



Reynolds School District
Administration Offices
1204 NE 201st Avenue
Fairview, OR 97024
503.661.7200 • FAX 503.667.6932

REYNOLDS SCHOOL DISTRICT #7

**REQUEST FOR PROPOSAL
17-18 REYNOLDS HIGH SCHOOL GRADUATION SERVICES**

RELEASE DATE: August 11, 2017

**PROPOSALS DUE:
ON OR BEFORE 3:00 PM (PST), August 30, 2017
LATE PROPOSALS WILL NOT BE ACCEPTED**

SUBMIT ELECTRONIC PROPOSALS IN PDF FORMAT TO:

manderson@rsd7.net

OR DELIVER WRITTEN PROPOSALS TO:

Reynolds High School
17-18 RFP: REYNOLDS HIGH SCHOOL GRADUATION SERVICES
Mike Anderson
Reynolds High School Assistant Principal
1698 SW Cherry Park Rd
Troutdale, Oregon 97060

Proposals will be time-stamped upon receipt.

REFER QUESTIONS IN WRITING TO:

Mike Anderson
Reynolds High School Assistant Principal
Email: manderson@rsd7.net

**REQUEST FOR PROPOSAL
17-18 REYNOLDS HIGH SCHOOL GRADUATION SERVICES**

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1. SCOPE OF WORK

Reynolds School District (RSD or District) is requesting proposals for graduation services and products for Reynolds High School as outlined below.

Proposal prices will remain in effect for three (3) years from the original bid date with an annual renewal of up to five (5) years if agreed to by both parties.

This document constitutes an invitation for competitive proposals (RFP). This RFP may result in the award of a purchase agreement for the purchase of items and services which are in accordance with the scope of work and other specific requirements.

1.1 General Overview and Background

This document contains instructions for interested parties (Proposer or Vendor) to submit a bid, the procedures and criteria by which a Proposer may be selected to enter negotiations with the District, and the contractual terms by which the District proposes to govern their relationship.

The District appreciates your consideration and looks forward to receiving your proposal.

Minority-owned and women-owned enterprises are encouraged to submit proposals in response to this solicitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award of any contract entered into pursuant to this advertisement.

2. PROPOSAL PROCESS

2.1 General

This RFP is available from the District's website: <https://www.reynolds.k12.or.us/rfps>

Each proposal must include:

1. A cover letter and company profile, including full legal name, federal tax I.D. number, address, phone & fax number, email address, and a description of your company's background.
2. Current contact and background information about representatives to be assigned to the District.
3. A completed RFP form and any supporting material.

It is essential that the District be able to easily match a vendor's response with the requirements for proposal. The Proposer should indicate compliance and/or note any exceptions to the requirements and provide responses to any questions that follow.

2.2 Pre-Proposal Interpretation of Contract Documents

- a. **Changes to RFP:** The District reserves the right to make changes to the RFP. Changes will be made by written addendum which will be posted on the District's website and issued to all prospective proposers.

Prospective proposers may request or suggest changes to the RFP by submitting a written request. The request must specify the provision of the RFP in question and contain an explanation for the requested change. The request must be submitted at least ten (10) calendar days prior to the date established for submission of proposals.

The evaluation team will evaluate all requests submitted, but will not be obligated to accept the requested change.

- b. **Amend or Withdraw Proposal:** A Proposer may amend or withdraw their proposal any time prior to the time and date established for submission of proposals.

2.3 Public Disclosure of Proposals

Any information provided to the District pursuant to this RFP will be public record and subject to public disclosure pursuant to Oregon public records laws.

The District considers proposals submitted in response to this RFP to be submitted in confidence only until the District's evaluation is complete and agrees not to disclose proposals until the District has completed its evaluation of all proposals and publicly announced the results.

The general requirement for public disclosure is subject to a number of exemptions. When preparing a proposal submission, a proposer must plainly mark each page containing information deemed by the proposer to remain exempt from public disclosure after proposals have been evaluated (e.g., pages containing trade secret, economic development information, etc). A summary of redactions will be placed with the redacted version of the proposal response.

