



R-19/20-01 Addendum 2

Copy & Printing Services

Issue Date: 1/30/2020

Questions Deadline: 2/14/2020 12:00 PM (CT)

Response Deadline: 3/5/2020 03:00 PM (CT)

Contact Information

Contact: Heather Falls

Address: 702 SE 291 Highway

Lee's Summit, MO 64063-4306

Event Information

Number: R-19/20-01 Addendum 2
Title: Copy & Printing Services
Type: Request for Proposal
Issue Date: 1/30/2020
Question Deadline: 2/14/2020 12:00 PM (CT)
Response Deadline: 3/5/2020 03:00 PM (CT)
Notes: The Lee's Summit R-7 School District is soliciting proposals for Copy & Printing Services. The district is soliciting proposals from qualified persons or firms to establish a yearly contract or possibly multiple contracts, through competitive negotiation, for Copy & Printing Services for the Lee's Summit School District.

Lee's Summit R-7 School District (or the "District") is requiring proposers to submit their proposals electronically. Electronic submission helps eliminate errors, eliminate unnecessary work, and is more friendly to the environment. Lee's Summit R-7 School District will not accept proposals that are submitted via email or fax machine. The District reserves the right to accept or reject any and all proposals and to waive any formalities or technicalities if deemed in the best interest of the District. It is the responsibility of all responders to review the entire proposal, seek clarification of any item or requirement that may not be clear, and check all responses for accuracy before submitting a response.

If you are having difficulty submitting electronically, please contact Heather Falls at 816-986-2195 or email heather.falls@lsr7.net for instructions.

It is the responsibility of interested firms to check <https://lsr7ebid.ionwave.net> for any addendums or notices of information prior to the opening date and time of this RFP.

Ship To Information

Contact: Purchasing and Distribution Services
Address: 702 SE 291 Highway
Lee's Summit, MO 64063-4306
Phone: (816) 986-2190

Billing Information

Address: 301 NE Tudor Rd
Lee's Summit, MO 64086-5702
Phone: (816) 986 x1000

Bid Activities

Pre-Proposal Meeting

2/11/2020 9:00:00 AM (CT)

Samples of specific print jobs will be available for your information. Attendance is not mandatory.

Bid Attachments

General Terms & Conditions for RFPs, RFQs and Bids.pdf

General Terms and Conditions

[View Online](#)

1_-_Sample_Insurance_Certificate.pdf

Certificate of Insurance

[View Online](#)

3_-_E-Verify-LSR7_(1) (1).pdf

E-Verify

[View Online](#)

Missouri Tax Exemption Certificate

Requested Attachments

Certificate of Insurance

(Attachment required)

Please provide a Certificate of Insurance.

E-Verification Affidavit

Please refer to E-Verification Affidavit in "Attachments" tab to complete and upload if your company participates in E-Verify.

Bid Attributes

1	Introduction
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1	Introduction <p>The Lee's Summit R7 School District is soliciting proposals for Copy & Printing Services. The district is soliciting proposals from qualified persons or firms to establish a yearly contract or possibly multiple contracts, through competitive negotiation, for Copy & Printing Services for the Lee's Summit School District.</p>
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2 Instructions to Respondants

1.1 All questions regarding this RFP shall be submitted online via the "Questions" tab of this bid opportunity. The District reserves the right to reject any and all proposals, to waive technical defects in proposals, and to select the proposal(s) deemed most advantageous to the District.

1.2 It is the responsibility of each respondent before submitting a proposal to examine the documents thoroughly and request written interpretation or clarifications soon after discovering any conflicts, ambiguities, errors, or omissions in the proposal documents. Requests for clarification must be submitted online via the "Questions" tab.

1.3 Changes to the specifications will not be allowed except by written addendum issued by the District through this online procurement system. Oral explanations or instructions given prior to award will not be binding.

1.4 Respondent shall quote net costs of all goods and services requested and all quotes shall include all transportation to destination and inside delivery.

1.5 There will be no public opening of the proposals.

1.6 Acceptance of this proposal or any part thereof, in writing, within ninety (90) days after the closing date, by the District shall constitute a legal and binding agreement; wherein, the vendor shall furnish the services in accordance with the specifications and offeror's proposal on the written order of the District.

1.7 The District reserves the right to award this contract in its entirety or to split the contract among bidders, whichever is in the best interest of the District. The District may accept any item or group of items of the bid unless qualified by specific limitation of the bidder.

1.8 To be considered, a firm must have at least three (3) proven clients of similar size to our district.

I have read and understand.

(Required: Check if applicable)

3 SELECTION PROCESS

The proposals will be evaluated by a District Selection Committee (DSC) comprised of selected District personnel. The overall process may consist of two steps: the first being a review and evaluation of all responsive proposals and the second being the interview phase for the short list of respondents selected for interview, if applicable.

Step One: Evaluation of Proposals

Members of the DSC will review and rate each responsive proposal based on the following criteria:

- a. The firm's experience in providing similar services to school districts or governmental agencies during the past five (5) years.

