



Request for Quote
#26010Q
GRADUATION GOWNS, CAPS, TASSELS, AND DIPLOMAS

Due:
Tuesday, July 22, 2025
by 2:00 p.m. Local Time

Issued by:

Anoka-Hennepin ISD 11
Purchasing Department
2727 North Ferry Street
Anoka, Minnesota 55303
Phone: 763-506-1300

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1: General Instructions

1.01 INVITATION

Quotes will be received at the Purchasing Department of Anoka-Hennepin School District, 2727 North Ferry Street, Anoka, MN, 55303 until 2:00 p.m. LT on Tuesday, July 22, 2025, to services in accordance with the specifications included in this document.

1.02 BACKGROUND AND OBJECTIVE

The Anoka-Hennepin School District welcomes qualified Vendors for Graduation Gowns, Caps, Tassels, and Diplomas.

1.03 DEFINITION

- **District** and **A-H Schools** are used interchangeably to refer to the Anoka-Hennepin School District
- **LT** means Local Time
- **Vendor** or **Responder** are used interchangeably and means the company submitting a quote in response to this RFQ.
- **RFQ** means Request for Quotes
- **Contracted Vendor** means a company awarded a district contract.

1.04 INSTRUCTIONS

A. Submission

Vendor to submit one (1) quote by email to purchquotes@ahschools.us no later than 2:00 p.m. LT on Tuesday, July 22, 2025. The subject of the email should state "RFQ #26010Q GRADUATION GOWNS, CAPS, TASSELS, AND DIPLOMAS"

Attn: Tiffany Audette, CPPB / Purchasing

The quote must be signed by an officer or other employee authorized to submit the quote. Proof of authority of the person submitting the quote must be made available upon request from the District. Responders are strongly encouraged to confirm receipt before the time in which the quote is due.

Additional acceptable delivery methods are listed below:

US Postal Service

FedEx, Courier, UPS

Personally hand delivered*

*If delivering in person, please check in with the receptionist at Entrance #1.

B. Quotes Due

Quotes will be due on Tuesday, July 22, 2025, at 2:00 p.m. local time.

In the event of an unforeseen closure at the Anoka-Hennepin School District site, that is designated in the solicitation for the receipt and opening of quotes, quotes and/or proposals, at the date and time of the scheduled opening, the Procurement Department postpones the receipt and opening of quotes and/or proposals as scheduled. The due date and time specified for the receipt of quotes, quotes and/or proposals is deemed to be extended, to the same time of day specified in the solicitation and on the first subsequent operational business day, unless otherwise amended prior to the due date and time.

C. Late Submissions

The Vendor assumes the risk of any delay in the delivery of their quote. The Vendor assumes responsibility for having their quote clocked in on time and at the location specified above. All quotes

received after the quote opening time will remain unopened and be rejected. Facsimile responses will not be accepted.

D. Editing of This Document

Modifications, additions, or changes to the terms and conditions of this document may cause the district to reject the quote. Vendors must submit all quotes on the District issued forms included in this solicitation document. Quotes submitted on company forms may be rejected.

This document must be submitted without any alterations or editing of any of the terms and conditions. Where you are required to submit information, there are blanks provided for you to fill in or you may add additional pages to your quote. If your quote submission is found to have any changes to the originally sent documents, your quote may be considered fraudulent and be rejected.

E. Withdrawal of Submission

A quote once delivered to the formal custody of the District, may not be withdrawn until after the quotes are opened and acknowledged; and no quote may be withdrawn for a period of sixty (60) days from the opening thereof. Once documents have been received by the District all documents become the property of the District.

F. Vendor Responsibility

It is the obligation of each Vendor to examine instructions, requirements, and specifications before submitting a quote. Submission of a quote shall be proof that such examination has been made and that each Vendor has become thoroughly familiar with the requirements. The District will not be responsible for, nor honor any claims resulting from, or alleged to be the result of misunderstanding by the Vendor.

