



REQUEST FOR QUALIFICATIONS (RFQ)
Leon County School Board
Purchasing Department

Release Date: February 18, 2021
RFQ No.: 465-2021
RFQ Title: Yearbook Services
Taneka Forbes:
Contact: forbest@leonschools.net
Phone: 850-488-1206

The Leon County School Board ("the Board") solicits your company to submit a response on the above referenced goods or services. All terms, specifications and conditions set forth in this request are incorporated by this reference into your response. This response must be submitted to The Leon County School Board, Purchasing Department, 3397 W. Tharpe St, Tallahassee, Florida 32303, no later than **2:00 p.m.** local time on **March 30, 2021** and plainly marked **RFQ No. 465-2021**. Responses are due and will be opened at this time.

REQUIRED SUBMITTAL CHECKLIST - For each item below, insert bidder Authorized Agent initials verifying that forms are accurately completed, signed by an officer of the business and returned with the response. **Failure to provide all requested documents may result in your response being declared non-responsive.**

- | | |
|--|--|
| ___ Bidder Acknowledgement Form | ___ Customer Reference (Exhibit E) |
| ___ Dispute Contact – pg. 6, item 22 | ___ Vendor Questionnaire (Exhibit F) |
| ___ Questionnaire – pgs. 18-20 | ___ Drug Free Workplace Certification (Exhibit G) |
| ___ Conflict Of Interest Certificate (Exhibit A) | ___ Certification Regarding Debarment (Exhibit H) |
| ___ Vendor Application (Exhibit B) | ___ Sworn Statement / Jessica Lunsford Act (Exhibit I) |
| ___ Request for Taxpayer ID Number & Certification (Exhibit C) | ___ Affidavit For Claiming Local Purchasing Preference (Exhibit J) |
| ___ E-Verify Affidavit (Exhibit D) | ___ Indemnification and Insurance Requirements (Exhibit K) |

THE FOLLOWING MUST BE COMPLETED, SIGNED AND RETURNED AS PART OF YOUR RESPONSE.
RESPONSES WILL NOT BE ACCEPTED WITHOUT THIS FORM, SIGNED BY AN AUTHORIZED AGENT OF THE BIDDER.

Authorized Representative's Name/Title		Authorized Representative's Signature		Date	
Company's Name		Telephone Number		FAX Number	
Address		City		State	Zip Code
Area Representative		Telephone Number		FAX Number	
Federal Employer's Identification Number (FEIN)		Email			
Signature of Authorized Officer/Agent:			Typed or Printed Name		
(Response must be signed by an officer or employee having authority to legally bind the bidder)					

I certify that I have not divulged, discussed, or compared this response with any other Proposers and have not colluded with any other proposer in the preparation of this response in order to gain an unfair advantage in the award of this contract. I acknowledge that all information contained herein is part of the public domain as defined in the Public Records Act, Chapter 119, F.S.

By signing and submitting this response I certify that I am authorized to sign this response for this vendor and further certify unconditional acceptance of the contents of this RFQ, all Attachments, Worksheets, Appendices, Supplemental Materials, and the contents of any Addendum released hereto.

NO RESPONSE – I HEREBY SUBMIT THIS AS A "NO RESPONSE" FOR THE REASON(S) CHECKED BELOW

- | | | |
|--|--|--|
| <input type="checkbox"/> Remove our name from this bid list only | <input type="checkbox"/> Insufficient time to respond to the RFQ | <input type="checkbox"/> Could not meet insurance requirements |
| <input type="checkbox"/> Our product schedule would not permit us to perform | <input type="checkbox"/> We do not offer the product or service requested. | <input type="checkbox"/> Could not meet specifications |
| <input type="checkbox"/> Keep our company on bid list for future bids | <input type="checkbox"/> Other _____ | |

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BID IDENTIFICATION LABEL

NOTICE TO ALL BIDDERS: A label has been provided to properly identify your RFQ. Place the response in a sealed envelope, type the name and address of the bidder on the label and affix the label to the front of the envelope.

The School Board Purchasing office is open from 8:00 a.m. - 5:00 p.m. Monday through Friday. If you are hand delivering a response, a Purchasing representative will be available to time/date stamp your submittal during these hours.

Cut out the label below and attach it to your envelope.

Sealed Bid – DO NOT OPEN	Sealed Bid – DO NOT OPEN
<p>RFQ Title: Yearbook Services</p> <p>RFQ No.: 465 - 2021</p> <p>RFQ Due: March 30, 2021 @ 2:00 P.M.</p> <p>From: _____</p> <p>Address: _____</p> <p>_____</p> <p>Deliver To: Leon County Schools Purchasing Department 3397 West Tharpe Street Tallahassee, Florida 32303</p>	
Sealed Bid – DO NOT OPEN	Sealed Bid – DO NOT OPEN

I. GENERAL TERMS AND CONDITIONS

1. INTRODUCTION: The Leon County School Board is soliciting responses for the purpose of identifying qualified firms to provide yearbook services from whom the sites will choose from for their yearbook purchases.

2. SCHOOL BOARD CONTACT: All questions for additional information regarding this RFQ must be directed to the designated Purchasing Agent noted on the title page.

All contact and requests for clarifications should be submitted via e-mail to: forbest@leonschools.net no later than **March 4, 2021**. Responses will be distributed no later than **March 11, 2021**.

Prospective bidders shall not contact any member of the Leon County School Board, Superintendent or staff regarding this RFQ prior to posting of the final tabulation and award recommendation on the website and in the Purchasing Office. Any such contact shall be cause for rejection of your response.

3. DEFINITIONS: The term "Bidder" as used within this Request for Qualifications (RFQ) refers to the person, company or organization responding to this RFQ. The Bidder is responsible for understanding and complying with the terms and conditions herein. The term "School Board" refers to the School Board of Leon County, Florida.

4. BIDDER'S RESPONSIBILITY: It is the responsibility of the bidder to obtain all pages of the RFQ package and all attachments thereto, together with any addenda to the RFQ package that may be issued prior to the RFQ due date. RFQ package and addenda as well as general information can be found at www.leonschools.net/Page/4411.

Before submitting their response, each bidder is required to carefully examine the RFQ specifications and to completely familiarize themselves with all of the terms and conditions that are contained within this request. Ignorance on the part of the bidder will in no way relieve them of any of the obligations and responsibilities which are a part of this RFQ.

5. AWARD The Board will make an award which is deemed to be in its best interest. The Board reserves the right to make multiple awards establishing a list of pre-qualified contractors to provide the services contemplated by this RFQ. The Board will be the sole judge and final arbiter of its own best interests, the evaluation of responses, and the resulting award. The Purchasing Department shall evaluate responses and approve the qualified respondents.

Once responses are evaluated, the Purchasing Department will post a Notice of Intent to Award by electronic posting at www.leonschools.net/Page/4411 on or about **April 19, 2021** for a period of 72 hours or three business days, whichever is later. Failure to file a protest within the time prescribed in section 120.57 (3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under chapter 120, Florida Statutes.

It is anticipated that a recommendation for award will be presented to the School Board for consideration at its **April 27, 2021** meeting.

6. TERM: Unless otherwise indicated in the detailed specifications the award resulting from this RFQ shall be in effect for ten (10) years, and will begin after School Board approval, **on or about May 1, 2021 through April 30, 2031**. The School Board reserves the right to open this Request for Qualifications (RFQ) yearly to maintain or increase the pool of qualified contractors, if deemed necessary by the Board. A list of pre-qualified vendors will be provided to the schools.

7. RESERVATION FOR REJECTION OR AWARD: The School Board reserves the right to reject any or all responses, to waive irregularities or

technicalities, and to request rebids. The School Board reserves the right to award on an individual item basis, any combination of items, total low response or, if an alternate response is accepted, on such terms as are specified for the alternate response, whichever manner is in the best interest of the School Board.

8. CONTRACT: The submission of your response constitutes a firm offer by the bidder. Upon acceptance by the School Board, the Purchasing Department will issue a notice of award and purchase order(s) for any supplies, equipment and/or services as a result of this RFQ. The RFQ and the corresponding purchase order(s) will constitute the complete agreement between the successful bidder and the School Board. Unless otherwise stipulated in the RFQ documents or agreed to in writing by both parties, no other contract documents shall be issued or accepted.

9. FIRM OFFER: Any response may be withdrawn until the date and time set for the opening of the RFQ. Any response not so withdrawn shall constitute an irrevocable offer to provide the School Board the services/products set forth in this RFQ. Such offer shall be held open for a period of sixty (60) days from RFQ opening date or until one of the responses has been awarded by the School Board.

10. CONFIDENTIALITY: Bidders shall be aware that all responses provided with a RFQ are subject to public disclosure and will not be afforded confidentiality with the exception of "sealed" financial statements.

11. PUBLIC RECORDS LAW: Pursuant to Florida Statutes Chapter 119.071(1), responses received as a result of this RFQ will not become public record until thirty (30) days after the date of opening or until posting of a recommendation for award, whichever occurs first. Thereafter, all response documents or other materials submitted by all bidders in response to this RFQ will be open for inspection by any person and in accordance with Chapter 119, Florida Statutes. To the extent a Bidder asserts any portion of its response is exempt or confidential from disclosure under Florida's public records, the burden shall be on the bidder to obtain a protective order from a jurisdictional court protecting such information from disclosure under Florida's public records laws and also timely provide a certified copy of such protective order to the School Board prior to the School Board's release of such information into the public domain.

12. USE OF OTHER CONTRACTS: The School Board reserve the right to utilize any other District contract, any State of Florida Contract, any contract awarded by any other City or County governmental agencies, any other School Board, any other Community College/State University system, any cooperative bid agreement, or to directly negotiate/purchase per School Board policy and/or State Board Rule 6A-1.012(6) in lieu of any offer received or award made as a result of this RFQ, if it is in the best interest to do so. The School Board also reserves the right to separately bid any single order or to purchase any item on this RFQ if it is in its best interest to do so.

13. JOINT-BIDDING, COOPERATIVE PURCHASING AGREEMENT: All bidders submitting a response to this RFQ agree that such response also constitutes a response to all State Agencies and Political Subdivisions of the State of Florida under the same conditions, for the same prices and for the same effective period as this RFQ, should the bidder(s) deem it in the best interest of their business to do so. This agreement in no way restricts or interferes with any state agency or political subdivision of the State of Florida to rebid any or all items.

State agencies wishing to make purchases from this agreement are required to follow the provisions of s. 287.042(16) (a), F.S. This statute requires the Department of Management Services to determine that the requestor's use of the contract is cost-effective and in the best interest of the State.

