NOTICE TO BIDDERS

The Grand Prairie Independent School District will receive sealed bids and proposals until:

TIME AND DATE

TUESDAY, MAY 13, 2014 at 9:30 A.M. (CST)

FOR:

BID 13-24

YEARBOOK SERVICES

Prospective bidders may secure further information and specifications at http://www.gpisd.org/Page/3289

The school district reserves the right to reject any and/or all bids and to waive all formalities and irregularities in bidding.

BID ENVELOPE MUST BE ADDRESSED TO:

Grand Prairie ISD
Purchasing Department
2602 South Belt Line Road
Grand Prairie, TX 75052

and

PLAINLY MARKED:

BID NO. 13-24

Any bid received later than the specified time, whether delivered in person or mailed, shall be disqualified and will remain unopened. Failure to respond to this invitation will remove your name from the bid list. **If you cannot bid at this time and desire to remain on the bid list, please submit a NO BID on the bidder’s certificate and return.**
SCOPE OF WORK: YEARBOOK

Grand Prairie Independent School District is accepting proposals for BID #13-24 from qualified vendors for the production of Yearbook Services to the Grand Prairie ISD for a period of one year, beginning July 1, 2014 through June 30, 2015.

There will be an option to renew annually for an additional three years if the renewal is agreed to in writing by both parties. In no instance shall this extension be considered automatic.

SPECIFIC TERMS AND CONDITIONS – ALL

1. The award will be made in the best interest of Grand Prairie Independent School District.

2. Quantities are estimates only and may be increased or decreased; your sealed proposal shall be firm for the year 2014-2015 school year. There will be an optional renewal for the second and third year (2015-2016 and 2016-2017) with any increases agreed upon by both parties.

3. There will be three individual sets of proposals in this RFP. One proposal for the three High Schools, one for the 9th Grade Center, one for the seven Middle Schools and one for the twenty-four Elementary Schools. GPISD reserves the right to award or reject any, none, one, or all proposals for BID 13-24.

4. Communications: All questions received and the corresponding answers will be distributed to all bidders. Change from questions will be posted in the form of an update.

5. All vendor communications must be directed in writing to:
   Mike Wallace
   Director of Purchasing
   Grand Prairie ISD
   2602 S. Belt Line Rd.
   Grand Prairie, Texas 75052
   Mike.wallace@gpisd.org

6. All proposals shall include freight to purchasers designated location.

7. The use of specific manufacturer’s names and model numbers are for brevity only and do not necessarily mean the items will be purchased. Grand Prairie ISD will evaluate equal products.

8. The successful proposal, hereinafter called the Printer and represented by the Representative, will be required to enter into a contract with Grand Prairie ISD, hereinafter called the GPISD for printing, binding, covers, and delivery.

9. Any item that does not perform or meet tests as specified or as claimed by the Printer will be replaced at no cost to the GPISD.

10. GPISD reserves the right to accept or reject any and/or all proposals, to waive any formalities as the award of this proposal shall be in the best interest of each set of schools. GPISD reserves the right to accept or reject proposals on each item separately or as a whole, etc. Contract may be ended by either party upon written notification thirty (30) days of any year of the contract for the following year. Non performance of terms and conditions may terminate the contract. Written notification will be given to remedy problems within 10 days.

11. Any item that does not perform or meet tests as specified or as claimed by the printer will be replaced at no cost to purchaser. Printer’s errors or omissions must be resolved with mutual consent of the Campus Principal and at printer’s expense.

12. Transfer or assignment of contract by Printer is prohibited.
14. The Principal or designated advisor/staff, hereinafter called the staff, of each school shall retain exclusive right and control over the design of the yearbook. Layouts and accompanying printing instructions shall be strictly adhered to by the printer. The staff shall digitally submit all copy, images, and layouts.

15. Your proposal must be submitted on the enclosed forms.

16. Each deadline date shall be extended, automatically, one full day after school reopens if the school is closed because of weather conditions or other circumstances beyond the control of the adviser or staff or if the deadline itself falls on designated school holidays.

17. References - Please list three (3) campus references and submit a sample of each campus type.

<table>
<thead>
<tr>
<th>School Name</th>
<th>Sponsors’ Name</th>
<th>Sample</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td>Y / N</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td>Y / N</td>
<td></td>
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<tr>
<td>3.</td>
<td></td>
<td>Y / N</td>
<td></td>
</tr>
</tbody>
</table>

18. Provide additional services that would be a benefit to GPISD. Provide list and backgrounds of representatives that would work with GPISD. Provide a minimum of three sample books for each Section: High Schools, Middle Schools and Elementary Schools. Provide a sample set of Cover Materials, Silk Screen Colors and Foil Colors. Provide a set of Spot Colors Provide a set of Teaching Materials
SPECIFIC TERMS AND CONDITIONS – SECTION I - HIGH SCHOOLS

1. Deposit invoices for 30% of estimated invoice for the book are to be sent in November and again in February for an additional 30% of estimated invoice. Final payment will be made only after all items have been received under a given purchase order, with the staff and the representative meeting to discuss any additional charges and the final invoice and reconciliation with sales collection by company.

2. Performance of the printer in dealings with the schools, quality of printing, availability of stock, variety of materials, computerization, and interest of the representative will be considered in award of this proposal. Principals and sponsors will have direct input in the analysis.

3. Printer shall use in the printing of the high school yearbooks all Postscript and True type fonts provided and used in the design of their yearbooks. Printer shall provide at least fifty fonts for the high schools.

4. After award, any changes in prices from these bid forms must be approved by the staff. A statement from the printer showing the cost of each yearbook must be submitted to the adviser before the books are printed. Any additional charges or special prices must be submitted in writing to the adviser. Representative will notify the adviser in writing when any changes over the base price are accumulated. Failure to comply with the provision may result in non-payment of all charges in excess of the base contract.

5. A 4-color digital proof of each page and both end sheets as well as a 4-Color proof of the cover will be submitted by the printer to the staff before printing for correction. Any corrections made on the proofs will be corrected by the printer, following staff’s instructions. Pages requiring corrections will be resubmitted electronically to the adviser for second proof if the staff deems it necessary. Proofs must be returned within 10 working days of submission.

