

**CENTRAL BUCKS SCHOOL DISTRICT
20 WELDEN DRIVE**

DOYLESTOWN, PA 18901

QUOTATION REQUEST

REQUEST FOR QUOTE: #2025-006
QUOTATION NAME: High School Diplomas and Covers
QUOTE DUE DATE: November 1, 2024, 10:00 AM SHARP
REQUIREMENTS: Pages 1, 3, & 4 must be returned

CERTIFICATION OF SIGNATURE

THIS IS TO CERTIFY THAT THE PERSON SIGNING AND/OR SUBMITTING THE ATTACHED QUOTATION TO CENTRAL BUCKS SCHOOL DISTRICT FOR:

COMPANY NAME: _____

ADDRESS: _____

DATE: _____

TELEPHONE NUMBER _____

SIGNATURE (written in ink) _____

SIGNATURE (typewritten) _____

IS AN OWNER _____ OFFICER _____ AGENT _____

TITLE: _____

AND THAT HE/SHE IS FULLY AUTHORIZED TO SUBMIT SUCH BID QUOTATION ON THEIR BEHALF.



CENTRAL BUCKS
SCHOOL DISTRICT

REQUEST FOR QUOTE # 25-006

HIGH SCHOOL DIPLOMAS AND COVERS

ISSUED: 10/18/24
REPLIES DUE: 11/1/24

Central Bucks School
District
20 Weldon Drive
Doylestown, PA 18901

SPECIFICATIONS

HIGH SCHOOL DIPLOMAS AND COVERS

(3) High Schools with a senior class ranging from 500-680. If an award is made, it will be to one vendor for all three high schools as the sole source provider for diplomas for the school district. Pricing is requested for three consecutive years. Second and third year orders will be conditional upon vendor performance at a level acceptable to the district. **Determination of acceptable performance will be at the sole discretion of the school district.**

DIPLOMAS

Standard, Scholar, Special (Minimum order quantity)

- Size: 7" x 9"
- Font: Old English Shaded
- Heading Seal: Foil Engraved with Color (Individual design per school)
- No Lower Seal
- Body Font: Old English
- Diploma Text: Custom by school- all basic verbiage will be the same with the exception of school name, etc.
- Signatures: (4 Total) no line, (2) to the left, (2) to the right with sufficient space between each set to place post-graduation adhesive seal noting achievement level
- Parchment Type: Pale Ivory

COVERS

- Size: 7" x 9"
- Front: School Name, City and State- 2 lines centered gold or silver
- Cover: Padded pebbled finish with frame imprint
- Color: Individual color per school
- Font: Old English
- Lining Material: Moire´
- Lining Art: School
- Corner Ribbons: Individual per school-all corners the same color
- Celluloid Insert

	<u>CB East</u>	<u>CB South</u>	<u>CB West</u>
Estimated Quantity	370	450	250
Standard Diplomas – SY 2024-25	\$ _____	\$ _____	\$ _____
Standard Diplomas – SY 2025-26	\$ _____	\$ _____	\$ _____
Standard Diplomas – SY 2026-27	\$ _____	\$ _____	\$ _____
Estimated Quantity	230	230	290
Scholar’s Diplomas - SY 2024-25	\$ _____	\$ _____	\$ _____
Scholar’s Diplomas - SY 2025-26	\$ _____	\$ _____	\$ _____
Scholar’s Diplomas - SY 2026-27	\$ _____	\$ _____	\$ _____
Estimated Quantity	600	680	540
Diploma Covers - SY 2024-25	\$ _____	\$ _____	\$ _____
Diploma Covers - SY 2025-26	\$ _____	\$ _____	\$ _____
Diploma Covers – SY 2026-27	\$ _____	\$ _____	\$ _____

*****Quantities shown are a close approximation and not guaranteed.**

*****SY stands for School Year**

Certificates of Attendance for Foreign Exchange Students (Same stock & styles as diplomas listed above-generic to be used for all schools)

Minimum order quantity: _____ Cost: _____

*****SAMPLES OF TYPE OF PRODUCT OFFERED MUST BE PROVIDED WITH PROPOSAL. PROOF OF DIPLOMA TEXT AND LAYOUT MUST BE PROVIDED TO ORDER*****

Order deadline for Diploma Stock and Covers: _____

Date names of graduates must be provided: _____

Central Bucks School District also purchases the following items for graduation. If your company would like to provide pricing for these items, please see the following:

Caps, Gowns & Accessories

Central Bucks School District High Schools have chosen to have students/parents & guardians purchase graduation caps, gowns, and accessories rather than renting them. Various color combinations will be needed at each school. Second and third year orders will be conditional upon vendor performance at a level acceptable to the district. **Determination of acceptable performance will be at the sole discretion of the school district.**

*****Payment for these items will be a direct transaction between student/parents & guardians and chosen vendor*****

Based on class sizes listed on the previous page, indicate pricing you would offer Central Bucks graduates for caps, gowns, and other accessories.

Caps & Gowns – School Year 2024-2025 \$ _____

Caps & Gowns - School Year 2025-2026 \$ _____

Caps & Gowns - School Year 2026-2027 \$ _____

Do you charge a late fee? Yes or No If yes, what is the late fee: \$ _____

If you wish to provide pricing for caps & gowns, a sample cap and gown as well as ordering information and order form must be provided with your quotation.

****Award of Diplomas and Covers in no way guarantees the award of Caps & Gowns****

Selection of the successful bidder will be based upon the following criteria as indicated below and are not in any specific order:

- Ability to meet all specifications required by Central Bucks School District
- Pricing
- Years of experience with similar accounts in both size and scope
- District satisfaction (based on any previously held contracts)
- Other factors as determined by Central Bucks School District

Cost is important, but NOT the sole criteria for final selection. Equally important is dependability and value.

Central Bucks School District reserves the right to extend the contract an extra year at school district's discretion.

It is understood that Central Bucks School District and or School Board reserves the right to award this contract in the best interest of Central Bucks School District and to waive any informalities, technicalities, and irregularities.