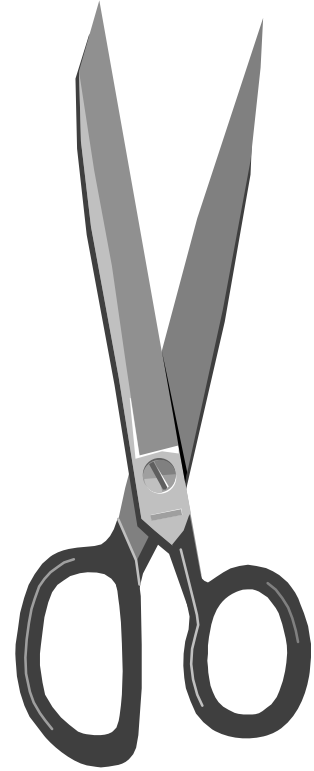


Cut along the outer border and affix this label to your sealed bid envelope to identify it as a "Sealed Bid". Neither faxed nor electronically submitted bids will be accepted. Be sure to include the name of the company submitting the bid where requested.

<b>DELIVER TO:</b>	<b>PURCHASING DEPARTMENT School Board of Polk County PO Box 391 Bartow, FL 33831-0391</b>
<b>SEALED BID DO NOT OPEN</b>	
<b>SEALED BID NO.:</b>	025-PSC-1010
<b>BID TITLE:</b>	DIPLOMA INSERTS AND COVERS
<b>DUE DATE/TIME:</b>	October 20, 2009 at 3:00 P.M.
<b>SUBMITTED BY:</b>	_____ Name of company



***Please Note:***

From time to time, addenda may be issued to this bid. Any such addenda will be posted on the same web site from which you obtained this bid. Vendors receiving bids via US mail will be sent notification of all addenda. If you downloaded the bid from this web site, you will need to check the web site to see if there are any addenda that have been posted.

Interested vendors must have a completed vendor application on file with the School Board Purchasing Department prior to bid award in order for your bid to be considered. The Vendor Application Form is available from our web site at <http://www.polk-fl.net/purchasing>. Click on "Vendor Application" from the menu at the top of the screen and follow the instructions.

THE SCHOOL BOARD OF POLK COUNTY, FLORIDA

P.O. BOX 391  
BARTOW, FLORIDA 33831-0391

1915 SOUTH FLORAL AVENUE  
BARTOW, FLORIDA 33830-7124

INVITATION TO BID

Bid Title Diploma Inserts and Covers

Bid File Number 025-PSC-1010 Posted October 6, 2009

Sealed bids will be received until 3:00 PM on October 20, 2009 in the School Board Purchasing Office at the above address. The official clock for the purpose of receiving bids is located in the Purchasing Office. All bids must be date and time stamped by the official clock. Bids will be opened in the Purchasing Offices after the deadline for receiving bids. Any bid received in Purchasing after the deadline indicated above will be date and time stamped and will not be opened. It is vendors' responsibility to see that their bids are properly received at the correct location prior to the deadline. Your bid must be on this form with the Bidder Acknowledgment completed. Inquiries on this bid should be addressed to: Satyra Bryan telephone 863) 534-0577, FAX (863) 534-0802, E-Mail satyra.bryan@polk-fl.net.

BIDDER ACKNOWLEDGMENT

The undersigned, having carefully examined the "Invitation to Bid" with any attached "Special Terms and Conditions" agrees to abide by all conditions of the bid and offers to furnish the items or services as set forth. I further certify that I am authorized to sign this bid.

_____	_____
VENDOR NAME	MAILING ADDRESS
_____	_____
PRINT OR TYPE SIGNATURE AND TITLE	CITY, STATE, ZIP
_____	_____
WRITTEN SIGNATURE	DATE
_____	_____
TELEPHONE NUMBER (TOLL FREE, IF AVAILABLE)	FAX NUMBER
_____	_____
E-MAIL ADDRESS	FEID NUMBER

DISCOUNT: Our company offers the following discount schedule: \_\_\_\_\_.

**NOTE: THE ABOVE BIDDER ACKNOWLEDGMENT MUST BE SIGNED FOR YOUR BID TO BE ACCEPTED.**

GENERAL INSTRUCTIONS AND CONDITIONS

- CONTRACT PERIOD:** Bids that do not offer prices good until the following date will not be accepted: November 30, 2012. Contract(s) awarded from this bid will begin on December 1, 2009 and will run through November 30, 2012.
- F.O.B. DELIVERY POINT:** All prices bid must include delivery charges to stated destination(s) as follows: Polk School District Locations (See bid form)
- POSTING OF BID AWARDS:** Recommended award of this bid will be posted at the School Board Administrative Offices on or about October 27, 2009 and will remain posted for a period of 72 hours. Bid tabulations will not be mailed. Bid files and tabulations may be examined during normal working hours.
- PRICES AND TAXES:** All prices are normally fixed for the duration of the contract period. Fluctuating or adjustable prices are only acceptable if so stated in the Special Terms and Conditions". The School Board is exempt from State sales and use taxes and Federal excise taxes. (State Exemption No. 85-8013927632C-8)

