

Crystal City 47 Public Schools

Photography Bid Specification Sheet

School Pictures

VENDOR REQUIREMENTS

To qualify as a possible vendor for District Photography Services, the vendor must comply with the following parameters:

The vendor must maintain Commercial General Liability Insurance with a limit of not less than \$1,000,000 for each occurrence with a \$2,000,000 Products/Completed Operations Aggregate and \$2,000,000 General Aggregate Limit. The policy shall include coverage including, but not limited to, the liability assumed under the indemnification provisions of the resulting Contract.

All school portrait personnel associated with the vendor, who will be on school premises, must have cleared either a Missouri Criminal History and Child Abuse/Neglect check OR an FBI background check.

Students will not be required to patronize the awarded photographer, nor shall students be required to purchase picture packages.

The vendor must have been in business for a minimum of three years.

The vendor must provide a list of Missouri schools at which their company has provided Photography Services during the last two years. Provide the name and telephone number of an administrator and yearbook adviser at each school listed.

All photos taken by the awarded vendor will be of good quality. Students will have absentee, retake and refund privileges. Final products must meet the standards of samples submitted.

The vendor will not assign this contract or any of the rights, duties or payments arising under this contract to any third party without the consent of the District.

BID REQUIREMENTS

Proposals will be received no later than 1/19/2016 at 11:00am by mail or in person to the Crystal City Central Office, attention: Mr. Harrison, Superintendent.

The Bid must be submitted in a sealed envelope. The outside of this envelope will be marked with the words, **“School Photography Bid”**.

The **“School Photography Bid”** envelope **must** contain the following listed items:

1. Actual Sales Flyer with Packages and Prices Listed
2. A sample of each size picture
3. A yearbook sample
4. Any other materials the vendor deems appropriate

Underclass Photography

All student and school faculty members will need to be photographed for yearbook and identification purposes.

1. Pricing

Please provide prices for the packages below:

<u>Package #1</u> 1- 3x5 4 Wallets	<u>Package #2</u> 2 – 5x7 2 – 3x5s 4 –2x3s 8 Wallets	<u>Package #3</u> 1 – 8x10 2 – 3x5s 4 – 2x3s 16 Wallets
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Bonus/Add-On Prices

Please provide pricing for the following:

1 – 10x13

1 – 8x10

2 – 5x7s

2 – 3x5s

8 – 2x3s

1 – Digital Download

\$_____ Please price an elementary yearbook (Color, 250 copies, 32 pages)

(This is an approximate cost and approximate specifications. Individual school will provide specifics on number of pages and quantity.)

2. Underclass Photo Requirements

Below are specifications and requests for information that pertain to school portraits:

- All business transactions and money collection will be handled by the studio. The school will assume no responsibility.
- Packages must have exterior identification on name, grade, and teacher and be sorted to each school's specifications.
- Photography company is required to provide at least 2 camera set ups and assistants during picture day.
- All photos will come with 100% quality guarantee.
- Notification letters, flyers, envelopes and posters must be provided by the photographer.
- Company will take candid photos for yearbook support.

High School Senior Photography

High school seniors will need to be photographed for the yearbook. Please provide the information below that pertains to senior portraits:

- List sitting fees (list package specifications and prices for senior portraits on an attached page)
- Photos must be prepared for the yearbook according to yearbook specifications (CD compatible with yearbook company)

Sports Portraits

Sports team photos and individual photos will need to be photographed. Below is a list of services needed that pertain to sports pictures:

- Team photos provided for yearbook use
- Complimentary photos for coaches
- List package specifications and student prices for sports portraits on an attached page.

Graduation

Graduation photos will be taken of each graduating senior, as well as a class group photo

- Proofs must be mailed AND email home to students in 1 week
- Green Screen/Background Replacement Options should be made available
- Complimentary class group photo for the high school

Additional Questions

1. Please answer the following questions:

1. Can parents pre-pay for photos online?
2. Can parents view and order their child's photo online after picture day?
3. Do you offer a child safety ID Card?
4. Please state your company's package delivery timeline.
5. Please state your retake policy and satisfaction guarantee.
6. Please state any relationship your company has with our district
7. Please include any additional services that your company provides.

2. Additional Charges

Please list your company's charge to the district for the following items:

1. SIS Administration CD
2. 2 sets of File Prints for permanent records
3. ID cards for all students & staff
4. Visitor and Volunteer Badges
5. Pictorial Directory of all staff at each building delivered to Superintendent
6. All-School Composite
7. Character Education Posters
8. PBIS Banners

3. Company Information

Please answer the following:

1. Is your company Local or National
2. Who owns your company
3. How long has your company been in business
4. Where are Pictures and ID cards processed
5. How many full time photographers do you employee
6. Do you require background checks on photographers
7. Name and Contact Information of local representative

4. References

Please provide five (5) customers within 50 miles that you service

The District may not require all of the above services such as, ID cards, badges, etc. This will be determined at the time of contract signing.

Crystal City 47 Public Schools reserves the right to approve the proposal in whole or in part as outlined in district policy DJF-1.