



Invitation to Bid  
Simpson County Board of Education  
SENIOR YEARBOOK PICTURE BID  
430 South College Street  
Franklin, KY 42134

The Simpson County Board of Education will receive sealed bids for the Senior Yearbook Pictures as described herein. You are invited to submit a sealed bid, subject to the terms and conditions of this invitation. Please read the instructions and specifications carefully. Complete and submit all pages of the "Official Bid Form." Failure to comply with these instructions may disqualify your bid.

Bids must be mailed or delivered to James Flynn, Superintendent, 430 South College Street, Franklin, KY 42134 in a sealed envelope marked "Senior Yearbook Picture Bid". Faxed bids will not be accepted.

The period of the bid contract shall be from July 1, 2019 until June 30, 2020.

All bids must be received by 9:00 a.m. local time, Monday, May 20, 2019 and none will be considered thereafter. Failure to have the bid submitted prior to the deadline will automatically prevent the reading of your bid. The Board of Education cannot be responsible for failure of the mail to deliver the bid on time. You may contact James Flynn or Kim Crabtree at 270-586-8877 for information concerning this bid.

Bids will be opened and read May 20, 2019 at 9:00 a.m. local time at The Simpson County Board of Education, 430 South College Street, Franklin, KY 42134. The final decision to award a contract will be made by the Simpson County Board of Education.

### **General Conditions and Specifications**

1. One (1) copy of this bid form is furnished to the bidder. The bidder is required to return one copy with the bid price inserted in the place provided, along with a sample portfolio illustrating packages of his/her work that guarantees what is offered.
2. Bid forms must be signed by either an officer or an agent of the bidding firm who is authorized to legally bind the firm.
3. The successful bidder shall furnish advisory services through its agent to the school during the process of this contract for the photography to be conducted at the convenience of the school.
4. The successful bidder will be under contract for the school year awarded with an option to renew said contract annually for no more than two consecutive years.
5. No additional cost to this contract can be made without the specific approval of the Simpson County Board of Education.
6. Changes in this contract that do not involve money can be made only with the signed approval of the Simpson County Board of Education as recommended by a Principal.
7. The Simpson County Board of Education shall exercise the right to reject any or all bids, and if it appears to be in the public interest, may award the bid to someone other than the lowest bidder.
8. A digital file must be furnished to the high school by the successful bidder for the yearbook at no cost by the month of November. The digital file must work with the yearbook software – Herff Jones - edesign. Vendors unable to furnish this will not be awarded contract.
9. There will be no charge for retakes. Retakes shall be made at the discretion of the principal.
10. There will be no charge for late orders.
11. Vendor must furnish a minimum of two (2) poses of each student for parent selection. Vendors unable to furnish a minimum of two proofs will not be awarded contract.
12. It is understood that the bidder, if awarded an order contract, agrees to protect, defend and save harmless the Board of Education from any suits or demands for payment that may be brought against it for the use of any patented material, process article or device that may enter into the manufacture, construction or form a part of the work covered by either order of contract, and he further agrees to indemnify and save harmless the Board of Education from suits or action of every nature and description brought against it for, or on account of any injuries and/or damages received or sustained by any party or parties by, or for any of the acts of the contractor, his servants or agents.
13. Bids will be evaluated by the Superintendent and a recommendation will be made to the Simpson County Board of Education.

## OFFICIAL BID FORM

SENIOR YEARBOOK PICTURE BID  
Simpson County Board of Education  
430 South Main Street, Franklin, KY

*The Simpson County Board of Education reserves the right to negotiate any or all of the terms of submitted bids.*

**\*\*\*All proofs must be printed as a 4 x 6\*\*\***

### Cost of Senior Yearbook Photographs

Sitting Fee (1 - 4x6 MUST be included with the sitting fee) \$ \_\_\_\_\_

Cost to purchase additional 4x6 proofs (per 4x6 proof) \$ \_\_\_\_\_

#### Print Prices:

4 x 6 (per print) \$ \_\_\_\_\_

5 x 7 (per print) \$ \_\_\_\_\_

8 x 10 (per print) \$ \_\_\_\_\_

11 x 14 (per print) \$ \_\_\_\_\_

16 x 20 (per print) \$ \_\_\_\_\_

8 wallets (per print) \$ \_\_\_\_\_

40 wallets (per print) \$ \_\_\_\_\_

Package Price: \$ \_\_\_\_\_

Includes 1 - 11x14 mounted, 2 - 8x10s, 4 - 5x7s, 40 wallets  
and all of the 4x6 proofs taken during sitting.

Digital File: \$ \_\_\_\_\_

Includes 1 digital file of 1 pose with copyright release

**\*\*\*\* List any additional package pricing or print pricing on a separate sheet. However, you MUST provide pricing on ALL items listed above.**

## OFFICIAL BID FORM (continued)

### Professional Criteria

1. Length of time in photography business: \_\_\_\_\_

2. Professional References (name, address, and telephone number):

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

3. Staff and equipment:

A. Name, training and qualifications of staff photographer(s) to take the actual pictures:

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B. Equipment to be used:

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C. Any other information that you would like us to know about you:

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NAME (printed): \_\_\_\_\_

NAME OF COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT NUMBER: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

DATE: \_\_\_\_\_