G. Incurring Costs

Neither the District nor its representatives shall be liable for any expenses incurred in connection with the preparation of a quote, whether or not it is the successful Vendor. These costs include but are not limited to:

- bonding
- legal costs for any reason
- visitation costs
- reproduction
- postage and mailing

H. Disclosure of Data

According to state law, the content of all quotes and related correspondence, which discloses any aspect of the quote process, will be considered public information when the award decision is announced. This includes all documents received in response to this RFQ, both the selected quote and the quote(s) not selected. Therefore, the District makes no representation that it can or will maintain the confidentiality of such information.

I. Timeline

Listed below are the required dates and times by which actions must be completed and, where applicable, locations. If the District determines that it is necessary to change a date, time, or location it will issue an addendum to this RFQ.

Description	Date
Quote issued	Monday, June 30, 2025
Closing date for vendor questions	Thursday, July 10, 2025, by 4:00 p.m. LT
Responses issued to vendor questions	Tuesday, July 15, 2025, at 4:00 p.m. LT
Quote deadline	Tuesday, July 22, 2025, at 2:00 p.m. LT

J. Affidavit of Non-Collusion

The Vendor is required to include a completed Affidavit of Non-Collusion. Collusion of Vendors is cause for rejection of those Vendors involved. Exhibit 3, Section2 - Non Collusion.

K. Inquiries

All inquiries concerning this quote must be submitted via email to PurchQuotes@ahschools.us by **4:00 p.m. LT on Thursday, July 10, 2025. Please enter "26010Q Questions" in the subject line of your email.** The District will not be responsible for, nor honor any claims resulting from, or alleged to be the result of misunderstanding by the Vendor. No phone or in person inquiries will be accepted. It is the Vendor's responsibility to bring all discrepancies, ambiguities, omissions, or matters that need clarification to the District's attention. Responses to inquiries will be emailed to Vendors **by 4:00 p.m. LT on Tuesday, July 15, 2025.**

L. Deviations from Specifications

The use of approved manufacturer, brand and/or catalog description in specifying any item does not restrict vendors to that manufacturer, brand or catalog description identification. This is used simply to indicate the character, quality, or performance equivalence of the commodity desired, and the commodity on which bids are submitted must be of such character, quality, or equivalence that it will serve the purpose for which it is to be used equally well as that specified and be acceptable to the using department.

All substitution requests must be submitted for approval during the question period of the solicitation. A complete description of the proposed substitution including packing and shipping quantities and color samples for the manufacturer, which it is to be substituted, must be included in the substitution requests.

District reserves the right to decline any alternative not deemed equal to the specification, based on manufacturing quality, options and features. District reserves the right to decline any alternative based on the district's past and present experiences, and the district's intended use and maintenance.

M. Samples

Quotes must be provided in accordance the products specified in the solicitation. Substitutions not approved prior to quote submission will not be considered for contract award.

Sample of all items quoted, along with a detailed description of each item, must accompany your Quotation submission.

Samples will be used for testing and evaluating purposes only. Except for those samples destroyed or mutilated in testing, they will be returned at the vendor's request. This request must be in writing, submitted with the vendor response, and a pre-paid shipping label(s).

The District reserves the right to call for additional samples at no cost to the District. Samples will be used to confirm whether the item provides the equivalent quality and performance as desired. Except for those samples destroyed or mutilated in testing, they will be returned at the Responder's request and expense.

N. References

Vendors are required to list a minimum of three (3) customers that your company provided service to during the last five years. This must include information for districts who have discontinued a contract with your company within the last three years.

O. Uniformity

To provide uniformity and to facilitate comparison of responses, all submissions must be submitted on the forms and in the format provided. When additional sheets are necessary, they must be submitted clearly referring to the page number, section, or other identifying reference in this document. All information submitted must be noted in the same sequence as appears in this document.

P. Interpretations and/or Clarifications

Interpretations and/or clarifications shall not be binding on vendors unless repeated in writing and distributed as an addendum. Any changes, clarifications, or other interpretations regarding this RFQ will be sent by the District to each vendor. These addenda will become part of the RFQ and will be included by reference in the final contract(s) between the vendor(s) and the District.