The fact that a proposer marks and segregates certain information as exempt from disclosure does not mean that the information is necessarily exempt. Any portion of a proposal that the proposer claims as exempt from disclosure must meet the requirements of ORS 192.501(2) and ORS 192.502(4). The District will make an independent determination regarding exemptions applicable to information that has been properly marked and redacted. Information that has not been properly marked and redacted may be disclosed in response to a public records request. When exempt information is mixed with nonexempt information, the nonexempt information must be disclosed.

Unless expressly provided otherwise in this RFP or in a separate communication, the District does not agree to withhold from public disclosure any information submitted in confidence by a proposer unless the information is otherwise exempt under Oregon Law. The District considers proposals submitted in response to this RFP to be submitted in confidence only until the District has completed its evaluation of all proposals and publicly announces the results.

2.4 Submission of Proposals

- a. **Bid Submission:** The District requires either electronic submission in PDF format or written submission delivered to the District Administration Office. Facsimiled versions of the proposal will not be accepted.

Return electronic proposals in PDF format to:

manderson@rsd7.net

The email must be clearly marked with the bidder's name/identification and the subject must be the words **"PROPOSAL RESPONDING TO RFP: REYNOLDS HIGH SCHOOL GRADUATION SERVICES"**

OR deliver written proposals to:

Reynolds High School
17-18 RFP: REYNOLDS HIGH SCHOOL GRADUATION SERVICES
Mike Anderson
Reynolds High School Assistant Principal
1698 SW Cherry Park Rd
Troutdale, Oregon 97060

Mailed or delivered proposals must be completely sealed and marked on the outside as **"PROPOSAL RESPONDING TO RFP: REYNOLDS HIGH SCHOOL GRADUATION SERVICES."** A minimum of 11-point font must be used for written proposals.

The District will not be liable in any manner for expenses incurred by the vendor(s) in response to this RFP. Please note that the District will not accept responses or queries that require the District to pay the cost of production or delivery.

The District may reject any proposal not in compliance with all prescribed public proposal procedures and requirements, and may reject for good cause any or all proposals upon a finding of the District that it is in the public interest to do so.

- b. **Pre-printed materials:** Foldouts for charts, tables, spreadsheets, and single-line diagrams are acceptable. Pre-printed materials, such as brochures or technical documents, may be included, but whenever possible should be placed within the bound proposal.
- c. **Identification:** Proposals must clearly indicate the RFP number, the RFP contact's name, proposal due date and time, as well as the Proposer's name, address and email address.
- d. **Price:** RFP prices are to be complete and include all costs, whether material, labor, transportation or other, to complete the required work or supply the required materials in accordance with the RFP specifications, contract terms and conditions.

The RFP Form (Appendices A-D) must be used to submit pricing and compute the total proposed amount.

- e. **Cost of Proposal:** The District will not pay any costs incurred in responding to this RFP.
- f. **Proposal Due Date:** On or before August 29, 2017, 3:00 PM Pacific Standard Time. Proposals received after this time and date will not be considered and will be returned unopened. It is the sole

responsibility of the proposer to ensure the proposal is emailed or delivered and time stamped by the above deadline. All late proposals will be rejected.

- g. **Proposer's responsibilities:** The Proposer will examine and understand this entire document and seek clarification from the listed RFP contact if required. Negligence in preparing a proposal does not give a right of withdrawal after proposal opening. The Proposer should become familiar with and abide by current federal laws, state and local statutes, regulations and other ordinances that could impact pricing or performance.
- h. **Obligation to Award:** The issuance of this RFP, and the receipt and evaluation of proposals does not obligate the District to award a contract. The District may cancel this procurement without liability at any time prior to the District's execution of a contract.
- i. **Inquiries:** All inquiries related to this RFP must be directed in writing to Mike Anderson, Reynolds High School Assistant Principal at manderson@rsd7.net

Proposers who seek information, clarification or interpretation from anyone other than the above-mentioned contact are advised that such material is used at the Proposer's own risk and the District shall not be bound by any such requirements.

2.5 Qualification of Proposers

Qualifications of Proposers will be evaluated when evaluating proposals. Proposers may be required to produce acceptable personal, business, and credit references and completed examples of previous work of a similar nature. The Proposer will supply three (3) references on the attached form. The District reserves the right to interview these references regarding any part of this proposal request. The District also reserves the right to interview organizations not included as references.

