

Invitation to Bid

WHITE HOUSE HIGH - 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 WHITE HOUSE HIGH - YEARBOOKS until 9:00 a.m. CDT Tuesday, March 25, 2014. Bid responses will be opened at that time, taken under advisement and evaluated. Should you have any questions please call David Roberts, White House High at (615) 672-3761. 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.

YEARBOOK SPECIFICATIONS

White House High School
508 Tyree Springs Rd
White House, TN. 37188

Term:	1 year beginning with school year 2014-2015, with option to renew.
Price Increase:	Guaranteed not to increase by more than 3% per year
Trim size:	9"x12" Pages
Pages:	256 (all full color)
Copies:	450, exact # of copies to be determined by date of submission
Paper Stock:	Minimum 80 lb. coated stock, gloss or matte finish
Cover:	Hard cover, custom Litho, Four-Color, Gloss or Matte finish.
Personalization:	Available at an additional cost.
End sheet:	Print End-sheets, black and one color
Yearbook Development Program:	Indesign at school classroom with option of using online software.
Binding	Smyth Sewn, Square or Round Back
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.
Proofs:	-Proofs for cover and end-sheets and 4C Proofs for all pages. Unlimited PDF Proofs
Marketing:	-Direct market to parents. -Online tracking system -Customer care center also available to provide support as needed.
Shipping:	-Delivery to school on or before May 11 th
Cost:	-Includes all charges: book production and shipping& handling for delivery to school
School Count Resolution	-All payments from the vendor to the school must be received by the first week of June.
School Contact	David Roberts: (615) 672-3761 or david.roberts@sumnerschools.org

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, MARCH 25, 2014** for **WHITE HOUSE HIGH - YEARBOOKS**, at which time the responses will be opened, taken under advisement and evaluated. ***BIDS WILL BE POSTED ON www.sumnerschools.org***

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 **WHITE HOUSE HIGH - 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: WHITE HOUSE HIGH - YEARBOOKS
DEADLINE: 9:00 A.M., TUESDAY, MARCH 25, 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 **WHITE HOUSE HIGH - 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.