

CORNWALL-LEBANON SCHOOL DISTRICT
105 EAST EVERGREEN ROAD
LEBANON, PA 17042

PRINTING OF YEARBOOKS

Sealed bids will be received by the Cornwall-Lebanon School District, 105 East Evergreen Road, Lebanon, Pennsylvania, until 2:15 PM, Tuesday, April 20, 2021, for the printing of Middle School and High School Yearbooks covering the 2021-2022 school year, with the possibility of a two or three year contract also covering the 2022-2023 and 2023-2024 school terms. Please include in your proposal one year, two year, and three year contracts.

Bids are to be sealed and to be clearly marked – “Bid – Printing of Yearbooks” and sent to the attention of Mrs. Jean L. Hentz, Director of Business Affairs, Cornwall-Lebanon School District, 105 East Evergreen Road, Lebanon, Pennsylvania 17042.

Bids will be tabulated with tentative plans calling for the awarding of the contract on Monday, May 17, 2021.

The Board reserves the right to reject any or all bids and to waive any or all informalities in connection therewith at its discretion.

Jean L. Hentz
Board Secretary

CORNWALL-LEBANON SCHOOL DISTRICT
105 EAST EVERGREEN ROAD
LEBANON, PENNSYLVANIA 17042

FIRM NAME _____

ADDRESS _____

SPECIFICATIONS AND BID FORMS
FOR
PRINTING OF YEARBOOKS

DATES RELATED TO SPECIFICATIONS AND DELIVERY

Bids returnable no later than 2:15 PM, Tuesday, April 20, 2021.

On-Site Delivery Dates of All Copies of Yearbook:

Friday, May 20, 2022
Friday, May 19, 2023
Friday, May 17, 2024

DO NOT DETACH

GENERAL BID CONDITIONS

PRINTING OF YEARBOOKS

1. BIDS

Sealed bids will be received by Mrs. Jean L. Hentz, Director of Business Affairs, Cornwall-Lebanon School District, 105 East Evergreen Road, Lebanon, Pennsylvania, no later than 2:15 PM on Tuesday, April 20, 2021, for the Printing of Yearbooks covering the 2021-2022 school year and include pricing for the 2022-2023 and 2023-2024 school years. The bid may be awarded as a single year, two year, or three year contract.

Bids must be submitted on the bid forms provided. All information required by the specifications must be submitted in writing.

BID ENVELOPES SHOULD BE CLEARLY MARKED – “BID – PRINTING OF YEARBOOKS” AND SHOULD NOT BE INCLUDED WITH THE REQUESTED SAMPLES. DELIVERY INSTRUCTIONS FOR THE SAMPLES ARE ADDRESSED UNDER #3 BELOW.

2. SPECIFICATIONS

Each bidder should read carefully the information printed in these General Bid Conditions, Specifications, and Bid Form. Each bidder must complete all of the blank spaces as requested or required.

3. SAMPLES

Samples must be submitted as requested in the specifications and bid form unless written permission is granted by District to waive the sample requirement (e.g., the District is already in possession of a bidder’s sample). Each sample must be identified as follows:

- A. Described in detail thereon
- B. Clearly marked with the name of bidder
- C. Identified by the item to which it relates

SAMPLES SHALL BE DELIVERED AS FOLLOWS:

Cedar Crest Middle School: Deliver to Ms. Tracey Oblinsky, Cedar Crest Middle School, 101 East Evergreen Road, Lebanon, Pennsylvania 17042, free from all delivery or other charges no later than 2:00 PM, Friday, April 9, 2021.

Cedar Crest High School: Deliver to Mr. John Gates, Cedar Crest High School, 115 East Evergreen Road, Lebanon, Pennsylvania 17042, free from all delivery or other charges no later than 2:00 PM, Friday, April 9, 2021.

NO BID WILL BE CONSIDERED UNLESS ALL REQUIRED SAMPLES HAVE BEEN RECEIVED AS STIPULATED HEREIN OR WRITTEN EXCEPTION IS GRANTED BEFORE 2:00 PM on FRIDAY, APRIL 9, 2021.

