

**RFP**  
**Spooner Area School District**  
**School Photography Contract**

**Advertisement for Bids:**

Notice is hereby given the Spooner Area School District (SASD) will accept sealed bids until **4:00 p.m. (local time), Friday, January 26, 2018**, for the following project: **School Photography Contract**

On **Monday, January 29, 2018** in the SASD District Office 801 Cty Hwy A Spooner WI, 54801 proposals will be opened and evaluated.

Please submit one (1) original and two (2) copies of your bid in a sealed envelope reflecting on the outside

There of the bidder's name and "**School Photography Contract**. SASD will consider all bids properly submitted **prior to the proposal deadline, 4:00 p.m. CST on Friday, January 26, 2018**.

SASD shall be the sole judge of the bid and the resulting agreement that is in its best interest and its decision shall be final. All bidding and award procedures undertaken by SASD in regard to this project shall be consistent with the SASD's adopted procurement procedures.

There is no charge for the Invitation to Bid document, or for submitting bids. Faxed or e-mailed responses **will not** be accepted. Responses may be hand delivered, mailed, or delivered via courier service to the following address:

Spooner Area School District  
Attn: Shannon Grindell  
801 Cty Hwy A  
Spooner, WI 54802

**General Information and Requirements**

1. In accordance with Wisconsin Statutes, all proposals received, and all materials contained therein, once opened are **public record**, and subject to disclosure to any person, organization, or firm, including other firms responding to this request for proposals.
2. SASD reserves the right to accept or reject any or all proposals, or part thereof, to waive any informalities or technicalities, or to award contracts in the best interest of the SASD. In all instances, the SASD's decision shall be final.
3. SASD is exempt from taxes imposed by the State and Federal Government. Proposals shall not include any taxes or fees.
4. Prospective firms must submit proposals strictly in accordance with the specifications outlined in the RFP. Each variance, if any, to the specifications shall be specifically stated in the proposal.
5. Prospective firms warrant by virtue of submission of proposals that all prices, terms, and conditions stated shall be honored for a period of one hundred eighty (180) days <change if desired> after the opening of proposals. Any changes at the time an order is placed shall result in automatic disqualification of the vendor.
6. The original proposal shall be signed, in blue ink, by a corporate officer, partner, or proprietor.
7. SASD reserves the right to reject any or all items if in its judgment the item does not meet the needs of SASD, or for any reason it deems suitable.
8. Prospective firms are hereby warned not to contact any SASD employee, official, board member, or on matters relating to this Request for Proposals, except as indicated herein. Any attempt to do so, or engaging in lobbying or any other activity interfering with the evaluation process may result in immediate disqualification of the vendor from any SASD business.

9. Prospective firms quoting State of Wisconsin contract pricing must provide the state contract number and date of expiration in their bids or proposals.
10. Prospective firms hereby warrant by virtue of submission of proposals that any and all terms, conditions, and requirements as stated in this document are valid, enforceable, and binding upon the selected vendor.

### **Specific Information and Requirements**

1. Questions regarding this Request for Proposals or the Project must be submitted in writing, via email. Answers will only be provided in writing, via email and all responses will be distributed to all known plan-holders.
2. Please contact:
  - a. Hugh Miller, Technology Coordinator Spooner Area School District. Email: millerh@spooner.k12.wi.us
  - b. Shannon Grindell, Business Manager Spooner Area School District. Email: grindells@spooner.k12.wi.us
3. Proposals **will contain** a list of references, and a list of similar projects which the firm has been involved with for the past three (3) years.
4. Proposals must contain the firm or individual's proposed Agreement for Services. SASD reserves the right to obtain legal review of the Agreement, and make changes to meet legal requirements, or as otherwise desired.
5. The selected firm may not discriminate against any employee employed in the performance of services, or against any applicant for employment because of race, religion, color, handicap, national origin, age, gender, or marital status.
6. Any records maintained by the selected firm in connection with the provision of services shall be maintained as a public record and made open for inspection in accordance with the requirements of Wisconsin Statutes.