1.05 EVALUATION AND AWARD

A. Vendor Qualifications

The District may make reasonable investigations to determine the ability of the Vendor to perform the services as detailed in this RFQ. The Vendor will furnish all information and data for this purpose, as may be requested. The District further reserves the right to reject any quote if the evidence submitted by, or investigations of, such Vendor fails to satisfy the District that the Vendor is properly qualified to carry out the obligations of the contract. Past performance with the District will be taken into consideration. The District reserves the right to consider all relevant and reasonable criteria, which may or may not be described in this general specification, in selecting the successful Contracted Vendor(s).

B. Award

Award(s) shall be made to the highest scoring responsible vendor(s) whose quote is responsive to this request based on the evaluation criteria below:

- Total Cost (60 points – Calculation: Souvenir Unit x 3,000 + Diplomas x 3,000 = Total Price per vendor. The lowest cost of all quotes divided by vendor total price, then multiplied by 60 points = weighted score)
- Quality of samples provided (20 points)
- Color matching (20 points)

In evaluating Quotations, the District will consider whether or not the Quotations comply with prescribed requirements and such alternates being proposed. Discrepancies in the multiplication of units of work and unit prices will be resolved in favor of the unit price.

The District reserves the right to:

- Accept or reject any and all quotes or portions thereof, or to waive any irregularities or informalities in quotes.
- Select a quote in the best interest of the District.
- Select the next best responsive quote.
- Award to more than one Vendor
- Release a new RFQ.
- Take other action, as the District deems appropriate.

The District reserves the right to accept or reject any or all quotes, based on the best interest of the School District, to waive formalities, and to reject nonconforming, nonresponsive, or conditional quotes. The District will be the sole and final authority in determining the successful Vendor.

1.06 CONTRACT TERMS AND CONDITIONS

A. Contract Period

This contract is for an initial two (2) year term, with the option for one additional two (2) year renewal term commencing upon receipt of signed contract and continuing through August 31, 2027.

B. Contract Pricing

Contract pricing resulting from this request must remain firm for the full contract period. During the contract term, the successful Vendor must pass on to the District all discounts and price reductions made available to other customers using similar services. At no point will the Vendor be allowed to raise cost above the stated contract price. Contract pricing must include all costs associated with the purchase of these items or services. No additional fees will be allowed.

C. Contract Review

The District and/or Contract Vendor may request to meet annually, or as needed, to review the contract resulting from this quote.

D. Contract Renewal

The District reserves the right to renew the contract for one (1) two-year period at the same terms and conditions upon mutual agreement of the contracting parties.

Each fiscal year new orders will be submitted, by using a purchase order. The District does not allow automatic renewals of purchase orders.

E. Contract Assignment

The Vendor shall not assign this contract, in whole or in part, or any monies due or that would become due hereunder, without written consent of the District. If the District consents to the Vendor assigning this contract, in whole or in part, or any monies due or that would become due, the instrument of assignment shall contain a clause that states what the right of assignee is and that any monies due to the Vendor shall be subject to prior liens of all persons, firms and corporations for the services rendered or materials supplied for the performance of this contract.

F. Vendor Performance

The vendor shall make every reasonable effort to maintain staff to deliver the solution purchased by the District. The vendor shall immediately notify the District in writing whenever it is unable to, or reasonably believes it is going to be unable to, provide the agreed-upon quality and quantity of services. Upon such notification, the District shall determine whether such inability requires modification or cancelation of the contract.

G. Vendor Financial Stability

The District may request a copy of the Vendor's financial records prior to the contract award or during the contract period.

1.07 ADDITIONAL TERMS

A. Bonds and Insurance

Performance Bond: All Vendors entering into a contract with the District for \$10,000.00 or more may be required to provide a Performance Bond for 100% of the contract. Performance Bond must be furnished within 10 days of award notice of the contract.

Commercial General Liability Insurance: Vendor will maintain insurance with limits of at least \$1,500,000 each occurrence for commercial general liability including bodily injury, property damage, personal injury, product liability and contractual liability through the effective period of the contract. Policies will name the District as an additional insured on a primary basis with respect to the operations of the Vendor using form CG2026 or its equivalent.

The Vendor shall provide the District with a certificate of insurance in a form acceptable to the District prior to commencement of the contract. The certificates and insurance policies required in the above paragraphs shall contain a provision that coverage afforded under the policies cannot be canceled, materially altered, or allowed to expire until at least 30 days prior written notice has been given to the District.

