

02/07/2019

Portage Public Schools is requesting your proposal for student picture services for all 14 of our school buildings as listed below. Contracts should be for a one (1) year contract with the option to renew for two (2) additional one (1) year contracts. The first year of the contract will be (2021-2022).

- Amberly Elementary School
- Angling Road Elementary
- Central Elementary
- Haverhill Elementary
- Lake Center Elementary
- Moorsbridge Elementary
- Woodland Elementary
- 12th Street Elementary
- Central Middle School
- North Middle School
- West Middle School
- Central High School
- Northern High School
- Community High School

Portage Public Schools reserves the right to accept or reject any contract.

**Submit one hard copy completed proposal and one electronic completed proposal (on a flash drive) of all forms that are furnished with this proposal; no facsimile copies or emailed copies will be accepted.**

Proposals must be sealed in an envelope with the name and address of the submitting contractor and the words “**REQUEST FOR PROPOSAL #50073–STUDENT PICTURES**” on the outside of the envelope.

**Send to: Portage Public Schools  
8107 Mustang Drive, Portage, MI 49002  
Attn: Amanda Howard, Purchasing Dept.  
RFP #50073–STUDENT PICTURES**

Proposals for Student Pictures will be received at this location no later than **Thursday, February 20, 2020 at 10:00 a.m. local time.**

Proposals received after the stated time will not be opened or considered. Evaluation of the responses will take place afterwards with an award decision to be made before the end of May, 2020.

**Note: Your response MUST include the following three (3) forms signed and notarized:**

IRAN Economic Sanctions Act  
Familial Relationship Disclosure  
Legal Status of Bidder

## **Specifications:**

- Picture pricing of packets for fall.
  - Two (2) proof samples to be included with your response
  - Parents to have the ability to pay with credit/debit cards, can order online – or can order by phone – 800 direct lines if they miss the due date – do not include fee as an extra fee for customer
  - Administrator CD's or electronic upload capability of individual student and staff pictures
  - Digital files must be named with the unique student identification number and staff photos with employee numbers as provided by the Portage Public Schools Technology Department for the purpose of being uploaded into our student management software
  - School secretaries to give minimum support – work done by vendor: mailings, picture day, sorting, etc.
  - Classroom composites
  - Staff pictures: Complimentary staff photos are to be provided for all staff including those at the Administration Building, Maintenance and Transportation.
  - Minimum of 2 cameras for each elementary school, 4 cameras for each middle school shoot, and 6 or more for high schools, 1 for retake day
- \*Portage Northern will require all photos taken on the first ½ day of school within a one hour time using a minimum of six (6) cameras.*
- Ability to process classes quickly
  - Five (5) sets of sticky pictures per student

## **Contractor (Photographer):**

It is the obligation of each contractor to examine instructions, requirements and specifications before submitting a proposal. Submission of a proposal shall be proof that such examinations have been made and that each contractor has recorded his/her own investigation and has become thoroughly familiar with the requirements.

All inquiries concerning this Proposal shall be directed to Amanda Howard in writing via email to: [ahoward@portageps.org](mailto:ahoward@portageps.org) so that questions and responses can be shared with all vendors.

Contractor qualifications:

- The contractor must have a minimum of three years of experience photographing students in schools.
- The contractor must have photographed students in districts of similar configuration and size for at least three customers. Please include contact names and phone numbers for your references.

Where certain types of services or supplies are specified, it is not the intent to discriminate against any approved equal, but it is intended to inform the bidder of the function and general quality in which the district is interested. The contractor may submit a quote upon any similar items that are equal in quality.

## **Basis for Proposal Award:**

Contract award will be based upon, but not necessarily limited to, the factors of:

- Price
- Ability of contractor to fulfill contract and specification requirements
- Prior experience with or knowledge of contractor or products
- Quality of service and products to be furnished

A contract will be executed and awarded for one year with an option to extend at the district's discretion for two additional years.