## **REQUEST FOR PROPOSAL for School Photography Contract**

### **INTRODUCTION**

The intent of this Request for Proposal (RFP) is to obtain competitive proposals from qualified Vendors/contractors who can demonstrate their ability to provide a School Photography Solution as outlined in this RFP. This contract is also expected to yield maximum service of proposed solution.

#### ***Period of Agreement***

This contract/agreement will begin upon July 1, 2018 for a term of 48 months.

#### ***Price Schedule***

Prices proposed by vendors shall be submitted on a clearly outlined price schedule. Prices submitted shall be firm for the term of the contract.

#### ***Deliverables***

The deliverables listed in this section are the minimum desired from the successful vendor. Every vendor should describe what deliverables will be provided per their proposal, and how the proposed deliverables will be provided.

**Photography - Required Packages:**

Package 1	Package 2	Package 3	Package 4
1-8x10	2-8x10	3-8x10	2-3x5
2-5x7	4-5x7	4-5x7	4-Wallets
2-3x5	4-3x5	4-3x5	1-Class Composite
8-Wallets	12-Wallets	16-Wallets	
1-Class Composite	1-Portrait CD	1-Portrait CD	
	1-Class Composite	1-Class Composite	
Cost:	Cost:	Cost:	Cost:

Package 5	Package 6	Package 7	Additional "Custom" Packages	
2-5x7	4-3x5	1-8x10		Price
4-3x5	8-Wallets	3-5x7	8-2x3	
8-Wallets	1-Class Composite	4 3x5	2-5x7	
1-Class Composite		12-Wallets	1-8x10	
		1 Class Composite	4-3x5	
			18-Exchanges	
			4-Wallets	
			1-Portrait CD	
Cost:	Cost:	Cost:		

**Required Services: at no additional cost to parents or District:**

Service	Yes/No
Customer service number with night and weekend hours	
Two cameras at all schools	
Choice of Borders	
"Add Name to Wallets" Option	
2-Child Safety Cards with National Affiliation/Call Center	
Photo CD for Parents to Purchase with copyright release	
All-School Wall Composite by Building	
Staff Photos & copyright release, 16X20 staff composite	
8"x10" classroom composite for elementary classes	
Yearbook CD & Prints (1"x1.5" @240 dpi minimum)	
Online ordering available at no additional cost	
Online payments must be via secured website	
Delivery time must be within four weeks	
Custom Designed Staff ID cards with lanyards	
Custom Designed barcoded High School Student ID Cards	
All photos available for District use within four weeks	
Access to student/staff photos via secure portal	
Portal access for staff/student photos compatible w/Skyward Student Information System	

*Please list any additional services you would offer as part of your bid.*

[illegible]

***Additional Options for Parents:***

Option	Yes/No	Additional Cost
Retouching		
Soft-Touch		
24/7 Customer Service Available? Yes/No		
Personalized Portrait Proof Sheet for non-buyers? Yes/No		

***Do you provide an Elementary/Middle School yearbook package with following minimum criteria?***

Item	Yes/No
8"x11" 60 Page yearbook	
Can the yearbook be created via online program?	
<b>Pricing: Prices based on 60 page yearbook w/330 copies for each building.</b>	<b>Cost</b>
Price per yearbook: Hardcover, Color	
Price per yearbook: Hardcover, B&W	
Price per yearbook: Softcover, Color	
Price per yearbook: Softcover, B&W	

***Service***

Vendor must supply any and all equipment, systems, supplies, and personnel to provide and maintain contracted services.

- The vendor is capable of scheduling and coordination of photography services in a manner that provides little or NO disruption to scheduled school days in all buildings.
- The vendor is capable of providing same-level service for all locations
- Established mechanism for resolution of complex or recurrent problems.
- A clearly defined chain of command from the service technician to a higher level service and support.
- Vendor must provide a minimum 4 – 6 hour response time to all service calls.
- Vendor must be able to provide a service support hotline 24 hours / seven days a week.