4. AWARD

Awarding of the contract will be based on the samples submitted, services available to the school, and of prices quoted as aggregated from Bid Item No. 1 and Bid Item No. 2 and the alternate bid. All the foregoing shall be in compliance with the terms of these general conditions, specifications, and bid form, except that the right is reserved by the Board of School Directors or its authorized representatives to make such selections as in its judgment is best suited for the purpose intended. The right is reserved to reject any or all bids and to waive any information therein.

All companies citing differences in quality or stock and workmanship from the specifications shall be considered as submitting an alternate to the specifications. Such differences shall not be noted on the bid form, but shall be submitted on separate sheet labeled "Alternate Bid".

5. PRICES

Bidders are cautioned that the yearbooks must be furnished at the prices shown on their bid proposal. No increases in price will be permitted pending acceptance or rejection of the bid. All prices shall be quoted F.O.B. Cedar Crest Middle School or Cedar Crest High School, Lebanon, Pennsylvania. All delivery, shipping and handling charges shall be included in the base cost.

Any and all additional costs to those listed on the bid form shall be quoted, explained, and attached to these specifications using separate sheets.

The successful bidder will provide a preliminary computer proof for which all copy alterations are made free of charge and the successful bidder will provide page review to ensure all pictures, graphics, et cetera are not too light or too dark for printing. It is understood that alterations made by the school after the preliminary proof is reviewed and submitted to the publishers shall be subject to additional charges. Bidder must identify these types of charges with bid proposal. However, publisher's errors caught by the school on proofs are not subject to additional charges, but shall be borne by the publisher.

If no additional costs are attached, it shall be mutually understood that any additional costs accruing from changes in any or all books shall be made at the publisher's own expense.

If, for any reason, copy submitted contains any items which are not included in the bid, it shall be the responsibility of the publisher to notify the yearbook advisor in writing of the total additional cost involved. Such notices must be given in time to prevent processing and printing of the work in question. Responsibility for this notice shall be the sole responsibility of the publisher.

ALL BIDS SHALL BE DEEMED FINAL, AND NO BID SHALL BE SUBJECT TO CORRECTION OR AMENDMENT FOR ERROR OR MISCALCULATION.

6. NON-COLLUSION AFFIDAVIT

Included in the specifications packet is a "Non-Collusion Affidavit." The bidder must execute this document, have it notarized, and submit it attached to the FORM OF PROPOSAL. Failure to comply with this provision will disqualify the bidder.

7. DELIVERY

The yearbooks are to be delivered as follows:

Cedar Crest Middle School: The yearbooks are to be delivered to the Cedar Crest Middle School, shipping charges prepaid, on the dates specified on the front page of this contract, between the hours of 8:00 AM and 3:15 PM. Any and all pictures, layouts, and copy are to be considered the property of the School District and must be returned to the school within one week following the delivery date.

Cedar Crest High School: The yearbooks are to be delivered to the Cedar Crest High School, shipping charges prepaid, on the dates specified on the front page of this contract, between the hours of 8:00 A.M. and 3:15 P.M. Any and all pictures, layouts, and copy are to be considered the property of the School District and must be returned to the school within one week following the delivery date.

The school shall not be accountable for delays due to acts of nature.

The company will work with the school to ensure delivery on or as close as possible to original date in such cases. As long as the school has met its copy deadlines (see #10 on page 6), for each business day the yearbook delivery is delayed past the specified delivery date (see page 2), the District will be refunded 1% of the total cost. As an example, if the delivery arrives one week later than expected, 5% (1%

+ 1% + 1% + 1% + 1%) will be deducted from the total amount owed to the publisher.

