

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 23, 2024, for the printing of Middle School and High School Yearbooks covering the 2024-2025 school year, with the possibility of a longer contract covering up to four additional school years. Please include in your proposal one year, two year, three year, four year, and five 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 20, 2024.

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 must be delivered before 2:15 PM on Tuesday, April 23, 2024.

On-Site Delivery Dates of All Copies of Yearbook:

Friday, May 16, 2025  
Friday, May 15, 2026  
Friday, May 21, 2027  
Friday, May 19, 2028  
Friday, May 18, 2029

DO NOT DETACH

## GENERAL BID CONDITIONS

### PRINTING OF YEARBOOKS

#### 1. BIDS

The Cornwall-Lebanon School District is hereby soliciting bids for: Printing of Yearbooks. We invite a sealed bid that meets the general conditions and specifications provided herein.

All bids shall be submitted utilizing the enclosed District forms. The sealed bid proposal package shall also include:

- Completed and notarized Non-Collusion Affidavit.
- Completed and notarized Vendor's Qualification Statement.
- Two (2) signed copies (1 original and 1 photocopy) of any document where signature(s) are required.

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 23, 2024, for the Printing of Yearbooks covering the 2024-2025 school year and include pricing for the 2025-2026, 2026-2027, 2027-2028, and 2028-2029 school years. The bid may be awarded as a single year, two year, three year, four year, or five 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 5, 2024.

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 5, 2024.

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 5, 2024.

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

By 2:00 PM on Friday, April 5, 2024, the bidder agrees to have their service representative (not their information technology department) give a demonstration with both the middle school and high school yearbook advisors on how the company's cloud-based InDesign program works unless written permission is granted by District to waive the demonstration requirement (e.g., the District already has experience using the publisher's software). 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 23, 2024.

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 2022 or later, Photoshop and Illustrator. These programs must be compatible with Windows 10, Windows 11, and Server 2016.

The District already has Adobe Creative Cloud for Teams “All App” device licenses, so no Adobe Creative Cloud software needs to be provided by the bidder, unless the District’s existing software is incompatible.

14. DISCRIMINATION PROHIBITED: According to Section 755, Public School Code of Pennsylvania, 1949 as amended, the contractor agrees:

a. That in the hiring of employees for the performance of work under this contract, or any sub-contract hereunder, no contractor, sub-contractor, nor any person acting on behalf of such contractor or sub-contractor, shall, by reason of race, creed or color, discriminate against any citizen who is qualified and available to perform the work to which the employment relates;

b. That no contractor, sub-contractor, nor any person on his behalf, shall in any manner discriminate against or intimidate any employee hired for the performance of work under this contract on the account of race, creed or color;

c. That there may be deducted from the amount payable to the contractor under this contract, a penalty of five dollars (\$5) for each person for each calendar day during which such person was discriminated against or intimidated, in violation of the provisions of this contract; and,

d. That this contract may be canceled or terminated by the School District, and all money due or to become due hereunder may be forfeited, for a second or any subsequent violation of the terms and conditions of the contract.

15. HUMAN RELATIONS ACT: The provisions of the Pennsylvania Human Relations Act, Act 222 of October 27, 1955 (P.L. 744) (43 P.S. Section 951 et. seq.) of the Commonwealth of Pennsylvania prohibit discrimination because of race, color, religious creed, ancestry, age, sex, national origin, handicap or disability, by employers, employment agencies, labor organizations, contractors and others. The contractor shall agree to comply with the provisions of this Act as amended that are made part of this specification. Your attention is

directed to the language of the Commonwealth's non-discrimination clause in 16 PA Code 349.101.

