

INFORMATION AND SPECIFICATIONS
FOR
GRADUATION ITEMS AND ACCESSORIES

**OWNER: ISD #413, Marshall Public Schools
401 South Saratoga Street
Marshall, Minnesota 56258**

RFP OPENING DATE: Wednesday, July 28, 2021, 10:00 A.M., CDT

**ADVERTISEMENT FOR
REQUEST FOR PROPOSALS**

**INDEPENDENT SCHOOL DISTRICT #413
Marshall, Minnesota 56258**

PROPOSAL TO PROVIDE GRADUATION ITEMS AND ACCESSORIES

Independent School District # 413, Marshall, Minnesota will receive proposals until 10:00 a.m., CDT, Wednesday, July 28, 2021, for a Contract to Graduation Supplies and Accessories for Marshall Public Schools. Proposals will be received at the District Office at the Middle School, 401 South Saratoga Street, Marshall, Minnesota, 56258. There is no agent for the receipt of Proposals other than the Director of Business Services.

Specifications, bid forms, and instructions to service providers may be obtained on our website <https://www.marshall.k12.mn.us/domain/19> or at the District Office, 401 South Saratoga Street, Marshall, Minnesota, 56258.

The Board of Education reserves the right to accept or reject any or all proposals or part of such proposals and waive any formalities or irregularities. No proposal may be withdrawn for a period of 60 days after receipt without consent of the Board of Education.

**INDEPENDENT SCHOOL DISTRICT # 413
Marshall, Lyon County, Minnesota**

**Publication Dates: July 8, 2021
 July 13, 2021**

GENERAL CONDITIONS

1. GENERAL PROVISIONS OF THE REQUEST FOR PROPOSAL

- A. Invitation to Bid: Proposals will be received by the Director of Business Services, District Office, 401 South Saratoga Street, Marshall, Minnesota, until Wednesday, July 28, 2021, 10:00 a.m.**
- B. The owner reserves the right to reject any or all proposals and to waive any informalities of a proposal.**
- D. It shall be the responsibility of the bidders to acquaint themselves with all factors relative to this process and all conditions that might affect the goods and/or services to be supplied under the proposal call.**
- E. Proposal awards for those goods and/or services will be made by the Board of Education of Marshall Public Schools No. 413. The award will be based upon, but not limited to: pricing; ability of vendor to fulfill contract and specification requirements; and prior experience and performance of the vendor.**
- F. Proposal should include a dollar amount or percent of each package sold, over all graduation sales and rings sold. Funds would go back to the Marshall Public School BPA organization.**

I. Introduction

- a) This request for information is for the purpose of receiving proposals from firms that wish to be considered for the bidding of services for graduation items.
- b) It is anticipated that the period of commitment will begin on or about October 1, 2021 and extend through June 1, 2022, with the option to renew annually for up to four (4) additional one (1) year periods at the district's request.
- c) Those submitting proposals are hereby advised that the district shall reserve the right to unilaterally terminate the contract for subsequent school year/years prior to June 1 annually without prejudice.

II. Evaluations and Timelines

- a) Proposals shall be submitted no later than **until Wednesday, July 28, 2021, 10:00 a.m.** to: dion.caron@marshall.k12.mn.us
- b) The proposals submitted will be reviewed by a committee consisting of administration and the BPA advisor.
- c) Selected candidate will be notified by e-mail no later than Tuesday, August 15, 2021
- d) Factors affecting vendor selection will include but not be limited to quality and price of the product, references showing history of quality service and products, commission or fee guaranteed to the assisting group (currently BPA) and additional services provided at no additional charge.

III. Scope

Scope of Work/Specifications

Graduation Items Pricing Sheets minimum specifications

Quantity – 200	Unit Price
A. Caps:	\$
<ul style="list-style-type: none"> ▪ Traditional academic styling ▪ Full cut crown ▪ Cap button must be centered on top of cap and must be covered with the same material as the cap ▪ A minimum of ten (10) sizes shall be available 	
B. Tassels:	\$
<ul style="list-style-type: none"> ▪ Traditional academic styling ▪ Detachable, attaches to cap by a matching or contrasting color loop over cap button in the center of the mortarboard ▪ Metallic date bands, symbolic in nature with the year of graduation shall be included ▪ White, black and orange must be available options 	

Measuring:

Measurements for caps and gowns will be taken at the school's convenience by the vendor's representative. Orders shall be recorded on an individual order form, with a copy given to the student and the school.