8. PAYMENT

All yearbooks delivered must be certified by the yearbook advisor to the Business Office to be in a satisfactory condition. A complete, itemized, final statement must be presented in duplicate within 30 days after final delivery of all yearbooks. The successful bidder will charge the District the appropriate sales tax with the final billing (sales tax shall not be part of the bid price.) Subject to errors in billing or delivery, full payment will be made to the publisher within 30 days. (No more than 50% of the anticipated total cost will be paid prior to delivery.)

9. CLOUD-BASED InDesign DEMONSTRATION

For the high school, by 2:00 PM on Friday, April 9, 2021, the bidder agrees to have their service representative (not their information technology department) give a demonstration with the school adviser on how the company's cloud-based InDesign program works. The demonstration may be virtual over Zoom, Microsoft Teams, or any other compatible system with the District's technology. The demonstration must take place prior to 2:15 PM on Tuesday, April 20, 2021.

10. COPY DEADLINES

Deadlines for all pages will be set and mutually agreed upon at a meeting between the advisor and the company representative(s) during the month of September of each year of the contract.

- A. Provide proposed deadlines based on delivery date.
- B. Provide company's policy on "missed deadline" situations.

11. RANDOM SEQUENCE

The publisher agrees to accept pages in any order of sequence and not in multiples, flats, or signatures.

12. ORDER DATE

The number of yearbooks to be ordered for each year of the contract will be submitted to the successful bidder by January 31 of that school year. Orders are to be accepted only from the yearbook advisor or a designated agent of the School District.

13. COMPUTER SOFTWARE

The successful bidder will supply all software for the production of the yearbook, unless specified below. The available packages shall include: Copy Submission, Layout, Digital Imaging, Marketing and Indexing – InDesign CC 2019 or later, Photoshop and Illustrator. These programs must be compatible with Windows 10 Build 1803 and Server 2016 for the high school yearbook and be compatible with macOS High Sierra for the middle school yearbook.

The District already has Adobe Creative Cloud for Teams “All App” device licenses for the middle school iMac and the two Windows 2016 servers that run virtual remote desktops for eleven other stations in the publications classroom. Therefore, for these three machines, no Adobe Creative Cloud software needs to be provided by the bidder, unless the District’s existing software is incompatible.

CEDAR CREST MIDDLE SCHOOL YEARBOOKS

All of the following are to be included in the base price unless otherwise specified.

1. PREFERENCE BOOK—TOP LINE

Special in-plant handling with emphasis on quality control. Automatic stop-run if printing exhibits any undesirable characteristics. Direct plan to advisor contact with complete advisor control of processing.

2. FORMAT

Page trim size—7-3/4" x 10-1/2"

3. NUMBER OF COPIES

600 Copies (Please include price of 400 Copies in Alternate Bid)

4. NUMBER OF PAGES

116 Pages

5. COVER

Type #1 (Cost to be included in base bid)

Cover to be made of standard material, with name of yearbook, and year to be embossed on front of cover of book, quote to include cost of dies, grained, with one applied color, no overtone color, Smythe sewed, rounded and backed covers to be on 150 point or greater tempered binder's board.

Please submit two alternate cover designs, plus cost.

IT SHALL BE UNDERSTOOD THAT THE COST OF COVERS AS SPECIFIED SHALL BE A PART OF THE BID AND THAT NO ADDITIONAL CHARGES SHALL BE MADE BY THE BIDDER.

6. PAPER STOCK

80 LB. #1 grade double-coated enamel stock in matte, gloss, or embossed finishes (white). SUBMIT SAMPLES WITH BID.

7. ENDSHEETS

No printing on endsheets.

8. INK

Black ink only for copy except as marked on pages containing color.

9. PHOTO MOUNTING

The successful bidder shall trim and mount all photographs for use in the yearbook. (Student portraits may be submitted on a CD Rom by the District.)

10. NUMBERING

All pages shall be numbered except where bleed pictures cover the area.

11. TYPOGRAPHY

School may use any font and font size, providing it is submitted with the first mailing.

12. PROOFS

The successful bidder must submit proofs of all pages of the yearbook on a no cost basis. Approval of the proofs must be obtained prior to printing. All corrected proofs will be uploaded, mailed, or emailed to the printer within 15 working days after receipt by the advisor. All proofs must show pictures, type, and margins on exact page size.