16. COMPETENT WORKERS: According to Section 752 of the Public School Code of 1949, no person shall be employed to do work under such contract except competent and first class workmen and mechanics. No workmen shall be regarded as competent and first class, within the meaning of this Act, except those who are duly skilled in their respective branches of labor, and who shall be paid not less than such hours by employers of organized labor in doing of similar work in the district where the work is being done.
17. STANDARD OF QUALITY: The various materials and products specified in the specifications by name or description are given to establish a standard of quality and of cost for bid purposes. It is not the intent to limit the acceptance to any one material or product of lesser quality would not be acceptable. Where proprietary names are used, whether or not followed by the words "or as approved equal," they shall be subject to equals only as approved by the architect, engineer and/or School District.
18. COMPLIANCE WITH POLICY/LAW: Contractor shall comply with all policies, procedures and regulations of the School District as established and amended from time to time as well as all applicable state and federal laws and regulations including, but not limited to, the provisions of the Pennsylvania Right to Know Law, 65 P.S. 67.101 et seq., regarding possession of public records by agency contractors. In the event the School District receives a request for access to a public record that is in the possession of Contractor, the District shall notify Contractor of the request and Contractor shall provide the School District with the requested record in a timely manner so as to enable School District compliance with the Pennsylvania Right to Know Law.
19. DEBARMENT AND SUSPENSION: A contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1966 Comp. p. 189) and 12689 (3 CFR Part 1989 Comp. p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. The bidder certifies that the contractor is not currently listed on the government-wide exclusions in SAM, is not debarred, suspended, or otherwise excluded by agencies or declared ineligible under statutory or regulatory authority other than Executive Order 12549. The bidder further agrees to immediately notify the School District during the term of the contract if the contractor is later listed on the government-wide exclusions in SAM, or is debarred, suspended, or otherwise excluded by agencies or declared ineligible under statutory or regulatory authority other than Executive Order 12549.
20. PROCUREMENT OF RECOVERED MATERIALS: For the School District's purchases utilizing Federal funds, the bidder/contractor(s) agree to comply with Section 6002 of the Solid Waste



Disposal Act, as amended by the Resource Conservation and Recovery Act where applicable and provide such information and certifications as the School District may require to confirm estimates and otherwise comply. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery, and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

21. BYRD ANTI-LOBBYING ACT: Bidders who bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 USC 1352. Each tier must also disclose any lobbying with non- Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award. As applicable, Bidder agrees to file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 USC 1352).
22. CLEAN AIR ACT AND FEDERAL WATER POLLUTION CONTRACT ACT: Contracts and sub-grants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 USC 7401-7671q.) and the Federal Water Pollution Control Act, as amended (33 USC 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA). When required, the Applicant agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act and the Federal Water Pollution Control Act.
23. AWARDEDED VENDOR VIOLATION OR BREACH OF CONTRACT TERMS: Awarded contractor shall promptly correct any errors, omissions or defects in any services at no cost to the School District. The School District reserves the right to reject any services reasonably determined by the School District as containing errors, omissions or defects or otherwise failing to conform to the requirements of the contract documents. If contractor fails to correct the services within a reasonable time, the School District, in addition to any other rights or remedies available at law or in equity or pursuant to the contract documents, may correct them and offset the cost of correction against any remaining balance owed to the contractor, and contractor shall reimburse the School District for any difference that may remain. If the School District prefers to accept services which are not in accordance with the requirements of the contract documents, the School District may do so instead of requiring its removal and correction, in which case the contract sum will be reduced as appropriate and equitable. Such adjustment shall be affected whether or not final payment has been made. Duties and

obligations imposed by the contract documents and the rights and remedies available thereunder shall be in addition to and not in limitation of duties, obligations, rights and remedies otherwise imposed or available by law or in equity. No action or failure to act by the School District or contractor shall constitute a waiver of a right or duty afforded them under the contract documents, nor shall such action or failure to act constitute approval of or acquiescence in a breach thereunder, except as may be specifically agreed in writing.