5. **DISCOUNTS:** Bidders may offer a cash discount for prompt payment; however, such discounts shall not be considered in bid evaluation unless all other factors are equal. Bidders are encouraged to reflect cash discounts in the unit prices quoted.
6. **DELIVERY:** Deliveries must be made in accordance with specified delivery schedules or as soon as possible after receipt of the purchase order if no delivery schedule is specified or bid. All delivery containers must be marked with the Polk County School Board purchase order number and product item number. Unless stated otherwise, all products being shipped into the Board's warehouse shall be packaged in cardboard cartons so as to prevent damage both in transit and in the warehouse. For all truck deliveries into the warehouse, the Bidder is required to provide notification AT LEAST 24 HOURS PRIOR TO DELIVERY. For Bartow deliveries, call Warehouse Receiving at (863) 534-0910. Truck drivers will be required to assist in unloading.
7. **QUANTITIES:** Quantities shown are not guarantees of purchase. The Board may purchase additional quantities during the life of the contract unless the bid sheets are noted, "Bid is for Specified Quantity Only," by the Bidder. The bid sheets must state, "Minimum Reorder Quantities," if applicable.
8. **EQUIVALENT PRODUCTS:** Any manufacturers' trade, brand, model or catalog number listed as a specification is for information purposes and not to limit competition. The Bidder may offer any equivalent current production model which meets or exceeds the specifications unless noted otherwise in the specifications. If an equivalent model is offered, the Bidder must clearly indicate any deviation from the specifications and include complete descriptive literature on alternate item(s) or the items will not be considered.
9. **SPECIFICATIONS:** All items offered must be in accordance with specifications except as noted above. Minor departures from specifications may be considered at the option of the Board. When applicable, all products shall carry evidence of Underwriters' Laboratory (UL) listing and comply with the requirements of the Occupational Safety and Health Act, (OSHA). When applicable, delivered items must be accompanied by a Material Safety Data Sheet (MSDS). If product packing or packaging is to be different than specified in the bid, the Bidder must state any deviation. The bid, lacking any statement to the contrary, will be received as being in complete compliance with specifications. When more than one bid meets all specifications, the Board reserves the right to determine the "Lowest and Best" bid. Bid items are subject to testing at the Bidder's expense. Delivery of items not meeting specifications is cause for removal from the list of acceptable Bidders and no payment will be made for the entire delivery, including usage.
10. **SAMPLES:** When requested, samples will be furnished at Bidder's expense. Requests for sample returns must be made within 30 days of the bid opening. If no return request is made, the samples will become the property of the Board. Failure to submit samples when required may result in non-acceptance of the bid.
11. **SERVICE AND WARRANTY:** Bidder should attach any warranties offered and explain warranties and service provided. These may not be in conflict with warranties required in the specifications.
12. **ACCEPTANCE OR REJECTION:** The right to accept or reject any bids or individual items in the bids and to waive irregularities in bids is reserved by the Board.
13. **DETERMINATION OF BID AWARD BASIS:** Unless specifically excluded by the Bidder, bid awards may be made on either a composite or a line item basis.
14. **MISTAKES:** In case of mathematical errors, the Bidder's unit price shall be considered the bid price. It is the Bidder's responsibility to understand the terms, conditions, and specifications of the bid. Failure to do so will be at the Bidder's risk.
15. **PLACING AND ACCEPTANCE OF ORDERS:** The award of this bid does not constitute an order. Before delivery is made the Bidder must receive a duly executed purchase order or contract. Acceptance by the Bidder is assumed upon issue by the Board of a duly executed purchase order or contract. Inspection and acceptance of items will be at the stated destination(s) unless otherwise provided, and title to and risk of loss or damage is the responsibility of the Bidder until acceptance by the Board.
16. **ASSIGNMENT, INVOICES, AND PAYMENT:** No assignment of an order or monies to be derived there from is acceptable without the prior written approval of the Board. All invoices must be submitted in triplicate to the Board with each purchase order being invoiced separately. Payment shall be made upon presentation of properly prepared invoices. Payment is generally made on the next Friday following the week in which invoicing is completed.

17. **PERFORMANCE:** If the Bidder refuses or is unable to make delivery within a reasonable time, the Board may hold the Bidder responsible for any damages or costs incurred by the Bidder's actions. The Board may withhold payments pending satisfactory compliance with the terms of the agreement. The Bidder shall hold and save the Board and Board employees harmless from liability of any kind in the performance of this contract.
18. **CONTRACT FAILURE:** Should any Contractor fail to enter into a contract with the School Board on the basis of the submitted bid by said Contractor, Contractor acknowledges that Contractor shall be liable to the School Board for the difference between such bid price and the price the School Board pays to secure the merchandise from another source. Failure to pay said amount to the School Board upon demand will result in the company being removed from the bid list for a period of not less than two (2) years from the date of infraction.
19. **CONFLICT OF INTEREST:** All Bidders must disclose with their bid the name of any officer, director, or agent who is also an employee of the Board. Further, all Bidders must disclose the name of any Board employee who owns, directly or indirectly, any interest of any amount in the Bidders firm or branches.
20. **ATTACHMENTS:** All attached sheets are a part of this bid and any Special Terms and Conditions contained therein which are in conflict with the GENERAL INSTRUCTIONS AND CONDITIONS shall have precedence.
21. **ADDENDUM:** Any changes in this bid shall be in the form of a written addendum by the Purchasing Director. No other person shall be authorized to make changes verbally or in writing. It shall be the responsibility of the bidder to ascertain if any addenda have been issued and to obtain all such addenda. Any Addendum shall be returned with this bid by the Bidder.
22. **EXTENSION:** The Board reserves the option to extend the contract period provided the Bidder is in agreement. The request for extension shall be submitted by the Bidder in writing.
23. **DISPUTES:** Any person who may be adversely affected by an intended decision with respect to the award of any bid, may protest such a decision by following the Bid Protest Procedure of the School Board of Polk County. A copy of the Procedure, which has been prepared in accordance with the provisions of the Florida Administrative Code, is available upon request and is permanently posted at the Administrative Offices of the School Board of Polk County, Florida. Failure to follow the requirements of the bid protest procedures established by the School Board of Polk County, Florida shall constitute a waiver of all protest rights. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.
24. **PREFERENCE FOR DRUG-FREE WORKPLACE:** Whenever two or more bids which are equal with respect to price, quality, and service are received, preference shall be given to a bid received from a business that certifies that it has implemented a drug-free workplace program in accordance with Section 287.087, Florida Statutes. In order to receive preference, a signed certification of compliance must be submitted with the bid response.
25. **AGREEMENT:** This Bid and the Purchase Orders issued hereunder constitute the entire agreement between the School District and the Vendor awarded the bid. No modification of this bid shall be binding on the District or the Bidders.
26. **TERMS AND CONDITIONS:** No additional terms and conditions included with the bid response shall be evaluated or considered and any and all such additional terms and conditions shall have no force and effect and are inapplicable to this bid. If submitted either purposely through intent or design or inadvertently appearing separately in transmitted letters, specifications, literature, price estimates or warranties, it is understood and agreed the General Conditions and Special Terms and Conditions in this bid solicitation are the only terms and conditions applicable to this bid and the bidders authorized signature affixed to the bidder acknowledgment form attests to this.
27. **PUBLIC ENTITY CRIME & CONVICTED VENDOR LIST:** Per the provisions of Florida Statute 287.133 (2)(a), "a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Florida Statute 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list". The prospective bidder certifies, by submission and signature of this bid, that neither the bidder, nor its principal, its agent or its representative is presently debarred, suspended, proposed for debarment, declared ineligible, voluntarily excluded from

participation in this transaction or otherwise precluded by Florida Statute 287.133 from participating in this contract.