C. Gowns:	\$
<ul style="list-style-type: none"> ▪ Traditional academic styling ▪ 100% poly satin/polyester or equal, summer weave material to match cap and should be non-see through with light weight yoke for coolness and fit ▪ Triple ply front panel with concealed zipper and no visible top stitching ▪ Sizes shall be offered to fit individuals from 4' 6" to 6' 11" in height. A minimum of twelve sizes shall be available in back lengths which increase by increments of two inches. Ample fullness in the body and sleeves shall be provided to allow for smooth draping, appearance and sizing. A size to fit individuals of extraordinary build must also be available 	

Basic Package Price (cap/gown/tassel) Per Unit Price \$

Additional Items: Quantity 200

Unit Price

Cords (60" Rayon cord with 4" tassel)

\$

Diploma Covers/Inserts- Quantity: 200

Unit Price

E. Graduation Jewelry- Rings

Provide a pricing schedule for rings instead of individual price.

- Awarded vendor will provide class rings to all District graduating seniors beginning in sophomore year
- Awarded vendor must absorb the cost of the die cut master plate (if necessary) for each designated school
- Vendor must provide a schedule of pricing for rings in its proposal

As each ring is customized to individual tastes, vendor should:

1. Turn in pricing schedule that will allow student and parents to choose options such as stones, mascot engraving, sport engraving, club engraving, etc.
2. Submit pricing for a gold ring that includes a student's school, mascot, and graduate year.

F. Other Package Options available (list below)

Item cost

G. Other Vendor Responsibilities

- Vendor must be available the month of October 2021 to present products such as caps, gowns, rings, and stationary products.
- Vendor must provide a presentation of products and services to the evaluation committee- vendor will provide a sample of all items
- Vendor must provide installment and/or on-line payments to students and parents.
 - Should only be one basic package offered online Cap/Gown/Tassel
 - Any additions to an order should be shown separate with pricing.
- Awarded vendor will measure all seniors for cap and gown.
- Awarded vendor(s) will be responsible for providing caps/gowns/tassels, stationary products, graduation jewelry to district high school.
- Any charges for setup of new artwork, signature or die fees are the responsibility of the bidder.
- All orders delivered to the school will be at \$0 shipping and handling.
- No late fees on orders should apply.
- Awarded vendor must work in coordination with the senior officers and BPA officers each year to discuss and select graduation options including but not limited to graduation announcements.
- Awarded vendor must provide a presentation of products and marketing ideas each year to classes serviced in coordination with Business Professionals of America student representatives.
- Awarded vendor will work with the Business Professionals of America advisor and officers to ensure prompt delivery of all products. Only the awarded vendor(s) will be authorized to market products on school property.
- Awarded vendor must provide excellent customer service and keeping the best interest Marshall Public Schools, BPA, students and parents at all times.
- Awarded vendor will provide BPA Advisor sales reports as requested by the district.
- Awarded vendor will provide the district a list of students that ordered Cap/Gown as requested.
- All incentives for paid orders should be paid to the district by June 30th. Any paid orders after June 30th incentive should be sent in a timely matter after each order is paid.

IV. Pricing/Fees

- a) The above pricing reflects only the main products that the district is requesting. The awarded vendors will be allowed to sell other products such as backpacks, key rings, etc. if chosen as a preferred vendor.
- b) Contract will be for school year 2021-2022 with an option to renew up to 4 additional years.
- c) Provide detailed fee and expense estimates for all services that you (or other entities described in your proposal) will provide (i.e. core/necessary services) or additional services you make available with respect to the plan. Include detail of fees charged in conjunction with the proposal.
- d) How long will your company commit to provide services at the above fee?
- e) Describe any additional services which your company will provide at no additional charge.

BIDDER'S ASSURANCE OF COMPLIANCE

**The Board of Education
Marshall Public Schools #413
401 South Saratoga Street
Marshall, Minnesota 56258**

Ladies/Gentlemen:

The undersigned, being familiar with the provisions and conditions of these specifications for the purchase of GRADUATION ITEMS AND ACCESSORIES, hereby proposes to furnish and deliver as specified and directed to ISD #413, Marshall Public Schools, Marshall, Minnesota.

The bidder has carefully checked all items as to description listed on the specification form, has properly identified or described proposed substitutions of the proposal, including all special provisions, and any deviation or exceptions have been clearly cited herein. It is understood that these deviations and exceptions will be considered a conclusive and an official part of this proposal.

In submitting this proposal, it is understood that the right is reserved by the Owner to reject any or all proposals, and it is agreed that this proposal may not be withdrawn during a period of sixty (60) days from the time of the opening of the proposal.

FIRM NAME _____

FIRM ADDRESS _____

PHONE NO. _____

FAX NO. _____

E-MAIL ADDRESS _____

SIGNATURE _____

TITLE _____

DATE _____