

MIDDLE SCHOOL AND HIGH SCHOOL YEARBOOK  
 July 1, 2018 - June 30, 2023  
 PLAINFIELD COMMUNITY CONSOLIDATED SCHOOL DISTRICT NO 202  
 PLAINFIELD, WILL COUNTY, ILLINOIS

"Exhibit B Dual Level Award"

Middle School	HR Imaging					Walsworth *					Lifetouch					Jostens					Herff Jones				
	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
650-850	\$14.75	\$14.75	\$15.00	\$15.00	\$15.25	\$17.25	\$17.50	\$17.76	\$18.02	\$18.29	\$17.00	\$17.00	\$17.25	\$17.25	\$17.50	\$14.45	\$14.45	\$14.45	\$14.45	\$14.45	\$13.45	\$13.72	\$13.99	\$14.27	\$14.56
851-1000	\$14.75	\$14.75	\$15.00	\$15.00	\$15.25	\$17.25	\$17.50	\$17.76	\$18.02	\$18.29	\$17.00	\$17.00	\$17.25	\$17.25	\$17.50	\$14.25	\$14.25	\$14.25	\$14.25	\$14.25	\$13.45	\$13.72	\$13.99	\$14.27	\$14.56
1001-1200	\$14.75	\$14.75	\$15.00	\$15.00	\$15.25	\$17.25	\$17.50	\$17.76	\$18.02	\$18.29	\$17.00	\$17.00	\$17.25	\$17.25	\$17.50	\$14.05	\$14.05	\$14.05	\$14.05	\$14.05	\$13.45	\$13.72	\$13.99	\$14.27	\$14.56
1201	\$14.75	\$14.75	\$15.00	\$15.00	\$15.25	\$17.25	\$17.50	\$17.76	\$18.02	\$18.29	\$17.00	\$17.00	\$17.25	\$17.25	\$17.50	\$13.85	\$13.85	\$13.85	\$13.85	\$13.85	\$13.45	\$13.72	\$13.99	\$14.27	\$14.56

  

High School	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
	1000	\$29.50	\$29.50	\$30.00	\$30.00	\$30.50	\$41.00	\$41.61	\$42.44	\$43.07	\$43.72	\$36.00	\$36.00	\$36.50	\$36.50	\$37.00	\$33.00	\$33.00	\$33.00	\$33.00	\$33.00	\$31.60	\$32.23	\$32.87	\$33.53
1001 >	\$29.50	\$29.50	\$30.00	\$30.00	\$30.50	\$41.00	\$41.61	\$42.44	\$43.07	\$43.72	\$36.00	\$36.00	\$36.50	\$36.50	\$37.00	\$32.70	\$32.70	\$32.70	\$32.70	\$32.70	\$31.60	\$32.23	\$32.87	\$33.53	\$34.21
1000 <	\$29.50	\$29.50	\$30.00	\$30.00	\$30.50	\$41.00	\$41.61	\$42.44	\$43.07	\$43.72	\$36.00	\$36.00	\$36.50	\$36.50	\$37.00	\$32.50	\$32.50	\$32.50	\$32.50	\$32.50	\$31.60	\$32.23	\$32.87	\$33.53	\$34.21

"Exhibit C: Single Vendor Award"

Middle School	HR Imaging					Walsworth *					Lifetouch					Jostens					Herff Jones				
	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
650-850	\$13.50	\$13.50	\$13.75	\$13.75	\$14.00	\$15.00	\$15.22	\$15.45	\$15.68	\$15.92	\$14.00	\$14.00	\$14.25	\$14.25	\$14.50	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$14.85	\$15.15	\$15.45	\$15.76	\$16.07
851-1000	\$13.50	\$13.50	\$13.75	\$13.75	\$14.00	\$15.00	\$15.22	\$15.45	\$15.68	\$15.92	\$14.00	\$14.00	\$14.25	\$14.25	\$14.50	\$12.80	\$12.80	\$12.80	\$12.80	\$12.80	\$14.85	\$15.15	\$15.45	\$15.76	\$16.07
1001-1200	\$13.50	\$13.50	\$13.75	\$13.75	\$14.00	\$15.00	\$15.22	\$15.45	\$15.68	\$15.92	\$14.00	\$14.00	\$14.25	\$14.25	\$14.50	\$12.60	\$12.60	\$12.60	\$12.60	\$12.60	\$14.85	\$15.15	\$15.45	\$15.76	\$16.07
1201	\$13.50	\$13.50	\$13.75	\$13.75	\$14.00	\$15.00	\$15.22	\$15.45	\$15.68	\$15.92	\$14.00	\$14.00	\$14.25	\$14.25	\$14.50	\$12.40	\$12.40	\$12.40	\$12.40	\$12.40	\$14.85	\$15.15	\$15.45	\$15.76	\$16.07

