



**THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA
STANDARD BID FORM: PRINTING OF YEARBOOKS
SPECIFICATIONS**

Sealed bids, in triplicate, will be accepted in the office of the school principal
until (hour) _____ on (date) _____
when bids will be opened and tabulated. The successful bidder will be notified
within (number) _____ days

after bids are opened. The bid of the successful bidder, when properly executed by the school principal, shall become a binding contract between the bidder and the school. The school shall retain the original contract, and a copy must be returned to the successful bidder. Forward one copy of bid to Internal Funds Accounting Office, Mail Code 9999, Room 656. The school shall retain bids of unsuccessful bidders.

Bid awards will be by action of a committee composed of representatives of the student yearbook staff, faculty, and administration. The committee reserves the right to reject any and all bids. In addition to price evaluation, the committee will evaluate bidders for compliance with specifications, and also with regard to such other factors as service, quality of workmanship, plant facilities, and dependability. Prior to, or at the time of submitting bids, each publisher will make available for committee review a sample of a comparable high school yearbook published within the past year, and, if possible, serviced by the representative who will furnish the proposed services under the contract. All samples may be reclaimed after bid award.

NAME OF SCHOOL: _____
STREET ADDRESS: _____
CITY, STATE, ZIP CODE: _____
TELEPHONE NUMBER: _____

(Publisher to complete certification on page 2.)

BIDDER'S CERTIFICATION:

- A. I certify this bid is made without previous understanding, agreement, or connection with any person, firm, or corporation making a bid for the same service, and is in all respects fair and without collusion or fraud.
- B. I agree to abide by all conditions of this bid.
- C. I certify that I am authorized to sign for the bidder.
- D. I understand that modification of the bid format will invalidate the bid.
- E. I understand that the publisher's final invoice must contain an itemized listing of all charges as bid. Furthermore, the invoice must not include any charges not specified in the bid, or in an amendment to the bid. The bid can be amended only by a written agreement signed by the principal, giving prior approval of any proposed change or addition. It is the responsibility of the publisher's representative to provide, in writing, an itemization, with page numbers where applicable, of all optional charges in addition to the base book price, and to obtain written agreement for these charges before the costs are incurred or the school will not be financially responsible.

(PLEASE TYPE OR PRINT)

Name of Bidder: _____

Street Address: _____

City, State, Zip Code: _____

Telephone: _____

By: Signature (Manual) _____

Signature (Typed) _____

Title: _____

Date: _____

STANDARD BID FORM - PRINTING OF YEARBOOKS
SECTION I - SPECIFICATIONS

GENERAL CONDITIONS

- Vendor will supply all necessary production forms and materials with instructions and training for their use.
- The school reserves the right to determine size, location, and type of all advertisements.
- All copy will be typewritten or desktop published, and presented as required by the publisher.

Contract will be for 20 yearbook.

(The school must fill in all blanks below prior to sending out bid forms to prospective bidders. Information filled in below, together with other requirements, if any, added by the school, become the specification to cover the individual needs of each school. Any portion considered "not applicable" by the school shall be so marked by the school. Please leave no line blank).

1. Number of copies (estimated) _____
2. Number of pages (estimated) _____
3. Trim size _____ 9 x 12 _____ 8 1/2 x 11 _____ 7 1/2 x 10 1/2
4. Cover specifications: Included in base price of book. Vendor representative must secure written pre-approval for any upgrades or changes that would incur additional charges.

A. Litho Laminated (Print like)

_____ Applied color 1 2 3 _____ Hot foil _____ Die cut* _____ Blind Embossed
_____ Matte _____ Debossing _____ Tip on _____ Grain _____ Other: _____

B. Material (Leather like)

_____ Applied color 1 2 3 _____ Hot foil _____ Die cut* _____ Blind Embossed
_____ Matte _____ Silk Screened _____ Mylar _____ Metallay
_____ Debossing _____ Tip on _____ Grain _____ Other: _____

*Note: Any charges for custom die cut above that included in base book must be approved in writing before the charges are incurred.

5. Binding: _____ Soft Cover: Saddle Stitched
 _____ Hard Cover: Smythe Sewn, Rounded and Backed
 Smythe Sewn, Square Backed
Optional: _____ Headbands (Decorative)
 _____ Other: (Describe) _____

6. End Sheets: School Design White Paper Different Front & Back
 Colored Paper Deckled Edge Same Front & Back
 Four Color Die Cut
Applied Color: 1 2 3 Other: _____

7. Type Paper: 70 lb. 80 lb. 100 lb.
 Enamel Matte

8. Fonts: Company School Unlimited

9. Proofs required: (Check all that apply)
 Photocopy (Non-desktop) Laser (Desktop)
 On-line or Disk (Desktop) Color Proofs/Color Pages

10. Desired delivery date _____

11. Penalty for late delivery when school is not at fault:
 All postage, padded mailing envelopes, and other supplies for mailing books.
 Other: Please specify: _____

12. Various optional extra charges listed in Section III-2.

13. To meet the particular needs of the _____ SCHOOL,
the following additional requirements are stipulated: (May include loan of equipment, fully insured
by bidder; training; software or supplies; etc. Please specify.)

BID PROPOSAL
SECTION II - BASIC QUOTATIONS

ITEM DESCRIPTION	BIDDER INSERT PRICES BELOW	
1. Prices per book as specified in Section I, based on the quantity indicated, printed in black and white, F.O.B. the school.	per book	\$ _____
2. Price for more than specified	per book	\$ _____
Price for fewer than specified	per book	\$ _____
Final date when number ordered may be changed	_____	
3. Price for additional pages in multiples of 8 pages in the specified number of copies	per 8 pages	\$ _____
4. Price for fewer pages in multiples of 8 pages in the specified number of copies	per 8 pages	\$ _____
Final date when number of pages may be changed	_____	

NOTE: If the school requests that the publisher change either the number of copies or the number of pages, and that change would affect the pricing above, the publisher must notify the school within 5 (five) days and secure written agreement of that adjustment before proceeding. Otherwise, the above pricing will apply.

