

**Walsworth Publishing Company, Contract W-52-17smc
Yearbook Services: Middle and High Schools
Contract Cover Sheet**

Contractor	Walsworth Publishing Company 306 N. Kansas Ave., Marceline, MO 64658 See Below for Rep. Contact Information
Contact Information	<u>Contacts</u> Mr. Brian Flamm, Sales Representative 1140 Edmond Court Crozet, VA 22932 Office: 434-989-4529 brian.flamm@walsworth.com Susan Gillam, Area Mgr. Wynnewood, PA 631-219-9531 susan.gillam@walsworth.com Alicen Wright, Cust. Serv. Brookfield MO 800-972-4698 Ext. 4080 alicen.wright@walsworth.com
Pricing, options and incentives/scholarships:	See attached contract <i>Note: pricing remains the same during 2021-2022 renewal</i>
Contract Term:	May 18, 2021 – May 17, 2022, second renewal year; one (1) one-year renewal remains
Principal's Choice:	Although initial contract term is for a three-year period, school choice occurs during the spring or summer of each year for the following school year, based on school schedule/preference. Select from the awarded Contractors for the appropriate school level; negotiate yearbook agreement based on contract option pricing and incentives. Principals may sign annual agreement confirming their yearbook selection which MUST contain the following statement: <i>"This Agreement is signed in accordance with the terms and conditions of Contract W-57-12smc, which will supersede over any conflicting terms contained herein."</i> All awarded Contractors have been advised that this reference is required, where terms may conflict.
Additional Proposal Details:	A PDF copy of the Walsworth proposal response, along with a copy of the original RFP and Addendum # 1, is available from the Procurement Division upon e-mail request to susan.monaco@fauquiercounty.gov
School/Principal Responsibilities:	<ul style="list-style-type: none"> • Meet with Contractor to discuss and verify scheduling for all yearbook related activities, set deadlines and expectations, schedule camp attendance, sign the coming school year's agreement based on all of the details and requirements discussed. • Ensure that any Agreement signed, has the bold italicized disclaimer noted above on the document. • Contact Procurement with any additions made to the contract, to add via official contract modification so that all schools are aware of new options • Contact Procurement in writing to report any serious violations or breach of contract, or if any contract interpretation/clarification is needed • <i>NOTE: Schools are no longer required to report their selection of Yearbook Contractor to Procurement each year. Enjoy the use of these new contracts, based on the hard work of your evaluation committee!</i>

FAUQUIER COUNTY SCHOOL BOARD,
a political subdivision of the Commonwealth of Virginia
Contract W-52-17smc,
Yearbook Services: Middle & High Schools

This Agreement is made and entered into this 22nd day of June, 2017, by the Fauquier County School Board, a political subdivision of the Commonwealth of Virginia (hereinafter referred to as "Owner") and, **Walsworth Publishing Company**, located at **306 N. Kansas Avenue, Marceline, MO**, 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 Middle and High Schools as set forth in the Contract Documents.

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: May 17, 2017 through May 17, 2020, with three (3) additional one-year renewal terms as mutually agreed upon by both parties; Contractor understands and agrees to the Owner school's right to select their Yearbook Services Contractor each school year.

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


- (1) This signed form inclusive of all attachments;
- (2) RFP 52-17sm dated February 23, 2017 and Addendum # 1 dated March 13, 2017;
- (3) The Contractor's proposal dated March 20, 2017, all of which documents are incorporated herein.

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

Walsworth Publishing Company

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

By:  _____ By: _____


Susan R. Monaco, CPPO, CPPB

Title: Sales Representative

Title: Procurement Manager

Date: 6/23/17

Date: 6/23/2017

Contract W-52-17smc, Walsworth Publishing Company
Middle and High School Yearbook Services

III. Basic Middle School Yearbook – Choice 1
Sample Specifications

Ink	All Color
Trim Size	8 1/2" x 11"
Paper Stock	80# Gloss
No. of Pages	72
Binding	Smyth Sewn, rounded and backed
Cover	School Design, 100 pt. binder board, die cut, grained/embossed
Delivery	By May 26
Paper Inside	80# matte or enamel
Proofs	Submitted electronically
Other	Unlimited use of graphics; multiple screens; all photos enlarged/reduced (color); index (10 pages); shipping included

Proposed Cost: Include total cost only.