28. **DISCRIMINATORY VENDOR LIST:** Per the provisions of Florida Statute 287.134(2)(a), "An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity." The prospective bidder certifies, by submission and signature of this bid, that neither the bidder, nor its principal, its agent or its representative is presently on the discriminatory vendor list, or otherwise precluded by Florida Statute 287.134 from participating in this contract.
29. **FEDERAL DEBARMENT CERTIFICATION:** Certification regarding debarment, suspension, ineligibility and voluntary exclusion as required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR, Part 85, as defined at 34 CFR Part 85, Sections 85.105 and 85.110.
- a. The prospective lower tier participant certifies, by submission and signature of this bid, that neither it, nor its principals, its agents or its representatives are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- b. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this bid.
30. **NON-COLLUSION:** The bidder certifies, by submission and signature of this bid, that it warrants that he/she has not employed or retained any company or person other than a bonafide employee working solely for the bidder to solicit or secure this bid and that he/she has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bonafide employee working sole for the bidder, any fee, commission, percentage, gift or any other consideration contingent upon or resulting from this award or making of this bid.

The bidder further certifies that its bid is made without previous understanding, agreement or connection with any person, firm or corporation making a bid for the same item(s) and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.

31. **SALES TO OTHER PUBLIC AGENCIES:** With the consent and agreement of the successful bidder(s), purchases may be made under this bid by other public agencies within the State of Florida. Such purchases shall be governed by the same terms and conditions as stated herein. (Check where applicable): Agree to extend pricing to \_\_\_ School Boards and/or \_\_\_ public agencies within the State of Florida.
32. **BID RESPONSES:** If the bid is to be returned via express mail or in a courier envelope, the bid the bid documents should be submitted in a separate sealed envelope within the courier envelope. Express mail or courier envelopes will be opened and discarded. The face of the sealed bid envelope should have attached the label included with the bid package or noted, the Bid File Number and "Attention: Purchasing Department - Sealed Bid." If there is not going to be a bid submitted, return the "No Bid" post card, or return the Invitation to Bid, marked, "No Bid."
33. **TERMINATION OF CONTRACT:** This contract may be terminated without liability to the School Board in whole or in part when it is deemed to be in the best interest of the School Board to so act. Notification of termination must be in writing and issued by the Director of Purchasing or designee. This contract may be terminated upon 30 days written notice. Further, at the discretion of the School Board, the contract may be terminated in a period of less than 30 days in the event of poor performance or violation of the terms and conditions of this contract.

The School Board, upon termination, shall exercise its discretion to complete the balance of the contract consistent with the best interest of the School Board.

SCOTT CLANTON  
DIRECTOR, PURCHASING AND WAREHOUSING

**NOTE: The Bidder Acknowledgment on Page 1 MUST be signed for your bid to be considered.**

**SPECIAL TERMS AND CONDITIONS**

- A. **SCOPE:** This bid request covers the requirements for approximately twenty-four thousand (24,000) Diploma Inserts and twenty thousand (21,000) Diploma Covers for a three (3) year period. The School Board of Polk County, Florida awards diplomas to students who qualify throughout the year and purchases backdated diplomas for former students as requested.
- B. **CURRENT SCHOOL YEAR GRADUATES:** Names of graduates and other pertinent information related to diplomas shall be furnished to the successful bidder on or before January 31 each year. Additional orders may be placed for current year graduates after the initial order. **Delivery of the initial order for current school year graduates shall be required on or before April 10, each year. Addition and correction orders submitted after the initial order shall be delivered 2-3 weeks from date of order.**
- C. **BACKDATED DIPLOMAS:** Backdated diplomas for former students shall be ordered on an as needed basis throughout the year and shall be furnished at the same cost as those for current school year graduates. Backdated diplomas shall be on the same format as the current year graduates with the exception of graduation date. **Backdated diplomas shall be delivered on or before four (4) weeks from the date of order.**
- D. **CONTRACT PERIOD:** The contract shall be for three (3) years, with an option to renew for two (2) additional one (1) year periods. Bid prices shall remain firm for the initial three (3) year contract period from **December 1, 2009 through November 30, 2012.**
- E. **OPTION TO REQUEST PRICE ADJUSTMENT:** The successful bidder will have an opportunity to request a price adjustment for renewal periods after the initial three (3) year contract period. The request for price adjustment must be submitted in writing no later than 90 calendar days prior to the annual anniversary of the contract start date (December 1<sup>st</sup>). The successful vendor will only be allowed to submit one request for price adjustment per contract extension period. Any approved request for price adjustment will not take effect until the annual anniversary of the contract start date (December 1<sup>st</sup>) and such price adjustment will be in effect for the contract extension period following said anniversary date. Written requests for price adjustments shall not exceed the rate of inflation determined by the consumer Price Index (CPI) for urban wage earners and clerical workers, U.S. city average, all items (1982-84=100), published by the U.S. Bureau of Labor Statistics appropriately adjusted for the calendar year (January 1<sup>st</sup> to December 31<sup>st</sup>) preceding the calendar year in which the request is made. Please see the example shown in Attachment 1 on page 27. Any price adjustment shall be approved by the Purchasing Director prior to the new price becoming effective.