2.6 Evaluation

In evaluating RFP responses, the District will award based on four (4) principal factors:

1. Pricing
2. Quality of service (as determined by references)
3. Quality of printing/materials
4. Quality and selection of graduation products

The District may request Best and Final offers based upon improved understanding of the offers or changed scope of work. Based on the initial proposals (and Best and Final offers if requested) a selection will be made of the proposal that best fulfills the requirements and represents the best value to the District.

Evaluation of proposals is expected to be completed within twenty (20) working days after their receipt. After evaluating proposals, the team will recommend that the top-ranked proposer be invited to negotiate a final contract with the District. If the District is unable to successfully negotiate with the top-ranked proposer, the District reserves the right, at its sole discretion, to terminate negotiations and begin new negotiations with the next highest-ranked proposer.

Evaluation of offers may include an on-site presentation at Reynolds School District in Fairview, Oregon. Bidders will be notified of qualification and given at least 5 working days' notice for the presentation phase, if needed.

Award of contract is subject to the District's and Proposer's ability to agree on contract terms in a timely manner. The District reserves the right to waive informalities or to reject any proposals.

SCHEDULE OF EVENTS

3.1 Milestones

Projected significant milestones for this procurement are as follows:

Date	Time (PST)	Description
August 11, 2017	11:00 AM	RFP Release Date
August 18, 2017	3:00 PM	Deadline for questions from Proposers (Submit written questions via email: manderson@rsd7.net)
August 23, 2017	5:00 PM	District Responses to Questions
August 30, 2017	3:00 PM	RFP Due Date
September 26, 2018 or earlier	5:00 PM	Notice of intent to award (anticipated)

The District reserves the right to modify this schedule at its discretion. Proper notification of changes in the response due dates will be made to all proposers on the District's list of responding firms.

3.2 Period of Irrevocability

Proposals will be offers that are irrevocable for a period of 90 calendar days after the time and due date for this RFP. Proposals must contain the name, address and telephone number of an individual or individuals with authority to bind the company during the period in which the proposal will be evaluated.

3.3 Objections or Protests

- a. Process:** A Proposer or prospective Proposer who wishes to object or protest any aspect of this procurement in compliance with OAR 137-047 must deliver a written protest to:

Reynolds High School
17-18 RFP: Reynolds High School Graduation Services
Mike Anderson
Reynolds High School Assistant Principal
1698 SW Cherry Park Rd
Troutdale, Oregon 97060

Per OAR 137-047-0730, protests related to the procurement process or the solicitation document, content of the protest must include a written statement of the desired changes to the solicitation document or procurement process that the prospective Proposer believes will remedy the conditions upon which they are protesting. The Proposer shall include the specific citation of law, rule, or regulation upon which the protest is based and include any and all supporting documentation.

For protests related to awarding of the contract, the Proposer's written protest shall specify the grounds for the protest per OAR 137-047-0740, including the specific citation of law, rule, or regulation upon which the protest is based, and include any and all supporting documentation. Neither the judgment used in the scoring by individual evaluators nor disagreement with the procurement process shall constitute grounds for appeal. The District will not consider any protest based on items that could have been or should have been raised prior to the deadline for submitting questions or requesting addenda.

The filing of a protest shall not prevent the District from executing a contract with any other vendor.

- b. Timeliness:** If the protest relates to matters of the procurement process or the solicitation documents that are otherwise known or should have been known to the protestor, the protest must be delivered no later than ten (10) calendar days prior to the deadline for the District's receipt of proposals.

If the protest relates to other matters, including but not limited to the award of the contract, it must be delivered no later than seven (7) calendar days, after the protestor knows or reasonably should have known of the award of the contract, the District's intent to award of the contract, or other matters to which the protest is addressed.

The District may decline to review a late protest.

