

DUPAGE HIGH SCHOOL DISTRICT 88

2 Friendship Plaza ~ Addison, Illinois 60101
Phone: (630) 530-3981 ~ Fax: (630) 832-0198
www.dupage88.net

March 12, 2012

Dear Vendors:

This is to solicit your sealed bid to furnish Yearbook Printing Services to Addison Trail and Willowbrook High School, as noted in the Schedule of Proposals.

Included is the schedule of proposals for Addison Trail High School and Willowbrook High School, along with the two "Certification Sheets". Print and complete in detail, sign and return one copy of the "Schedule of Proposals" and **both** "Certifications" in a sealed envelope **clearly** marked, "**Sealed Bid – Yearbook Services.**"

The Board of Education reserves the right to change quantities, reject any or all bids, or waive minor informalities and make awards in the best interest of this school district.

Bids are due on or before **Monday, April 2, 2012 @ 1:30 p.m.**, and will be opened and publicly read in the Business Office, Board of Education, 2 Friendship Plaza, Addison, Illinois 60101.

If you have any questions regarding this bid, please contact me at 630-530-3972.

Sincerely,

Robert Flemming

Robert Flemming
Director of Business Services

RF:jg

Enc: Instructions to Bidders
Certification Sheets (2)
Schedule of Proposals

**BOARD OF EDUCATION
DUPAGE HIGH SCHOOL DISTRICT 88
ADDISON, ILLINOIS**

INSTRUCTIONS TO BIDDERS

**Project: To Furnish Yearbook Printing Services to
Addison Trail and Willowbrook High School**

Bids will be received by the Business Office for the Board of Education, DuPage High School District 88, 2 Friendship Plaza, Addison, Illinois 60101 at the place, date, and time as follows:

Place: Business Office
Board of Education
DuPage High School District 88
2 Friendship Plaza
Addison, IL 60101

Date: **Monday, April 2, 2012 @ 1:30 p.m.**

Any bids received after the date and time specified may be too late to be considered. Specifications as may be required are enclosed herewith. Proposals shall be submitted on forms to be provided by the Owner and completed in full.

The Owner reserves the right to reject any or all bids, or any part of the bid, to waive minor informalities in any bid, and to make award in the best interest of the Owner.

Should a bidder find any discrepancies in, or omission from, any of the documents or be in doubt as to their meaning, he shall advise the Owner who will issue necessary clarification to all prospective bidders by means of addenda as may be appropriate.

The sealed envelope containing your quotation should be plainly marked
"Bid – Yearbook Services."

The Owner's waiver of any breach or failure to enforce any of the terms, conditions, and specifications of the invitation to bid shall not in any way affect, limit, or waive the Owner's right thereafter to enforce and compel strict compliance with every term, condition and specification hereof.

The Owner is exempt from paying Illinois Use Tax, Illinois Retailer's Occupation Tax, Federal Excise taxes, and any Federal transportation tax.

Each bidding company's service representative shall submit a complete list of all the schools for whom they **currently** are providing yearbook services identifying which schools are utilizing an **online web-based program**, and also provide a complete list of all the schools for whom they have provided yearbook services in the last four years. This list should provide the name of a reference or contact person who can provide information on the quality of work at each school.

Certification

Bidders must certify that they are not barred from bidding on this project as a result of a conviction for either bid-rigging or bid rotating under Article 33E of the Criminal Code of 1961. A certification form is provided in these specifications which must be signed by a duly authorized agent of the bidding company and returned with your proposal.

Failure to do so shall disqualify your bid

Bidders must certify they shall provide a drug-free workplace for all employees engaged in the performance of work under this contract in accordance with section 3 of the *Illinois Drug-Free Workplace Act* (Ill. Rev. Stat., Ch. 127, par. 132.313). A certification form is provided in this specification which must be signed by a duly authorized agent of the bidding company, notarized, and returned with your bid.