Errors and Omissions (E & O) Insurance: The Vendor may be required to maintain insurance protecting it from claims the Vendor may become legally obligated to pay resulting from any actual or alleged negligent act, error or omission related to the Vendor's professional services required under this contract.

The minimum insurance amounts will be:

\$2,000,000.00 per occurrence
\$2,000,000.00 annual aggregate

The Vendor may be required to submit a certified financial statement providing evidence the Vendor has adequate assets to cover any applicable E & O policy deductible.

Vendor will notify the District of any changes in insurance coverage or carrier by Vendor or any subcontractor.

B. Access to Records and Audit

Vendor's books, records, documents, and accounting procedures and practices relevant to the contract are subject to examination by the District and either the Legislative or State Auditor, as authorized by Minnesota Statute 16B.06, subd. 4. Such data are also subject to review by the Comptroller General of the United States, or a duly authorized representative, if federal funds are used for any work under the contract. The vendor agrees to maintain such data for a period of 3

years from the date services or payment was last provided or made, or longer if any audit in progress requires a longer retention period.

C. District Support

The Vendor must provide a dedicated Sales Representative to work closely with the District Purchasing Office, Accounting Office, and all Schools and Departments within the District to assure continuity and success of the contract. The Vendor will also provide one (1) Customer Service Representatives, and one (1) Accounts Receivable Representative. Vendors must list the representative's information in Part 3.

D. Independent Contractors

Contracted Vendor(s), in performing these services, will be acting in the capacity of an independent contractor, and will not be an agent, servant, partner, or employee of the District. Vendor will have control over the performance of the services and will be solely responsible for payment of its federal and local taxes, salary for its employees, social security payments, and any and all other expenses incurred by Vendor in the performance of the Contract. None of the benefits provided by the District to its employees, including, but not limited to, workers' compensation insurance, disability insurance, medical insurance, and employment insurance would be provided by the District to any of Vendor's employees. Vendor will not have authority to assume or create any obligation or responsibility, expressed or implied, on behalf or in the name of the District or to bind the District in any way whatsoever.

E. OSHA

All Vendors must comply with OSHA regulations where applicable to this quote in that the seller warrants that the product sold or service rendered to the buyer shall conform to the standards and/or regulations promulgated by the U.S. Department of Labor under the Occupational Safety and Health Act of 1970 (29V.X.C. 651, PL 91-596).

F. Safety

The Vendor will comply with all state and federal laws as they relate to employee safety.

G. District Policy and Procedures

The Vendor will follow the District's policies and procedures while providing services in the school setting. District policies may be found on the District's website.

H. Security Compliance on District Property

All work performed on District property shall be in compliance with District security policies, e.g., each person who needs to enter a District building shall sign in on the designated visitor log in the building office. The log shall include a date of entry, employee name, contractor name, time entering the building and time leaving the building.

The vendor will keep personnel screening records on file for any personnel under the resulting quote. This will include records of Criminal Background Screening.

I. Hold Harmless

The Contract Vendor agrees to release, defend, indemnify, and hold harmless District, its board, officers, students, employees, and agents from all liability, injuries, claims, damages (including claims of bodily injury, property damage, or negligence), or loss, including costs, expenses, and attorneys' fees, which arise in connection with, in relation to, or as a result of Contract Vendor's negligent acts

or omissions or in connection with Contract Vendor's breach of warranties. The foregoing agreement to release, defend, indemnify, and hold harmless shall not apply to the extent such liability, injuries, claims, damages, or loss was caused by the intentional, willful, or wanton acts of District. Contract Vendor shall not settle or compromise any claim in which the District has been named a party and for which Contract Vendor must indemnify the District without a signed agreement approved by the District.

J. Force Majeure

Neither party shall be held responsible for delay, nor could failure, to perform when such delay or failure is due to any of the following unless the act or occurrence could have been foreseen and reasonable action have been taken to prevent the delay or failure:

- Fire, Flood, or Epidemic
- Strikes
- Wars
- Acts of God
- Unusually severe weather
- Acts of public authorities
- Delays of defaults caused by public carriers.

Provided the defaulting party to give notice as soon as possible to the other party regarding the inability to perform.

