00	\$5.75	\$5.50	\$0.00
56-72 pages	\$6.75	\$6.50	\$6.25	\$0.00
76-94 pages	\$9.00	\$8.50	\$8.00	\$0.65
> 96 pages	Rec Perf Bound			
2020-2021 Option C / Electronic Memory Book				
YES		X \$1.99	NO	

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HR Imaging *				
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Per Unit Cost	250-350	351-500	501-700	Ship
< 52 pages	\$10.50	\$9.75	\$9.25	Included
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76-94 pages	\$12.00	\$10.75	\$10.25	Included
> 96 pages	\$12.75	\$11.00	\$10.50	Included
2021-2022 Option A (glue spine)				
Per Unit Cost	250-350	351-500	501-700	Ship
< 52 pages	\$8.50	\$8.00	\$7.50	Included
56-72 pages	\$10.00	\$9.00	\$8.50	Included
76-94 pages	\$11.00	\$9.75	\$9.25	Included
> 96 pages	\$11.75	\$10.00	\$9.50	Included
2021-2022 Option B (stapled spine)				
Per Unit Cost	250-350	351-500	501-700	Ship
< 52 pages	\$8.00	\$7.50	\$7.00	Included
56-72 pages	\$9.25	\$8.00	\$7.50	Included
76-94 pages	\$10.25	\$8.75	\$8.25	Included
> 96 pages	\$10.75	\$9.00	\$8.50	Included
2021-2022 Option C / Electronic Memory Book				
YES		NO		X

Lifetouch				
2021-2022 Basic Requirements				
Per Unit Cost	250-350	351-500	501-700	Ship
< 52 pages	\$10.75	\$9.85	\$9.55	\$0.20
56-72 pages	\$11.25	\$10.25	\$9.75	\$0.20
76-94 pages	\$12.50	\$11.00	\$10.40	\$0.20
> 96 pages	\$13.00	\$11.25	\$10.65	\$0.20
2021-2022 Option A (glue spine)				
Per Unit Cost	250-350	351-500	501-700	Ship
< 52 pages	\$9.75	\$8.85	\$8.55	\$0.18
56-72 pages	\$10.25	\$9.25	\$8.75	\$0.18
76-94 pages	\$11.50	\$10.00	\$9.40	\$0.18
> 96 pages	\$12.00	\$10.25	\$9.65	\$0.18
2021-2022 Option B (stapled spine)				
Per Unit Cost	250-350	351-500	501-700	Ship
< 52 pages	\$8.75	\$7.85	\$7.55	\$0.18
56-72 pages	\$9.52	\$8.25	\$7.75	\$0.18
76-94 pages	\$10.50	\$9.00	\$8.40	\$0.18
> 96 pages	\$11.00	\$9.25	\$8.65	\$0.18
2021-2022 Option C / Electronic Memory Book				
YES		NO		X

Jostens				
2021-2022 Basic Requirements				
Per Unit Cost	250-350	351-500	501-700	Ship
< 52 pages	\$10.50	\$9.60	\$9.30	\$0.00
56-72 pages	\$11.00	\$10.00	\$9.50	\$0.00
76-94 pages	\$12.00	\$10.75	\$10.15	\$0.00
> 96 pages	\$12.50	\$11.00	\$10.40	\$0.00
2021-2022 Option A (glue spine)				
Per Unit Cost	250-350	351-500	501-700	Ship
< 52 pages	\$9.50	\$8.60	\$8.30	\$0.00
56-72 pages	\$10.00	\$9.00	\$8.50	\$0.00
76-94 pages	\$11.25	\$9.75	\$9.15	\$0.00
> 96 pages	\$11.75	\$10.00	\$9.40	\$0.00
2021-2022 Option B (stapled spine)				
Per Unit Cost	250-350	351-500	501-700	Ship
< 52 pages	\$7.75	\$7.25	\$7.30	\$0.00
56-72 pages	\$9.25	\$8.00	\$7.50	\$0.00
76-94 pages	\$10.25	\$8.75	\$8.15	\$0.00
> 96 pages	\$10.75	\$9.00	\$8.40	\$0.00
2021-2022 Option C / Electronic Memory Book				
YES		NO		X

VIP				
2021-2022 Basic Requirements				
Per Unit Cost	250-350	351-500	501-700	Ship
< 52 pages	\$13.00	\$11.50	\$11.50	\$0.95
56-72 pages	\$14.00	\$12.50	\$11.00	\$1.05
76-94 pages	\$15.50	\$14.00	\$13.50	\$1.15
> 96 pages	\$17.50	\$16.00	\$15.50	\$1.35
2021-2022 Option A (glue spine)				
Per Unit Cost	250-350	351-500	501-700	Ship
< 52 pages	\$10.00	\$9.50	\$9.00	\$0.95
56-72 pages	\$11.50	\$11.00	\$10.50	\$1.05
76-94 pages	\$12.50	\$12.00	\$11.50	\$1.15
> 96 pages	\$14.50	\$14.00	\$13.50	\$1.35
2021-2022 Option B (stapled spine)				
Per Unit Cost	250-350	351-500	501-700	Ship
< 52 pages	\$6.25	\$6.00	\$5.75	\$0.00
56-72 pages	\$7.00	\$6.75	\$6.50	\$0.00
76-94 pages	\$9.50	\$9.00	\$8.50	\$0.65
> 96 pages	Rec Perf Bound			
2021-2022 Option C / Electronic Memory Book				
YES		X \$1.99	NO	

SCHOOL PHOTOGRAPHY/ELEMENTARY MEMORY YEARBOOK  
 July 1, 2018 - June 30, 2023  
 PLAINFIELD COMMUNITY CONSOLIDATED SCHOOL DISTRICT NO 202  
 PLAINFIELD, WILL COUNTY, ILLINOIS