  

High School	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
	1000	\$28.25	\$28.25	\$28.75	\$28.75	\$29.25	\$35.00	\$35.52	\$36.05	\$36.59	\$37.13	\$33.00	\$33.00	\$33.50	\$33.50	\$34.00	\$31.00	\$31.00	\$31.00	\$31.00	\$31.00	\$30.10	\$30.70	\$31.32	\$31.94
1001 >	\$28.25	\$28.25	\$28.75	\$28.75	\$29.25	\$35.00	\$35.52	\$36.05	\$36.59	\$37.13	\$33.00	\$33.00	\$33.50	\$33.50	\$34.00	\$30.80	\$30.80	\$30.80	\$30.80	\$30.80	\$30.10	\$30.70	\$31.32	\$31.94	\$32.58
1000 <	\$28.25	\$28.25	\$28.75	\$28.75	\$29.25	\$35.00	\$35.52	\$36.05	\$36.59	\$37.13	\$33.00	\$33.00	\$33.50	\$33.50	\$34.00	\$30.60	\$30.60	\$30.60	\$30.60	\$30.60	\$30.10	\$30.70	\$31.32	\$31.94	\$32.58



**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**  
**MIDDLE SCHOOL AND HIGH SCHOOL YEARBOOK:**

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 – Middle School and High School Yearbook**

The Board of Education of PLAINFIELD COMMUNITY CONSOLIDATED SCHOOL DISTRICT 202 is receiving sealed Invitation to Bid for Middle School and High School Yearbook for seven (7) middle schools, and four (4) high schools. Sealed Invitation to Bid must be received no later than **10:00 a.m. 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: "**Middle School and High School 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	10 pages
2. Exhibit B	Bid Cost if awarded separately Middle and High School	1 page
3. Exhibit C	Bid Cost if awarded both Middle and High school	1 page
3. Exhibit D	Bid Supply List	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	References	1 page

The District looks forward to your participation in this bid.

Sincerely,

Richard Engstrom, Assistant Superintendent for Business and Operations

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Plainfield Community Consolidated School District No. 202 Board of Education is receiving sealed Invitation to Bid for Middle School and High School Yearbook for seven (7) middle schools, and four (4) high schools. The District current contract expires **June 30, 2018**. It is the Board of Education desire that Administration does not automatically renew contracts but solicit for all contract services upon expiration. Student current costs per book are: Middle School = \$20.00 each and High School = \$45.00- \$60.00 each.

## **Exhibit A**

### **BID CONDITIONS AND SPECIFICATIONS**

1. **BID FORMS:** Bids shall be submitted only on the forms provided. The bidder shall retain one (1) copy for his files and submit one (1) original and four (4) copies in a sealed envelope marked "Middle School and High School Yearbook".
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.

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 may be issued by electronic mail, regular mail, and/or facsimile to those interested bidders who have requested notice of addenda in writing.

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, presentations may be held on **Thursday, March 8, 2018** Administration Center Board Room, 15732 Howard Street, Plainfield, IL 60544 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 (technology / plant support)
- d. Technical expertise of representatives
- e. References
- f. Special Offers

The District reserves the right to award the Invitation to Bid to one single vendor or split in part for Middle School and High Schools. 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.

The awarded vendor will serve as the exclusive vendor for the product awarded. The District will make such investigations as necessary to determine the ability of the vendor to fulfill bid requirements.

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

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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.

5. **IDENTICAL BIDDING – EXECUTIVE ORDER NO. 10946:** All identical bids submitted to the District as a result of advertised procurement for materials, supplies, equipment, or services exceeding \$2,500.00 in total amount shall, at the discretion of the District, be reported to the Attorney General of the United States in accordance with Form DJ-1510 and the Presidential Order dated April 24, 1961 for possible violation and enforcement of antitrust laws.
6. **TAX EXEMPTION:** The District is exempt from Federal, State, and Municipal taxes.
7. **GRATUITY:** No employee or 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 ten (10) days notice in writing to the said Vendor. In the event the Vendor does not remedy such failures within ten (10) 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 uncopyrighted 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.

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 / GENERAL

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 (local and plant) shall be available for each school to contact.
4. Representative must meet staff at regularly scheduled meetings to insure that all expectations and deadlines are met.
5. Representative shall have the ability to provide monthly progress reports and billing updates.
6. Web based software program along with training and ongoing support.
7. Technology and resources necessary to receive and process data to complete a quality yearbook.
8. Provide staff training in the preparation of the yearbook.
9. Provide all supplies (laptop, digital cameras, etc.) appropriate for the preparation of the yearbook including but limited to necessary tools and support materials required to layout, design, fundraise, and market the yearbook per school.
10. Provide each school the opportunity to meet with a professional artist to develop the yearbook theme and to design the cover and end sheets.
11. Yearbook pages to be publish 100% in color.
12. Provide high resolution PDF proof of all pages for review prior to submission pages.
13. Provide hard copy proofs of cover and end sheets at no charge for print or shipping of proofs between plant and school.
14. Deadline schedule and delivery date of yearbook is dependent upon the school year calendar. Deadlines are to be spaced evenly as possible from November 1 of each contract year until the final deadline.