Failure to do so shall disqualify your bid

GENERAL REQUIREMENTS OF YEARBOOK SERVICE SPECIFICATIONS

The Owner intends to utilize an on line web based yearbook service / product. The Owner will take into consideration in its bid evaluation of the following with respect to a bidder's ability to meet the Owner's product and service requirements: quality, suitability for the intended use, technological compatibility, and the experience, reputation, service, and educational/technological expertise of the assigned representative.

The bidder must provide with their bid at least 2 sample high school yearbooks from a current customer that would be essentially equivalent to standards as outlined in the specifications that follow. These samples will be returned upon completion of the review and contract award.

**BOARD OF EDUCATION
DUPAGE HIGH SCHOOL DISTRICT 88
ADDISON, ILLINOIS**

Bidders must advise (yes or no) for each item / question listed below as to their ability to provide the following to each school and be able to provide a live demonstration in a potential follow up interview, if requested, at a District 88 designated time within 1-2 weeks of the bid opening:

Online/Web-Based Program

	<u>Yes</u>	<u>No</u>
The company should offer a web-based creation program in which all page creation, picture adjusting and placing, text editing and indexing is done on the internet at the company's secure website.	_____	_____
The site must work from any computer with internet access and without the installation of company software.	_____	_____
This web-based tool must effectively operate with the district's internet connection and speed, and with the computers in the yearbook production labs.	_____	_____
The company must state the hardware and network requirements for optimal speed and functioning of the online program.	_____	_____
The online program for the 2012-13 school year should be fully functioning and available with templates and fonts) starting by the beginning of May, 2012.	_____	_____
The online program should have the ability to place column guides, ruler guides, and a complete page grid for easy element placement.	_____	_____
The program must have "snap to" grid and guide functions.	_____	_____
The online program should have copy, paste, cut, undo multiple moves, redo multiple moves, spell check, find/change text, lock elements, group elements, send to front, and bring to back functions.	_____	_____
The online program should allow for typing directly on the page without a time delay.	_____	_____
The online program should have a zoom in and zoom out function.	_____	_____

	<u>Yes</u>	<u>No</u>
The online program should have the ability to easily crop, resize, flip and rotate pictures directly on the yearbook page.	_____	_____
The online program should have photo editing directly on the site (red eye reduction, cob, colorizing, lightening & darkening, saturation adjustments, etc.)	_____	_____
The online program should have its own indexing function that automatically spell checks names of all faculty, staff, and students by cross-referencing school files.	_____	_____
The automatic spell checking of names should occur before pages are submitted to the plant.	_____	_____
The online program should have the ability to highlight all incomplete elements on a spread.	_____	_____
The online program should have type style capabilities. (bold, italics, fill and stroke of letters, etc.).	_____	_____
The online program should have a filing system to organize uploaded photos by date, club, sport, etc.	_____	_____
The online program should have the ability to alert users if pictures have been used already in the book, how many times, and on what pages.	_____	_____
The online program should have the ability to auto flow student portraits with their names. This function must organize student and staff portraits by grade. Portrait pages must be able to be changed and edited by the students.	_____	_____
The online program should allow the school to create auto flow student portraits in any size.	_____	_____
The online program should offer a wide variety of at least 200 free fonts with various print styles.	_____	_____
The online program should have a function to align text (left, right, justified and centered).	_____	_____

	<u>Yes</u>	<u>No</u>
The online program should allow unlimited photos to be uploaded to its site at one time.	_____	_____
The online program should have a function for zooming in on uploaded photos.	_____	_____
The online program should allow photos to be deleted from a page without deleting the photo box.	_____	_____
The online program should have drop shadowing of text, photo boxes and all graphic elements.	_____	_____
The online program should have index options that include 3-6 columns of text.	_____	_____

YEARBOOK SERVICE PRINTING SPECIFICATIONS

This Agreement shall commence on July 1, 2012 for the printing of the 2013 yearbooks at Addison Trail and Willowbrook. This agreement may be renewable for up to two additional years with the mutual agreement of both the Owner and the Yearbook Publisher (indicate percent increase for the 2014 and 2015 yearbooks on page 7).