**Portage Public Schools reserves the right to- Reject any or all proposals, Waive minor irregularities or discrepancies as defined by the district policy and regulations, Cancel a contract entered into with the successful contractor any time during the life of the contract if the District deems the contractor's products or services fail to meet the standards established by the detailed specifications or the general provisions of the solicitation.**

## **SPECIFICATIONS**

- The photographer shall furnish all information to be sent to parents as requested by the building principal.
- Packages will be sorted alphabetically by homeroom or by grade, as requested by the building principals.
- All photos are to be guaranteed unconditionally. The parents may reject any or all photos that they feel are of poor quality, and it shall be the photographer's responsibility for retakes at no additional cost. All refunds are to be handled through the photographer, who will provide forms to be filled out by parents.
- The photographer must return at a later date for retakes at no additional cost. Retake photos must be uniform with similar head sizes, centering, and background.
- Reorders will be handled through the photographer as indicated by directions included in the picture envelope.
- Partial packages will not be sent to the school. Students not receiving a package but who have paid will have their pictures taken on Retake Day.
- Basic Packages. Below is a sample of the type of picture packages and ala carte options we would like to see. Please include with your response a copy of your picture package options. You may include more than one copy of various package options. Other packages/Additional packages may be offered by the photographer.

### **Sample Packages:**

#### ***Deluxe Package***

- 1 – 8 x 10
- 2 – 5x 7
- 4 – 3 x 5
- 8 – 2 x 3 (wallets)

#### ***Premium Package***

- 2 – 8 x 10
- 4 – 5 x 7
- 4 – 3 x 5
- 12 – 2 x 3 (wallets)
- 1 – CD of Images

#### ***Value Package***

- 2 – 5 x 7
- 4 – 3 x 5
- 8 -2 x 3 (wallets)

### **Ala Carte Options**

- Class Photo
- CD of Images
- Student ID Cards

# **CONTRACTOR CODE OF CONDUCT**

## 1. CONTRACTOR CODE OF CONDUCT

The purpose of the Portage Public Schools and its employees is to provide a safe, positive learning environment for the students of the District. In providing that environment it is mandatory that all employees, visitors, and contractors follow certain levels of conduct, dress, and demeanor. This Code of Conduct outlines the expectations of the Portage Public Schools for persons both contemplating performing work and performing work for Portage Public Schools in the capacity of a contractor or subcontractor. These rules will become part of the mandatory working conditions of the contract and failure to comply by the any contractor, subcontractor, management, employee, or contracted consultant may result in the cancellation of the contract.

**In general it is expected that everyone entering a Portage Public Schools facility, whether a school, support facility, or the surrounding grounds, must dress, act, and talk in a manner that is conducive to the education process of children while assuring their overall safety and security. The following rules have been established to assure that this is done:**

Every contractor that enters or leaves the building must sign in and out at either the school office as designated by the school administrator. This sign-in sheet must record the name, time in and out, the firm, and the signature of the individual.

All contractors shall be furnished by their company a badge or identification that is to be worn while in the building. Such identification shall clearly indicate the individual's name and the name of the firm they are working for.

**Each person working in a school building or on school property shall comply with the following:**

No drinking or possession of liquor or alcoholic beverages and or possession of any kind of illicit drugs or narcotics.

No use of District facilities or equipment including telephone, computers, internet access, fax, kitchen, maintenance or office equipment.

No smoking or use of any tobacco products anywhere within the building at any time nor outside the school on District property during normal school hours (This is a law and punishable as a civil infraction by local authorities).

A reasonable standard of dress must be followed. Within the educational facilities where students and parents are or can be present, this is to mean clothing or attire must be suitable for the work and must not bear images or writing depicting anything to be construed as obscene in nature or promoting or portraying alcoholic beverages or use, drugs, narcotics, tobacco or establishments that serve or promote the use of these substances.

***There shall be no use of profanity or obscene language or gestures.***

Language, gestures, or other actions that depict sexual or ethnic harassment or intimidation will not be permitted.

**The contractor is responsible for a clean and safe workplace. To that end the following will be adhered to:**

All work areas, walkways, and stairs must be kept clear of debris and loosely scattered materials.

All cables and wiring must be trip / hazard free.

All work areas are to be cleaned by the contractor prior to leaving. Building staff will not be responsible for cleaning work areas.

All trash, debris, and material must be removed from the site each day and disposed of off-site. District dumpsters and trash containers are not to be used by contractors for disposal.

Contractors are responsible for the reporting of accidents both to the District and their management and to obtain any emergency treatment that may be required.