Please state company name and authorized signature\_\_\_\_\_

- F. **PRINTING PLATES/SEALS:** The successful bidder shall be responsible for all costs of printing plates and seals required to print diploma inserts and covers according to the bid specifications, including all changes or additions that may be required during the contact period(s).
- G. **CANCELLATION:** In the event any of the provisions of this bid are violated by the awarded vendor, the Superintendent or designee will give written notice to the vendor stating the deficiencies and unless the deficiencies are corrected within ten (10) days, recommendation will be made to the Board for immediate cancellation of this contract. Upon cancellation hereunder the Board may pursue any and all legal remedies as provided herein and by law. The Board reserves the right to terminate any contract resulting from this invitation at any time and for any reason, upon giving thirty (30) days prior written notice to the other party. If said contract should be terminated for convenience as provided herein, the Board will be relieved of all obligations under said contract. The Board will only be required to pay to the vendor that amount of the contract actually performed to the date of termination.
- H. **FUNDING OUT/TERMINATION/CANCELLATION:**
1. Florida School Laws (Section 1011.14, Florida Statutes) prohibit School Boards from creating obligations on anticipation of budgeted revenues from one fiscal year to another without year to year extension provisions in the agreements.
  2. It is necessary that fiscal funding out provisions be included in all proposals in which the terms are for periods longer than one (1) year. Therefore, the following funding out provisions are an integral part of this proposal and must be agreed to by all bidders.
  3. The School Board may terminate or discontinue the services covered in this proposal at the end of the then current contract period upon ninety (90) days prior written notice to the successful bidders.
  4. Such prior written notice will state:
    - (a) That the lack of appropriated funds is the reason for termination, and
    - (b) Agreement not to replace the services being terminated with services similar to those covered in this proposal from another vendor in the succeeding funding periods.

I. **AWARD OF CONTRACT:**

1. The School Board of Polk County reserves the right to reject any or all bids and to waive any informalities or irregularities in any bids received.
2. The bid award shall be to one vendor based on the composite total cost of the diploma insert and cover.
3. Quantities shown are simply estimates that may be purchased during the bid period and do not obligate the District to purchase the quantities stated on the Bid Form. Purchases may be made for more or less quantities of any particular item, at any time, during the bid period. Quantities will be considered in the evaluation of the bid.
4. Bidders whose bids, past performance, or current status do not reflect the capability, integrity or reliability to fully and in good faith perform the requirements of the Contract may be rejected as non-responsible.

J. **F.O.B. DESTINATION:** Bid prices for all items shall be F.O.B. Destination and include all shipping charges to schools and various office locations in the Polk School District.

K. **WARRANTY OF ABILITY TO PERFORM:** By signing the "Bidder Acknowledgment" on page 1 of this document, the Bidder warrants that, to the best of its knowledge, there is no pending or threatened action, proceeding, or investigation, or any other legal or financial condition, that would in any way prohibit, restrain, or diminish the Bidder's ability to satisfy its Contract obligations. The Bidder warrants that neither it nor any affiliate is currently on the convicted vendor list maintained pursuant to section 287.133 of the Florida Statutes, or on any similar list maintained by any other state or the federal government. The bidder shall immediately notify the District in writing if its ability to perform is compromised in any manner during the term on the Contract.

L. **QUALIFICATIONS:** In order to be considered for award of this bid, the bidder shall meet or exceed the following qualifications and provide documentation of same as required below. Please return required submittals listed in items 1 and 2 with your bid.

After bid opening the Polk County School Board reserves the right to request the required submittals listed below (references and samples) should bidder not return these submittals with their bid packet. Any requested additional information must be received by the Polk County School Board Purchasing Department within three (3) days after the date of the request for the additional information. Saturdays, Sundays and School Board Holidays shall be excluded from the three (3) day time period provided by this paragraph. The request for additional information shall be in writing and will be sent via email or fax.

Please state company name and authorized signature\_\_\_\_\_

All bidders must have been regularly and successfully engaged in the type of work described in the specifications of this bid prior to the date of bid submission. Documentation of this experience shall be included with your bid response. **Submittals should include the following:**

1. The bidder shall have satisfactorily completed a minimum of three (3) recent projects similar to the type described in the specifications of this bid. **(submittal required)**. Bidder submittal shall list at least three (3) projects (please list school system projects, if applicable) and include for each the project name and scope, owner name, project dates, contact person's name - address - telephone number. Failure to produce references confirming this experience may be reason to consider a bid non-responsive.
2. All bidders shall submit a sample diploma insert and cover with their bid **(submittals required)** based on the following bid specifications. Samples are for quality evaluation and are not required to have unique Polk County diploma information.

M. **AUTHORIZATION TO PERFORM UNDER CONTRACT:** All purchases must be properly authorized in advance. Vendor must first obtain a duly authorized purchase order before commencing performance under a contract. Vendor shall take no directions to modify (increase, change, decrease, cancel) a purchase order, once issued, from anyone other than the District's Purchasing Department. Additional work must be authorized in advance by the Purchasing Department; at the discretion of the Purchasing Department either a change order to the original purchase order or a supplemental purchase order will be issued for the requested modification (increase, change, decrease, cancel). The vendor assumes all liability for any costs or damages incurred and payment will be denied for additional work if this procedure is not strictly followed.

N. **USE OF OTHER CONTACTS:** The School Board reserves the right to utilize any other District contract, any State of Florida Contract, any contract awarded by any other city or county governmental agencies, any other school board, or any other community college/state university system cooperative bid agreement, in lieu of any offer received or award made as a result of this bid, if it is in its best interest to do so. The School Board also reserves the right to separately bid any single order or to purchase any item on this bid if it is in its best interest to do so.

O. **FAMILIARITY WITH LAWS:** The awarded vendor is required to be familiar with all Federal, State, and local laws, ordinances, rules and regulations that may in any manner affect their work. Failure on the part of the vendor to be aware of any law, ordinance, rule or regulation will in no way relieve him from any responsibility or liability arising from the contract award. The awarded vendor assures and certifies that they will comply with all laws, ordinances, rules, regulations, and all other legal requirement.