15. Page submissions are to be equal for each deadline. The final page deadline shall be no earlier than six (6) weeks prior to ship date.
16. The school shall have the opportunity to make up for lost time from missed deadlines by submitting copy prior to the next deadline in order to retain the final delivery date.
17. Inform the school if the final delivery date is in jeopardy as a result of missed deadlines so that corrective action can be implemented. All overtime work and charges must be authorized prior to proceeding.
18. All additional charges over and above those stated in the Invitation to Bid must be pre authorized to qualify for payment.
19. Special offers / incentives and costs may be considered in evaluation of Invitation to Bid if they are quantifiable in terms of monetary value to the school.
20. Payment schedule:
  - a. 35% of cost = second school quarter
  - b. 45% of cost = third school quarter
  - c. 20% final payment = no later than sixty (60) days following acceptance of yearbook by the school

### **SPECIFICATIONS AND INSTRUCTIONS / MIDDLE SCHOOL YEARBOOK, GRADES 6-8**

1. Hard, four (4) color cover in school's choice of colors in either matte or glossy finish with choice of below options:
  - a. School designed
  - b. Company silkscreen
  - c. Vendor foil screen
  - d. Vendor combination silkscreen / foil stamped / lithograph / embossed
  - e. Spine print at no additional charge
  
3. Size = 8 ½ x 11
  
4. Pages = 96 full color in entire book, 80# matte or enamel paper stock
  
5. White end sheets on front and back of book, 90# stock
  
6. Each Middle School has a wide range of student enrollment. Price Point quantity consideration should be: Note: 2018-19 projections 744-1,225 students.
  - a. 650 – 850
  - b. 851 – 1000
  - c. 1001 – 1200
  - d. 1201 and above

### **SPECIFICATIONS AND INSTRUCTIONS / HIGH SCHOOL YEARBOOK, GRADES 9-12**

1. Hard, four (4) color cover in school's choice of colors in either matte or glossy finish with choice of below options:
  - a. School designed
  - b. Company silkscreen
  - c. Vendor foil screen
  - d. Vendor combination silkscreen / foil stamped / lithograph / embossed
  - e. Spine print at no additional charge
  
3. Size = 9 x 12
  
4. Pages = 256 full color in entire book, 80# matte or enamel paper stock
  
5. White end sheets on front and back of book, 90# stock
  
6. Each High School has a wide range of student enrollment. Price Point quantity consideration should be at 1,000 copies.

**EXHIBIT B**

**Cost Sheet**

**MIDDLE SCHOOL AND HIGH SCHOOL YEARBOOK**

**MIDDLE SCHOOL** base price per yearbook:

<b>Quantity</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
650 – 850					
851 – 1000					
1001 – 1200					
1201 (greater than)					

**HIGH SCHOOL** base price per yearbook:

<b>Quantity</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
1000					
1001 (greater than)					
1000 (less than)					

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Name of Firm

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Signature

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Title

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Date

**EXHIBIT C**

**Cost Sheet**

**Single Vendor Award cost if receive both products.  
MIDDLE SCHOOL AND HIGH SCHOOL YEARBOOK**

**MIDDLE SCHOOL** base price per yearbook:

<b>Quantity</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2021-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
650 – 850					
851 – 1000					
1001 – 1200					
1201 (greater than)					

**HIGH SCHOOL** base price per yearbook:

<b>Quantity</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
1000					
1001 (greater than)					
1000 (less than)					

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Name of Firm

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Signature

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Title

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Date

**EXHIBIT D**

**Supply List**

Provided supplies for the preparation of the yearbook including but limited to necessary tools and support materials required to layout, design, fundraise, and market the yearbook. *If need, attached additional pages.*

Quantity	Item	Description

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Name of Firm

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Signature

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Title

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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 Middle School and High School 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: \_\_\_\_\_  
Firm

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

**EXHIBIT H**

**SEXUAL HARASSMENT CERTIFICATION**

\_\_\_\_\_, having submitted a Invitation to Bid for Middle School and High School 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 Middle School and High School 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 Middle School and High School Yearbook Photography 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**

**SCHOOL DISTRICT REFERENCES**

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

School District Name	
Contact Person/Phone Number	
Date & Amount of Purchase	

School District Name	
Contact Person/Phone Number	
Date & Amount of Purchase	

School District Name	
Contact Person/Phone Number	
Date & Amount of Purchase	