

Lebanon R-III School District

Photography Bid Specification Sheet

School Pictures

VENDOR REQUIREMENTS

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

The vendor must maintain Commercial General Liability Insurance. 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. Lebanon School District schools may be included on this list; however other schools must also be included. 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.

The awarded bid will be for the 2024-25, 2025-26, and 2026-27 school years. The District reserves the right to review the services on an annual basis and rebid if service is unacceptable.

Arrangements must be made with the building principals for specific picture days and times. Include in your bid the number of days needed per building. Preference will be given to photographers who only need one day per building. The approximate student enrollment at each building is as follows:

Early Childhood Center (PreK) - 310 students
Esther Elementary (K thru 1st grade) – 640 students
Maplecrest Elementary (2nd and 3rd grade) – 620 students
Boswell Elementary (4th and 5th grade) – 560 students
Lebanon Middle School (6th thru 8th grade) – 880 students
Lebanon High School (9th thru 12th grade) – 1,440 students

BID REQUIREMENTS

Bids will be received no later than **April 1, 2024 at 2:00 p.m.** by mail or in person to:

Lebanon R-III School District
Attn: Adam Dameron
224 West Commercial Street
Lebanon, MO 65536.

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

Bonus/Add-On Prices

Please provide pricing for the following:

- 1 – 10x13
- 1 – 8x10
- 2 – 5x7s
- 2 – 3x5s
- 8 – 2x3s
- 1 – Digital Download

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.
- Pre-pay plan. No picture packets are prepared for students who have not paid for them.
- 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.
- Free class picture for each elementary child and teacher.
- Free picture package for each staff member.
- Composite poster of all students per grade level.
- Composite poster of all staff for each building.

3. Spring Pictures

Bidders may include a proposal for spring pictures. The decision to offer spring pictures will be left to the discretion of the Superintendent and Board of Education.

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. 2 sets of File Prints for permanent records
2. ID cards for all students & staff
3. Visitor and Volunteer Badges
4. Pictorial Directory of all staff at each building delivered to Superintendent
5. All-School Composite

6. Character Education Posters
7. 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 employ?
6. Do you require background checks on photographers?
7. Name and Contact Information of local representative.

4. References

Please provide three (3) customers within 100 miles of Lebanon School District that are current customers.

Additional Requests

1. Senior Portraits

- a. Formal composite photo
- b. Cap and gown photo

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.

The Lebanon School District will select the vendor based on the total proposal.

The Lebanon R-3 School District reserves the right to reject any and all bids and/or waive any informalities or irregularities.