Please state company name and authorized signature \_\_\_\_\_

- P. **ADDENDA:** It shall be the responsibility of each responding bidder to check The School Board of Polk County Purchasing Department website @ <http://www.polk-fl.net/community/doingbusinesswithus/purchasing/default.htm> for addendum related to this bid and to obtain all addendum.
- Q. **LINE ITEM CORRECTIONS:** The use of correction fluid or erasures to correct line item bid prices and/or quantities are not acceptable. Corrections must be by strikethrough (~~strikethrough~~) of the incorrect figures, writing in of correct figures and initialing of the corrections by the originator. Correction fluid or erasure corrected bids will be considered non-responsive for the corrected items only.
- R. **REQUESTS FOR BID INFORMATION & RELATED DATA:** Requests for information relating to bids in process will be addressed without delay when such information has a **material** effect on the completion of your bid response. Every effort will be made to supply other requested information of a less critical nature, such as, **lists of vendors solicited, pre-bid conference attendees, individuals picking up plans and specifications, historical bid data or tabulations** within (48) hours from receipt of a request. Vendors are welcome to visit our offices to obtain the information in person, but we respectfully request that you notify the buyer in advance at the telephone number listed on the **Invitation to Bid** form so that they might have ample opportunity to compile the information for you before you arrive.

If you have Internet access, visit our Web site @ <http://www.polk-fl.net/districtinfo/departments/businessservices/purchasing.htm> to obtain:

- ❖ A copy of a bid packet for a contract or project currently out for bid
  - ❖ A listing of all term and recurring contracts awarded by the School Board of Polk County, FL currently in force.
  - ❖ A copy of any addenda issued to current bids in process
- NOTE: It is the bidders responsibility to check our Web site frequently for updated information.
- ❖ A copy of a Vendor Application Form
  - ❖ A copy of our Commodity List which will, when properly completed and returned to Purchasing, enable us to notify you of future bids
  - ❖ A listing of departmental personnel, with job titles, phone numbers and email addresses

Please state company name and authorized signature \_\_\_\_\_

S. **COMPLIANCE WITH THE JESSICA LUNSFORD ACT:** Florida Statutes contain certain fingerprinting and/or screening requirements pertaining to all persons or entities entering into contracts with Schools/School Boards/School Districts/Charter Schools who may have personnel who will be on school grounds when students may be present. Any individual who fails to meet the statutory requirements shall not be allowed on school grounds. Failure to comply with the statutory requirements will be considered a material default of this contract/agreement. Please visit <http://www.polk-fl.net/community/doingbusinesswithus/jessicalunsfordact.htm> for a list of links to requirements regarding the Jessica Lunsford Act.

T. **SPECIFICATIONS:**

**General:** The apparent silence of the Specifications as to any detail, or the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and that only material and workmanship of the finest quality are to be used. All interpretations of the Specifications shall be made on the basis of this statement.

A. **DIPLOMA INSERTS**

1. The Diploma Insert size shall be seven (7) inches high by nine (9) inches wide.
2. Insert stock shall be white 100% rag content paper, free from discoloration and imperfections and uniform in thickness and color.
3. Inserts shall be printed using finest quality fineline style plates. The name of each student and date of graduation engrossed where applicable.
4. All signatures shall be printed on the insert using facsimile signatures. Printed titles and facsimile signatures may differ for individual schools.
5. The vendor shall agree to correct any manufacturing errors at his own expense.

Please state company name and authorized signature\_\_\_\_\_

6. STATE BOARD RULES:

**SUPP. 92-3**

6A-1.0995 **Form of High School Diplomas and Certificates of Completion.** Pursuant to Sections 232.246(4) and 232.247, Florida Statutes, the form of the Standard Diploma, the Special Diploma, the Certificate of Completion, and the Special Certificate of Completion shall contain the wording and be in the form prescribed herein.

The diploma insert wording, format and style of engraving shall be in accord with the samples illustrated in this bid request (Page 12 through 24). Types of diploma inserts may differ for individual schools.

B. **COVERS FOR DIPLOMA INSERTS**

1. The cover shall be made to hold the seven (7) inch high by nine (9) inch wide diploma insert.
2. The material used for outside cover shall be black imitation grained leather material.
3. Lining material shall be white silk.
4. Insert shall be held in the case by corner pocket ribbons which shall be in the school colors as designated for each individual school.
5. The cover design is to be as follows:

The seal of the School Board of Polk County shall be embossed in decorative Gold Foil on the outside front center of cover.

The individual student's name shall be embossed in decorative Gold Foil on the front lower right hand corner of cover.

Covers **will not** be accepted if ink is used for stamping seal or student's names on the covers.

6. All covers shall be padded and the padding is to be glued to the case board. A second lamination of point card shall separate the padding from the cover material. This protective lamination shall cover the entire padding and none of the padding shall be exposed to the cover material. A clear plastic certigard shall be provided with each cover for protection of the diploma insert.

**BID FORM**

<b>ITEM NO.</b>	<b>APPROXIMATE ANNUAL QUANTITIES</b>	<b>DESCRIPTION</b>	<b>UNIT PRICE</b>
1.	8,000 each	<b>DIPLOMA INSERT</b> , according to bid specifications.	\$_____ea.
2.	7,000 each	<b>COVER</b> , for Diploma Insert, according to bid specifications.	\$_____ea.

**NOTE:** Sign the "Bidder's Acknowledgment" section on Page 1 of our "Invitation to Bid". Return the original of the Invitation to Bid and retain a photocopy for your files.

Please state company name and authorized signature\_\_\_\_\_

SAMPLE FORMAT

STANDARD HIGH SCHOOL DIPLOMA  
(For approximately twenty-five schools)

Auburndale Senior High School

Auburndale



Florida

This Certifies That  
**SAMPLE**

Having satisfactorily completed all requirements of law and standards for High School graduation as prescribed by the State Board of Education and the District School Board is hereby awarded this

**Diploma**

by order of the Polk County District School Board

Given this fourth day of June, two thousand and nine.

*Gail F. McHenry*  
Superintendent of Schools

*Lay Fields*

*Frank J. O'Reilly*  
Chairman

*Lai Cunningham*  
*Margaret A. Lepton*

*Dick McHenry*

*John M. Hill*  
Principal

*Angel Sellers*

*Tim Harris*

The  
School Board  
of  
Polk County, Florida

SAMPLE FORMAT

SPECIAL DIPLOMA FOR EXCEPTIONAL STUDENTS  
(For approximately twenty-five schools)

Auburndale Senior High School

Auburndale



Florida

This Certifies That

SAMPLE

Having satisfactorily completed all requirements of law and standards for High School graduation prescribed for exceptional students by the State Board of Education and the District School Board is hereby awarded this special education

Diploma

by order of the Polk County District School Board

Given this fourth day of June, two thousand and nine.