4. SPECIFICATION AND TECHNICAL REQUIREMENTS

The following list of products and services are considered central to completion of the contract for graduation services:

- 1) Custom rental gown with cap and a tassel to keep. Gowns will be fabric with a green option for male students and a white option for female students.
- 2) Students should have the option to purchase their cap and gown.
- 3) Printing service for announcements designed in consultation with the senior class council for purchase by graduating seniors at any time during the school year. Graduation announcement pricing to students will remain consistent throughout the life of the contract.
- 4) A company representative will attend the graduation ceremony to provide items such as extra tassels, gowns, caps, or other student or staff emergency needs.
- 5) Payment and layaway plans provided interest-free to students with minimal money down.
- 6) Company representatives will be available for senior class meetings and delivery dates as determined by the high school Calendar Committee in the Spring of each calendar year.
- 7) In addition, the vendor will provide the following free of charge:
 - a) Announcements and cap/gown rental to foreign exchange students, and to students as designated by high school staff where normal fees would impose financial hardship.
 - b) Senior class diplomas and covers. Approximately 600 per year.
 - c) Class rings for senior class officers and senior ASB officers. Approximately 14 per year.
 - d) Honors cords. Approximately 450 per year, in at least six different colors.
 - e) Valedictorian and Salutatorian stoles. Approximately 2 per year.
 - f) Custom medallions for student honorees. Approximately 150 per year.
 - g) Business card and staff stationary Approximately 20 per year.
 - h) Faculty gowns and regalia. Approximately 200 per year.

Other remarks: Customer service to parents, students, and staff as reported by references will be an important factor in the decision to award. An ideal program will balance high standards of quality and careful service with the lowest cost.

5. STANDARD TERMS AND CONDITIONS

1. **PROPOSAL VALIDITY PERIOD:** Submission of the proposal will signify the vendor's agreement that its proposal and the content thereof are valid for 90 days following the submission deadline and will become part of the contract that is negotiated between the District and the successful vendor.
2. **ADDENDA:** If, in the opinion of the Chief Financial Officer, additional information or interpretation is needed by the Proposers, an addendum will be issued per OAR 137-047-0430. Any addendum or addenda issued by the Chief Financial Officer that may include changes, corrections, additions, interpretation, clarification, or information, and issued seventy-two (72) hours or more before the scheduled closing time for filing proposals, Saturday, Sunday and legal holidays not included, shall be binding upon the proposer. The District shall supply copies of such addenda on the District Web Site and to all Proposers, but failure of the Proposer to receive or obtain such addenda shall not excuse the Proposer from compliance therewith if awarded the Purchase Agreement.
3. **CANCELLATION, DELAY OR SUSPENSION OF SOLICITATION; REJECTION OF PROPOSALS:** The District may cancel, delay or suspend this solicitation if in the best interest of the District as determined by the District. The District may reject any or all proposals, in whole or in part, if in the best interest of the District as determined by the District. The District reserves the right to reject any or all proposals not in compliance with public contracting procedures.
4. **INDEPENDENT CONTRACTOR:** The relationship to the District with the successful firm and each of its employees and agents shall be that of an "independent contractor" and not an employee. The successful firm shall have single-point responsibility for all persons and legal entities that provide services to the District, be they employees of the firm or independent contractors. The successful proposer is responsible for determining the appropriate means and manner of performing the work. The successful proposer represents and warrants now, and as part of the contract for services with the District pursuant to this RFP, that the successful proposer is not an employee of the District, and that the successful proposer at all times meets and will continue to meet the specific independent contractor standards of ORS 670.600. Among other obligations of successful proposer consistent with this statute, successful proposer shall be responsible for federal and state taxes applicable to any compensation or payments paid to successful proposer under this contract and, the District will not withhold from such compensation or payments any amounts to cover successful proposer's federal or state tax obligations.
5. **AMERICANS WITH DISABILITIES ACT COMPLIANCE:** Proposers agree that if awarded a Purchase Agreement, the Contractor will comply with all applicable provisions of the Americans with Disabilities Act of 1990, 42 USC Section 12101 et seq. If any Proposer requires special assistance or auxiliary aids during the proposal, evaluation or award process, please notify the RSD Administration office (503) 661-7200 at least two (2) business days

prior to the required assistance.