13. BINDING

All books shall be Smythe sewed, rounded and backed. Each book must be heat-creased on the front and back cover at the hinges.

14. SUPPLIES

All materials and supplies for producing the yearbook are to be supplied to the middle school at no cost by the bidder no later than June 1. (Supplies for initial year within 15 days of bid award.) Supplies will include all software and curriculums to produce the yearbook on an iMac using InDesign or an online compatible program.

15. SERVICE REPRESENTATIVE

State the name of the person or persons who will represent the publishing company for the term of the contract:

NAME: _____

ADDRESS: _____

SERVICE CALLS—In order to expedite the publishing of the yearbook and to work harmoniously to the best advantage with the publisher, the school will require the representative to reside within 75 miles of the delivery addresses and to make a minimum of ten service calls during the following months: August, September, October, November, December, January, February, March, April, and May (when books are delivered or immediately thereafter). Three of the calls may be virtual, but may not include the May visit.

A reliable and consistent representative is essential to communications between the publisher and middle school yearbook staff and is vital to quick resolutions to any problems the yearbook staff may face. Therefore, any changes in the representative must be communicated within 72 hours to the middle school yearbook advisor. Any new representative must comply with the same residency requirements of the original representative. Remaining years of the District's contract may be terminated at the District's discretion if the representative does not reside within 75 miles of the delivery address and/or if the representative changes more than once in any single school year (July-June).

16. REFERENCES

Please list any advisors who may be contacted for information pertaining to the company representative's personal character, reliability, technical knowledge, frequency of service calls, honesty and promptness.

17. COMPUTER TECHNOLOGY SUPPORT

In order to provide a positive learning experience for the students and to expedite the production of the yearbook, the publishing company must provide the following support:

- A. The representative shall be thoroughly trained in the use of PageMaker, Photoshop, and other software packages utilized to produce the yearbook and provide training to the staff and advisor.
- B. The company's computer support package must include all of the

following:

1. A dedicated toll-free number for computer technical support.
2. Photoshop, InDesign, and yearbook curriculum for staff instruction.
3. A CD or online tutorial for PageMaker and yearbook design staff training.
4. A computer utility for yearbook spreads that allows the staff to rotate, invert, or flip layouts.
5. A computer utility that allows you to flip top down either the left or right hand sides of a spread.
6. All page output and proof production is to be completed directly from electronic format.
7. A fax line to get printed technology instructions on request.
8. E-mail address to send photos, fonts, or other materials as needed in the production process.
9. A computer utility to create panel pages with linked names throughout a section.
10. A computer utility to index names.
11. Software which checks the correct usage of images and image links; fonts and clip-art. The software should prepare a report which alerts staff to potential problems before mailing proofs.
12. A computer utility with pre-designed layout templates.
13. Company will provide a program to market, sell and collect payments for the yearbook online and through a toll-free number.

- C. With the District's large investment in 1:1 laptops (each middle school student has a laptop), the successful bidder should have software/programming that allows the student to utilize the web browser on his or her laptop to work on pages in Adobe InDesign without the need to install any software on the actual computer. The student laptops utilize a lower-end CPU (between 1.1 GHz and 1.7 GHz), 4GB of RAM, and SSDs with limited storage space for files.

18. SPECIFICATION EXCEPTIONS

Please list any specifications that your company does not meet as described in this bid. Failure to note all exceptions may automatically disqualify your bid.

CEDAR CREST HIGH SCHOOL YEARBOOKS

All of the following are to be included in the base price unless otherwise specified:

1. PREFERENCE BOOK—TOP LINE

Special in-plant handling with emphasis on quality control. Automatic stop-run if printing exhibit any undesirable characteristics. Direct plant to advisor contact with complete advisor control or processing.