Quantity	Cost
350	\$8,000 (Est. \$450 ship)
450	\$9,500 (Est. \$580 ship)
500	\$10,000 (Est. \$650 ship)

III. Basic Middle School Yearbook – Choice 2
Sample Specifications

Ink	All Color
Trim Size	7 1/2" x 10 3/4"
Paper Stock	80# Gloss
No. of Pages	72
Binding	Smyth Sewn, rounded and backed
Cover	School Design, 100 pt. binder board, die cut, grained/embossed
Delivery	By May 26
Paper Inside	80# matte or enamel
Proofs	Submitted electronically
Other	Unlimited use of graphics; multiple screens; all photos enlarged/reduced (color); index (10 pages); shipping included

Proposed Cost: Include total cost only.

Quantity	Cost
350	\$7,500 (Est. \$280 ship)
450	\$9,000 (Est. \$380 ship)
500	\$9,500 (Est. \$435 ship)

Company Name Walsworth Yearbooks

Contract W-52-17smc, Walsworth Publishing Company
Middle and High School Yearbook Services

IV. Basic High School Yearbook – Choice 1
Sample Specifications

Ink	All Color
Trim Size	9" x 12"
Paper Stock	80# Gloss
No. of Pages	240
Binding	Smyth Sewn, rounded and backed
Cover	School Design, 150 pt. binder board, die cut, grained/embossed
Delivery	By May 26
Paper Inside	80# matte or enamel
Proofs	Submitted electronically
Other	Unlimited use of graphics; multiple screens; all photos enlarged/reduced (color); index (10 pages); shipping included

Proposed Cost: Include total cost only.

Quantity	Cost
550	\$49,000 (est. shipping 1,800)
600	\$51,000 (est. shipping 2,000)
700	\$55,000 (est. shipping 2,100)

V. Basic High School Yearbook – Choice 2
Sample Specifications

Ink	All Color
Trim Size	9" x 12"
Paper Stock	80# Gloss
No. of Pages	340
Binding	Smyth Sewn, rounded and backed
Cover	School Design, 150 pt. binder board, die cut, grained/embossed
Delivery	By May 26
Paper Inside	80# matte or enamel
Proofs	Submitted electronically
Other	Unlimited use of graphics; multiple screens; all photos enlarged/reduced (color); index (10 pages); shipping included

Proposed Cost: Include total cost only.

Quantity	Cost
550	\$61,300 (est. shipping 2,000)
600	\$63,500 (est. shipping 2,200)
700	\$68,000 (est. shipping 2,500)

Company Name Walsworth Yearbooks

Contract W-52-17smc, Walsworth Publishing Company
Middle and High School Yearbook Services
Additional Pricing & Details:

YEARBOOK PROPOSAL
**FAUQUIER COUNTY
SCHOOLS**

Signing Bonus and Incentives

The following items are exclusive offers for Fauquier County Schools:

High Schools:

New Customer Signing Bonus Includes:

6 Scholarships to Walsworth East Summer Workshops

3 Digital SLR Cameras

1 Adviser iPad

Renewal Incentives Includes:

Prior to December 31 of each year:

General Technology Credit \$1,500 or \$1,000 with the iPad

Prior to March 15 of each year:

Additional Cover Application or \$500 Technology Credit

Middle and Elementary Schools:

New Customer Signing Bonus Includes:

1 Scholarships to Walsworth East Summer Workshops

1 Adviser iPad or Digital SLR Camera (applies to contracts above 10k)

Renewal Incentives Prior to December 31 Include:

General Technology Credit of \$500

Annual Renewal Scholarships for both Middle and High:

Scholarships for two (2) middle school students plus one (1) middle school adviser, and four (4) high school students plus one (1) high school adviser to attend workshops or camps each year.

