

**FAUQUIER COUNTY SCHOOL BOARD**  
**a political subdivision of the Commonwealth of Virginia**  
**Contract # COOP VAR-159-24jc**  
**Yearbook Services**  
(Rider, Prince William County Public Schools R-SF-21010)

This Agreement is made and entered into this 1<sup>st</sup> day of July 2024, by the Fauquier County School Board, a political subdivision of the Commonwealth of Virginia, referred to as "Owner" and Hercules Achievement Inc. dba Varsity Yearbook having its principal place of business at 4501 West 62<sup>nd</sup> Street, Indianapolis, Indiana 46268, hereinafter referred to as "Contractor".

**WITNESSETH** that the Contractor and the Owner, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

**SCOPE OF SERVICES:** The Contractor shall provide Yearbook Services for Elementary, Middle and High Schools as set forth in the Contract Documents. NOTE: Contractor is advised to clearly reference Contract **COOP VAR-159-24jc** on their standard Publication Agreement, as the terms of this Contract will supersede any terms on the Contractor's standard Publication Agreement that conflict.

**COMPENSATION:** The Owner will pay and the Contractor will accept in full consideration for the performance during the contract term the fees and pricing as outlined in their proposal response and updated/attached hereto.

**CONTRACT PERIOD:** July 1, 2024 through June 30, 2026, with two (2) two-year renewal options if mutually agreed by both parties.

The contract documents shall consist of and are listed in order of priority:

- (1) This signed form inclusive of Pricing Summary and Insurance Checklist;
- (2) Prince William County Public Schools (PWCPS) RFP R-SF-21010, to include addenda, which is incorporated herein by reference;
- (3) Contractor's Best and Final Offer response dated June 21, 2021 and resulting PWCPS Contract #R-SF-21010, which is incorporated herein by reference.

**IN WITNESS WHEREOF**, the parties have caused this Contract to be duly executed intending to be bound thereby.

**Hercules Achievement, Inc.**  
**dba Varsity Yearbook**

**Fauquier County School Board,**  
**a political subdivision of the Commonwealth of Virginia**

By: Karast Petersen

By: Jeffrey Campbell  
Jeffrey Campbell VCA, VCO

Title sales partner

Title: Procurement Officer III

Date: 8/15/24

Date: 8/15/2024

## Pricing Summary



# Prince William County

**PUBLIC SCHOOLS**

*Providing A World-Class Education*

**ATTACHMENT A: Negotiations for Best and Final Offer, RFP #: R-SF-21010**  
**YEARBOOK SERVICES: Elementary, Middle, and High School**  
**BAFO - PRICING SCHEDULE**

**PRICING EVALUATION:** The Offeror shall submit a Best and Final Offer (BAFO) for the costs for the services being offered.

The Offeror shall submit (attach) a separate comprehensive, itemized schedule/list of all proposed pricing for **all** of the products and services being offered, including applicable cost to support applications, sales programs, correction costs, costs for missing deadlines, etc., for a basic full-color yearbook for elementary, middle and high schools, per **Attachment A**.

In addition, for the purpose of evaluating BAFO costs, the Offeror(s) shall use the yearbook specifications, estimated page counts and estimated quantity of books identified below for a basic full-color yearbook for elementary, middle, and high schools to calculate pricing. Offeror shall complete each section in the BAFO Pricing Schedule by entering **the cost of the books base on the number of pages and estimated quantity**. PWCS will utilize this information for scoring and evaluating purposes only. **DO NOT ALTER THE BAFO.**

<b>HIGH SCHOOL BASIC FULL-COLOR YEARBOOK (HARD COVER)</b>				
Trim size:	9" x 12"			
Paper Stock:	100 lb. paper matte or gloss			
Binding:	Smyth sewn by signature, rounded, and backed with headbands and footbands			
Cover:	160 lb. binding board – 120 pt. or 150 pt. Choice of school-designed process color litho laminate or school-designed silkscreen with two (2) applied colors. All standard materials. Cover proof			
Endsheets:	100 lb. stock offered in various colors. Include two (2) applied inks on front, school-designed. Back endsheet not printed			
Color:	Process Color			
Final Submission:	Last Monday in March (or as mutually agreed upon)			
Book Delivery:	Third Friday in May (or as mutually agreed upon)			
Shipping:	Included			
<b>BAFO PRICING SCHEDULE</b> - Offeror shall use the yearbook specifications above to complete the chart below. Enter the Total Cost based on the quantities and pages in each space provided.				
Quantities	240 pages	288 pages	320 pages	<b>Total Costs</b>
200 books	\$ 31,898	\$ 37,465	\$ 41,181	\$ 110,544
500 books	\$ 38,073	\$ 44,295	\$ 48,454	\$ 130,822
1000 books	\$ 48,365	\$ 55,678	\$ 60,575	\$ 164,618
<b>Grand Total</b>				<b>\$ 405,984</b>
Yearbook overages as a result of the printing process will be provided at the average cost per book per quantity/page count ordered. Company Name/Initials: <u>Herff Jones/KP</u>				
Yearbook overages are provided to the school at no additional charge. Company Name/Initials: <u>Herff Jones/KP</u>				