2. FORMAT

Page trim size—9" x 12"

3. NUMBER OF COPIES

600

4. NUMBER OF PAGES

196

5. COVER

Type #1 (Cost to be included in base bid)

4-color processed cover to be made of standard material, with name of yearbook, school address, volume number, and year to be embossed on front of cover and spine of book, quote to include cost of dies, grained, no overtone color, Smythe sewed, rounded and backed, with headbands, covers to be on 160 point or greater tempered binder's board. Special wax protective coating shall be applied to finished cover.

Please submit two alternative cover designs, plus cost.

IT SHALL BE UNDERSTOOD THAT THE COST OF COVERS AS SPECIFIED SHALL BE A PART OF THE BID AND THAT NO ADDITIONAL CHARGES SHALL BE MADE BY THE BIDDER.

6. PAPER STOCK

100 lb. #1 grade double-coated enamel stock in matte, gloss, or embossed finishes (white). SUBMIT SAMPLES WITH BID.

7. ENDSHEETS

Four color gloss endsheets to be printed from photo submitted by school may be either front or back or on both. SUBMIT SAMPLE WITH BID.

IT SHALL BE UNDERSTOOD THAT THE COST OF ENDSHEETS AS SPECIFIED SHALL BE A PART OF THE BID AND THAT NO ADDITIONAL CHARGES SHALL BE MADE BY THE BIDDER.

8. TYPOGRAPHY

School may use any font & font size from the fonts provided by the publisher.

9. PROOFS

The successful bidder must submit online proofs and mail color printouts of all pages of the yearbook on a no cost basis. Approval of the proofs must be obtained prior to printing. All corrected proofs will be uploaded to the printer within fifteen working days after receipt by the advisor. All proofs must show pictures, type, and margins on exact page size. Bidder must perform page review to ensure no pictures, images, graphics, etc. are too light or too dark to print. Any concerns should be directed to yearbook advisor to correct prior to printing.

10. BINDING

All books shall be Smythe sewed, rounded and backed. Each book must be heat-creased on the front and back cover at the hinges. Books are to have headbands.

11. SUPPLIES

All materials and supplies for producing the yearbook are to be supplied to Cedar Crest High School at no cost by the bidder no later than June 1. (Supplies for initial year within 15 days of bid award.) Supplies will include all software and curriculums to produce the yearbook on Windows 10 and Server 2016 computers, and the capability to run InDesign through the cloud. See item #14 Part C below for additional technology supply requirements.

12. SERVICE REPRESENTATIVE

State the name of the person or persons who will represent the publishing company for the term of the contract:

NAME: _____

ADDRESS: _____

SERVICE CALLS—In order to expedite the publishing of the yearbook and to work harmoniously to the best advantage with the publisher, the school will require the representative to reside within 75 miles of the delivery addresses and to make a minimum of ten service calls during the following months: August, September, October, November, December, January, February, March, April, and May. Three of the calls may be virtual, but may not include the May visit. The May visit must be within five working days of the books arriving in May.

A reliable and consistent representative is essential to communications between the publisher and high school yearbook staff and is vital to quick resolutions to any problems the yearbook staff may face. Therefore, any changes in the representative must be communicated within 72 hours to the high school yearbook advisor. Any new representative must comply with the same residency requirements of the original representative. Remaining years of the District's contract may be terminated at the District's discretion if the representative does not reside within 75 miles of the delivery address and/or if the representative changes more than once in any single school year (July-June).

13. REFERENCES

Please list any advisors who may be contacted for information pertaining to the company representative's personal character, reliability, technical knowledge, frequency of service calls, honesty, and promptness.

14. COMPUTER TECHNOLOGY REQUIREMENTS AND SUPPORT

In order to provide a positive learning experience for the students and to expedite the production of the yearbook, the publishing company must provide the following support:

- A. The representative shall be thoroughly trained in the use of the most current version of Adobe Photoshop, Illustrator, InDesign (including cloud-based programming) and/or other software utilized in the production process, and provide training to the staff and advisor.

