



WAYLAND UNION SCHOOLS
H O M E O F T H E W I L D C A T S

INVITATION TO BID

October 23, 2019

The Wayland Union Schools (also referred to as the District or WUS in these documents) will accept sealed bids for:

Elementary School Pictures

a three (3) year contract, for School Years 2020/2021, 2021/2022, and 2022/2023, for elementary school pictures, including Baker Elementary, Steeby Elementary, Dorr Elementary, and Pine Street Elementary. Pictures are as described on the attached sheets. **Sealed bids are due no later than 2:00 PM on Tuesday, November 14, 2019.**

Sealed bids should be submitted to Patricia A. Velie, Assistant Superintendent of Finance and Operations, Wayland Union Schools, 850 E. Superior Street, Wayland, MI 49348. (The Administration Building is located in front of the high school – brick building.) Bids are to be submitted no later than **2:00 PM local time on Tuesday, November 14, 2019.** The District will not consider or accept a bid received after the date and time specified for bid submission. Bids will be publicly opened immediately following the close of receiving bids. No oral, email, telephonic or telegraphic proposals shall be considered.

The Board of Education reserves the right to accept or reject any or all bids in whole or in part; or, for reasons of establishing uniformity, delivery time or preference, to award the contract to other than the low bidder. All bids shall be firm for at least sixty (60) days from the date of opening of bids. Length of time required for completion shall be specified in the bid. All bids submitted must meet or exceed all specifications herein.

The contents of the RFP and Bidder's Proposal shall be incorporated into the contract, if a contract ensues.

In compliance with MCL 380.1267, the bid shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the board, or the superintendent of the school district. The bid shall also be accompanied by a sworn and notarized statement disclosing whether the bidder is an Iran Linked Business in compliance with PA 517 of 2012. The Board shall not accept a bid that does not include these sworn and notarized disclosure statements.

Bids are to be submitted on our Bid Proposal Form, signed by the bidder, in a sealed envelope clearly marked. Three (3) copies of the Bid Proposal Form should be addressed to the attention of:

Patricia A. Velie, Assistant Superintendent of Wayland Union Schools
Wayland Union Schools
850 E. Superior Street
Wayland, MI 49348

"ELEMENTARY SCHOOL PICTURE – BID"

One (1) copy of the bid form should be retained for your files. Any questions should be referred to Patricia A. Velie, Assistant Superintendent of Finance and Operations, at veliep@waylandunion.org.

SCOPE:

To provide labor, supplies and equipment for school pictures in Grades Pre-K – 5th grade: Baker Elementary, Steeby Elementary, Dorr Elementary, and Pine Street Elementary.

A presentation by the bidders may be required. Be prepared to present your bid to a District committee within two weeks after the opening of bids. You will be contacted if the District decides to have a presentation.

INSTRUCTIONS & SPECIFICATIONS:

1. Length of Contract

- a. A three (3) year contract will be bid for the 2020/2021, 2021/2022, and 2022/2023 school years. At the District's discretion, this contract can be extended for two one-year extensions. Prices for the extension years may increase up to 10% per year; however, any increase will be negotiated between the District and the awarded vendor at the time the extension is offered.
- b. Satisfaction must be guaranteed for the contract to continue for the second and third year. Performance will be reviewed annually and must be satisfactory for the contract to continue.

2. Samples

- a. Companies are to furnish samples of all packages with their bid quotations.
- b. Provide color samples of student ID badges.

3. Supplies/Equipment

- a. Kodak film (or equal) and paper must be used.
- b. High quality chemicals must be used in the processing of the film.

4. Timelines

- a. The chosen vendor must be willing to meet annually with the building principal or their designee prior to the end of the school year to determine the needs for picture day(s). It will be at the school's discretion whether pictures will be taken over multiple days or completed on one day and may change from year to year. **It is important that the awarded bidder meet the requirements for the number of cameras needed each picture day. If there are any issues with this requirement it should be noted in the bid response.**
 - i. It is anticipated the elementary schools will require one (1) to two (2) days each August or the first week of school (dates to be determined). Details are to be firmed up each year with the principal or their designee.
 - ii. At this meeting, the vendor will also supply a rough draft of the advertising flyer and determine the distribution needs. The photographer will also discuss the room location.