- b. Key personnel that will be assigned to the District's project, and their experience with similar projects.

- c. Applicable resources offering quality assurances/quality control procedures; as well as adequacy of team/resources to complete the project within the proposed time-frame.

- d. Project approach including project schedule and detailed approach to complete this project, familiarity with this project, identification of unique issues related to project, and the process proposed for communications with District staff.

- e. Cost

The Proposal Ranking Sheet for the evaluation of the proposals is included in this RFP. The DSC may request additional submittals.

4 Responding to Attributes

There are attributes, including this one, associated with this proposal. Some are notes and require no response, but most have a required response. ****Please select each page from the bottom right-hand side of this list of attributes in order to view the next page of Bid Attributes.****

5 Attachments Required

Be sure to upload all required documents and forms to the "Response Attachments" Tab.

6 Purchase Agreements

Purchase Agreements shall be awarded in accordance with regulations adopted by the Lee's Summit R7 Board of Education and adhere to all applicable purchasing policies. Purchase Agreements will be negotiated with the lowest responsible bidder who meets the qualifications for quality, price, terms of bid, lead time, and determined to be in the best interest of the District. The bid award will be at the sole discretion of the District. The District reserves the right to reject any and all bids in part or in whole, and to accept the bid that is in the best interest of the District.

I have read and understand.

(Required: Check if applicable)

7 Terms of This Bid

The terms of this bid shall remain in effect for at least one year from date of award. All prices MUST remain firm during that time period. The District may make additional purchases at the itemized price listed in the bid packet for a period of one (1) year. The District may, at its option, renew the Contract for up to three (3) additional one-year contract periods by giving written notice to the supplier.

I have read and understand.

(Required: Check if applicable)

8 Bid Pricing

Prices shall be fixed with minimum adjustments allowed. If the bidder is awarded an agreement under this bid solicitation, the prices proposed by the bidder shall remain fixed for a period of one hundred eighty (180) days after the issuance of an initial purchase order or District Visa P-Card purchase, regardless of market conditions. After this period, the vendor may submit a price adjustments to the District based on a Manufacturer's Revised Published Price List. The request MUST contain a written notification from the manufacturer to the supplier or vendor of price increases. The Revised Published Price List or manufacturer's notification shall be submitted to the District at least thirty (30) calendar days prior to the effective date of the new price to be charged to the District. It shall be understood that such price adjustments shall not exceed the amount passed onto the supplier or vendor by the manufacturer. It shall be further understood that the District reserves the right to reject any price adjustments submitted by the bidder and/or to terminate the contract with the bidder based on such price adjustments.

The successful bidder(s) must agree to accept the District's Purchase Order or the District's Visa P-card for the work order. These purchases are tax exempt.

The Lee's Summit R7 School District will review all bid submissions with regards to pricing, product performance, equipment features, references and experience. The District plans to award the bid within 60 days after the bid opening.

I have read and understand.

(Required: Check if applicable)

9 Communications Statement

Communications: Contact between vendors and Lee's Summit R7 personnel during the proposal process or evaluation process is prohibited. Any attempt by vendors during the proposal process to contact Lee's Summit R7 personnel may result in disqualification. All communication shall go through the Procurement and Contracts Department during this competitive process. All questions received and the corresponding answers will be distributed to all bidders. No verbal responses will be provided. The deadline for questions about this proposal is stated in the Bid Activities and the district will not respond to questions after this time and date. Response to questions will be posted in the form of an addendum to this proposal. The vendors will be responsible for checking the website for any posted addenda.

I have read and understand.

(Required: Check if applicable)

10 General Terms and Conditions

I have downloaded and read the General Terms and Conditions from the ATTACHMENTS tab. By selecting this box, I agree to the terms and conditions.

I have read and agreed to the T&C

(Required: Check if applicable)

PROPOSAL REQUIREMENTS

1
2 **Scope**

SCOPE: The Lee's Summit R7 School District is soliciting proposals for Copy & Printing Services. This contract will include but is not limited to:

- It is preferred that the offeror have some sort of online ordering system where staff can order and pay with a District Mastercard.
- Offeror shall deliver all printed materials directly to each site within the District that placed the order at no additional charge.
- Offeror shall not charge for proofs.
- Offeror shall provide information in their proposal of any additional services they would provide.
- To be considered, respondent must include at least 5 comparable print samples for evaluation by the committee. Samples must be in color, using state of the art software and digital imaging. Samples can be mailed to:

Lee's Summit Purchasing & Distribution Center
Attn: Heather Falls
702 SE 291 hwy
Lee's Summit, MO 64063-4306

I have read and understand.
(Required: Check if applicable)

1
3 **SPECIFIC REQUIREMENTS OF RFP:**

Purchase Agreements shall be awarded in accordance with regulations adopted by the Lee's Summit R7 Board of Education and adhere to all applicable purchasing policies. Purchase Agreements will be negotiated with the lowest responsible bidder who meets the qualifications for quality, price, terms of bid, and service, and determined to be in the best interest of the District. The RFP award will be at the sole discretion of the District. The District reserves the right to reject any and all bids in part or in whole, and to accept the proposal that is in the best interest of the District.