*Sait F. M<sup>o</sup> Kinsie*  
Superintendent of Schools

*Lay Fields*

*Frank J. Reilly*  
Chairman

*Lai Cunningham*

*Dick Mullenox*

*Margaret A. Lepton*

*Tim Harris*

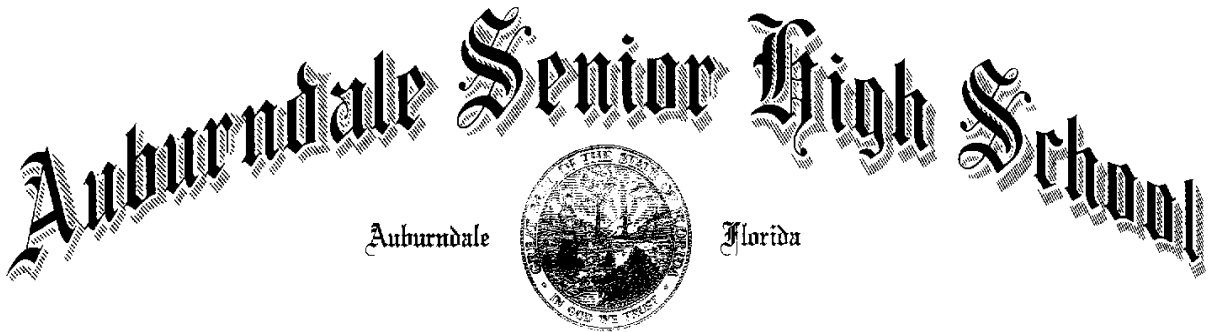
*John M. Hise*  
Principal

*Nazel Sellers*

The  
School Board  
of  
Polk County, Florida

SAMPLE FORMAT

CERTIFICATE OF COMPLETION  
(For approximately twenty-five schools)



This Certifies That

**SAMPLE**

Having completed the minimum number of credits for High School graduation and other applicable requirements prescribed by the rules of the District School Board is hereby awarded this

**Certificate of Completion**

by order of the Polk County District School Board

Given this fourth day of June, two thousand and nine.

*Sait F. M<sup>o</sup> Kenzie*  
Superintendent of Schools

*Lay Fields*

*Frank J. Reilly*  
Chairman

*Lai Cunningham*

*Margaret G. Lepton*

*Dick Mullenox*

*John M. Hill*  
Principal

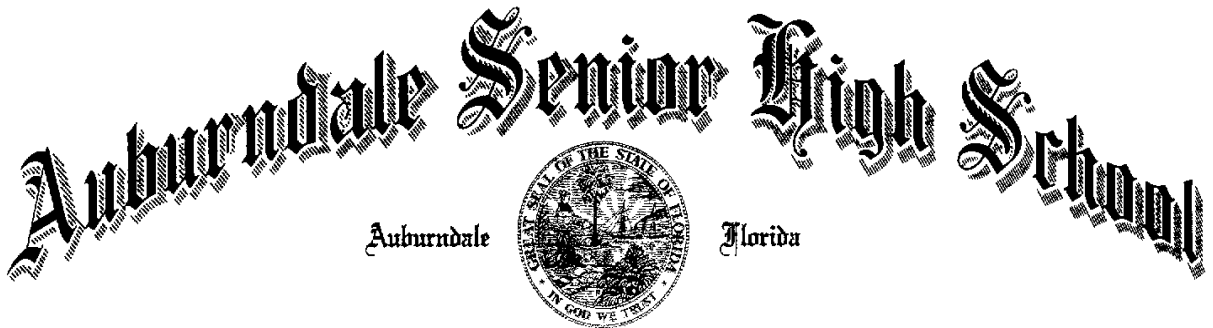
*Nazel Sellers*

*Tim Harris*

The  
School Board  
of  
Polk County, Florida

SAMPLE FORMAT

SPECIAL CERTIFICATE OF COMPLETION FOR EXCEPTIONAL STUDENTS  
(For approximately twenty-five schools)



This Certifies That

SAMPLE

Having completed the minimum number of credits for High School graduation prescribed for exceptional students and other applicable requirements prescribed by the rules of the District School Board and is hereby awarded this special education

**Certificate of Completion**

by order of the Polk County District School Board

Given this fourth day of June, two thousand and nine.

*Gail F. McHenry*  
Superintendent of Schools

*Lay Fields*

*Frank J. Reilly*  
Chairman

*Lai Cunningham*  
*Margaret A. Lofton*

*Dick Mullenox*

*John M. Hill*  
Principal

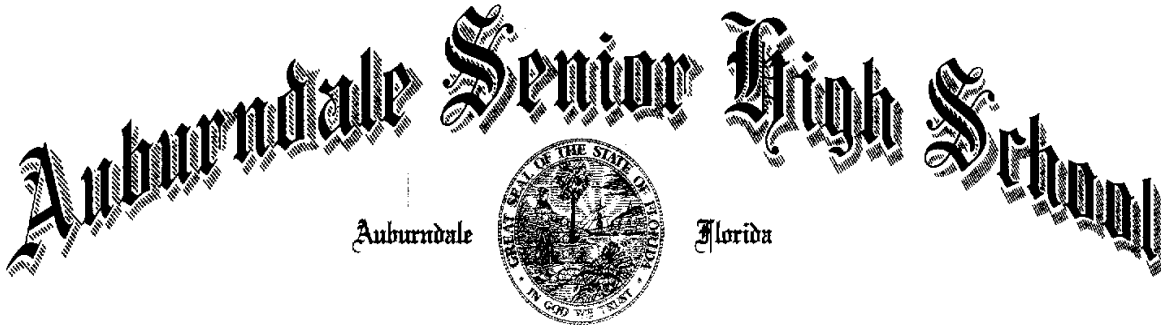
*Nigel Sellers*

*Tim Harris*

The  
School Board  
of  
Polk County, Florida

SAMPLE FORMAT

HONORARY DIPLOMA  
(For approximately twenty-five schools)



This Certifies That  
**SAMPLE**

is hereby awarded this

**Honorary Diploma**

by order of the Polk County District School Board as an expression of  
Goodwill, Understanding and Appreciation from the Students, teachers,  
administrators and staff of this school.

