

# **MARION COUNTY SCHOOL DISTRICT**

## **PHOTOGRAPHY**

### **BID TABULATION DOCUMENTS FY2025-26**



Prepared by:  
Scott Spalding

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

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(Barksdale / Strawbridge/Lifetouch)

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 \_\_\_\_1\_\_\_\_ (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

**Item Description**

**Bid Price (each)**

Package A      \$ 29.00 / \$9.00/\$19.00  
Package B      \$ 25.00 / \$8.50/\$15.00  
Package C      \$ 21.00 / \$8.00/\$14.00

**Item Description**

**Bid Price (each)**

Package D      \$17.00 / \$7.50 /\$16.00  
Package E      \$ 12.00 / \$6.00/\$10.00  
Package F      \$ 8.00/ \$5.00/\$10.00

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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.**

**\$8.00 / \$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") **\$5.00 / \$6.00/\$7.00**\_\_\_\_\_

One color Class Composite (8" x 10") **\$8.00 / \$7.00 /\$10.00**\_\_\_\_\_

**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:**

<b><u>Item Description</u></b>	<b><u>Retouch Bid Price</u></b>	<b><u>Personalize Portraits Bid Price</u></b>
Package A	<b>\$29.00 / \$10.00/\$5.00</b> _____	<b>\$0.00 / \$8.00/\$3.00</b> _____
Package B	<b>\$34.00 / \$10.00/\$5.00</b> _____	<b>\$0.00 / \$8.00/\$3.00</b> _____
Package C	<b>\$30.00 / \$10.00/\$5.00</b> _____	<b>\$6.00 / \$8.00/\$3.00</b> _____
Package D	<b>\$26.00 / \$10.00/\$5.00</b> _____	<b>\$6.00 / \$8.00/\$3.00</b> _____
Package E	<b>\$21.00 / \$10.00/\$5.00</b> _____	<b>\$6.00 / \$8.00/\$3.00</b> _____
Package F	<b>175.00 / \$10.00/\$5.00</b> _____	<b>\$6.00 / \$8.00 /\$3.00</b> _____

**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:

**No Limitations;** We do not charge the school or district for our photography services. We see no limitations in fulfilling the requirements of this bid.

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Company \_\_\_\_\_  
Contact/Title \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
e-mail address \_\_\_\_\_  
Telephone \_\_\_\_\_  
Fax \_\_\_\_\_

Authorized Bidder's Signature \_\_\_\_\_

Date \_\_\_\_\_

**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

## CONFLICT OF INTEREST

1. It shall be a breach of ethical standards for any employee with procurement authority to participate directly in any proceeding or application; request for ruling or other determination; claim or controversy; or other particular matter pertaining to any contract, or subcontract, and any solicitation or proposal therefor, in which to his knowledge:
  - a) He, or any member of his immediate family has a financial interest therein; or
  - b) A business or organization in which he or any member of his immediate family has a financial interest as an officer, director, trustee, partner, or employee, is a party; or
  - c) Any other person, business, or organization with whom he or any member of his immediate family is negotiating or has an arrangement concerning prospective employment is a party. Direct or indirect participation shall include but not be limited to involvement through decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or purchase standard, rendering of advice, investigation, auditing, or in any other advisory capacity.
2. It shall be a breach of ethical standards for any person to offer, give, or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment, in connection with any decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or purchase standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling or other determination, claim or controversy, or other particular matter, pertaining to any contract or subcontract and any solicitation or proposal therefor.
3. It is a breach of ethical standards for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.
4. The prohibition against conflicts of interest and gratuities and kickbacks shall be conspicuously set forth in every local public agency written contract and solicitation therefor.
5. It shall be a breach of ethical standards for any public employee or former employee knowingly to use confidential information for his actual or anticipated personal gain, or the actual or anticipated personal gain of any other person.

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Signature

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Date

References: KRS 156. 480, OAG 80-32, Model Procurement Code 45A.455

**NOTE: THIS CERTIFICATE MUST BE SIGNED AND ATTACHED TO THE BID FORM IN ORDER FOR YOUR BID TO BE QUALIFIED.**

## **Photography Addendum 1**

(Barksdale / Strawbridge/Lifetouch)

Staff ID Badges (for full time staff and substitutes)

Price per badge: No Charge / No Charge / No Charge

Price per replacement badge: No Charge / No Charge / No Charge

Opening day (August 2025) - 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.