

**LEGAL NOTICE  
REQUEST FOR PROPOSALS  
MANCHESTER PUBLIC SCHOOLS  
TOWN OF MANCHESTER, CONNECTICUT**

The Manchester Board of Education will receive sealed proposals in the Office of the Assistant Superintendent, Finance and Management, 45 North School Street, Manchester, Connecticut 06042 on the date and time listed below for the following:

**RFP #015-010 YEARBOOK PUBLISHING  
MANCHESTER HIGH SCHOOL, 134 EAST MIDDLE TPKE**

**Proposals will be accepted until Friday, June 5, 2015, at 1:30 p.m.**

The right is reserved to reject any and all proposals. Specifications and forms are available on our website [www.mpspride.org](http://www.mpspride.org) or in the office of the Assistant Superintendent for Finance and Management, 45 North School Street, Manchester, Connecticut 06042 during regular office hours between 8:00 a.m. and 4:00 p.m. or by calling (860) 647-3445.

Manchester Public Schools is an equal opportunity employer and requires affirmative action policy for all of its contractors and vendors as a condition of doing business with the school district, as per Federal Order 11246.

Patricia F. Brooks  
Manchester Public Schools  
Assistant Superintendent  
Finance and Management

## INSTRUCTIONS TO PROPOSERS

These instructions are standard for all request for proposals issued by Manchester Public Schools, Manchester, CT, where a vendor is to furnish professional services, labor, materials and/or necessary equipment to complete a proposal as outlined in our detailed specifications. Manchester Public Schools (MPS) may delete, supersede or modify any of these standard instructions for a particular proposal.

- 1.0 The attached proposal is signed by the Proposer with full knowledge of an agreement with the general specifications, conditions and requirements of this Proposal.
- 1.1 Submit two (2) copies of the Proposal in an envelope marked with the Proposer's name and address on the upper left hand corner. Proposal shall be made out in the exact form of enclosed Proposal Form on proposer's letterhead and shall be signed by an officer of the company or corporation. **Proposals are to be plainly marked in the lower left hand corner with proposal number, name of proposal, opening date and time.**
- 1.2 Proposals received later than the date and time specified will not be considered. Amendments to or withdrawals of proposals received later than the date and time set for proposal opening will not be considered.
- 1.3 All deliveries of commodities shall comply with all applicable laws of the Federal Government and/or the State of Connecticut. Purchases made by MPS are exempt from the payment of Federal Excise Taxes and the State of Connecticut Sales Tax and such taxes must not be included in the proposal prices. All prices are FOB to Manchester, CT.
- 1.4 MPS reserves the right to reject any and all proposals, to waive technical defects and to make such awards including accepting a proposal, although not the low proposal, as it is deemed to be in the best interest of MPS.
- 1.5 MPS may withhold acceptance of work and payment when it is determined that said work or materials do not meet the specified requirements. Payment will not be made until work is to MPS official and/or authorized agent's satisfaction, and all work is certified.
- 1.6 MPS may make such investigation as deemed necessary to determine the ability of the Proposer to discharge his contract. The Proposer shall furnish MPS with all such information and data as may be required for this purpose. MPS reserves the right to reject any proposal if the Proposer fails to satisfactorily convince MPS that he/she is properly qualified by experience and/or does not have the facilities to carry out the worked called for herein. Conditional proposals will not be accepted.
- 1.7 ALL MEASUREMENTS ARE THE RESPONSIBILITY OF THE PROPOSER.
- 2.0 Specifications cannot be modified by anyone other than the assigned agent for MPS.

- 2.1 Successful proposer is responsible for obtaining all necessary building permits as required by State and Town authorities. Cost for permits is waived for work done on school property.
- 2.2 The successful proposers shall, after being awarded the contract, and before doing any work, furnish Certificates of Insurance, including Automobile Property Damage Liability, Public Liability and Workers Compensation Insurance in the amounts shown in APPENDIX A.

The contractor shall carry insurance under which Manchester Public Schools and the Town of Manchester, CT, shall be named as an additional insured for the duration of this work.

All Liability Insurance required herein shall be Comprehensive, General and Automobile Bodily Injury and Property Damage Policy or Policies.

Certificate of Contractor Liability shall be filed with the owner before work is started and contain a ten (10) day written notice of cancellation clause.

