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RFP# 50075 - Student Pictures 2024-2025

DATE ISSUED: Thursday, January 25, 2024
PROPOSAL DUE: Wednesday, February 7, 2024 10:00 am EST

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SECTION I - INSTRUCTIONS TO BIDDERS

Portage Public Schools is requesting your proposal for student picture services for all 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 (2024-2025).

1. PROJECT LOCATIONS and CURRENT ENROLLMENT NUMBERS:

- 1.1 Amberly Elementary School - 525
- 1.2 Angling Road Elementary - 364
- 1.3 Central Elementary - 447
- 1.4 Haverhill Elementary - 374
- 1.5 Lake Center Elementary - 516
- 1.6 Moorsbridge Elementary - 591
- 1.7 Woodland Elementary - 370
- 1.8 12th Street Elementary - 573
- 1.9 Central Middle School - 748
- 1.10 North Middle School - 555
- 1.11 West Middle School - 692
- 1.12 Central High School - 1,395
- 1.13 Northern High School - 1,229
- 1.14 Community High School - 144
- 1.15 Curious Kids Preschool - 126
- 1.16 Administration Building

2. BID REQUIREMENTS:

Vendor must submit one (1) paper copy, and one (1) digital copy of your response on a USB or other digital media. **Faxed/mailed responses will not be accepted.** Proposals must be received by **10:00 am EST on Wednesday, February 07, 2024. Late proposals will not be accepted.**

3. **Send or deliver the bid to:**
Portage Public Schools
RFP# 50075
Attention: Susannah Sims, Purchasing
8107 Mustang Drive
4. **Responses must include the following three (3) signed and notarized forms:**
Legal Status of Bidder
Familial Relationship Disclosure Statement
Iran Economics Sanctions Act
5. **Note:** Successful vendors to take note of Contractor Code of Conduct pages for their delivery/installation staff and for debris removal.
6. **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.
7. All inquiries concerning this Proposal shall be directed to Susannah Sims via email to: **sksims@portageps.org** so that questions and responses may be shared with all vendors.

The Portage Public Schools Board of Education reserves the right to accept or reject any or all bids, either in whole or in part; to award the contract to other than the low bidder; to waive any irregularities and/or informalities; and in general to make awards in any manner deemed to be in the best interest of Portage Public Schools.

SECTION II - SPECIFICATIONS

1. Picture pricing for packets for the fall.
2. Two (2) proof samples to be included with your response.
3. Parents/Guardians to have the ability to pay with credit/debit cards. Parents/Guardians can order online, or by phone - "800" direct lines. If the due date is missed do not include the fee as an extra fee for the customer.
4. Digital Download capability of individual student and staff pictures.
5. 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. **Class Roosters will not be provided before Aug 19, 2024 to ensure accuracy of information.**

6. School secretaries to give minimum support. Work done by vendor: mailings, picture day, sorting, etc.
7. Classroom and Staff composites.
8. Staff pictures: Complimentary staff photos are to be provided for all staff including those at the Administration Building, Maintenance, and Transportation.
9. A minimum of 2 cameras for Curious Kids, Haverhill, Central, Angling, and Woodland Elementaries. A minimum of 3 cameras for Lake Center, Moorsbridge, Amberly and 12th Street Elementaries. 4 cameras for each middle school, and 6 or more for high schools, 1 for retake day.
10. Ability to process classes quickly.
11. Five (5) sets of sticky pictures per student.
12. High resolution downloads for each individual school for yearbook usage.
13. The photographer shall furnish all information to be sent to parents, as requested by the building principal.
14. Packages will be sorted alphabetically by homeroom or by grade, as requested by the building principals.
15. All photos are to be guaranteed unconditionally. 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.
16. 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.
17. Reorders will be handled through the photographer as indicated by directions included in the picture envelope.
18. 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.
19. 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

Composite images of Staff, Classes, etc
Digital Downloads

*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.

SECTION III - CONTRACTOR QUALIFICATIONS

1. The contractor must have a minimum of three years of experience photographing students in schools.
2. The contractor must have photographed students in districts of similar configuration and size for at least three customers. Please provide references, including contact names and phone numbers.

SECTION V - BASIS FOR AWARD

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

- a. Price
- b. Ability of contractor to fulfill contract and specification requirements
- c. Prior experience with or knowledge of contractor or products
- d. 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.

SECTION VI - 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 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:

1. Every contractor employee that enters or leaves the building must sign in and out at either the school office or the building engineer's 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.
2. All contractors shall be furnished by their company with 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.
3. Each person working in a school building or on school property shall comply with the following:
 - a. No drinking or possession of liquor or alcoholic beverages and or possession of any kind of illicit drugs or narcotics.
 - b. No use of District facilities or equipment including telephone, computers, internet access, fax, kitchen, maintenance, or office equipment.
 - c. 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).
 - d. 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.
 - e. There shall be no use of profanity or obscene language or gestures.

- f. Language, gestures, or other actions that depict sexual or ethnic harassment or intimidation will not be permitted.
4. The contractor is responsible for a clean and safe workplace. To that end, the following will be adhered to:
 - a. All work areas, walkways, and stairs must be kept clear of debris and loosely scattered materials.
 - b. All work areas are to be cleaned by the contractor prior to leaving. Building staff will not be responsible for cleaning work areas.
 - c. **All trash, debris, and material must be removed from the worksite each day and disposed of off-site. District dumpsters and trash containers are not to be used by contractors for disposal.**
 - d. All contractor tools and equipment must be kept in good working order, with guards and safety devices in place and working. Defective tools must be taken out of service. District tools and equipment will not be loaned to contractors.
 - e. Contractors are to provide and use required protective safety equipment and comply with all local, state, and federal safety laws and regulations.
 - f. Upon leaving a job site all doors and windows must be locked, secured, or left as they were found prior to beginning the work.
 - g. Contractors are to provide their own site safety plan for areas that they are working in.
5. 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 that is deemed not in the best interest of the Portage Public Schools will be grounds for immediate removal from the building and the project.**

SECTION VII -PORTAGE PUBLIC SCHOOLS BID PROPOSAL FORM
RFP #50075 STUDENT PICTURE SERVICES 2024-2025
(Pages 6 to 10)

NAME OF BIDDER

Firm Name: _____
Address: _____
Contact Person: _____
Telephone & Fax: _____
E-mail: _____

1. Package Prices – be sure that copies of package order forms with prices and descriptions are included with your response.
2. Is a green screen available? Included in the 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 the 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 Download \$ _____
All Staff Wall Composite \$ _____
All School Wall Composite \$ _____
Staff Photos \$ _____

9. . Are proof packages/photos 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. _____

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 offenses 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).

- A. A Corporation organized and existing under the laws of the State of _____
- B. Name, title, and signature of individual duly authorized to execute contracts:

Name: _____
Address: _____
Title: _____

Signature: _____

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 employee of the Portage Public School District or member of the Portage Public Schools Board of Education. The Board of Education shall not accept a bid that does not include this sworn and notarized disclosure statement.

The undersigned, the owner or authorized officer of _____(the "Bidder"), pursuant to the familial disclosure requirement provided in the Portage Public Schools advertisement for construction bids, 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 employee of the Portage Public School District or member of the Portage Public Schools Board of Education. 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