Respondents are expected to bid on the equipment item as listed on the Equipment Specifications List. If there are any deviations from the specifications listed, the respondent is expected to make note on the bid form. The District reserves the right to award this contract in its entirety or to split the contract among vendors, whichever is in the best interest of the District.

Prices shall be fixed with minimum adjustments allowed. If the respondent is awarded an agreement under this RFP solicitation, the prices proposed by the respondent shall remain fixed for a period of one hundred eighty (180) days after the issuance of an initial purchase order or District Visa P-Card purchase, regardless of market conditions. After this period, the vendor may submit a price adjustments to the District based on a Manufacturer's Revised Published Price List. The request MUST contain a written notification from the manufacturer to the supplier or vendor of price increases. The Revised Published Price List or manufacturer's notification shall be submitted to the District at least thirty (30) calendar days prior to the effective date of the new price to be charged to the District. It shall be understood that such price adjustments shall not exceed the amount passed onto the supplier or vendor by the manufacturer. It shall be further understood that the District reserves the right to reject any price adjustments submitted by the respondent and/or to terminate the contract with the respondent based on such price adjustments.

1
4 **Schedule of RFP Process**

Timeline for RFP Process:

The timeline listed below is the District's estimation of time required to complete the RFP process. All efforts shall be made to abide by this schedule; however, it is subject to change due to different circumstances.

- RFP Notification: 1/30/20
- Receive Proposals: 2/20/20
- Meet to review: 3/11/20
- School Board: 4/16/20
- Award Notification: 4/20/20
- Notice to Proceed: 5/1/20

The District desires the execution of the contract to meet the following dates: Services need to begin after May 1, 2020.

1
5 **No Deviations or Exceptions**

Bidders are expected to bid on the items as listed on the Equipment Specifications List, or Scope of Work. If there are any deviations from the specifications or scope of work listed, the bidder is expected to make note, along with a brief description in the next below. The District reserves the right to determine the successful bidder and will make that decision based on the best interest of the District.

I have read and agree.
(Required: Check if applicable)

1
6 **Deviations and Exceptions**

If your company intends to deviate from the Specifications listed in the attached documents, all such deviations and exceptions must be listed here, with complete and detailed conditions and information included. The District will consider any deviations or exceptions in its bid award decisions. The District reserves the right to accept or reject any proposals based upon any deviations indicated below.

If none, please enter N/A (Not Applicable).

(Required: Maximum 4000 characters allowed)

1
7 **Cooperative Procurement with Other Jurisdictions**

This section is optional; it will not affect the agreement.

2) Sales will be made in accordance with the prices, terms, and conditions of the Request for Proposals and any subsequent term agreement.

3) There shall, however, be no obligation under the cooperative procurement agreement for any organization represented by MACPP or MARC to utilize the proposal or agreement unless they are specifically named in the Request or Proposals as a joint respondent.

4) All sales to other jurisdictions will be made on purchase orders issued by that jurisdiction. All receiving, inspection, payments and other agreement administration will be the responsibility of the ordering jurisdiction.

5) Each jurisdiction that is a party to the joint proposal has authority to act as Administrative Contracting Officer with responsibility to issue purchase orders, inspect and receive goods, make payments and handle disputes involving shipment to the jurisdiction.

If the District awarded you the proposed agreement, would you sell under the prices and terms of this agreement to any public school district or any other non-profit organization having membership in the Mid-America Council of Public Purchasing (MACPP) or Mid-America Regional Council (MARC) and located within the greater Kansas City metropolitan trade area? (All deliveries shall be F.O.B. Destination and there shall be no obligations on the part of any member of said Council to utilize this agreement).

Yes No

(Optional: Check only one)

1
8

Project Narrative

Use this space to provide a detailed project approach OR upload a response in the response attachments section.

Including but not limited to:

- Schedule and detailed approach is reasonable/responsive to District’s needs
- Describe Services offered
- Identify any and all proven techniques used
- Roles of all involved parties clearly identified
- Familiarity with project location as evidenced by proposal/interview (if applicable)
- Identify/recognize critical or unique issues specific to the project and unique approaches used elsewhere
- Proposed timeline for implementation of contract
- Proposed communication process

(Required: Maximum 4000 characters allowed)

1
9

PROPOSAL SCORING CRITERIA

PROPOSAL SCORING CRITERIA

2
0

Evidence of Experience & References with Similar Accounts (Ref & Exp)

Evaluation Criteria

Evidence of Experience & References with Similar Accounts (Ref & Exp)

Consider experience and references listed by the firm/provider. Is the firm/provider experienced in providing services similar to that requested in this RFP?