- 2.3 During construction the Contractor will keep the site clean and orderly at all times. Upon completion of the work called for, the contractor shall remove from the premises all rubbish, tools, equipment and the like, leaving said premises in a clean, safe and orderly condition.
- 2.4 All work done under this proposal must comply with all State and Town codes and licensed tradesmen will be used where applicable.
- 2.5 Payments for labor and material will only be made upon installation. No payments will be made for material stored on the site.
- 2.6 The work included in these specifications covers all labor, material equipment, and services required to complete what is listed in the Request for Proposal.
- 2.7 All work must be scheduled during normal MPS working hours.
- 2.8 The Contractor shall and does hereby, as part of the contract, guarantee all materials and workmanship to be of first quality and that the finished work will remain in satisfactory condition for a period of one (1) year from the date of final acceptance of work performed or as specified in the proposal. The date of acceptance is considered to be the date of final payment for the work involved.
- 2.9 The Contractor shall be required to submit the AFFIRMATIVE ACTION STATEMENT, APPENDIX B, with their completed proposal package. The successful Contractor shall comply in all respects with the Equal Employment Opportunity Act. Findings of non-compliance with applicable State and Federal equal opportunity laws and regulations will be sufficient reason for revocation or cancellation of this contract.

- 2.10 The contractor shall be required to complete the CONTRACTOR INDEMNIFICATION, APPENDIX C, with their completed proposal package.
- 3.0 **Code Requirements:** Contractors should be aware that all Public Schools are required by State and Federal regulations to comply with all laws pertaining to asbestos containing building materials (ACBM) in their schools.

It is required that any design professional and/or contractor that enters into a contractual agreement with MPS, pertaining to building renovations or additions shall ensure that all building materials specified and/or to be installed are of a non-asbestos material. In order to verify this, the owner requires the successful contractor to submit Material Safety Data Sheets (MSDS) detailing the building material.

All contractors/design professionals are encouraged to inspect the AHERA Asbestos Management Plan prior to commencing any work. Any questions regarding ACBM or this requirement should be addressed to the owner's Asbestos Management Planner.

Any asbestos encountered in construction shall be brought to the owner's attention prior to continuation of work. Removal will be done in accordance with all Federal, State and local laws and regulations.

**Disabilities Code Requirements:** In order to meet the needs of persons with disabilities, when applicable all items shall comply with the current Connecticut Basic Building Code including ICC/ANSI A 117.1-1998, Section 504 Rehabilitation Act 1973 including the Uniform Federal Accessibility Standards (UFA) and 504 Regulations, and the Americans with Disabilities Act Title II including Americans with Disabilities Act Accessibility Guidelines (ADAAG) and ADA Regulations.

Compliance with the current Connecticut Fire Safety Code and current OSHA – Title 29/Labor is also required when applicable. Contractor must provide proof of having attended OSHA 10 hour Construction Standard Training course for any projects over \$100,000 (effective July 2007).

The “items” shall include, but are not limited to; fixtures, furnishings, equipment, workstations (including built-ins), playground equipment, laboratory fume hoods, darkroom equipment, welding stations, shop equipment, etc.

- 3.1 There shall be no smoking or other use of tobacco products in any school building at any time, nor on school grounds during normal school hours. Proper attire is to be worn at all times. Contractor's personnel shall use extreme caution while driving motor vehicles on school property.
- 3.2 The Contractor shall not sublet, sell, transfer, assign or otherwise dispose of contract or any portion thereof or of his right, title or interest therein, or of his obligations thereunder, without consent of MPS.

- 3.3 **Hold Harmless:** The Contractor/Insured shall indemnify and hold harmless the owner and, if applicable, the engineer and their agents and employees from and against all claims, damages, losses and expenses, including attorney's fees of counsel selected by the owner, arising out of or resulting from the performance of the work and/or the supplying of materials, provided that any such claim, damage, loss or expense (a) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property including the loss of use resulting there from, and (b) is caused in whole or in part by any negligent act or omission of the Contractor/Insured, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any them may be liable, regardless of whether or not they are caused in part by a party indemnified hereunder.
- 3.4 **Prevailing Wage Rates:** The wages paid on an hourly basis to any mechanic, laborer or workman employed upon the work herein contracted to be done and the amount of payment of contribution paid or payable on behalf of each such employee to any employee welfare fund defined in subsection (h) of this section (31-53 of the General Statutes,) shall be at a rate equal to the rate customary or prevailing for the same work in the same trade or occupation in the town in which such public works project is being constructed. Any contractor who is not obligated by agreement to make payment or contribution on behalf of such employee to any such employees' welfare fund shall pay to each employee as of his wages the amount of payment or contribution for his classification on each payday.