HR Imagng *				
2022-2023 Basic Requirements				
Per Unit Cost	250-350	351-500	501-700	Ship
< 52 pages	\$10.50	\$9.75	\$9.25	Included
56-72 pages	\$11.00	\$10.00	\$9.50	Included
76-94 pages	\$12.00	\$10.75	\$10.25	Included
> 96 pages	\$12.75	\$11.00	\$10.50	Included
2022-2023 Option A (glue spine)				
Per Unit Cost	250-350	351-500	501-700	Ship
< 52 pages	\$8.50	\$8.00	\$7.50	Included
56-72 pages	\$10.00	\$9.00	\$8.50	Included
76-94 pages	\$11.00	\$9.75	\$9.25	Included
> 96 pages	\$11.75	\$10.00	\$9.50	Included
2022-2023 Option B (stapled spine)				
Per Unit Cost	250-350	351-500	501-700	Ship
< 52 pages	\$8.00	\$7.50	\$7.00	Included
56-72 pages	\$9.25	\$8.00	\$7.50	Included
76-94 pages	\$10.25	\$8.75	\$8.25	Included
> 96 pages	\$10.75	\$9.00	\$8.50	Included
2022-2023 Option C / Electronic Memory Book				
	YES		NO	X

Lifetouch				
2022-2023 Basic Requirements				
Per Unit Cost	250-350	351-500	501-700	Ship
< 52 pages	\$11.00	\$10.15	\$9.80	\$0.22
56-72 pages	\$11.50	\$10.50	\$10.00	\$0.22
76-94 pages	\$12.75	\$11.25	\$10.65	\$0.22
> 96 pages	\$13.25	\$11.50	\$10.90	\$0.22
2022-2023 Option A (glue spine)				
Per Unit Cost	250-350	351-500	501-700	Ship
< 52 pages	\$10.00	\$9.10	\$8.80	\$0.20
56-72 pages	\$10.50	\$9.50	\$9.00	\$0.20
76-94 pages	\$11.75	\$10.25	\$9.65	\$0.20
> 96 pages	\$12.25	\$10.50	\$9.90	\$0.20
2022-2023 Option B (stapled spine)				
Per Unit Cost	250-350	351-500	501-700	Ship
< 52 pages	\$9.00	\$8.15	\$7.80	\$0.20
56-72 pages	\$9.77	\$8.50	\$8.00	\$0.20
76-94 pages	\$10.75	\$9.25	\$8.65	\$0.20
> 96 pages	\$11.25	\$9.50	\$8.90	\$0.20
2022-2023 Option C / Electronic Memory Book				
	YES		NO	X

Jostens				
2022-2023 Basic Requirements				
Per Unit Cost	250-350	351-500	501-700	Ship
< 52 pages	\$10.50	\$9.60	\$9.30	\$0.00
56-72 pages	\$11.00	\$10.00	\$9.50	\$0.00
76-94 pages	\$12.00	\$10.75	\$10.15	\$0.00
> 96 pages	\$12.50	\$11.00	\$10.40	\$0.00
2022-2023 Option A (glue spine)				
Per Unit Cost	250-350	351-500	501-700	Ship
< 52 pages	\$9.50	\$8.60	\$8.30	\$0.00
56-72 pages	\$10.00	\$9.00	\$8.50	\$0.00
76-94 pages	\$11.25	\$9.75	\$9.15	\$0.00
> 96 pages	\$11.75	\$10.00	\$9.40	\$0.00
2022-2023 Option B (stapled spine)				
Per Unit Cost	250-350	351-500	501-700	Ship
< 52 pages	\$7.75	\$7.25	\$7.30	\$0.00
56-72 pages	\$9.25	\$8.00	\$7.50	\$0.00
76-94 pages	\$10.25	\$8.75	\$8.15	\$0.00
> 96 pages	\$10.75	\$9.00	\$8.40	\$0.00
2022-2023 Option C / Electronic Memory Book				
	YES		NO	X

VIP				
2022-2023 Basic Requirements				
Per Unit Cost	250-350	351-500	501-700	Ship
< 52 pages	\$13.50	\$12.00	\$12.00	\$0.95
56-72 pages	\$14.50	\$13.00	\$11.50	\$1.05
76-94 pages	\$16.00	\$14.50	\$14.00	\$1.15
> 96 pages	\$18.00	\$16.50	\$16.00	\$1.35
2022-2023 Option A (glue spine)				
Per Unit Cost	250-350	351-500	501-700	Ship
< 52 pages	\$10.50	\$10.00	\$9.50	\$0.95
56-72 pages	\$12.00	\$11.50	\$11.00	\$1.05
76-94 pages	\$13.00	\$12.50	\$12.00	\$1.15
> 96 pages	\$15.00	\$14.50	\$14.00	\$1.35
2022-2023 Option B (stapled spine)				
Per Unit Cost	250-350	351-500	501-700	Ship
< 52 pages	\$6.50	\$6.25	\$6.00	\$0.00
56-72 pages	\$7.25	\$7.00	\$6.75	\$0.00
76-94 pages	\$10.00	\$9.50	\$9.00	\$0.65
> 96 pages	Rec Perf Bound			
2022-2023 Option C / Electronic Memory Book				
	YES	X \$1.99	NO	



**Plainfield Community Consolidated  
School District 202**

We prepare learners for the future.

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**Rick Engstrom**  
**Assistant Superintendent for Business and Operations**  
15732 Howard Street Plainfield, IL 60544  
Office (815) 577-4046  
Fax (815) 254-0590  
[rengstro@psd202.org](mailto:rengstro@psd202.org)

**February 26, 2018**

**REQUEST FOR**  
**SCHOOL PHOTOGRAPHY/ELEMENTARY MEMORY YEARBOOKS:**

For the five (5) fiscal years ending  
June 30, 2019; June 30, 2020; June 30, 2021; June 30, 2022; June 30, 2023

**Invitation to Bid – School Photography/ Elementary Memory Yearbook**

Plainfield Community Consolidated School District No. 202 is receiving sealed Invitation to Bid for School Photography for comprehensive photography services for five (5) high schools, seven (7) middle schools, eighteen (18) elementary schools, and District support personnel. Sealed Invitation to Bid must be received no later than **11:00 am, WEDNESDAY, MARCH 7, 2018** at which time they will be publicly opened.

Sealed bid are to be addressed and submitted to:

**Plainfield Community Consolidated School District 202  
Rick Engstrom, Assistant Superintendent for Business and Operations  
15732 South Howard Street  
Plainfield, IL 60544**

Bids must be clearly marked: "**School Photography/Elementary Memory Yearbook**". The opening will take place at the Plainfield Community Consolidated School District No. 202 Administration Center, 15732 Howard Street, Plainfield, Illinois, 60544, at the time stated above.