Contract W-52-17smc, Walsworth Publishing Company
Middle and High School Yearbook Services
Additional Pricing & Details:

3.1.8 Yearbook Pricing

Offerors shall include the following details, at a minimum, in this yearbook pricing section of the proposal response:

- Copy
UNLIMITED USE OF FONTS AND COPY
- Color; almost all yearbooks, all levels, are color, but creative mix suggestions are welcome
FULL COLOR INCLUDED
- Proofs; as noted in 3.1.4, Owner schools expect at least one no-charge proof
PROOFS AT NO CHARGE – NO LATE FEES ASSOCIATED WITH PROOFS
- Photographs
UNLIMITED USE
- Graphics
UNLIMITED USE
- Paper stock; Offerors shall outline the parameters of adding pages, i.e., at the elementary level, pages added in groups of four sheets/eight pages.
CAN BE ADDED AT ANY NUMBER OF PAGES COST:

\$775 PER 4 PAGE INCREASE (\$150 Blank Page Credit)
- Type styles and sizes
UNLIMITED FONT SIZES
OVER 300 FONT CHOICES
- Cover material and components; Offerors shall outline the difference in costs of providing stock Contractor design covers and Owner school designed, custom covers
4-COLOR CUSTOM LITHO PRINT INCLUDED
ALL STOCK COVERS INCLUDED
CREATIVE SERVICE ART TIME \$60 PER HOUR
UPGRADED MATERIALS RANGE \$1.50-\$2.00 PER BOOK
COVER APPLICATION CHARGE RANGE \$.75-\$5.00 PER BOOK
CUSTOM COVER DIES, SPECIAL QUOTE -APPROX RANGE \$1-\$5per
- End sheet stock
STANDARD 115# STANDARD WHITE INCLUDED
SPECIALTY STOCKS RANGE \$.50-\$1.20per
- Binding; currently most middle and high school level yearbooks are Smyth sewn, while elementary and some middle schools may use saddle stitching
ALL BOOKS SMYTH SEWN INCLUDED

Contract W-52-17smc, Walsworth Publishing Company
Middle and High School Yearbook Services
Additional Pricing & Details:

- Trim sizes; currently, Owner elementary level yearbooks (and a few middle school yearbooks) are 8 ½ X 11 but as noted in the hypothetical scenario, Owner schools are open to alternate trim sizes such as 8 X 10 if cost savings can be realized through this change
ODD SIZES ARE AVAILABLE – SPECIAL QUOTE APPLIES
- Alteration charges; as noted in 3.1.4 via corrections and changes
\$30 TO UNSUBMIT OR REQUEST PLANT-ALTERATION OF A SPREAD THAT HAS NOT YET BEEN PRINTED
- Packaging
INCLUDED
- Delivery (inside delivery required, with 72 hours advance notice); in order to budget and price yearbooks accurately, Owner schools require examples of shipping charges for quantities of yearbooks within their level. Shipping is a major cost for larger yearbook orders; while the Owner considered requiring Offerors to include shipping within the yearbook unit pricing, we realize it will likely benefit both parties to only pay for the actual cost of shipping, not any overestimation of that cost. Delivery/shipping must be broken out on every invoice for Owner review and authorization. The Owner will also consider an alternate method of shipping cost as an agreed-upon, contract percentage of that year's yearbook cost; Offerors are welcome to list that percentage within their Yearbook Pricing information for Owner review and evaluation.
SEE HYPOTHETICAL PRICING
- Option costs; current events section, autograph pages, personalized yearbook with names in color or in gold/silver, etc.
NAME STAMP PER LINE - \$5.50
ICON - \$5.00
BOOK PROTECTOR - \$3.00
AUTOGRAPH SUPPLEMENT - \$3.00
YEAR-IN-REVIEW INSERT - \$3.00
NAME PLATES AVAILABLE AT THE SAME PRICING AS STAMPING
- Bundling option: if the Offeror is already an Owner contracted School Photographic Services provider, and wishes to offer a discount for the bundling of photography and yearbook services, they shall include this information in their yearbook pricing section. Bundled service discounts must be listed as a separate discount in the event one or the other contract is not renewed, as these are two separate contracts.
WALSWORTH IS STRICTLY A YEARBOOK COMPANY THOUGH WE OFFER COMPETITIVE DISCOUNTS AS WELL
- Offeror's ability and willingness to provide a minimum of five (5) FREE yearbooks to the Owner school with each annual commitment/order (note: at the Elementary level, Offerors can provide three (3) free yearbooks rather than five).
AGREED

**FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS
PROCUREMENT DIVISION**

320 Hospital Drive, Suite 23
Warrenton, Virginia 20186

Phone: (540) 422-8348 Fax: (540) 422-8355

susan.monaco@fauquiercounty.gov

April 9, 2020

Walsworth Publishing Company
Attn: Mr. Brian Flamm, Sales Rep.
306 N. Kansas Avenue
Marceline, MO 64658

RE: Contract W-52-17smc, School Yearbook Services, MS & HS

Dear Mr. Flamm:

As noted in a 4/8/20 e-mail, confirmed by your reply via e-mail 4/9/20, Fauquier County Government and Public Schools wishes to exercise its option to renew the above referenced contract for the first one year option; the period of the renewal will be from **May 18, 2020 through May 17, 2021**.

It is understood and agreed that all terms, conditions, and prices remain the same during the contract renewal period.

If this renewal is agreeable with your firm, please sign this letter in the space provided below and return it to this office within five (5) days. A fully executed copy will be returned to you.

Thank you for your continuing service to Fauquier County Government and Public Schools.

Sincerely,



Susan R. Monaco, CPPO, CPPB
Procurement Manager

Walsworth Publishing Co.

By:  _____

Title: Yearbook Sales Representative

Date: 4/9/20

Fauquier County Gov't/Public Schools

By:  _____
Susan R. Monaco, CPPO, CPPB

Title: Procurement Manager

Date: 4/9/2020

**FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS
PROCUREMENT DIVISION**
320 Hospital Drive, Suite 23
Warrenton, Virginia 20186
Phone: (540) 422-8348 Fax: (540) 422-8355
susan.monaco@fauquiercounty.gov

March 16, 2021

Walsworth Publishing Company
Attn: Mr. Brian Flamm, Sales Rep.
306 N. Kansas Avenue
Marceline, MO 64658

RE: Contract W-52-17smc, School Yearbook Services, MS & HS

Dear Mr. Flamm:

As noted in a 3/8/21 e-mail, confirmed by your reply via e-mail 3/10/21, Fauquier County Government and Public Schools wishes to exercise its option to renew the above referenced contract for the second one year option; the period of the renewal will be from **May 18, 2021 through May 17, 2022.**

Per your e-mail response, it is understood and agreed that all terms, conditions, and prices remain the same during the contract renewal period.

If this renewal is agreeable with your firm, please sign this letter in the space provided below and return it to this office within five (5) days. A fully executed copy will be returned to you. Please also be sure your insurance provider continues to send an updated Certificate of Insurance to me, for the contract file.

Thank you for your continuing service to Fauquier County Government and Public Schools.

Sincerely,



Susan R. Monaco, CPPO, CPPB
Procurement Manager

Walsworth Publishing Co.

By: Brian Flamm

Title: Virginia Sales Representative

Date: 03/17/21

Fauquier County Gov't/Public Schools

By: Susan R. Monaco
Susan R. Monaco, CPPO, CPPB

Title: Procurement Manager

Date: 3/17/2021