Upon the award of any contract subject to the provisions of this section the Contractor to whom such contract is awarded shall certify, under oath to the Labor Commissioner, the pay scale to be used by such contractor and any of his subcontractors for work to be performed under such contract. The Contractor shall fully comply with all provisions of Public Act 93-392 including weekly submitted of certified payrolls accompanied by a Compliance Statement and shall be subject to such sanctions mandated for violations of said Public Act.

The provisions of this section shall not apply where the total cost of all work to be performed by ALL Contractors and Subcontractors in connection with new construction of any public works project is less than Four Hundred thousand dollars or where the total cost of all work to be performed by ALL Contractors and Subcontractors in connection with any remodeling refinishing, refurbishing, rehabilitation, alteration or repair of any public works project is less than ONE HUNDRED thousand dollars.

**NOTICE TO ALL CONTRACTORS, BUILDERS AND HOMEOWNERS**

**Please pay particular attention to the following list of inspections. Requirements will be strictly adhered to.**

Pursuant to Section 113.0 of the State of Connecticut Basic Building code, the following inspections **are required** by the Manchester Building Department:

1. Site inspection – before permit is issued.
2. When footing forms are in place and before concrete is placed.
3. When foundation forms are in place and before concrete is placed.
4. After foundation is erected, waterproofed and footing drains installed.
  - a. \*\*\*Before construction above foundation is started two “As Built” foundation location plans must be filed with the Building Department.
5. When forms for structural slabs, panels or columns are in place and before concrete is placed.
6. Fireplace when the top of the smoke chamber is reached.
7. 1<sup>st</sup> roof/felt/ice and water shield (nailing shall be at 6 nails per shingle including new construction.)
8. Rough inspections:
  - Plumbing before any piping is concealed.
  - (Complete duct work and plumbing shall be installed before electrical wiring is started.)
  - Heating pipes and/or ducts before they are concealed.
  - Electrical before any wiring is concealed.
  - Framing before any interior wall covering is applied.
  - Insulation before drywall.
9. Final inspections when all construction details and utility installations re: complete and house numbers, as designated by the Engineering Department, are installed.
10. Other inspections which may be requested by the building or contractor and/or required by the building official or his designee.
11. The permit holder or his agent shall notify the building official when the work is ready for inspections, **giving not less than seventy-two (72) hours notice.**
12. **Inspection for issuance of Certificates of occupancy requires a 10 day prior notification to the Building Department.**

**NOTE:** Complete duct work and plumbing shall be installed before electrical wiring is started.

APPENDIX A

INSURANCE REQUIREMENTS

- A. To the extent applicable, the amounts and types of insurance will conform to the minimum terms, conditions and coverage of Insurance Services Office (ISO) policies, forms and endorsements.
- B. If the Contractor/Insured has self-insured retentions or deductibles under any of the following minimum required coverage, the Contractor/Insured must identify on the certificate of insurance the nature and amount of such self-insured retentions or deductibles and provide satisfactory evidence of financial responsibility for such obligations. All self-insured retentions or deductibles will be the Contractor/Insured's sole responsibility.

- C. **Commercial General Liability:** The Contractor/Insured will maintain commercial general liability insurance covering all operations by or on behalf of the Contractor/Insured on an occurrence basis against claims for personal injury (including bodily injury and death) and property damage (including loss of use). Such insurance will have these minimum limits:

Minimum Limits:       \$1,000,000 each occurrence  
                              \$2,000,000 each occurrence if blasting is required  
                              \$2,000,000 general aggregate with dedicated limits per  
                              Project site  
                              \$2,000,000 products and completed operations aggregate  
                              \$1,000,000 personal and advertising injury.

Should blasting be required, all necessary permits for the use of explosives shall be obtained by the contractor/insured or insured from the Fire Marshal.

- D. **Automobile Liability:** The Contractor/Insured will maintain business auto liability coverage for liability arising out of any auto, including owned, hired, and non-owned autos.

Minimum Limits:       \$1,000,000 combined single limit each accident

- E. Worker's Compensation: The contractor/insured will maintain workers' compensation and employer's liability insurance.

