

**MAINE TOWNSHIP
DISTRICT 207
REQUEST FOR
PROPOSALS

Yearbooks**

Proposals are due March 19, 2025, at 11:00 A.M. at 1177 S. Dee Road, Park Ridge, IL 60068, Attention Patty Alvarez, Director of Fiscal Services.
Questions shall be submitted via email to: palvarez@maine207.org.

BACKGROUND

Maine Township High School District 207 serves over 6,200 students across four buildings. Maine East, Maine South, Maine West, and Frost Academy. The District serves students from all or part of Des Plaines, Park Ridge, Glenview, Harwood Heights, Morton Grove, Niles, Norridge, the Norwood Park Neighborhood, and Rosemont.

SCOPE OF SERVICES

GENERAL YEARBOOK SPECIFICATIONS

District 207 seeks proposals for a three-year agreement for school years **ending May 2026, 2027 & 2028**. All costs will remain fixed per the quoted price sheet (Exhibit A). An optional 1-year extension may be granted with mutual agreement of both parties. This agreement may be renewable for up to two additional years with the mutual agreement of both the Owner and the Yearbook Publisher. Price for the optional 2-year contract will be adjusted by the lesser of 5% or the annual rate of inflation to be determined using the Consumer Price Index Urban for Chicago (CPI-U) measured at December 31.

Timeline:

Distribution of RFP	March 07, 2025
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Bidders must be able to provide the following to each school:

- Technology training workshops for advisors and students (not to exceed four dates).
- A minimum of twenty-five hours of advisory time per semester, per school is required of the company representative.
- Provide production supplies and manuals, including computer and technical support, as required.
- Include shipping charges as part of the base price.

In addition to the completed pricing sheet, each vendor must submit the following as part of its proposal:

- A description of technical and support services offered to staff which are included in the base price
- A list of computer and desktop publishing equipment and supplies to be provided to schools free of charge
- Deadline schedule for each school based on delivery date
- List interior options available (i.e., UV coating)
- Percentage increase, if any, for years two and three of the proposal
-

Proposals must indicate (yes or no) for each item / question listed below as to their ability to provide the following to each school and be able to provide a live demonstration in a potential follow up interview, if requested, at a District 207 designated time, within 1 week of the bid opening:	
Online/Web-Based Program	
1. The company should offer a web-based creation program	
in which all page creation, picture adjusting and placing,	
text editing and indexing is done on the internet at the	
company's secure website.	Yes No

2. The site must work from any computer or Chromebook with internet access and without the installation of company software.	Yes	No
3. This web-based tool must effectively operate with the district's internet connection and speed, and with the computers in the yearbook production labs.	Yes	No
4. The company must state the hardware and network Requirements for optimal speed and functioning of the online program.	Yes	No
5. The online program for the 2025-2026 school year should be fully functioning and available with templates and fonts) starting by the beginning of June 2025	Yes	No
6. The online program should have the ability to place column guides, ruler guides, and a complete page grid for easy element placement.	Yes	No
7. The program must have "snap to" grid and guide functions.	Yes	No
8. The online program should have copy, paste, cut, undo multiple moves, redo multiple moves, spell check, find/change text, lock elements, group elements, send to front, and bring to back functions.	Yes	No
9. The online program should allow for typing directly on the page without a time delay.	Yes	No
10. The online program should have a zoom in and zoom out function.	Yes	No
11. The online program should have the ability to easily		

crop, resize, flip and rotate pictures directly on the yearbook page.	Yes	No
12. The online program should have photo editing directly on the Site (red eye reduction, cob, colorizing, lightening and darkening, saturation adjustments, etc.).	Yes	No
13. The online program should have its own indexing function that automatically spell checks names of all faculty, staff, and students by cross-referencing school files.	Yes	No
14. The automatic spell checking of names should occur before pages are submitted to the plant.	Yes	No
15. The online program should have the ability to highlight all incomplete elements on a spread.	Yes	No
16. The online program should have the ability to set type styles.	Yes	No
17. The online program should have a filing system to organize uploaded photos by date, club, sport, etc.	Yes	No
18. The online program should have the ability to alert users if pictures have been used already in the book, how many times, and on what pages.	Yes	No
19. The online program should have the ability to auto flow student portraits with their names. This function must organize student and staff portraits by grade. Portrait pages must be able to be changed and edited by the students.	Yes	No
20. The online program should allow the school to create		