6. If the staff has met the final deadline established by both parties and the printer fails to deliver the completed yearbook order on/or before the date agreed, the staff shall deduct from the final payment to the printer a penalty of $50.00 per day for each day of late delivery. If the staff has not met the final deadline established by both parties, the printer may delay delivery of the yearbook for one day for each school day such copy deadlines are not met. (Negotiable between school and representative.) Printer needs to provide written verification of any agreed upon dates to the yearbook adviser.

7. Prices will reflect a flat rate for the base proposal of 600 books. Prices for additional books and credit for fewer books will also be shown on a per book basis. If a sliding scale pricing plan for additional/fewer books is to be used by the printer, it must be explained fully. All prices are to be submitted at the specific levels indicated.

8. Books misprinted or damaged by the printer or in shipping shall be credited by the printer to the final invoice and after verification of the damage, the books retained by the Adviser, if desired, may be used for contest use or instructional purposes, or may be resold.

SPECIFICATIONS AND PRICING – SECTION I – High Schools

A. **QUANTITY**
   The actual number will be determined by each school, based on individual sales.
There will be two quotations for the High School yearbooks. The first quotation should be figured on a per book basis for 600 books at 9 inches x 12 inches, showing additional/less book prices per book. This figure should reflect any extras the Printer offers. Otherwise, the price quoted will be for a book of specific number of pages, (240) with two design 4-Color end sheet (see below), and a cover (see below).

The second quotation should be figured on a per book basis for 200 books at 8 1/2 inches x 11 inches, showing additional/less book prices per book. This figure should reflect any extras the Printer offers. Otherwise, the price quoted will be for a book of specific number of pages, (240) with two design 4-Color end sheet (see below), and a cover (see below).

B. PAGES
The quotations shall reflect a book of 240 pages and a book of 160 pages. For fewer or more pages in increments of 8, see #P.

C. PAGE SIZE
The quotations shall reflect books of 9 inches x 12 inches and 8 1/2 inches x 11 inches.

D. COVER
The quotations shall include a hard cover, using heavy-weight 145-point tempered Binder's Board (not chip board), first-quality cover material (Lithocote, Lexotone or Fabricoid), Smyth-Sewn, Rounded and Backed.

School has a choice of a
1. 4-Color gloss or matte Lithocote cover.
2. Lexotone or Fabricoid with two applied colors, either silk screened or foil stamped cover

Die charges for foil stamping, metalique or embossing/debossing must be approved by the adviser before cover is approved for production. Samples of Binder's Board, cover material, and similar covers will be submitted to the staff upon request. Printer is to provide a choice of multi materials and treatment (40-60). A full color cover proof is included at no additional charge. Spine printing is a requirement of this bid.

E. BINDING
Books will be tightly Smyth (section) sewn with pre-stretched nylon binder’s thread. Each book will be lined with heavy book cloth, rounded and backed and cased into cover with headbands attached to the top and bottom of each book.

F. PAPER STOCK
All inside pages shall be printed in 4-Color yearbook will be printed on 100# paper stock. A choice of paper stocks (enamel or dull enamel), for selection by the staff, will be included with the proposal.

G. ENDSHEETS
The quotations will include 4-Color, two design end sheets. End sheet stock must be of extremely fine quality, strength-tested paper to assure permanence of binding. Staff has a choice of either matte or coated one side End sheet stock. End sheet proofs of both front and back end sheets are included at no additional charge. Samples of end sheet stock must be available for showing.

H. INK
The quotations include printing in first-quality CMYK ink throughout the book.

I. COMPOSITION
The staff will have available a minimum of 50 types and samples of these styles to be submitted upon request. The quality of composition must be absolutely superior in every
respect, with complete freedom allowed the staff in mixing styles if so desired. Printer is to supply staff with type book. GPISD high school may use any fonts that they have available.

There will not be any restrictions on the number, variety and size of fonts that they use.

Printer must accept digital CD specifications from P.S.P.A. standard from any photographer for placement of class portrait pages. Printer must provide a CS3/4 plug in for InDesign that will permit the staff to flow their own portraits and names.

J. **COLOR**
Printer is to supply staff yearly with updated spot color chart including choice of screens.

K. **COPY PREPARATION**
Printer will be responsible for following exactly the instructions submitted by the staff on all copy preparation.

L. **SC3/4 INDESIGN PLUG IN**
Printer must provide a plug in for Macintosh computers that supports both Adobe CS3/4 to assist in building templates, indexing, portrait flowing and PDF submission.

M. **MATERIALS**
Printer will supply all working materials, and these must include the following: miniature layout sheets for initial layout planning, full size double page rough draft layout sheets, full sized, double-page layout sheets for final planning, copy preparation sheets in triplicate form with carbons inserted, dummy binders for staff copies of layouts submitted; copy fitted sheets for typing both text copy and picture captions to determine accuracy of final copy fit; envelopes for final layout pages and pictures, copy shipping boxes. These supplies plus any other supplies of cover materials, papers, type specimens, etc., will be furnished to the staff at no cost. Receipt books (50, if applicable) sale promotion materials and pica rulers will also be provided at no additional charge.

For supplies where there is a charge, a price list must be furnished by the printer with bid packet and an itemized break down of the charges for supplies must be shown on the final invoice. In addition, any supplies exclusive to the printer, required by the printer, will be furnished at no cost to the staff.

N. **SERVICE**
A highly trained and qualified yearbook representative dealing primarily in yearbooks will be available at all times for consultation with the staff and will meet the staff on a regular schedule to be scheduled at the adviser’s convenience. Evening or weekend meetings may be scheduled, if deemed necessary by the adviser and staff. The representative will assist the staff in the areas of design, photography, copy writing and copy fitting, typography, production techniques and special effect methods. A workshop will be provided by the representative for the staff. The most important service function for the representative is to be able to support the adviser/staff is the technical aspects of the digital submission of layouts and images. This requires that the representative have a command of InDesign, PhotoShop, Acrobat and Illustrator a well as any other programs that the staff may use, like excel, word etc.

The representative will make available varied media instructional materials covering photography, color, picture cropping, layout and anything else developed.