K. Duties to Mitigate

The contract between the District and the successful vendor shall be governed by the laws of the State of Minnesota. Both parties shall use their best efforts to mitigate any damages that might be suffered by reason of any event giving rise to remedy hereunder. Attorney's fees If suit is brought by either party to this quote to enforce any of its terms (including all component parts of the quote documents), and the District prevails in such suit, the vendor shall pay all litigation expenses incurred by the District, including attorney's fees, court costs, expert witness fees, and investigation expenses.

L. Discrimination

During the performance of this contract, the vendor shall not unlawfully discriminate against any employee or applicant for employment because of race, color, creed, religion, gender, national origin, sexual orientation, disability, age, marital status, or public assistance status. The vendor will take affirmative action to ensure that applicants are employed and that employees are treated equally during employment, without unlawful discrimination because of their race, color, creed, religion, gender, national origin, disability, age, marital status, sexual orientation, or public assistance status. The vendor shall also comply with any applicable federal or state laws regarding nondiscrimination. The following list includes, but is not meant to limit, laws that may be applicable:

- Minnesota Statute Ch. 363
- The Equal Employment Opportunity Act of 1972
- Executive Order 11246
- The Rehabilitation Act of 1973
- The Age Discrimination in Employment Act of 1967
- The Equal Pay Act of 1963
- Minnesota Statute 181.59
- The Job Training Partnership Act of 1982

M. Publicity and Advertising

Vendor shall not use in its external advertising, marketing programs, or other promotional efforts, any data, pictures or other representation of the District except on the specific, written authorization, in advance, of the District's Department of Public Relations.

N. Prohibition Against Conflicts of Interest, Gratuities, and Kickbacks

Any employee or official of the District, elected or appointed, who take, receive, or offer to take or receive, either directly or indirectly, any rebate percentage of contract, money, or other things of value, as an inducement or intended inducement, in the procurement of business, or the giving of business, for, or to or from any person, partnership, firm, or corporation offering, submitting pricing for, or in open market seeking to make sales to the District shall be deemed guilty of a felony and upon conviction such person or persons shall be subject to punishment of a fine in accordance with state and/or federal laws.

O. Damage to District Property

Any damage done to District property by the Contract Vendor's staff or equipment will be repaired at the expense of the Contract Vendor.

P. Criminal Records

The vendor shall not utilize, in the performance of the resulting contract, any laborer or employee who has been convicted of a violent crime or a crime of such nature (such as child-related offenses) categorize the person being unsuitable for working around school children or has engaged in such conduct as to be similarly categorized.

Q. Third Party Acquisition of Company

The Contracted Vendor(s) shall notify the District in writing should the Contracted Vendor's business or all its assets be acquired by a third party. The Contracted Vendor further agrees that the contract's terms and conditions, including any and all license rights and related services, shall not be affected by the acquisition. Prior to completion of the acquisition, the Contracted Vendor(s) shall obtain for the District's benefit and deliver thereto the assignee's agreement to fully honor the terms of the contract.

1.08 ORDERING AND PAYMENT PROCESS

A. Purchase Orders

All orders authorized by the District for merchandise or services are initiated by a duly signed Purchase Order. The Contract Vendor shall not accept orders from the District without the benefit of a Purchase Order.

Purchase Orders will be emailed to the Contract Vendor. The Contract Vendor agrees to verify pricing, product description, and product availability and to email back a confirming copy of the Purchase Order with any discrepancies noted and the expected shipping date for each item on the order within 24 hours of receipt of the order from the District.

All correspondence, including shipping labels, packing lists, and invoices must reference the Purchase Order number.

While certain colors and styles may be associated with District High Schools, any purchase order issued by the District shall be invoiced according to the Contract pricing schedule.

B. Quantities

No guarantee of minimum or maximum quantity or amount is either made or implied. The District shall neither be compelled to order any quantity of any item nor limited in the total quantity of any item. Orders must be filled to the District's unit of measure. The quantity of merchandise delivered shall not be greater than the amount specified on the Order unless such additional quantities are to be accepted by the District at no charge.

