

ANAHEIM UNION HIGH SCHOOL DISTRICT



BID NO. 2027-07

**MEDALLIONS, DIPLOMAS, COVERS, AND OTHER
RELATED ITEMS**

BID DEADLINE DATE

OCTOBER 6, 2026 BY 11:00 A.M. P.S.T.

SUBMIT BIDS TO

All bids must be submitted and received online
through the AUHSD Online Bonfire Bidding Hub:

<https://auhsd.bonfirehub.com>

ANAHEIM UNION HIGH SCHOOL DISTRICT
501 CRESCENT WAY
ANAHEIM, CALIFORNIA 92801

L E G A L N O T I C E

NOTICE TO BIDDERS

In accordance with Public Contract Code 20111, NOTICE IS HEREBY GIVEN THAT the Board of Trustees of the Anaheim Union High School District, County of Orange, State of California, will receive sealed bids up to but no later than **OCTOBER 6, 2026, at 11:00 A.M. PST.** The bid must be obtained, submitted, and received online through the AUHSD Online Bonfire Procurement Portal: <https://auhsd.bonfirehub.com>

**BID NO. 2027-07 MEDALLIONS, DIPLOMAS, COVERS, AND OTHER
RELATED ITEMS**

For assistance, please contact Dulce Sorto, at sorto_d@auhsd.us or by phone at 714-999-3609.

The Governing Board of Trustees of the Anaheim Union High School District reserves the right to reject any and all bids received in whole or part, to waive any irregularities in the bids or bidding, and to be the sole judges of suitability of products offered.

Maria Rafael
Director, Purchasing and Central Services
Anaheim Union High School District

Publish: September 16 & 23, 2026

ANAHEIM UNION HIGH SCHOOL DISTRICT

INSTRUCTIONS FOR BIDDERS

BID NO. 2027-07 MEDALLIONS, DIPLOMAS, COVERS, AND OTHER RELATED ITEMS

1. **PREPARATION OF BID FORM:** The Anaheim Union High School District, hereinafter referred to as District, invites bids on the forms enclosed to be submitted no later than **11:00 A.M. P.S.T., OCTOBER 6, 2026**. All blanks on the BID FORM must be appropriately filled in. Each bid must be submitted online at AUHSD Online Bidding Hub: <https://auhsd.bonfirehub.com>. It is the sole responsibility of the bidder to ensure that their bid is received at the location specified in Item 2 below, no later than the time and date specified. Any bids received after the scheduled closing time for receipt of bids will be returned to the bidder unopened.
2. **BID SUBMISSION ADDRESS:** Bids shall be submitted to the Purchasing Department of the District online only. **NO BIDS SHALL BE RECEIVED HAND DELIVERED.**

TO BE CONSIDERED, ALL BIDS MUST BE RECEIVED IN THE ONLINE BIDDING SYSTEM BY THE TIME AND DATE OF CLOSING. DISTRICT WILL NOT BE RESPONSIBLE FOR BIDS THAT ARE NOT SUBMITTED ONLINE AT THE CLOSING DATE AND TIME. FAXED BIDS, E-MAILED BIDS AND BIDS RECEIVED IN THE PURCHASING DEPARTMENT AFTER DATE AND TIME INDICATED HEREIN WILL NOT BE ACCEPTED.

3. **SIGNATURE:** All bids must be signed in the name of the bidder and must bear the signature in longhand of the person or persons duly authorized to sign the bid. Unsigned bids will be considered non-responsive, thus resulting in rejection of the bid.
4. **MODIFICATIONS:** Changes in or additions to the bid form, alternate bids, or any other modifications of the bid form which are not specifically called for in the bid documents may result in District's rejection of the bid as not being responsive to this invitation to bid. Oral, telephone, telegraphic, or facsimile bids or modifications will not be considered.
5. **ERASURES:** The bid submitted must not contain any erasures, interlineations, or other corrections unless each such correction is initialed in the margin immediately opposite the correction by the person or persons signing the bid.
6. **WITHDRAWAL OF BID:** Any bidder may withdraw their bid personally or by written request, to the Director of Purchasing/Central Services, at any time prior to the scheduled closing time for receipt of bids. Any request for withdrawal received after the hour set for the opening of the bids will forfeit the entire bid submitted.
7. **INTERPRETATION OF BID DOCUMENTS:** Bidders who find discrepancies in or omissions from the bid documents, may submit a written request for clarification or correction thereof within the AUHSD Online Bidding Hub. These requests must be submitted no later than **SEPTEMBER 28, 2026 BY 11:00 A.M, P.S.T.** A copy of all requests for clarification and the response thereto will be provided to all bidders.

Corrections will be made by addenda issued to each bidder. The District will not be responsible for oral interpretations. All addenda issued during the time of bidding shall be incorporated into the bid automatically.

8. AWARD OF BID: The District reserves the right to reject any or all bids, or to waive any irregularities or informalities in any bids or the bidding, and to make its selection of items awarded based upon its best judgment as to which items substantially comply with the specifications, or which are most economical and/or best suited for the purpose for which they are intended.

It is the District's intent to award this bid to one bidder in its entirety. The District also reserves the right to make multiple awards or no award at all and further reserves the right to reject any and all bids and to waive any irregularity or discrepancy associated with this bid. Please submit prices on each item. Cash discounts offered shall be considered in determining low bid in accordance with Bid Form. In the event of equal bids, the award shall be made to the bidder located within the State of California, the County of Orange, and with whom the Purchasing Department of the District has had satisfactory business relationships, in the order named. All bids shall remain open and valid and subject to acceptance for sixty (60) calendar days after the bid opening date.

