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 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 have a base color with two additional colors in silk-screen or the equivalent (metallic of 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. The sponsor must approve supplement proofs.

f. The book shall contain four (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, triplicate copy forms, book of art designs and copy shipment boxes.

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.

k. 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

l. The base bid will include the price per book for each of the following book's sizes for an order of 375 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. 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.

o. 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.

p. Copies are to be rebounded and backed.

q. A sixteen (16)-page black and white taped insert supplement is to be delivered by September 1 of the following school year.

r. Payment shall be rendered upon receipt of the yearbooks.

s. 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, 2012-2013 through 2014-2015 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

	400 COPIES		**375 COPIES**		**350 COPIES**	
Number Pages Copy	Price Per Copy	Price Per Add.	Price Per Copy	Price Per Add.	Price Per Copy	Price Per Add.
160 (8 ½“ x 11”)	_____	_____	_____	_____	_____	_____
168 (8 ½“ x 11”)	_____	_____	_____	_____	_____	_____
176 (8 ½“ x 11”)	_____	_____	_____	_____	_____	_____

Options

Student Name	_____	_____	_____	_____
Plastic Dust Cover	_____	_____	_____	_____
Additional four-color sheets	_____	_____	_____	_____

*Increase in price per book each – 2013-2014 _____

2014-2015 _____

Color Options – Please Specify:

BID SUBMITTED THIS _____DAY OF _____2012

_____ _____
FIRM SIGNATURE

_____ _____
ADDRESS OFFICIAL TITLE

_____ _____
CITY, STATE, ZIP TELEPHONE