24. ADDENDUMS: If the need arises for an addendum to the bid specifications the School District will post the clarification to *www.clsd.k12.pa.us -> Services -> Business Office -> Bid Invitations* no later than March 28, 2024 (direct link: <https://www.clsd.k12.pa.us/cornwall-lebanon-school-district/departments/business-office/bid-invitations/> ). It is the responsibility of bidders to ensure all addendums have been reviewed prior to submission of the bid.

**Cornwall-Lebanon School District**  
Lebanon, Pennsylvania 17042

**Non-Collusion Affidavit**

Instructions:

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this bid. According to the Pennsylvania Antibid-Rigging Act, 73 P.S. 1611 et sec., governmental agencies may require Non-Collusion Affidavits to be submitted together with bids.
2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the bidder who makes the final decision on prices and the amount quoted in the bid.
3. Bid rigging and other efforts to restrain competition, and the making of false SWORN statement in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder with responsibilities for the associated approval or submission of the bid.
4. In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and an Affidavit must be submitted separately on behalf of each party.
5. The term "Complementary Bid" as used in the Affidavit has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or non-competitive bid, and any other form of bid submitted for the purpose of giving a false appearance of competition.
6. Failure to file an Affidavit in compliance with these instructions may result in disqualification of the 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  
My Commission Expires: \_\_\_\_\_

**Cornwall-Lebanon School District**  
Lebanon, Pennsylvania 17042

**Vendor's/Contractor's Qualification Statement**

The Undersigned certified under oath the truth and correctness of all statements and of all answers to questions made hereinafter.

Submitted by: _____	Corporation _____
Name: _____	Partnership _____
Address: _____	Individual _____
Principal Office: _____	Joint Venture _____
Phone: _____	Other _____

1. How many years has your organization been in business as a vendor/contractor?
2. How many years has your organization been in business under its present business name?

3. If a corporation, answer the following:

- a. Date of Incorporation: \_\_\_\_\_
- b. State of Incorporation: \_\_\_\_\_
- c. President's name: \_\_\_\_\_
- d. Vice President's name(s): \_\_\_\_\_
- e. Secretary's or Clerk's name: \_\_\_\_\_
- f. Treasurer's name: \_\_\_\_\_
- g. List names and address of all parties holding greater than 10% interest in the corporation.

4. Trade References:

\_\_\_\_\_

\_\_\_\_\_

5. Bank References:

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6. Dated at this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Name of Organization: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

7. \_\_\_\_\_ being duly sworn deposes and says that he/she is the  
\_\_\_\_\_ of Vendor/Contractor and that answers to the foregoing  
questions and all statements therein contained are true and correct.

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Notary Public:

My commission Expires:

Vendor's Contractor's Qualification State Abbrev.

**Cornwall-Lebanon School District**  
Lebanon, Pennsylvania 17042

**Bid Proposal Form**

We, the undersigned, have reviewed the specifications herein for the supply of the above listed item(s). We propose to furnish and deliver all materials and accessories to complete the work, in accordance with the attached Bid Specifications and General Conditions. We understand that the Cornwall-Lebanon School District reserves the right to reject any and all bids and to make awards on the basis of quality as well as price.

Company Name		Date
Company Address		
Authorized Signature	Printed Name	Title
Phone Number	Fax Number	Email Address

**SEE ENCLOSED BID FORMS No. 1 and No. 2.**

**AN ELECTRONIC COPY (Excel Spreadsheet) OF THE BID FORMS CAN BE OBTAINED FROM VISITING THE WEBPAGE DESCRIBED IN LINE ITEM #24 (ADDENDUMS) OF THE GENERAL BID CONDITIONS SECTION. It is highly recommended you complete the bid forms in Excel to ensure your bid is being calculated correctly.**

**ANTICIPATED BID AWARD WILL BE MAY 20, 2024.**

**PLEASE BID AS SPECIFIED.**

**Acknowledgement**

- ☐ Bidder has received and responded to the bid in accordance with any Addendum(s) issued as per Line Item #24 of the General Bid Conditions section contained herein, if applicable.

