

**THE MARION COUNTY SCHOOL DISTRICT
PHOTOGRAPHY
BID FORM**

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Having carefully examined the instructions to bidders and the specifications, on the above referenced bid, the undersigned bidder proposes to furnish all labor, materials, equipment, tools, supplies, services, and temporary devices required to complete the work in accordance with the contract documents and any addenda listed below for the price stated herein.

Addenda _____ (Insert the addenda numbers received or the word "none" if no addenda received.)

EXCEPTIONS:

Bidder, by signing the Bid Form, indicates that the method of evaluation is understood and agrees to submit a bid under these conditions and abide by the results. By bidding a bidder agrees to cancel any existing contracts as of the effective date of this bid.

All Prices Bid shall not include school commissions. The district reserves the right to add commissions on to the prices bid for fund raising activities.

OPTION A: A single bidder is awarded all district fall, spring, I.D.'s, and class composite picture photography requirements.

FALL PICTURES – Must include optional backgrounds at no charge including a Traditional (blue/gray), Green, Blue, Purple, or Red Background. The pricing portion of the evaluation shall be based on the figures listed to the right of the package # in parenthesis.

Package A
2 – 8" x 10"
4 – 5" x 7"
16 – Wallets
16 – Exchanges
1 – Portrait CD

Package B
2 – 8" x 10"
3 – 5" x 7"
12 – Wallets
17 – Exchanges

Package C
1 – 8" x 10"
3 – 5" x 7"
12 – Wallets
17 – Exchanges

Package D
1 – 8" x 10"
2 – 5" x 7"
8 – Wallets
16 – Exchanges

Package E
2 – 5" x 7"
8 – Wallets
16 – Exchanges

Package F
1 – 5" x 7"
4 – Wallets
17 – Exchanges

| <u>Item Description</u> | <u>Bid Price (each)</u> | <u>Item Description</u> | <u>Bid Price (each)</u> |
|-------------------------|-------------------------|-------------------------|-------------------------|
| Package A | \$ <u>8.00</u> | Package D | \$ <u>6.25</u> |
| Package B | \$ <u>7.75</u> | Package E | \$ <u>4.50</u> |
| Package C | \$ <u>7.15</u> | Package F | \$ <u>3.75</u> |

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OPTION A (CONTINUED):

Fall Picture Add-Ons to the packages above priced per sheet including one of the following options;
(1) 8" x 10", (2) 5" x 7", 8 wallets, or 16 billfolds.

\$ 4.00 /sheet

CLASS COMPOSITE PICTURES – The 8" x 10" options shall list the school name, year, and each class member in the order they appear in the bottom portion of the picture.

Class Composites

Bid Price

One color Class Composite (5" x 7")

\$ 3.50

One color Class Composite (8" x 10")

\$ 4.50

Provide prices to Retouch and Personalize Portraits:

Retouch – Reduce blemishes, skin imperfections, and eyeglass reflections on all portraits in the picture package.

Personalized Portraits - Print student's first name and school year on the lower right hand corner of the pictures – black, small letters/numbers:

Item Description

Retouch Bid Price

Personalize Portraits Bid Price

Package A

\$ +6.00

\$ +5.00 wallets only / +7 on all prints

Package B

\$ +6.00

\$ +5.00 wallets only / +7 on all prints

Package C

\$ +6.00

\$ +5.00 wallets only +7 on all prints

Package D

\$ +6.00

\$ +5.00 wallets only +7 on all prints

Package E

\$ +6.00

\$ +5.00 wallets only +7 on all prints

Package F

\$ +6.00

\$ +5.00 wallets only +7 on all prints

SPRING PICTURES:

Spring pictures may be taken of each student in the Schools with a "nature background" selected by the building representative. Spring pictures shall be proof prior to payment like the fall pictures in the same package configuration offerings.

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List any additional costs/plans associated with your service. Include additional literature and pricing information on any/all services your firm can offer to the board. Also include any limitations with services bid above:

Company Lifetouch National School Studios
Contact/Title Kyle Pack, Territory Manager
Street Address 121 South Salem Drive
City Bardstown State Ky Zip 40004
e-mail address kpack@lifetouch.com
Telephone 502-348-2309
Fax 502-348-1002

Authorized Bidder's Signature

Date

Kyle M. Pack
4/27/15

The quantities listed are for evaluation purposes only. The Board of Education does not guarantee any sales.

Upon Bid Submittal Bidder Shall Provide the Following;

- Completed Attached Bid Forms
- Perceived Quality of Service Write-Up (3-page maximum)
- Three Work References – including names, addresses, & phone #'s
- Proof of Required Insurance
- Submit sample photographs identical to the ones to be received by the students and/or schools (sizes, quality, etc.) for evaluation purposes in each evaluated area including senior pictures, underclass fall and spring pictures, sports pictures, and dance pictures. These samples shall be submitted in a sealed envelope. All samples shall be unmarked as to not bias the evaluators. Any company names, logos, etc will disqualify the bidder for this portion of the evaluation.
- Signed and dated Conflict of Interest Form

Photography Alternate 1

Staff ID Badges (for full time staff and substitutes)

Price per badge: *NO charge*

Price per replacement badge: *NO charge*

Opening day (August 2015) - staff pictures will be taken/printed.

In addition, new staff members who start in the middle of school year, can go to a school during picture day to have their id badge made.

If staff member loses their badge, we will need replacement within 10 business days.

Substitute badges need to be printed as "Substitute Staff" (picture is not needed on badge)

Badge can be printed on white card stock and outlined in color we decide upon. Must also be laminated and whole punched.