C. Compliance with Laws & Debarment

The Vendor certifies that all goods or services furnished under this Contract shall comply with all applicable federal, state, and local laws or ordinances, and all applicable rules, regulations, and standards established by any agency of such governmental units, which are now or hereafter promulgated insofar as they relate to the Vendor's performance of the provisions of this Agreement, as well as District policies and procedures, regardless of whether such laws and regulations are specifically set forth in this Contract. It shall be the obligation of the Vendor to apply for, pay for and obtain all permits and/or licenses required by any governmental agency for the provision of those services contemplated herein.

Vendor represents that it is not currently debarred or suspended by any federal agency from doing business with the federal or state government. Vendor shall notify District if it becomes debarred or suspended during the term of this Contract. District may immediately terminate this Contract in the event of such termination or suspension and Vendor shall be responsible for any costs incurred by District in connection therewith.

D. Returns

The District may return any unopened packages to the Contract Vendor with no restocking fee for 100% credit within thirty (30) days of receipt.

E. Warranty

The Vendor warrants that the merchandise will conform to the District's description and any applicable specifications shall be of good merchantable quality and fit for the known purpose for which it is sold. This warranty is in addition to any standard warranty or service guarantee given by the Vendor to the District or any warranty provided by law. Vendor shall perform any necessary adjustments and/or service calls necessary for peak performance of specified equipment at no additional cost to the District for the duration of the warranty period.

F. Delivery

All merchandise shall be delivered to Schools/Sites as listed on each purchase order, F.O.B. Destination, no freight charges allowed, during District business hours, 7:00 a.m. to 2:00 p.m. C.S.T./C.D.T., Monday through Friday, excluding District holidays. Cost of delivery of merchandise is included in unit prices. Cartons not marked properly may be refused upon arrival or may be returned at the Contract Vendor's expense. Drivers must assist in unloading or the delivery may be refused.

Merchandise delivered in packages, cartons, or crates are accepted only with the guarantee that upon the removal from such packaging, the merchandise is found in first class conditions without any defect, or they must be removed and replaced without additional charge to the District. Packing material of merchandise to be installed by the Contract Vendor must be removed by the Contract Vendor at no additional charge to the District.

G. Contract Vendor Personnel

All Contract Vendor personnel performing work on District property must wear a clearly visible company name badge that is easily recognizable by school/site staff and have a criminal background screening that clearly shows no crimes have been committed against children. The Contract Vendor will keep Employee Screening records on file for any personnel delivering merchandise or performing service under this contract. The District reserves the right to audit these records at any time.

H. Taxes

Minnesota Taxes: Instrumentalities of the State of Minnesota are not subject to the State of Minnesota Sales Tax pursuant to Minnesota Laws of 1967, Extra Session, Chapter 32, Article XIII, Section 25, Subd. 1, Para. (J).

Telecommunication Excise Tax: The district falls under the category of State and Local Governments thus under regulations prescribed by the IRS, no tax shall be imposed under section 4251 upon any payment received for services or facilities furnished to the government of any State, or any political subdivision thereof, or the District of Columbia.

Excise Taxes: Instrumentalities of the State of Minnesota are not subject to Federal Excise Taxes. Individual exemption certificates will be furnished upon request if needed by the successful vendor to reclaim such charges.

I. Payment

The District will pay undisputed invoices according to Minnesota Statute 471.425, currently providing for payment within 35 days after receipt of the merchandise or the invoice, whichever comes latest. Nothing in the Vendor's proposal, contract, or invoice will override this provision. "Date of Receipt" means the completed delivery of the goods or services or the satisfactory installation, assembly, or specified portion thereof, or the receipt of the invoice for the delivery of the goods or services, whichever is later (MN Statute 471.425).

Purchasing Department at the Educational Service Center, 2727 North Ferry Street, Anoka, Minnesota, 55303.

J. Non-Appropriation

The District reasonably believes that budgeted funds will be obtained sufficient to make all payments. Continuation of any agreements beyond June 30th of any year is contingent upon appropriation of budgeted funds for payment of that contract. In the event that adequate funds are not so appropriated, the District shall notify the vendor as soon as possible prior to the necessary cancellation and no penalty in any form shall be levied against the District because cancellation of any part or all of the equipment required by failure of appropriation.

