

**FAUQUIER COUNTY SCHOOL BOARD**  
**a political subdivision of the Commonwealth of Virginia**  
**Contract # COOP BAL-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 **Taylor Publishing Company, dba Balfour**, having its principal place of business at 1500 West Mockingbird Lane, Dallas, Texas 75234, 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 BAL-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.

**Taylor Publishing Company**  
**dba Balfour**

By: D. Kent Sutton

Title Publications Specialist

Date: 11-15-24

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

By: KSC  
Jeffrey Campbell Kristin S. Hyten

Title: Procurement Manager

Date: 11/15/2024

## **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.

HIGH SCHOOL BASIC FULL-COLOR YEARBOOK (HARD COVER)				
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	\$ 19,475	\$ 22,800	\$ 25,650	\$ 96,425
500 books	\$ 30,400	\$ 36,100	\$ 48,450	\$ 112,100
1000 books	\$ 46,550	\$ 53,200	\$ 56,050	\$ 130,150
<b>Three Hundred Thirty Eight Thousand, Six Hundred and Seventy Five Grand Total</b>				<b>\$ 338,675</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: _____				
Yearbook overages are provided to the school at no additional charge. Company Name/Initials: <u>TS</u>				



# Prince William County

PUBLIC SCHOOLS

*Providing A World-Class Education*

<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	<b>Total Costs</b>
200 books	\$ 5,700	\$ 6,270	\$ 8,550	\$ 27,835
400 books	\$ 9,690	\$ 10,830	\$ 11,875	\$ 30,970
600 books	\$ 12,445	\$ 13,870	\$ 15,200	\$ 35,625
<b>Grand Total</b>				<b>\$ 94,430</b>
<b>Write Grand Total Amount in Words:</b> <u>Ninety Four Thousand, Four Hundred and Thirty Dollars</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: _____				
Yearbook overages are provided to the school at no additional charge. Company Name/Initials: <u>TS</u>				

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



# Prince William County

PUBLIC SCHOOLS

Providing A World-Class Education

## 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	\$ 4,465	\$ 5,035	\$ 5,985	\$ 21,660
400 books	\$ 7,220	\$ 8,550	\$ 10,355	\$ 24,605
600 books	\$ 9,975	\$ 11,020	\$ 13,205	\$ 29,545

**Write Grand Total Amount in Words:** Seventy Five Thousand, Eight Hundred and Ten Dollars **Grand Total** \$ 75,810

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: \_\_\_\_\_

**OFFEROR NAME (PRINT):** Tami Stalcup

**Offeror signature:** Tami Stalcup

**Date:** June 16, 2021

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

**DIVISION OF RISK MANAGEMENT  
INSURANCE CHECKLIST**

Items marked "X" are required to be provided if award is made to your firm.

<u>Required</u>	<u>Coverage Required</u>	<u>Limits</u> <u>(figures denotes minimum)</u>
<u>X</u>	1. <b>Workers' Compensation and Employers' Liability;</b> 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.