Specifications and Bid Proposal Form

## For School Yearbooks

### Vendor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We hereby propose to furnish school yearbooks proposal for the Bay St. Louis-Waveland School District. Contract term of three (3) years starting July, 2018 and ending June, 2021.

High School

Total Cost for Color Page Yearbook – 200 books. $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Cost for Color Page Yearbook – 250 books. $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Payment Schedule \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Middle School

Total Cost for Color Page Yearbook – 100 books. $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Cost for Color Page Yearbook – 150 books. $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Payment Schedule \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Bay St. Louis-Waveland School District is accepting proposals from companies interested in providing school yearbook services for the district.

* Each bidder is to submit one original bid. Any additional copies provided will become property of Bay St. Louis-Waveland School District.
* Bidder **DOES NOT** have to bid on both yearbook proposals.
* All bids must be good for thirty days from date of summation.
* All bids must be returned to Jon McCraw at the school district office in a sealed envelope and marked in the lower left corner of the envelope, “Bid enclosed for School Yearbook Services” on the outside.

If you have any questions, contact the Bay St. Louis-Waveland Business Department at 228.467.9242.

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Signature of Authorized Representative Date

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## For School Yearbooks

Bidder:

Representative:

* Sealed bids will be received by the Board of Education in the office of the Superintendent, 200 North Second Street, Bay St. Louis, MS 39520 until Tuesday July 3, 2018 at 10:30AM.
* Bids must be signed and sealed with bidder’s name and address on outside of the envelope and marked in the lower left corner of the envelope “Bid enclosed for School Yearbook Services”
* Bids and modifications or corrections thereof received after the closing time specified will not be considered.
* The Bay St. Louis-Waveland School District reserves the right to reject any and all bids, to waive any informality in bids, and unless otherwise specified by the bidder, to accept any item on the bid. If the bidder fails to state the time within which bids must be accepted, it is understood and agreed that Bay St. Louis-Waveland Schools shall have 60 days to accept.
* A written purchase order to the successful bidder within the time of acceptance results in a binding contract without further action by either party. The contract shall not be assignable by the vendor in whole or in part without the written consent of the Bay St. Louis-Waveland School District.
* Any alteration or deviation from above specifications involving extra cost will be executed only upon written orders and will become an extra charge over and above the estimates. All agreements contingent upon strikes, accidents, or delays beyond our control.

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Signature of Bidder Printed Name

Specifications and Bid Proposal Form

## For School Yearbooks

Bidder:

Representative:

High School Yearbook Specifications

1. Quantity shall be 200 Copies of a 160-page, all-color year book, excluding the cover and end sheets (Size A). Vendor shall also provide a cost per yearbook per additional yearbook sold over 200. Vendor shall stipulate discounts (if any) if orders above 200 are made in increments of 15.

1. Pages of yearbook shall be 80 lb. paper.
2. Cover shall be a custom litho. / silk screen cover, gloss or matte finish. The thickness shall be university weight, 98 pt. cover board.
3. End Sheets shall be standard white.
4. Production will be online, Web-based ONLY with regular visits by yearbook publisher. In addition to regular visits, the publisher will provide a minimum of one training per nine weeks during the yearbook class period to the students and sponsor on yearbook production.
5. An 8-page color supplement of prom and graduation with self-adhesive strips will be delivered on or before August 1st, for the final number of yearbooks sold.
6. Shipping charges shall be included in this bid for the amount of yearbooks stipulated as part of the final proposal amount.
7. Yearbooks and advertisements shall be sold through yearbook.
8. The yearbook will be compiled by students. Desktop publishing software and related supplies will be made available by the publisher at the beginning of the school year.

1. Vendor shall provide a list of at least 5 public high schools with which they do current business. In addition, the vendor will list the Names, addresses, and phone numbers of 3 of those current customers as references.
2. Vendor will submit at least one copy of a sample yearbook for review with this proposal that meets these specifications.
3. Any projected cost to be incurred by the project that is not listed shall be itemized and submitted to the School District for prior approval.

Specifications and Bid Proposal Form

## For School Yearbooks

Bidder:

Representative:

High School Yearbook Specifications Continued

1. Delivery of the Yearbook will be on or before May 10th, allowing for two weeks before the end of the School year, provided that the district meets deadlines provided by the publisher.
2. The Bay St. Louis – Waveland School District expects full credit on spoiled and damaged copies and additional copies of the yearbook not sold above the agreed contract amount.
3. The yearbook shall have 6 QR Codes, or other digital media placeholders, that will incorporate videos into the year. The publisher must guarantee that these videos will be operable for at least two years as technology is certain to change.
4. The yearbook must have a current events section which includes at least eight pages.

Middle School Yearbook Specifications

1. Quantity shall be 100 Copies of an 80-page, all-color year book, excluding the cover and end sheets (Size A).

2. Pages of yearbook shall be 80 lb. paper.

3. Cover shall be a custom litho. / silk screen cover, gloss or matte finish. The thickness shall be university weight, 160 pt. cover board.

4. End Sheets shall be standard white.

5. Production will be online, Web-based ONLY with regular visits by yearbook publisher. In addition to regular visits, the publisher will provide a minimum of one training per nine weeks during the yearbook class period to the staff and sponsor on yearbook production.

6. Shipping charges shall be included in this bid for the amount of yearbooks stipulated as part of the final proposal amount.

7. Yearbooks and advertisements shall be sold through yearbook.

Specifications and Bid Proposal Form

## For School Yearbooks

Bidder:

Representative:

Middle School Yearbook Specifications Continued

8. Vendors shall provide a list of at least 5 public middle schools with which they do current business. In addition, the vendor will list the Names, addresses, and phone numbers of 3 of those current customers as references.

9. Vendor will submit at least one copy of a sample yearbook for review with this proposal that meets these specifications.

10. Desktop publishing software and related supplies will be made available by the publisher at the beginning of the school year.

11. Any projected cost to be incurred by the project that is not listed shall be itemized and submitted to the School District for prior approval.

12. Delivery of the Yearbook will be on before May 10th, allowing for two weeks before the end of the School year, provided that the district meets deadlines provided by the publisher.

13. The Bay St. Louis – Waveland School District expects full credit on spoiled and damaged copies and additional copies of the yearbook not sold above the agreed contract amount.