- Reliability of the firm, based on references given
- Experience with other similar sized projects & other school districts
- Methods used are effective and have been proven elsewhere
- Appropriately staffed to meet District scheduling

2 1	<p>Applicable Resources (Personnel Qualifications)</p> <p>Evaluation Criteria</p> <p>Applicable Resources (Personnel Qualifications)</p> <p>The District will evaluate any/all proposals for the qualifications & industry certifications of the staff provided by the firm.</p> <ul style="list-style-type: none"> • Does the firm have a qualified representative dedicated to oversee the District's projects? • Does the firm possess an online ordering system that could be customized for District projects and orders paid for online with District Visa cards? • Does the firm possess the technology and support required in this RFP?
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2 2	<p>Cost</p> <p>Evaluation Criteria</p> <p>Cost</p> <p>The District will review and evaluate any/all proposals for the cost of services provided. Consider if the following conforms to the requirements of the RFP and the District:</p> <ul style="list-style-type: none"> • Consider unit price costs for each service. • Consider if Firm provided samples as requested in this RFP.
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2 3	<p>Consultant Profile</p> <p>CONSULTANT PROFILE</p>
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2 4	<p>Lead Consultant Name</p> <p>Enter the Lead Consultant Firm(s) (or Joint Venture) name.</p> <hr/> <hr/> <hr/> <p><i>(Required: Maximum 1000 characters allowed)</i></p>
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2 5	<p>Lead Consultant Address</p> <p>Enter the Lead Consultant Firm(s) (or Joint Venture) address.</p> <p>street city, state zip</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <p><i>(Required: Maximum 4000 characters allowed)</i></p>
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2
6

Lead Consultant Provider

Please designate the service area provided by the lead consultant.

Local Regional National

(Required: Check only one)

2
7

Year Provider Firm Established

Please enter the year the provider's firm was established.

(Required: Numbers only)

2
8

Years of Experience

Please enter the number of years of experience providing this service.

(Required: Numbers only)

2
9

Licensed in Missouri

Are you licensed to do business in the State of Missouri?

Yes No

(Required: Check only one)

3
0

Principal Contact

Please provide name, title, telephone number and email address of Principal contact

(Required: Maximum 4000 characters allowed)

3
1

Address of Office to Perform Work

Please provide address of office to perform work if different than Lead Consultant Firm address.

(Optional: Maximum 4000 characters allowed)

3
2

Number of Persons Committed to District's Project

Please list the number of persons by discipline that your Firm/Joint Venture will commit to the District's project

(Required: Numbers only)

3
3 **Joint Venture Areas of Responsibility**
If submittal is by Joint Venture or utilizes subcontractors, list participating firms/providers and outline specific areas of responsibility (including administrative and technical) for each firm.

(Optional: Maximum 4000 characters allowed)

3
4 **Has This Joint Venture Previously Worked Together?**
Has This Joint Venture Previously Worked Together?
 Yes No
(Optional: Check only one)

3
5 **Key Outside Consultants**

Key Outside Consultants

(Optional: Maximum 1000 characters allowed)

3
6 **Subcontractor #1 Name**
Please provide name of Subcontractor.

(Optional: Maximum 1000 characters allowed)

3
7 **Subcontractor #1 Address**
Please provide address of Subcontractor.

(Optional: Maximum 1000 characters allowed)

3
8 **Specialty/Role with this Project**
Provide Subcontractors Specialty/Role with this Project.

(Optional: Maximum 1000 characters allowed)

3
9 **Worked with Lead Firm Before?**
Worked with Lead Firm Before?
 Yes No
(Optional: Check only one)

40 **Year Firm Established**
Year Firm Established

(Optional: Numbers only)

41 **Years of Experience**
Please provide number of years experience providing this service.

(Optional: Numbers only)

42 **Subcontractor #2 Name**
Please provide name of subcontractor #2.

(Optional: Maximum 1000 characters allowed)

43 **Subcontractor #2 Address**
Please provide address of subcontractor #2

(Optional: Maximum 1000 characters allowed)

44 **Specialty/Role with this Project**
Please provide subcontractors specialty/role with this project

(Optional: Maximum 1000 characters allowed)

45 **Worked with Lead Firm Before?**
Has this Subcontractor worked with the lead firm before?
 Yes No
(Optional: Check only one)

46 **Year Firm Established**
Please provide year Subcontractors firm was established.

(Optional: Numbers only)

47 **Years of Experience**
Please provide subcontractors number of years of experience.