Minimum Limits:       Worker's compensation: statutory limit  
Employer's Liability:   \$1,000,000 bodily injury or each accident  
                              \$1,000,000 bodily injury by disease for each employee  
                              \$1,000,000 bodily injury disease aggregate

- F. Umbrella/Excess Liability: The contractor/insured will maintain umbrella/excess liability insurance on an occurrence basis of the underlying commercial general liability, auto liability and workers' compensation insurance. The coverage shall be at least as broad as each of the underlying policies. The amounts of insurance required may be satisfied by purchased coverage

for the limits specified or by any combination of underlying and umbrella limits, so long as the total amount of insurance is not less than the limit specified for general liability, auto liability and workers' compensation when added to the limit specified in this section.

Minimum Limits:       \$5,000,000 combined single limit and aggregate limit.

**APPENDIX B**

**MANCHESTER PUBLIC SCHOOLS  
45 North School Street  
Manchester, CT 06042**

TO: All Vendors  
FROM: Patricia F. Brooks, Assistant Superintendent,  
Finance and Management  
SUBJECT: Affirmative Action

Manchester Public Schools is an Equal Opportunity Employer, and will not transact business with firms which are not in compliance with all Federal and State Statutes and Executive Orders pertaining to non-discrimination.

In order to have your firm listed on our acceptable vendor's list and thereby be eligible for consideration as a source for goods and services, please complete and return the following Statement of Policy to:

Patricia F. Brooks  
Assistant Superintendent  
Finance and Management

**STATEMENT OF POLICY**

It is the employment policy of \_\_\_\_\_  
that there shall be no discrimination against anyone on the grounds of race, creed, national origin, sex or age in the hiring, upgrading, demotions, recruitment, termination and selections for training.

In addition, this firm is in full compliance with the letter and intent of the various Equal Opportunity and Civil Rights Statutes noted above.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signed (Name/Title of Company Officer)

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Fax

\_\_\_\_\_  
City/State/Zip Code

APPENDIX C

CONTRACTOR INDEMNIFICATION

The contractor shall at all times indemnify and save harmless Manchester Public Schools and its officers, agents and/or employees against any and all claims, demands, losses, judgments, costs, worker's compensation payments, litigation expenses and counsel fees arising out of injuries to the person (including death) or damage to property alleged to have been sustained by:

- a. officials, officers, agents and/or employees of MPS or;
- b. the contractor, his subcontractors or delivery persons or;
- c. any other person, whose injuries are alleged to have occurred on or near the work, or to have been caused in whole or in part by the acts, omissions or neglect of the contractor or his subcontractor or delivery persons by reason of his/her or their use of faulty, defective or unsuitable work.

The existence of insurance shall in no way limit the scope of this indemnification. The contractor further undertakes to reimburse MPS for damage to property of MPS caused by the contractor, or his employees, agents, subcontractors or delivery persons, or by faulty, defective or unsuitable material or equipment used by him or them.

STATE OF CONNECTICUT:

COUNTY OF: \_\_\_\_\_

Signed \_\_\_\_\_  
Contractor

By \_\_\_\_\_  
Name

\_\_\_\_\_  
Street

\_\_\_\_\_  
City/State/Zip Code

\_\_\_\_\_  
Date

Subscribed and Sworn to before me on this

\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public

APPENDIX D

NOTICE TO ALL CONTRACTORS, BUILDERS AND HOMEOWNERS

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1. Site inspection – before permit is issued.
2. When footing forms are in place and before concrete is placed.
3. When foundation forms are in place and before concrete is placed.
4. After foundation is erected, waterproofed and footing drains installed.
- 4a. \*\*\*Before construction above foundation is started two “As Built” foundation location plans must be filed with the Building Department.
5. When forms for structural slabs, panels or columns are in place and before concrete is placed.
6. Fireplace when the top of the smoke chamber is reached.
7. 1<sup>st</sup> roof/felt/ice and water shield (nailing shall be at 6 nails per shingle including new construction.)
8. **Rough inspections:**  
Plumbing before any piping is concealed.  
(Complete duct work and plumbing shall be installed before electrical wiring is started.)  
Heating pipes and/or ducts before they are concealed.  
Electrical before any wiring is concealed.  
Framing before any interior wall covering is applied.  
Insulation before drywall.
9. Final inspections when all construction details and utility installations re: complete and house numbers, as designated by the Engineering Department, are installed.
10. Other inspections which may be requested by the building or contractor and/or required by the building official or his designee.
11. The permit holder or his agent shall notify the building official when the work is ready for inspections, **giving not less than seventy-two (72) hours’ notice.**

12. **Inspection for issuance of Certificates of occupancy requires a 10 day prior notification to the Building Department.**

**NOTE:** Complete duct work and plumbing shall be installed before electrical wiring is started.

**CONTRACT EXECUTION**

Upon notification of acceptance of this proposal, we shall execute a formal contract within five days of the receipt of the agreement for signing.