The printer will provide a toll free 800 telephone number to the plant and to the representative, if necessary, for the staff’s unlimited use or will provide a local phone number. A fax telephone number to the plant will also be provided to the staff.

Plant Representative’s Name__________________________________________

Plant Phone Number ___________ Fax Number _________________
O. **SCHEDULE**
Copy submission deadlines and delivery date will be established and must be mutually agreed upon by the staff and the printer, working within the dates established by the individual school's graduation dates. Provide a deadline schedule for a delivery by the 10th of May

P. **Proposal For a Size 9 High School Yearbook:**
240 pages, 600 books, All 4-color, size 9, Hardcover, 100# paper: $______________
Cost of Additional Books, per book $______________
Credit for Less Books, per book $______________
Price 8 Additional Pages, i.e. a flat $______________
Price 8 Less Pages, i.e. a flat $______________

**Proposal For a Size 8 High School Yearbook:**
160 pages, 200 books, All 4 color, size 8, Hardcover, 100# paper: $______________
Cost of Additional Books, per book $______________
Credit for Less Books, per book $______________
Price 8 Additional pages, i.e. a flat $______________
Price 8 Less pages, i.e. a flat $______________
Per book $_______

The Base Proposal includes the materials, services, and options contained in the General and Specific Requirements, plus the following specific items in unlimited amounts at no additional charges:

- Indexing
- Process color combinations used as spot color
- Overburns and Reverses
- Screened backgrounds in any percentage in any color
- Rule lines (beginning with hairline)
- Copy prints/PMT's of staff submitted materials or art work
- Bleeds on any page or spread
- Reproduction of borders or art produced by school in close registration
- Mixing or butting two or more screens of differing densities on a double-page spread
- Pick-up and mailing of all deadline materials by company representative or reimbursement of all mailing charges if representative is not available for pick-up (including fastest way on final deadline)
- Print on Spine
- Three (3) hours of commercial artist's time for cover and layout design
OPTIONAL EXTRAS

Spot Color Flat rate _____
Eight pages, one flat, one color
Complete Signature submitted by (date) ______________________
Non-Standard (PMS) ink color Flat rate __________
Colored/textured paper, per signature per book __________
Creative Artwork in addition to base bid Hourly Charge __________
Mechanical Artwork Hourly Charge __________
Autograph sections (8 pages, adhesive strip) Per Section _________
Plastic covers per Cover _________

OPTIONAL EXTRA FOR COVER

Additional applied colors Flat rate __________
Names stamped on book per book __________
Name Plates on book per book __________

OPTIONAL EXTRA FOR ENDSHEETS

Additional applied color Flat rate __________

CORRECTIONS CHARGES

Page substitutions per page _________
Photo correction per photo _________
Art correction per art _________
Layout/design correction per design _________
Proof correction per page_________

Provide a full outline of the charges and process if the Staff misses a deadline. How are these charges calculated and how does this affect delivery?
SPECIFICATIONS AND PRICING – SECTION II – MIDDLE SCHOOLS

A. **QUANTITY**
The actual number will be determined by each school, based on individual sales.

The quotation should be figured on a per book basis for 350 books, showing additional/less book prices per book. This figure should reflect any extras the Printer offers. Otherwise, the price quoted will be for a book of specific number of pages, (72) with end sheet (see below), and a cover (see below).

B. **PAGES**
The quotation shall reflect a book of 72 pages. For fewer or more pages in increments of 8, see #O.

C. **PAGE SIZE**
The quotation shall reflect books of 8 ½ inches x 11 inches.

D. **COVER**
The quotation shall include a hard cover, using heavy-weight 120-point tempered Binder's Board (not chip board), first-quality cover material (Lithocote, Lexotone or Fabricoid)..<School has a choice of a

1. 4-Color gloss or matte Lithocote cover.
2. Lexotone or Fabricoid with one applied color, either silk screened or foil stamped cover

Die charges for foil stamping, metalique or embossing/debossing must be approved by the adviser before cover is approved for production. Samples of Binder's Board, cover material, and similar covers will be submitted to the staff upon request. Printer is to provide a choice of multi-materials and treatment (40-60). A full color cover proof is included at no additional charge. Spine printing is a requirement of this bid.

E. **BINDING**
Books will be tightly Smyth (section) sewn with pre-stretched nylon binder's thread. Each book will be lined with heavy book cloth.

F. **PAPER STOCK**
All inside pages shall be printed in 4-Color yearbook will be printed on 80# paper stock. A choice of paper stocks (enamel, matte or dull enamel), for selection by the staff, will be included with the proposal.

G. **ENDSHEETS**
The quotation will include white end sheets. End sheet stock must be of extremely fine quality, strength-tested paper to assure permanence of binding. Samples of end sheet stock must be available for showing.

H. **INK**
This quotation includes printing in first-quality CMYK ink throughout the book.

I. **COMPOSITION**
The staff will have available a minimum of 25 types and samples of these styles to be submitted upon request. The quality of composition must be absolutely superior in every respect, with complete freedom allowed the staff in mixing styles if so desired. Printer is to
supply staff with type book. GPISD high schools are using on-line copy prep software and PhotoShop, and they may use any fonts that they have available.

Printer must accept digital CD specifications from P.S.P.A. standard from any photographer for placement of class portrait pages. Printer must provide an on-line copy prep software plug in that will flow their portraits and names.

J. **COLOR**
Printer is to supply staff yearly with updated spot color chart including choice of screens.

K. **COPY PREPARATION**
All of the GPISD Middle Schools copy prep is electronic. Printers provide and support an on-line copy prep software and PhotoShop. Printer will be responsible for following exactly the instructions submitted by the staff on all copy preparation.

L. **MATERIALS**
Printer will supply all working materials, and these must include the following: miniature layout sheets for initial layout planning, full size double page rough draft layout sheets, full sized, double-page layout sheets for final planning. These supplies plus any other samples of cover materials, papers, type specimens, etc., will be furnished to the staff at no cost. Receipt books (50, if applicable) sale promotion materials and pica rulers will also be provided at no additional charge.

For supplies where there is a charge, a price list must be furnished by the printer with bid packet and an itemized break down of the charges for supplies must be shown on the final invoice. In addition, any supplies exclusive to the printer, required by the printer, will be furnished at no cost to the staff.