Pursuant to their own governing laws, and subject to the agreement of the Contractor, other entities may be permitted to make purchases at the terms and conditions contained herein. Non-Customer purchases are independent of the agreement between Customer and Contractor, and Customer shall not be a party to any transaction between the Contractor and any other purchaser.

The purchasing agreements and state term contracts available under s. 287.056 have been reviewed.

14. RFQ PREPARATION COSTS: Neither the School Board nor its representatives shall be liable for any expenses incurred in connection with the preparation of a response to this RFQ.

15. BID BONDS AND PERFORMANCE BONDS: Bid bonds, when required shall be submitted with the bid in the amount specified in the detailed specifications. Bid bonds will be returned to unsuccessful bidders. After Acceptance of a bid, the School Board will notify the successful bidder to submit a recorded payment and performance bond in the amount specified in the detailed specifications.

16. RFQ OPENING AND FORM: Response openings will be public on the date and time specified on the Bidder's Acknowledgement Form. All Responses received after the time indicated will be rejected as non-responsive and returned unopened to sender. Responses by Email, fax, telegram, or verbally by telephone or in person will not be accepted. The School Board is not responsible for lost or late delivery of responses by the U.S. Postal Service or other delivery services used by the Bidder.

17. CLARIFICATIONS AND INTERPRETATIONS: The School Board reserves the right to allow for clarification of questionable entries, and for the bidder to withdraw items with obvious mistakes. In the event of a conflict between the General Bid Terms and Conditions and any Special terms and Conditions attached hereto, the Special Terms and Conditions shall have precedence. Any questions concerning terms, conditions or specifications will be directed to the designated Purchasing Agent referenced on the RFQ Acknowledgement. Any ambiguities or inconsistencies shall be brought to the attention of the designated Purchasing Agent in writing at least seven workdays prior to the opening date of the response. Failure to do so, on the part of the bidder will constitute an acceptance by the bidder of consequent decision. An addendum to the RFQ shall be issued and posted for those interpretations that may affect the eventual outcome of this RFQ. It is the bidder's responsibility to assure the receipt of all addendum issued. No person is authorized to give oral interpretations of, or make oral changes to the RFQ. Therefore, oral statements given before the RFQ opening date will not be binding. The School Board will consider no interpretations binding unless provided for by issuance of an addendum. Addenda will be made available at least five workdays prior to the opening date at www.leonschools.net/Page/4411. The bidder shall acknowledge receipt of all addenda by signing and enclosing said addenda with their response.

18. EVALUATION CRITERIA: Primary factors used to decide the award hereunder will be price, availability and responsiveness. Other factors that may be used in the evaluation of this RFQ will be: (1.) administrative costs incurred by the School Board in association with the discharge of any subsequent award; (2.) alternative payment terms; (3.) Bidder's past performance. The School Board reserves the right to evaluate by lot, by partial lot, or by item, and to accept or reject any response in its entirety or in part, and to waive minor irregularities if the response is otherwise valid. In the event of a price extension error, the unit price will be accepted as correct. The School Board has sole discretion in determining testing and evaluation methods.

19. DEFAULT: In the event that the awarded bidder should breach this contract, the School Board reserves the right to seek all remedies in law and/or in equity.

20. FUNDING OUT/CANCELATION OR TERMINATION WITH OR WITHOUT CAUSE:

- A. WITH CAUSE:** In the event any of the provisions of the Contract are violated by the bidder, the Superintendent or designee shall give written notice to the bidder stating the deficiencies and unless the deficiencies are corrected within ten days, recommendation will be made to the School Board or its designee for immediate cancellation. Upon cancellation, hereunder the School Board may pursue any and all legal remedies as provided herein and by law. In the event that it is subsequently determined that a cancellation under this paragraph was incorrect, the termination shall be converted to a termination for convenience pursuant to the next paragraph.
- B. WITHOUT CAUSE:** The School Board or its designee reserves the right to terminate any contract resulting from this RFQ at any time and for no reason whatsoever, upon giving 30 days prior written notice to the bidder. If the Contract should be terminated for convenience as provided herein, the School Board shall be relieved of all obligations under said Contract. The School Board or its designee shall only be required to pay to the successful bidder that amount of the Contract actually performed to the date of termination.
- C. FUNDING OUT:** Florida School Laws prohibit the School Board or its designee from creating obligations on anticipation of budgeted revenues from one fiscal year to another without year-to-year extension provisions in the contracts. It is necessary that fiscal funding out provisions be included in all RFQs in which the terms are for periods of longer than one year. Therefore, the following funding out provisions are an integral part of this RFQ and must be agreed to by all bidders:

The School Board or its designee may, during the contract period, terminate or discontinue the items covered in this RFQ for lack of appropriated funds upon the same terms and conditions. Such prior written notice will state:

1. That the lack of appropriated funds is the reason for termination, and
2. School Board agrees not to replace the equipment or services being terminated with equipment or services having functions similar to those performed by the equipment and services covered in this RFQ from another vendor in the succeeding funding period.

"This written notification will thereafter release the School Board of Leon County, Florida of all further obligations in any way related to such equipment covered herein".

21. TIE BID: According to FS 287.087, tie bid preference shall be awarded to Bidders with Drug Free Work Place programs. Whenever two or more are equal with regard to price, quality, and service, a response received from a business that certifies that it has implemented a Drug Free Work Place program shall be given preference in the award process. In the event both Bidders have a Drug Free Work Place, preference shall be awarded in the following order: Local Vendors as specified in School Board Policy 6450, SBE certified as specified in School Board Policy 6325. If both Bidders meet all requirements, according to standard purchasing practice, the Director of Purchasing will flip a coin to break the tie. Bidder's company name closest to the letter "A" will always be assigned heads in the coin toss.

22. DISPUTE: In case of any doubt or difference of opinion as to the items to be furnished hereunder, the decision of the School Board shall be final and binding on both parties. In the event a dispute occurs, or a clarification of contract terms becomes necessary, please indicate your company representative for arbitration proceedings.

Representative's Name: _____

Telephone Number: _____

Our School Board Representative will be:

*Opal McKinney-Williams, B.C.S
Pittman Law Group, P.L.
(850) 216-1002*

23. PROTESTING BID SPECIFICATIONS: Any person desiring to protest the conditions/specifications in this RFQ or any Addenda thereto, shall file a written notice of protest within 72 hours after receipt of the RFQ or Addendum and shall file a formal written protest within ten days after the date the notice of protest was filed. Saturdays, Sundays and legal holidays or days during which the School Board administration is closed shall be excluded in the computation of the 72-hour period. If the tenth calendar day falls on a Saturday, Sunday or legal holiday, the formal written protest must be received on or before 4:30 p.m. of the next calendar day that is not a Saturday, Sunday, legal holiday, or day during which the School Board administration is closed.

Failure to file a protest within the time prescribed in section 120.57 (3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under chapter 120, Florida Statutes and School Board Policy 6320.02. Failure to follow any other requirements in the bid protest procedures established by the School Board of Leon County, Florida shall constitute a waiver of all protest rights.

24. PROTESTS TO CONTRACT AWARD: The School Board shall provide notice of a decision or intended decision concerning a solicitation, contract award, or exceptional purchase by electronic posting which can be accessed at the Purchasing Department's website at www.leonschools.net/Page/4411. Any person desiring to protest the intended decision shall file a written notice of protest, within 72 hours after the official posting in the Purchasing Department office of the Notice of Intent to Award concerning this RFQ, and shall file a formal written protest within ten days after filing the notice of protest. Saturdays, Sundays, legal holidays and days during which the School Board administration is closed shall be excluded in the computation of the 72-hour period. If the tenth calendar day falls on a Saturday, Sunday or legal holiday, the formal written protest must be received on or before 4:30 p.m. of the next calendar day that is not a Saturday, Sunday, legal holiday or day during which the School Board administration is closed. Section 120.57(3) (b), Florida Statutes, states that "the formal written protest shall state with particularity the facts and law upon which the protest is based." Any person who files an action protesting an intended award shall post with the Purchasing Department, at the time of filing the formal written protest, a bond payable to the Leon County School Board consistent with F.A.C. Rule 28-110.005(2), and School Board Policy 6320.02. The bond shall be conditioned upon the payment of all costs which may be adjudged against protester in an Administrative hearing in which the action is brought and any subsequent appellate court proceeding. **For the purpose of calculating a protest bond, this contract is valued at approximately \$100,000 annually.** This is only an estimate and actual volume could vary up or down. Failure to file a notice of protest within the time prescribed by Section 120.57(3), Florida Statutes, shall constitute a waiver of

proceedings under Chapter 120, Florida Statutes and School Board Policy 6320.02.

25. GOVERNING LAW AND VENUE: All legal proceedings brought in connection with this contract shall only be brought in a state or federal court located in the state of Florida. Venue in state court shall be in Leon County, Florida. Venue in federal court shall be in the United States District Court, Northern District of Florida, Tallahassee division. Each party hereby agrees to submit to the personal jurisdiction of these courts for any lawsuits filed there against such party arising under or in connection with this contract. In the event that a legal proceeding is brought for the enforcement of any term of the contract, or any right arising there from, the parties expressly waive their respective rights to have such action tried by jury trial and hereby consent to the use of non-jury trial for the adjudication of such suit. All questions concerning the validity, operation, interpretation, construction and enforcement of any terms, covenants or conditions of this contract shall in all respects be governed by and determined in accordance with the laws of the State of Florida without giving effect to the choice of law principles thereof and unless otherwise preempted by federal law.

26. COMPLIANCE WITH STATE/FEDERAL REGULATIONS: All contracts involving federal funds will contain certain provisions required by applicable sections of CFR 34, Section 80.36(I) and Part 85.510, Florida Statute 257.36, or Florida Administrative Code Chapter 1B. The bidder certifies by signing the RFQ that the bidder and his/her principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in federally funded transactions and may, in certain instances, be required to provide a separate written certification to this effect.

During the term of any contract with the School Board, in the event of debarment, suspension, proposed debarment, declared ineligible or voluntarily excluded from participation in federally funded transactions, the Bidder shall immediately notify the Director of Purchasing, in writing. Bidders will also be required to provide access to records, which are directly pertinent to the contract and retain all required records for three (3) years after the School Board makes final payment.

For all contracts involving Federal funds in excess of \$10,000, the School Board reserves the right to terminate the contract for cause, as well as for convenience, by issuing a certified notice to the Bidder.