- iii. The vendor will supply BIP yearbook (color) for the elementary schools. Quantity to be determined.
 - b. Delivery time to each building will be within six weeks of the picture taking session.
 - c. Wayland Union Schools will supply the chosen vendor with student names and student numbers prior to picture day
 - d. Re-take picture day will be at the school's discretion and decided at the annual meeting. Re-take pictures will be delivered no later than six (6) weeks after the re-take day.
 - e. Chosen vendor will meet with the school's yearbook advisor to determine yearbook publisher and specific yearbook electronic requirements. Electronic files, with yearbook pictures, must be received by the school on or before mid-November but no later than the first full week of December.
5. Collection of Monies
 - a. The collection of money and the keeping of records will be the responsibility of the picture company.
 - b. Money envelopes with re-order price list will be provided.
 - c. School personnel and volunteers are not to assist with money collection.
6. Rebates

A minimum of twenty percent (20%) of total sales, including re-takes, will be returned to the schools for use in their student activity programs by February 1. An accounting sheet including the students name, package purchased, package price and total for each building will be provided with the 20% check. This item is a bid item.
7. Staff
 - a. The picture company must have adequate staff to immediately service the schools and must adhere to laws, policies and procedures of the school district.
 - b. For the elementary schools, the dates and number of cameras will be confirmed at the annual meeting.
 - c. A photographer and an assistant will be furnished with each camera. A supervisor from the picture company will be present to oversee arrangements.
 - d. Schools will furnish student and/or adult volunteers as needed to assist the picture company. Student and adult volunteers are not to assist with money collection.
 - e. Photographer and assistant must behave in a professional and courteous manner with staff and students.
8. Advertising
 - a. A rough draft of the flyer, bulletin and advertisements will be furnished to the building principal or their designee at the annual meeting prior to the end of the school year for his/her approval. All pre-sale bulletins, advertisements and notices

will be furnished to the schools, ready for distribution at least ten (10) school days prior to the scheduled picture day. These advertisements will be at the vendor's expense and sorted as per the school's direction.

- b. Re-takes will be scheduled at the delivery of the original order and a rough draft must again be approved by the building principal or their designee. All advertisements must be ready for the schools' distribution ten (10) school days prior to the scheduled re-take picture day.

9. Re-takes and Refunds

Re-takes and refunds will be made to the school's satisfaction with no questions asked and either money back or a re-take must be offered. Re-take date is to be scheduled upon delivery of original order and may involve multiple days to accommodate special programs.

10. Staff Pictures

Staff members and student/adult volunteers will have their pictures taken without costs and will be provided with the minimum package and a staff composite.

11. To be Included

- a. Pictures of all students will be taken for the student file and yearbook even if the student does not purchase a packet. An electronic file (that must be indexed alphabetical by teacher and by grade including the students' names and student numbers) and an electronic file (with yearbook pictures with predetermined yearbook requirements) must be received mid-November but in no case later than the first full week of December.
- b. Pictures are to be a traditional pose.
- c. Each school will be furnished with:
 - i. All students, grades (Pre-k – 5th grade), are to be provided with a color student I.D. designed for each specific school. If ID is lost or stolen, vendor will be responsible for providing replacement ID.
 - ii. Four (4) **gum-backed**, dated and color pictures for the file.
 - iii. One (1) color picture of each student for records and projects.
 - iv. Two (2) electronic files that meets the CIS (Computer Information Services) department specifications
 - v. One (1) electronic file for yearbook purposes.
- d. Sorting of the pictures by homeroom, class or other means will be determined by each school and will include:
 - i. Name of student and date on each file picture and student package.
 - ii. Cutting of yearbook and file pictures.
- e. Class composite for students - This composite is to be mounted and ready for framing. Approximate size 2' x 3'. Composite included at no additional charge. Time frame for

returning the class composite is to be decided at the annual meeting. It may be necessary to photograph students on three different dates.

12. To Be Offered

- a. Four Student packages will be offered. The pre-paid select-a-pack colored photographs are:

Package	Picture Size				
	8" X 10"	5" X 7"	3" X 5"	2" X 3"	1 1/2" X 2 1/4"
1	2	4		8	16
2	1	2		8	16
3		1	2	4	8
4		1			16

- b. Special poses and options should be offered. Touch up work should also be available.