9. ASSIGNMENT OF THE CONTRACT: The bidder shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties, or obligations without the prior written consent of the District.
10. PRICES: Bid each item separately. Prices must be stated in units specified or trade standard. The right is reserved to waive any informality in bids, to reject any or all bids, and to accept or reject any item or combination of items. In case of a discrepancy between the unit price and the extension, the unit price will be considered correct. Quote prices net including trade discounts, F.O.B. DESTINATION, FRT. PREPAID. Set up fees and artwork charges are to be included in the unit price quoted, not charged separately. Cash discounts, when offered, will be computed from final date of accepted delivery or receipt of invoice, whichever is later. Sales tax will be applicable but not included in bid unit price.
11. PRICE INCREASE: Pricing shall remain firm for a year from the award of the bid before any price increase is permitted. The successful bidder(s) shall submit to the District, a written notice (no electronic mail), of any price changes. The District must have sixty (60) calendar days prior written notice of any price change. A written justification from the supplier and manufacturer must accompany the sixty (60) calendar days' notice to the District. In the event of the price increase, the District reserves the right to cancel such items from the Bid. Failure to meet these requirements set forth may be cause for DEFAULT under the TERMINATION OF DEFAULT clause of this bid.
12. DISCONTINUED ITEM: The successful bidder(s) shall submit to the District a written notice (no electronic mail), anytime when any item has been discontinued. The District must have sixty (60) calendar days prior written notice of any price change. A written justification from the supplier and manufacturer must accompany the sixty (60) calendar days notice to the District. In the event of an item being discontinued, the District reserves the right to

cancel such items from the Bid. Failure to meet these requirements set forth may be cause for DEFAULT under the TERMINATION OF DEFAULT clause of this bid.

13. MODEL CHANGES: Model changes will be allowed as long as the replacement is significantly the same or better in terms of specifications and performance and there is NO price change. The successful bidder(s) shall submit to the District, a written notice (no electronic mail) of any model changes. The District must have sixty (60) calendar days prior written notice of any price change. A written justification from the supplier and manufacturer must accompany the sixty (60) calendar day notice to the District. In the event of the brand change, the District reserves the right to cancel such items from the Bid. Failure to meet these requirements set forth may be cause for DEFAULT under the TERMINATION OF DEFAULT clause of this bid.

14. BRANDS: Brand names are included for descriptive purposes to indicate the quality, design, and utility desired by the District, but the specifications are not intended to restrict competition. Brands of equal make or type to those specified will be considered unless otherwise so indicated in the bid. **Each bidder shall indicate the brand name and model number of the brand(s) being bid (even if indicated in the specification).** Terms such as “As spec” or Bidder’s item numbers instead of the manufacturer’s name and model number may be considered non-responsive. In accordance with the INSPECTION AND ACCEPTANCE provision of this bid, testing may be required.

Brand changes will be allowed as long as the replacement is significantly the same or better in terms of specifications and performance and there is NO price change. The successful bidder(s) shall submit to the District, a written notice (no electronic mail), of any brand changes. A written justification from the supplier and manufacturer must accompany the sixty (60) calendar day notice to the District. In the event of the brand change, the District reserves the right to cancel such items from the Bid. Failure to meet these requirements set forth may be cause for DEFAULT under the TERMINATION OF DEFAULT clause of this bid.

15. NON-EXCLUSIVITY: The District is not obligated to purchase from the bid, but will utilize it as often as possible and reserves the right to competitively bid any item on this contract when it is in the best interest of the District.

16. QUANTITIES: Quantities shown in Bid Form are estimates only, based on the best information available at the time. The District reserves the right to purchase more or less of the units specified at the unit cost bid. No minimum quantities for the items listed on the bid when placing order.

17. SAMPLES: Sample articles in all sizes may be requested before an award is made. If requested prior to award, sample articles shall be submitted to Attn: Purchasing Department located at 501 Crescent Way, Anaheim, CA 92801. Sample articles in all sizes shall be provided at no expense to the District within two (2) business days of request. The supplier shall submit along with the sample item, complete illustrative and technical data, fabric content and ink composition. Sample articles will be returned to the supplier upon the award of the Bid. Supplier shall pick up any item(s) within five (5) business days upon notification.

After the five (5) business days the item(s) shall become the property of the District. Failure to provide sample articles as requested shall be cause for rejection of the Bid.

All packages containing sample items must be clearly labeled with bidder's name, Bid number, and each unit clearly identified as to the size and item number for which the unit is to be considered.

If, in the opinion of the District, an item purchased on the Bid does not conform to specifications or perform to the standards of the sample item submitted, the District reserves the right to have the product tested by an independent laboratory. If the test shows that the product does not conform to specification or meet the standards of the unit submitted, the cost of testing will be charged to the successful bidder and the contract may be canceled under the TERMINATION FOR DEFAULT section of the bid.

18. DELIVERY REQUIREMENT: Bidders shall bid all items F.O.B. DESTINATION, FRT. PREPAID to: Anaheim, CA.
19. DELIVERY SCHEDULE: Delivery schedule is included in the GENERAL SPECIFICATIONS of the bid documents. The District reserves the right to make award based on delivery time quoted. Failure to meet the delivery requirements set forth may be cause for DEFAULT under the TERMINATION OF DEFAULT clause of this bid.
20. WARRANTY: Supplier shall guarantee any products delivered under this order unconditionally for at least thirty (30) day period after items are deployed, to be free from defects and will be replaced at no-charge.
21. INSURANCE: Prior to issuance of a purchase order, the successful bidder shall furnish the District with insurance endorsements evidencing insurance coverage and further indicating that the successful bidder's policies have been endorsed to name the "Anaheim Union High School District" as an additional insured thereon, with provision made for cross liability. The endorsements shall further provide the "Successful bidder's policy is primary over any insurance carried by the District and that "the policy will not be cancelled or materially changed without thirty (30) calendar days prior written notice " being given to the District's Purchasing Department. During the term of the contract, the successful bidder shall, at its own cost and expense maintain the following types of insurance:
 - i. Commercial General Liability Coverage, "occurrence" form only, to include bodily injury and property damage for premises and operations, contractual liability, independent contractors, personal and advertising injury, and wrongful termination with a combined single limit not less than \$1,000,000 per occurrence and an annual general aggregate limit not less than \$2,000,000. The policy shall be endorsed to name the District, its governing boards and commissions and the individuals thereof, and all its officers, agents, employees, representatives and volunteers, as additional insured.