27. COMPLIANCE WITH SCHOOL CODE: Bidder agrees to comply with all sections of the Florida K-20 Education Code, Title XLVIII, Florida Statutes as it presently exists and further as it may be amended from time to time. Further, Contractor agrees that failure to comply with the Florida K-20 Education Code shall constitute a material breach of this Contract and may result in the termination of this Contract by the School Board.

28. NONDISCRIMINATION NOTIFICATION AND CONTACT INFORMATION: No person shall on the basis of gender, marital status, sexual orientation, race, religion, national origin, age, color, pregnancy or disability be denied employment, receipt of services, access to or participation in school activities or programs if qualified to receive such services, or otherwise be discriminated against or placed in a hostile environment in any educational program or activity including those receiving federal financial assistance, except as provided by law." No person shall deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code as a patriotic society.

An employee, student, parent or applicant alleging discrimination with respect to employment, or any educational program or activity may contact:

Dr. Kathleen L. Rodgers, Assistant Superintendent

Equity Coordinator (Students) and
Title IX Compliance Officer
Leon County School District
2757 West Pensacola Street
Tallahassee, Florida 32304
(850) 487-7306
rodgersk@leonschools.net

Deana McAllister, Assistant Superintendent
Labor and Relations
Equity Coordinator (Employees)
(850) 487-7207
mcallisterd@leonschools.net

A student or parent alleging discrimination as it relates to Section 504 of the Rehabilitation Act may contact:

Karin Gerold, 504 Specialist
(850) 487-7160
geroldk@leonschools.net

29. SBDO PROGRAM: The School Board established the Small Business Development Office to support innovative race and gender neutral strategies to promote qualified small business participation as specified in School Board Policy 6325.

30. LOCAL PREFERENCE: This RFQ is subject to the local preference provisions as specified in School Board Policy 6450.

31. FLORIDA PREFERENCE: This RFQ is subject to §287.084 Florida Statutes, which requires, among other things, the following: "A vendor whose principal place of business is outside this state must accompany any written bid, response, or reply documents with a written opinion of an attorney at law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that state to its own business entities whose principal places of business are in that foreign state in the letting of any or all public contracts." Any bidder, regardless of whether its principal place of business is located inside or outside of this state, who submits any written bid, response or reply documents is responsible for understanding and complying with the requirements of §287.084 Florida Statutes.

32. CHARTER SCHOOLS: Items or services awarded under this contract shall be made available to Charter Schools approved by the School Board. The School Board is not responsible or liable for purchases that may be made by Charter Schools.

II. LICENSURE, INSURANCE AND LIABILITY

1. OCCUPATIONAL LICENSE: The contractor shall be responsible for obtaining and maintaining throughout the contract period any required occupational license and other licenses required pursuant to the laws of Leon County, the City of Tallahassee, or the State of Florida.

2. WORKER'S COMPENSATION: Bidders shall obtain and maintain during the life of the contract Workers' Compensation Insurance in compliance with Chapter 440, Florida Statutes for all of his employees employed on the project. In case any work is sublet, bidder shall require subcontractors similarly to provide Workers' Compensation Insurance.

3. LIABILITY: Where bidders are required to enter or go onto School Board property to deliver materials, perform work or provide services as a result of a RFQ award, the bidder assumes full duty, obligation and expense of obtaining all necessary licenses, permits and insurance, and

shall be fully responsible for its own negligent or willful acts or omissions.

4. INSURANCE AND INDEMNIFICATION: This General Condition is NOT subject to negotiation and any Bidder submitting a response that fails to accept these conditions will be rejected as "non-responsive", unless bidder is entitled to sovereign immunity by action of the Florida Legislature. Each party agrees to be fully responsible for its acts of negligence, or its agents' acts of negligence when acting within the scope of their employment and agrees to be liable for any damages resulting from said negligence to the extent allowable pursuant to Section 768.28, Florida Statutes. Nothing herein is intended to serve as a waiver of sovereign immunity by the School Board. Nothing herein shall be construed as consent by the School Board to be sued by third parties in any matter arising out of any contract. Bidder shall hold harmless and defend the School Board and its agents and employees from all suits and actions, including attorney's fees and all costs of litigation and judgments of any name and description arising out of or incidental to the performance of this contract or work performed there under. This provision shall also pertain to any claims brought against the School Board by an employee of the named Bidder, any Subcontractor, or anyone directly or indirectly employed by any of them. The bidder's obligation under this provision shall not be limited in any way by the agreed upon contract price as shown in this Contract or the bidder's limit of, or lack of, sufficient insurance protection.

5. RISK OF LOSS: The bidder assumes the following risks: (1.) all risks of loss or damage to all goods, work in process, materials and equipment until the delivery thereof as herein provided; (2.) all risks of loss or damage to third persons and their property until delivery of all goods as herein provided; (3.) all risks of loss or damage to any property received by the bidder or held by the bidder or its suppliers for the account of the School Board, until such property has been delivered to the School Board; (4) all risks of loss or damage to any of the goods or part thereof rejected by the School Board, from the time of shipment thereof to bidder until redelivery thereof to the School Board.

7. PUBLIC ENTITY CRIMES: Pursuant to Florida Statute 287.133 a Bidder, person, or affiliate who has been placed on the convicted Vendors list following a conviction for a public entity crime may not submit a RFQ on a contract to provide any goods or services to a public entity for the construction or repair of a public building or public work, may not submit RFQs on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Florida State Statute, Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

8. PATENTS AND COPYRIGHTS: Bidders agree to indemnify and save harmless the School Board, its officers, employees, agents, or representatives using the goods specified herein from any loss, damage or injury arising out of a claim or suit at law or equity for actual or alleged infringement of letters of patent by reason of the buying, selling or using the goods supplied under this RFQ, and will assume the defense of any and all suits and will pay all costs and expenses thereto.

9. PUBLIC RECORDS LAW: PUBLIC RECORDS LAW: Pursuant to Florida Statutes Chapter 119.071(1), responses received as a result of this RFQ will not become public record until thirty (30) days after the date of opening or until posting of a recommendation for award, whichever occurs first.

Thereafter, all response documents or other materials submitted by all bidders in response to this RFQ will be open for inspection by any person and in accordance with Chapter 119, Florida Statutes. To the extent a Bidder asserts any portion of its response is exempt or confidential from

disclosure under Florida's public records, the burden shall be on the bidder to obtain a protective order from a jurisdictional court protecting such information from disclosure under Florida's public records laws and also timely provide a certified copy of such protective order to the School Board prior to the School Board's release of such information into the public domain.

AUDITS, RECORDS, AND RECORDS RETENTION: To the extent Contractor is required to comply with the Florida Public Records Law, Chapter 119, Florida Statutes, in the performance of its duties under this contract, Contractor will specifically:

AUDITS, RECORDS, AND RECORDS RETENTION: : To the extent Contractor is required to comply with the Florida Public Records Law, Chapter 119, Florida Statutes, in the performance of its duties under this contract, Contractor will specifically:

- A. Keep and maintain public records required by LCSB to perform the service.
- B. Upon request from LCSB's custodian of public records, provide LCSB with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in the Chapter 119, Florida Statutes or as otherwise provided by law.
- C. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the Agreement if Contractor does not transfer the records to LCSB.
- D. Upon completion of the Agreement, transfer, at no cost to LCSB, all public records in possession of the Contractor or keep and maintain public records required by LCSB to perform the service. If Contractor transfers all public records to LCSB upon completion of the Agreement, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Contractor keeps and maintains public records upon completion of the Agreement, Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to LCSB, upon request of LCSB's custodian of public records, in a format that is compatible with the information technology systems of LCSB.
- E. The failure of the Contractor to comply with the provisions set forth herein shall constitute a default and material breach of this Agreement, which may result in immediate termination, with no penalty to LCSB.

PUBLIC RECORDS NOTICE
IF CONTRACTOR HAS QUESTIONS REGARDING
THE APPLICATION OF CHAPTER 119, FLORIDA
STATUTES, TO CONTRACTOR'S DUTY TO
PROVIDE PUBLIC RECORDS RELATING TO THIS
AGREEMENT, CONTACT THE CUSTODIAN OF
PUBLIC RECORDS, JULIE JERNIGAN, AT
JERNIGANJ@LEONSCHOOLS.NET, (850)487-
7363, 520 SOUTH APLEYARD DRIVE,
TALLAHASSEE, FLORIDA 32304.

III. GOODS AND SERVICES

1. WARRANTY: All goods and services furnished by the bidder, relating to and pursuant to this RFQ will be warranted to meet or exceed the Specifications contained herein. In the event of breach, the bidder will take all necessary action, at bidder's expense, to correct such breach in the most expeditious manner possible.

2. PRICING: All pricing submitted will include all packaging, handling, shipping charges and delivery to any point within Leon County, Florida to a secure area or inside delivery. **The School Board is exempt and does not pay Federal Excise and State of Florida sales taxes.**

3. PRICE ESCALATION: In the event of unforeseen circumstances that directly impact the pricing and/or servicing of this contract, the School Board reserves the right to negotiate the established prices with the contractor at any time during the duration of this contract after completion of the initial contract term. Price negotiations will be at the sole discretion of the School Board.

The School Board may consider pricing increases of the item(s) if the following conditions occur:

- A. There is a verifiable price increase of the bid item(s) to the contract supplier.
- B. The contractor submits to the School Board, in writing, notification of price increases.
- C. The price increase shall be comparable to documented manufacturers' or distributors' price changes or changes in industry related indices.
- D. The contractor shall submit the above information to the Director of Purchasing thirty (30) calendar days prior to the effective date of the price increase. Requests for price increases may only be made after the first term of the contract.

When the contractor complies with the abovementioned conditions, the Director of Purchasing will review the information to determine if it is in the best interest of the School Board to adjust the pricing on the products response, in conjunction with the contractor's effective date of price increase. The School Board reserves the right to deny any requests for price increases. The contractor must receive written notification from the Director of Purchasing that the School Board is in acceptance of the new prices before processing any orders with the new costs.

4. QUANTITIES: Quantities listed in the RFQ are estimates provided for bidder information purposes only. No guarantee is given or implied as to the exact quantities, which will be purchased from this RFQ. The School Board reserves the right to increase or decrease all estimated quantities during the term of this contract or to delete any item or items as it deems appropriate, without affecting the pricing or the terms and conditions of the RFQ.

5. MOST FAVORED CUSTOMER STATUS: The awarded bidder shall afford the School Board the most favored customer status for all items herein. Accordingly, if during the term of this contract, the contractor offers more favorable promotional or contract pricing to another entity for the same specification with similar quantities and conditions, the price under this contract shall be immediately reduced to the lower price. Additionally, if a current state of Florida contract, or other viable piggy-back contract contains more favorable pricing for the same specification with similar quantities and conditions, the contractor will be afforded an opportunity to adjust its contract price to match that of the state of Florida contract. Should the contractor decline, LCSB reserves the right to purchase the item(s) from the state of Florida or alternate piggy-back contract.

