



**Request for Proposal**  
for  
**Graduation Products**  
**(Class Rings, Cap & Gowns, Announcements)**

To Begin: with the 2018-2019 school year

Response Submittal Deadline: 12/12/2016

Raytown C-2 School District  
6608 Raytown Road  
Raytown, MO 64133  
816-268-7000

**Request for Proposal: Graduation Products  
(Class Rings, Caps & Gowns, Graduation Announcements)**

**PURPOSE**

The Raytown C-2 School District is seeking a company to provide class rings, caps & gowns and graduation announcements for Raytown High School, Raytown South High School and Raytown Success Academy beginning with the graduating class of 2019. This RFP is for a period of one year (2018-19) but may be reviewed and renewed by the District for up to an additional three (3) years following the initial bid year (reviewable and renewable for 2019-20, 2020-21, 2021-22).

The RFP response must include:

- Class Rings
- Graduation Caps & Gowns
- Graduation Announcements

**AWARD:**

Selection shall be issued to the company meeting the global needs of the students in the Raytown School District. Selection shall be made of the company deemed to be fully qualified and best suited among those submitting proposals on the basis of evaluation factors included in the RFP, including price, if so stated in the proposal. Negotiations shall be conducted with the company so selected. Price shall be considered, but not be the sole determining factor. The District reserves the right to accept the proposal of any firm to be in the best interest of the District and the right to reject any and/or all proposals.

**GENERAL GRADUATION INFORMATION:**

- Graduation is held in May of each school year, with dates determined by the Board of Education.
- The District makes no guarantee of a specific amount of products to be purchased under this RFP.
- The District currently operates Raytown High School, Raytown South High School and Raytown Success Academy, with approximately 3,000 high school students.

## **SCOPE OF SERVICES**

- The awarded vendor shall be responsible for taking orders, delivering orders, and collecting funds.
- The awarded vendor shall provide experienced representatives who work on a regular basis with school personnel to answer questions regarding production or financial matters pertaining to the services required.
- The awarded vendor shall meet with the Principal or authorized representative to review requirements and establish deadlines.
- The awarded vendor shall offered online service capabilities.
- Principals shall have the authority to negotiate changes to specific items to be offered. All such items will be defined in writing and signed by the principals and the authorized representative of the awarded vendor.
- Sales of items directly to students/parents by the awarded vendor are subject to sales tax and the awarded vendor is solely responsible for collection and remittance of sales tax.
- **Customer Service:**
  - A representative must be able to meet with class officers and administration to determine needs of each building
  - A representative must be able to conduct an assembly during the school day, conduct an informational meeting in the evening, and be available for multiple lunch visits. Must be flexible during instructional time in the buildings.
  - Attend both graduation ceremonies to assist with last minute cap & gown issues
  - Courteous and prompt service to students, families and staff with all issues for products
- **Rings:**
  - should be available in customizable options
  - provide free annual ring cleaning services at the buildings
  - include a manufacturer's printed guarantee/warranty.
- **Graduation Caps & Gowns shall include but not be limited to:**
  - should be available in a variety of sizes
  - both cap & gown must be of excellent material quality
  - caps, tassels, ropes, stoles and gowns available in school's choice of colors
- **Graduation Announcements:**
  - Paper, finish, color and text style shall be the school's choice
  - Any error on part of the awarded vendor shall be corrected and promptly replaced at no charge
  - Printed materials offered will include but not limited to: announcements, name cards, envelopes, and onionskins
  - Each order shall be individually packaged and labeled according to each student's order
  - Awarded vendor is solely responsible for distribution of all orders

**COST:** Selection shall be made of the company deemed to be fully qualified and best suited among those submitting proposals on the basis of evaluation factors included in the Request for Proposal (RFP), including price, if so stated in the proposal. Negotiations shall be conducted with the selected company. Price shall be considered, but not be the sole determining factor.

**INSTRUCTIONS:** The instructions apply to all proposals and become a part of the terms and conditions of the resulting contract, unless proposer takes exception in writing when submitting.

**LATE PROPOSALS:** Proposals must be in the Purchasing Office prior to the closing date and time. LATE PROPOSALS WILL NOT BE ACCEPTED for any reason. It is the sole responsibility of the proposer to ensure timely delivery of the proposal.

**ACCEPTANCE:** The right is reserved to accept or reject any or all of the proposals, waive minor technicalities, and to accept the proposal most advantageous to the District.