(Optional: Numbers only)

48	Resume of Key Personnel
	Resume of Key Personnel
<i>(Optional: Maximum 1000 characters allowed)</i>	

49	Name of Key Personnel
	Provide name of key persons, specialists, or certified staff that shall be assigned to the District's project.
<i>(Optional: Maximum 1000 characters allowed)</i>	

50	Title of Key Personnel
	Provide job title of key personnel assigned to District's project.
<i>(Optional: Maximum 1000 characters allowed)</i>	

51	Assignment
	Experience of Key Personnel: Provide previous or current assignment of key personnel related to this service.
<i>(Optional: Maximum 4000 characters allowed)</i>	

52	Name of Firm with which Associated
	Experience of Key Personnel: Provide name of firm which assignment was/is associated with.
<i>(Optional: Maximum 4000 characters allowed)</i>	

53	Years of Experience with this Firm
	Please provide assigned key personnel's experience with this firm.
<input type="text"/>	
<i>(Optional: Numbers only)</i>	

5
4 **Years of Experience with Other Firms**
Please provide assigned key personnel's experience with other firms.

(Optional: Numbers only)

5
5 **Education**
Degree(s) or Certification(s)/Year/Specialization

(Optional: Maximum 4000 characters allowed)

5
6 **Current Registration(s)**
Please provide current registration(s)

(Optional: Maximum 4000 characters allowed)

5
7 **Other Experience & Qualifications**
Please provide other Experience & Qualifications relevant to the proposed project

(Optional: Maximum 4000 characters allowed)

5
8 **References**
References

(Optional: Maximum 1000 characters allowed)

5
9 **How many years has your company been in business?**

(Required: Numbers only)

6 0	References List multiple references and prior experience; preferably with other school districts or governmental agencies, in the last 3 – 5 year period; work or services in the same type and size to the project being proposed. Please list the following information for each school district:
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6 1	Reference 1 Reference 1
----------------	--

6 2	Reference #1 Contact Person's Name <hr/> <hr/> <hr/> <i>(Required: Maximum 1000 characters allowed)</i>
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6 3	Reference #1 - Contact Person's School District/Business <hr/> <hr/> <hr/> <i>(Required: Maximum 1000 characters allowed)</i>
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6 4	Reference #1 Address Enter Street address, city, state, zip code <hr/> <hr/> <hr/> <i>(Required: Maximum 1000 characters allowed)</i>
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6 5	Reference #1 Phone Number <input type="text" value="(____) _____ - _____"/> ext: <input type="text"/> <i>(Required)</i>
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6 6	Reference #1 Email <input type="text"/> <i>(Required: Email address)</i>
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6 7	Reference #1: Description of services performed and completion date Describe the services performed and completion date of project. <hr/> <hr/> <hr/> <hr/> <hr/> <i>(Required: Maximum 4000 characters allowed)</i>
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6 8	Reference 2 Reference 2
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69 Reference #2 - Contact Person's Name

(Required: Maximum 1000 characters allowed)

70 Reference #2 - Contact Person's School District/Business

(Required: Maximum 1000 characters allowed)

71 Reference #2 Address: Street, City, State, Zip Code

(Required: Maximum 1000 characters allowed)

72 Reference #2 Phone Number

(____) ____ - _____ ext: _____

(Required)

73 Reference #2 Email

(Required: Email address)

74 Reference #2: Description of services performed and completion date

Describe the services performed and completion date of project.

(Required: Maximum 4000 characters allowed)

75 Reference #3

Reference #3

76 Reference #3 Contact Person's Name

(Required: Maximum 1000 characters allowed)

77 Reference #3 - Contact Person's School District/Business

(Required: Maximum 1000 characters allowed)

78 Reference #3 Address: Street, City, State, Zip Code

(Required: Maximum 1000 characters allowed)

79 Reference #3 Phone Number

(____) _____ - _____ ext: _____

(Required)

80 Reference #3 Email

(Required: Email address)

81 Reference #3: Description of services performed and completion date

Describe the services performed and completion date of project.

(Required: Maximum 4000 characters allowed)

82 Additional References

Additional References

Additional reference information can be submitted as document. The document can be uploaded to the "Response Attachments" tab within the bid event.

Be sure to include the following information:

- Reference Contact Name
- Reference contact's school district/business
- Reference address (street, city, state, zip)
- Reference phone number
- Reference email address
- Description of services performed and completion date

Bid Lines

1 Package Header

Emergency Response Procedures: Qty - 2,000, Tiered 8.5 x 11, Hand Stapled, 9 Tiers, 1/1 no bleed, ea Tier 1/2" step, 100# Pastel Green Tag top & bottom, all other Tiers 24# Pastel, 2-sided. Please enter the unit price for

each of the following quantities listed. 0.0000 4

Quantity: 1 UOM: EA Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

Package Items

1.1 Unit Price

Quantity: 500 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

1.2 Unit Price

Quantity: 1000 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

1.3 Unit Price

Quantity: 2500 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

1.4 Unit Price

Quantity: 5000 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

1.5 Unit Price

Quantity: 10000 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

1.6 *Line deleted as part of an Addendum*

2 Package Header

Student Health Records: File Folder, 125# Manila Tag, 9 x 11 5/8, w/ tab to 9 1/2, 1/0, Stock File Folder, 1 color Imprint

Quantity: 1 UOM: EA Total: \$

Item Notes: Please enter the unit price for each of the following quantities listed.