- ii. Workers' Compensation insurance with limits as required by the Labor Code of the State of California and Employers Liability insurance limits of \$1,000,000 per accident.
- iii. Business Automobile Liability Coverage with limits as required by the State of California.
- iv. Sexual Abuse/Molestation coverage must be included under General Liability or obtained in a separate policy and identified under "Other" coverage of Certificate of Insurance or by indicating in Description of Operations/Special Provisions that Sexual Abuse/Molestation coverage is not excluded and provide policy exclusion pages. If Sexual Abuse/Molestation coverage is added by Endorsement to the General Liability policy, must provide proof of Endorsement. Such coverage shall be in an amount of not less than \$1,000,000 per occurrence; \$2,000,000 general aggregate.

22. FAILURE TO PROVIDE EVIDENCE OF INSURANCE, POST SECURITY, OR EXECUTE CONTRACT: In the event the bidder to whom a notice of intent to award a contract is given, fails or refuses to provide the certificates of insurance, required bonds, or return properly executed copies of the contract within seven (7) calendar days from the date of receiving said notice, the District may declare the successful bidder as nonresponsive to this solicitation and re-issue a notice of intent to award a contract to the next lowest responsive and responsible bidder, or may call for new bids.

23. DEFAULT: In the event the bidder to whom a contract is awarded fails to perform in accordance with the terms and conditions of the bid or the contract, the District may terminate their orders, in whole or in part, in accordance with the TERMINATION FOR DEFAULT provision of this bid.

24. TERMINATION FOR DEFAULT: The District may, by written notice of default to the successful bidder, terminate the contract in whole or in part if:

A. The successful bidder fails or neglects to perform any of the services listed herein in the manner and time specified, or if, in the opinion of the District, the items(s) provided fail to perform satisfactorily;

OR

B. The successful bidder fails to perform any of the other provisions of the bid or purchase order and does not cure such failure within a period of two (2) business days (or such longer period as the District may authorize in writing) after receipt of notice from the Anaheim Union High School District specifying such failure.

In the event the District terminates the contract, in whole or in part, the District may acquire equipment, similar to those so terminated from another source, and the successful bidder shall be liable for any excess costs of acquisitions of such similar supplies.

25. SUPPLIER NOT OFFICER, EMPLOYEE, OR AGENT OF DISTRICT: While engaged in carrying out the terms and conditions of the contract, the successful bidder is an independent contractor and not an officer, employee, or agent of the District.
26. EVIDENCE OF RESPONSIBILITY: Upon request of the District, a bidder whose bid is under consideration for award shall promptly submit satisfactory evidence showing their financial resources. The District may also request the names of at least three (3) references for whom similar supplies or equipment were provided during the previous year. The bidder must furnish this list within three (3) business days after request. Failure to do so will be sufficient cause for default and the District may declare the successful bidder as nonresponsive to this solicitation and re-issue a notice of intent to award a contract to the next lowest responsive and responsible bidder, or may call for new bids.
27. ANTI-DISCRIMINATION: In connection with all services performed under this bid, there shall be no unlawful discrimination against any prospective or active employee engaged in the work because of race, color, ancestry, national origin, religious creed, sex, age, marital status, physical disability, mental disability, or medical condition. The successful bidder agrees to comply with applicable Federal and State laws including, but not limited to, the California Fair Employment and Housing Act, beginning with Government Code Section 12900 and Labor Code Section 1735. In addition, the successful bidder agrees to require like compliance by any subcontractors employed on the Project by such bidder.
28. INSPECTION AND ACCEPTANCE: All items provided under the contract shall meet or exceed the bid specifications and shall comply with all Federal and California State laws governing their production, handling, processing and labeling. Inspection and acceptance of all items shall be at DESTINATION. Items found to be defective or not in accordance with the bid specifications shall be replaced by the successful bidder at no cost to the District. Failure to replace said items shall be considered sufficient cause for default action under the DEFAULT provision of this bid.
29. INSPECTION OF BIDDER'S FACILITY: The District reserves the right to inspect the facilities of the bidder prior to award of the contract and if representatives of the District determine after such inspection that the bidder is not capable of performing satisfactorily to the District, his bid will be ruled nonresponsive. Additionally, the District reserves the right to inspect the successful bidder's facility during the contract period.
30. INDEMNIFICATION: Bidder agrees to defend, indemnify, save, and hold harmless the District and any of their governing bodies, the individuals, thereof, and all officers, agents, employees, representatives, and volunteers from all loss, cost, and expense (including, but not by way of limitation, attorneys' fees and other related legal costs) arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of the Bidder's performance or failure to perform services under this bid, or resulting from or in any way directly or indirectly connected with the performance or nonperformance of the District, pertaining to this bid. Bidder further agrees to waive all rights of subrogation against the District and shall pay for any and all injury, damage, or loss to the District. The provisions of this indemnification clause shall not be limited to the availability or collectability of insurance coverage, nor do

these provisions apply to any injury, damage or loss caused solely by the negligence of the District.

31. DISCOUNTS: Cash discounts shall be considered in determining low bid if the discount offered is for a 30-day payment period or more. Cash discounts for less than 30 days shall not be considered in determining low bid.
32. EMPLOYEE BACKGROUND CHECKS: At the time of contract award and during the entire term of the contract, the successful bidder, including all subcontractors, shall fully comply with the provisions of Education Code Sections 45125.1 and 45125.2 when District determines that the successful bidder's employees and employees of subcontractors will have more than limited contact with pupils in the performance of the work. In addition, it shall be the District's responsibility to take appropriate steps to protect the safety of any pupils that may come in contact with the successful bidder. Attached is the District's standard Fingerprint Certification form that must be completed prior to commencement of any work.

If the successful bidder refuses or fails to comply with this section, such refusal or failure shall be considered sufficient cause for termination of the contract, in whole or in part, under the Termination for Default clause of the contract.