auto flow student portraits in any size.	Yes	No
21. The online program should have a function to align text (left, right, justified and centered).	Yes	No
22. The online program should allow unlimited photos to be uploaded to its site at one time.	Yes	No
23. The online program should have a function for zooming in on uploaded photos.	Yes	No
24. The online program should allow photos to be deleted from a page without deleting the photo box.	Yes	No
25. The online program should have drop shadowing of text, photo boxes and all graphic elements.	Yes	No
26. The online program should have index options that include 3-6 columns of text.	Yes	No

YEARBOOK SERVICE PRINTING SPECIFICATIONS

Yearbook Cover

Covers are to be school-designed. Up to 6 hours of creative/mechanical artwork time by the company's artists are to be included in the base proposal. The time is to be used at the staff's discretion. Covers are to be a hard case cover, on 160-point binders board. Covers are to be made after paper stock has been selected and a final number of pages has been determined to ensure proper fit. Up to two full-size color printed cover proofs are to be provided to the staff.

Covers are to be lithograph, CYMK process colors, with text and color photos on the front, spine, and back.

Paper

All inside pages are to be printed on 80# enamel text paper stock. Bidder is to stipulate a choice of paper surfaces (gloss, flat, etc.) to be selected by the staff. Bidder must specify brand name of paper.

End Sheets

End sheets are to be 65# cover-weight Vellum Bristol or equivalent stock to be selected by staff. End sheets are to be printed on with one ink, with a different design (including text shapes, text, and photos) on the front and back end sheets. Bidder must specify the brand name of paper.

Binding

Books will be tightly Smyth (section) sewn, rounded and backed, with headbands.

Deadline Schedules and Delivery Date

Copy submission deadlines and the final book delivery dates will be established and must be agreed upon by the schools and the company. Books are to be delivered to the schools by May 5, or a suitable date agreeable to both parties. Printer must allow flexibility for color submissions. First deadlines are due in November/early December. Final deadline due in April.

Printing

Pages must be printed on offset press. All photos should automatically be color corrected by the printer.

RESPONSE FORMAT

Required Sections

- Cover Letter
- Company Profile
- Staffing
- Scope of Services
- References
- Samples (to be included in the submission packet)
- Concluding Remarks
- Yearbook Specifications (Exhibit 1)
- Cost of Proposal (Exhibit 2)
- Signed Certifications (Exhibit 3)

Cover Letter

The cover letter must contain the name of the company, address, company contact and telephone number. The cover letter must be signed by a company contact that is authorized to contractually bind the company.

Company Profile

- Provide a description of the company, including information on the company's history and market share.
- Include information on the company's strengths as compared to other companies.
- Detail any judgments, pending or expected litigation, and/or other real or potential financial conditions that might impact this contract.

Staffing

- Provide the names of any staff that will be providing services to the District. Include their name, title and qualifications including length of service.

Scope of Services

- Provide clear responses to the scope of services as outlined in the RFP.

References

- Provide a list of similarly sized school district accounts that have been served by the company over the last five years, including any Illinois school districts. Provide a contact name and telephone number for each reference.

Cost of Proposals (Exhibit 1)

In order to compare all companies, all information on Exhibit 1 must be completed. All companies must quote pricing based upon a 3-year term. All companies should quote the volumes indicated. In addition, companies must provide pricing for changes of volume at a 10% interval.

Signed Certifications (Exhibit 2)

Sign and return Exhibit 2 acknowledging your understanding and compliance with the required certifications.

