



INVITATION TO BID

STUDENT CLASS RINGS

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

Bids will be received until 12:00 p.m., March 26, 2021 at which time bids will be opened. Bids must be sealed in an envelope that is clearly marked "**Student Class Rings**" 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 sealed proposals from qualified vendors to establish a contract with one company to provide Student Class Rings for all eligible students in 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, in one year renewals, for up to an additional one year. All rings provided for in this contract must be of current production and shown/advertised in your firm's national brochure.

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 some school district employee to facilitate this process, it is understood that the selling of Student Class Rings is conducted as a school fund-raising project. Monies collected from the sale of Student Class Rings will be retained or returned to the school based upon a dollar value associated with the gross proceeds of the sale. The dollar amount of incentives will be included in your proposal and is not subject

to negotiation at the school level. 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 Student Class Ring 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.

Prices will be submitted for each ring named in the classifications listed. These prices will be used when evaluating the value of the product. Upgrades in styles, designs, and options may be presented to students and parents at an understood increased cost.

During the one-year contract period, the price of rings shall remain unchanged with the exception of gold rings which will be determined by the use of troy ounce price stipulated on the price proposal form.

PRODUCT SPECIFICATIONS

Product specifications are not meant to restrict product offerings. These specifications will be used for evaluation purposes. Additional offerings may be submitted with proposals as long as pricing is included with each offering. Ring pricing shall be based on a standard size 10 finger for men and a standard size 7 finger for women. Rings must be currently manufactured and must be listed from existing styles, classes, families, collections, currently offered in your national brochures.

- A. Economy Class – a ring that includes, at a minimum: a school mascot, a school seal, a smooth stone (birthstones, black onyx or white pearl), initials inside, and the year date
- B. Premium Class – a ring that includes, at a minimum: a school mascot, a school seal, a smooth stone (birthstones, black onyx or white pearl), initials inside, and the year date
- C. Woman's Fashion Class – a ring that includes, at a minimum, a smooth stone (birthstones, black onyx or white pearl), initials inside, and the year date

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 A-C listed above must be priced per pupil
- 7. The dollar amount per non-gold class ring reimbursed to the school
- 8. The dollar amount per gold class ring reimbursed to the school
- 9. The number of basic economy class rings which will be awarded to the school to provide for needs-based student purchases at administrator discretion
- 10. Shipping costs
- 11. 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 quality, 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.