6. TERMS OF PAYMENT / INVOICING: The normal terms of payment will be Net 30 Days from receipt and acceptance of goods or services and contractor's invoice. Itemized invoices, each bearing the Purchase Order

Number must be mailed on the day of shipment. Invoicing subject to cash discounts will be mailed on the day that they are dated.

7. PURCHASING CARDS: The School Board may choose to use a "Purchasing Card" for ordering of goods and materials or payment of invoices under this contract. The bidder, by submitting a response, agrees to accept this manner of payment and may not add additional handling charges or service fees to purchases made with the School Board's Purchasing Card(s). Refusal to accept this condition may cause the response to be declared non-responsive, or result in revocation of the contract, if already awarded. No third party payment, i.e. Pay pal will be considered

8. TRANSPORTATION AND TITLE: (1) Title to the goods will pass to the School Board upon receipt and acceptance at the destination indicated herein. Until acceptance, the Bidder retains the sole insurable interest in the goods. (2) The shipper will prepay all transportation charges. The School Board will not accept collect freight charges. (3) No premium carriers will be used for the School Board's account without prior written consent of the Director of Purchasing.

IV. BIDDER REQUIREMENTS

1. REFERENCES: Each Bidder is required to submit a list of three (3) customer references using the format on the attached "Customer Reference Form" see Exhibit D. The Bidder must be the prime contractor for each customer/contract referenced. All references shall be for work performed over the last year at commercial, multi-residential developments and/or institutional complexes for contracts of comparable size. Newly formed companies, corporations, joint ventures; etc. may use an incorporator as a referenced entity. At least one contract/customer shall have been serviced for a minimum of one year. Failure to provide verifiable references may result in the bidder not being considered for award. Unsatisfactory references may result in the bidder not being considered for award.

2. LEVEL 2 SCREENING REQUIREMENTS: The following provisions, which implement the requirements of School Board Policy 8475, Florida Statute Sections 1012.315, 1012.32, 1012.465 (Jessica Lunsford Act), 1012.467 and 1012.468 are included as additional terms and conditions of the contract.

Finger Printing and Background Check:

The bidder/contractor agrees to comply with all requirements of School Board Policy 8475 and Florida Statute Sections 1012.315, 1012.32, 1012.465 (Jessica Lunsford Act), 1012.467 and 1012.468 by certifying that any/all employees have completed the mandatory background screenings as required by the referenced policy and statutes and shall provide the School Board with proof of compliance. These certifications will be provided to the Leon County School Board, Safety & Security Department in advance of the Bidder/contractor providing any/all services as required herein. The Bidder/contractor will bear the cost of acquiring the background screening required and any/all fees imposed by the Florida Department of Law Enforcement and or the School Board to maintain the fingerprints provided with respect to Bidder/contractor and its employees. Contractor agrees to indemnify and hold harmless the School Board, its officers, agents and employees from any liability in the form of physical injury, death, or property damage resulting from the Contractor's failure to comply with the requirements of these cited policies and statutes. The Bidder/contractor will follow procedures for obtaining employees background screening as established by the Leon County School Board, Safety & Security Department.

Where: Leon County School Board – Safety & Security
Department
2757 W. Pensacola St.
Tallahassee, Florida 32304

When: Monday-Friday
8:00 a.m. – 5:00 p.m.

Point of Contact: Donald Kimbler @ 850-487-7293

LCSB Policy 8475 is subject to review and change. As a provision of this contract, if awarded, any changes made to this policy will automatically become a part of and be incorporated in this contract. It is the responsibility of the awardee(s) to be aware of any changes that may occur.

3. RECIPROCITY OF FLORIDA SCHOOL I.D. BADGES: If contractor has a Level II clearance registered with another Florida School Board, they may be able to obtain a Leon County School Board vendor I.D. badge. Contractor should check with the Safety & Security Department Fingerprint Services office to verify clearance and obtain a vendor I.D. badge.

4. IDENTIFICATION: All personnel employed by the bidder, including any subcontractor and subcontractor's employees when applicable, shall display at all times an identification badge which shall include the employee's name, the employer's name and either a physical description or a photograph of the employee. Employees without proper identification shall not be permitted to work under the terms of this Agreement.

5. CONTACT WITH STUDENTS: No employees or independent contractors, material men, suppliers or anyone involved in any manner with projects resulting from this response shall have direct or indirect contact with students at project sites. A violation of this provision shall result in immediate termination of the offender and issuance of a trespass notice from the School Board. Bidder/Proposer shall be responsible for insuring compliance by all employees, independent contractors and sub-contractors or other persons involved in any manner with projects resulting from this response.

6. WEAPONS AND FIREARMS: The School Board prohibits any contractor from possessing, storing, making, or using a weapon, including a concealed weapon, on School Board property and any setting that is under the control and supervision of the School Board as specified in School Board Policy 7217. Violations will be subject to the immediate termination of the contract.

7. SMOKING AND TOBACCO PRODUCTS: Smoking and the use of tobacco products are prohibited on school property, including all buildings and grounds. A warning will be assessed for the first offense and termination of the Agreement may be imposed for any second or additional offense.

8. ATTIRE: Proper attire shall be worn at all times.

- A. Shirts shall be worn awhile on school property at all times. (No tank tops or undershirts will be permitted).
- B. Clothing displaying nudity, obscene language, obscene symbols or pro-drug slogans is prohibited.
- C. Proper shoes to insure the individual's safety shall be worn at all times.

9. INSPECTIONS AND TESTING: The School Board will have the right to inspect and test any of the goods or services covered by this RFQ. All goods or services are subject to the School Board's inspection and approval upon arrival or completion. If rejected, goods will be held for disposal at the bidder's risk. Such inspection, or the waiver thereof, however, will not relieve the bidder from full responsibility for furnishing goods or services conforming to the requirements of this RFQ or the RFQ Specifications, and will not prejudice any claim, right, or privilege the School Board may have because of the use of defective or unsatisfactory goods or service. All deficiencies noted by the School Board will be

submitted to the contractor for correction within ten (10) calendar days after submission of deficiencies to the contractor. An additional inspection of the goods or service may be conducted to insure corrective action was taken.

10. STOP WORK ORDER: The School Board may at any time, by written notice to the Bidder stop all or any part of the work for this contract award. Upon receiving such notice, the bidder will take all reasonable steps to minimize additional costs during the period of work stoppage. The School Board may subsequently either cancel the stop work order resulting in an equitable adjustment in the delivery schedule and/or the price, or terminate the work in accordance with the provisions of the RFQ terms and conditions.

- A. Materials or work are not in conformance with applicable codes, standards, School Board specifications and/or accepted practices.
- B. The contractor's activities result in damage to School board property.
- C. The contractor's activities interfere with the normal operation of the facility.
- D. Contractor's personnel are not properly licensed to perform the work or as it pertains to school facilities, the contractor's personnel have not received their Level II background clearances.
- E. Any other condition, situation, or circumstance, which in the opinion of the School Board Authorized Representative would be a detriment to the best interests of the School Board if allowed to persist.

11. SAFETY: The bidder shall be responsible for instructing their employees in all safety measures. All equipment used by the bidder shall be free from defects or wear that may in any way constitute a hazard to any person or persons on School Board property. At no time shall equipment be operated without guards, shields, or other manufactures recommended safety accessories in place and functioning as intended by the manufacturer. All current OSHA safety standards shall be reinforced including, but not limited to, the following rules:

- A. All OSHA and Federal required safety equipment shall be installed and functioning on all equipment.
- B. All equipment shall be in sound working condition and must meet all OSHA Safety Standards. All workers shall be aware of and trained in the operation of all safety equipment required for this project.
- C. The Bidder shall ensure that employees are equipped with proper safety items such as glasses, hard hats, gloves, etc.
- D. All incidents on campus involving School Board property or personnel shall be reported to the Director of Maintenance Services Department and the Campus Administrator immediately upon occurrence.
- E. All debris shall be removed to an environmentally approved landfill or recycling center.

12. EMERGENCIES: In any emergency affecting the safety of persons and property, the awarded contractor shall act immediately to prevent threatened damage, injury or loss. Any emergency must be reported to an authorized School Board representative immediately and no later than twenty-four (24) hours from the time that the emergency is discovered by the contractor.

13. DAMAGE TO SCHOOL BOARD OWNED PROPERTY: Any damage to property, equipment, grounds, buildings, etc. that is caused by the awarded contractor will be reported to the School Board within twenty-four (24) hours of discovery. The awarded contractor will have ten (10) working days after report to present its written response to the claimed damages. The awarded contractor, upon approval by an authorized

School Board representative, may make repairs that are deemed within its capability. The School Board reserves the right to make immediate repairs to correct damages that are safety hazards or that pose a detrimental effect to the School Board's operations. Costs of any replacement or repairs made by the School Board for damages caused by the awarded contractor shall be deducted from any monies due to the contractor. This shall not prevent the School Board from seeking damages should replacement/repair costs exceed the amount of monies owed to the awarded contractor. When requested, Bidder shall cooperate with any ongoing School Board investigation involving personal injury, economic loss or damage to The School Board's facilities or personal property therein.

14. SUBCONTRACTING: The awarded contractor(s) shall be the primary service provider(s) and shall perform all requested inspections and repairs. Subcontracting for these base services is not allowed.

- A. The School Board, for work where the contractor(s) are requested to perform additional services, may allow subcontracting.
- B. Any work or service to be performed by a subcontractor must have the prior approval of the School Board. The School Board reserves the right to reject any subcontractor. Rejection of any subcontractor shall not entitle the contractor to adjustment of RFQ prices. The contractor shall inform the School Board Authorized Representative prior to scheduling any subcontractor's visit to any School Board facility.
- C. Failure by the contractor to have a subcontractor approved by the School Board will not relieve the contractor of the responsibility to meet, comply with, and fulfill all of the terms and conditions of this Agreement.
- D. The contractor(s) shall be held fully responsible and liable for the supervision and performance of all work performed by subcontractors. The School Board shall not be responsible for resolution of disputes between the Bidder and any subcontractor.
- E. The personnel of all subcontractors shall meet all of the requirements as stated herein to include, but not limited to LCSB Policy 2.021 and the Jessica Lunsford Act.