Attached are the following:

1.	Exhibit A	Bid Conditions and Specifications	13 pages
2.	Exhibit B	Bid Cost: School Photography	1 page
3.	Exhibit C	Bid Cost: Elementary Memory Yearbook	4 pages
4.	Exhibit D	Special Offers and Incentives	1 page
4.	Exhibit E	Signature Page	1 page
5.	Exhibit F	Statement of Ethics	1 page
6.	Exhibit G	Deviations	1 page
7.	Exhibit H	Sexual Harassment Certification	1 page
8.	Exhibit I	Certification of Eligibility to Enter into Public Contracts	1 page
9.	Exhibit J	Student Safety	1 page
10.	Exhibit K	Drug Free Workplace Certification	1 page
11.	Exhibit L	Equal Employment Certification	1 page
12.	Exhibit M	References	1 page

The District looks forward to your participation in this bid.

Sincerely,

Richard Engstrom, Assistant Superintendent for Business and Operations



Plainfield Community Consolidated School District No. 202 is receiving sealed Invitation to Bid for comprehensive photography services for five (5) high schools, seven (7) middle schools, eighteen (18) elementary schools, and District support personnel. In addition, the District will receive bid costs for Elementary Memory Yearbooks. The term of the contract will be for three (3) years beginning with the 2018-2019 school year and ending with the 2022-2021 school year. Annually, two (2) additional years ending with the 2022-2023 school year may be extended in the contract.

It is the Board of Education desire that Administration does not automatically renew contracts but solicit for all contract services upon expiration.

## **Exhibit A**

### **BID CONDITIONS AND SPECIFICATIONS**

1. **BID FORMS:** Bids shall be submitted only on the forms provided. The bidder shall submit one (1) electronic original and two (2) copies in a sealed envelope marked "School Photography".
2. **Late Bid:** Formal bid, amendments thereto, or requests for withdrawal of bid received by the District after the time specified for bid opening will not be considered.

The Vendor assumes the risk of delay in the handling or delivery of mail. Facsimiles will not be accepted.

3. **WITHDRAWAL OF BID:** A written request for the withdrawal of a bid, or any part thereof, may be granted if the District prior to the specified time of opening receives the request.
4. **COMPLETENESS:** All information required by the Invitation to Bid must be supplied to constitute a proper bid.
5. **BID BINDING SIXTY (60) DAYS:** Unless otherwise specified, all formal bids submitted shall be binding for sixty (60) calendar days following bid opening date, unless a written extension mutually agreed upon by the District has been granted.
6. **CONDITIONAL BIDS:** Qualified bids are subject to rejection in whole or in part without discussions or negotiations.
7. **AUTHORITY TO ACT AS AGENT:** Upon request, the vendor will provide proof to the District that the signatory on the bid form has the authority to bind the vendor to the price(s) quoted.
8. **ERRORS IN BIDS:** No claim for relief because of errors or omissions in the bid will be considered, and vendors will be held strictly to the bids submitted.

9. **QUESTIONS:** Questions, inquiries or notices concerning the substance of the contract documents must be submitted in writing to and received by Rick Engstrom, no later than **4:00 pm, Thursday, March 1, 2018**, Inquiries may be submitted via email only, [rengstro@psd202.org](mailto:rengstro@psd202.org). Responses, if any, to questions, inquiries, or notices will be issued through addendum(s) on the District Website on **Friday, March 2, 2018**.

Vendors are responsible for informing themselves about all aspects of the work/supplies/equipment and the contract documents and for informing the District through a request for interpretation of any ambiguity, error, omission or discrepancy perceived by the bidder. Errors made by the bidder in completing and submitting a bid will not be a basis for withdrawal of or release from the bid once opened.

10. **RESPONSE TO INVITATION:** In the event you cannot submit a bid on our requirements, please return all forms with an explanation as to why you are unable to bid on these requirements.
11. **ADDENDA:** Addenda in connection with the bidding of this work/supplies/equipment shall be issued on the district website.

Addenda will not be issued after **Friday, March 2, 2018**. It is the responsibility of the bidder to determine whether the District has issued addenda. Lack of knowledge of addenda will not be grounds for a bidder to withdraw a bid after the bid opening or to fail to enter into the contract after the award of the bid.

12. **PRESENTATION:** After the Invitation to Bid opening, a presentation meeting may be held **Thursday, March 8, 2018** with vendors selected by administrators and school personnel. Presentation date/time will be confirmed **Wednesday, March 7, 2018**.

This meeting will allow vendor to present their product, special offers, and take questions from the committee.

Note: Vendor product samples **are not** required with the Invitation to Bid response submission.

#### **AWARD**

1. **AWARD OR REJECTION OF BID:** The contract will be awarded to the lowest responsible and responsive vendor complying with all the provisions of the Invitation to Bid, provided that in the judgment of the District, the price is acceptable and in the best interests of the District. The District reserves the right to reject any or all bids received whenever such rejection is in the interest of the District.

Special consideration in awarding the contract will be given to the vendor who has the personnel, facilities, equipment, financial resources, and time to perform the services required under this contract.

Award evaluation will be considered on the following elements:

- a. Pricing
- b. Quality of printing
- c. Quality of service
- d. Experience in school district photography
- e. References
- f. Special Offers

The District reserves the right to award the Invitation to Bid to one single vendor or multiple vendors for Elementary Schools, Middle Schools and High Schools.

The awarded vendor will serve as the exclusive vendor for the product awarded. Elementary Memory Yearbook, Middle/High School Yearbook, Sports Programs, and other similar activities **may or may not be awarded** to the same vendor as School Photography services.

The District may conduct investigations as it deems necessary to assist in the evaluation of any bid and to establish the responsibility, qualifications, and financial ability of the vendor to supply materials and/or services to the District within the prescribed time.

2. **NOTICE OF ACCEPTANCE:** A written award (or Acceptance of Bid) mailed (or otherwise furnished) to the successful vendor with the time for acceptance specified in the Invitation to Bid shall be deemed to result in a binding contract without further action by either party.