6. **SPECIAL CONDITIONS:** Where special conditions are written in the Request for Proposal, these special conditions shall take precedence over any conditions listed under these Proposal Terms and Conditions.
7. **COMPLIANCE WITH LAW:** The provisions of any Purchase Agreement shall be construed in accordance with the provisions of the laws of the State of Oregon without reference to its conflict of law provisions. Any action or suits involving any question arising under this Purchase Agreement must be brought in the appropriate court in Multnomah County Oregon. All statutory, charter and ordinance provisions that are applicable to public contracts in the State of Oregon shall be followed with respect to this Purchase Agreement. In connection with its activities under this Purchase agreement, Contractor shall comply with all applicable federal, state and local laws and regulations.
8. **COST OF RESPONDING:** This Request for Proposal does not commit the District to pay any costs incurred by any Proposer in the submission of a response, or in making necessary studies or designs for the preparation thereof, or for procuring or contracting for the items to be furnished under the RFP.
9. **CONTRACT AWARD AND EXECUTION:**
 - a. The District reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be initially submitted on the most favorable terms the vendors can offer. It is understood that the proposal will become a part of the official file on this matter without obligation to the District.
 - b. The general conditions and specifications of the RFP and as proposed by the District and the successful vendor's response, as amended by agreements between the District and the vendor, will become part of the contract documents. Additionally, the District will verify vendor representations that appear in the proposal. Failure of the vendor's products to meet the mandatory specifications may result in elimination of the vendor from competition or in contract cancellation or termination.
 - c. Once District staff has selected the vendor that can best meet the District's needs, based on the evaluation factors, the District will negotiate the specific District system requirements with the selected vendor, using the vendor's proposal to determine the cost of the system components and options as determined in the sole discretion of the District. After that negotiation period has ended and District has, in its sole discretion, finalized the system requirements, the vendor selected as the apparent successful vendor will be expected to enter into a contract with the District substantially in the form and content attached, but with the addition of specific information pertaining to the agreed-upon system to be provided for the District. The successful proposer is expected to execute this contract verbatim unless it has proposed specific changes to the contract in its response to this RFP and has later obtained agreement from the District for the contract change. All such proposed

changes should be accompanied by an estimate of the cost savings to the District that would result from the recommended change.

- d. If the selected vendor fails to sign the contract within five (5) business days of delivery of the final contract, the District may elect to cancel the award and award the contract to the next-highest-ranked vendor. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

10. DEFENSE, INDEMNIFICATION, HOLD HARMLESS AND INSURANCE REQUIREMENTS:

In addition to other standard contractual terms, the District will require the selected vendor to comply with the defense, indemnification, hold harmless and insurance requirements as outlined below:

Vendor shall defend, indemnify and hold the District, its officers, officials, employees and volunteers harmless for, from and against any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Vendor and its agents in performance of this Agreement, except for injuries and damages caused by the sole negligence of the District.

The Vendor shall procure and maintain, for the duration of this Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Vendor, its agents, representatives, employees or subcontractors. The cost of such insurance shall be paid by the Vendor. Insurance shall meet or exceed the following unless otherwise approved by the District.

a. LIABILITY INSURANCE

VENDOR will maintain a policy of liability insurance in the form, and from an insurance company, approved by the DISTRICT (Reynolds School District), which company is admitted or otherwise licensed to do business in the State of Oregon.

- i. Said insurance shall insure VENDOR for the benefit of the DISTRICT in not less than the amount of \$1,000,000 single limit liability for each occurrence, and aggregate coverage of not less than \$2,000,000.
- ii. The insurance shall cover any occurrences, resulting from any conduct, act, or failure to act, by VENDOR, or by an employee, representative, or agent of VENDOR, and which occurrence or occurrences result in damages of any kind, including, but not limited to, personal injury or death to any person or persons, damage to any property (personal or real), or damage to any contractual or other commercial right or interest.
- iii. Certificate of Insurance: VENDOR shall require its insurance carrier to provide to the DISTRICT a certificate of insurance evidencing said coverage. Said policy shall provide that such coverage cannot be modified, terminated or canceled by the carrier without six (6) months written notice sent by certified mail by the insurance carrier to the DISTRICT. It is agreed that no

person shall perform any acts on behalf of VENDOR without having said insurance in full force and effect.