- B. The company's computer support package must include all of the following:
1. A dedicated toll-free number for computer technical support.
 2. Photoshop, InDesign and yearbook curriculum for staff instruction.
 3. A tutorial for Photoshop, InDesign and yearbook desktop design staff training.
 4. All page output and proof production is to be completed directly from electronic format.
 5. E-mail address to send photos, fonts, or other materials as needed in the production process.
 6. A computer utility to create panel pages with linked names through a section.
 7. A computer utility to index names.
 8. Software which checks the correct usage of images and image links; fonts and clip-art. The software should prepare a report which alerts staff to potential problems before mailing proofs.
 9. A computer utility with pre-designed layout templates.
 10. A FTP site to electronically upload all pages, pictures, graphics and proofs. The FTP site must provide the option to upload and submit multiple files and/or pages in a single submission. By single submission, we mean a process equivalent to clicking "open", selecting the files while holding the "control" key, clicking "open", and hitting the "submit button". If the FTP site only allows the uploading/submission of a single file and/or page at a time, this must be clearly noted in the alternate bid.
- C. With the District's large investment in 1:1 laptops (each high school student has a laptop), the successful bidder should have software/programming that allows the student to utilize the web browser on his or her laptop to work on pages in Adobe InDesign without the need to install any software on the actual computer. The student laptops utilize a lower-end CPU (between 1.1 GHz and 1.7 GHz), 4GB of RAM, and SSDs with limited storage space for files.

15. ORDERING

Company will provide a program to market, sell, and collect payments for the yearbook online and through a toll-free number. The toll-free number will accept orders:

- a. At least five hours between 9:00AM-5:00PM (EST) every day, Monday through Friday.

- b. At least two hours between 5:00PM-9:00PM (EST) every day, Monday through Friday.
- c. At least four hours between 7:00AM-5:00PM (EST) on Saturdays.
- d. The above timeframes must be available at least 85% of the days from the start of school until the ordering deadline.

16. CLOUD-BASED InDesign FUNCTIONALITY

The ability to work on the yearbook “in the cloud” within Adobe InDesign is required to submit a bid. Preference may be given to bidders whose InDesign cloud programming also allows the school’s newspaper staff to create and work on its pages.

17. SPECIFICATION EXCEPTIONS

Please list any specifications that your company does not meet as described in this bid. Failure to note all exceptions may automatically disqualify your bid.

BID PROPOSAL FORM

BID ITEM NO. 1
CEDAR CREST MIDDLE SCHOOL

FIRM NAME _____

LIST PRICES in the blanks to the right of the categories. If some of the categories are included in the base, you may so state by using the word "BASE" or mark "ZERO" (0).

1. Price per 600 yearbooks, 116 pages all-color, all specifications
and general conditions heretofore stated
80 lb. gloss 1. _____
2. Per copy cost for adding or deleting books from base 2. _____
3. Plant Art Work (per hour charge) 3. _____
4. Remake of single pages 4. _____
5. Proof Alterations for author's copy mistakes:
A. per page 5.A. _____
B. per correction (attach list w/bid) B. _____
6. A. Cost of endsheets with different student
design for front and back 6.A. _____
B. Cost of endsheets embossed/Debossed any design B. _____
7. Cost of pages added or deleted from book:
A. 4 pages 7.A. _____
B. 8 pages B. _____
C. 16 pages C. _____
8. Special plant handling of student art work for line or
tone in ads 8. _____
9. Cost reduction (per page) for student prepared
camera-ready pages 9. _____
10. There will be a maximum increase of _____ %
During each of the second and third years of the contract.
11. Suggestions or changes offering cost economics are solicited as alternative bids.
Please submit on a separate sheet and attach to bid. Please include alternate bid for the
price per book with the above specifications, but only 400 copies of the yearbook.

BID PROPOSAL FORM

BID ITEM NO. 2
CEDAR CREST HIGH SCHOOL

FIRM NAME _____

LIST PRICES IN THE BLANKS TO THE RIGHT OF THE CATEGORIES. IF SOME OF THE CATEGORIES ARE INCLUDED IN THE BASE, YOU MAY SO STATE BY USING THE WORD "BASE" OR MARK "0" (ZERO).