M. **SERVICE**
A highly trained and qualified yearbook representative dealing primarily in yearbooks will be available at all times for consultation with the staff and will meet the staff on a regular schedule to be scheduled at the adviser's convenience. Evening or weekend meetings may be scheduled, if deemed necessary by the adviser and staff. The representative will assist the staff in the areas of design, photography, copy writing and copy fitting, typography, production techniques and special effect methods. A workshop will be provided by the representative for the staff. The most important service function for the representative is to be able to support the adviser/staff is the technical aspects of the digital submission of layouts and images. This requires that the representative have a command of an on-line copy prep software and PhotoShop as well as any other programs that the staff may use, like excel, word etc.

The representative will make available varied media instructional materials covering photography, color, picture cropping, layout and anything else developed.

The printer will provide a toll free 800 telephone number to the plant and to the representative, if necessary, for the staff's unlimited use or will provide a local phone number. A fax telephone number to the plant will also be provided to the staff.

Plant Representative’s Name _____________________________

Plant Phone Number __________ Fax Number ____________

N. **SCHEDULE**
Copy submission deadlines and delivery date will be established and must be mutually agreed upon by the staff and the printer, working within the dates established by the individual school's graduation dates.
Provide a deadline schedule for a delivery by the 10th of May
O. **Proposal for the Middle Schools**

72 pages, 350 books, All 4-color, size 8, Hardcover, 80# paper: $_____________

Cost of Additional Books, per book $_____________

Credit for Less Books, per book $_____________

Price 8 Additional Pages, i.e. a flat $_____________

Price 8 Less Pages, i.e. a flat $_____________

The Base Proposal includes the materials, services, and options contained in the General and Specific Requirements, plus the following specific items in unlimited amounts at no additional charges:

- Indexing
- Process color combinations used as spot color
- Over burns and Reverses
- Screened backgrounds in any percentage in any color
- Rule lines (beginning with hairline)
- Copy prints/PMT’s of staff submitted materials or art work
- Bleeds on any page or spread
- Reproduction of borders or art produced by school in close registration
- Mixing or butting two or more screens of differing densities on a double-page spread
- Pick-up and mailing of all deadline materials by company representative or reimbursement of all mailing charges if representative is not available for pick-up (including fastest way on final deadline)
- Print on Spine
- Three (3) hours of commercial artist's time for cover and layout design

**OPTIONAL EXTRAS**

<table>
<thead>
<tr>
<th>Item</th>
<th>Charge</th>
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<tbody>
<tr>
<td>Spot Color</td>
<td>Flat rate</td>
</tr>
<tr>
<td>Eight pages, one flat, one color</td>
<td>Flat rate</td>
</tr>
<tr>
<td>Complete Signature submitted by (date)______________</td>
<td></td>
</tr>
<tr>
<td>Non-Standard (PMS) ink color</td>
<td>Flat rate</td>
</tr>
<tr>
<td>Colored/textured paper, per signature</td>
<td>per book</td>
</tr>
<tr>
<td>Creative Artwork in addition to base bid</td>
<td>Hourly Charge</td>
</tr>
<tr>
<td>Mechanical Artwork</td>
<td>Hourly Charge</td>
</tr>
<tr>
<td>Autograph sections (8 pages, adhesive strip)</td>
<td>Per Section</td>
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<tr>
<td>Plastic covers</td>
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**OPTIONAL EXTRAS FOR COVER**

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<tr>
<td>Additional applied colors</td>
<td>Flat rate</td>
</tr>
<tr>
<td>Names stamped on book</td>
<td>per book</td>
</tr>
<tr>
<td>Name Plates on book</td>
<td>per book</td>
</tr>
</tbody>
</table>
**OPTIONAL EXTRAS FOR ENDSHEETS**

Additional applied color  
Flat rate _________

**CORRECTIONS CHARGES**

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<th>Service</th>
<th>Per Unit</th>
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<tbody>
<tr>
<td>Page substitutions</td>
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<tr>
<td>Photo correction</td>
<td>per photo ______</td>
</tr>
<tr>
<td>Art correction</td>
<td>per art _______</td>
</tr>
<tr>
<td>Layout/design correction</td>
<td>per design ______</td>
</tr>
<tr>
<td>Proof correction</td>
<td>per page _______</td>
</tr>
</tbody>
</table>

Provide a full outline of the charges and process if the Staff misses a deadline. How are these charges calculated and how does this affect delivery?
SPECIFICATIONS AND PRICING – SECTION III – ELEMENTARY SCHOOLS

A. QUANTITY
The actual number will be determined by each school, based on individual sales.

There will be two quotations in this section. The first should be figured on a per book basis for 300 books with a hard cover, showing additional/less book prices per book. This figure should reflect any extras the Printer offers. Otherwise, the price quoted will be for a book of specific number of pages, (40) with end sheet (see below), and a cover (see below).

The second quotation should be figured on a per book basis for 200 books with a soft cover, showing additional/less book prices per book. This figure should reflect any extras the Printer offers. Otherwise, the price quoted will be for a book of specific number of pages, (48) and a cover (see below).

B. PAGES
The first quotation (hard cover) shall reflect a book of 40 pages. The second quotation (soft cover) shall reflect a book of 48 pages. For fewer or more pages in increments of 8, see #O.

C. PAGE SIZE
The quotation shall reflect books of 8 1/2 inches x 11 inches.

D. COVER
The first quotation shall include a hard cover, using heavy-weight 120-point tempered Binder's Board (not chip board), first-quality cover material (Lithocote, Lexotone or Fabricoid).
School has a choice of a
1. 4-Color gloss or matte Lithocote cover.
2. Lexotone or Fabricoid with one applied color, either silk screened or foil stamped cover.

The second quotation shall include a soft cover, using first-quality cover material (Feedcote).
Soft cover books shall be laminated at no additional charge.
School has a choice of a
1. 4-Color gloss school-designed cover printed on Feedcote material.
2. Feedcote cover with one applied spot color.

A full color cover proof is included at no additional charge. Spine printing is a requirement of this bid.

E. BINDING
Hard cover books will be tightly Smyth (section) sewn with pre-stretched nylon binder’s thread. Each book will be lined with heavy book cloth.