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Package Items

2.1 Unit Price

Quantity: 500 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

2.2 Unit Price

Quantity: 1000 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

2.3 Unit Price

Quantity: 2500 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

2.4 Unit Price

Quantity: 5000 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

2.5 Unit Price

Quantity: 10000 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

2.6 Line deleted as part of an Addendum

3 Package Header

Parents as Teachers Brochure: 8.5 x 11, Tri-fold to #10 size 3 3/4 x 8.5, 4/4 process w/ bleeds, 80# gloss text

Quantity: 1 UOM: EA Total: \$

Item Notes: Please enter the unit price for each of the following quantities listed.

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Package Items

3.1 Unit Price

Quantity: 500 UOM: EA Unit Price: Total:

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

3.2 Unit Price

Quantity: 1000 UOM: EA Unit Price: Total:

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

3.3 Unit Price

Quantity: 2500 UOM: EA Unit Price: Total:

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

3.4 Unit Price

Quantity: 5000 UOM: EA Unit Price: Total:

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

3.5 Unit Price

Quantity: 10000 UOM: EA Unit Price: Total:

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

3.6 *Line deleted as part of an Addendum*

4 Package Header

Section 504 Brochure: 8.5 x 11, Tri-fold to #10 size 3 3/4 x 8.5, 4/4 process w/ bleeds, 80# gloss text

Quantity: 1 UOM: EA Total:

Item Notes: Please enter the unit price for each of the following quantities listed.

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

Package Items

4.1 Unit Price

Quantity: 500 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
 Additional notes
(Attach separate sheet)

4.2 Unit Price

Quantity: 1000 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
 Additional notes
(Attach separate sheet)

4.3 Unit Price

Quantity: 2500 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
 Additional notes
(Attach separate sheet)

4.4 Unit Price

Quantity: 5000 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
 Additional notes
(Attach separate sheet)

4.5 Unit Price

Quantity: 10000 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
 Additional notes
(Attach separate sheet)

4.6 *Line deleted as part of an Addendum*

5 Package Header

District Calendar: 8.5 x 14, 24# bond/ 60# offset, 1/ 4 color, shrink wrap in 100's, est. qty 22,000

Quantity: 1 UOM: EA Total: \$

Supplier Notes: _____

- No bid
 Additional notes
(Attach separate sheet)

Package Items

5.1 Unit Price

Quantity: 500 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
 Additional notes
(Attach separate sheet)

5.2 Unit Price

Quantity: 1000 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
 Additional notes
(Attach separate sheet)

5.3 Unit Price

Quantity: 2500 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
 Additional notes
(Attach separate sheet)

5.4 Unit Price

Quantity: 5000 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
 Additional notes
(Attach separate sheet)

5.5 Unit Price

Quantity: 10000 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
 Additional notes
(Attach separate sheet)

5.6 Unit Price

Quantity: 22000 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
 Additional notes
(Attach separate sheet)

6 Package Header

Health Services Screening Form: 5.5 x 8.5, 2 part NCR, White 20#CB, Yellow 20# CF, No Tab, No Perf, 1/0 Black

Quantity: 1 UOM: EA Total: \$

Item Notes: Please enter the unit price for each of the following quantities listed.

Supplier Notes: _____

- No bid
 Additional notes

Package Items

6.1 Unit Price

Quantity: 500 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

6.2 Unit Price

Quantity: 1000 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

6.3 Unit Price

Quantity: 2500 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

6.4 Unit Price

Quantity: 5000 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

6.5 Unit Price

Quantity: 10000 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

6.6 Line deleted as part of an Addendum

7 Package Header

HIPPA Authorization Release of Medical & Health Info: 8.5 x11, 3 part NCR, White 20# CB, Yellow 20# CFB, Pink 20# CF, 1/0 Black

Quantity: 1 UOM: EA Total: \$

Item Notes: Please enter the unit price for each of the following quantities listed.

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Package Items

7.1 Unit Price

Quantity: 500 UOM: EA Unit Price: Total:

Supplier Notes: _____

- No bid
 Additional notes
(Attach separate sheet)

7.2 Unit Price

Quantity: 1000 UOM: EA Unit Price: Total:

Supplier Notes: _____

- No bid
 Additional notes
(Attach separate sheet)

7.3 Unit Price

Quantity: 2500 UOM: EA Unit Price: Total:

Supplier Notes: _____

- No bid
 Additional notes
(Attach separate sheet)

7.4 Unit Price

Quantity: 5000 UOM: EA Unit Price: Total:

Supplier Notes: _____

- No bid
 Additional notes
(Attach separate sheet)

7.5 Unit Price

Quantity: 10000 UOM: EA Unit Price: Total:

Supplier Notes: _____

- No bid
 Additional notes
(Attach separate sheet)

7.6 *Line deleted as part of an Addendum*

8 Package Header

Business Cards: 2 color PMS 307 & black, printed flat ink on 80# white cover w/ district logo on the left and information on the right side.