## 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

500 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. ORDERING PROGRAM

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.

The cost of this ordering program must be included in the base price on the bid form.

18. 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 (around 1.7 GHz), 4GB of RAM, and SSDs with limited storage space for files.

19. 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, Windows 11, 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 1.7 GHz and 2.4 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. The school's newspaper staff must also be able to create and work on its own pages "in the cloud" provided by the vendor.

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 highlighted cells. If an item is included in your base, mark "0" (zero). Be sure to represent any **cost reductions (savings to school district)** as a **negative number** for your bid to be tabulated correctly.

	2024-25	2025-26	2026-27	2027-28	2028-29
1. Price for 500 yearbooks, 116 pages all-color, all specifications and general conditions heretofore stated. 80 lb. gloss. Price includes ordering program.	\$ -	\$ -	\$ -	\$ -	\$ -
2. Artist for Cover Design (Per Hour Charge) <i>3 Hours factored into Bid Total</i>	\$ - \$ -	\$ - \$ -	\$ - \$ -	\$ - \$ -	\$ - \$ -
3. Remake of Single Pages (Per Page Charge) <i>4 Pages factored into Bid Total</i>	\$ - \$ -	\$ - \$ -	\$ - \$ -	\$ - \$ -	\$ - \$ -
4. Cost for special plant handling of student art work for line or tone in ads.	\$ -	\$ -	\$ -	\$ -	\$ -
Bid Subtotal (1 + 2 + 3 + 4)	\$ -	\$ -	\$ -	\$ -	\$ -
Cumulative Bid Subtotal		\$ - <i>2-Year</i>	\$ - <i>3-Year</i>	\$ - <i>4-Year</i>	\$ - <i>5-Year</i>

### Alternate Bid

5. Price for 400 yearbooks, 116 pages all-color, all specifications and general conditions heretofore stated. 80 lb. gloss. Price includes ordering program.	\$ -	\$ -	\$ -	\$ -	\$ -
Alternate Bid Subtotal (5 + 2 + 3 + 4)	\$ -	\$ -	\$ -	\$ -	\$ -
Cumulative Alternative Bid Subtotal		\$ - <i>2-Year</i>	\$ - <i>3-Year</i>	\$ - <i>4-Year</i>	\$ - <i>5-Year</i>

		<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>2028-29</u>
6. Per copy cost of:						
A. Adding books to base.		\$ -	\$ -	\$ -	\$ -	\$ -
B. Removing books from base.		\$ -	\$ -	\$ -	\$ -	\$ -
7. Cost of endsheets:						
A. With different student design for front and back.		\$ -	\$ -	\$ -	\$ -	\$ -
B. Embossed/debossed any design.		\$ -	\$ -	\$ -	\$ -	\$ -
8. Cost of pages added to the book (Per Book Charge):						
A. 4 Pages		\$ -	\$ -	\$ -	\$ -	\$ -
B. 8 Pages		\$ -	\$ -	\$ -	\$ -	\$ -
C. 16 Pages		\$ -	\$ -	\$ -	\$ -	\$ -
9. Cost of pages removed from the book (Per Book Charge):						
A. 4 Pages		\$ -	\$ -	\$ -	\$ -	\$ -
B. 8 Pages		\$ -	\$ -	\$ -	\$ -	\$ -
C. 16 Pages		\$ -	\$ -	\$ -	\$ -	\$ -
10. Cost reduction for student prepared camera-ready pages (Per Page Charge).		\$ -	\$ -	\$ -	\$ -	\$ -
11. Proof alterations for author's copy mistakes:						
A. Per Page		\$ -	\$ -	\$ -	\$ -	\$ -
B. Per Correction		\$ -	\$ -	\$ -	\$ -	\$ -

If there is anything that you wish to clarify about your bid submission, please use the space below. Again, only numbers should be entered in the highlighted cells above to ensure the bid is calculated correctly.