2: Contract Specifications

2.01 DETAILED SPECIFICATIONS FOR GRADUATION CAPS AND GOWNS

- A. Vendor must provide approximately 3,000 caps, gowns and tassels for each graduating class of Anoka, Andover, Blaine, Champlin Park, Coon Rapids, Sandburg Regional, and Anoka-Hennepin Technical High Schools.
- B. Vendor must provide honor cords and stoles for those graduates designated by the District.
- C. The Vendor will be responsible to contact each school for exact number of graduates and any special needs.
- D. Gowns must be available in extra-large sizes and special needs such as wheelchair.
- E. Caps are one size fits all.
- F. Tassels are year-dated in two colors with chainette. Some schools have all gold honor tassels.
- G. Caps, gowns, and tassels are to be provided to the following high schools in their respective colors as indicated below:

SCHOOL	CAPS	GOWNS	TASSELS
Andover High School	Black	Black	Black and Vegas Gold, Honor Cords all gold
Anoka High School	Maroon	Maroon	Maroon and White
Blaine High School	Columbia Blue	Columbia Blue	Columbia Blue and White
Champlin Park High School	Navy Blue	Navy Blue	Navy Blue and White, Honor Cords all gold
Coon Rapids High School	Cardinal (bright) Red	Cardinal (bright) Red	Cardinal (bright) Red and White
Sandburg Regional High School	Kelly Green	Kelly Green	Kelly Green and TBD
Anoka-Hennepin Technical High School	Royal Blue	Royal Blue	Royal Blue and White

2.02 DETAILED SPECIFICATIONS FOR GRADUATION DIPLOMAS

- A. Vendor must provide approximately 3,000 diplomas for each graduating class of Anoka, Andover, Blaine, Champlin Park, Coon Rapids, Sandburg Regional, and Anoka-Hennepin Technical High Schools.
- B. It will be the vendor's responsibility to contact each school for exact number of graduates and any special needs.
- C. Padded cover to fit 8" x 6" diploma document.
 - 1. Cover material is .007 vinyl, or equivalent, with textured finish such as pebble, morocco or calf grain in colors selected by the schools.

2. Cover board is .070 warp resistant Red Label davey board, or equivalent
 3. Padding is 1/8" polyfoam laminated to .018 kraft paper protection sheet on the side exposed to the cover material, or equivalent. No padding is to be exposed to the cover material. Polyfoam quality, density and compressibility must be equal to or better than industry standard Code 3800.
 4. Style is panoramic, hinged on the left side. The hinge is the same material as the cover.
 5. The cover is stamped with the school name and address on two lines in gold or silver foil.
 6. The inside of the diploma is lined with two pads to fit the diploma that measures 8" x 6". The pads are covered with white material such as taffeta, laminated to a lining board such as .036 binder's cloth board. The cover lining pads must be in-line and glued securely. All four corners must be neatly tucked and formed in finished edges and must coincide when the diploma cover is closed.
 - i. The lining on the left is etched in black with a litho reproduction of the school building that will be supplied by the school.
 - ii. The lining on the right will have corner pockets to contain the diploma. The corner pockets are 5/8" white or dyed satin pockets, or an equivalent.
- D. Diploma inserts are 8" x 6". Diplomas are printed on 65 lb. paper stock in American Parchment or Cream white, or an equivalent stock.
1. Reproduction methods may be thermography, rotogravure, letterpress, or flexography or equivalent. Impressions must be sharp and clear. Imprint color is black.
 2. The graduates name and date of graduation will be printed in black. There will be four facsimile signatures printed in black.
 3. A school crest will be reproduced using silver or gold engraving ink with a foil background in the school color. The State of Minnesota seal will be engraved in gold or silver ink.
 4. Vendors should propose an attachment to the diploma signifying that the graduate received honors.
 5. A clear plastic certiguard, or equivalent, will be provided to protect the diploma insert.
 6. Graphics, seal, placement, font type and size are determined by the District.
 7. Diploma Cover Colors:

School	Color
Andover High School	Black
Anoka High School	Maroon
Blaine High School	Navy Blue
Champlin Park High School	Navy Blue
Coon Rapids High School	Black
Sandburg Regional High School	Black
Anoka-Hennepin Technical High School	Black

2.03 FITTINGS SESSIONS

Contract Vendor will need to coordinate an onsite fitting schedule with the appropriate contact at each high school. Contact information will be provided upon contract award.