Pages and Trim Size

Addison Trail, 9x12; 232 Pages; 1,225 Copies
Willowbrook, 9x12; 228 Pages; 1,600 Copies

The Base Yearbook Bid must include all of the following:

Yearbook Cover

Covers are to be school designed. Up to 6 hours of creative/mechanical art work time by the company's artists are to be included in the base proposal. The time is to be used at the staffs' discretion.

Covers are to be a hard case cover, on 160 point binders board.

Covers are to be made after paper stock has been selected and final number of pages have been determined to ensure proper fit.

Up to two full color cover proofs are to be provided to the staff.

Covers are to be lithograph, CYMK process colors, with text and color photos on front, spine and back.

Paper

All inside pages are to be printed on 80# enamel text paper stock. Bidder is to stipulate a choice of paper surfaces (gloss, flat, etc.) to be selected by the staff.

Bidder must specify brand name of paper.

End Sheets

End sheets are to be 65# cover-weight Vellum Bristol or equivalent stock to be selected by staff. End sheets are to be printed on with one ink, with a different design (including text shapes, text, and photos) on the front and back end sheets. Bidder must specify brand name of paper.

Binding

Books will be tightly Smyth (section) sewn, rounded and backed, with headbands.

Deadline Schedules and Delivery Date

Copy submission deadlines and the final book delivery dates will be established and must be agreed upon by the schools and the company. Books are to be delivered to the schools by May 15, or a suitable date agreeable to both parties. Printer must allow flexibility for color submissions. First deadlines are due in November/early December. Final deadline due in April.

Printing

Pages must be printed on offset press. All photos should automatically be color corrected by the printer.

In addition to the items noted above, the following must also be included as part of the base bid. Please confirm inclusion of these items in the base price by checking each item.

1. Enlarging or reducing type, photographs, or art _____
2. Close registration of any kind _____
3. Any ruled lines around pictures _____
4. Unlimited bleeds on any page or spread _____
5. 48 pages of four-color full color in three signatures _____
6. Free installation of company fonts and software on any number of computers in the school used for yearbook production _____
7. A guaranteed ship date if the school meets all of the deadlines and returns all proofs in a timely manner _____

In accordance with the above specifications, bidder should itemize costs as follows:

WILLOWBROOK HIGH SCHOOL - 228 pages (1,600 books)

Per Book, incl. base cover

Base price, per book, including base cover \$_____

ADDISON TRAIL HIGH SCHOOL – 232 pages (1,225 books)

Per Book, incl. base cover

Base price, per book, including base cover \$_____

Additional charges per book for the following based on the above-specified number of books:

	<u>ATHS (1,225)</u>	<u>WBHS (1,600)</u>
Base price of full color book	_____	_____
Autograph pages packet (8 pages with adhesive strip) to be sold separately and installed by students	_____	_____
Full color 16 page current events insert sewn into book	_____	_____
Full color 16 page current events booklet with adhesive strip to buy separately & tape into the booklet (cost per booklet)	_____	_____
Additional artwork (hourly charge)	_____	_____
Additional spot color applied to cover	_____	_____
UV coating per signature (16 pages)	_____	_____
Foldout front end sheet	_____	_____
Additional signature (16 pages) of four-color	_____	_____

Additional Books Base Cost (Incl. Cover) Per Book

Cost of Additional Books Addison Trail _____

Willowbrook _____

The **Base Bid** should include the materials, services, and options contained in the **General Requirements of Yearbook Service Specifications and Yearbook Printing Service Specifications** listed above.

Percentage increases for all noted bid prices for potential renewal for each of two additional years:

Yearbook 2014 _____ Yearbook 2015_____

Other questions that may factor into the determination of a responsible bid:

Yes No

Company Representative Experience and Services

Is the representative willing to offer at least 25 hours of service time at each school to help teach students and work on finalizing pages at no additional charge beyond the bid price?