Soft cover books will utilize high-quality Saddle stitch binding.

F. PAPER STOCK
All inside pages shall be printed in 4-Color. Yearbook will be printed on 80# paper stock. A choice of paper stocks (enamel, matte or dull enamel), for selection by the staff, will be included with the proposal.
G.  **END SHEETS**  
The quotation will include white end sheets. End sheet stock must be of extremely fine quality, strength-tested paper to assure permanence of binding. Samples of end sheet stock must be available for showing.

H.  **INK**  
This quotation includes printing in first-quality CMYK ink throughout the book.

I.  **COMPOSITION**  
The adviser will have available a minimum of 25 types and samples of these styles to be submitted upon request. The quality of composition must be absolutely superior in every respect, with complete freedom allowed the adviser in mixing styles if so desired. Printer is to supply adviser with type book. GPISD Elementary Schools are using on-line copy prep software and PhotoShop, and they may use any fonts that they have available. Printer must accept digital CD specifications from P.S.P.A. standard from any photographer for placement of class portrait pages. Printer must provide an on-line copy prep software plug in that will flow their portraits and names.

K.  **COPY PREPARATION**  
All of the GPISD Elementary Schools copy prep is electronic. Printers need to provide an electronic copy prep system and PhotoShop. Printer will be responsible for following exactly the instructions submitted by the adviser on all copy preparation.

L.  **MATERIALS**  
Printer will supply all working materials, and these must include the following: miniature layout sheets for initial layout planning, full size double page rough draft layout sheets, full sized, double-page layout sheets for final planning. These supplies plus any other samples of cover materials, papers, type samples, etc., will be furnished to the adviser at no cost. Receipt books, sale promotion materials and pica rulers will also be provided at no additional charge.

For supplies where there is a charge, a price list must be furnished by the printer with bid packet and an itemized break down of the charges for supplies must be shown on the final invoice. In addition, any supplies exclusive to the printer, required by the printer, will be furnished at no cost to the staff.

M.  **SERVICE**  
A highly trained and qualified yearbook representative dealing primarily in yearbooks will be available at all times for consultation with the staff and will meet the staff on a regular schedule to be scheduled at the advisor's convenience. Evening or weekend meetings may be scheduled, if deemed necessary by the advisor and staff. The representative will assist the adviser in the areas of design, photography, copy writing and copy fitting, typography, production techniques and special effect methods. A workshop will be provided by the representative for the adviser. The most important service function for the representative is to be able to support the adviser in the technical aspects of the digital submission of layouts and images. This requires that the representative have a command of an on-line copy prep software and PhotoShop as well as any other programs that the adviser may use, like Excel, Word, etc.

The representative will make available varied media instructional materials covering photography, color, picture cropping, layout and anything else developed.

The printer will provide a toll free 800 telephone number to the plant and to the representative, if necessary, for the adviser's unlimited use or will provide a local phone number. A fax telephone number to the plant will also be provided to the staff.
Plant Representative’s Name _____________________________________________

Plant Phone Number __________________________ Fax Number _______________

N. **SCHEDULE**

Copy submission deadlines and delivery date will be established and must be mutually agreed upon by the staff and the printer, working within the dates established by the individual school’s final day of class.

Provide a deadline schedule for a delivery by the 10th of May.

O. **Proposal for the Elementary Schools**

**Hard cover Quotation:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>40 pages, 300 books, All 4-color, size 8, 80# paper:</td>
<td>$__________</td>
</tr>
<tr>
<td>Cost of Additional Books, per book</td>
<td>$__________</td>
</tr>
<tr>
<td>Credit for Less Books, per book</td>
<td>$__________</td>
</tr>
<tr>
<td>Price 8 Additional Pages, i.e. a flat</td>
<td>$__________</td>
</tr>
<tr>
<td>Price 8 Less Pages, i.e. a flat</td>
<td>$__________</td>
</tr>
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**Soft cover Quotation:**

<table>
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<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>48 pages, 200 books, All 4-color, size 8, Soft cover, 80# paper:</td>
<td>$__________</td>
</tr>
<tr>
<td>Cost of Additional Books, per book</td>
<td>$__________</td>
</tr>
<tr>
<td>Credit for Less Books, per book</td>
<td>$__________</td>
</tr>
<tr>
<td>Price 8 Additional Pages, i.e. a flat</td>
<td>$__________</td>
</tr>
<tr>
<td>Price 8 Less Pages, i.e. a flat</td>
<td>$__________</td>
</tr>
</tbody>
</table>

The Base Proposal includes the materials, services, and options contained in the General and Specific Requirements, plus the following specific items in unlimited amounts at no additional charges:

- Indexing
- Process color combinations used as spot color
- Overburns and Reverses
- Screened backgrounds in any percentage in any color
- Rule lines (beginning with hairline)
- Copy prints/PMT’s of staff submitted materials or art work
- Bleeds on any page or spread
- Reproduction of borders or art produced by school in close registration
- Mixing or butting two or more screens of differing densities on a double-page spread
- Pick-up and mailing of all deadline materials by company representative or reimbursement of all mailing charges if representative is not available for pick-up (including fastest way on final deadline)
- Print on Spine
- Three (3) hours of commercial artist's time for cover and layout design
**OPTIONAL EXTRAS**

Colored/textured paper, per signature  
per book ____________

Creative Artwork in addition to base bid  
Hourly Charge ____________

Mechanical Artwork  
Hourly Charge ____________

Autograph sections  
(8 pages, adhesive strip)  
Per Section ____________

Plastic covers  
per Cover ____________

**OPTIONAL EXTRAS FOR COVER**

Additional applied colors  
Flat rate ____________

Names stamped on book  
per book ____________

Name Plates on book  
per book ____________

**OPTIONAL EXTRAS FOR END SHEETS**

Additional applied color  
Flat rate ____________

**CORRECTIONS CHARGES**

Page substitutions  
per page ____________

Photo correction  
per photo ____________

Art correction  
per art ____________

Layout/design correction  
per design ____________

Proof correction  
per page ____________

Provide a full outline of the charges and process if the adviser misses a deadline. How are these charges calculated and how does this affect delivery?
1.0.0 GENERAL CONDITIONS

1.1.0 APPLICABILITY - These conditions are applicable and form a part of the contract documents in each equipment and/or service contract and a part of the terms of each purchase order for items of equipment and/or service included in the specifications and bid forms issued herewith.