1. PRICE PER 600 YEARBOOKS, 196 PAGES ALL-COLOR, ALL SPECIFICATIONS
AND GENERAL CONDITIONS HERETOFORE STATED USING CLOUD-BASED INDESIGN.
100 lb. gloss 1. _____
2. PER COPY COST FOR ADDING OR DELETING BOOKS FROM BASE 2. _____
3. ARTIST FOR COVER DESIGN (PER HOUR CHARGE) 3. _____
4. REMAKE OF SINGLE PAGES 4. _____
5. COST OF PAGES ADDED OR DELETED FROM BOOK
A. 4 PAGES 5.A. _____
B. 8 PAGES B. _____
C. 16 PAGES C. _____
6. COST OF EMBOSSED/DEBOSSED COVER—ANY DESIGN. 6. _____
7. THERE WILL BE A MAXIMUM PRICE INCREASE OF: _____ %
DURING EACH OF THE SECOND AND THIRD YEARS OF THE CONTRACT.
8. COST PER STUDENT FOR COMPANY YEARBOOK ORDER PROGRAM.
A. MASS EMAIL TO HOMES FOR ORDERING 8A. _____
B. WEEKDAY DAYTIME HOUR ORDERING TOLL-FREE CALLS B. _____
C. WEEKDAY EVENING HOUR ORDERING TOLL-FREE CALLS C. _____
D. SATURDAY ORDERING TOLL-FREE CALLS D. _____
9. A. DOES YOUR COMPANY'S ONLINE INDESIGN PROGRAM ALLOW FOR THE 9A. _____
SCHOOL'S NEWSPAPER STAFF TO CREATE AND WORK ON ITS PAGES? (YES/NO)
B. ADDITIONAL COST (IF APPLICABLE) 9B. _____

10. DOES YOUR COMPANY HAVE SOFTWARE/PROGRAMMING THAT ALLOWS STUDENTS TO WORK IN ADOBE INDESIGN ON THEIR 1:1 LAPTOPS WITHOUT THE NEED TO INSTALL SOFTWARE? (YES/NO) 10. _____

**COMPANIES ARE ENCOURAGED TO NOTE ANY SAVINGS OR ADDITIONAL COSTS FOR THIS SOFTWARE/PROGRAMMING IN THEIR ALTERNATE BID.*

11. DOES YOUR COMPANY MEET ALL TECHNOLOGY REQUIREMENTS? 11. _____
IF NO, LIST ANY REQUIREMENTS YOU DO NOT MEET ON SEPARATE SHEET.

12. SUGGESTIONS OR CHANGES OFFERING COST ECONOMICS ARE SOLICITED AS ALTERNATIVE BIDS, INCLUDING USING THE COMPANY'S WEB-BASED SOFTWARE OR EXCLUDING THE REQUIREMENT OF CLOUD-BASED INDESIGN TO PRODUCE THE BOOK.
PLEASE SUBMIT ALTERNATIVE BIDS ON A SEPARATE SHEET AND ATTACH TO BID.

NON-COLLUSION AFFIDAVIT

State of _____;
Contract/Bid _____
County of _____: S.S.

I stated that I am _____ of _____
(Title) (Name of my firm)

and that I am authorized to make this affidavit on behalf of my firm and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this bid.

I state that:

1. The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
2. Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.
4. The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.
5. _____, its affiliates, subsidiaries, officers, directors
(Name of my firm)
and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that _____ understands and acknowledges that
(Name of my firm)

the above representations are material and important, and will be relied on by Cornwall-Lebanon School District in awarding the contract(s) for which this bid is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from Cornwall-Lebanon School District of the true facts relating to the submission of bids for this contract.

(Name and Company Position)

SWORN AND SUBSCRIBED
BEFORE ME THIS _____ DAY
OF _____, _____

Notary Public