

MEMORANDUM

TO: All Bidders
FROM: Don Killingbeck
SUBJECT: High School Yearbook Bid
DATE: March 5, 2009

Inland Lakes Schools is seeking proposals for the above referenced project located at 4363 S. Straits Hwy, Indian River, MI 49749.

INSTRUCTION TO BIDDERS

1. Project Area:
Inland Lakes Schools
2. Project Scope:
2009-2010/2010-2011 High School Yearbook(s) - Appendix A
3. Project is to be delivered before September 15, 2010/2011. Price is for Two (2) years or One (1) year with option to renew for a second year.
4. The deadline for submitting sealed proposals for this project is Monday, March 23, 2009 at 4 p.m. At that time bids will be publicly opened and read aloud. All envelopes carrying proposals should be clearly marked: **“Inland Lakes Schools High School Yearbook Bid”** and addressed to Don Killingbeck, High School Principal, Inland Lakes School District, 4363 S. Straits Highway, Indian River, MI 49749.
5. All proposals should contain a list of references where the Bidder has performed work of similar nature.
6. When developing proposals, please provide the price breakdown on Appendix B.
7. The Board of Education reserves the right to accept or reject any proposal and is not required to accept the lowest proposal.
8. Questions regarding this Bid should be directed to:

Tim Morley, Yearbook Adviser, Inland Lakes Schools
4363 S. Straits Hwy, Indian River, MI 49749
Phone: 231-238-6868, ext. 1
Email: tmorley@inlandlakes.org.

APPENDIX A

High School Yearbook

Instruction to Bidders:

Please develop your bid response on Appendix B per the following requirements:

- I. **Name:** Inland Lakes High School Yearbook
- II. **Number of copies:** 150 annually, to be delivered before September 15 each year, if deadlines are met. Include cost per additional copies.
- III. **Size:** Standard size 7 (7 3/4" by 10 1/2 ")
- IV. **Pages:** 96, with price options for an additional 16 and 32 pages
- V. **Cover:** 120# board weight, 4 color CMYK lithograph
- VII. **Paper Stock:** White, 80# gloss
- VIII. **Printing Specifications:** CMYK 4-color offset printing
- IX. **Images:** All images evaluated for color balance in plant prior to printing

Additional Services:

- Plug Ins for InDesign CS3 and CS4
- Graphic Design, InDesign, PhotoShop and marketing in-class presentations by sales rep
- Curriculum guides available, designed by working journalist
- Service visits as frequently as requested
- Budget updates and revision throughout the school year
- Final annually contracted specifications must remain flexible throughout the fall semester
- Highlight any additional services provide at no cost e.g. workshops/consultant

APPENDIX B

Bid Response Form

Instructions to Bidders; Inland Lakes Schools is requesting quotations for services for Two (2) years from April 1, 2009 to September 15, 2011 or One (1) year from April 1, 2009 to September 15, 2010 with an option to renew for a second year. Bids for respective print jobs are to be completed on this form per requirements of Appendix A.

	<u>2009-2010</u>	<u>2010-2011</u>
I. <u>Appendix A Bid Response</u>		
A) Cost for 150 Copies of Yearbook	_____	_____
B) Cost for Additional Copies over 150	_____	_____
C) Cost for an additional 16 pages	_____	_____
D) Cost for an additional 32 pages	_____	_____

Please list any additional services provided at not cost: _____

INLAND LAKES SCHOOLS – YEARBOOK

Firm	Presenter(s)		
Evaluator		Date	

Score 1-5 for each criteria (1=lowest)

A. Price	Score	Factor	Sum
		5	
B. Experience/References	Score	Factor	Sum
		5	
C. Customer Service	Score	Factor	Sum
		5	
D. Support	Score	Factor	Sum
		5	
TOTAL SCORE			