Given this fourth day of June, two thousand and nine.

*Gail F. M<sup>o</sup>Kenzie*  
Superintendent of Schools

*Lay Fields*

*Frank J. O'Reilly*  
Chairman

*Liz Cunningham*  
*Margaret G. Lepton*

*Dick McHenry*

*John M. Hill*  
Principal

*Nigel Sellers*


*Tim Harris*

The  
School Board  
of  
Polk County, Florida

SAMPLE FORMAT

ADULT SCHOOLS STANDARD DIPLOMA

Adult Schools of Polk County  
Polk County Florida



This Certifies That

SAMPLE

Having satisfactorily completed all requirements of law and standards for High School graduation as prescribed by the State Board of Education and the District School Board is hereby awarded this

Diploma

by order of the Polk County District School Board

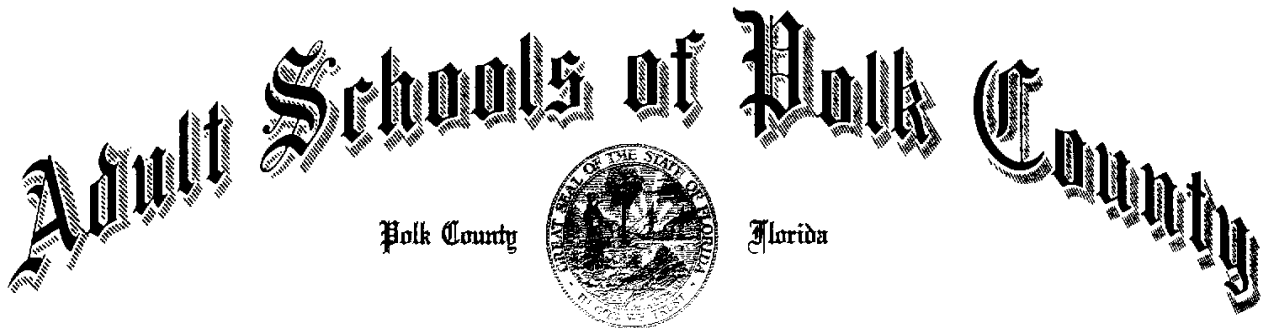
*Gail F. McHenry*  
Superintendent of Schools

*Frank J. Reilly*  
Chairman

\_\_\_\_\_  
Principal

SAMPLE FORMAT

ADULT SCHOOLS SPECIAL DIPLOMA FOR EXCEPTIONAL STUDENTS



This Certifies That

SAMPLE

Having satisfactorily completed all requirements of law and standards for High School graduation prescribed for exceptional students by the State Board of Education and the District School Board is hereby awarded this special education

**Diploma**

by order of the Polk County District School Board

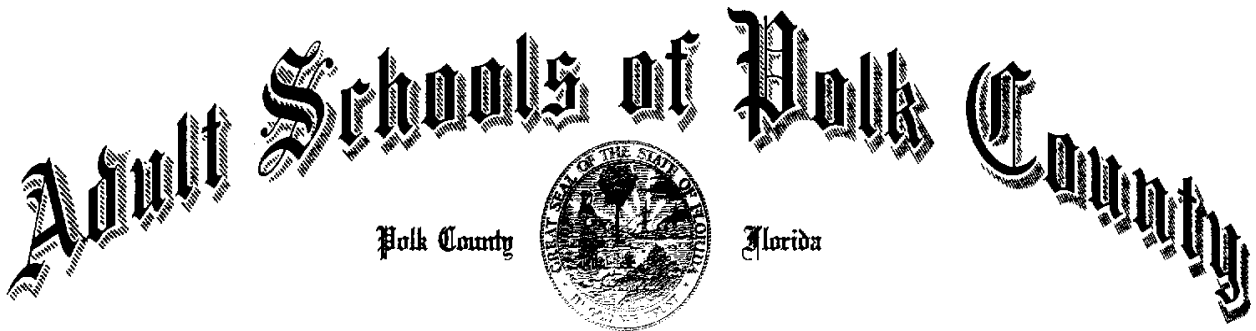
*Gail F. McHenry*  
\_\_\_\_\_  
Superintendent of Schools

*Frank J. O'Reilly*  
\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Principal

SAMPLE FORMAT

ADULT SCHOOLS CERTIFICATE OF COMPLETION



This Certifies That

SAMPLE

Having completed the minimum number of credits for High School graduation and other applicable requirements prescribed by the rules of the District School Board is hereby awarded this

**Certificate of Completion**

by order of the Polk County District School Board

*Gail F. McHenry*  
\_\_\_\_\_  
Superintendent of Schools

*Frank J. Reilly*  
\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Principal

SAMPLE FORMAT

ADULT SCHOOLS SPECIAL CERTIFICATE OF COMPLETION FOR EXCEPTIONAL STUDENTS

**Adult Schools of Polk County**  
Polk County Florida



This Certifies That

**SAMPLE**

Having completed the minimum number of credits for High School graduation prescribed for exceptional students and other applicable requirements prescribed by the rules of the District School Board and is hereby awarded this special education

**Certificate of Completion**

by order of the Polk County District School Board

*Gail F. McKenzie*  
\_\_\_\_\_  
Superintendent of Schools


*Frank J. Cherry*  
\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Principal

SAMPLE FORMAT

ADULT SCHOOLS HONORARY DIPLOMA

*Adult Schools of Polk County*

Polk County  Florida

This Certifies That

SAMPLE

is hereby awarded this

*Honorary Diploma*

by order of the Polk County District School Board as an expression of  
Goodwill, Understanding and Appreciation from the Students, teachers,  
administrators and staff of this school.

