



**Plainfield Community Consolidated
School District 202**

We prepare learners for the future.

Tony Arbogast
Assistant Superintendent for Business and Operations
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March 24, 2023

REQUEST FOR
SCHOOL PHOTOGRAPHY/ELEMENTARY MEMORY YEARBOOKS:

For the five (5) fiscal years ending
June 30, 2024; June 30, 2025; June 30, 2026; June 30, 2027; June 30, 2028

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 high schools, seven middle schools, 19 elementary schools, and District personnel. Sealed Invitation to Bid must be received no later than **1:00 PM, TUESDAY, APRIL 11, 2023**, at which time they will be publicly opened.

Sealed bid is to be addressed and submitted to:

**Plainfield Community Consolidated School District 202
Tony Arbogast, Assistant Superintendent for Business and Operations
14812 S. Eastern Avenue
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 Operations Facility, 14812 S. Eastern Avenue, Plainfield, IL, 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
13.	Exhibit N	Addenda Acknowledgement	1 page

The District looks forward to your participation in this bid.

Sincerely,

Tony Arbogast, 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 high schools, seven middle schools, 19 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 years beginning with the 2023-2024 school year and ending with the 2025-2026 school year. Annually, two additional years ending with the 2027-2028 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 electronic original and two printed 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 60 DAYS:** Unless otherwise specified, all formal bids submitted shall be binding for 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 bid/contract documents must be submitted in writing via email only to Tony Arbogast aarbogas@psd202.org and received no later than **4:00 pm, Friday, March 31, 2023**, Responses, if any, to questions, inquiries, or notices will be issued through addendum(s) on the District Website on **Wednesday, April 5, 2023**.

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 **Wednesday, April 5, 2023**. 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, April 12, 2023**, with vendors selected by administrators and school personnel. Presentation date/time will be confirmed **Wednesday, April 11, 2023**.

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 which includes all sports photography at the Middle School level such as individual athlete and team photos as well as candid shots at their games/meets. Elementary Memory Yearbook **may or may not be awarded** to the same vendor as School Photography services. High School sports related photography is not included in this Invitation to Bid.

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 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 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 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 30 days notice in writing to the said Vendor. In the event the Vendor does not remedy such failures within 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 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, April 24, 2023**.
3. **DELIVERY:** Mailed to each student's home.
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 year specified term with an annual renewal for up to an additional two years.

9. **QUANTITIES:** Quantities on the Invitation to Bid are approximate. Final quantities will be reflected on our 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 three years, beginning with the 2023-2024 school year and ending with the 2025-2026 school year, with two separate options for an annual renewal for a maximum total of a five-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, 2023.
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 ensure 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 identification cards of different colors. School will determine the color coding. Three temporary ID cards shall be issued before school starts, with three final ID cards issued after picture day.
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 quarter of the school year.

13. Middle school students and faculty must be photographed within the first seven days school is in session. They will be issued a temporary ID prior to the start of the school year and will receive a new ID following picture day. Middle School sports photography is to include at a minimum candid photographs from one game/meet for every sport/team and all individual athlete and team photographs. Sports Picture Days for individual and team pictures and scheduling of candid shots at games/meets to be scheduled with each building.
14. High School students must 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 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 photo ID stations minimum to issue student IDs on the spot (high schools only).
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. Backs of IDs must contain student crisis hotline and each individual school’s attendance line.

Vendor must provide a “hard card” printer to each middle school and high school along with camera and software for student and staff identification cards. The camera and supplies must be in the school two weeks before the school starts and remain for the school year.
20. All photos must be mailed to the student’s home within 30 days or less from the date of shoot.