1.2.0 WITHDRAWAL OF BIDS - Any bid may be withdrawn by the bidder prior to the scheduled time for opening. Any request by a bidder to withdraw a bid must be in person or in writing and submitted to the Director of Purchasing prior to the scheduled time for opening bids. Any bid that is received after the time specified shall not be considered and may be returned unopened to the bidder.

1.3.0 BIDS SHALL BE SUBMITTED ON THESE FORMS - Deviations to the General Conditions and/or Specifications shall be conspicuously noted in writing by the bidder and shall be included in the bid. DO NOT FAX YOUR PROPOSALS

1.4.0 BIDDERS WHO DO NOT BID are requested to notify the Grand Prairie Independent School District (GPISD) Purchasing Department in writing if they wish to receive future bids. Failure to do so will result in their being deleted from our bidder list.

1.5.0 GPISD reserves the right to waive any or all bid irregularities, formalities, or other technicalities; to be the sole and independent judge of quality and suitability of any products offered; and may accept or reject any bid in its entirety, or may reject any part of any bid without affecting the remainder of that bid, and may award the individual items on this bid in any combination or in any way to best serve the interests of GPISD as it perceived those interests to be in its sole discretion.

1.6.0 GPISD will enter into contractual relationships only with those bidders who have, through word and action, affirmed that they comply with all applicable existing laws or executive orders to insure equal employment opportunities, without regard to race, creed, color, sex, or national origin. Minority owned or HUB companies are encouraged to compete in providing goods and services to the district. GPISD does not operate under a set-aside program.

1.7.0 Quantities shown are estimates only, based on prior usage. GPISD reserves the right to increase or decrease quantities with the selected supplier, both at the time of acceptance of this quotation offer as so modified, and subsequent thereto. GPISD will purchase supplies and materials during the bid period as-needed.
1.8.0 DELIVERIES required in this bid shall be freight prepaid, F.O.B. actual destination detailed in specifications, between 7:00 a.m. and 2:00 p.m., inside delivery. Bid prices shall include all freight and delivery charges. Delivery requirements will make it mandatory that the successful bidder schedule an appointment with the Director of Purchasing, or their designee, prior to the shipping any materials.

2.0.0 SPECIFICATIONS may be those developed by the Using Department or by the Manufacturer to represent items of regularly manufactured products, materials, or equipment.

2.1.0 DISTRICT SPECIFICATIONS have been developed by the Using Department to show minimal standards as to the usage, materials, and contents based on their needs.

2.2.0 MANUFACTURER’S SPECIFICATIONS (Design Guide), when used by the District, are to give the bidder information as to the type and kind requested. Proposals on any reputable manufacturer’s regularly produced product of such items similar and substantially equivalent will be considered.

2.3.0 Whenever an article or material is defined by describing a proprietary product or by using the name of a manufacturer or brand name, the term "or equal" if not inserted shall be implied. The specified article or material shall be understood as indicating the type, function; minimum standard of design, efficiency and quality desired and shall not be construed as to exclude other manufactured products of comparable quality, design and efficiency. GPISD reserves the right to make final decisions as comparable items. Be very certain that items upon which you bid and deliver are equal to items listed. Materials, which are not equal, will be returned to the bidder, transportation charges collect. Bidder will reimburse GPISD for items returned at invoice cost within 30 days.

2.4.0 WARRANTY CONDITIONS for all supplies and/or equipment shall be considered manufacturer’s minimum standard warranty unless otherwise agreed to in writing. Bidder shall be an authorized dealer, distributor or manufacturer for the product. Seller shall not limit or exclude any implied warranties, any attempt to do so shall render this contract void at the option of the Buyer.

2.5.0 GPISD, any of its departments, divisions or campus, is one user and reserves the right to select products and/or supplies from any bid, cooperative agreement such as the General Services Administration or the Department of Information Resources.
3.0.0 EVALUATION OF BIDS, in accordance with Article 2368a.3, Section 5, takes into account the following considerations:

3.0.1 Price;
3.0.2 Quality;
3.0.3 Probability of continuous availability;
3.0.4 Bidder's service and date of proposed delivery and placement.
3.0.5 Review of bid is subject to the evaluation of the user department and subsequent recommendation.

3.1.0 PREFERENTIAL REQUIREMENT - GPISD, as a governmental agency of the State of Texas, may not award a contract for general construction, improvements, services or public works projects or purchases of supplies, materials, or equipment to a nonresident bidder unless the nonresident's bid is lower than the lowest bid submitted by a responsible Texas resident bidder by the same amount that a Texas resident bidder would be required to underbid a nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located (Article 601g V.T.C.S.).

3.2.0 IDENTICAL BIDS - In cases where bidding is required for proposed contracts, and more than one bidder submitted the lowest and best bids (identical bids), the bidder who is a resident of the district shall be selected by the governing body. If two or more bidders submitting the lowest and best bids are residents of the district, one of the resident bidders shall be selected by the casting of lots.

3.3.0 AWARD of BID; BID SUMMARY: The GPISD reserves the right to award a separate contract to more than one bidder for each item/group/service or to award on contract for the entire bid. All bidders will receive a statement of bid award. Tabulations will be posted on the district Purchasing webpage.

http://www.gpisd.org/Page/3289

4.0.0 CONTRACTS
4.1.0 CONTRACTS FOR PURCHASE will be put into effect by means of a purchase order(s) executed by the Purchasing Department after bids have been awarded.

4.2.0 ALL CONTRACTS AND AGREEMENTS between bidders and the GPISD shall strictly adhere to the statutes as set forth in the Uniform Commercial Code as last amended in 1977 by the American Law Institute in the National Conference of Commissioners on uniform state laws.

4.3.0 Buyer's obligation is payable only and solely from the funds available for the purpose of this purchase. Lack of funds shall render this contract null and void to the extent funds are not available and any delivered but unpaid
for goods will be returned to the Seller by the Buyer. Do not include Federal Excise, State or City Sales Tax. Entity shall furnish exemption certificate.