GENERAL TERMS & CONDITIONS

1. GENERAL

- Proposals shall be submitted in an envelope properly marked “RFP Yearbook” Proposals must be received in the Administrative Office on or before the time scheduled for the opening.
- Hand delivery of proposals shall be made to the reception desk at 1177 S Dee Rd, Park Ridge, IL 60068
- Any explanation or statement that proposers wish to make must be placed in an envelope with their proposal but shall be written separately from the proposal and attached thereto. Unless a proposer

so indicates, it is understood that the proposer has responded in strict accordance with this RFP.

- Any interpretation of the proposed documents will be made only by an addendum issued by the School District. A copy of an addendum will be emailed to each person who received the RFP documents.
- Vendors shall acknowledge receipt of each addendum issued in the space provided on the proposal form. Oral explanations will not be binding. All correspondence shall be directed to Patty Alvarez, Director of Fiscal Services palvarez@maine207.org

2. ERRORS AND OMISSIONS

- All proposals shall be fully completed when submitted. The submission of a proposal shall be construed as an acceptance of all provisions contained herein. All proposals shall be deemed final, conclusive, and irrevocable. No claim for relief because of errors or omissions in the proposal will be considered. Vendors will be held strictly to the proposals as submitted.
- The vendor acknowledges that any variation from the specifications will be grounds for the Board of Education to reject the proposal, although the Board of Education may accept the proposal with the verification if, in its sole discretion, it determines that such vendor's proposal is in the School District's best interest.
- Should a vendor find any discrepancies in, or omission from, any of the documents, or be in doubt as to its meanings, they shall advise the Director of Fiscal Services who will issue the necessary clarifications to all prospective vendors by means of addenda.
- After the submission of the proposal, no complaint or claim that there was any misunderstanding in regard to items or services requested will be entertained by either party.

3. FIRM PROPOSAL

All prices, terms, and conditions will be considered to be firm for a period of ninety (90) days from the date of the proposal due date.

4. WITHDRAWAL OF PROPOSALS

Proposals may be withdrawn by letter or in person prior to the time and date established for the opening of Proposals.

5. INVESTIGATION OF VENDORS

- District 207 will make such an investigation as is necessary to determine the ability of the vendor to fulfill proposal requirements. If requested, the vendor shall be prepared to show completed types of service similar to those included in this proposal.
- The Board of Education reserves the right to reject any proposal if it is determined that the vendor is not properly qualified to carry out the obligations of the contract.

6. RESERVATION OF RIGHTS BY THE DISTRICT

- The Board of Education reserves the right to reject any and all proposals or portions of proposals, waive informalities or irregularities in any proposal, and award the contract in the best interest of the School District, considering conformity with specifications, terms of delivery, quality, and serviceability. The contract will be awarded, if at all, to the lowest responsible vendor meeting specifications as determined by the Board of Education. While the financial responsibility of the vendor is a significant concern, the Board of Education is equally concerned with the proven ability of the vendor to satisfactorily perform the contract so that the service will be provided in accordance with the proposed contract documents.

7. AWARD AND CONTRACT

All proposals will be awarded upon approval by the Board of Education. The successful vendor will be required to enter into a contract incorporating the terms and conditions of this proposal document. The contract is attached to this RFP. Any changes required to the contract must be submitted as part of the RFP response.

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8. SIGNATURE CONSTITUTES ACCEPTANCE

The signing of these forms will indicate the vendor's compliance with all proposal specifications and included terms and conditions.

9. DISTRICT EMPLOYEES

Each vendor shall affirm that no Board of Education member, officer or employee of District 207 or their immediate family members, is interested financially in the proposed contract.

10. INSURANCE

In cases of ongoing deliveries, the successful vendor shall carry insurance in company or companies acceptable to the District. Should additional limits be required for a specific project/purchase, it will be noted in the attached specifications. The vendor shall provide such insurance naming District 207 as "Additional Named Insured" and shall state that all insurance listed below is primary and noncontributory. All such insurance shall not be cancelable without thirty (30) days prior written notice being given to the District.