15. ON-CAMPUS DIRECTIVES

- A. Upon arrival and departure onto any School Board school campus, the contractor's employees shall enter their company information into the School Log Book provided in the Administrative office of each campus.
- B. Contractor shall strictly limit its operations to the designated work areas and shall not permit any employees to enter any other portions of School Board property without School Board's expressed prior written consent.
- C. All employees shall enter and leave School Board facilities only through the ingress and egress points designated, from time to time, by The School Board.
- D. The contractor shall be responsible for the removal of all trash and debris occasioned by this contract. Failure to adhere to this requirement will result in the costs of the performance of this work by others being charged to the contractor.
- E. Any existing surface or subsurface improvements, including, but not limited to, pavements, curbs, sidewalks, pipes, utilities, footings, structures, trees and shrubbery, not indicated in the contract documents to be removed or altered, shall be protected by contractor from damage during the prosecution of any project. Any such improvements so damaged shall be restored by

contractor to condition at least equal to that existing at the time of contractor's commencement of any project.

- F. Proper safety barricades, protective, and covering devices shall be used to divert traffic and protect personnel. Normal safety signs, necessary lighting and temporary fencing/barricades around work areas shall be installed and maintained in accordance with OSHA requirements while the work is in progress. Materials must be secured in accordance with OSHA regulations when not in use.

16. BIDDER ACCESSIBILITY: The successful bidder shall provide a liable and responsible representative to be accessible by a Leon County toll free local telephone call during regular business hours. Local off-hours answering service for emergencies shall be available for bidder notification twenty-four (24) hours a day, seven (7) days per week, all year, including holidays.

17. CONTACT PERSON: The successful Bidder shall be notified of the name and phone number of the School Board contact person. Only the School Board contact person may authorize changes to the scope of work.

V. SCOPE OF SERVICES AND SPECIFICATIONS

SCOPE OF SERVICES: The Board’s Purchasing Department is facilitating this RFQ process on behalf of LCSB Elementary, Middle and High Schools for the purchase of establishing a pre-qualified list of yearbook providers of whom the sites will choose for their yearbook purchases. Each site requesting and accepting quotes shall be responsible for payment of services as agreed upon by the Contractor and the school sites Principal or designee.

The Board shall not be responsible for any payment in connection with this RFQ or any subsequent quotes. Funding may be provided by the individual sites, students, their parents or guardian as agreed upon by the school’s Principal, or designee and Contractor.

Unless notes otherwise, specifications and requirements are for the Elementary, Middle and High School yearbooks. The designated sites yearbook adviser shall retain exclusive control over the design of the cover and the pages within the book.

As needed, quotations shall be solicited by individual school sites from the list of pre-qualified Contractors. Principals or their designee are encouraged to obtain competitive detailed quotes outlining services, and costs from a minimum of three (3) pre-qualified firms. School sites are encouraged to negotiate for the best prices and additional discounts from the chosen Contractor.

Upon request by the school sites, Contractors must complete a quotation and attach a detailed “Statement of Work” to the quotation form if necessary. At the Principals discretion, new updated responses from the pre-qualified contractors list may be obtained annually.

The Board currently has: 24 Elementary, 8 Middle and 6 High Schools. The Board reserves the right to add or delete sites as needed at any time during the term of this contract.

- A. MINIMUM ELIGIBILITY REQUIREMENTS:** Firms must be duly licensed by, and in good standing with, the State of Florida. Firms should have a minimum of five (5) years’ experience in providing yearbook services for public school districts.
- B. TERM:** Unless otherwise indicated in the detailed specifications the award resulting from this RFQ shall be in effect for ten (10) years, and will begin after School Board approval, **on or about May 1, 2021**. The School Board reserves the right to open this Request for Qualifications (RFQ) yearly to maintain or increase the pool of qualified contractors, if deemed necessary by the Board.
- C. CORE REQUIREMENTS:**
1. Provide templates available for use, for High Schools, Middle Schools and Elementary Schools.
 2. Have an online ordering system that will include account information, order tracking and receipts, supply orders, virtual book, etc.
 3. Provide an account advisor to work with Staff (i.e. teachers, parents, students or any combination).
 4. Provide all materials necessary to prepare marketing materials. Facilitate sales, and, advertising, and ensure adequate quantities of materials.
 5. Provide personnel to meet on a regular basis with the Yearbook Staff from project initiation to project completion and delivery.
 6. Present the Blue Line and design layout for the advisor’s approval at various stages of progress throughout the project.
 7. Have a graphic artist available upon request for custom cover, end sheets, and other artwork.
 8. Approval must be given by the yearbook advisor before work begins.
 9. Provide photo scanning services (at no additional cost) with a minimum turnaround time of one (1) week.
 10. Provide the schools with deadlines for accepting submissions by picture vendors awarded under separate contract for all school events, including but not limited to:

Undergraduate Photos	Cap and Gown
Senior Portraits	Graduation Commencement
Class Photos	Homecoming Game, Dance and Prom
Team Photos/Group Photos	Candid Shots
Special and Sport Event Activities	JROTC Ball
Senior Events and Activities	

D. SOFTWARE/COMPUTER SPECIFICATIONS:

1. Must be compatible with Microsoft Office 2010, Microsoft Office 360 and any additional versions released by Microsoft throughout the duration of this Contract.
2. Must support a MAC lab based publication or online page design program for publication.
3. Must be compatible with Adobe InDesign CS5.5 or higher.
4. Must be compatible with Photoshop CS5.5 or higher.
5. Must accept unlimited use of fonts/type styles and faces, from any source including emphasis faces, (bold, italic, bold italic) and dropped initial capital letters must be available at no additional charge.
6. Must provide plug-ins; to include, but not limited to:
7. New Dates
8. Book format
9. 100 font selection
10. Clip Art
11. Pre-Designed Layout Templates
12. Provision of any specialized software and required hardware and/or peripherals, if required

E. SUPPLIES: Contractor shall furnish all working materials including the following:

1. Miniature layout sheets
2. Duplicate copy preparation forms
3. Double-page layout sheets
4. Design and basic copy preparation forms
5. Type- fitting charts
6. Advertising forms
7. Complete instructions covering manual typography
8. Comprehensive adviser guide for yearbook planning and staff organization
9. Updated technical computer programming, cropping tools, and instructions for digital submission of photos

F. WORKSHOPS: If requested, Contractor shall conduct yearly no-cost workshops on the following topics:

1. Technology & Software updates
2. Desktop publishing
3. Content planning and organization
4. Layout and design
5. Typography
6. Copy preparation
7. Copywriting
8. Color usage (graphic and special effects)
9. Cover design
10. Photography
11. Yearbook production
12. Planning the budget (strategy session)
13. How to sell ads
14. Other topics, depending on individual needs

G. SPECIFICATIONS: The following specifications, upon mutual written agreement, may be changed by the Board or individual schools.

1. **Inside Page.** The inside pages are to be printed on 80-pound, double coated, high gloss enamel or 80-pound matte or enamel. Papers can be mixed at no additional cost to the School Board or individual schools. Each school's special requirements, if any, will be listed on the Proposal Form under optional items.
2. **Color Options.** The Principal or designee will include in the quotation form their preference of all color, black and white, or a combination thereof.
3. **End sheets**
 - a. **Middle and Elementary Schools.** One color, 65 pound, cover-weight stock; same design front and back; bidder shall provide at least six (6) colors from which to choose.
 - b. **High School.** One color, 65 pound, cover-weight stock; same design front and back; bidder shall provide at least 30 colors from which to choose.

- A. **Cover.** The Cover shall be furnished by the printer. The cost of the over cost shall be included on the Proposal Form.
1. **Middle School and Elementary Schools.** The cover will be a special design with choice of base color and one applied color.
 2. Cover board will be 120 point tempered binder's board.
 3. **High School.** The cover will be a special design of a material that is equal to "Fabrikoid" with choice of base color and one applied color. Each School shall be the sole determiner of "or equal" quality. Cover board will be 160 - point tempered binder's board.
- B. **Proposed Materials.** The Proposer shall indicate the proposed materials used on the proposal form. Pasted chipboard equivalent will not be accepted. Cover will be designed by staff. A color mock-up of the cover must be submitted to and approved by the staff. Price of mock-up will be included in the total book cost.
- C. **Binding.** Books will be Smyth sewn in 16-page signatures with bookbinders pre-stretched nylon thread. Bound signatures will be rounded and backed and reinforced with heavy weight binders stretch cloth. Cheesecloth or similar materials are not acceptable. Headbands will be affixed to both top and bottom (books exceeding 100 pages).
- D. **Book Sizes.** Books shall be available in the following sizes: 7 ¼" x 10 ½", 8 ½" x 11", and 9" x 12".
- E. **Typography.** The printer will perform all typesetting operations for body copy, picture captions, headlines and index. The printer shall offer the staff a selection of at least fourteen styles for body copy and at least forty styles, including decorative faces, italic, and bold faces, for display. Staff will have unlimited use of six (6) through 14- point body type for copy, captions, copy credits, photo credits and index. Printer shall attach a sample of available type indicating which types are included in the bid price. Also, the Printer shall include the company's recommended copy fitting methods.
- F. **Photographs.** To achieve the best possible reproduction, the printer shall individually evaluate all, except panel photos, for correct exposure for reproduction in the yearbook. There shall be no limit on the number of pictures per spread.
- G. **Page Submission.** Online or file transfer page uploading must be available at no additional cost.
- H. **Proofs.** Each School will receive one set of blue line or digital hard copy proofs for approval by staff. This set of proofs must show the exact make-up of each page. Proofs must be pulled from printing negatives, if applicable. Paste-ups and Xerox proofs will not be acceptable. Printer shall submit a sample proof with bid. For proof corrections, the principal or designee shall be sole and final judge regarding responsibility for error.
- I. **Production.** The printer shall supply the yearbook staff with all working materials and aids required by the staff to prepare pages properly and expediently. The staff will retain exclusive control over the design of the cover and the pages within the book. The printer at no charge to the school shall do enlargements and reductions of all photographs. There shall be no limit on the number of pictures per spread. Publisher shall enlarge or reduce all black and white pictures according to cropping of staff at no additional charge.
- J. **Quantity.** Quantities will be decided per school site. All overruns become the property of the school and must be shipped with the standard order at no additional cost to the school. (Damaged books will be credited to the account).
- K. **Submission of Materials.** Other than the four-color pages, pages may be submitted to the publisher in any order and number so long as at least the specified number of pages for each deadline is submitted on or before the deadline date.
- L. **Deadlines/Delivery.** Deadlines shall be by mutual agreement between Contractor, Principal, or designee. Deadlines shall be flexible and personalized (including proof returns and name on cover list). The Principal or designee shall have the final decision over planned deadline dates. Deadlines shall be planned for:
1. Color Pages
 2. Number of Page
 3. Photo Proofs
 4. Final Corrections
 5. Cover & End Sheet
 6. Final quantity numbers for pages and books
 7. Due dates for deposits
- M. **Picture Deadline.** The deadline for pictures submitted by Contractor, under a separate contract, shall be planned to include all activities stated in this solicitation. Meeting of the deadline will be determined by the postmark date on each package of materials submitted to the publisher. Delivery will not be complete until accepted by the appropriate school. Delivery to a common carrier shall not constitute delivery to the ordering agency. All disputes shall be between Contractor and the carrier. Assuming that each School meets all deadlines in accordance with the terms of this contract, delivery of the yearbook must be on or before the date designated by the school's principal, or designee.