**CONTRACTOR INFORMATION**

**The Proposer is a/an (individual) (partnership) (corporation). Names and titles of other offices or partners are:**

**(for corporation, give State of incorporation and affix corporate seal)**

**I understand that full payment will be made by the Owner after completion of the project and acceptance by the Owner's representative.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Name (Printed)**

## **CONTENT AND ORGANIZATION OF PROPOSAL**

The Request for Proposal (RFP) is intended to provide interested Proposers with information concerning the conditions and requirements for submitting proposals. Proposers must examine all information and materials contained in this RFP. **Failure to do so will be at the Proposer's risk.** In response to the RFP, Proposers shall adhere to the established format. By doing so, comparable objective data will be provided for Manchester Public Schools' (MPS) review and analysis. The Proposal shall contain the following sections, in order and format described.

### **A. Submittal Letter**

A letter of transmittal addressed to **Mrs. Patricia F. Brooks, Assistant Superintendent, Finance and Management**, which includes a statement by the Proposer accepting all terms, conditions and requirements contained in the RFP. The letter should also include a brief discussion of the Proposer's background, experience and ability to perform this contract in accordance with the scope of services. Also to be included is a listing of municipal or private sector references for whom recent (3 years or less) similar services were provided.

### **B. Price Proposal**

Vendors shall submit a price proposal which indicates their full cost to provide the scope of services outlined. All costs associated with the performance of these services must be clearly delineated.

### **C. Exceptions**

Proposers wishing to take any exceptions to any requirement in the RFP shall state and explain such exceptions. MPS may accept proposals which take exception to any requirements of the RFP. Any exception must be clearly delineated and cannot materially affect the substance of this RFP.

## **EVALUATION CRITERIA AND SELECTION**

Proposals will be reviewed and evaluated based upon the following factors:

- A. Experience and References
- B. Quality Printing
- C. Technology
- D. Competitiveness of Price Proposal

MPS shall select that responsible and responsive Proposer whose proposal is determined by MPS to be best suited and most advantageous, and provides the greatest overall benefit to MPS on the basis of the criteria and/or factors of evaluation listed. MPS expressly reserves the right to negotiate with the selected Proposer prior to an award of any contract pursuant to the RFP.

**MANCHESTER PUBLIC SCHOOLS**  
**45 North School Street**  
**Manchester, CT 06042**

**SPECIFICATIONS FOR SCHOOL YEARBOOK PUBLISHING**

**Scope of Services**

The contract will be for the position of *school yearbook publisher* and will be awarded for the school years 2015-2016, 2016-2017, and 2017-2018 with the option to extend into the 2018-2019 school year.

At the end of each school year, the agreement will be extended only when the photographer has fulfilled all the services stated in the contract.

If the school feels the services have not been provided, written notice will be sent to the photographer of its termination of contract. This notice will be sent at least 30 days prior to the end of the school year.

Fulfillment of services shall be determined by the client.

**Contractor**

It is expected that the company will have been in business for at least 5 years and will have been servicing school photography contracts a minimum of 5 years.

It is expected that the company will provide a minimum of three references from local schools where the company provides service. Include in the reference the name and title of the contact person, school and phone number.

The representative is expected to work closely with the advisor and staff giving assistance on all phases of the yearbook production.

It is expected that the company will provide a local summer workshop help in Connecticut.

The Yearbook Advisor shall be kept informed in writing of additional costs owing specification changes.

Company shall provide a "Last Chance" post card to parents to order yearbooks and parent ads. The school will supply and excel mailing list for the publisher to use when mailing the postcards.

Companies who are unable to meet the above stated expectations are encouraged to detail the ways they can make accommodations for these expectations.

**Proper Conduct**

The contractor shall adhere to proper conduct at all times. Proper conduct is meant to include, but not be limited to the following:

1. There shall be no weapons, drugs or alcohol on the premises.
2. No smoking on the premises. No exterior doors are left opened or unlocked.
3. The contractor shall be polite and courteous at all times.