#### **CONTRACT PROVISIONS**

1. **SUBLETTING CONTRACT:** It is mutually understood and agreed that the Vendor shall not assign, transfer, convey, sublet, or otherwise dispose of its contract or its right, title or interest therein, or its power to execute such contract, to any other person, firm or corporation, without the previous written consent of the District, but in no case shall such consent relieve the Vendor from its obligation, or change the terms of the Contract.
2. **NON-DISCRIMINATION:** No Vendor who is the recipient of the District's funds, or proposes to perform any work or furnish any goods under this agreement shall discriminate against any worker, employee or applicant or any member of the public because of religion, race, sex, color, or national origin, nor otherwise commit an unfair employment practice. Vendor further agrees that this article will be incorporated by the Vendor in all contracts entered into with suppliers of materials or services, contractors and subcontractors and all labor organizations, furnishing skilled, unskilled, and craft union skilled labor, or who may perform any such labor or services in connection with this contract. The Vendor and all subcontractors employed under the contract shall comply with all applicable provisions of the Illinois Human Rights Act (775 ILCS 5/1-10).

3. **PREVAILING WAGE:** It is hereby stipulated that all laborers, workers and mechanics performing work under the Contract shall not be paid less than the prevailing wage as found by the Illinois Department of Labor / Illinois Procurement Code or the Board of Education, and that Vendor and all Subcontractors and Sub-subcontractors shall in all other respects comply with the Prevailing Wage Law, Ill. Rev. Stat. 1985, Ch. 48, Section 39S-1 et. seq. in carrying out the work under the Contract.

If, during the course of work under this contract, the Department of Labor revises the prevailing rate of hourly wages to be paid under this contract for any trade or occupation, Owner will notify Vendor and each Subcontractor of the change in the prevailing wage of hourly wages. Vendor shall have the sole responsibility and duty to ensure that Contractor and all Subcontractors to each worker to whom a revised rate is applicable pay the revised prevailing rate of hourly wages. Revisions of the prevailing wages as set forth above shall not result in an increase in the bid sum.

4. **COLLUSIVE BIDDING:** The bidder certifies that its bid is made without any previous understanding, agreement or connection with any person, firm, or corporation making bid for the same project, and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action.

Any attempt by the respondent to circumvent the Invitation to Bid by contacting or communicating with members of the Board of Education, Administration, and/or school personnel will be deemed as grounds for elimination.

6. **TAX EXEMPTION:** The District is exempt from Federal, State, and Municipal taxes.
7. **GRATUITY:** No employee or its officers of the District is to be extended any form of gratuity in connection with the Invitation to Bid.
8. **INSURANCE:** The selected firm shall provide proof of the following insurance to the District by Certificate of Insurance and must include a written requirement of a thirty (30) day cancellation or termination notice. The Certificate of Insurance shall state the Board of Education, its members, officers, elected officials, employees, and agents are additional insured under the policy or policies.

The insurance company, duly licensed by the State of Illinois, will provide primary coverage and will not be excess of any insurance that may be secured by the Board of Education per the below provisions. General Liability must include sexual abuse and misconduct coverage. The insurance company shall provide the Certificates of Insurance to the District within thirty (30) days of notification of selection and each subsequent school year of the contract.

- |                                     |                  |
|-------------------------------------|------------------|
| a. Workmen's Compensation Insurance | statutory limits |
| b. Third Party Bond per employee    | \$2,500          |
| c. Property Damage                  | \$250,000        |

- |                      |             |
|----------------------|-------------|
| d. Bodily Damage     | \$500,000   |
| e. General Liability | \$2,000,000 |
9. **POLICY:** The Vendor will ensure all employees or agents fully comply with District policies and regulations pertaining to restrictions that affect anyone on District owned property.
  10. **SAFETY:** The vendor will not assign an employee or agent who is a child sex offender as defined in the Child Sex Offender Community Notification Law and the Child Murderer and Violent Offender Against Youth Community Notification Law.
  11. **DRUG AND ALCOHOL FREE WORKPLACE:** All District sites are drug and alcohol free workplaces. The vendor employees or agents will not possess/distribute/consume tobacco, alcohol, or any illegal or dangerous substance on District property.
  12. **REFERENCES:** The vendor must provide three (3) references from schools of similar size and volume not to include Plainfield Community Consolidated School District 202.

#### **CANCELLATION**

In the event that the Vendor at any time fails to comply with any of the terms or conditions set forth in this agreement, or should the District determine that the Vendor is in any other way unfit, unqualified, or unable to perform, the District shall give thirty (30) days notice in writing to the said Vendor. In the event the Vendor does not remedy such failures within thirty (30) days from the receipt of such notice the agreement may be terminated.

Furthermore, if the District must contract the service of others because of the failure of the Vendor to provide such services under this contract, the Vendor shall assume all costs incurred by the District.

#### **CONTRACTOR NOT AN AGENT**

The Vendor shall not be held or deemed in any way to be an agent, employee, or official of the District, but rather an independent vendor furnishing services for the District.

#### **RESPONSIBILITY FOR EQUIPMENT/MATERIALS**

The Vendor shall be responsible for protection of all equipment or supplies covered by this contract. The Vendor will repair or replace damaged equipment in a timely manner.

#### **INSPECTIONS**

All delivered products shall be accepted subject to inspection and physical count. Inspection and acceptance of Photographic products will be made after delivery. Final inspection shall be conclusive except as regards to latent defects, fraud, or such gross mistakes as amount to fraud. Final inspection and acceptance or rejection of the materials or supplies will be made as

promptly as practicable, but failure to inspect or accept or reject materials or supplies shall not impose liability on the District for such materials or supplies as are not in accordance with the specifications. Rejected products shall be removed at the expense of the Vendor, including transportation.

#### **GENERAL GUARANTY**

The Vendor agrees to:

- a. Save the District, its agents and employees harmless from liability of any nature or kind for the use of any copyrighted or uncopied composition, secret process, patented or unpatented, invention, article or appliance furnished or used in the performance of the contract which the Vendor is not the patentee, assignee, licensee or owner.
- b. Protect the District against latent defective material or workmanship and to repair or replace any damages or marring occasioned in transport, delivery or installation.
- c. Pay for all permits, licenses and fees and file all notices and comply with all laws, ordinances, rules and regulations of the Village of Plainfield, Will County and the State of Illinois.

#### **PLACING OF ORDERS**

A letter of intent followed by a purchase order will be executed and released by the District upon approval by the Board of Education.