<b>MIDDLE SCHOOL BASIC FULL-COLOR YEARBOOK (HARD COVER)</b>				
Trim size:	8-1/2" x 11"			
Paper Stock:	80 lb. paper matte or gloss			
Binding:	Smith sewn by signature, square backed			
Cover:	120 lb. binding board Choice of: Vendor or School-designed process color litho laminate or Vendor-designed silkscreen with one (1) applied silkscreen color, choice of base material. Cover proof			
Endsheets:	100 lb. stock offered in variety of colors. Include one (1) applied ink on front, school-designed. Back endsheet not printed.			
Color:	Full Color			
Final Submission:	Last Monday in April (or as mutually agreed upon)			
Book Delivery:	Third Friday in May (or as mutually agreed upon)			
Shipping:	Included			
<b>PROPOSED PRICING SCHEDULE</b> - Offeror shall use the yearbook specifications above to complete the chart below. Enter the Total Cost based on the quantities and pages in each space provided.				
Estimated Quantities	80 pages	96 pages	112 pages	Total Costs
200 books	\$ 8,940	\$ 10,451	\$ 11,962	\$ 31,353
400 books	\$ 10,856	\$ 12,467	\$ 14,077	\$ 37,400
600 books	\$ 12,773	\$ 14,483	\$ 16,193	\$ 43,449
<b>Grand Total</b>				<b>\$ 112,202</b>
<b>Write Grand Total Amount in Words:</b> <u>One hundred twelve thousand, two hundred two</u>				
Yearbook overages as a result of the printing process will be provided at the average cost per book per quantity/page count ordered. Company Name/Initials: <u>Herff Jones/KP</u>				
Yearbook overages are provided to the school at no additional charge. Company Name/Initials: <u>Herff Jones/KP</u>				

**ATTACHMENT A: Negotiations for Best and Final Offer, RFP #: R-SF-21010**  
**YEARBOOK SERVICES: Elementary, Middle, and High School**  
**BAFO - PRICING SCHEDULE**



**ELEMENTARY SCHOOL BASIC FULL-COLOR YEARBOOK (SOFT COVER)**

Trim size:	7-3/4" x 10-1/2"
Paper Stock:	80 lb. paper matte or gloss
Binding:	Saddle stitched or perfect bound
Cover:	100 lb. four-color lithograph cover, school or vendor designed
Endsheets:	100 lb. endsheet stock (choice of color); No printing front or back
Color:	Full Color
Final Submission:	Last Monday in April (or as mutually agreed upon)
Book Delivery:	Third Friday in May (or as mutually agreed upon)
Shipping:	Included

**PROPOSED PRICING SCHEDULE** - Offeror shall use the yearbook specifications above to complete the chart below. Enter the Total Cost based on the quantities and pages in each space provided.

Estimated Quantities	48 pages	64 pages	96 pages	Total Costs
200 books	\$ 2,696	\$ 3,278	\$ 4,276	\$ 10,250
400 books	\$ 4,276	\$ 5,152	\$ 6,704	\$ 16,132
600 books	\$ 5,940	\$ 7,248	\$ 9,582	\$ 22,770

**Write Grand Total Amount in Words:** Forty nine thousand, one hundred fifty two **Grand Total** \$ 49,152

Yearbook overages as a result of the printing process will be provided at the average cost per book per quantity/page count ordered. Company Name/Initials: \_\_\_\_\_

Yearbook overages are provided to the school at no additional charge. Company Name/Initials: Herff Jones/KP

**OFFEROR NAME (PRINT):** Kara Petersen

**Offeror signature:** *Kara Petersen*

**Date:** 06/21/2021

**ATTACHMENT A: Negotiations for Best and Final Offer, RFP #: R-SF-21010  
YEARBOOK SERVICES: Elementary, Middle, and High School  
BAFO - PRICING SCHEDULE**