3: Quote Form

3.01 PRICING

(Items must include any shipping cost)

Item	Item Description	Unit Price
Souvenir Unit	Each unit includes a sized gown, cap, and a year-dated tassel that is kept by the graduate	
Souvenir Double Honor Cords	Gold, Silver, or White	
Satin Honor Stoles	Gold, no imprint	
Extra souvenir	Extra souvenir year-dated tassels	
Diplomas	Diploma as per specifications in section 2.02	
Please list any extra accessories you have available		

3.02 MAXIMUM ESCALATION

2027-2029 _____

3.03 PROMPT PAYMENT DISCOUNT

Prompt payment discount if offered (i.e. 2% 10, net 30)

Indicate prompt payment discount _____

3.04 ALTERNATE PAYMENT OPTIONS

Will you accept payment by credit card (P-Card) or other electronic payment method at no additional cost to the District?

YES / NO

3.05 VENDOR SUPPORT STAFF

The Vendor must provide a dedicated sales representative, customer service representative, and accounts receivable representative to assure continuity of service and success of the contract. The contract Vendor must notify the district immediately of any changes in support staff.

Name	Email	Phone
SALES REPRESENTATIVE: _____	_____	_____
CUSTOMER SERVICE REP: _____	_____	_____
ACCTS. RECEIVABLE REP: _____	_____	_____
LOCAL SERVICE PROVIDER: _____	_____	_____

3.06 References

- A. List three (3) customers with approximately the same volume as this contract including the customer’s name, address, phone number and contact person. List one (1) customer with approximately the same volume who has discontinued a contract with you in the last three (3) years. Include the same information as above and in addition list the rationale for canceling the contract. Attach additional sheets if necessary.

Customer Name and Address	Contact Person and Phone Number
1)	
2)	
3)	

Customer Name and Address (for a customer who has discontinued a contract)	Rationale for Canceling

4: Acceptance

I, the undersigned, hereby certify that I am a duly authorized agent of _____ to submit this quotation for consideration and acknowledge that all 20 pages of the **Request for Quotation #26010Q to Graduation Gowns, Caps, Tassels and Diplomas** have been received and agree to the terms contained therein.

SIGNED: _____

NAME: _____
(Type or print)

TITLE: _____

VENDOR NAME: _____

ADDRESS: _____

E-MAIL: _____

PHONE: _____ FAX: _____

ADDENDA

Receipt of the following Addenda to the quote documents and their costs being incorporated in the quotation is acknowledged:

Addendum No. _____ Date _____

Addendum No. _____ Date _____

**A COMPLETE RESPONSE SUBMISSION MUST
INCLUDE THE FOLLOWING**

- _____ Quote Form (Part 3)
- _____ Signed Acceptance (Part 4)
- _____ Affidavit of Non-Collusion (Attachment A)
- _____ Debarment (Attachment B)

Attachment A

AFFIDAVIT OF NON-COLLUSION

I hereby swear (or affirm) under the penalty of perjury:

That I am the vendor (if the vendor is an individual), a partner in the company (if the vendor is a partnership), or an officer or employee of the responding corporation having authority to sign on its behalf (if the vendor is a corporation).

That the attached response has been arrived at by the vendor independently and has been submitted without collusion with and without any agreement, understanding or planned common course of action with any other vendor designed to limit fair or open competition.

That the contents of the Request for quote response have not been communicated by the vendor or its employees or agents to any person not an employee or agent of the vendor and will not be communicated to any such persons prior to the official opening of the quotes; and

I certify that the statements in this affidavit are true and accurate.

Authorized Signature:_____ Date:_____

Title:_____ Company Name:_____

Attachment B



Certification Regarding Debarment, Suspension, and Other Responsibility Matters Primary Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 13 CFR Part 145. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211). Copies of the regulations are available from local offices of the U.S. Small Business Administration.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective primary participant shall attach an explanation to this proposal.

Business Name

Date

By

Name and Title of Authorized Representative

Signature of Authorized Representative