#### **OTHER INVITATION TO BID REQUIREMENTS**

1. **BASE RATE:** Vendors are to indicate total costs based on the materials, equipment, and services to be provided.
2. **AWARD:** It is anticipated that the Invitation to Bid will be awarded at the Board of Education meeting to be held **Monday, March 19, 2018**.
3. **DELIVERY:** As designated by the school.
4. **COMPLETE BID:** Invitation to Bid presented must include all costs associated with purchase of the products indicated. Unit price is to include delivery/freight. Additional separate charges will not be honored.

Rounding up or down of quantities must be pre-approved by the District. Print overruns will not be accepted. Exact quantities will be reflected on the purchase order.

The winning bidder will not be reimbursed beyond the amount indicated on the bid form(s).

5. **WARRANTY:** Describe warranty for each item.
6. **QUESTIONS REGARDING BIDS:** Any questions should be processed pursuant to the "Conditions of Bidding".
7. **ALTERNATE BIDS:** Alternate Invitation to Bid will not be considered.
8. **AWARDING OF BID:** The contract will be awarded to the lowest responsible and responsive vendor complying with all the provisions of the Invitation to Bid, provided that in the judgment of the District, the price is acceptable and in the best interests of the District. The District reserves the right to reject any or all Invitation to Bids received whenever such rejection is in the interest of the District.

Special consideration in awarding the contract will be given to the vendor who has the personnel, facilities, equipment, financial resources, and time to perform the services required under this contract.

Past performance of vendors will be considered in awarding of the Invitation to Bid products.

Bid is not to include automatic renewals or extensions beyond the Invitation to Bid three (3) year specified term with an annual two (2) year renewal.

9. **QUANTITIES:** Quantities on the Invitation to Bid are approximate. Final quantities will be reflected on our purchase orders and calculated on the unit price. **The District will not pay over the unit price.**

## SPECIFICATION AND INSTRUCTIONS

1. The term of the contract will be for (3) years, beginning with the 2018-2019 school year and ending with the 2020-2021 school year, with two (2) separate options for an annual renewal for a maximum total of a five (5) year period. The District and the successful vendor(s) will establish a transition schedule to accommodate the high school senior graduating class by June 15, 2018.
2. A meeting may be held with the vendors selected by the District after the opening of the Invitation to Bid. This meeting would allow the vendor to present their product and any special offers, and take questions from the committee.  
  
Sample products **are not** required with the Invitation Bid submission.
3. A representative shall be available for each school to contact.
4. Representative must meet with staff at regularly scheduled meetings to insure that all expectations and deadlines are met as well as a status review of contract incentives.
5. All photos must be in color.
6. The District/School will provide students' and staff names with pertinent identification information. The vendor is not permitted to release the information therein to any other person, company, or source for any reason.
7. Photo identification data must be separated by staff and student in a format agreed upon between District Technology and the vendor. Staff identification number must be printed with an alpha "E" preceding the numeric.
8. Color class composites with names are required for the Elementary schools.
9. All students are to be photographed for school services even if they don't purchase a photo package.
10. Elementary students are to receive three (3) identification cards of different colors. School will determine the color coding.
11. High School seniors are not obligated to purchase additional services from the vendor, i.e. senior portrait packages.
12. Elementary school students and faculty must be photographed within the first (1<sup>st</sup>) quarter of the school year.
13. Middle school students and faculty must be photographed within the first seven (7) days school is in session.



14. High School students may be photographed the first week of school and/or by arrangements with the School staff.
15. High School senior portraits **are not** to be included in the school packages. High School seniors **are not** obligated to purchase additional services from the vendor, i.e. senior portrait packages.
16. Vendor will photograph District Support Personnel at the beginning of each school year for identification cards.
17. Vendor must provide bilingual (English/Spanish) promotional materials to distribute to students for “photo day”. The promotional materials are used to notify students, parents, and staff. They must include photo price packages, one-week notices, day before notices, and advertising posters.
18. On “photo day”, the vendor must provide each school with the following:
  - a. Enough photographers to photograph all students in one day.
  - b. Photographer’s assistants to aid in recording the packages purchased, collecting money, and addressing student needs.
  - c. Two (2) photo ID stations minimum.
19. Middle School and High School photo identification system per school which include card with name, school logo, school colors, barcode, and student information custom designed by each school.

Vendor must provide a “hard card” printer to each school along with camera and software for student and staff identification cards. The camera and supplies must be in the school two (2) weeks before the school starts and remain for the school year

Note: Photo Identification system and components are not required for the Elementary schools.

20. All photos must be returned to the school within thirty (30) days or less from the date of shoot and packaged as specified by the school.
21. Retake opportunity must be provided within two (2) weeks of delivery of the original set of photos. Two (2) photographers with camera must be provided during school scheduled lunch period for retakes. No charges will be assessed for retakes.
22. Spring retake opportunity at the Elementary schools for new students’ identification and memory yearbook.
23. A retouching option must be offered to all students.
24. A complete computer generated printout of all students and identifying information that are photographed along with their photo package ordered will be supplied to the school.

25. The vendor will provide an electronic version or online version of all individual images (student, faculty, and staff) photograph, to the school Principal formatted for the software being used by the school.  
Images are to include name and identification number. Note: Staff identification numbers are to begin with an alpha "E".
26. Vendor will provide each Elementary school principal with a bound book containing all classroom composites each school year.
27. Vendor will provide each Middle school principal with a bound book of all student portraits and names each school year.
28. Vendor will provide the District office with a "hard card" printer, camera, and software for ongoing photo identification cards throughout the school year.
29. Bid costs will be accepted on the below packages School Photography packages:

	Package A	Package B	Package C	Package D	Package E	Package F	Package G
Elementary	Class Composite 3 – 8x10 4 – 5x7 4 – 3x5 16 – 2x3 1 – Image CD / Digital Download	Class Composite 2 – 8x10 4 – 5x7 4 – 3x5 12 – 2x3 1 – Image CD / Digital Download	Class Composite 1 – 8x10 3 – 5x7 4 – 3x5 12 – 2x3	Class Composite 1 – 8x10 2 – 5x7 4 – 3x5 8 – 2x3	Class Composite 2 – 5x7 4 – 3x5 8 – 2x3	Class Composite 4 – 3x5 8 – 2x3	Class Composite 2 – 3x5 4 – 2x3
	Class Composite only ( <i>without the purchase of a photo package</i> )						
Middle	3 – 8x10 4 – 5x7 4 – 3x5 16 – 2x3 1 – Image CD / Digital Download	2 – 8x10 4 – 5x7 4 – 3x5 12 – 2x3 1 – Image CD / Digital Download	1 – 8x10 3 – 5x7 4 – 3x5 12 – 2x3	1 – 8x10 2 – 5x7 4 – 3x5 8 – 2x3	2 – 5x7 4 – 3x5 8 – 2x3	4 – 3x5 8 – 2x3	2 – 3x5 4 – 2x3
High	3 – 8x10 4 – 5x7 4 – 3x5 16 – 2x3 1 – Image CD / Digital Download	2 – 8x10 4 – 5x7 4 – 3x5 12 – 2x3 1 – Image CD / Digital Download	1 – 8x10 3 – 5x7 4 – 3x5 12 – 2x3	1 – 8x10 2 – 5x7 4 – 3x5 8 – 2x3	2 – 5x7 4 – 3x5 8 – 2x3	4 – 3x5 8 – 2x3	2 – 3x5 4 – 2x3

30. The vendor is responsible for all monies collected. All financial records shall be maintained by the vendor and a record of all transactions shall be given to the Director of Finance no later than January 31<sup>st</sup> of the school year. District records shall be available for inspection by the Board of Education and/or its authorized representative.
31. Vendor must provide a 100% guarantee on all photography, photo packages, and retakes. It is the Vendor responsibility to refund students that are not satisfied. A full refund must be given within thirty (30) days.
32. Vendor rebate is to be calculated on the per student photography packaged sold and not on a commission percent (%) of total sales. Vendor package net cost should be stated. The committee and not the vendor will determine school rebate level. The vendor rebate checks will be sent to the school within thirty (30) days of final retakes.
33. Serve as an advisor to the Elementary Schools Memory Yearbook program if requested.
34. Provide a CD/DVD compatible with the Elementary School Memory Yearbook publisher software to the school sponsor no later than sixty (60) days after the start of the school year of students and staff.
35. One (1) high-end (i.e. Canon Rebel T6 )school camera for internal use to support school related photographic activities such as yearbook or an accommodating \$650.00 allowance per school year if awarded the Elementary School Memory Yearbook.
36. Elementary Memory Yearbook base requirements:
  - a. Web Base software
  - b. Signature Cover: full color and memory book name. School to choose picture and layout style.
  - c. Foil Imprinting: with school name, school year
  - d. Hardcover “Smythe” (sewn spine), same front and back
  - e. White Endsheets
  - f. Black Ink
  - g. Paper: 70 pound offset enamel or equal
  - f. Numbered pages
37. Bid costs will be accepted on the Elementary Memory Yearbook per unit quantities.
38. Provide a complimentary copy of the published Elementary Memory Yearbook to each school principal of their school.
39. Middle Schools and High Schools produce a yearbook each year. Photographer expertise in yearbook photography is a must. A CD/DVD compatible with the yearbook publisher software is to be delivered to the school yearbook sponsor no later than sixty (60) days after the start of the school year of students and staff.

In addition, candid photography services for school activities such as performing arts (band, choir, drama, orchestra, etc.) dances, proms are due the first week of April of each school year unless a established schedule of deadlines have been mutually agreed with each school yearbook sponsor..

Also, a minimum of one (1) visit per sports season to each Middle School and High School campus is required.

40. A minimum of the three (3) sets of student mini color photo prints.
41. One (1) high-end (Canon Rebel T6i ) school camera per middle school and high school campus for internal use to support school related photographic activities such as yearbook or an accommodating \$650.00 allowance per school year.
42. Indicate any special offers and incentives available to the District and estimated value of compensation. Special offers may be considered in evaluation only if they are readily quantifiable in terms of monetary value. Special offers can include but not limited to:
  - a. Educational Grant
  - b. Activity Programs
  - c. Rebate pricing
  - d. Senior Programs
  - e. Recognition and Motivational
  - f. Elementary level Memory Yearbooks
    - ✓ Production
    - ✓ Marketing
    - ✓ Equipment

All special offers and incentives **must** be identified and itemized including those that are provided to the District at no additional fees.

43. Plainfield CCSD 202 uses Windows Active Directory Services software technology platform.

**2017-2018 Population**

<b>SITE</b>	<b>STAFF</b>
Administrative	148

<b>ELEMENTARY SCHOOLS</b>	<b>STUDENT</b>	<b>STAFF</b>	<b>CLASSES</b>
Bonnie McBeth Early Learning Center	795	134	40
Central	681	81	33
Charles Reed	564	64	28
Creekside	562	70	24
Crystal Lawns	371	50	18
Eagle Pointe	682	79	30
Elizabeth Eichelberger	641	89	27
Freedom	772	74	32
Grand Prairie	587	76	25
Lakewood Falls	650	71	25
Liberty	622	76	28
Lincoln	793	90	35
Meadow View	509	67	24
Ridge	599	66	27
River View	747	76	30
Thomas Jefferson	630	93	21
Walkers' Grove	514	63	23
Wesmere	485	62	23

<b>MIDDLE SCHOOLS</b>	<b>STUDENT</b>	<b>STAFF</b>
Aux Sable	994	87
Drauden Point	715	89
Heritage Grove	986	94
Indian Trail	757	76
Ira Jones	894	90
John F. Kennedy	1,139	107
Timber Ridge	1,017	97

<b>HIGH SCHOOLS</b>	<b>STUDENT</b>	<b>STAFF</b>
Plainfield Academy	139	73
Plainfield High School Central Campus	2065	210
Plainfield East	2,250	196
Plainfield North	2,320	197
Plainfield South	2,521	217

**EXHIBIT B****School Photography Cost Sheet**

	<b>Elementary School</b>				
	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Package A</b>					
<b>Package B</b>					
<b>Package C</b>					
<b>Package D</b>					
<b>Package E</b>					
<b>Package F</b>					
<b>Package G</b>					
<b>8x10 Class Composite</b>					

	<b>Middle School</b>				
	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Package A</b>					
<b>Package B</b>					
<b>Package C</b>					
<b>Package D</b>					
<b>Package E</b>					
<b>Package F</b>					
<b>Package G</b>					

	<b>High School</b>				
	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Package A</b>					
<b>Package B</b>					
<b>Package C</b>					
<b>Package D</b>					
<b>Package E</b>					
<b>Package F</b>					
<b>Package G</b>					