- N. **Additional Fees.** Contractor must disclose any and all additional fees to the school site. The fees must be clearly stated prior to execution of any subsequent agreement. School sites shall not be responsible for payment of any additional fees not disclosed prior to any subsequent agreement for services.
- O. **Late Delivery Penalty.** School Sites may deduct \$100 from the balance due for each day beyond the delivery date that yearbooks are not delivered to the school, when fault is due to Contractor. Further, the School Board shall not be liable for yearbooks that arrive too late for delivery to the students due to the fault of Contractor. Each school site shall determine if yearbooks arrive too late for delivery to the students.
- P. **Delivery Date:** Each school will be responsible for submitting the parameters for the quote including the delivery date of yearbook which will be stated on the request for quotation as a “no later” than date. The school's pictures, and information, etc. submission deadline(s) shall meet the delivery date agreed upon by the sponsor and Contractor.
- Q. **Changes in Scope of Work:** The School Board may order changes in the required goods and services consisting of additions, deletions, or other revisions within the general scope of the solicitation. Unless accepted by a mutually signed written amendment, Contractor may make no changes related to the scope of the project, amount of compensation, or any other adjustments to the Contract.

H. IMPLEMENTATION SCHEDULE:

The proposed schedule for selecting and awarding this contract is as follows:

Distribution of Request for Qualifications	February 18, 2021
Final date for submission of questions by Bidders	March 4, 2021
Answers to all questions posted to web site	March 11, 2021
Opening of responses	March 30, 2021 @ 2:00 p.m.
Evaluation of responses	April 1 – 15, 2021
Posting of recommendation for award	April 19, 2021
Board consideration date	April 27, 2021
Contract inception date	May 1, 2021

- I. **EVALUATION OF RESPONSES:** The Purchasing Department shall evaluate responses and approve the qualified respondents.
1. The Board will select the proposer(s) it deems in its best interest. The Board shall be the sole judge and final arbiter of its own best interest, and the evaluation of submissions.
 2. Proposers are advised that, in the event of receipt of an adequate number of responses, as deemed by the Board, require no clarifications and/or supplementary information; such responses may be evaluated without further discussion. Proposers should provide complete, thorough responses with the proposers most favorable terms.
 3. Should responses require additional clarification and/or supplementary information, proposers should submit such additional material in a timely manner.
 4. The Board may choose to award a response without discussion with any proposer after evaluation of all responses. Therefore, proposers should submit complete responses with all pertinent information.
 5. The Board may cancel this solicitation or reject responses at any time prior to an award, and is not required to furnish a statement of the reasons why a particular response was not deemed to be the most advantageous.
 6. If applicable, quantities and/or amounts stated are for the proposer’s guidance only and no guarantee is given or implied as to quantities that will be used during the contract period. Quantities and/or amounts may be based on previous needs, current or future budget limitations, expected needs, or estimates for a 12-month period.
 7. All additional charges such as installation, shipping, insurance, normal service consumables, shop supplies, environmental fees, administration fees, etc. must be included in your response. The Board will not be responsible for any type of miscellaneous surcharges or fees.

J. In order for your response to be considered for evaluation, the following mandatory elements must be met:

1. Vendor must meet the minimum eligibility requirements in section V. (A) of this RFQ.
2. Vendor has no conflict of interest with regard to any other work performed by the firm for the Leon County School Board.
3. Vendor adheres in all aspects to the preparation and submittal instructions in this RFQ.
4. Vendor has a verifiable record of high quality work.

K. EVALUATION CRITERIA

EVALUATION FACTORS WILL INCLUDE, BUT NOT BE LIMITED TO THE FOLLOWING:	MAXIMUM ASSIGNED POINTS
CRITERION 1: Responsiveness <ul style="list-style-type: none">• The respondent's ability to comply with the minimum qualifications and mandatory requirements of the RFP	10
CRITERION 2: Profile and Qualifications of the Firm <ul style="list-style-type: none">• The ability, capacity, and skill of the Firm to be able to provide the services• Stability and Viability of the Firm	40
CRITERION 3: Quality of References	20
CRITERION 4: Cost Proposal	30

VI. QUESTIONNAIRE AND RESPONSE

- A. RESPONSE REQUIREMENTS:** Firms must submit **one (1) original and three (3) copies** of their completed response. All responses submitted in response to this RFQ shall become the property of the District. Responses should be sealed and mailed or hand delivered to: Leon County Schools, Purchasing Department, Attn: Taneka Forbes, 3397 West Tharpe St., Tallahassee, Florida, 32303.

Responses should not be excessively long or submitted in an elaborate format that includes expensive binders or graphics. Each page of the response should state the name of the firm, the RFQ number, and the page number. The District may request additional data or material to support responses.

If any director, officer, employee, agent or other representative of a firm, including any other parties that may be involved in a joint venture or a consortium with the firm, makes, from and after the date of issuance of this RFQ, any representation or solicitation to any member of the School Board or any official, employee or agent of the District, with the exception of, June Kail, Director of Purchasing with respect to the firm's response or any other firm's response, the District shall be entitled to reject that respondent's response. A representation for the purposes of this requirement can be considered to be anything said or written to any school board member, official, employee or agent which provides information advancing the interests of a response.

- B. RESPONSE ORGANIZATION:** In order to maintain comparability and enhance the review process, it is requested that responses be organized in the manner specified below. Include all information in your response.

1. Bidder Acknowledgement form (Page 1 of these specifications).
2. RFQ Identification Label affixed to your submittal (Page 3 of these specifications)
3. Dispute Resolution Contact (pg. 6, item 22)
4. Company information to include contact person, address, phone number, detailed statement of interest and qualifications to include but not limited to:
5. Questionnaire (pgs. 18-20)
6. Proposal Pricing Sheet (pgs. 21-22)
7. Conflict of Interest Certificate (Exhibit A)
8. Application for Vendor Status (Exhibit B)
9. Request for Taxpayer ID Number & Certification (Exhibit C)
10. E-Verify Affidavit (Exhibit D)
11. Customer Reference Form (Exhibit E)
12. Vendor Questionnaire (Exhibit F)
13. Drug Free Workplace Verification Form (Exhibit G)
14. Certification Regarding Debarment (Exhibit H)
15. Sworn Statement (Exhibit I)
16. Affidavit for Claiming Local Purchasing Preference (Exhibit J)
17. Indemnification and Insurance Requirements (Exhibit K)

- C. DOCUMENTATION:** Bidder **must include in their response** all documentation that will be used during the course of this agreement. **Bidder in all cases shall be in a position to assure a timely completion of service to the District.** Bidder will be asked to commit to an acceptable response and turn-around time as a performance parameter to this agreement. Bidder will be audited during the contract to confirm that performance commitments are being met.

QUESTIONNAIRE

How many page signatures? _____

What are your normal page sizes (i.e. 8.5" x 11")?

☐ Yes/ ☐ No Are sizes an option? If so what are the options:

☐ Yes/ ☐ No Do you have Adobe InDesign page design program?

☐ Yes/ ☐ No Do you have an online page design program?

☐ Yes/ ☐ No Does your representative handle yearbook accounts exclusively?

Discounts for Early Submittal. Describe any discounts available for earlier final deadlines. Please indicate early deadline schedule by dates and savings. Percent of pages delivered to be determined by each individual advisor.

Middle School Color: _____ Early Deadline Date: \$ _____ Savings

High School Color: _____ Early Deadline Date: \$ _____ Savings

☐ Yes/ ☐ No Do you accept electronic funds transfer (EFT) with online orders?

☐ Yes/ ☐ No Do you offer a discount for EFT payments?

☐ Yes/ ☐ No Average proof turnaround time (not a basis for evaluation).

☐ Yes/ ☐ No Minimum Order: Does Contractor require a minimum order?

☐ Yes/ ☐ No Discounts for Early Payment?

☐ Yes/ ☐ No Do you offer a discount for electronic funds transfer?

Limitations. If you cannot provide any of the services and materials specified in this RFQ, please list:

Additional

List any special qualifications of representative which would aid schools.

List any special conditions or information that you feel would be worthy of our consideration.

☐ Yes/ ☐ No Will you conduct an in-school summer workshop at no charge for staff if requested?

Exception or Additional Requirements:

Describe any Additional Fees or Discounts.

PHOTOGRAPH FORMAT

What is the preferred format for submission of photographs? Please include photo sizes, electronic formats, or any other requirements for publication of the pictures as awarded under separate contract.

Picture Sizes:

Do you prefer electronic submission, if so in what format?

Other Requirements:

THE UNDERSIGNED UNDERSTANDS AND AGREES TO UPHOLD AND ADHERE TO THE ABOVE STATEMENTS. ANY EXCEPTIONS MUST BE NOTED IN THE RESPONSE.

Signature

Title

Print Name

Date

Proposal Pricing Sheet

Full Color Yearbook with Hard Cover														
9" x 12"														
Number of Pages per Book														
		120	144	168	192	216	240	264	288	312	336	360	384	408
Number of Copies	up to 99													
	100 - 150													
	151-200													
	201-250													
	251-300													
	301-350													
	401-450													
	451-500													
	501-600													
	601-700													
	701-800													
	801-900													
	901-1,000													
	1,001 - 1,500													
	1,500 - 2,000													

Cost per Additional Copy 2,001 + _____

Type of Paper _____

Binding _____

Company Name: _____

Additional sizes/items/characteristics may be negotiated between the school Principal and awarded Proposer

Proposal Pricing Sheet

	Sample 1	Sample 2	Sample 3
	Elementary School	Middle School	High School
Total Cost per Yearbook			
Type of Paper			
Binding			
Type of Cover			

Company Name: _____

Authorized Signature: _____

Print Name: _____

Date: _____



CONFLICT OF INTEREST CERTIFICATE

Bidder **must** execute either Section I or Section II hereunder relative to Florida Statute 112.313(12). Failure to execute either section may result in rejection of this response.