5.0.0 DISCLOSURES - By signing this bid, a bidder affirms that he/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with the bid submitted, and

5.1.0 affirms that, to the best of his/her knowledge, the bid has been arrived at independently, and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give them an unfair advantage over other bidders in the award of this bid. (See NON-COLLUSION STATEMENT)

5.2.0 Upon notification of potential selections for award, the person or entity submitting this bid must give notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in this conviction of a felony (See FELONY CONVICTION NOTICE).

5.3.0 BIDDER SHALL NOTE any and all relationships that might be a conflict of interest and include such information with the bid. A list of current board members and the superintendent may be reviewed at

http://www.gpisd.org/Page/228

5.4.0 The price to be paid by the Buyer shall be that contained in Seller's bid which Seller warrants to be no higher than Seller's current prices on orders by others for products of the kind and specification covered by this agreement for similar quantities under similar or like conditions and methods of purchase. In the event Seller breaches this warranty, the prices of the items shall be reduced to the Seller's current prices on orders by others and overpricing refunded within 30 days to GPISD, or in the alternative, Buyer may cancel this contract without liability to Seller for breach or Seller's actual expense.

5.5.0 In the event of a price decrease to the general trade during the full term of the contract, such decrease must be allowed the District for all configurations and components included in this contract.

6.0.0 CONDUCT WHILE ON DISTRICT PREMISES

6.1.0 Successful bidder or contractor, and all employees, will be required to comply with the same standards applicable to the employees of the GPISD with regard to Employee Conduct and Welfare of the Auxiliary Employee Handbook.

http://gpisd.schoolwires.net/Page/3656
7.0.0 STATEMENT OF QUALIFICATIONS, when required, must include a description of organizational experience, references and capabilities. 
7.1.0 Organizational Experience: Bidder must describe their qualifications and experience to perform the work described in this invitation. 
7.2.0 References: Proposals must include at least three references, preferably state and local government organizations where the bidder currently provides the type of services and/or products requested. Reference listings must include organization names, addresses, and contact person and telephone number.

SECTION 8.0.0 – 10.0.0 (SECURITY; BID SECURITY; PAYMENT BONDS; AND INSURANCE) do not apply to this bid.

11.0.0 PRESENTATION OF BIDS: All bids/proposals must be received at the Purchasing Office in a sealed document. No oral, telegraphic, telephonic, or facsimile bids will be accepted. ALL correspondence, including freight bills, packing slips, invoices and statements must reference the district purchase order assigned as a result of this bid.

12.0.0 INTERLOCAL AGREEMENT

The Grand Prairie ISD participates in the Educational Purchasing Cooperative of North Texas (EPCNT). There are several governmental entities which utilize this organization for potential purchases. A complete list may be viewed at

http://www.epcnt.com/Current_members.htm

Governmental entities utilizing Internal Governmental contracts with the EPCNT will be eligible, but not obligated, to purchase materials/services under the contract(s) awarded as a result of this solicitation. All purchases by governmental entity other than Grand Prairie ISD will be billed directly to that governmental entity and paid by that governmental entity. Grand Prairie ISD will not be responsible for another governmental entity’s debts. Each governmental entity will order material/service as needed and issue the appropriate purchasing documents/contracts.
BIDDER’S CERTIFICATE

This bidder, the below named firm, hereby submits bid prices as shown for furnishing the items listed herein, delivered in the quality and dimensions specified, and subject to the conditions listed under “Bid Specifications and Conditions.” Bid prices shown are net and include all charges. Descriptive and illustrative material, including specifications and data sheets, and all other proposals accompanying this bid are considered to be an integral part of this bid offer.

FIRM’S NAME

ADDRESS

CITY & STATE    ZIP CODE

EMAIL

TELEPHONE    FAX

AUTHORIZED SIGNATURE    DATE

POSITION WITH COMPANY

INTERLOCAL AGREEMENT
Should the governmental, referenced above, elect to participate in this contract, would you, (the contractor) agree that all terms, conditions, specifications, and pricing would apply?

☐ YES  ☐ NO

NO BID NOTIFICATION
If you cannot bid at this time, please indicate your choice for remaining on Grand Prairie ISD’s bid list.

☐ I wish to remain on bid list.  ☐ I do not wish to remain on bid list.
Non-Collusion Statement

This is to certify that the undersigned bidder has neither directly nor indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this proposal.

It is agreed by the undersigned bidder that the signed delivery of this bid/proposal represents the bidder’s acceptance of the terms and conditions of this invitation to bid/offer a proposal including all specifications and special provisions.

**Note:** Signature of the authorized representative **MUST** be of an individual who legally may enter his/her organization into a formal contract with the Grand Prairie Independent School District.

<table>
<thead>
<tr>
<th>FIRM’S NAME</th>
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<table>
<thead>
<tr>
<th>NAME OF AUTHORIZED INDIVIDUAL (printed or typed)</th>
</tr>
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<td></td>
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</table>

<table>
<thead>
<tr>
<th>AUTHORIZED SIGNATURE</th>
<th>DATE</th>
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<table>
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<tr>
<th>POSITION WITH COMPANY</th>
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</table>
State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (a), states “a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.”

Subsection (b) states “a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination contract.”

This Notice Is Not Required of a Publicly Held Corporation

(I) (We), the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

COMPANY NAME:

Check the appropriate box and sign the form.

☐ My firm is a publicly held corporation; therefore, this reporting requirement is not applicable.

AUTHORIZED SIGNATURE:

☐ My firm is not owned nor operated by anyone who has been convicted of a felony.

AUTHORIZED SIGNATURE:

☐ My firm is owned or operated by the following individual(s) who has/have been convicted of a felony.

Name of Felony: ___________________________________________

Details of Conviction(s):

AUTHORIZED SIGNATURE:
This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity. By law this questionnaire must be filed with the records administrator of the local government not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code. A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

<table>
<thead>
<tr>
<th></th>
<th>Name of person doing business with local governmental entity.</th>
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</table>
| 2 | Check this box if you are filing an update to a previously filed questionnaire.  
(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.) |
| 3 | Describe each affiliation or business relationship with an employee or contractor of the local governmental entity who makes recommendations to a local government officer of the local governmental entity with respect to expenditure of money. |
| 4 | Describe each affiliation or business relationship with a person who is a local government officer and who appoints or employs a local government officer of the local governmental entity that is the subject of this questionnaire. |
5  **Name of local government officer with whom filer has affiliation or business relationship.** (Complete this section only if the answer to A, B, or C is YES.)