4. Contractor must adhere to any/all security standards, requirements and/or regulations of each school.

### **Subcontracting**

Use of subcontractors is prohibited unless authorized in writing by MPS Assistant Superintendent, Finance and Management, or Superintendent of Schools, or their duly authorized signatory authority.

### **Multiple awards**

MPS reserves the right to award to multiple vendors.

### **Production and Website Expectations**

**Staffers will be able to have: *Please circle yes or no***

- |   |               |
|---|---------------|
| 1) The ability to view the book online as it's created?   | <b>Y or N</b> |
| 2) One comprehensive web site which has the ability to track & manage book and ad sales with reports? | <b>Y or N</b> |
| 3) Easy-to-use digital imaging placement, positioning and cropping?                                   | <b>Y or N</b> |
| 4) The ability to track who is in the book and how many times (coverage report)?                      | <b>Y or N</b> |
| 5) An easy-to-use Indexer tool?   | <b>Y or N</b> |
| 6) An easy-to-use and flexible panel flow page production methods?                                    | <b>Y or N</b> |
| 7) A web site demonstration provided of actual local customers with similar size yearbook and pages?  | <b>Y or N</b> |
| 8) The ability to carry over templates year to year?  | <b>Y or N</b> |
| 9) The ability to carry over images year to year?   | <b>Y or N</b> |
| 10) Ability to view and track staff history and activity?   | <b>Y or N</b> |
| 11) An interactive page ladder for adviser to use to assign page deadlines staff page assignments?    | <b>Y or N</b> |
| 12) The ability to save created pages as templates?   | <b>Y or N</b> |
| 13) The ability to restore previous versions and pages up to 1000 times (undo)?                       | <b>Y or N</b> |
| 14) Ability to upload multiple images (more than 30) at one time?                                     | <b>Y or N</b> |
| 15) Tech support available at toll-free number during normal school hours?                            | <b>Y or N</b> |
| 16) The ability to give parents the option to create their own parent ads via the Web?                | <b>Y or N</b> |
| 17) Web creation of parent ads demonstrated live on local computer?                                   | <b>Y or N</b> |
| 18) Red Eye Removal?  | <b>Y or N</b> |
| 19) Ability to easily move pages from one page number to another?                                     | <b>Y or N</b> |
| 20) Online training videos available?   | <b>Y or N</b> |
| 21) Integration of non-yearbook buyers into the coverage report?                                      | <b>Y or N</b> |
| 22) The ability to make images "opaque" and "sepia tone"?   | <b>Y or N</b> |
| 23) The ability to "cut out" backgrounds of a photo directly on the Design Website?                   | <b>Y or N</b> |
| 24) The ability for parents and students to upload their own images to the online image library?      | <b>Y or N</b> |

- 25) Text Wrap and Text Flow into columns? Y or N
- 26) Practice pages available to allow students to "train" or try a design? Y or N
- 27) Being able to colorize a photo, partially coloring a photo, and the rest of the photo is black and white? Y or N
- 28) Does the website use a survey counter to automatically count custom surveys and/or superlatives? The student body will be able to login and complete the survey. Y or N
- 29) Does your site allow line leading between lines (spacing)? Y or N
- 30) Can you knock out text? Y or N
- 31) Hide pages from staffers? Y or N
- 32) Lock pages from staffers? Y or N
- 33) Can you put post it notes on pages to communicate to staffers? Y or N
- 34) Can your staff utilize instant messaging at the site? Y or N
- 35) Make photographs transparent? Y or N
- 36) Make drop shadows for photos? Y or N
- 37) Blur out Text? Y or N
- 38) Can your site create a website widget? Y or N
- 39) Can you tilt photos? Y or N
- 40) Allow advisors to assign pages to staffers from the page ladder? Y or N
- 41) Can you network page templates with other schools across the country? Y or N
- 42) Do your photo boxes allow you to select different shapes? Y or N
- 43) Can you create stroke lines? Y or N
- 44) Can you view a virtual yearbook? Y or N
- 45) From the virtual yearbook, can you edit the pages? Y or N
- 46) Can the advisor printout all yearbook sales reports? Y or N
- 47) Do you provide a plant artist on location to help design cover and interior pages based on the yearbooks theme? Y or N