How many area high schools with enrollment of 1200+ does the bidding representative currently service?

The bidding company representative must provide a list all 1200+ enrollment high schools he/she currently serves, including adviser names and contact information.

If less than five 1200+ enrollment high schools currently serviced, the representative must provide references with respect to their services from at least five high schools with whom they are currently working.

The representative must provide on the school premises at a minimum a full day student-friendly training workshop on how to use the online program at the school.

Does the representative have experience in presenting and explaining material at a student level in a classroom setting?

What percentage of the bidding representative's current schools create their yearbooks with the company's online program?

	<u>Yes</u>	<u>No</u>
Does the bidding representative teach advanced-level PhotoShop CS3 skills necessary for creative yearbook production?	_____	_____
Will the bidding representative provide examples of his/her own teaching handouts for PhotoShop CS3?	_____	_____
Does the bidding representative provide an updated curriculum for photography skills?	_____	_____
Does the bidding representative provide an updated curriculum for yearbook journalism with access to updated lesson plans, handouts, grading and rubrics (no more two years old)?	_____	_____
Does the company offer training CD's and/or videos for its online design program?	_____	_____
Does the bidding representative provide monthly educational handouts for advisers?	_____	_____
Will the bidding representative provide samples of past educational handouts?	_____	_____
Does the bidding representative provide a monthly newsletter for advisers and staff?	_____	_____
Will the bidding representative provide samples of past monthly newsletters?	_____	_____
Does the bidding representative provide to advisers daily email tips on how to make their job easier and the book better?	_____	_____
Will the bidding representative provide samples of past daily emails to advisers?	_____	_____

Secure Online Direct Yearbook Sales

Does the company have a program which allows parents to order and pay for books with a credit card on a secure website?	_____	_____
What is the processing fee (if any) to the parent and/or cost to the schools for online direct yearbook sales?	_____	_____
Is the secure online ordering site available the week of student registration for classes mid-August)?	_____	_____
Do the schools earn interest on money from online sales or early payments held by the company throughout the year?	_____	_____

	<u>Yes</u>	<u>No</u>
Can the schools access students' name and grade data from the company's online sales site?	_____	_____
Does the company have an online site which allows parents to order, write and pay for senior well-wisher ads?	_____	_____
Does the company have an online site in which parents can order and pay for personalizations of the yearbook?	_____	_____
Does the company provide links to its secure online ordering site which may be placed on the schools' websites?	_____	_____
Does the online program contain a secure community photos storage site where parents, students, and teachers can upload photos free of charge for use by the yearbook advisers and staffs?	_____	_____
Are the photos automatically uploaded to the creation site within 6-12 hours of being uploaded to the community photo site?	_____	_____
How many professional pre-designed templates and book style options does the company have?	_____	_____
Can these templates be instantly uploaded to schools' ladders for production?		
Are these templates and their fonts available for use by May, 2012 for early production of the following year's books?	_____	_____
Does the online program have a drop and drag function for placing pre-designed templates and for placing pictures onto pages?	_____	_____
Does the online program have the ability to save pages and design modules as templates, including student-designed pages and modules?	_____	_____
Does the online program have a virtual book which allows the advisers and staffs to flip through the books page by page?	_____	_____
Does the online program have a function for instantly typing on a curved or angled line?	_____	_____
Does the online program have an automatic text wrap function?	_____	_____
Does the online program have a grabber hand that allows users to quickly move across a page?	_____	_____