# Herff Jones Yearbooks - Best and Final Offer

Prince William County RFP #R-SF-21010

June 21, 2021

## **ALL ELEMENTARY SCHOOLS**

### **(HIGHLIGHTED FEATURES FROM ORIGINAL RESPONSE)**

- 15 complimentary copies
- Two sales banners and six sales campaign signs with Order Center information
- Available options include soft cover, hard cover or split-cover order
- One deadline for all materials including cover, pages, copy count and personalization/extra items
- Yearbooks with 52 or fewer pages will be saddle stitched; yearbooks with 56 or more pages will be perfect bound

## **ALL MIDDLE SCHOOLS**

### **(HIGHLIGHTED FEATURES FROM ORIGINAL RESPONSE)**

- 15 complimentary copies
- Two sales banners and six sales campaign signs with Order Center information
- Middle schools can choose the one-deadline or the multiple-deadline program
- One-deadline program allows cover and copy count to be submitted on the same day as the pages
- Multiple-deadline program requires cover design to be submitted by first Monday in November
- Multiple-deadline program provides overrun copies at an average price in addition to the 15 complimentary copies

## **ALL HIGH SCHOOLS**

### **(HIGHLIGHTED FEATURES FROM ORIGINAL RESPONSE)**

- 15 complimentary copies + overrun copies at an average price
- 100# paper included
- Two sales banners and six sales campaign signs with Order Center information
- 3% prepayment discount when 90% deposit is paid in full by November 1
- \$100 discount on final invoice for completing one signature by December 1
- Across Prince William County, the page and copy counts of high school yearbooks vary widely. High schools' TPOC may choose to manage costs to meet their community's needs. For example, a TPOC may choose a size 8 trim size instead of a size 9, or a TPOC may substitute 80# paper for 100# paper.

**DIVISION OF RISK MANAGEMENT  
INSURANCE CHECKLIST**

Items marked “X” are required to be provided if award is made to your firm.  
Limits

<u>Required</u>	<u>Coverage Required</u>	<u>(figures denotes minimum)</u>
<u>X</u>	1. <b>Workers’ Compensation</b> and Employers’ Liability; Admitted in Virginia Employers’ Liability All States Endorsement USL & H Endorsement Voluntary Compensation Endorsement Best’s Guide Rating-A-VIII or better, or its equivalent	1. Statutory Limits of the Commonwealth of VA Yes \$100,000/\$500,000/\$100,000 Statutory Statutory
<u>X</u>	2. <b>Commercial General Liability</b> General Aggregate Products/Completed Operations Personal and Advertising Injury Fire Legal Liability Best’s Guide Rating-A-VIII or better, or its equivalent	2. \$1,000,000 (CSL) Each Occurrence \$2,000,000 \$2,000,000 \$1,000,000 \$50,000 Per Occurrence
<u>X</u>	3. <b>Automobile Liability</b> Owned, Hired, Borrowed & Non-owned Motor Carrier Act End. Best’s Guide Rating-A-VIII or better, or its equivalent	3. \$1,000,000 combined Single Limit Bodily Injury and Property Damage Each Occurrence (note, symbol “1” on liability coverage)
—	4. Prof. Errors and Omissions Best’s Guide Rating-A-VIII or better, or its equivalent	4. \$1,000,000 (CSL) Each Claim
—	5. Garage Liability	5. \$1,000,000 CSL Each Occurrence
—	6. Garage Keeper’s Legal Liability Best’s Guide Rating-A-VIII or better, Or its equivalent	6. a) Maximum Value of One Vehicle b) Maximum Value of All Vehicles Held by Contractor
—	7. Umbrella Liability Best’s Guide Rating-A-VIII or better, or its equivalent.	7. \$1,000,000
—	8. Other Insurance:	
<u>X</u>	9. <b>Fauquier County and/or Fauquier County School Board named as additional insured On Auto and General Liability Policies</b> (This coverage is primary to all other coverage The County and Schools may possess and must be shown on the certificate)	
<u>X</u>	10. 30 day written notice of cancelation of any policy referenced on the certificate of insurance shall be given to Fauquier County and/or Fauquier County School Board – Ref. Code of Virginia Section 38.2-231. <b>Also, the words “endeavor to” and “failure to mail such notice” clause shall be removed from the cancellation notice.</b>	
<u>X</u>	11. <b>The Certificate must state Bid/RFP No. and Bid/RFP Title.</b>	
<u>X</u>	12. <b>Contractor shall submit Certificate of Insurance within five (5) business days from notification of award, and shall provide updated Certificates for the duration of the contract.</b>	

By signing this contract, the Contractor agrees they will have the insurance coverage specified above at the time the work commences. Additionally, the Contractor certifies that it will maintain all required insurance coverage during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission. The Contractor shall furnish the certificate of insurance for the coverage required within five business days of full contract execution and shall continue to provide compliant insurance certificates throughout the term of the contract.