

## Invitation to Bid

### ELLIS MIDDLE YEARBOOKS

Responses to an Invitation to Bid will be received by the Purchasing Supervisor, Sumner County Board of Education, 1500 Airport Road, Gallatin, TN 37066 for ELLIS MIDDLE YEARBOOKS until 9:00 a.m. CDT Tuesday, April 22, 2014. Bid responses will be opened at that time, taken under advisement and evaluated. Should you have any questions please call Yearbook Sponsor, Ellis Middle at (615) 264-6093. All proposals are subject to the Board of Education's conditions and specifications which are available from Vicky Currey, Purchasing Supervisor (615) 451-6560. All bids can be viewed on line at [www.sumnerschools.org](http://www.sumnerschools.org).

**YEARBOOK SPECIFICATIONS**  
**Ellis Middle School**  
**100 Indian Lake Road**  
**Hendersonville, TN 37075**

Term:	1 year contract for school year 2014-2015, with schools option to renew for three more years.
Price Increase:	Guaranteed not to increase by more than 2% per year
Book/Trim size:	7 ¾ (not more than 8) x 10 ½ inches
Pages:	68 (all full color)
Copies:	426, exact # of copies to be determined by date of submission
Paper Stock:	80# gloss enamel
Cover:	Hard cover, Custom Litho, Process color
Front/End sheet:	Snow White 280, no printing
Yearbook Development Program:	-Yearbook built online -Self-contained software (no software or site license needed!) -Secure website can be accessed with a password from any computer -Permits custom designed layouts -Provides professionally-designed layout, clip-art, and background options
Training:	-On-site training for staff as needed
Support:	-A primary, experienced, local representative as needed in person, via phone or email. -Custom care center also available to provide support as needed.
Photo Submission:	-Direct upload at school for digital images. -submission via CD -Company scanning of any hard copy images
Proofs:	-Unlimited/ online/ PDF proofing
Marketing:	-Direct market to parents. -Online tracking system. -Customer care center also available to provide support as needed.
Shipping:	-Books are to be boxed with not more than 40 per box. -Delivery to school by May 1 <sup>st</sup> . -Vendor's bid response should include submission lead time required to meet this delivery date.
Cost:	-Includes all charges: book production and shipping & handling for delivery to school
School Account Resolution	All payments from the vendor to the school must be received by the first week of June.

**BID TABULATION**  
**Ellis Middle – Yearbooks**

Price (per book)    \$\_\_\_\_\_

Extended price for 400 books    \$\_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Company Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

## NOTICE TO RESPONDENTS

Responses to an Invitation to Bid will be received by the Purchasing Supervisor in the SUPPORT SERVICE FACILITY CONFERENCE ROOM, Sumner County Board of Education, 1500 Airport Road Gallatin, TN 37066. They will be received until **9:00 A.M. Local Time TUESDAY, APRIL 22, 2014** for **ELLIS MIDDLE YEARBOOKS**, at which time the responses will be opened, taken under advisement and evaluated. ***BIDS WILL BE POSTED ON [www.sumnerschools.org](http://www.sumnerschools.org)***

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### GENERAL REQUIREMENTS AND CONDITIONS

1. The Sumner County Board of Education reserves the right to accept or reject any and/or all responses in whole or in part, and to waive informalities therein.
2. Any responses received after the scheduled closing time for the receipt for responses will not be considered.
3. If a mistake is discovered after the responses are received, only the Sumner County Board of Education may allow the respondent to withdraw the entire response.
4. Partial payments will not be approved unless justification for such payment can be shown. Terms will be net 30 days.
5. Payment will not be made until the said **ELLIS MIDDLE YEARBOOKS** are inspected and approved as meeting all specifications by persons appointed by the Sumner County Board of Education.
6. Responses submitted must be in a sealed envelope and marked on the outside as follows:  
**RESPONSE: ELLIS MIDDLE YEARBOOKS**  
**DEADLINE: 9:00 A.M., TUESDAY, APRIL 22, 2014**
7. Facsimile responses will not be considered.
8. If a successful bidder violates any terms of their bid, the contract, school board policy or any law they may be disqualified from bidding for a period of two years for minor violations or longer for major violations. Bids from disqualified bidders will not be accepted during the period of disqualification.
9. Prices quoted on the response (if any) are to be considered firm and binding until the said **ELLIS MIDDLE YEARBOOKS** are in the possession of the Sumner County Board of Education.
10. No purchase or contract is authorized or valid until the issuance of a Board Purchase Order in accordance with Board Policy. No Board Employee is authorized to purchase equipment, supplies or services prior to the issuance of such a Purchase Order.
11. Any deviation from these stated terms, specifications and conditions must be coordinated with and approved in writing by the Purchasing Supervisor, Vicky Currey (615) 451-6560.
12. All bids that exceed \$25,000 must have the Company Name, License Number, Expiration Date thereof and License Classification of Contractor listed on outside of sealed envelope. As required by State of Tennessee Code Annotated 62-6-119.
13. The awarded bidder will be required to post a performance and payment bond in the amount of 25% of the contract price if it exceeds \$100,000 as stated by State of Tennessee Code Annotated 12-4-201.
14. If the project cost in excess of \$25,000 a performance bond must be secured by the requesting party in an amount equal to the market improvement value.