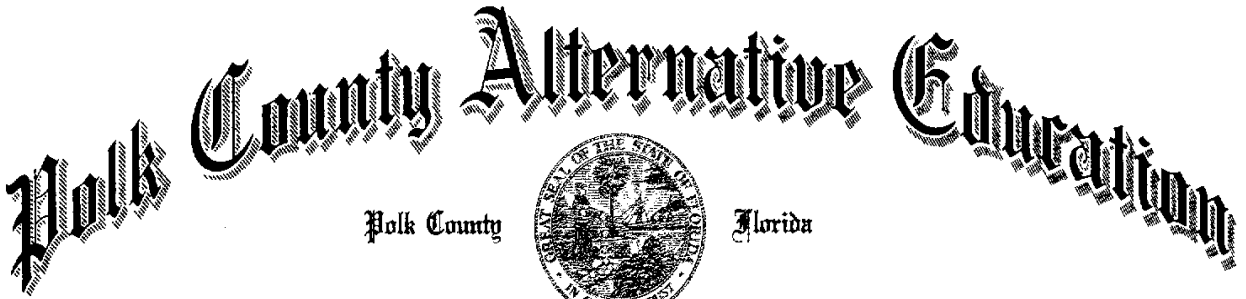
*Gail F. M<sup>o</sup>Kenzie*  
Superintendent of Schools

*Frank J. Reilly*  
Chairman

\_\_\_\_\_  
Principal

SAMPLE FORMAT

POLK COUNTY ALTERNATIVE EDUCATION DIPLOMA FOR EXCEPTIONAL STUDENTS



This Certifies That

SAMPLE

Having satisfactorily completed all requirements of law and standards for High School graduation prescribed for exceptional students by the State Board of Education and the District School Board is hereby awarded this special education

Diploma

by order of the Polk County District School Board

*Gail F. McHenry*  
Superintendent of Schools

*Cheyl Hallman*  
Senior Coordinator

*Lay Fields*  
*Lai Cunningham*  
*margaret A. Lepton*  
*Neyl Sellus*

*Frank J. O'Reilly*  
Chairman  
*Dick Mulhony*  
*Tim Harris*

The  
School Board  
of  
Polk County, Florida

SAMPLE FORMAT

POLK COUNTY ALTERNATIVE EDUCATION CERTIFICATE OF COMPLETION FOR EXCEPTIONAL STUDENTS



This Certifies That

SAMPLE

Having completed the minimum number of credits for High School graduation prescribed for exceptional students and other applicable requirements prescribed by the rules of the District School Board and is hereby awarded this special education

**Certificate of Completion**

by order of the Polk County District School Board

*Sail F. M<sup>o</sup> Kenzie*  
Superintendent of Schools

*Cheyl Hallman*  
Senior Coordinator

*Lay Fields*  
*Lori Cunningham*  
*margaret A. Lofton*  
*Neyl Sellus*

*Frank J. Shealy*  
Chairman

*Dick Mulhony*

*Tim Harris*

The  
School Board  
of  
Polk County, Florida

SAMPLE FORMAT

POLK DISTRICT HIGH SCHOOL DIPLOMA



This Certifies That

SAMPLE

Having satisfactorily completed all requirements of law and standards for High School graduation as prescribed by the State Board of Education and the District School Board is hereby awarded this

Diploma

by order of the Polk County District School Board

<i>Gail F. McHenry</i> Superintendent of Schools	<i>Lay Fields</i>	<i>Frank J. Reilly</i> Chairman	} The School Board of Polk County, Florida
	<i>Liz Cunningham</i>	<i>Dick Mulhens</i>	
<i>Cheyl Hallman</i> Senior Coordinator	<i>Margaret A. Lepton</i>	<i>Tim Harris</i>	
	<i>Angel Sellers</i>		

SAMPLE FORMAT

POLK DISTRICT HIGH SCHOOL CERTIFICATE OF COMPLETION

Polk District High School  
Polk County Florida



This Certifies That  
SAMPLE

Having completed the minimum number of credits for High School graduation and other applicable requirements prescribed by the rules of the District School Board is hereby awarded this

**Certificate of Completion**

by order of the Polk County District School Board

*Gail F. McHenry*  
Superintendent of Schools

*Cheyl Hallman*  
Senior Coordinator

*Key Fields*  
*Lori Cunningham*  
*margaret G. Lepton*  
*Nazel Sellua*

*Frank J. O'Reilly*  
Chairman

*Dick Mulhony*

*Tim Harris*

The  
School Board  
of  
Polk County, Florida

**ATTACHMENT 1**

See example (sample) below of a requested price adjustment for the contract period December 1, 2012 through November 30, 2013. **Please note this is an example (sample) only and is in no way intended to forecast future inflation rates.**

On September 1, 2013 the vendor submits a written request for a price adjustment increase for the contract period December 1, 2013 through November 30, 2014. In this example the vendor requests an adjustment equal to the annual percentage rate of inflation, as defined in the bid Special Terms and Conditions Section E., for the calendar year 2012. If approved, the annual percentage rate of inflation (rounded to one decimal place) for the calendar year 2012, would be added to the existing "each" unit bid prices. The adjusted rates would be effective for the contract period December 1, 2013 through November 30, 2014.

**Databases**

Change Output Options: From: 2008 To: 2008 GO  
 include graphs [More Formatting Options](#) →

Data extracted on: October 6, 2009 (10:36:22 AM)

**Consumer Price Index - Urban Wage Earners and Clerical Workers**

Series Id: CWUR0000SA0  
 Not Seasonally Adjusted  
 Area: U.S. city average  
 Item: All items  
 Base Period: 1982-84=100

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2008	206.744	207.254	209.147	210.698	212.788	215.223	216.304	215.247	214.935	212.182	207.296	204.813	211.053	210.309	211.796

**12 Months Percent Change**

Series Id: CWUR0000SA0  
 Not Seasonally Adjusted  
 Area: U.S. city average  
 Item: All items  
 Base Period: 1982-84=100

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2008	4.6	4.4	4.3	4.2	4.5	5.6	6.2	5.9	5.4	3.8	0.7	-0.5	4.1	4.6	3.6

**Note: This Example shows the annual percentage rate for calendar year 2008.  
 The Bureau of labor Statistics DOES NOT forecast future inflation rates.**