



REQUEST FOR QUOTATION (RFQ)

Department: Communications & Media
Description: Yearbooks

Deliver Completed Bid to:

Tennessee Tech University
Purchasing and Contracts
POB 5144; 1 William L Jones Dr.
Derryberry Hall, Suite 301
Cookeville, TN 38505-0001
Fax: 931-372-3727

Date: April 22, 2026
RFQ Coordinator: Tina Girdley
Phone: 931-372-6350
Email: tgirdley@tntech.edu

Bids must be received in the Purchasing and Contracts Office by **3:00 p.m. Central Time on May 20, 2026**. Bids may be mailed, faxed, or electronically submitted via email to the RFQ Coordinator, as noted above.

Bid is subject to the [RFQ – Standard Terms and Conditions](#). By submitting a bid, bidder certifies its agreement to these terms and conditions, which cannot be waived.

Special Bid Instructions:

1. Indicate any cash/time discounts offered: _____
2. To do business with TTU register as a supplier/contractor: <https://www.tntech.edu/purchasing/howto.php>
3. Bidders who would like to become a registered Diversity Business Enterprise can visit the following link for more information: <https://www.tntech.edu/purchasing/howto.php>
4. To view a bid tabulation after intent to award, please visit this link: <https://www.tntech.edu/purchasing/bidawards.php>. Results are listed according to fiscal year then by date of bid opening.

THIS IS NOT AN ORDER

REQUEST FOR QUOTATION

Tennessee Technological University (“Tennessee Tech”) request bids from qualified vendors to provide yearbook production, printing, and related services as outlined in this RFQ.

Contract Term

The resulting contract shall be for from the date of final signature through five (5) years thereafter.

Pricing

- Rates submitted by the Vendor are to remain firm for the initial one (1) year term.
- Thereafter, the Vendor may request an annual rate increase.
- Requests must be submitted in writing at least sixty (60) days prior to the contract anniversary date and must include supporting documentation of increased costs.
- All increases are subject to Tennessee Tech’s written approval.
- Tennessee Tech reserves the right to accept or reject any increase or to rebid services.



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Delivery

- Pricing must include all shipping and handling charges, F.O.B. Cookeville, TN 38505.
- Vendor must specify delivery time:

Delivery Time: _____ days after receipt of order

Specifications

Vendor must indicate compliance with each specification below:

- Mark "X" if specification is met
- Leave blank if not met
- Mark "Exceeds" and provide details

Failure to complete this section may result in the bid being deemed non-responsive.

Yearbook Specifications

_____ Title: THE EAGLE

_____ Estimated Quantities: 500 (may range from 75 up to 1,500; not guaranteed)

_____ Delivery: Spring

_____ Proofs Required – PDF electronic proofs

_____ Finished Size: 9" X 12"

_____ Number of Pages: 144

Cover

_____ 4-color process on lithicote material , glass laminated

_____ Hardcover, wrapped around 160 pt. binder's board

_____ Special applications may include silkscreen, foil embossing, UV varnish, metallic finishes

_____ Personalization: Minimum two (2) lines and one (1) icon on front cover

_____ One (1) hour of vendor-supplied art time included at no charge

Additional no-charge options:

Production

_____ Submissions: Digital scans, PDFs, or electronic files

_____ Software: Adobe InDesign (CS6 or later)

_____ Proof Formats: Vantage Laser, Epson, and/or PDF



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____ Vendor must provide InDesign plug-in

Plug-in Name: _____

Materials

____ Cover Stock: Lexetone or Lithicote

____ Text Stock: 100# gloss enamel

____ Contents Paper: 100 lb. enamel or matte (included at no additional charge)

____ End Sheets: Woven white end sheet paper ("Rainbow" preferred) **Samples to be provided with bid**

Additional no-charge options:

Binding

____ Smyth sewn binding, rounded back

Printing

____ All pages printed in four-color process

____ Unlimited spot colors converted to four-color

Special deadline requirements (if any):

Additional Features

____ Foil stamping available

____ Film laminate (gloss or matte, front, back, and spine)

____ QR codes available (no CD/DVD included)

____ Vendor provides all supplies and marketing materials at no additional cost

Online Sales Requirements

____ Vendor must provide online sales platform

____ Vendor must establish an online ordering system (e.g., ybpay.com or approved equivalent)

____ Customers may purchase yearbooks and optional engraved nameplates

____ Pricing will be coordinated with Tennessee Tech

____ Vendor shall collect and remit applicable sales tax



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____ Vendor shall provide administrative sales reports for reconciliation

____ Vendor shall provide sales and marketing support at no cost

Revenue & Reconciliation

Vendor shall retain sales revenue and apply it toward project costs. Detailed reconciliation reports must be provided with invoices.

Project Cancellation

If Tennessee Tech cancels the project:

Tennessee Tech will handle customer refunds

Tennessee Tech will pay vendor for work completed up to cancellation

Optional Services

____ Vendor provides portrait services (preferred)

____ Includes scheduling, advertising, and providing portraits

Additional Information

1. Printing quality is critical. Vendors must submit samples with their bid. Failure to do so may result in rejection.
2. All materials provided by Tennessee Tech remain University property.
3. Overruns are discouraged and will not be paid unless approved in advance.
4. Preference may be given to vendors offering portrait services (non-scored).

Pricing

Quantity

Price

75 \$ _____ / per Yearbook

125 \$ _____ / per Yearbook

500 \$ _____ / per Yearbook

1,000 \$ _____ / per Yearbook

1,500 \$ _____ / per Yearbook



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Page Count Adjustments (Base evaluation assumes 144 pages)

- Price increase per additional page: \$ _____
- Price decrease per reduced page: \$ _____

Evaluation

Evaluation will be based on the sum of all extended totals across all five quantity increments (75, 125, 500, 1,000, and 1,500).

RFQ Communications

All communication regarding this RFQ must be submitted via email to the designated RFQ Coordinator. Unauthorized contact with other Tennessee Tech personnel may result in disqualification.

Termination for Convenience

Tennessee Tech may terminate the contract without cause with (30) days written notice. Payment will be made only for services satisfactorily performed up to the termination date.

Illegal Immigrants

Successful Bidder attests that the Bidder will not knowingly utilize the services of illegal immigrants in the performance of the Contract and will not knowingly utilize the services of any subcontractor who will utilize the services of illegal immigrants in the performance of the Contract.

Debarment

Bidder certifies, by signature below and submission of this bid, that neither Bidder nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal department or agency.

Tennessee Tech reserves the right to initiate negotiations with the next ranked Bidder should Tennessee Tech cease doing business with the Bidder selected via this RFQ process.

BIDDER IS TO COMPLETE INFORMATION AND SIGN BID BELOW

Bidding Entity's Name

Name of Contact Person (Printed)

Title



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Address

City, State, Zip

Phone / Fax / Email

Authorized Signature of Bidder

Date

Tennessee Tech University is an EEO/AA/Title IX/Section 504/ADA employer.