



## INVITATION TO BID GRADUATION APPAREL AND ACCESSORIES

The Christian County Board of Education requests sealed proposals for the purpose of selecting a provider of Graduation Apparel and Accessories for each of our high schools for the period of July 1, 2021 through June 30, 2022.

Bids will be received until 12:15 p.m., March 26, 2021 at which time bids will be opened. Bids must be sealed in an envelope that is clearly marked "**Graduation Apparel/Accessories**" and delivered to the Christian County Board of Education, 200 Glass Ave, PO Box 609, Hopkinsville, KY 42240; ATTN: Jessica Darnell.

The District reserves the right to accept or reject any and all bids and to waive any informality in bids if that action is in the best financial interest of the Board. Any questions can be directed to Jessica Darnell at (270)887-7006.

The intent of this Request for Proposal (RFP) is to solicit proposals from vendors to establish a contract with one company to provide Student Graduation Apparel and Accessories for the Christian County Public Schools (CCPS) for the 2021-2022 school year. CCPS may, upon mutual agreement with the successful vendor, extend the contract period, for an additional one year period.

Proposals and pricing must be submitted for the entire scope of services contained in this RFP. The District reserves the right to waive any informalities, qualifications, irregularities, and omissions or reject any or all proposals if it determines that proposals are not responsive to the RFP or the proposals themselves are judged not to be in the best interest of the District. All vendors submitting proposals agree that their pricing is valid for a minimum of one year after proposal submission. CCPS reserves the right to request a representative sample of the items bid prior to the award.

It is requested that all vendors submitting proposals include at least two school references with contact information. Due to the use of District facilities and District employees to facilitate this process, it is understood that the selling of school Graduation Apparel and Accessories is conducted as a school fund-raising project. Monies collected from the sale of Graduation Apparel and Accessories will be retained or returned to the school based upon a proposed percentage of gross proceeds of the sale. The school principal must pre-approve any correspondence provided to students or parents before distribution. The entire information and selling process will be at the discretion and agreement of the building principal. This

correspondence shall disclose to each student a description of the products offered included the prices as provided in the submitted proposal. At the conclusion of each Graduation Apparel and Accessories sale (each year) the supplier will provide a typed, or computer generated, listing of each student who participated, a list of merchandise purchased, and the amount spent for all delivered merchandise. This will be made available to the principal prior to the issuance of the reimbursement check.

### **PRODUCT SPECIFICATIONS**

The supplier will offer the following basic Graduation Apparel and Accessories. The proposal will include a cost proposal for each, differentiating costs as they apply to each type of product with a per pupil pricing. Also provide any other related service(s) and associated costs which your company proposes to offer to meet the requirements.

1. Standard Graduation Cap, Gown and Tassel unit (hardcap)
2. Standard Graduation Cap, Gown and Tassel unit (softcap)
3. Extra Tassels
4. Basic Graduation Announcement including:
  - Must be paneled
  - White vellum paper stock
  - One-color engraved seal
  - Single-fold
  - Black or sepia text
  - Thermographic printing process
  - Two (2) matching envelopes
5. Basic name cards
6. Premium or deluxe name cards
7. Basic thank you notes
8. Basic class seals
9. All shipping costs

Prices will be submitted for each graduation item listed in this basic list. These prices will be used when evaluating the value of the services required. Additional Graduation Apparel and Accessories offerings including styles, designs, and options may be presented to students and parents at an understood increased cost.

The vendor agrees to reimburse each participating school for services rendered in the assistance of the sale of Graduation Apparel and Accessories by school personnel and the use of school facilities. Please give your proposed percentage of the gross sales of all delivered merchandise and describe your company's reimbursement process.

### **PROPOSAL FORMAT**

1. Company name, location and local contact name and phone numbers
2. List of all company representatives who will be providing services to CCPS
3. Local representative's immediate supervisor's name and contact numbers
4. List of at least two school references with contact name and numbers
5. Exceptions to the RFP – All requested information in this RFP must be provided. Vendors may take exception to certain requirements if exceptions are clearly identified in this section with written explanation.
6. Items 1-9 listed above must be priced per pupil
7. Amount of reimbursement by percentage of sales
8. Samples

The award of any contract shall be at the sole discretion of the District. The award shall be based upon the evaluation of all information submitted and any clarifying information solicited. The District intends to award a contract to the Vendor whose proposal is most advantageous to the District with respect to price and service. However, the District reserves the right to accept or reject any or all proposals in whole or in part and to waive any informality, and to negotiate any prices or services offered by the Vendor.