

**SCHOOL YEARBOOKS AND MEMORY BOOKS  
GENERAL CONDITIONS AND SPECIFICATIONS**

1. One (1) copy of this bid form is furnished to the bidder. ALL BIDS MUST BE SUBMITTED ON THIS FORM OR AN EXACT DUPLICATE THEREOF
2. All prices must include all shipping/transportation charges to Trigg County High School or Trigg County Middle School or Trigg County Intermediate School or Trigg County Primary School.
3. Any Item delivered as a result of this bid and found not to comply with bid specifications, will be returned at vendor's expense. The Trigg County Board of Education reserves the right to be the sole judge of equality of products.
4. Billing shall be made to Trigg County High School, Cadiz, KY for the high school yearbook, to Trigg County Middle School, Cadiz, KY for the middle school yearbook, to Trigg County Intermediate School, Cadiz, KY for the intermediate school memory book, and to Trigg County Primary School, Cadiz, KY for the primary memory book.
5. Bidders may list any other information they consider pertinent.
6. Bids shall be received on the publication of a memory book for grades PreK-5, a yearbook for grades 6-8 and yearbook for grades 9-12. The memory book for grades PreK-5 will be for the Trigg County Primary/Intermediate Schools. The yearbook for grades 6-8 will be for the Trigg County Middle School. The yearbook for grades 9-12 will be for the Trigg County High School.
7. The bid price award shall be based on the lowest evaluated bid price. The objective criteria used to evaluate the bid shall be the specifications as listed herein and the quality and appearance of the sample yearbooks and memory book submitted by each bidder. Bids may be awarded on an individual basis for each school.
8. All bidders who have not sold merchandise to the Trigg County Board of Education previously must submit three references of schools to which they have sold products within the current year.
9. Bid forms must be signed by either an officer or an agent of the bidding firm who is authorized to legally bind the firm.

## TRIGG COUNTY PRIMARY AND INTERMEDIATE MEMORY BOOK

### General Conditions:

The specifications for the memory book for grades PreK-5 shall be as follows:

- a. Memory book page size shall be 7.75" x 10.5".
- b. Books shall be printed in color on enamel paper, using litho type composition.
- c. Books shall be bound by saddle stitch binding.
- d. Total number of pages in the book shall be a multiple of 4.
- e. Books shall contain a white cordwain cover printed on the outside in colored ink.
- f. A minimum of 550 copies shall be ordered.
- g. The number of copies, the number of pages, plus any optional extras shall determine the total price.
- h. Pictures shall be in color.
- i. Pages shall be numbered.

The bid is for a three (3) year period, 2015-2016 through 2017-2018 school years, however the Trigg County Board of Education reserves the right to reject the bid at the end of either the first or second year if it deems it necessary for any reason.

### Optional extras as follows:

- a. Cordwain cover printed in any one color other than black.
- b. Any one additional color or cordwain cover.
- c. Kivor cover silk screened in color.
- d. Standard printer's type on entire book.
- e. Page with more than 40 pictures per page.
- f. Page with more than 7 strip-ins.
- g. Page with overburns and reverse printing.
- h. Page with screened or pattern background.
- i. Vertical heads.
- j. Wrap around end sheets.
- k. Artwork.

Each bidder shall include with a bid a sample copy of a Memory Book, which contains the exact quality of paper on which this bid is based.

Shipment shall be on or by May 1 of each school year.

The successful bidder shall supply the school with the supplies needed for layout.



## TRIGG COUNTY MIDDLE SCHOOL YEARBOOKS

The specifications for the middle school yearbook, grades 6-8 are as follows:

- a. The cover is to be of school design on the front and back as well as the spine. It is to be laminated also. It is to have a base color with two additional colors in silk-screen or the equivalent (metallic or foil stamp included as a color option). Spine copy will be included as part of the cover design and be included in the base bid price.
- b. The book shall be printed in black ink on #1 Double-coated enamel paper (80) pound paper. The yearbook advisor shall have his/her choice of either Lithotype or printers composition without additional charge. The bid will allow copy print of 6, 8, 9, 10, 11, 12, & 14 point and headline print in 14-point through 72-point without any additional charge.
- c. The book will have a Smythe sewn binding with standard stiff embossed, thick 98-point board or the equivalent thereof.
- d. The pages of the book shall be numbered.
- e. Type and page proofs shall be on all pages exactly as they will appear in the book. The yearbook sponsor shall approve all proofs before the yearbook is assembled.
- f. The book shall contain all color sheets.
- g. There shall be standard division pages to be chosen from, or division pages may be of school-designed artwork at no additional charge.
- h. The company agrees to furnish, without cost to the school, all working materials and supplies, including book design, instructional manual, planning dummy, triplicate copy forms, book of art designs and copy shipment boxes.
- i. The successful bidder's representative shall make a minimum of six (6) visits to the school at the request of the yearbook advisor, to provide assistance in the development of the yearbook staff. The representative shall conduct a workshop for the yearbook staff.
- j. The bid shall include the unlimited use of tool lines, screen, mortises, overprints, and/or reverses. It will also include the unlimited use of candid pictures per page for both color pictures and black and white pictures

- k. The base bid will include the price per book for each of the following book's sizes for an order of 300 copies:

A book of 80 pages – with page size 8 ½" x 11"

A book of 100 pages – with page size 8 ½" x 11"

- l. The bid will include each of the color options that are offered by the yearbook company. The yearbook company will attach, with the bid, a copy of the specifications for each of these options. Each option must contain the pricing and deadlines applicable to each option. The bid will indicate the price per book for additional copies above the minimum order. The bid will also include any discounts for digital submissions.
- m. Each bidder shall submit, with the bid, a sample copy of a yearbook, which contains the exact quality of paper on which his/her bid is priced.
- n. Yearbooks are to be shipped on or by May 1 of each school year, or the school or its representative may pick up the books on the same approximate date. (This is the prerogative of the yearbook advisor according to the proximity of the yearbook plant.) The bid shall include the cost of shipping if it is shipped.
- o. Copies are to be rebounded and backed.
- p. Payment shall be rendered upon receipt of the yearbooks.
- q. The bid shall include the cost of proof corrections of mistakes made by the school for the first \$150.00, after which it will be the responsibility of the school.

The bid is for a three (3) year period, 2015-2016 through 2017-2018 school years; however the Trigg County Board of Education reserves the right to reject the bid at the end of either the first or second year if it deems it necessary for any reason.

**BID SHEET  
MIDDLE SCHOOL YEARBOOK**

**300 COPIES**

**350 COPIES**

<u>Number Pages Copy</u>	<u>Price Per Copy</u>	<u>Price Per Add.</u>	<u>Price Per Copy</u>	<u>Price Per Add.</u>
80 (8 ½" x 11")	_____	_____	_____	_____
100 (8 ½" x 11")	_____	_____	_____	_____

**Options**

Student Name	_____	_____	_____	_____
Plastic Dust Cover	_____	_____	_____	_____

\*Increase in price per book each – 2016-2017 \_\_\_\_\_

2017-2018 \_\_\_\_\_

Color Options – Please Specify:

BID SUBMITTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2015

\_\_\_\_\_  
FIRM

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
OFFICIAL TITLE

\_\_\_\_\_  
CITY, STATE, ZIP

\_\_\_\_\_  
TELEPHONE

## TRIGG COUNTY HIGH SCHOOL YEARBOOKS

The specifications for the high school yearbook for grades 9-12 are as follows:

- a. The cover is to be of school design on the front and back as well as the spine. It is to be laminated also. It is to be 4-color or have a base color with two additional colors in silk-screen or the equivalent (metallic or foil stamp included as a color option). Spine copy will be included as part of the cover design and be included in the base bid price.
- b. The book shall be printed in the chosen ink color on #1 Double-coated enamel paper (80) pound paper. The yearbook advisor shall have his/her choice of either Lithotype or printers composition without additional charge. The bid will allow copy print of 6, 8, 9, 10, 11, 12, & 14 point and headline print in 14-point through 72-point without any additional charge.
- c. The book will have a Smythe sewn binding with standard stiff embossed, thick 120 point board or the equivalent thereof.
- d. The pages of the book shall be numbered.
- e. The online program given to design book should allow for the yearbook sponsor to approve all proofs before the yearbook is assembled. The sponsor must approve supplement proofs.
- f. The book shall contain 4-color end sheets.
- g. The book shall contain thirty-two (32) four-color sheets, with the option to purchase additional four-color sheets.
- h. There shall be standard division pages to be chosen from, or division pages may be of school-designed artwork at no additional charge.
- i. The company agrees to furnish, without cost to the school, all working materials and supplies, including book design, instructional manual, planning dummy, book of art designs and copy shipment boxes, teacher curriculum and student workbooks.
- j. The successful bidder's representative shall make a minimum of six (6) visits to the school at the request of the yearbook advisor, to provide assistance in the development of the yearbook staff. The representative shall conduct a workshop for the yearbook staff and offer a summer workshop and fall cover workshop.
- k. It will include the unlimited use of candid pictures per page for both color pictures and black and white pictures. There should be no limit to the number of pictures a school can upload and store in its online library.

- l. The base bid will include the price per book for each of the following book's sizes for an order of 350, 375, and 400 copies:

A book of 160 pages – with page size 8 ½" x 11"

A book of 168 pages – with page size 8 ½" x 11"

A book of 176 pages – with page size 8 ½" x 11"

- m. The bid will include each of the color options that are offered by the yearbook company. The yearbook company will attach, with the bid, a copy of the specifications for each of these options. Each option must contain the pricing and deadlines applicable to each option. The bid will indicate the price per book for additional copies above the minimum order. The bid will also indicate any discounts for digital submissions.
- n. The bid shall include a user friendly, online yearbook program that includes a coverage report/tracker, a portrait wizard, the ability to easily tag and organize images and build captions from photo tags, the ability to directly market parents in groups or individually.
- o. The bid shall include the use of an order center for credit card and phone sales as well as checks. In addition to a separate online program to create yearbook and ad packages, track sales, run reports, and create receipts.
- p. Each bidder shall submit, with the bid, a sample copy of a yearbook, which contains the exact quality of paper on which his/her bid is priced.
- q. The bid needs to include complimentary access to a digital version of the yearbook via an app on a smart phone or tablet for those students who purchased a yearbook.
- r. Yearbooks are to be shipped on or by April 26th of each school year, or the school or its representative may pick up the books on the same approximate date. (This is the prerogative of the yearbook advisor according to the proximity of the yearbook plant.) The bid shall include the cost of shipping if it is shipped.
- s. Copies are to be bounded and backed.
- t. The bidder should list the price of a twenty (20)-page colored supplement is to be delivered by September 1 of the following school year.
- u. Payment shall be rendered upon receipt of the yearbooks.
- v. The bid shall include the cost of proof corrections of mistakes made by the school for the first \$150.00, after which it will be the responsibility of the school.



The bid is for a three (3) year period, 2015-2016 through 2017-2018 school years. However, the Trigg County Board of Education reserves the right to reject the bid at the end of either the first or second year if it deems it necessary for any reason.

**BID SHEET  
HIGH SCHOOL YEARBOOK**

	<u><b>400 COPIES</b></u>		<u><b>375 COPIES</b></u>		<u><b>350 COPIES</b></u>	
<u>Number Pages Copy</u>	<u>Price Per Copy</u>	<u>Price Per Add.</u>	<u>Price Per Copy</u>	<u>Price Per Add.</u>	<u>Price Per Copy</u>	<u>Price Per Add.</u>
160 (8 ½" x 11")						
168 (8 ½" x 11")						
176 (8 ½" x 11")						
 <u>Options</u>						
Student Name						
Plastic Dust Cover						
Additional four-color sheets						
*Increase in price per book each – 2016-2017						
		2017-2018				

Color Options – Please Specify:

BID SUBMITTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2015

\_\_\_\_\_  
FIRM

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
OFFICIAL TITLE

\_\_\_\_\_  
CITY, STATE, ZIP

\_\_\_\_\_  
TELEPHONE