Within ten (10) days after the proposal award, Certificate(s) of Insurance, the additional insured endorsement, and the waiver of subrogation endorsements shall be submitted to the Assistant Superintendent for Business. The vendor shall provide and maintain insurance in the minimal amounts as outlined below with companies acceptable to the District:

- Worker's Compensation Insurance:
 - Coverage A - Illinois Statutory Limits
- A waiver of subrogation in favor of District 207 shall be included.
- Automobile Liability Insurance:
 - \$1,000,000 combined single limit per occurrence for bodily injury and property damage and include coverage for all owned, non-owned, and hired automobiles and garage keepers.
- Commercial General Liability Insurance shall provide the following limits:
 - Bodily Injury & Property Damage
 - \$1,000,000 per occurrence
 - \$2,000,000 general aggregate
 - Professional Liability Insurance \$2,000,000 per claim
 - \$3,000,000 aggregate
- The Vendor shall also purchase and maintain such insurance as will protect the School District from and against claims, damages, loss, and expenses, including attorney's fees arising out of or resulting from the performance of the work, provided that any such claim, damage, loss or expense (1) is attributable to bodily injury to or destruction of tangible property, including the loss of use resulting therefrom, and (2) is caused in whole or in part by any negligent act or omission of the Vendor or anyone directly or indirectly employed by them or anyone for whose acts they may deem liable, regardless of whether or not it is caused in part by a party to whom insurance is afforded pursuant to his paragraph.

11. HOLD HARMLESS AND INDEMNIFICATION

The vendor shall assume all liability for, and shall protect, defend, indemnify, and hold harmless the Board of Education and its members individually, their officers, employees, servants, and agents from and against all claims, actions, suits, judgments, costs, losses, expenses, and liabilities of whatsoever kind or nature including reasonable legal fees incurred by owner arising out of

- Any infringement (actual or claimed) of any patents, copyrights, or trade names by reason of any work performed or to be performed by the vendor under this contract or by reason of anything to be supplied by the vendor pursuant to this contract.
- Bodily injury, including death, to any person or persons (including vendor's officers, employees, agents, and servants) or damage to or destruction of any property, including the loss of use thereof:
 - Caused in whole or in part by any act, error, or omission by the vendor or any sub vendor or anyone directly or indirectly employed by any of them regardless of whether or not it is caused in part by a party to be indemnified hereunder.
 - arising directly or indirectly out of the presence of any person in or about any part of the project site or the streets, sidewalks, and property adjacent thereto.
 - arising directly or indirectly out of the use, misuse, or failure of any machinery or equipment used directly or indirectly in the performance of this contract.

12. GOVERNING LAW

The contract shall be governed and construed in accordance with the laws of the State of Illinois. If any provision hereof shall be held to contravene any applicable law, such provision shall be deemed reformed to the extent of conforming to said law, and in all other respects, the terms hereof shall remain in full force and effect.

13. VENDOR'S AGREEMENT

The vendor hereby declares understanding, agreement, and certification of compliance to provide the products to the School District, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications of the original proposal specifications, and any issued addenda. The vendor further agrees that the language of this document shall govern in the event of a conflict with (1) his/her proposal or (2) any subsequent purchase order between the vendor and the School District. The vendor further agrees that upon receipt of an authorized purchase order or when an authorized official of the School District countersigns this document, a binding contract shall exist between the vendor and the School District. This document combined with amendments, the vendor proposal, its required submittals, and the purchase order, if any, shall comprise the binding contract.

EXHIBIT 1
YEARBOOK SPECIFICATIONS-PRINTING AND COVER

	South	East	West
PRINTING			
Book Size	9x12	9x12	9x12
# of Copies	1,750	475	650
# of Pages	245	195	220
Paper-Gloss Enamel (specify brand of paper)	80 lbs	80 lbs	80 lbs
End Sheets -white antique, specify brand	65 lbs	65 lbs	65 lbs
Binding	Case Bound, Smyth sewed, rounded and backed with headbands		
Full Cover-Gloss Lamination on Litho Cover	Yes	Yes	Yes
Additional Charges or Credits to the above			
80 Pound Matte paper stock			
80 Pound recycled paper stock			
Same Design Front and Back			
Standard color instead of Black, additional			
Four-color process, same front and back			
Colored Stock end sheets (not color one side)			
	South	East	West
COVER	School Designed Hard Cover, binding, long, regular 700-weight artificial leather or standard base cover fabric on 160 pt. binder covers		
Additional Charges-School Designed IN			
One applied color to front cover			
Same color applied to design			
Same color backbone			
Each additional applied color			

