

# SANTA CRUZ VALLEY

## Unified School District No. 35

REQUEST FOR QUOTES 21-01

QUOTE DUE DATE: August 17, 2020 at 2:00 pm

### High School Yearbook

#### General Instructions

1. The Santa Cruz Valley Unified School District #35 is seeking quotes from qualified firms or individuals to provide the above-mentioned services or products to the District.
1. Quotes written on company letterhead must be presented in person, mailed, faxed or emailed to ypalafx@scv35.org to the Santa Cruz Valley Unified School District, Business Office, 1374 W. Frontage Rd., Rio Rico, AZ 85648. All quotes must be clearly marked with the name of the service or product to be provided.
1. All quotes are due no later than the time indicated above. Whether sent by mail, faxed, emailed or by personal delivery, the quoter assumes the full responsibility for having his quotes received on time at the designated location.
1. All information required by this quote, except signature should be typewritten for legibility. Signature must be handwritten. Illegible or vague quotes may be rejected.
1. All questions relating to this Request for Quotes (RFQ) shall be addressed to Yamil Palafox, Purchasing at (520) 520-375-8270.
1. Quotes will be evaluated and the award will go to the firm whose price quote is the lowest responsible and responsive quote conforming in all material respects to the requirements set forth in the specifications.
1. The Santa Cruz Valley Unified School District No. 35 is subject to the purchasing rules and regulations adopted by the Arizona State Board of Education.
1. The Specifications or Scope of work for this quote includes requirements and details. Additional information may be added to the quote as deemed necessary by the quoter. Services/products/costs not to be provided can be listed for clarification.
1. A formal contract can be entered into, upon decision of school district. Said contract shall bind quoter on his part to furnish and deliver at the rate quoted, for the time period indicated, and in accordance with all conditions of this quote.
1. The School District reserves the right to reject any or all quotes. The quote will not necessarily be awarded on price alone. Acceptance will be made taking into consideration the reliability of the quoter, past performance, their conformity with specifications, the purpose for which required and terms of delivery. The School District shall, in the exercise of its discretion, be the sole judge in determining the quality of the quoter services.
1. The School District reserves the right to terminate any resulting orders or contract upon thirty (30) days written notice.
1. Scope of Work: Santa Cruz Valley Unified School District #35 wishes to have
  - Reputable companies with stability
  - Customer Service Support
  - All color yearbooks
  - Stable Online platform that is user-friendly
  - Central location to share pictures
  - Marketing Sell and distribution support
  - Training and Resources for Advisors and students
  - Affordable pricing,
  - Flexible deadlines
  - Guaranteed delivery
1. Location: 570 Camino Lito Galindo Rio Rico, AZ 85648
1. Conflicts of Interest: The services and/or products are subject to the provisions of ARS 38-511.