Upon leaving a jobsite any/all doors and windows must be locked, secured, or left as they were found prior to beginning the work.

***The District will not tolerate acts of theft, vandalism, fighting, or abuse of the facilities or activities that threaten the security and safety of the school environment and its students, staff, and employees.***

In summary, good judgment must be used to protect the learning environment. **Failure to comply with the above or to exhibit conduct which is deemed not in the best interest of the Portage Public Schools will be grounds for immediate removal from the building and immediate termination of the contract.**

**\*\*END OF SECTION\*\***

**Portage Public Schools Student Pictures Bid Proposal Form  
RFP #50073**

1. Package Prices – be sure that copies of package order forms with prices and descriptions are included with your response.
2. Is green screen available? Included in pricing or extra? How are backgrounds selected?
3. List what the commission/rebate dollar amount will be and how it is determined.
4. How many cameras are available on picture day?
5. Please note below whether there are any of the “Other Required Services” listed in the specifications that you could not provide.
6. Attach information on any additional services that you could provide.
7. What process does your company provide which would relieve secretary’s/district staff’s burden on and after picture day?
8. Is there a charge for the following services? If so, please list the cost. Please indicate if you do not offer a particular service.

CA60 file pictures \$ \_\_\_\_\_  
School Directories \$ \_\_\_\_\_  
Flyers/Order forms \$ \_\_\_\_\_  
Administrative CD \$ \_\_\_\_\_  
All Staff Wall Composite \$ \_\_\_\_\_  
All School Wall Composite \$ \_\_\_\_\_  
Staff Photos \$ \_\_\_\_\_

9. Are proof packages/photo sent home with “non-purchasing” students who may decide to order online at a later date?

References: (District name, contact person, phone number, year(s) worked with

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Vendor information

Name and address of company:

\_\_\_\_\_

Phone Number (including area code) \_\_\_\_\_

Contact Person

\_\_\_\_\_

Authorized Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Title

\_\_\_\_\_

Email address

***IRAN ECONOMIC SANCTIONS ACT***

Effective April 1, 2013 all bids, proposals, and/or qualification statements received in the State of Michigan (MCL 129.313) must comply with the “Iran Economic Sanctions Act”. The following certification is to be signed and included at the time of submittal.

**CERTIFICATION**

Pursuant to the Michigan Iran Economic Sanctions Act, 2012 P.A. 517, by submitting a bid, proposal or response, Respondent certifies, under civil penalty for false certification, that it is fully eligible to do so under law and that it is not an “Iran linked business”, as that term is defined in the Act.

\_\_\_\_\_  
Signature Title

\_\_\_\_\_  
Company Date



**FAMILIAL RELATIONSHIP DISCLOSURE STATEMENT**

As required by Public Act 232 of 2005, all bids 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 Portage Public Schools Board of Education or the Superintendent of Schools.

The undersigned, the owner or authorized officer of \_\_\_\_\_ (the "Bidder"), hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employee of the company and any member of the Portage Public Schools Board of Education or the Superintendent of Schools. If such a relationship exists, please explain:

\_\_\_\_\_  
\_\_\_\_\_

Attach additional pages if necessary

By: \_\_\_\_\_ (Bidder Signature)

Title: \_\_\_\_\_ (type or print)

Date: \_\_\_\_\_

Subscribed and Sworn to Before Me:

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ A.D., in and for the

County of \_\_\_\_\_, State \_\_\_\_\_

My Commission expires \_\_\_\_\_.

\_\_\_\_\_  
Signature of Notary

## **LEGAL STATUS OF BIDDER**

### **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY**

**MATTERS.** The Vendor and/or Bidder certifies to the best of its knowledge and belief that it and its principals: Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency; Have not within a three-year period preceding this agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offences enumerated above in this certification; and Have not within a three-year period preceding this agreement had one or more public transactions (Federal, State, or local) terminated for cause or default; is not now or has been, within a three-year period preceding this date, been listed on the Excluded Parties List System website (EPLS).

*Vendor/contractor will notify the Portage Public Schools Business Office immediately upon becoming suspended or debarred if there is any current or ongoing contract or agreement in place between the district and the vendor/contractor.*

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone & E-mail: \_\_\_\_\_

### **Name, title and signature of individual duly authorized to execute contracts:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_