33. DRUG AND ALCOHOL FREE WORKPLACE: The successful bidder hereby certifies, under penalty of perjury, under the laws of the State of California that under the contract the successful bidder will comply with the requirements of the Drug-Free Workplace Act of 1988 (Government Code Section 8350 et. seq.) and the Anaheim Union High School Board of Education's Policy (BP 6317.20). Therefore, the work site shall be kept drug and alcohol free at all times.
34. TOBACCO-FREE WORKPLACE: The successful bidder hereby agrees, under the contract, he will comply with the Anaheim Union High School Board of Education's Policy (BP 6317.15) which states: "The Governing Board recognizes the health hazards associated with tobacco products, including the breathing of second hand smoke and desires to provide a healthy environment for students and staff." Therefore, the work site shall be kept tobacco free and smoke-free at all times.
35. FORCE MAJEURE: Neither party will be liable for damages for any delay in performance or nonperformance caused by acts of God such as, but not limited to, earthquakes, severe weather conditions such as tornados, floods, hurricanes, or other natural disasters, war, riots, terrorism, civil commotions, acts of public enemy, acts of civil or military authority, fire, explosion, epidemics or pandemics, or any law, proclamation, regulation, ordinance or other act or order of any court, government or governmental agency, or any other similar causes beyond the reasonable control of the party obligated to perform under this Agreement. Performance by that party for a period equal to the period of that delay in performance or nonperformance is excused, provided the party seeking the excuse gives written notice detailing the force majeure event and its good faith efforts to perform the Agreement. In addition, either party may terminate this Agreement if the delay in performance or non-performance exceeds sixty (60) calendar days.

36. BID DOCUMENTS: The complete bid includes the following documents:

- Notice Calling For Bids
- Instructions For Bidders
- General Specifications
- **Notice to Contractors Regarding Valid Criminal Records Summary**
- **Bid Form**
- **Information Required of Bidders**
- **Non-Collusion Declaration**

***BOLDED ITEMS MUST BE COMPLETED AND RETURNED WITH THE BID FORMS.**

Any of these shall be interpreted to include all the provisions of the other documents as though fully set out therein. The bidder should fully acquaint him/herself with the terms and conditions affecting the performance of the contract. Submission of a bid shall be taken as prima facie evidence of compliance with this provision.

ANAHEIM UNION HIGH SCHOOL DISTRICT
GENERAL SPECIFICATIONS

BID NO. 2027-07 MEDALLIONS, DIPLOMAS, COVERS, AND OTHER RELATED ITEMS

1. Scope of Work

This bid is for the purchase of custom graduation medallions, custom-printed diplomas and covers, and related items for graduation. The District graduates approximately 5,000 senior high school students annually from 12 schools:

-Anaheim HS	-Cambridge Virtual Academy	-Cypress HS
-Gilbert HS (Alternative Education, including Independent Studies)		
-Hope School	-Katella HS	-Kennedy HS
-Loara HS	-Magnolia HS	-Oxford Academy
-Savanna HS	-Western HS	

The agreement will be for a period of one (1) year with the option to renew for two (2) additional one-year terms.

This is general information about the items being requested:

- a. Medallions: The medallions will be made of metal and will be either gold metal or silver medal mostly round, but some die cut; some will be recessed and others not; all medals are one-sided medals as follows:
 - i. 1" & 1.25": hard enamel pins; rubber clutch backing; no color up to 12-color medallion; 1.5 mm thick
 - ii. 1.5": 1 up to 3-color ribbon drape (1.375" wide x 1.625" to hook w/safety-lock pin); no color up to 12-colors medallion; 3mm thick
- b. Diplomas: Stock is Cougar #100 smooth cover-natural white (.0139) – some schools are Cougar #100 smooth cover-white (.0139); Cut finished size of 6" x 8"; Foil stamping 1-5 color press passes, depending on the school crest; Heading and Text – Lithographic; Student Name and Graduation Date Embossed – Lithographic; Also the envelope, tissue, clear sheet protector
- c. Diploma Covers: Holds a 6" X 8" Horizontal Diploma
 - i. Outside: Padded Leatherette Chevo Finish Gold/Silver Foil Stamping: School Name, City, State; Fold: Short Side Hinge
 - ii. Inside: Silk Moire Lining; 4-Corner Pockets 7/8" size
- d. Design: Create and develop digital artwork for the manufacturing of dies for the medallions including multiple proofs if needed; All artwork and designs become

the property of the District and will be provided as an Adobe Illustrator (AI) vector file

- e. Die-Casts Molds: All dies including set-up to be used for manufacturing the medallions; all dies become the property of the District
2. Pricing

All prices shall be F.O.B. Destination, Freight Prepaid and Allowed to AUHSD's Warehouse and school sites as stated herein. Sales tax will be applicable, but is not to be included in unit prices on bid. Artwork images and files will be provided for each of the school sites. All costs including setup fees are to be included in the unit price quoted.
3. Interpretation of Documentation
 - a. The intention of the bid documents is to include all labor and materials, equipment and transportation necessary for the proper execution of the work. Materials or work described in words, which so applied, have a well-known technical or trade meaning shall be deemed to refer to such recognized standards.
 - b. Standards, Rules, and Regulations referred to are recognized printed standards and shall be considered as one and a part of these contract documents within the limits specified.
 - c. Specifications are intended to delineate and describe the work and its component parts to such a degree as will enable skilled and competent bidders to intelligently bid upon the work, and to carry said work to a successful conclusion.
 - d. The naming of any material and/or equipment shall mean furnishing and installing of same, including all incidental accessory items thereto and/or labor therefore, as per best practices of the trade(s) involved, unless specifically noted otherwise.
4. Equipment and Labor

The successful bidder shall furnish all tools, equipment, apparatus, facilities, transportation, labor and material necessary to furnish the items and provide the services required herein described.
5. Product Material and Process Composition

Material composition and printing process chemicals shall be free from known carcinogens and safe for children to wear, and shall be in compliance with Federal Trade Commission and Consumer Product Safety Commission guidelines.
6. Orders and Deliveries
 - a. Blanket Purchase Order(s) will be issued as early as practicable for each fiscal year, generated per school site. Both initial orders and follow-up orders will be drawn on these blanket purchase orders.
 - b. Supplier is required to provide a fillable hardcopy and an electronic order form for authorized personnel to use to place orders via online, e-mail or fax, and to confirm receipt of the order as soon as practicable via phone, e-mail or fax back to the ordering party within two (2) business days of receiving the order.