Additional Charges-School Designed Embossed			
	South	East	West
Front Cover			
Backbone			
Additional Charges-one grain operation			
Additional Charges-Overtone rub			
Additional Charges-metalay application			
Additional Charges -Special C quality book cloths			

SUPPLEMENTAL

Same trim size as book-2 week turnaround- to be delivered with the Bound books			
	South	East	West
30 Pages			X
20 Pages	X	X	

EXHIBIT 2
PRICING PROPOSAL

The District is seeking a single cost per book based on the information in Exhibit 1:

Cost per Book Year 1 (May 2026) _____
Cost per Book Year 2 (May 2027) _____
Cost per Book Year 3 (May 2028) _____

Cost per Book if annual volume increases by 10%:

Cost per Book Year 1 (May 2026) _____
Cost per Book Year 2 (May 2027) _____
Cost per Book Year 3 (May 2028) _____

Cost per Book if annual volume decreases by 10%:

Cost per Book Year 1 (May 2026) _____
Cost per Book Year 2 (May 2027) _____
Cost per Book Year 3 (May 2028) _____

Percent Increase for Year 2029 _____
Percent Increase for Year 2030 _____

***Any overtime charges must be specified. Late fees or overtime charges not specified in bid submittal will not be paid by the District. All freight and shipping charges shall be included in two separate contracts.**

Please include any additional costs or savings opportunities included in the proposal:

EXHIBIT 3 CERTIFICATIONS

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207 CERTIFICATIONS

1. **CERTIFICATION** - The undersigned vendor hereby certifies that he/she is not barred from bidding on this contract as a result of a violation of either the bid-rigging or bid-rotation provision of Article 33E of the Criminal Code of 1961 as amended. Additionally, the undersigned bidder certifies that they, either individually or corporately, are not under investigation or currently under suspension by IDOT, IDOL or any other State or Federal agencies. The bidder also certifies that he/she has read, understands and agrees that acceptance by District 207 of the bidder's offer by issuance of a purchase order and/or contract will create a binding contract. District 214 may declare the contract void if the certification is false.
2. **NON-COLLUSION AFFIDAVIT** - The undersigned bidder or agent states that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting, nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding. Bidder further states that no person, firm or corporation has, or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale.
3. **FAIR EMPLOYEE PRACTICES** - It shall be mandatory that the vendor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or ancestry; and further that he will comply with all provisions of the Illinois Fair

Employment Practices Commission as required by the Rules and Regulations for Public Contract.

4. **SEXUAL HARRASSMENT CLAUSE** - Each vendor must certify that he has complied with the requirements of section 2-105 of the Illinois Human Rights Act (Public Act 87-1257) effective July 1, 1993, with respect to sexual harassment policies. The terms of that law, as applicable, are hereby incorporated into this contract. District 207 is in full compliance with this law.

5. **DRUG-FREE WORKPLACE** - Each vendor must certify compliance with the Drug-Free Workplace Requirement, which stipulates the prohibition of the unlawful manufacture and distribution, dispensing, possession, or use of a controlled substance while on District 207's premises or while performing work for the district.

6. **COMPLIANCE** - The vendor is directed that all applicable state laws, municipal ordinances, district policies, and the rules and regulations of all authorities having jurisdiction over any aspect of the herein described project shall apply to the contract throughout, and will be deemed to be included in the contract the same as though herein written in full.