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Name of Firm

---

Signature

---

Title

---

Date

**Elementary Memory Yearbook Cost Sheet**

---

Name of Firm

---

Signature

---

Title

---

Date



**Base Requirements:**

- Web Base software
- Signature Cover: full color and memory book name
- Foil Imprinting: with school name, school year
- Hardcover “Smythe” (sewn spine), same front and back
- White Endsheets
- Black Ink
- Paper: 70 pound offset enamel or equal
- Numbered pages

Per Unit Cost	250 - 350	351 - 500	501 - 700	Shipping
< 52 pages				
56 – 72 Pages				
76 – 94 Pages				
> 96 Pages				

**Option A: Base Requirements with Soft cover “Perfect Bound” (glue spine)**

Per Unit Cost	250 - 350	351 - 500	501 - 700	Shipping
< 52 pages				
56 – 72 Pages				
76 – 94 Pages				
> 96 Pages				

**Option B: Base Requirements with Soft cover “Saddle Stitched” (stapled spine)**

Per Unit Cost	250 - 350	351 - 500	501 - 700	Shipping
< 52 pages				
56 – 72 Pages				
76 – 94 Pages				
> 96 Pages				

**Option C: In addition, Publish an electronic memory book that can be viewed and signed online and a copy ordered if so desired for increase sales at above Base Requirements per unit costs.**

Yes \_\_\_\_\_ NO \_\_\_\_\_

**Base Requirements:**

- Web Base software
- Signature Cover: full color and memory book name
- Foil Imprinting: with school name, school year
- Hardcover “Smythe” (sewn spine), same front and back
- White Endsheets
- Black Ink
- Paper: 70 pound offset enamel or equal
- Numbered pages

Per Unit Cost	250 – 350	351 – 500	501 – 700	Shipping
< 52 pages				
56 – 72 Pages				
76 – 94 Pages				
> 96 Pages				

**Option A: Base Requirements with Soft cover “Perfect Bound” (glue spine)**

Per Unit Cost	250 – 350	351 – 500	501 – 700	Shipping
< 52 pages				
56 – 72 Pages				
76 – 94 Pages				
> 96 Pages				

**Option B: Base Requirements with Soft cover “Saddle Stitched” (stapled spine)**

Per Unit Cost	250 – 350	351 – 500	501 – 700	Shipping
< 52 pages				
56 – 72 Pages				
76 – 94 Pages				
> 96 Pages				

**Option C: In addition, Publish an electronic memory book that can be viewed and signed online and a copy ordered if so desired for increase sales at above Base Requirements per unit costs.**

Yes \_\_\_\_\_ NO \_\_\_\_\_

**Base Requirements:**

- Web Base software
- Signature Cover: full color and memory book name
- Foil Imprinting: with school name, school year
- Hardcover “Smythe” (sewn spine), same front and back
- White Endsheets
- Black Ink
- Paper: 70 pound offset enamel or equal
- Numbered pages

Per Unit Cost	250 - 350	351 - 500	501 - 700	Shipping
< 52 pages				
56 – 72 Pages				
76 – 94 Pages				
> 96 Pages				

**Option A: Base Requirements with Soft cover “Perfect Bound” (glue spine)**

Per Unit Cost	250 - 350	351 - 500	501 - 700	Shipping
< 52 pages				
56 – 72 Pages				
76 – 94 Pages				
> 96 Pages				

**Option B: Base Requirements with Soft cover “Saddle Stitched” (stapled spine)**

Per Unit Cost	250 - 350	351 - 500	501 - 700	Shipping
< 52 pages				
56 – 72 Pages				
76 – 94 Pages				
> 96 Pages				

**Option C: In addition, Publish an electronic memory book that can be viewed and signed online and a copy ordered if so desired for increase sales at above Base Requirements per unit costs.**

Yes \_\_\_\_\_ NO \_\_\_\_\_

**Base Requirements:**

- Web Base software
- Signature Cover: full color and memory book name
- Foil Imprinting: with school name, school year
- Hardcover “Smythe” (sewn spine), same front and back
- White Endsheets
- Black Ink
- Paper: 70 pound offset enamel or equal
- Numbered pages

Per Unit Cost	250 - 350	351 - 500	501 - 700	Shipping
< 52 pages				
56 – 72 Pages				
76 – 94 Pages				
> 96 Pages				

**Option A: Base Requirements with Soft cover “Perfect Bound” (glue spine)**

Per Unit Cost	250 - 350	351 - 500	501 - 700	Shipping
< 52 pages				
56 – 72 Pages				
76 – 94 Pages				
> 96 Pages				

**Option B: Base Requirements with Soft cover “Saddle Stitched” (stapled spine)**

Per Unit Cost	250 - 350	351 - 500	501 - 700	Shipping
< 52 pages				
56 – 72 Pages				
76 – 94 Pages				
> 96 Pages				

**Option C: In addition, Publish an electronic memory book that can be viewed and signed online and a copy ordered if so desired for increase sales at above Base Requirements per unit costs.**

Yes \_\_\_\_\_ NO \_\_\_\_\_

**Base Requirements:**

- Web Base software
- Signature Cover: full color and memory book name
- Foil Imprinting: with school name, school year
- Hardcover “Smythe” (sewn spine), same front and back
- White Endsheets
- Black Ink
- Paper: 70 pound offset enamel or equal
- Numbered pages

Per Unit Cost	250 - 350	351 - 500	501 - 700	Shipping
< 52 pages				
56 – 72 Pages				
76 – 94 Pages				
> 96 Pages				

**Option A: Base Requirements with Soft cover “Perfect Bound” (glue spine)**

Per Unit Cost	250 - 350	351 - 500	501 - 700	Shipping
< 52 pages				
56 – 72 Pages				
76 – 94 Pages				
> 96 Pages				

**Option B: Base Requirements with Soft cover “Saddle Stitched” (stapled spine)**

Per Unit Cost	250 - 350	351 - 500	501 - 700	Shipping
< 52 pages				
56 – 72 Pages				
76 – 94 Pages				
> 96 Pages				

**Option C: In addition, Publish an electronic memory book that can be viewed and signed online and a copy ordered if so desired for increase sales at above Base Requirements per unit costs.**

Yes \_\_\_\_\_ NO \_\_\_\_\_

**EXHIBIT D**

**Special Offers and Incentives**  
*(attach additional pages if needed)*

	<b>ITEM</b>	<b>COMPENSATION</b>	<b>COMMENT</b>
<b>1.</b>			
<b>2.</b>			
<b>3.</b>			
<b>4.</b>			
<b>5.</b>			
<b>6.</b>			
<b>7.</b>			
<b>8.</b>			
<b>9.</b>			
<b>10.</b>			
<b>11.</b>			
<b>12.</b>			
<b>13.</b>			
<b>14.</b>			
<b>15.</b>			

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**EXHIBIT E**

After having read the entire Invitation to Bid conditions and specifications and understanding the same, I hereby submit the following for the purchase of **School Photography/Elementary Memory Yearbook** for the Plainfield Community Consolidated School District No. 202 in accordance with said Invitation to Bid conditions and specifications.