Quantity: 1 UOM: EA Total:

Item Notes: Please enter the unit price for each of the following quantities listed.

Supplier Notes: _____

- No bid
 Additional notes
(Attach separate sheet)

Package Items

8.1 Unit Price

Quantity: 250 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
 Additional notes
(Attach separate sheet)

8.2 Unit Price

Quantity: 500 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
 Additional notes
(Attach separate sheet)

8.3 Unit Price

Quantity: 1000 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
 Additional notes
(Attach separate sheet)

8.4 Unit Price

Quantity: 2500 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
 Additional notes
(Attach separate sheet)

8.5 Unit Price

Quantity: 5000 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
 Additional notes
(Attach separate sheet)

8.6 Unit Price

Quantity: 10000 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
 Additional notes
(Attach separate sheet)

9 Package Header

Business Cards: 2 color PMS 307 & black, printed raised ink thermography on 80# white cover w/ district logo on the left and information on the right side.

Quantity: 1 UOM: EA Total: \$

Item Notes: Please enter the unit price for each of the following quantities listed.

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Package Items

9.1 Unit Price

Quantity: 250 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

9.2 Unit Price

Quantity: 500 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

9.3 Unit Price

Quantity: 1000 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

9.4 Unit Price

Quantity: 2500 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

9.5 Unit Price

Quantity: 5000 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

9.6 Unit Price

Quantity: 10000 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

9.7 Line deleted as part of an Addendum

10 Package Header

Envelopes, #10 , 24lb white wove, 2 color, regular blue security tint, District logo and address top left corner

Quantity: 1 UOM: EA Total: \$

Item Notes: Please enter the unit price for each of the following quantities listed.

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

Package Items

10.1 Unit Price

Quantity: 500 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

10.2 Unit Price

Quantity: 1000 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

10.3 Unit Price

Quantity: 2500 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

10.4 Unit Price

Quantity: 5000 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

10.5 Unit Price

Quantity: 10000 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

10.6 *Line deleted as part of an Addendum*

1
1

Package Header

Envelopes, #10 , 24lb white wove, 2 color, window left side, District logo and address, top left corner w/ Logo centered on flap

Quantity: 1 UOM: EA Total: \$

Item Notes: Please enter the unit price for each of the following quantities listed.

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Package Items

11.1 Unit Price

Quantity: 500 UOM: EA Unit Price: \$ _____ Total: \$ _____

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

11.2 Unit Price

Quantity: 1000 UOM: EA Unit Price: \$ _____ Total: \$ _____

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

11.3 Unit Price

Quantity: 2500 UOM: EA Unit Price: \$ _____ Total: \$ _____

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

11.4 Unit Price

Quantity: 5000 UOM: EA Unit Price: \$ _____ Total: \$ _____

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

11.5 Unit Price

Quantity: 10000 UOM: EA Unit Price: \$ _____ Total: \$ _____

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

11.6 Line deleted as part of an Addendum

1
2

Package Header

Letterhead - 25% cotton bond watermarked 24# stock, two color, District Logo and address centered at top. PMS307 for District Logo and address printed in black ink.

Quantity: 1 UOM: EA Total: \$ _____

Item Notes: Please enter the unit price for each of the following quantities listed.

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Package Items

12.1 Unit Price

Quantity: 500 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
 Additional notes
(Attach separate sheet)

12.2 Unit Price

Quantity: 1000 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
 Additional notes
(Attach separate sheet)

12.3 Unit Price

Quantity: 2500 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
 Additional notes
(Attach separate sheet)

12.4 Unit Price

Quantity: 5000 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
 Additional notes
(Attach separate sheet)

12.5 Unit Price

Quantity: 10000 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
 Additional notes
(Attach separate sheet)

12.6 *Line deleted as part of an Addendum*

1
3

Package Header

Notecard - Foldover, 80# standard white or 80# natural white, PMS307 thermography District Logo

Quantity: 1 UOM: EA Total: \$

Item Notes: Please enter the unit price for each of the following quantities listed.

Supplier Notes: _____

- No bid
 Additional notes
(Attach separate sheet)

Package Items

13.1 Unit Price

Quantity: 500 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

13.2 Unit Price

Quantity: 1000 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

13.3 Unit Price

Quantity: 2500 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

13.4 Unit Price

Quantity: 5000 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

13.5 Unit Price

Quantity: 10000 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

13.6 *Line deleted as part of an Addendum*

1 4 Package Header

A2 Envelope - standard white or natural white, PMS307 thermography District Logo on flap

Quantity: 1 UOM: EA Total: \$

Item Notes: Please enter the unit price for each of the following quantities listed.

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Package Items

14.1 Unit Price

Quantity: 500 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

14.2 Unit Price

Quantity: 1000 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

14.3 Unit Price

Quantity: 2500 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

14.4 Unit Price

Quantity: 5000 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

14.5 Unit Price

Quantity: 10000 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

14.6 *Line deleted as part of an Addendum*

1
5

Package Header

Wrist Bands, Tyvek, Self Adhesive, black ink

Quantity: 1 UOM: EA Total: \$

Item Notes: Please enter the unit price for each of the following quantities listed.