21. Retake opportunity must be provided within two weeks of delivery of the original set of photos. Two photographers with camera must be provided during school scheduled lunch period for retakes. No charges will be accessed for retakes.
22. Spring picture 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 with two bound copies of all classroom composites each school year. If your company is selected to present to the committee, please be prepared to show an example at that time.
27. Vendor will provide each Middle School with two bound copies of all student portraits and names each school year. If your company is selected to present to the committee, please be prepared to show an example at that time.
28. Vendor will provide the Administration Center 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 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 CD / Digital Download	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 and High School	3 – 8x10	2 – 8x10	1 – 8x10	1 – 8x10	2 – 5x7	4 – 3x5	2 – 3x5
	4 – 5x7	4 – 5x7	3 – 5x7	2 – 5x7	4 – 3x5	8 – 2x3	4 – 2x3
	4 – 3x5	4 – 3x5	4 – 3x5	4 – 3x5	8 – 2x3		
	16 – 2x3	12 – 2x3	12 – 2x3	8 – 2x3			
	1 – Image CD / Digital Download	1 – Image CD / Digital Download	CD / Digital Download				

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 31st 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 30 days.
32. Vendor rebate is to be calculated on the per student photography packages sold and not on a commission percentage 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 30 days of final retakes. Vendors may provide alternate rebate programs for consideration by the selection committee.
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 60 days after the start of the school year of students and staff.
35. One high-end (i.e., Canon Rebel T6) camera for each elementary school and two for Administration Center Community Relations department to support school related photographic activities such as yearbook or \$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 60 days after the start of the school year including students and staff.

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

40. A minimum of the three sets of student mini color photo prints.
41. One high-end (i.e., Canon Rebel T6) camera for each middle and high school campus to support school related photographic activities such as yearbook or \$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. Plainfield CCSD 202 students operate on a Chrome OS.

44.

Population

SITE	STAFF
Administrative	148

ELEMENTARY SCHOOLS	22-23 STUDENT	23-24 PROJECTED STUDENT	STAFF	CLASSES
Bonnie McBeth Early Learning Center	795	795	186	42
Central	516	507	98	33
Charles Reed	605	630	86	31
Creekside	496	446	82	26
Crystal Lawns	289	296	60	19
Eagle Pointe	602	568	99	34
Elizabeth Eichelberger	566	561	95	32
Freedom	540	529	77	30
Grand Prairie	527	518	76	28
Lakewood Falls	507	512	93	24
Liberty	556	531	73	31
Lincoln	574	562	91	34
Meadow View	545	547	79	28
Ridge	523	508	82	28
River View	608	599	87	32
Thomas Jefferson	636	603	100	33
Walkers' Grove	623	621	73	32
Wallin Oaks	552	587	80	30
Wesmere	549	531	89	29

MIDDLE SCHOOLS	STUDENT	23-24 PROJECTED STUDENT	STAFF
Aux Sable	838	807	104
Drauden Point	696	667	107
Heritage Grove	881	849	115
Indian Trail	579	539	82
Ira Jones	857	854	106
John F. Kennedy	891	905	120
Timber Ridge	853	806	112

HIGH SCHOOLS	STUDENT	23-24 PROJECTED STUDENT	STAFF
Plainfield Academy	139	139	82
Plainfield HS Central Campus	1,936	1,878	281
Plainfield East	1,940	1,828	286
Plainfield North	2,321	2,328	306
Plainfield South	2,328	2,338	324

EXHIBIT B School Photography Cost Sheet – Elementary

	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028
Package A					
Package B					
Package C					
Package D					
Package E					
Package F					
Package G					
8x10 Class Composite					

School Photography Cost Sheet – Middle and High Schools

	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028
Package A					
Package B					
Package C					
Package D					
Package E					
Package F					
Package G					

Name of Firm

Signature

Title

Date

Elementary Memory Yearbook Cost Sheet

Name of Firm

Signature

Title

Date

Base Requirements:

- Web-based software
- Signature cover: full color and memory book name
- Foil imprinting: with school name, school year
- Hardcover “Smythe,” same front and back
- White endsheets
- Black ink
- Paper: 70-pound offset enamel or equal
- Numbered pages

Per Unit Cost	150 - 250	251 – 350	> 350	Shipping
< 60 pages				
61 – 80 Pages				
81 – 100 Pages				
> 100 Pages				

Option A: Base Requirements with Soft cover “Perfect Bound” (glued spine) pages 88 and up

Per Unit Cost	150 - 250	251 – 350	> 350	Shipping
< 60 pages				
61 – 80 Pages				
81 – 100 Pages				
> 100 Pages				

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

Per Unit Cost	150 - 250	251 – 350	> 350	Shipping
< 60 pages				
61 – 80 Pages				
81 – 100 Pages				
> 100 Pages				