NOTE: UNSIGNED INVITATION TO BID WILL NOT BE ACCEPTED

The undersigned Vendor declares that he has examined and familiarized himself with the Contract Documents itemized Exhibit A dated February 26, 2018. In making this bid, the undersigned waives all right to plead any misunderstanding of the Contract Documents and agrees to perform all of the work required herein. If this Invitation to Bid is accepted, the undersigned offers and agrees to furnish all services upon which prices are quoted, at the price and times stated, and subject to all conditions recorded on this bid.

---

Signature:

Date

---

Print Name / Title

---

Firm Name

---

Firm Address

---

City / State / Zip Code

Telephone:

Facsimile:

Email:

**EXHIBIT F**

**STATEMENT OF ETHICS CERTIFICATION**

By submission of this Invitation to Bid, the vendor certifies that:

1. This Invitation to Bid has been independently arrived at without collusion with any other bidder or with any competitor.
2. This Invitation to Bid has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids, or bids for this project, to any other vendor, competitor or potential competitor.
3. No attempt has been made or will be made to induce any other person, partnership or corporation to submit or not to submit an Invitation to Bid.
4. Vendor has not been convicted of price-fixing nor pleaded "no contest" to such charges within the last five (5) years.
5. Vendor is not a subsidiary of a company that has been convicted of price-fixing nor pleaded "no contest" to such charges within the last five (5) years.
6. Bidder has not attempted to influence any member of the Board of Education or Administration on the award of this bid, except as otherwise included in the review process.

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Name of Firm

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Signature

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Title

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Date



**EXHIBIT G**

**DEVIATIONS FORM**

In the event that the undersigned Vendor intends to deviate from the specifications, all such deviations are listed hereon, with complete and detailed specifications and information being also attached. In the absence of any entry on the Deviations Form, the Vendor assures the District of their FULL compliance with the specifications and conditions. The District must approve any deviations indicated.

THIS FORM MUST BE SIGNED EVEN BY THOSE NOT PLANNING DEVIATIONS

SUBMITTED FOR CONSIDERATION BY: \_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Signature and Title

**EXHIBIT H**

**SEXUAL HARASSMENT CERTIFICATION**

\_\_\_\_\_, having submitted a Invitation to Bid for **School Photography/Elementary Memory Yearbook** to Plainfield Community Consolidated School District No. 202, hereby certifies that said Vendor has a written sexual harassment policy in place in full compliance with 775 ILCS 5/2-105 (A) (4).

By: \_\_\_\_\_  
Authorized Agent of Vendor

SUBSCRIBED AND SWORN TO

before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

**EXHIBIT I**

**CERTIFICATION OF ELIGIBILITY TO ENTER INTO PUBLIC CONTRACTS**

IMPORTANT: THIS CERTIFICATION MUST BE EXECUTED

I, \_\_\_\_\_, being first duly sworn, certify and say that I am \_\_\_\_\_, ("sole owner"/"partner"/"president"/or other proper title) of \_\_\_\_\_, the Prime Vendor submitting this bid and that the Prime Vendor is not barred from contracting with any unit of state or local government as a result of a violation of either Section 33E-3, or 33E-4 of the Illinois Criminal Code, or of any similar offense of "bid-rigging" or "bid-rotating" of any State or of the United States.

\_\_\_\_\_  
Signature of person making certification

SUBSCRIBED AND SWORN TO

before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

**EXHIBIT J**

**STUDENT SAFETY**

\_\_\_\_\_, having submitted a Invitation to Bid for **School Photography/Elementary Memory Yearbook** to Plainfield Community Consolidated School District No. 202, hereby certifies that employees or agents having passed Criminal background investigation including a full Illinois State Police and Federal Bureau of Investigation check, in the performance of this contract as defined in the Child Sex Offender Community Notification Law and the Child Murderer and Violent Offender Against Youth Community Notification Law.

By: \_\_\_\_\_  
Authorized Agent of Vendor

**SUBSCRIBED AND SWORN TO**

before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

**EXHIBIT K**

**Alcohol and Drug Free Workplace Certification**

\_\_\_\_\_, having submitted a Invitation to Bid for **School Photography/Elementary Memory Yearbook** to Plainfield Community Consolidated School District No. 202, hereby certifies that employees or agents will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of this contract pursuant to the Illinois Drug Free Workplace Act and further certifies that Vendor is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug Free Workplace Act.

By: \_\_\_\_\_  
Authorized Agent of Vendor

**SUBSCRIBED AND SWORN TO**

before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

**EXHIBIT L**

**Equal Employment Certification**

\_\_\_\_\_, does hereby certify pursuant to Section 2-105 of the Illinois Human Rights Act (775 ILCS 5/2-105) that it has a written equal employment opportunity policy that is in compliance with all terms and conditions of the Equal Employment Opportunity provisions of the Illinois Human Right Act.

By: \_\_\_\_\_  
Authorized Agent of Contractor

**SUBSCRIBED AND SWORN TO**

before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

**EXHIBIT M**

**SCHOOL DISTRICT REFERENCES**

Provide three (3) Illinois School District References that have purchased **School Photography/Elementary Memory Yearbook services** from your firm within the past five years of similar size and volume.

School District Name	
Contact Person/Phone Number	
Date	
Number of Students	

School District Name	
Contact Person/Phone Number	
Date	
Number of Students	

School District Name	
Contact Person/Phone Number	
Date	
Number of Students	