

03/05/2019

Portage Public Schools is requesting your proposal for student picture services for our three middle schools and two high school buildings. We are looking 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 (2019-2020).

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 or disc) 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 #50071–BUILDING 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 #50071–BUILDING STUDENT PICTURES

Proposals for Student Pictures will be received at this location no later than **Tuesday, March 19, 2019 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, 2019.

Note: Your response MUST include the following three (3) forms signed and notarized:
IRAN Economic Sanctions Act
Familial Relationship Disclosure
Legal Status of Bidder

- 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 pictures for yearbook uploads, Skyward program uploads
 - School secretaries to give minimum support – work done by vendor: mailings, picture day, etc.
 - Classroom composites
 - Staff pictures: indicate if there is a charge or no charge
 - Minimum of 4 cameras for each middle school shoot, 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 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. Attached is a sample of a picture package. Please include with your response a copy of your picture package options and pricing similar to the enclosed sample request. You may include more than one copy of various package options. Other packages/Additional packages may be offered by the photographer.

Portage Public Schools Student Pictures Bid Proposal Form RFP #50071

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

Portage Public Schools, 8107 Mustang Drive, Portage, MI 49002

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: _____