District Tabulation	2024-25	2025-26	2026-27	2027-28	2028-29
Bid / Alternate Bid Subtotal from Above					
6. #_____ Books: Added / Removed					
7. Endsheets Cost: A / B					
8/9. #_____ Pages: Added / Removed					
10. #_____ student prepared camera-ready pages					
Grand Bid Total					
Cumulative Grand Bid Total		\$	\$	\$	\$
		2-Year	3-Year	4-Year	5-Year

## Bid Proposal Form

### Bid Item No. 2 - Cedar Crest High School

Firm Name

List Prices in the highlighted cells. If an item is included in your base, type "0" (zero). Be sure to represent any **cost reductions (savings to school district)** as a **negative number** for your bid to be tabulated correctly. Again, only numbers should be entered into highlighted cells below.

	2024-25	2025-26	2026-27	2027-28	2028-29
1. Price for 600 yearbooks, 196 pages all-color, all specifications and general conditions heretofore stated using cloud-based Adobe InDesign. 100 lb. gloss.	\$ -	\$ -	\$ -	\$ -	\$ -
2. Artist for Cover Design (Per Hour Charge)	\$ -	\$ -	\$ -	\$ -	\$ -
<i>3 Hours factored into Bid Total</i>	\$ -	\$ -	\$ -	\$ -	\$ -
3. Remake of Single Pages (Per Page Charge)	\$ -	\$ -	\$ -	\$ -	\$ -
<i>4 Pages factored into Bid Total</i>	\$ -	\$ -	\$ -	\$ -	\$ -
4. Cost of Embossed/Debossed Cover - Any Design.	\$ -	\$ -	\$ -	\$ -	\$ -
5. Company Yearbook Order Program (Cost Per Student)					
A. Mass email to homes for ordering	\$ -	\$ -	\$ -	\$ -	\$ -
B. Weekday daytime hour ordering toll-free calls	\$ -	\$ -	\$ -	\$ -	\$ -
C. Weekday evening hour ordering toll-free calls	\$ -	\$ -	\$ -	\$ -	\$ -
D. Saturday ordering toll-free calls	\$ -	\$ -	\$ -	\$ -	\$ -
<i>1,700 Students factored into Bid Total</i>	\$ -	\$ -	\$ -	\$ -	\$ -
6. Cost for school's newspaper staff to utilize yearbook vendor's cloud-based Adobe InDesign program to create and work on its own pages throughout the year.	\$ -	\$ -	\$ -	\$ -	\$ -
Bid Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Cumulative Bid Subtotal		\$ -	\$ -	\$ -	\$ -
		2-Year	3-Year	4-Year	5-Year

7. Per copy cost of:

A. Adding books to base.

B. Removing books from base.

	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>2028-29</u>
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -

8. Cost of pages added to the book (Per Book Charge):

A. 4 Pages

B. 8 Pages

C. 16 Pages

	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -

9. Cost of pages removed from the book (Per Book Charge):

A. 4 Pages

B. 8 Pages

C. 16 Pages

	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -

10. Proof alterations for author's copy mistakes:

A. Per Page

B. Per Correction

\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -

11. 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)

12. Does your company meet all technology requirements? (Yes / No)

If No, please specify what requirements you do not meet in the box to the right.

*If No:*

13. Suggestions or changes offering cost economics are solicited as alternative bids. Please submit alternative bids on a separate sheet and attach to bid.

If there is anything that you wish to clarify about your bid submission, please use the space below. Again, only numbers should be entered in the highlighted cells above to ensure the bid is calculated correctly.

District Tabulation		2024-25	2025-26	2026-27	2027-28	2028-29
Bid Subtotal from Above		\$ -	\$ -	\$ -	\$ -	\$ -
7. #_____ Books: Added / Removed						
8/9. #_____ Pages: Added / Removed						
Grand Bid Total						
Cumulative Grand Bid Total			\$	\$	\$	\$
			2-Year	3-Year	4-Year	5-Year