

TERMS & CONDITIONS

1. Northside Independent School District (“NISD” or “District”) requests quotes for the purchase of **Diploma Covers & Sheets**. The intent of this quote is to provide Northside High Schools and Magnet High Schools with a qualified and approved vendor from which they can purchase **Diploma Covers & Sheets**.
2. This quote will cover a period of one year, **beginning November 1, 2020**, or date of award, whichever is sooner, **through October 31, 2021**. Northside reserves the right to **extend this contract for two (2) additional one-year terms** with the same terms and conditions if agreeable to both the District and vendor(s). Renewal of Contract will be in accordance with Local Government Code 271.903 concerning non-appropriation of funds for multi-year contracts. The Board of Trustees of Northside Independent School District, or its designee, reserve the right to rescind the Contract at the end of each fiscal year if it is determined that there are insufficient funds to extend the Contract.
3. Freight will be prepaid by the vendor. Inside delivery is required.
4. The District must have your quote returned and on file in the Purchasing Department. **Faxed or emailed copies will not be accepted.**
5. Contract period will begin with the 2021 graduating class and extend, if renewed by the District, through the 2023 graduating class.
6. Purchase Orders will be submitted from the Purchasing Department for approximate quantities for each school following the quote award.
7. Lists of potential graduates will be provided as follows:
 - A. May Graduates – Each school will submit a list of potential graduates to the successful bidder on or before the month of February for each contract year. The delivery of covers and sheets from this list will be on or before the month of April for each contract year.
 1. Diploma Sheets are to be delivered inserted in the diploma cover, if requested by the school.
 2. Additional requests for diploma sheets will be handled as follows:
 - a. Any request not submitted on March 1, but prior to May 15, will be delivered within ten (10) days from receipt of order.
 - b. Any request after May 15 will be delivered within 48 hours.
 - B. First and Mid-Term Graduates – Names of first and mid-term graduates will be submitted as soon as they are identified. Diploma Covers and Sheets will be ordered for delivery within ten (10) days. Any additional requests after submission of initial list will be delivered within 48 hours.
8. For certificates with errors, the company will be notified by phone followed by a confirmation letter. If phone notification is prior to May 1st of each contract year, the new certificates will be delivered to the school within ten (10) days after notification. If the company is notified after May 1st of each contract year, the new diploma will be delivered to the school within 48 hours after notification.
9. All diplomas shall be returned to the Schools in alphabetical order.

10. SAMPLES OF DIPLOMA COVERS, CERTIGARD DIPLOMA SHEETS SHOWING ENGRAVING, AND THE PLASTIC ENVELOPES MUST BE SUBMITTED WITH EACH BID. FAILURE TO SUBMIT SAMPLE WITH QUOTE WILL BE CAUSE FOR QUOTE TO BE CONSIDERED NON-RESPONSIVE AND REJECTED.

11. For information purposes, the following are approximate numbers of 2020 graduates from each school:

SCHOOL	2020 GRADUATING CLASS SIZE
Communication Arts High School	109
Construction Careers High School	122
Earl Warren High School	600
Health Careers High School	220
John Jay High School	535
John Jay Science & Engineering Academy	151
John M. Harlan High School	553
John Marshall High School	551
John P. Stevens High School	642
Louis D. Brandeis High School	609
NSITE High School	113
Oliver W. Holmes High School	503
Sandra Day O'Connor High School	811
Tom C. Clark High School	663
William H. Taft High School	415
William J. Brennan High School	680

DIPLOMA COVER SPECIFICATIONS

A. Size

To fit diploma insert measuring 9" x 7".

B. Cover Material

.010 morocco or calf grain leatherette in color selected by school.

C. Cover Board

.060 warp resistant Red Label Davey Board or equivalent.

D. Padding

1/8" polyether foam laminated to .015 felt protection sheet on side exposed to cover material. The padding MAY NOT be exposed to the cover material.

E. Panel

A sharp single line panel is embossed ¼" from the edge of the cover, on upfold style only. Panoramic style with hinge at the left omits panel.

F. Lettering

The school name shall be stamped on the cover. The style and color shall be selected by the school.

G. Linings

1. The lining shall consist of two pads sized to fit the diploma insert measuring 9" x 7".
2. Material – 100% acetate moiré (for taffeta) laminated to 40-lb. white backing sheet.
3. Corner pockets – Four ¾" vat dyed satin corner pockets. The corner pockets are located on the lower lining on the top-fold style, or the right lining on the panoramic style.

4. Lining Board - .040 binders cloth board.

H. Hinge

.010 morocco or calf grain leatherette. Same material as cover.

I. Cover Construction

1. Bottom to top fold, hinge at top, rigid cover.
2. The entire back of the cover is glued and anchored on the cover board. All four corners MUST be neatly turned and the linings MUST be securely and neatly glued in place.

J. Certigard

A clear plastic certigard will be provided to protect the insert.

K. Envelope

A clear plastic envelope will be provided for each cover. The envelope should be open on end with no flap.

DIPLOMA SHEET SPECIFICATIONS

A. Size

9" x 7"

B. Stock

100% rag fiber American Diploma Parchment, 46-lb., and basis 17" x 22".

C. Method of Reproduction

Base – genuine steel plate engraving of banknote quality.

D. Graduate's Name and Dateline

The graduate's name and dateline shall be engrossed in a style to conform to the body of the diploma insert.

E. Facsimile Signature

The signature of the four School District officials appearing on insert will be engraved.

F. School Etching – Crest

Steel engraved school etching to appear below heading of diploma insert. Pictures of schools and crests will be furnished by NISD. Crest to be etched on cover lining.

QUESTIONS REGARDING THE BID PROCESS & SPECIFICATIONS, CONTACT:

George M. Ayala, Director of Purchasing
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