SECTION I

I hereby certify that no official or employee of the School Board requiring the goods or services described in these specifications has a material financial interest in this company.

_____ <i>Signature</i>	_____ <i>Company Name</i>
_____ <i>Name of Official (Type or print)</i>	_____ <i>Business Address</i>
	_____ <i>City, State, Zip Code</i>

SECTION II

I hereby certify that the following named Leon County School Board official(s) and employee(s) having material financial interest(s) (in excess of 5 %) in this company have filed Conflict of Interest Statements with the Supervisor of Elections, 315 South Calhoun Street, Tallahassee, Leon County, FL prior to bid opening.

Name	Title or Position	Date of Filing
_____	_____	_____
_____	_____	_____

_____ <i>Signature</i>	_____ <i>Company Name</i>
_____ <i>Name of Official (Type or print)</i>	_____ <i>Business Address</i>
	_____ <i>City, State, Zip Code</i>

EXHIBIT B



SUPERINTENDENT
Rocky Hanna

BOARD CHAIRMAN
Rosanne Wood

LEON COUNTY SCHOOLS
2757 West Pensacola Street – Tallahassee, FL 32304-2998

FAX FORM TO: (850) 487-7869

BOARD VICE-CHAIR.
Dee Dee Rasmussen

BOARD MEMBERS
Darryl Jones
Alva Striplin
Georgia "Joy" Bowen

APPLICATION FOR VENDOR STATUS
(IRS W-9 Facsimile)

NEW VENDOR ☐
UPDATE ☐

COMPANY NAME: _____

CONTACT PERSON: _____

PHONE NUMBER: (____) _____ FAX NUMBER: (____) _____

CORRESPONDENCE ADDRESS: _____

CITY: _____ STATE: _____

ZIP + 4: _____ - _____

REMITTANCE: NAME (if different from above): _____

ADDRESS: _____

CITY: _____ STATE: _____

ZIP + 4: _____ - _____

EMAIL ADDRESS: _____ WEBSITE: _____

PLEASE CHECK APPROPRIATE BOX: ☐ Individual/Sole Proprietor ☐ S Corporation ☐ C Corporation ☐ Partnership
☐ Other _____ ☐ LLC – Type (Check one) ☐ C ☐ D ☐ P

TAX IDENTIFICATION NUMBER: _____ - _____ OR _____ - _____ - _____
Federal Employer Identification Number Social Security Number

Section 6109 of the Internal Revenue Service Code requires you to provide your correct TIN to persons, businesses, or agencies that are required to file information returns with the IRS. Purchase orders will not be issued to vendors who fail to provide a TIN.

PLEASE INDICATE THE FOLLOWING: *Minority Vendor? ☐ Yes ☐ No Male ☐ Female ☐

**If yes, certification required –
(Please submit with form)*

Race: Caucasian: ☐ Hispanic: ☐ African American: ☐ Asian: ☐
American Indian: ☐ Other: _____

By: _____
Signature Printed Name Date

LCSB site contact requesting vendor: _____
Name Phone/Email

EXHIBIT C

Form W-9 (Rev. December 2014) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification	Give Form to the requester. Do not send to the IRS.
Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)	
	5 Address (number, street, and apt. or suite no.)	Requestor's name and address (optional)
6 City, state, and ZIP code		
7 List account number(s) here (optional)		
Part I Taxpayer Identification Number (TIN) Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally 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 <i>How to get a TIN</i> on page 3. Note. If the account is in more than one name, see the instructions for line 1 and 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. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/w9 . Purpose of Form An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following: <ul style="list-style-type: none"> Form 1099-INT (interest earned or paid) Form 1099-DIV (dividends, including those from stocks or mutual funds) Form 1099-MISC (various types of income, prizes, awards, or gross proceeds) Form 1099-B (stock or mutual fund sales and certain other transactions by brokers) Form 1099-S (proceeds from real estate transactions) Form 1099-K (merchant card and third party network transactions) 		
• Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition) • Form 1099-C (canceled debt) • Form 1099-A (acquisition or abandonment of secured property) Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN. If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See <i>What is backup withholding?</i> on page 2. By signing the filled-out form, you: 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. See <i>What is FATCA reporting?</i> on page 2 for further information.		



Exhibit D

E-Verify Affidavit

- A. As of January 1, 2021, pursuant to Section 448.095, Florida Statutes, Contractor shall register with and use the U.S. Department of Homeland Security's E-Verify system to verify the work authorization status of all employees hired during the term of this Agreement and must, upon request, provide evidence of compliance with this provision.
- B. Subcontractors:
1. As of January 1, 2021, Contractor shall also require all subcontractors performing work under this Agreement to use the E-Verify system for any employees they may hire during the term of this Agreement.
 2. Subcontractors shall provide Contractor with an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien, as stated in Section 448.095, Florida Statutes.
 3. Contractor shall provide a copy of such affidavit to the School Board upon receipt and shall maintain a copy for the duration of the Agreement.
- C. Failure to comply with this provision is a material breach of the Agreement, and School Board may choose to terminate the Agreement at its sole discretion. Contractor may be liable for all costs associated with School Board securing the same services, inclusive, but not limited to, higher costs for the same services.
- D. **It is the responsibility of the vendor/contractor to insure compliance with E-verify requirements (as applicable). To enroll in E-Verify, employers should visit the E-Verify website (<http://www.uscis.gov/e-verify>) and follow the instructions. The employer must retain the I-9 Forms for inspection. By affixing your signature below you hereby affirm that you will comply with E-Verify requirements.**

Federal Employer Identification Number
(FEIN): _____

Name: _____ Address: _____

Signature of Affiant

Printed Name

Date

State of: _____

County of: _____

The foregoing instrument was acknowledged before me, **by means of** ☐ **physical presence** or ☐ **online notarization**, this

_____ day of _____ 20____ by _____

who is personally known to me ☐ or has produced identification ☐. Type of identification produced: _____

Notary Signature

Commission Expires

SEAL

Notary Printed Name

EXHIBIT E



CUSTOMER REFERENCE FORM RFQ NO. 465-2021 Yearbook Services

Please provide all requested information for each reference.

Company Name: _____

Business Type: _____

Contact Person: _____

Telephone: _____

Email: _____

Date Last Supplied Products or Services: _____

Company Name: _____

Business Type: _____

Contact Person: _____

Telephone: _____

Email: _____

Date Last Supplied Products or Services: _____

Company Name: _____

Business Type: _____

Contact Person: _____

Telephone: _____

Email: _____

Date Last Supplied Products or Services: _____

EXHIBIT F



VENDOR QUESTIONNAIRE

RFQ NO. 465-2021 Yearbook Services

Please provide written responses to the following questions. If the answer to any of the questions is 'Yes', Vendor shall describe fully the circumstances, reasons therefore, the current status, and ultimate disposition of each matter that is the subject of this inquiry.

1. Has Vendor been declared in default of any contract?
☐ Yes ☐ No
2. Has Vendor forfeited any payment of performance bond issued by a surety company on any contract?
☐ Yes ☐ No
3. Has an uncompleted contract been assigned by Vendor's surety company on any payment of performance bond issued to Vendor arising from its failure to fully discharge all contractual obligations there under?
☐ Yes ☐ No
4. Within the past three years, has Vendor filed for reorganization, protection from creditors, or dissolution under the bankruptcy statutes?
☐ Yes ☐ No
5. Is Vendor now the subject of any litigation in which an adverse decision might result in a material change in the firm's financial position or future viability?
☐ Yes ☐ No
6. Is Vendor currently involved in any state of a fact-finding, negotiations, or resistance to a merger, friendly acquisition, or hostile take-over, either as a target or as a pursuer?
☐ Yes ☐ No
7. Within the next year, does Vendor plan any personnel reductions? If so, explain by attachment.
☐ Yes ☐ No
8. Within the next year, does Vendor plan any divestments? If so, explain by attachment.
☐ Yes ☐ No



DRUG FREE WORKPLACE

Preference shall be given to vendors submitting a certification with their bid/response certifying they have a drug-free workplace in accordance with Section 287.087, Florida Statutes. Whenever two or more responses that are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a response received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

IDENTICAL TIE BIDS – Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids, which are equal with respect to price, quality, and service, are received by the State or any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedure for processing tie bids shall be followed if none of the tied vendors have a drug-free workplace program.

A business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee s will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occur ring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

VENDOR'S SIGNATURE: _____

EXHIBIT H

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY
AND VOLUNTARY EXCLUSION -LOWER TIER COVERED TRANSACTIONS**

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON THE FOLLOWING PAGE)

- 1. The prospective lower tier participant certifies, by submission of this response, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- 2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this response.

_____ Organization Name	_____ PR/Award Number or Project Name
_____ Name(s) of Authorized Representative(s)	_____ Title(s) of Authorized Representative(s)
_____ Signature(s)	_____ Date

INSTRUCTIONS FOR CERTIFICATION OF DEBARMENT

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this response is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "response," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this response is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

EXHIBIT I



**SWORN STATEMENT – NEW CONTRACTS
SWORN STATEMENT PURSUANT TO SECTION 1012.465,
FLORIDA STATUTES AS AMENDED BY
HB 1877, THE JESSICA LUNSFORD ACT**

***THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF
A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.***

1. This sworn statement is submitted to The School Board of Leon County, Florida (*hereinafter "Board" or "School Board"*) by _____

(Print individual's name and title)

for _____

(Print name of entity submitting sworn statement)

whose business address is _____

and its Federal Employer Identification Number (FEIN) is _____

If the entity has no FEIN, include the Social Security Number (SSN) of the individual signing this sworn statement and so indicate.

2. I, _____ am duly authorized to make this sworn statement

(Print individual's name and title)

on behalf of: _____

(Print name of entity submitting sworn statement)

3. I understand that during the 2005 Legislative Session, House Bill 1877, The Jessica Lunsford Act (*hereinafter "The Act" or "Act"*) was passed and approved by Governor Bush on May 2, 2005, with an effective date of September 1, 2005.

4. I understand that the Act amends the background screening requirements of section 1012.465, Florida Statutes (2004) for all non-instructional school district employees or **"contractual personnel"** by requiring all non-instructional school district employees or contractual personnel who are permitted access on school grounds when students are present to undergo and pass "level 2 background screening," and further I understand the Act defines **"contractual personnel"** to include any vendor, individual, or entity under contract with the Board.