Base Requirements:

- Web-based software
- Signature cover: full color and memory book name
- Foil imprinting: with school name, school year
- Hardcover “Smythe,” same front and back
- White endsheets
- Black ink
- Paper: 70-pound offset enamel or equal
- Numbered pages

Per Unit Cost	150 - 250	251 – 350	> 350	Shipping
< 60 pages				
61 – 80 Pages				
81 – 100 Pages				
> 100 Pages				

Option A: Base Requirements with Soft cover “Perfect Bound” (glued spine) pages 88 and up

Per Unit Cost	150 - 250	251 – 350	> 350	Shipping
< 60 pages				
61 – 80 Pages				
81 – 100 Pages				
> 100 Pages				

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

Per Unit Cost	150 - 250	251 – 350	> 350	Shipping
< 60 pages				
61 – 80 Pages				
81 – 100 Pages				
> 100 Pages				

Base Requirements:

- Web-based software
- Signature cover: full color and memory book name
- Foil imprinting: with school name, school year
- Hardcover “Smythe,” same front and back
- White endsheets
- Black ink
- Paper: 70-pound offset enamel or equal
- Numbered pages

Per Unit Cost	150 - 250	251 – 350	> 350	Shipping
< 60 pages				
61 – 80 Pages				
81 – 100 Pages				
> 100 Pages				

Option A: Base Requirements with Soft cover “Perfect Bound” (glued spine) pages 88 and up

Per Unit Cost	150 - 250	251 – 350	> 350	Shipping
< 60 pages				
61 – 80 Pages				
81 – 100 Pages				
> 100 Pages				

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

Per Unit Cost	150 - 250	251 – 350	> 350	Shipping
< 60 pages				
61 – 80 Pages				
81 – 100 Pages				
> 100 Pages				

Base Requirements:

- Web-based software
- Signature cover: full color and memory book name
- Foil imprinting: with school name, school year
- Hardcover “Smythe,” same front and back
- White endsheets
- Black ink
- Paper: 70-pound offset enamel or equal
- Numbered pages

Per Unit Cost	150 - 250	251 – 350	> 350	Shipping
< 60 pages				
61 – 80 Pages				
81 – 100 Pages				
> 100 Pages				

Option A: Base Requirements with Soft cover “Perfect Bound” (glued spine) pages 88 and up

Per Unit Cost	150 - 250	251 – 350	> 350	Shipping
< 60 pages				
61 – 80 Pages				
81 – 100 Pages				
> 100 Pages				

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

Per Unit Cost	150 - 250	251 – 350	> 350	Shipping
< 60 pages				
61 – 80 Pages				
81 – 100 Pages				
> 100 Pages				

Base Requirements:

- Web-based software
- Signature cover: full color and memory book name
- Foil imprinting: with school name, school year
- Hardcover “Smythe,” same front and back
- White endsheets
- Black ink
- Paper: 70-pound offset enamel or equal
- Numbered pages

Per Unit Cost	150 - 250	251 – 350	> 350	Shipping
< 60 pages				
61 – 80 Pages				
81 – 100 Pages				
> 100 Pages				

Option A: Base Requirements with Soft cover “Perfect Bound” (glued spine) pages 88 and up

Per Unit Cost	150 - 250	251 – 350	> 350	Shipping
< 60 pages				
61 – 80 Pages				
81 – 100 Pages				
> 100 Pages				

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

Per Unit Cost	150 - 250	251 – 350	> 350	Shipping
< 60 pages				
61 – 80 Pages				
81 – 100 Pages				
> 100 Pages				

EXHIBIT D

Special Offers and Incentives
(Attach additional pages if needed)

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

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 March 24, 2023. 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 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 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.

Name of Firm

Signature

Title

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 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	

EXHIBIT N

ADDENDA ACKNOWLEDGEMENT

The undersigned acknowledges receipt of the following addenda. If all addenda are not acknowledged, this bid will be considered irregular.

Addendum No. _____ through _____.

**SIGNATURE
AUTHORIZATION IF AN INDIVIDUAL:**

Signature of Bidder

Printed Name

Business Address

Business Phone No