- c. Only orders placed by authorized AUHSD personnel such as Purchasing Department staff members, and designated site personnel as indicated on the face of each blanket purchase order are to be accepted.
- d. Initial order forms from each school site will be sent to supplier prior to secure product for delivery of orders in a timely manner. (See Delivery Schedule). The schedule will change annually and will be modified with the District's approval.
- e. Subsequent 'make-up', 're-order', 'filler' or 'follow-up' orders must be delivered within 25 business days from receipt of order. These orders may be delivered to each separate site.
- f. Product must be delivered in boxes that are clearly marked with the general description of contents (medallions, diplomas and covers, etc.), destination school site, purchase order number, to the attention of the person who placed the order, and box number of total number of boxes (i.e. Box 1 of 3); this requirement applies to all orders.
- g. All items delivered must be in a condition acceptable to the District. Any damaged items will be rejected and returned at successful bidder's expense. Any misprints or errors will be rejected and returned. The successful bidder will replace such items within two business days with like goods of acceptable quality.

7. Service Level Commitment (SLC)

It is extremely important that the successful bidder understand that Graduation is of high priority for the District and every effort will be made to deliver all medallions, diplomas, covers, or any other items accurately and on time. There is an expectation that the successful bidder will commit to a high level of service and response to the District's requirements. Some of the important expectations are included on the BID FORM and failure to agree, will be cause to reject a bid as nonresponsive. These expectations are a minimal requirement and other may also be requested.

8. Invoices and Packing Slips

- a. Hard copy invoices shall be submitted via US Post to the District's Accounts Payable Department at P.O. Box 3520, 501 Crescent Way, Anaheim, CA 92803-3520 and supporting documents as follows:
- b. Two (2) copies of the packing slip shall accompany goods at the time of delivery which will act as a proof of delivery. No goods shall be delivered without an accurate packing slip and no packing slip shall be signed for goods not present.
- c. An authorized District or School representative who received the items must sign and date both copies of the packing slip at time of delivery. One copy shall be left with the person receiving the goods; the second copy is to be retained by the Supplier.
- d. All invoices and packing slips shall clearly indicate the following as a minimum:
 - i. Name and address of company
 - ii. Blanket purchase order number
 - iii. Item/part number and description

- iv. Quantities of each item:
 - 1. Ordered
 - 2. Back ordered
 - 3. Delivered
- v. Unit of measure (each)
- vi. Unit price (invoice only)
- vii. Extended Totals (invoice only)
- viii. Name of person placing order
- ix. Date order was placed
- x. Date order was delivered

9. Order Discrepancies

Discrepancies in content and quantities ordered compared with what is delivered will be resolved between the Supplier and the person placing the order as evidenced by written or electronic documentation. If documents do not match, the document signed by the receiving AUHSD personnel will prevail.

10. Delivery Schedule

The delivery schedule will be used as a guide. The “Arrival” dates of the product are important as these are critical milestones in the District’s Graduation process:

2026-27 Graduation Schedule - Medallions, Diplomas, and Covers

Artwork Design Process (Medallions)	<i>Artwork design process will be collaborative between school site staff members, district administrator and art designers for each of 300-500 designs (email and phone communication)</i>	1-Dec-26
Final Order Quantities (Diploma Covers)	<i>All orders placed for Diploma Covers</i>	1-Dec-26
Final Order Quantities (Medallions)	<i>All orders placed for Medallions</i>	29-Jan-27
Diploma Orders	<i>All orders places for Diplomas</i>	1-Feb-27
Diploma Covers Arrival	<i>Diploma Covers received at AUHSD</i>	15-Mar-27
Diplomas Arrival	<i>Diplomas received at AUHSD</i>	1-Apr-27

Medallions Arrival	<i>Medallions received at AUHSD</i>	30-Apr-27
Graduation Packages Arrival (Medallions, Diplomas, and Covers)	<i>District delivers to all twelve (12) sites</i>	14-May-27

11. Additional Services

- Additional services may be required at which point arrangements can be made on an 'as-needed' basis, but must be approved by the Director of Purchasing and Central Services prior to commencement.
- Quarterly sales reports will be required to help the District analyze what is being sold, by type, date, school, Purchase Order# and quantity.

Sample Pictures of Medallions



NOTICE TO CONTRACTORS REGARDING VALID CRIMINAL RECORDS SUMMARY
(EDUCATION CODE SECTION 45125.1)

Education Code Section 45125.1 provides that any entity that has a contract with a local education agency (school district) shall ensure that any employee who interacts with students outside of the immediate supervision and control of the student's parent or guardian or a District/school employee has a valid criminal records summary resulting from submission of the employee's fingerprints in a manner authorized by the Department of Justice (DOJ).

The DOJ shall ascertain whether the individual whose fingerprints were submitted to it has been arrested or convicted of any crime insofar as that fact can be ascertained from information available to the DOJ.

The entity shall not permit an employee to come in contact with any student until the DOJ has ascertained that the employee has not been convicted of a violent felony as defined in Penal Code section 667.5(c) or serious felony as defined in Penal Code section 1192.7(c). The entity shall certify in writing to the governing board of the school district that none of its employees who may come in contact with any student have been convicted of a violent or serious felony.

.....

CERTIFICATION BY CONTRACTOR

To the Governing Board of _____ School District:

I, _____, am the _____ of

Name of Individual

Title

Name of Contractor

and I am authorized to execute this Certification on behalf of the Contractor.

1. I have carefully read and understand the Notice to Contractors Regarding a Valid Criminal Record Summary required under Education Code Section 45125.1.
2. Due to the nature of the services that will be provided to the District, Contractor's employees will or may have contact with students of the District outside of the immediate supervision and control of the student's parent or guardian or District employee.