11. **NON-COLLUSION AFFIDAVIT:** The Vendor submitting a proposal thereby certifies that no officer, agent, or employee of the District who has a pecuniary interest in this RFP, has participated in the Price Agreement negotiations on the part of the District, that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other Vendor of the same request for proposal and that the Vendor is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm. Vendor will complete the enclosed Non-Collusion Affidavit and submit it with their proposal.
12. **EQUAL OPPORTUNITY COMPLIANCE:** The District is an equal opportunity employer and requires all proposers to comply with policies and regulations concerning equal opportunity.
All proposers must be certified as Equal Employment Opportunity Affirmative Action Employers. The proposer, in the performance of this agreement, agrees not to discriminate in its employment because of an employee's or applicant's race, religion, national origin, ancestry, sex, sexual preference, age, or disability.
13. **OTHER COMPLIANCE REQUIREMENTS:** In addition to any nondiscrimination and affirmative action compliance requirements previously listed, the Proposer awarded a contract shall comply with federal, state and local laws, statutes, and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.
14. **OWNERSHIP OF DOCUMENTS:** Any reports, studies, conclusions, and summaries prepared by the proposer, including all proposal documents, shall become the property of the District.
15. **ORAL INSTRUCTIONS:** Oral instructions or information concerning the RFP documents or the project given out by officers, employees, or agents of the District to prospective Proposers shall not bind the District. Any changes or revisions to the specifications shall be binding only if issued in writing by the District by addendum. The District reserves the right to officially amend or cancel an RFP after issuance.
16. **INVOICING:** Purchase Order number shall appear on all invoices, packing lists, packages, shipping notices, instruction manuals, and any correspondence. Vendor shall invoice Reynolds School District within fifteen (15) days of completion of scope of this RFP. Invoices submitted for payment shall identify the goods and services, the unit price, quantity, extended price, order number and invoice total.
17. **TOBACCO:** Use of Tobacco on School Property: State law OAR 581-021-0110 and school district policy (GBK/JFCG/KGC) prohibit the use of all tobacco products on public school

property. If the vendor is on property during the performance of this contract, the contractor/vendor is required to comply with this policy.

18. **SECURITY:** Onsite staff will need to complete criminal history background check and be issued district vendor badges. The cost of any requested background check shall be borne by the Contractor.

19. **LICENSING:** Vendor must be licensed to do business in the State of Oregon. Upon award of Contract, Vendor will provide District with Contractor's Oregon State Department of Revenue Tax Registration Number.

6. ORS 279B PUBLIC CONTRACTING – PUBLIC PROCUREMENTS

Vendor shall observe all applicable state and local laws pertaining to public contracts, all of which are incorporated by this reference. ORS Chapters 279B requires every public contract to contain certain provisions. Pursuant to those chapters, the following provisions shall be a part of the contract as applicable.

- Pursuant to ORS 279B.220, on every public contract, the contractor shall make payment promptly, as due, to all persons supplying to the contractor labor or material for the performance of the work provided for in the contract; shall pay all contributions or amounts due the Industrial Accident Fund from the contractor or subcontractor incurred in the performance of the contract; not permit any lien or claim to be filed or prosecuted against the state or county, school district, municipality, municipal corporation or subdivision thereof, on account of any labor or material furnished, and; pay to the Department of Revenue all sums withheld from employees under ORS 316.167
- Pursuant to ORS 279B.230 (1), in every public contract, the contractor shall promptly, as due, make payment to any person, co-partnership, association or corporation furnishing medical, surgical and hospital care services or other needed care and attention, incident to sickness or injury, to the employees of the contractor, of all sums that the contractor agrees to pay for the services and all moneys and sums that the contractor collected or deducted from the wages of employees under any law, contract or agreement for the purpose of providing or paying for the services.
- Pursuant to ORS 279B.230 (2), in every public contract, all subject employers working under the contract are either employers that will comply with ORS 656.017 or employers that are exempt under ORS 656.126.
- Pursuant to ORS 279B.235 (1), persons may not be employed for more than 10 hours in any one day, or 40 hours in any one week, except in cases of necessity, emergency or when the public policy absolutely requires it. In such cases, the employee shall be paid a) at least time and a half pay for all overtime in excess of 8 hours in any one day or 40 hours in any one week when the work week is five consecutive days, Monday through Friday; or b) for all overtime in excess of 10 hours in any one day or 40 hours in any one week when the work week is four consecutive days, Monday through Friday; and c) for all work performed on Saturday and on any legal holiday specified in ORS 279B.020.