13. Equal Opportunity Employer

Wayland Union Schools is an opportunity Employer. Pursuant to the Executive Order 11246 as amended, you are advised that under the provisions of this order bidders and subcontractors are obligated to take affirmative action to provide equal employment opportunity without regard to race, creed, color, national origin, age or sex.

14. Michigan Right-To-Know

Wayland Union Schools will comply with the Michigan Right to Know Law by informing bidders of hazardous chemicals to which they may be exposed. All bidders will be required to provide Material Safety Data Sheets for any hazardous chemicals brought to our workplace. The bidder shall comply with all applicable provisions of the Occupational Safety and Health Act for the duration of the specified work.

15. Familial Disclosure

All bidders must provide familial disclosure and attach this information to the bid. The bid shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the board, or the superintendent of the school district. The District shall not accept a bid that does not include this sworn and notarized disclosure statement.

16. Iran Economics Sanctions Act

Each bid must be accompanied by a sworn and notarized statement certifying that the bidder is not an "Iran linked business" within the meaning of the Iran Economic Sanctions Act, PA 516 of 2012.

17. School Safety Legislation

Meeting the requirements of the *School Safety Initiative Legislation*, being MCL 380.1230, 380.1230a, 380.1230c, 380.1230d and 380.1230g.

The Bidder acknowledges and agrees that unless the District notifies the Bidder that it is not subject to the provisions of Michigan Public Act 84 of 2006, as amended, the Bidder will have any and all of its agents, employees or representatives who will be on any District premises, fingerprinted and subjected to criminal history and background checks through the Michigan State Police and Federal Bureau of Investigation, as detailed in Public Act 84 of 2006, as amended, prior to commencing any work under this Contract by presenting themselves, or any of its agents, employees or representatives, for proper fingerprinting and criminal backgrounds checks, as directed by the District, or provide written notification to the District that Bidder or its employee(s) has previously completed fingerprinting and a criminal history and background check in connection with contracting or working for another Michigan school district, intermediate school district, public school academy or nonpublic school (each an "Agency") and consents to the sharing or transferring of the appropriate fingerprinting and criminal history background report from the other Agency. If Bidder wishes to receive a copy of any report, it shall have the employee provide written consent to the District acknowledging its consent to provide Bidder with a copy of the report at the time fingerprinting and background checks are initiated.

Additionally, unless notified it is not subject to Michigan Public Act 84 of 2006, as amended, the Bidder represents and warrants to the District that it will at all times during the Initial Term or any Renewal Term of this Contract be in compliance with the provisions of Michigan Public Act 84 of 2006, as amended, including, but not limited to, reporting to the District within 3 business days of when any of its agents, employees or representatives who will be on the District's premises, is/are charged with a crime listed in Section 1535a(1) or 1539b(1) of the Revised School Code, being MCL 380.1535a(1) and 380.1539b(1), or a substantially similar law, and to immediately report to the District if that person is subsequently convicted, plead guilty or plead no contest to that crime.

The Bidder shall indemnify, defend and hold the District, its employees, Board of Education, and each member thereof, agents and consultants, harmless from and against any and all claims, counter-claims, suits, debts, demands, actions, judgments, liens, liabilities, costs, expenses, including actual attorney's fees and actual expert witness fees, arising out of

or in connection with any violation of, or the Bidder's failure to comply with, the requirements of Michigan Public Act 84 of 2006, as amended, or this paragraph.

The Bidder shall be responsible for all costs and expenses associated with the above-required fingerprinting and background checks. The Bidder shall supply all necessary data and information, as requested by the District, to enable the District to properly submit Bidder and its employees and agents for inclusion in the State of Michigan Department of Education's list of "registered educational personnel."

18. Taxes

Sales taxes, shipping expenses and all other costs are the responsibility of the picture company.

19. Contact Award

- a. Bids will be publicly opened at **2:00 PM on Tuesday, November 14, 2019** at the Wayland Union Schools Administration Offices, 850 E. Superior Street, Wayland, MI 49348.
- b. The tally sheet of the bidders' responses will be available via email approximately seven days after the opening of the bid.