***Support***

- Vendor must provide a dedicated team to support the business requirements. Names, titles, and phone numbers must be provided.
- Vendor must supply a complete list and description of all supporting business partners.
- Vendor must supply descriptive literature for the services being recommended.
- Vendor shall provide user training where applicable for services being provided.
- Vendor will provide monthly invoice.
- Vendor shall review implementation plan with Customer prior to installation.
- An established program for service and support as demonstrated by contracts with comparable educational entities.

### ***Terms and Conditions***

- All costs of delivery and installation shall be included.
- Cost of installation and removal of the covered equipment will be the responsibility of the Vendor.
- Provide installation of vendor/contractor provided equipment
- Vendor shall furnish a Certificate of Insurance.
- Vendor shall describe their Quality Assurance Process.
- Vendor shall provide their action plan for Disaster Recovery.
- Contract negotiation between Customer and selected vendor will take place upon award of contract. Please attach a copy of you contract terms and conditions.

### ***Financial and Pricing considerations***

- All responses must be based on a (4) Year contract, please provide a copy of the terms and conditions of the contract for review.
- Vendor pricing should include shipping fees.
- Training is included and will be provided upon installation.
- All pricing will include equipment, personnel, maintenance & supplies necessary to provide services.

### ***Evaluation criteria, timetables, who to contact***

All proposals submitted in response to this RFP will be evaluated by SASD's personnel. Contract will be awarded to the vendor whose proposal, conforming to this RFP, will be the most advantageous. SASD will judge the merit of proposals received in accordance with the evaluation criteria described below.

1. Quality and performance of the services requested
2. Cost of services being provided to the District and District Parents purchasing services
3. Experience of the bidder and demonstrated ability to provide requested products and services
4. References
5. Additional benefits to Customer.

#### **Timeline:**

1. RFP posted: January 15, 2018
2. RFP Responses due: January 26, 2018
3. Evaluation by SASD Staff:
4. Recommendation made to Buildings & Grounds/Finance Committee: February 15, 2018
5. Recommendation to Board of Education: February 19, 2018
6. Contract award date established based on Board of Education Approval

Questions regarding RFP may be emailed to:

1. Hugh Miller, Technology Coordinator Spooner Area School District. Email: millerh@spooner.k12.wi.us
2. Shannon Grindell, Business Manager Spooner Area School District. Email: grindells@spooner.k12.wi.us

### **INSURANCE**

### **INSURANCE REQUIREMENTS**

## **STATEMENT OF PURPOSE**

The Spooner Area School District from time to time enters into agreements, leases and other contracts with Other Parties. Such agreements shall contain at a minimum risk management/insurance terms to protect the SASD's interests and to minimize its potential liabilities. Accordingly, the winning bidder is required to carry appropriate insurance to cover:

- **LOSS CONTROL/SAFETY** Precaution shall be exercised at all times by the contractor for the protection of all persons, including employees and property. SASD may order work to be stopped at any time, without liability, if conditions exist that present immediate danger to persons or property. The contractor acknowledges that such stoppage, or failure to stop, will not shift responsibility for any damages from the contractor to the SASD.
- **Commercial General Liability** – Occurrence form, including coverage for bodily injury, personal injury, property damage (broad form), premises/operations, blanket contractual, and projects/completed operations. Coverage shall be endorsed to include the SASD as an additional insured for work performed by the Contractor in accordance with the Agreement.
- **Worker's Compensation and Employer's Liability** – Workers' Compensation Coverage to apply for all employees for statutory limits and shall include employer's liability.

## **EVIDENCE/CERTIFICATES OF INSURANCE**

Required insurance shall be documented in Certificates of Insurance which provide that the SASD shall be notified at least 30 days in advance of cancellation, nonrenewable, or adverse change.

New Certificates of Insurance are to be provided to SASD at least 15 days prior to coverage renewals.