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RFP FORM PAGE 1
CERTIFICATION and CONTRACT OFFER
17/18 RFP: Reynolds High School Graduation Services

The undersigned proposer submits this proposal in response to the Reynolds School District's Request for Proposals (RFP) dated August 11, 2017, for the contract named above. The proposer warrants that proposer has carefully reviewed the RFP and that this proposal represents proposer's full response to the requirements described in the RFP. The proposer further warrants that if this proposal is accepted, the proposer will contract with the Reynolds School District, agrees to all terms and conditions found in the attached contract, and will provide all necessary labor, materials, equipment, and other means required to complete the work in accordance with the requirements of the RFP and contract documents.

The proposer hereby acknowledges the requirement to carry or indicates the ability to obtain the insurance required by the contract documents. Indicate in the affirmative by initialing here: _____

The proposer hereby acknowledges receipt of Addendum Nos. _____ through _____ to this RFP.

Name of Proposer: _____

Business Address: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

Authorized Signature: _____

Printed/Typed Name: _____

Title: _____

Date: _____

Note: Complete and execute this form and include as the first page of the proposal.

A great place for learning.

www.reynolds.k12.or.us/schools/



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RFP FORM PAGE 2
PRICING

17/18 RFP: Reynolds High School Graduation Services

Total Estimated Cost: _____
Cap and Gown Rental: _____
Cap and Gown Purchase: _____
Announcements: _____
Class Rings: _____
Other Memorabilia (Apparel, keychains, etc ...): Please itemize on an additional page _____

Proposer Signature:

Signature

Title

Company

Date

Street Address

City/State/Zip

Phone

Fax

Email address

Oregon State Unified Business Identifier Number (UBI) _____

Federal Tax Identification Number _____

Vendor's financial terms _____

The District reserves the right to waive proposal informalities and irregularities, and award to proposer deemed in the best interests of the District.

A great place for learning.

www.reynolds.k12.or.us/schools/



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RFP FORM PAGE 3

REFERENCES

17/18 RFP: Reynolds High School Graduation Services

Company: _____

Our company has provided services/products of a similar nature to the following organizations:

1 Name of Organization _____

Website Address _____

Address _____

Contact Person _____

Phone _____

Email _____

2 Name of Organization _____

Website Address _____

Address _____

Contact Person _____

Phone _____

Email _____

3 Name of Organization _____

Website Address _____

Address _____

Contact Person _____

Phone _____

Email _____

A great place for learning.



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RFP FORM PAGE 4
NON-COLLUSION AFFIDAVIT
17/18 RFP: Reynolds High School Graduation Services

STATE OF _____ COUNTY OF _____

I, (Type/Print Name) _____, state that I am (Position Title) _____ of (Name of Firm) _____, and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this proposal.

I state that:

1. The price(s) and the amount of this proposal have been arrived at independently and without consultation, communication or agreement with any other contractor, Proposer, or potential Proposer, except as disclosed on the attached appendix.
2. Neither the price(s) nor the amount of this proposal, and neither the approximate price(s) nor approximate amount of this proposal, have been disclosed to any other firm or person who is a Proposer or potential Proposer, and the price(s), not approximate amount, will not be disclosed before proposal opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from proposing on this RFP, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.
4. The proposal of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.
5. (Name of Firm) _____, its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to any offer on any public solicitation, except as described in the attached appendix.

I state that (Name of Firm) _____ understands and acknowledges that the above representations are material and important, and will be relied on by **Reynolds School District** in awarding the Purchase Agreement for which this proposal is submitted. My firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from **Reynolds School District** of the true facts relating to the submission of our proposal and award of a Purchase Agreement.

Signature

Subscribed and sworn to before me this _____ day of _____, 2017.

Notary Public

My Commission Expires