BID PROPOSAL FORM

Company Name: _____

ELEMENTARY SCHOOL PICTURE - BID

The undersigned certifies that the bid contained herein meets or exceeds all specifications.

To furnish a three year contract (FY20/21, FY21/22 & FY22/23) for school pictures as per the attached specifications:

Packages Offered	Price
Package #1	
Package #2	
Package #3	
Package #4	

Did you provide samples for each package? Yes No

If you provide additional packages, include prices, with the number of and picture sizes included in the package, on a separate sheet.

Options:

Please list any special poses:

Additional cost to package:

1. _____
2. _____
3. _____

Describe Touch Up Work Available: _____

Additional cost for touch up work? _____

Additional Pictures – Cost:

11 x 13	\$	8 x 10	\$	5 x 7	\$
2 x 3	\$	1-1/2 x 2-1/4	\$	Other:	\$

Can you provide a color elementary school yearbook? Yes No

Did you provide sample? Yes No

How do you replace lost or stolen ID cards? _____

A sample of the student ID card is required. Did you provide a sample? Yes No

Rebates Bid Response:

A minimum of twenty percent (20%) of total sales, including re-takes, will be returned to the schools for use in their student activity programs by February 1. An accounting sheet including the students name, package purchased, package price and total for each building will be provided with the 20% check.

Bid Response: _____

BID PROPOSAL FORM continued

Consideration of the bid will be determined by quality, price and service.

List three local references, preferably K-12, below:

Company	Contact Person	Phone Number

Number of photographers currently employed with your company? _____

Please provide other good/services your company will provide over the bid specifications to Wayland Union Schools at no charge:

- Do you conduct background checks on your employees? Yes No
- Familial Relationship affidavit included? Yes No
- Iran Linked Business Affidavit included? Yes No
- Local (District) Vendor or Taxpayer? Yes No Unknown
(Documentation, if necessary, will be obtained after the bid opening.)
- Do you have employees that live within the District? Yes No Unknown
(For informational purposes only.)

I realize by signing this bid, I acknowledge I will adhere to all bid specifications:

COMPANY NAME: _____

ADDRESS: _____

CONTACT NAME (TYPED/PRINTED): _____

SIGNATURE: _____ DATE: _____

TITLE: _____

PHONE: _____ FAX: _____

EMAIL: _____

BID DISCLOSURE STATEMENT – FAMILIAL RELATIONSHIP

A sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Wayland Union Schools Board or the Wayland Union Schools Superintendent must be accompanied with the bid. **Bids without this disclosure statement will not be accepted.**

The members of the Wayland Union Schools Board are: Cinnamon Mellema, Peter Zondervan, Gary Wood, Toni Ordway, Theresa Dobry, Janel Hott, and Dan Cassini.

The Wayland Union Schools Superintendent is: Norman T. Taylor

The Following are the familial relationships:

There are none.

STATE OF MICHIGAN)
) ss
COUNTY OF _____)

The undersigned, authorized representative of bidder (insert name) _____
does hereby acknowledge that bidder has read the foregoing disclosure statement and the
statements herein contained are true.

Signature of Bidder Representative

Print Name

Title

Subscribed and sworn to before me this ____ day of _____, _____.

Notary Public, _____ County, Michigan
My commission expires: ____/____/____

AFFIDAVIT OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT

Michigan Public Act No. 517 of 2012

The undersigned, the owner or authorized officer of the below named contractor (the “Contractor”), pursuant to the compliance certification requirement provided in the Wayland Union Schools’ (the “School District”) Request For Proposals For ELEMENTARY School Picture Bid (the “RFP”), hereby certifies, represents and warrants that the Contractor (including its officers, directors and employees) is not an “Iran linked business” within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the “Act”), and that in the event Contractor is awarded a contract as a result of the aforementioned RFP, the Contractor will not become an “Iran linked business” at any time during the course of performing the Work or any services under the contract.

The Contractor further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or 2 times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the School District’s investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the date the it is determined that the person has submitted the false certification.

CONTRACTOR:

Name of Contractor

By: _____

Its: _____

Date: _____

STATE OF _____)
)ss.
COUNTY OF _____)

This instrument was acknowledged before me on the ____ day of _____, 20____, by

_____.

, Notary Public

_____ County, _____

My Commission Expires: _____

Acting in the County of : _____