7. **CRIMINAL BACKGROUND CHECK CLAUSE** - The vendor understands and acknowledges that its work, in whole or in part, will be performed on public school property where there may be direct, daily contact with school students. The vendor further understands and acknowledges that the State of Illinois requires that all employees of vendors, licensees, vendors or others having direct, daily contact with students are subject to a criminal background check and may not be listed on the State Sex Offender Registry. Prior to allowing any of its employees who will be performing the scope of work access to school property, the vendor agrees to provide the District with the following in writing:

1. Evidence that each employee, agent, vendor, or other person performing work on school property under this agreement was subjected to a criminal background check in conformity with 105 ILCS 5/10-21.9; that said persons are not listed on said Registry; and said persons have no criminal convictions for the offenses listed under 105 ILCS 5/10-21.9;
2. The vendor will provide the District, upon request, a copy of the criminal background check conducted on each such person.

In the event the vendor plans to subcontract with or use the services of another person or firm that may have direct, daily contact with students on school property, in order to fulfill its obligations under its agreement with the District, then in that event the vendor will require all such persons or firms to comply with the provisions of this paragraph and 105 ILCS 5/10-21.9. In the event the vendor fails to comply with the provisions of this paragraph and 105 ILCS 5/10-21.9, and as a result a suit or claim is instituted by a student for harm caused by an employee of the vendor, or caused by an employee of a sub vendor to the vendor, then in that event the vendor agrees to fully defend and indemnify the District, including reimbursement of the attorney's fees and costs, against any such claims.

11. FAITH'S LAW - As a vendor of Maine Township High School District 207, you must ensure that the following criteria are met for each individual who is assigned to work in District 207

1. The individual must complete the Illinois State Board of Education Sexual Misconduct Disclosure Template for Applicant (available at: <https://www.isbe.net/Documents/Temp1-ISBE-Sexual-Misconduct-Disclosure-Form-Applicant.pdf>);

2. You and the individual both must complete the Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response Template, and you must forward the form to the

individual's current and former employer(s) (available at): <https://www.isbe.net/Documents/Temp2-Auth-Release-Sexual-Misconduct-Related-Info.pdf>). This form must be completed multiple times if the individual has multiple current and/or former employers.

3. You must ensure that you have no knowledge or information pertaining to the Individual that would disqualify the individual from working with the School District;

4. You must initiate a review of the employment history of the individual by contacting those employers listed by the individual in the Illinois State Board of Education Sexual Misconduct Disclosure Template; and

5. You must not assign an individual to perform work for District 207 if the individual fails or refuses to provide the information listed on the Illinois State Board of Education Sexual Misconduct Disclosure Template.

6. Prior to assigning an individual to perform work for District 207, you must inform District 207 of any instance known to you in which the individual (a) has been the subject of a sexual misconduct allegation unless a subsequent investigation resulted in a finding that the allegation was false, unfounded, or unsubstantiated; or (b) has ever been discharged, been asked to resign from, resigned from, or otherwise been separated from any employment, been removed from a substitute list, been disciplined by an employer, or had an employment contract not renewed due to an adjudication or finding of sexual misconduct or while an allegation of sexual misconduct was pending or under investigation, unless the investigation

resulted in a finding that the allegation was false, unfounded, or unsubstantiated; or (c) has ever had a license or certificate suspended, surrendered, or revoked due to an adjudication or finding of sexual misconduct or while an allegation of sexual misconduct was pending or under investigation, unless the investigation resulted in a finding that the allegation was false, unfounded, or unsubstantiated.

By signing this document, I state and declare that the Bidder/vendor listed below and I are in compliance and will comply with all of the Certifications listed herein.

Company Name:

Name (Printed):

Date:

Signature:

REFERENCES

In order to determine the ability of the vendor to fulfill all requirements, vendors that have not done business with District 207 in the last 12 months must furnish reference information listing at least three customers (schools or school districts are preferred) where the vendor has provided similar products.

Business Name			
Address			
Contact			
Contact Phone		Contact Email	
Business Name			
Address			
Contact			
Contact Phone		Contact Email	
Business Name			
Address			
Contact			
Contact Phone		Contact Email	