5. I understand that pursuant to section 1012.465, Florida Statutes as amended by the Act, non-instructional school district employees or contractual personnel who are permitted access on school grounds when students are present, who have direct contact with students or who have access to or control of school funds must meet level 2 screening requirements as described in sections 1012.32 and 435.04, Florida Statutes.

6. I understand that as a _____ (Type of entity) (eg. a charter bus company)
all contractual personnel, as defined in section 1012.465, Florida Statutes, must meet Level 2 screening requirements as outlined in sections 1012.32 and 435.04, Florida Statutes in order to do business with the School Board.
7. I understand that “level 2 screening requirements” as defined in sections 1012.32 and 435.04, Florida Statutes means that fingerprints of all contractual personnel must be obtained and submitted to the Florida Department of Law Enforcement for state processing and to the Federal Bureau of Investigation for federal processing.
8. I understand that the School Board has implemented Board Policy 2.021 to comply with level 2 screening requirements, as defined in sections 1012.32 and 435.04, Florida Statutes. I understand that my company must comply with these local procedures as they are developed or amended from time to time.
9. I understand that any costs and fees associated with the required background screening will be borne by my company.
10. I understand that any personnel of the contractor found through fingerprint processing and subsequent level 2 background screening to have been found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to any offense outlined in Section 435.04, Florida Statutes (or any similar statute of another jurisdiction), **shall not be permitted** to come onto school grounds or any leased premises where school-sponsored activities are taking place when students are present, shall not be permitted direct contact with students, and shall not be permitted to have access to school district funds.
11. I understand that the failure of any of the company’s or my affected personnel to meet level 2 screening standards as required by section 1012.465, Florida Statutes, may disqualify my company from doing business with the School Board.
12. I hereby certify that the foregoing statement is true and correct in relation to the company for which I am submitting this sworn statement. I further certify that this statement is being given knowingly and voluntarily by me on behalf of my company.

The company submitting this sworn statement agrees to be bound by the provisions of SECTIONS 1012.32, 1012.465, AND 435.04 OF THE FLORIDA STATUTES AS AMENDED BY HB 1877, THE JESSICA LUNS福德 ACT 2005.

I CERTIFY THAT THE SUBMISSION OF THIS FORM TO THE SCHOOL BOARD OF LEON COUNTY, FLORIDA ON BEHALF OF THE COMPANY IDENTIFIED IN PARAGRAPH ONE (1) ABOVE BINDS THE COMPANY TO FULLY COMPLY WITH THE BACKGROUND SCREENING REQUIREMENTS OF SECTIONS 1012.32, AND 435.04, FLORIDA STATUTES.

(Signature)

Sworn to and subscribed before me this _____ day of _____ 20____ .

_____ is personally known to me ☐ OR produced identification ☐

by showing _____
(Type of Identification)

Notary Public – State of _____ My commission expires on: _____

Signature of Notary Public

(Printed, typed or stamped commissioned name of Notary Public)

EXHIBIT J

AFFIDAVIT FOR CLAIMING LOCAL PURCHASING PREFERENCE

RFQ NO. 465-2021 Yearbook Printing Services

Proposer/Bidder/Quoter/Supplier affirms that it is a local or adjacent county business as defined by Policy #6450 of Leon County Schools and the regulations thereto.

A Leon/adjacent county vendor is a private independent vendor that has been licensed for at least six (6) months preceding the bid or response opening, as required by local, State, and Federal law to provide the goods, services, or construction to be purchased. The vendor must have a physical business address, staffed by at least one (1) person, in the geographical boundaries of Leon County or in the adjacent counties of Gadsden, Jefferson, or Wakulla, Florida. The vendor, on a day-to-day basis, should provide to the School Board the needed goods and/or services substantially from the local business address. Post Office boxes are not verifiable and shall not be used for the purpose of establishing said physical address.

Please complete the following in support of the self-certification:

Business Name: _____

Address: _____

Phone

Fax

Email

County: _____ Length of time at this location: _____ # of employees at this location _____

Is your business certified as a small business through Leon County Schools? _____

Signature of Authorized Representative

Date

State of FLORIDA

County of _____

Sworn to and subscribed before me, a Notary Public for the above State and County, on this _____ day of

_____, 20 _____

Notary Public

My Commission Expires

EXHIBIT K

INDEMNIFICATION AND INSURANCE

In consideration of this Contract, if awarded, the Vendor agrees without reservation to the indemnification and insurance clauses contained herein. These clauses are attached to and form a part of **RFQ 465-2021 Yearbook Services**.

Each party agrees to be fully responsible for its acts of negligence or its agents' acts of negligence when acting within the scope of their employment and agrees to be liable for any damages resulting from said negligence to the extent allowable pursuant to **Section 768.28, Florida Statutes**. Nothing herein is intended to serve as a waiver of sovereign immunity by the School Board. Nothing herein shall be construed as consent by the School Board to be sued by third parties in any matter arising out of any contract. Bidder shall hold harmless and defend the School Board and its agents and employees from all suits and actions, including attorney's fees and all costs of litigation and judgments of any name and description arising out of or incidental to the performance of this contract or work performed there under. This provision shall also pertain to any claims brought against the School Board by an employee of the named Bidder, any Subcontractor, or anyone directly or indirectly employed by any of them. The bidder's obligation under this provision shall not be limited in any way by the agreed upon contract price as shown in this Contract or the bidder's limit of, or lack of, sufficient insurance protection.

INSURANCE

Prior to being recommended for award, the Vendor has five business days after notification to submit proof of insurance as required herein. Failure to submit a fully completed certificate of insurance signed by an authorized representative of the insurer providing such insurance coverage's may cause the Vendor to be considered non-responsive and not eligible for award of the Contract. The insurance coverage's and limits shall meet, at a minimum, the following requirements:

1. Commercial General Liability Insurance in an amount not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage.
2. Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the operation of the Vendor, in an amount not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage.
3. Workers' Compensation Insurance for all employees of the Vendor as required by Florida Statutes.
4. The School Board of Leon County, Florida" must be listed as additional insured on all liability coverage's except Workers' Compensation.

The insurance coverage required shall include those classifications, as listed in standard liability insurance manuals, which most nearly reflect the operations of the Vendor.

All insurance policies shall be issued by companies with either of the following qualifications:

1. The company must be:
 - a. authorized by subsisting certificates of authority by the Department of Insurance of the State of Florida or
 - b. an eligible surplus lines insurer under Florida Statutes. In addition, the insurer must have a Best's Rating of "A" or better and a Financial Size Category of "IV" or better according to the latest edition of Best's Key Rating Guide, published by A.M. Best Company.

or

2. With respect only to the Workers' Compensation insurance, the company must be:
 - a. authorized as a group self-insurer pursuant to Florida Statutes or
 - b. authorized as a commercial self-insurance fund pursuant to Florida Statutes

Neither approval nor failure to disapprove the insurance furnished by the Vendor to the School Board shall relieve the Vendor of the Vendor's full responsibility to provide insurance as required by this Contract.

The Vendor shall be responsible for assuring that the insurance remains in force for the duration of the contractual period; including any and all option years that may be granted to the Vendor. The certificate of insurance shall contain the provision that the School Board be given no less than thirty (30) days written notice of cancellation. If the insurance is scheduled to expire during the contractual period, the Vendor shall be responsible for submitting new or renewed certificates of insurance to the School Board at a minimum of thirty (30) calendar days in advance of such expiration.

Unless otherwise notified, the **certificate of insurance *must be delivered* to the following address:**

**Leon County School Board
Purchasing Department
Attn: June Kail, Director of Purchasing
3397 W. Tharpe St.
Tallahassee, Florida 32303**

***The name and address of the Leon County School Board, as shown directly below,
must be listed as Certificate Holder on the Certificate of Insurance as well as clearly noted as "Additional Insured".***

**Leon County School Board
2757 W. Pensacola St.
Tallahassee, FL 32304**

***The Vendor may be in default of this Contract for failure to maintain the insurance as required by this Contract.
Any questions and/or inquiries should be directed to Janet Heath at (850) 487-7113.***

ATTACHMENT A: SAMPLE QUOTATION REQUEST FORM

Company					
Name:					
Contact:			Position:		
Address:			State:		Zip:
Telephone:			Fax:		
Email:					
School					
Name:					
Contact Name:			Position:		
Address:			State:		Zip:
Telephone:			Fax:		
Email:					
Date Requested:			Date Required:		
Best Time to Contact:			Best Method of Contact:		
Project					
Title:					
Quantity:		Finished Size: _____ x _____ in		Flat: _____ x _____ in	
Number of Pages:		<input type="checkbox"/> Self-Cover	<input type="checkbox"/> Plus Cover	<input type="checkbox"/> Hard Cover	<input type="checkbox"/> Soft Cover <input type="checkbox"/> Dust Jacket
Pre					
<input type="checkbox"/> Digital Scans - Furnished		<input type="checkbox"/> PDF Submission		<input type="checkbox"/> Disk Submission <input type="checkbox"/> Electronic Submission	
Program and Version:					
Media Furnished:				<input type="checkbox"/> Mac	<input type="checkbox"/> PC
Proofs:		<input type="checkbox"/> Vantage Laser	<input type="checkbox"/> PDF	<input type="checkbox"/> Epson	
PRESS WORK					
Cover Stock			Text Stock		
Ink Colors Side 1:			Ink Colors Side 1:		
Ink Colors Side 2:			Ink Colors Side 2:		
Bleeds: <input type="checkbox"/> Yes <input type="checkbox"/> No			Bleeds: <input type="checkbox"/> Yes <input type="checkbox"/> No		
BINDER					
<input type="checkbox"/> Score <input type="checkbox"/> Trim <input type="checkbox"/> Fold		<input type="checkbox"/> Die Cut <input type="checkbox"/> Perforate		<input type="checkbox"/> Saddle Stitch <input type="checkbox"/> Perfect Bind <input type="checkbox"/> Other: _____	
				<input type="checkbox"/> Case Bind <input type="checkbox"/> Smith Sewn <input type="checkbox"/> Headbands	
End Sheet Material: <input type="checkbox"/> Plain White <input type="checkbox"/> Other: _____					
Foil Stamp: <input type="checkbox"/> Gold <input type="checkbox"/> Silver <input type="checkbox"/> Other: _____				Stamp On: <input type="checkbox"/> Front <input type="checkbox"/> Spine	
Film Laminate: <input type="checkbox"/> Gloss <input type="checkbox"/> Matte <input type="checkbox"/> Other: _____				1 Side 2 Side	
Shrink wrap in _____ per package			Carton Pack 40 lb. or less 200 test cartons		
Comments					