3. I have obtained and reviewed the valid Criminal Records Summary of the following employees who will be performing services for the District:

_____	_____
_____	_____
_____	_____
_____	_____

If any subsequent/future employees will be performing services for the District, I will obtain and review the Valid Criminal Records Summary of these employees and submit an updated Certification to the District.

4. None of the employees who will be performing the services to the District have been convicted of a violent felony as defined in Penal Code section 667.5(c) or serious felony as defined in Penal Code Section 1192.7(c), and this determination was made by a fingerprint check through the Department of Justice.

I declare under penalty of perjury, under the laws of the State of California, that the foregoing is true and correct.

Executed at _____, California on _____.
Date

Signature

Typed or Printed Name

Title

Name of Contractor

Address

Telephone Number

**ANAHEIM UNION HIGH SCHOOL DISTRICT
BID NO. 2027-07 MEDALLIONS, DIPLOMAS, COVERS, AND OTHER RELATED ITEMS**

BID FORM

COMPANY NAME: : _____

ITEM NO.	DESCRIPTION	UOM	ESTIMATED ANNUAL USAGE	MANUFACTURER/ ITEM #	ITEM DESCRIPTION	UNIT PRICE	EXTENDED PRICE
ITEM NO. 1-13 ARE 1" MEDALLIONS x 1.5mm thickness; Medallions will be made of metal and will be either antique gold metal or antique silver medal mostly round, but some die cut; some will be recessed; hard enamel pin; one-side							
1	1" Medallion - No Color	EA	0				
2	1" Medallion - 1 Color	EA	0				
3	1" Medallion - 2 Color	EA	1400				
4	1" Medallion - 3 Color	EA	1350				
5	1" Medallion - 4 Color	EA	4,000				
6	1" Medallion - 5 Color	EA	900				
7	1" Medallion - 6 Color	EA	250				

ANAHEIM UNION HIGH SCHOOL DISTRICT
BID NO. 2027-07 MEDALLIONS, DIPLOMAS, COVERS, AND OTHER RELATED ITEMS

BID FORM

COMPANY NAME: : _____

ITEM NO.	DESCRIPTION	UOM	ESTIMATED ANNUAL USAGE	MANUFACTURER/ ITEM #	ITEM DESCRIPTION	UNIT PRICE	EXTENDED PRICE
8	1" Medallion - 7 Color	EA	0				
9	1" Medallion - 8 Color	EA	50				
10	1" Medallion - 9 Color	EA	500				
11	1" Medallion - 10 Color	EA	0				
12	1" Medallion - 11 Color	EA	300				
13	1" Medallion - 12 Color	EA	40				
ITEM NO. 14-27 ARE 1.25" MEDALLIONS x 1.5mm thickness; Medallions will be made of metal and will be either antique gold metal or antique silver medal mostly round, but some die cut; some will be recessed; hard enamel pin; one-sided							
14	1.25" Medallion - No Color	EA	0				

ANAHEIM UNION HIGH SCHOOL DISTRICT
BID NO. 2027-07 MEDALLIONS, DIPLOMAS, COVERS, AND OTHER RELATED ITEMS

BID FORM

COMPANY NAME: : _____

ITEM NO.	DESCRIPTION	UOM	ESTIMATED ANNUAL USAGE	MANUFACTURER/ ITEM #	ITEM DESCRIPTION	UNIT PRICE	EXTENDED PRICE
15	1.25" Medallion - 1 Color	EA	3,480				
16	1.25" Medallion - 2 Color	EA	450				
17	1.25" Medallion - 3 Color	EA	1600				
18	1.25" Medallion - 4 Color	EA	0				
19	1.25" Medallion - 5 Color	EA	0				
20	1.25" Medallion - 6 Color	EA	25				
21	1.25" Medallion - 7 Color	EA	0				
22	1.25" Medallion - 8 Color	EA	1,000				

**ANAHEIM UNION HIGH SCHOOL DISTRICT
BID NO. 2027-07 MEDALLIONS, DIPLOMAS, COVERS, AND OTHER RELATED ITEMS**

BID FORM

COMPANY NAME: : _____

ITEM NO.	DESCRIPTION	UOM	ESTIMATED ANNUAL USAGE	MANUFACTURER/ ITEM #	ITEM DESCRIPTION	UNIT PRICE	EXTENDED PRICE
23	1.25" Medallion - 9 Color	EA	0				
24	1.25" Medallion - 10 Color	EA	0				
25	1.25" Medallion - 11 Color	EA	0				
26	1.25" Medallion - 12 Color	EA	50				
ITEM NO. 27-36 ARE 1.5" MEDALLIONS x 3mm thickness; Medallions will be made of metal and will be either antique gold metal or antique silver medal mostly round, but some die cut; some will be recessed; 1 up to 3-color ribbon (1.375" wide x 1.625" to hook); design fees and die-casting fees for one-side to be included in cost.							
27	1.5" Medallion - No Color	EA	2900				
28	1.5" Medallion - 1 Color	EA	30				
29	1.5" Medallion - 2 Color	EA	7400				

ANAHEIM UNION HIGH SCHOOL DISTRICT
BID NO. 2027-07 MEDALLIONS, DIPLOMAS, COVERS, AND OTHER RELATED ITEMS

BID FORM

COMPANY NAME: : _____

ITEM NO.	DESCRIPTION	UOM	ESTIMATED ANNUAL USAGE	MANUFACTURER/ ITEM #	ITEM DESCRIPTION	UNIT PRICE	EXTENDED PRICE
30	1.5" Medallion - 3 Color	EA	300				
31	1.5" Medallion - 4 Color	EA	2,150				
32	1.5" Medallion - 5 Color	EA	0				
33	1.5" Medallion - 6 Color	EA	0				
34	1.5" Medallion - 7 Color	EA	0				
35	1.5" Medallion - 8 Color	EA	0				
36	1.5" Medallion - 9 Color	EA	2,700				
37	1.5" Medallion - 10 Color	EA	0				