**AUTHORIZED SIGNATURE:** By signing and submitting a proposal, the proposer certifies and represents to the District that the proposer has not proposed, conferred, or agreed to confer any pecuniary benefit or other thing of value for the receipt of special treatment, advantage, information, recipient's decision, opinion, recommendation, vote or any other exercise or discretion concerning this proposal. Proposals must show vendor name and address and be manually signed. Failure to do so will disqualify the proposal. Person signing proposal must show title or AUTHORITY TO BIND HIS/HER FIRM IN A CONTRACT.

**FACSIMILE:** The District will NOT accept faxed proposals.

**PROPRIETARY INFORMATION:** All material submitted to the School District becomes public property and is subject to the Missouri Sunshine Law. Specific proposal information is not shared with others until after the approval and the issuance of a contract by the Board of Education.

**RESERVATIONS:** The District expressly reserves the right to:

- Specify approximate quantities;
- Extend the opening date and time;
- Consider and accept alternate proposals, as most advantageous to the District;
- Waive any informality, minor deviations from specifications,
- Waive any minor informality in any proposal or procedure,
- Add additional terms or modify existing terms,
- Reject any proposal because of unbalance unit prices,
- Reject or cancel any or all proposals,
- Reissue any proposal; and/or
- Procure any item by other means.

**SPECIFICATIONS/SAMPLES:** Any catalog, brand name or manufacturer's reference in the specifications are descriptive NOT restrictive, and are used to indicate type and quality level desired. Proposals on brands of like nature and quality may be considered unless specifically excluded. If proposing on other than reference or specifications, proposal must show manufacturer, brand, trade name, catalog and/or lot number, etc. on article proposed and certify that article proposed is equivalent to specifications. Samples will be returned to the proposer if requested, at the proposer's expense, or by be picked up after December 16, 2016. Each sample must be marked with the proposer's name and address. **SAMPLES SHOULD BE ENCLOSED WITH THE RFP.**

**TAXES:** The Raytown School District is exempt from Missouri State Sales tax. TAX MUST NOT BE INCLUDED IN PROPOSAL. A tax exemption certificate will be executed by the Purchasing Department upon request.

**RESPONSE DEADLINE:**

***To be postmarked on or before December 12, 2016 at 3:00PM***

Mail delivery to the following address:

Raytown Quality Schools  
Attn: Dr. Brian Huff - Graduation Services  
6608 Raytown Road  
Raytown, MO 64133

OR Electronically to the following email address:

[Kathy.Thompson@RaytownSchools.org](mailto:Kathy.Thompson@RaytownSchools.org) with a subject line: "Graduation Products RFP"

**INFORMATION REQUESTED (see attachments)**

1. **Company/Agency Information:** Identify the name of the company or agency submitting this response and state the address of the business location from which the District account will be managed.
2. **List of All Personnel** who will be working on the District account, including the primary contact person, and include the business location of each person, and summary of each person's duties and responsibilities on the account.
3. **School District Experience:** Provide the attached list of company references within Missouri and/or any state.

# Class Rings, Caps & Gowns, and Graduation Announcements RFP

## RFP Attachment #1

**Company/Agency Information:** Identify the name of the company or agency submitting this response and state the address of the business location from which the District account will be managed. This will be considered your company/agency approval for the RFP submittal information included as attachments.

I {We} are proposing in accordance with the general conditions and established specifications.

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

FEDERAL TAX ID #: \_\_\_\_\_

WEB SITE: \_\_\_\_\_

ADDITIONAL INFORMATION: \_\_\_\_\_

\_\_\_\_\_

AUTHORIZED NAME: \_\_\_\_\_

Print/Typed

AUTHORIZED SIGNATURE: \_\_\_\_\_

Signed

DATE: \_\_\_\_\_

# Class Rings, Caps & Gowns, and Graduation Announcements RFP

## Attachment #2

**List of All Personnel** who will be working on the District account, including the primary contact person, and include the business location of each person, and summary of each person's duties and responsibilities on the account.

Proposer's Name: \_\_\_\_\_

Proposer's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title/Responsibility: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title/Responsibility: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title/Responsibility: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

# Class Rings, Caps & Gowns, and Graduation Announcements RFP

## Attachment #3

**School District Experience:** Provide the attached list of company references within Missouri and/or any state. If no school district experience is available, please provide company references.

**#1 SCHOOL NAME** \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE ZIP \_\_\_\_\_

CONTACT \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL \_\_\_\_\_

TIME WORKED \_\_\_\_\_

**#2 SCHOOL NAME** \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE ZIP \_\_\_\_\_

CONTACT \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL \_\_\_\_\_

TIME WORKED \_\_\_\_\_

**#3 SCHOOL NAME** \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE ZIP \_\_\_\_\_

CONTACT \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL \_\_\_\_\_

TIME WORKED \_\_\_\_\_