This section, item 5 including subparts A, B, C & D, must be completed for each officer with whom the filer has affiliation or business relationship. Attach additional pages to this Form CIQ as necessary.

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<tr>
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<tbody>
<tr>
<td>A.</td>
<td>Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B.</td>
<td>Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is not from the local governmental entity?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C.</td>
<td>Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D.</td>
<td>Describe each affiliation or business relationship.</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

6  **Describe any other affiliation or business relationship that might cause a conflict of interest.**

7  

Signature of person doing business with the governmental entity

Date

Amended 01/13/2006
VENDOR PROFILE

Company Name: ____________________________________________

Company Address: __________________________________________

Website Address: ____________________________________________

Telephone Numbers:
    To place orders: ____________________________________________
    To check on orders: __________________________________________
    Fax Number: ________________________________________________

Contacts: Corporate contact for this proposal:
    Name: ______________________________________________________
    Address: __________________________________________________
    City, State, Zip: ____________________________________________
    Phone: ___________________________    Fax: __________________________
    E-Mail: ______________________________________________________

Local contact for this proposal:
    Name: ______________________________________________________
    Address: __________________________________________________
    City, State, Zip: ____________________________________________
    Phone: ___________________________    Fax: __________________________
    E-Mail: ______________________________________________________

Number of years company has been in business under this name: ____________________________

Other company names used with dates, from/to:

________________________________________________________________________

Remit to Address (if different than above):

Address: ____________________________________________________________

City, State, Zip: ______________________________________________________
REFERENCES

List below three (3) institutions/companies for whom you have provided goods in the past 12 months.

1. Institution/Company Name:____________________________________________
   Street Address:________________________________________________________
   City/State/Zip:__________________________________________________________
   Phone Number:__________________________________________________________

2. Institution/Company Name:____________________________________________
   Street Address:________________________________________________________
   City/State/Zip:__________________________________________________________
   Phone Number:__________________________________________________________

3. Institution/Company Name:____________________________________________
   Street Address:________________________________________________________
   City/State/Zip:__________________________________________________________
   Phone Number:__________________________________________________________
GRAND PRAIRIE INDEPENDENT SCHOOL DISTRICT

RESIDENCE CERTIFICATION

In accordance with Article 601g. as adopted by the 1985 Texas Legislature, the following will apply. The pertinent portion of the Act has been extracted and is as follows:

Article 601g. State of Political Contracts for Construction, Supplies, Services, Bids by

Non resident, Section (a) in this Act:

(1) “Government agency of the state” means:
an incorporated city or town, a county, a public school district, a special-purpose district or
authority, or a district, county, or justice of the peace court;

(2) “Non-resident bidder” means a bidder whose principal place of business is not in this
state, but excludes a contractor whose ultimate parent company or majority owner has its principal
place of business in this state.

(3) “Texas residential bidder” means a bidder whose principal place of business is in this
state, and includes a contractor whose ultimate parent company or majority owner has its principal
place of business in this state.

(B) The state or governmental agency of the state may not award a contract for general
construction, improvements, services, or public works projects or purchase of supplies, material, or
equipment to a non-resident bidder unless the non-residents bid is lower that the lowest bid
submitted by a responsible Texas resident bidder by the same amount that a Texas resident bidder
would be required to underbid the non-resident bidder to obtain a comparable contract in the state
in which the non resident’s principal place of business is located.

I certify that as defined in Article 601g. that:

COMPANY NAME:

☐ Yes, I am a Texas Resident Bidder.

☐ No, I am a __________________________Residence Bidder.

SIGNATURE________________________________________

PRINTED NAME ______________________________________

DATE ____________________
In accordance with the requirements of the Texas Education Code, this is to verify that
_______________________________ conducts a criminal history background check
(company/corporation name)
on all employees.

In doing so, ________________________ agrees that no employee will be assigned to
(company/corporation name)
a job site at a school campus or facility within the Grand Prairie ISD who has been convicted
of a felony offense under Title V of the Texas Penal Code, or an offense in which the employee
is required to register as a sex offender.

________________________________________
Signature of Company/Corporation Official

________________________________________
Name (printed or typed)

________________________________________
Date

________________________________________
Title
Suspension or Debarment Certificate

Non-Federal entities are prohibited from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement for goods or services equal to or in excess of $100,000.00. Contractors receiving individual awards for $100,000.00 or more and all sub-recipients must certify that the organization and its principals are not suspended or debarred.

By submitting this offer and signing this certificate, the proposer:

- Certifies the owner/operator has not been convicted of a felony except as indicated on a separate attachment to this offer, in accordance with Sec. 44.034 Texas Education Code, and
- Certifies that no suspension or disbarment is in place, which would preclude receiving a federally funded contract under the Federal OMB, A-102, Common Rule (Sec. 36)

Vendor Name ____________________________________________

Authorized Company Official’s Name ____________________________

Authorized Company Official’s Signature _________________________

Email Address ________________________________________________

Date __________________________
Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Name (as shown on your income tax return)

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:
- [ ] Individual/sole proprietor
- [ ] C Corporation
- [ ] S Corporation
- [ ] Partnership
- [ ] Trust/estate

- [ ] Limited liability company. Enter the tax classification (C=corporation, S=S corporation, P=partnership)
- [ ] Other (see instructions) ►

Address (number, street, and apt. or suite no.) ►

City, state, and ZIP code

List account number(s) here (optional)

Exemptions (see instructions):
- [ ] Exempt payee code if any)
- [ ] Exemption from FATCA reporting code (if any)

Requester’s name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and

2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and

3. I am a U.S. citizen or other U.S. person (defined below), and

4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here

Signature of U.S. person ►

Date ►

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien, or
- A partnership, corporation, or association created or organized in the United States or under the laws of the United States, or
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to assume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

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