5. Charges for editor's changes (to proofs)	Traditional	Submitted on disk
a. Copy changes - per line	\$ _____	\$ _____
b. Per page first correction	\$ _____	\$ _____
Maximum charge per page	\$ _____	\$ _____
c. To move picture: B&W	\$ _____	\$ _____
Color	\$ _____	\$ _____
d. To enlarge or reduce picture: B&W	\$ _____	\$ _____
Color	\$ _____	\$ _____
e. To substitute B&W picture	\$ _____	\$ _____
Color picture	\$ _____	\$ _____
f. Maximum charge for complete page change		
B&W	\$ _____	\$ _____
Color	\$ _____	\$ _____
6. Use of same picture more than one place	\$ _____ ea. photo	\$ _____ ea. photo
7. Charges for art work		
Creative art work or air brushing per hour	\$ _____	
Mechanical art work per hour	\$ _____	

SECTION III - OPTIONAL ITEMS

The following prices will be for optional use of school:

1. Color: No color charges will be accepted unless specified in this contract. If other charges would result from changes in specifications requested by the school, the publisher must notify the school in writing and receive written agreement. No additional restrictions on pricing may be placed on the optional color items specified in A., B, or C. below. Additional color discounts or other optional color programs may be offered in Sec. III. 1. D.

A. Four Color

Dates Due at Plant	Submitted in Sig	Submitted in Flat	Price Per Flat*	Price Per Sig
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____

*Note, pages in same flat. For example: (1, 4-5, 8-9, 12-13, 16) or (2-3, 6-7, 10-11, 14-15).

B. Process Color**

Dates Due at Plant	Submitted in Sig	Submitted in Flat	First Page in Flat	Additional Page in Flat
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____

**Note: Process on other than four color pages. If any charge for mixed process or process in same flat as four color, please specify:

C. Spot Color

Dates Due at Plant	Submitted in Sig	Submitted in Flat	First Page in Flat	Additional Page in Flat
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____

SECTION III - OPTIONAL ITEMS (continued)

D. Other Plant Discounts/Requirements for color:

2. SPECIAL OPTIONAL EFFECTS (Bidder please specify all charges.)

	Traditional		Submitted on Disk	
(A) Reverses	\$ _____	Per _____	\$ _____	Per _____
(B) Overburns	\$ _____	Per _____	\$ _____	Per _____
(C) "Ghosting" Pictures (Special Effect Screens)	\$ _____	Per _____	\$ _____	Per _____
(D) Enlarging or Reducing Line Art	\$ _____	Each	\$ _____	Each
(E) Type Set Vertically	\$ _____	Each	\$ _____	Each
(F) Special Art Type	\$ _____	Per _____	\$ _____	Per _____
(G) Duotones	\$ _____	Each	\$ _____	Each
(H) Art Conversions	\$ _____	Each	\$ _____	Each
(I) Posterization	\$ _____	Each	\$ _____	Each
(J) Cutouts, Outline of Halftone; Solid Black Background; Percent (%) of black background.	\$ _____	Each	\$ _____	Each
(K) Tool Lines: Straight Corners; Round Corners	\$ _____	Each	\$ _____	Each
(L) 4-Color Photos across unnatural gutter	\$ _____	Each	\$ _____	Each
(M) Close Register				
B & W	\$ _____	Each	\$ _____	Each
Color	\$ _____	Each	\$ _____	Each
(N) Name Stamps	\$ _____	Per line		
(O) Autograph Supplement	\$ _____	Each		
(P) Current Events Supplement	\$ _____	Each		
(Q) Other: Vendor please specify options and costs:				

3. All materials, typesetting, printing, color separation, and binding will be done by bidder unless specified herein:

NOTE: Final invoice submitted by publisher must not include any additional charges not stated above without prior written agreement signed by the principal. Final invoice must not include any sales tax or shipping charges.

ADDITIONAL INFORMATION

A. Copy Deadlines: Please outline copy schedule to assure delivery of books to school by indicated date. (Stipulate all deadlines)

Deadline	Number of pages due
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
5. _____	5. _____

B. Vendor: Please specify company policy for on time delivery of the book including any charges for rescheduling to assure on time delivery:

C. Final date on which school may revise (upward or downward) the total number of yearbooks to be delivered under this contract: _____

D. Desired payment schedule: (Please give dates and amounts):

Deposit _____ Additional Remittance _____ Balance _____

Will vendor pay interest on monies above initial deposit? Yes _____ No _____

Rate _____ Specified Date _____

E. Please outline personal services of company representative that will be furnished to school.

F. Name and address of Service Representative: _____

AGREEMENT

We certify that, except as expressed herein, there is no understanding or agreement, verbal or written, between the bidder and any official representative of the school.

Each bidder shall complete the following prior to submitting this bid:

Witnesses: _____ Name of Bidder (Typed): _____
 _____ By: Signature (Manual): _____
 _____ Signature (Typed): _____
 _____ Date Signed and Witnessed: _____

(The school principal shall complete the following on both copies of the bid of the successful bidder only).

Contract for 20 ____ Yearbook of _____ School is hereby awarded to the above bidder.

By: Signature (Manual): _____

Signature (Typed): _____

Principal

Date: _____