**ANAHEIM UNION HIGH SCHOOL DISTRICT
BID NO. 2027-07 MEDALLIONS, DIPLOMAS, COVERS, AND OTHER RELATED ITEMS**

BID FORM

COMPANY NAME: : _____

ITEM NO.	DESCRIPTION	UOM	ESTIMATED ANNUAL USAGE	MANUFACTURER/ ITEM #	ITEM DESCRIPTION	UNIT PRICE	EXTENDED PRICE
38	1.5" Medallion - 11 Color	EA	0				
39	1.5" Medallion - 12 Color	EA	0				
ITEM NO. 40 - DESIGN FEE - Create and develop digital artwork for the medallions including multiple proofs if needed; All artwork and designs become the property of the District and will be provided as an Adobe Illustrator (AI) vector file							
40	Design Fee	EA	665				
ITEM NO. 41 - DIE-CAST MOLDS - All dies including set-up to be used for manufacturing the one-sided medallions; all dies become the property of the District							
41	Die-Cast Molds	EA	665				
ITEM NO. 42 - DIPLOMAS: Stock is Cougar #100 smooth cover-natural white (.0139) – some schools are Cougar #100 smooth cover-white (.0139); Cut finished size of 6" x 8"; Foil stamping 1-5 color press passes, depending on the school crest; Heading and Text – Lithographic; Student Name and Graduation Date Embossed – Lithographic; Also include the envelope, tissue, clear sheet protector with each diploma							
42	Diplomas	EA	5,000				

**ANAHEIM UNION HIGH SCHOOL DISTRICT
 BID NO. 2027-07 MEDALLIONS, DIPLOMAS, COVERS, AND OTHER RELATED ITEMS**

BID FORM

COMPANY NAME: : _____

ITEM NO.	DESCRIPTION	UOM	ESTIMATED ANNUAL USAGE	MANUFACTURER/ ITEM #	ITEM DESCRIPTION	UNIT PRICE	EXTENDED PRICE
ITEM NO. 43 - DIPLOMA COVERS: Holds a 6" X 8" Horizontal Diploma Outside: Padded Leatherette Chevo Finish; Gold/Silver Foil Stamping: School Name, City, State; Fold: Short Side Hinge Inside: Silk Moire Lining; 4-Corner Pockets 7/8" size							
43	Diploma Covers	EA	5,000				
<u>IMPORTANT: PLEASE INCLUDE "UNIT PRICE" FOR EVERY ITEM OR BID MAY BE DEEMED NONRESPOSIVE. FOR ITEMS THAT HAVE A "0" "ESTIMATED ANNUAL USAGE", A "UNIT PRICE" IS REQUIRED, BUT INCLUDE A \$0.00 FOR "EXTENDED PRICE". GENERIC SAMPLES MAY BE REQUESTED.</u>							
	DISCOUNT - Include any discount, in dollars, that will be given to the District. This will be calculated from the total amount of all Items 1-43; If no discount, please include "\$0.00" in "Extended Price" column						

ANAHEIM UNION HIGH SCHOOL DISTRICT

BID FORM

BID NO. 2027-07 MEDALLIONS, DIPLOMAS, COVERS, AND OTHER RELATED ITEMS

1. Pursuant to and in compliance with this bid and all other documents relating thereto, the undersigned bidder, having familiarized themselves with the terms of the contract, the local conditions affecting the performance of the contract and the cost of the work at the place where the work is to be done, hereby proposes and agrees to perform, within the time stipulated, the contract, including all of its component parts, and everything required to be performed and to provide and furnish any and all of the labor, materials, tools, equipment, and all utility and transportation services necessary to perform the contract and complete in a workmanlike manner all of the work required in connection with this contract.

All in strict conformity with the specifications and other contract documents including any addendums for the amounts as set forth below.

2. Bidder must adhere to the delivery schedule included in the bid documents, unless otherwise changed in writing by the District and provide all necessary insurance certificates as required in the bid documentation.
3. It is understood that the District reserves the right to reject this bid as specified in the Instructions For Bidders and that the bid shall remain open and not be withdrawn for a period of sixty (60) days.
4. Contract term is for one year, renewable in one (1) year increments. Renewal must be mutually agreeable and in writing. After the initial one (1) year period, the District desires the right and option to renew the contract annually, for two (2) additional one (1) year terms for a maximum total of three (3) years from time of first award, under the same price, terms and conditions, subject only to the successful bidder's published price increase as set forth herein.

Indicate if said Renewal Option is granted for one additional year:

_____ Option Granted

_____ Option Not Granted

Price Increase shall not exceed _____% during the first renewal period, based on manufacturers increases documented and verified.

Indicate if said Renewal Option is granted for second additional year:

_____ Option Granted

_____ Option Not Granted

Price Increase shall not exceed _____% during the second renewal period, based on manufacturers increases documented and verified.

It is agreed that if any renewal option granted herein is exercised, the District shall so notify the contractor prior to the expiration date.

5. This bid is subject to a cash discount of _____% thirty (30) days.
6. It is the intent of the District that other school districts pursuant to Public Contract Code Sections 20118 and 20652 may utilize the provisions of this bid pursuant to the specifications set forth herein. The District waives its right to require other districts to draw their warrants in favor of this District and authorized each district to make payment directly to the successful bidder.

_____ Option Granted

_____ Option Not Granted

Suppliers who are awarded any part of this contract will be provided with a copy of the legal notice, the Board recommendation and any other information pertaining to this bid. Any supplier choosing to utilize the Piggyback option will be responsible for providing this information to other districts.