**Do you offer:**

***Cover:***

- 48) A personal visit by cover artist? Y or N
- 49) A hard copy cover proof? Y or N
- 50) Ability to preview the cover via yearbook production website? Y or N
- 51) Precision Cut-die cut cover? Y or N

***Technology:***

- 52) Site that has a coverage report – how many times in the book? Y or N
- 53) Merchandising support tools within the program? Y or N
- 54) Facial Recognition? Y or N
- 55) Interactive website for the community the ability to see and tell their story online? Y or N
- 56) Apps for iPhones or Androids for training, selling yearbooks, and uploading photos Y or N
- 57) Unlimited upload of images? Y or N
- 58) Easy to use placing and adjusting digital images- cropping? Y or N
- 59) Ability to carryover templates from one year to the next? Y or N

- |   |        |
|---|--------|
| 60) Tech support 1-800 numbers?   | Y or N |
| 61) Plant Consultant access 1-800 numbers?  | Y or N |
| 62) Red Eye Removal?  | Y or N |
| 63) Master page template?   | Y or N |
| 64) Training videos online at the yearbook website?   | Y or N |
| 65) Ability to do cutout backgrounds?   | Y or N |
| 66) Text wrap and text flow?  | Y or N |
| 67) Ability to track page progress and activity of the yearbook staff?                              | Y or N |
| 68) Cover to Cover theme templates available?   | Y or N |
| 69) Drag and drop modular templates to help create the book?  | Y or N |
| 70) Unlimited amount of staff members working online at the same time?                              | Y or N |
| 71) Edit undo and forward button over 1,000 times?  | Y or N |
| 72) See a history of pages that you saved each time on the page?                                    | Y or N |
| 73) Email all your staff members from the yearbook production site?                                 | Y or N |
| 74) Practice pages available at the website?  | Y or N |
| 75) Ability to make the images opaque?  | Y or N |
| 76) Ability to make the images transparent?   | Y or N |
| 77) Ability to make the images from color to black and white?                                       | Y or N |
| 78) Interactive page ladder?  | Y or N |
| 79) Ability to create your own custom color?  | Y or N |
| 80) Ability to track who's in the book, how many times?   | Y or N |
| 81) Ability to tag photos?  | Y or N |
| 82) Ability to search photos and templates?   | Y or N |
| 83) Ability to use Aurasma augmented reality to make pages and pictures come to life?               | Y or N |
| 84) Ability to customize portrait pages and flow in portraits from folders with a click of a mouse? | Y or N |

### **Yearbook Specifications**

Trim Size:	8 ½ x 11
Pages:	248
Copies:	400
Paper:	100 # premium gloss
End sheets:	School designed custom endsheet
Cover:	Custom Designed cover – die cut through 150 Pt. binders board on a litho cover with lamination applied
Ink:	All Color
Color:	One 16 page color signature
Price:	\$ _____

### **Please quote prices for the following options:**

- 1) Signature (16 Pages) of process color: \$ \_\_\_\_\_  
(deadline for a 248 page yearbook based on a ship date of 5/30/16): \_\_\_\_\_
- 2) Price for additional copies: \$ \_\_\_\_\_

- 3) Price for name engraving/stamping: \$ \_\_\_\_\_
- 4) Price for additional pages: \$ \_\_\_\_\_  
Price increase per year of agreement: 2016-2017 \$ \_\_\_\_\_  
Price increase per year of agreement: 2017-2018 \$ \_\_\_\_\_

**Please provide what type of merchandising programs you have available to market the yearbook and parent ads:**

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**Service and Support from Local Representative**

- 1) How many representatives does your company employ in Connecticut?
- 2) Explain your complete support team that will be involved in our publication.
  
- 3) List the local schools that you personally work with in Eastern Connecticut.
  
- 4) Please list below three local referrals, and include phone numbers and emails of contact.
  - 3.1 \_\_\_\_\_
  - 3.2 \_\_\_\_\_
  - 3.3 \_\_\_\_\_
  
- 5) Has your company ever won PIA award or CSPA awards within the last 5 years? If so, please list at least 3 school names.
  
- 6) Does your company supply a workshop? If so, when and where, and what is the cost?
  
- 7) How many visits do you plan to make to visit our yearbook staff?

Please supply us with 3 sample yearbooks that you personally serviced in Connecticut.

We reserve the right to review all proposals and request a follow-up presentation for further consideration.