	<u>Yes</u>	<u>No</u>
Does the online program have a function that lists every person who is featured in the book and on what page?	_____	_____
Does the online program must have the ability to save pages, images, and templates from one school year to the next?	_____	_____
Does the online program show data about each photo, including resolution and maximum print size?	_____	_____
Does the online program have the ability to switch pages from color to black and white (and vice versa) without having to rework pages or photos?	_____	_____
Does the online program have a Post-It Note feature that allows students and the advisers to post non-printing virtual notes on yearbook pages?	_____	_____
Does the online program have the ability to automatically place backgrounds and photos as backgrounds?	_____	_____
Does the online program allow for ghosting of photos or parts of photos?	_____	_____
Does the online program offer a variety of rounded corners for photo boxes?	_____	_____
Does the online program allow users to open multiple page files at once and to copy and paste from one page file to another?	_____	_____
Does the online program offer a staff history report so the advisers know who has been on what pages and what they have done?	_____	_____
Does the online program offer a page history so advisers and staff can retrieve previously saved versions of pages?	_____	_____
Does the online program offer a photo website of all unused photos in the book for yearbook buyers to view more content for members of various school organizations (athletics, musical groups, etc.) to use for slideshow and activity purposes?	_____	_____

Deadlines

What are the deadlines for an online book?

	<u>Yes</u>	<u>No</u>
Are these deadlines flexible?	_____	_____
Are there specific or special deadlines for color pages?	_____	_____
What are the deadlines for the cover and end sheets?		

Can the advisers post earlier "dummy" deadlines on the online program for students to see?	_____	_____
The deadline for the final quantity of books to order can be no earlier than the 1 st of the year?	_____	_____

Proposals are due on or before **Monday, April 2, 2012 at 1:30 p.m. Local Time.**

Date: _____

Name of Company: _____

Phone: _____

By: _____
(Print or Type) (Title)

(Signature)

Fax: _____

Address: _____

Email address: _____

YEARBOOK SERVICES

Bids are due on or before **Monday, April 2, 2012 @ 1:30 p.m.**, local time.

PLEASE NOTE: Bid results will be available at www.dupage88.net after approval by the Board of Education.

Date: _____ Name of Company: _____

Phone: _____ By: _____
(Print or Type) (Title)

Fax: _____ Address: _____

(Signature)

Email Address: _____

☐

For purposes of state reporting only, checking this box certifies that this business is minority-owned, female-owned, owned by a person with disabilities or locally owned.

**BOARD OF EDUCATION
DUPAGE HIGH SCHOOL DISTRICT 88
ADDISON, ILLINOIS**

CERTIFICATION I

As a duly authorized agent of the company and having executed a contract with DuPage High School District #88, I do hereby certify that we are not barred from bidding on this contract/project as a result of a conviction of either section 33E-3 or 33E-4 of Article 33E of Chapter 38 of the Illinois Revised Statutes for bid-rigging or bid rotating.

Company Name: _____

Address: _____

By: _____ (Print or Type) _____ (Title)

Signature: _____

Phone: _____

Date: _____

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public

SEAL

NOTE: This form must be returned with your proposal. Failure to do so shall disqualify your proposal.

**BOARD OF EDUCATION
DUPAGE HIGH SCHOOL DISTRICT 88
ADDISON, ILLINOIS**

CERTIFICATION II

[Contractors With 25 or More Employees]

**CERTIFICATE OF COMPLIANCE WITH
ILLINOIS DRUG-FREE WORKPLACE ACT**

☐ This certifies that we have less than 25 employees.

☐ This certifies that we have 25 or more employees and does hereby certify pursuant to section 3 of the *Illinois Drug-Free Workplace Act* (Ill.Rev.Stat., ch. 127, par. 132.313) that [he,she,it] shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the *Illinois Drug-Free Workplace Act* and, further certifies, that [he, she, it] is not ineligible for award of this contract by reason of debarment for a violation of the *Illinois Drug-Free Workplace Act*.

_____ [Contractor]

By _____
Authorized Agent of Contractor

Title: _____

Date: _____

Subscribed and sworn to before me this ____ day of _____, 20____.

Notary Public

SEAL

NOTE: This form must be returned with your proposal. Failure to do so shall disqualify your proposal.