7. The District requests the option to purchase additional items and services from Bidder's catalog not listed in bid. Please state percent discount to deduct from catalog list prices or submit pricing on these items. Catalog List Prices Less _____% Discount for all items in catalog or submit list of all items and prices extended to District not specifically included in the above bid.
8. All responding bidders must meet the following minimum requirements. Mark a "YES" or "NO" under appropriate "YES OR NO" column to certify compliance with the minimum requirements. Any "NO" response shall be cause to reject the bid as nonresponsive. Bidder must provide or meet the following:

TASK	SERVICE LEVEL COMMITMENT	"YES" OR "NO"
Email Response Time	<i>2 hours</i>	
Phone Call Response Time	<i>2 hours</i>	
Text Response Time	<i>2 hours</i>	
In-person Response Time	<i>4 hours</i>	
Direct Messaging (email) to graduates' families/parents	<i>At least two (2) separate email messages sent to all graduates' families (one between November 1-December 2026 and one between January 15-March 1, 2027)</i>	
Medallions sorted	<i>Medallions will be sorted by type and school; they will be inventoried by company and then delivered to AUHSD with detailed packing lists. They will be categorized by site and type within site.</i>	

Dated: _____

Proper Name of Bidder

By

Signature of Bidder

Note: If a bidder is a corporation, the legal name of the corporation shall be set forth above together with the signature of authorized officers or agents; if a bidder is a partnership, the true name of the firm shall be set forth above together with the signature of the partner or partners authorized to sign contracts on behalf of the partnership; and if a bidder is an individual, his full signature shall be placed above.

ANAHEIM UNION HIGH SCHOOL DISTRICT
INFORMATION REQUIRED OF BIDDERS
BID NO. 2027-07 MEDALLIONS, DIPLOMAS, COVERS, AND OTHER RELATED ITEMS

The Offeror shall furnish all the following information accurately and completely. Failure to comply with this requirement may cause a proposal rejection. Additional sheets may be attached if necessary. “You” or “your” as used herein refers to the offeror’s firm and/or any of its owners, officers, directors, shareholders, parties or principals.

If the same information is provided elsewhere in your proposal and qualification materials, then please clearly identify such in the following questions.

Please be advised that the District may request verbal or written clarifications or additional information or an interview or presentation at any time.

Bidders are advised that the Anaheim Union High School District reserves the right to reject a bid from a bidder that cannot demonstrate the ability to provide the services required. Past service and delivery performance with a similar sized organization and scope of work is a factor in the determination of award against this bid. Bidder’s past performance practices and service to the Anaheim Union High School District will be examined. Bidders who have demonstrated unsatisfactory performance will be subject to disqualification as a responsible bidder, thereby disqualifying the bidder from contract award.

(CONTINUED NEXT PAGE)

SECTION A – GENERAL INFORMATION

- (1) Firm name, address and contact information:

- (2) Telephone: _____ Facsimile: _____

Internet Address: _____

- (3) Type of firm: (check one)

Individual ☐ Partnership ☐ Corporation ☐ State ☐

- (4) Names and titles of all principals/officers of the firm:

Name	Title	Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- (5) Please list any applicable certifications and licenses and the associated numbers:

- (6) Have you or any of your principals ever conducted similar services and products under a different name or certification or different license number? _____

- a. If Yes, give firm name, address and certification or license number.

(i) Name _____

(ii) Address _____

(iii) License No. (if any) _____

- (7) How many years has your firm been in business under its present business name?
_____.
- (8) How many years of experience does your firm have providing similar services and products?
_____.
- (9) How many public agencies has your firm provided similar services and products for?
_____.
- (10) Please list the public agencies including School Districts and the like, that your firm has provided similar services and products for:

- (11) Please attach a short history of the firm including whether it is local, national, or international as well as approximate number of employees. Also provide the number of firm offices and locations.
- (12) Please attach a copy of your firm's most recent financial statement OR other financial instruments that would establish your firm's ability to complete its obligations under any agreement resulting from this Bid.
- (13) Please attach or list below why your firm should be selected by the District to provide the solicited services.

SECTION B – LEGAL

(14) Have you or any of your principals been in litigation or arbitration of any kind on a question or questions relating to similar services and products involving a school or community college district during the prior five (5) years? _____.

(a) If Yes, provide the name of the public agency and briefly detail the dispute:

(15) Have you ever had a service agreement terminated for convenience or default in the prior five (5) years? _____.

(a) If Yes, provide details including the name of the other party:

(16) Is your firm, owners, and/or any principal or manager involved in or is your firm aware of any pending litigation regarding professional misconduct, bad faith, discrimination, or sexual harassment? _____.

(a) If Yes, provide details:

(17) Is your firm, owners, and/or any principals or manager involved in or aware of any pending disciplinary action and/or investigation conducted by any local, state or federal agency? _____.

(a) If Yes, provide details:

- (18) Does your firm maintain errors and omissions coverage? _____.

If so, please provide a current copy of the declaration page showing the maximum liability or policy value.

- (19) Will your firm comply with all District, Local, State and Federal legal requirements, regulations and laws? _____.

SECTION C – ADDITIONAL INFORMATION

- (20) Please provide any other information that may assist the District in ascertaining your qualifications, capability and customer service under any resultant agreement.

REFERENCES

(21) Have you ever had any direct or indirect business, financial or other connection with any official, employee or consultant of the District? Identify any conflict of interest in (a):

(a) Please elaborate and discuss any potential, apparent or actual conflict of interest:

(22) Each firm must include the following references:

(a) List at least three clients for whom you have provided similar services and products. Show the names, addresses, and telephone numbers of the persons who can be contacted. Information obtained through the references will be evaluated by the District.

Name	Address	Phone Number

I certify and declare under penalty of perjury under the laws of the State of California that the foregoing Information Required of Offeror pages one (1) through seven (7) is true and correct. Executed this ____ day of _____, 20____, at _____, State of _____.

City, County

Signature

Print Name

Title

ANAHEIM UNION HIGH SCHOOL DISTRICT

NON-COLLUSION DECLARATION

BID NO. 2027-07 MEDALLIONS, DIPLOMAS, COVERS, AND OTHER RELATED ITEMS

_____, declares that he or she is _____
(Full Name) (Title)

of _____, the party making the foregoing bid, that the
(Company/Firm Name)

bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

(Signature of Bidder)

(Company/Firm Name)