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Package Items

15.1 Unit Price

Quantity: 500 UOM: EA Unit Price: Total:

Supplier Notes: _____

- No bid
 Additional notes
(Attach separate sheet)

15.2 Unit Price

Quantity: 1000 UOM: EA Unit Price: Total:

Supplier Notes: _____

- No bid
 Additional notes
(Attach separate sheet)

15.3 Unit Price

Quantity: 2500 UOM: EA Unit Price: Total:

Supplier Notes: _____

- No bid
 Additional notes
(Attach separate sheet)

15.4 Unit Price

Quantity: 5000 UOM: EA Unit Price: Total:

Supplier Notes: _____

- No bid
 Additional notes
(Attach separate sheet)

15.5 Unit Price

Quantity: 10000 UOM: EA Unit Price: Total:

Supplier Notes: _____

- No bid
 Additional notes
(Attach separate sheet)

15.6 *Line deleted as part of an Addendum*

1 6 Package Header

Course Catalogs

Flat size 11x8.5, Finish size 5.5x8.5

32 pages, 100# Gloss Book

4/4 with Aqueous Coating

Trim, Fold, Collate, Stitch, Face Trim

Qty: 3500

Quantity: 1 UOM: EA Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

Package Items

16.1 Unit Price

Quantity: 500 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

16.2 Unit Price

Quantity: 1000 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

16.3 Unit Price

Quantity: 2500 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

16.4 Unit Price

Quantity: 5000 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

16.5 Unit Price

Quantity: 10000 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

16.6 Line deleted as part of an Addendum

1
7

Package Header

Business Cards

3.5x2

16pt Matte

4/4

Trim

2-sided

Qty: 250, 500, 1000

Quantity: 1 UOM: EA Total: \$

Supplier Notes: _____

 No bid
 Additional notes
(Attach separate sheet)

Package Items

17.1 Unit Price

Quantity: 500 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

 No bid
 Additional notes
(Attach separate sheet)

17.2 Unit Price

Quantity: 1000 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

 No bid
 Additional notes
(Attach separate sheet)

17.3 Unit Price

Quantity: 2500 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

 No bid
 Additional notes
(Attach separate sheet)

17.4 Line deleted as part of an Addendum

17.5 Line deleted as part of an Addendum

17.6 Line deleted as part of an Addendum

1
8

Package Header

Magazine

Flat size 17x11, Finish size 8.5x11

24 pages, 80# Gloss Book

4/4 with Aqueous Coating

Trim, Fold, Collate, Stitch, Face Trim

Qty: 3000

Quantity: 1 UOM: EA Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

Package Items

18.1 Unit Price

Quantity: 500 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

18.2 Unit Price

Quantity: 1000 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

18.3 Unit Price

Quantity: 2500 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

18.4 Unit Price

Quantity: 5000 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

18.5 Unit Price

Quantity: 10000 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

18.6 Line deleted as part of an Addendum

19 Occasionally the District will have other print jobs not specifically listed in the pricing line items. Please provide a discount off of list price for these services.

Total: %

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

20 *Package deleted as part of an Addendum*

21 *Package deleted as part of an Addendum*

22 *Package deleted as part of an Addendum*

23 *Package deleted as part of an Addendum*

24 *Package deleted as part of an Addendum*

25 *Line deleted as part of an Addendum*

26 *Package deleted as part of an Addendum*

27 *Package deleted as part of an Addendum*

28 *Package deleted as part of an Addendum*

29 *Package deleted as part of an Addendum*

30 *Package deleted as part of an Addendum*

31 *Line deleted as part of an Addendum*

32 *Package deleted as part of an Addendum*

33 *Package deleted as part of an Addendum*

34 *Package deleted as part of an Addendum*

35 *Package deleted as part of an Addendum*

3
6 *Package deleted as part of an Addendum*

3
7 *Line deleted as part of an Addendum*

3
8 *Package deleted as part of an Addendum*

3
9 *Package deleted as part of an Addendum*

4
0 *Package deleted as part of an Addendum*

4
1 *Line deleted as part of an Addendum*

4
2 *Package deleted as part of an Addendum*

4
3 *Package deleted as part of an Addendum*

4
4 *Line deleted as part of an Addendum*

4
5 *Line deleted as part of an Addendum*

4
6 *Package deleted as part of an Addendum*

4
7 *Package deleted as part of an Addendum*

4
8 *Package deleted as part of an Addendum*

4
9 *Package deleted as part of an Addendum*

5
0 *Package deleted as part of an Addendum*

5
1 *Package deleted as part of an Addendum*

Supplier Information

Company Name: _____

Contact Name: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Supplier Notes

By submitting your response, you certify that you are authorized to represent and bind your company.

Print Name

Signature