

## NOTICE TO BIDDERS

Sealed and/or electronic proposals will be received by Greenville Public School District up to and no later than 2:00 p.m. Thursday, September 23, 2021 in the Business Office of the District at 412 South Main Street, Greenville Mississippi, for written bid proposals from qualified commercial photographers to provide professional photographic services and printed school pictures for the 2021-22 and 2022-23 school years. A copy of the bid specifications can be obtained by emailing Mechelle Jones at [mjones@gpsdk12.com](mailto:mjones@gpsdk12.com). Official proposal documents can be downloaded from Central Bidding at [www.centralbidding.com](http://www.centralbidding.com). Electronic proposals can be submitted at [www.centralbidding.com](http://www.centralbidding.com). For any questions relating to the electronic bidding process, please call Central Bidding at [225-810-4814](tel:225-810-4814). Sealed proposals must be submitted in a sealed envelope clearly marked as follows:

“Bid 973-1: “School Pictures.” Envelopes not so marked will not be considered

The Board of Trustees reserves the right to waive informalities and to reject any and all bids.

Dr. Debra Dace

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Superintendent of Schools

INSERT: September 11, 2020

September 18, 2021

## **Bid #973-1 School Pictures**

**Effective Date: October 1, 2021 – June 30, 2023**

The Board of Trustees (hereinafter the "Board") of the Greenville Public School District (hereinafter "GPSD") is soliciting written bid proposals from qualified commercial photographers (hereinafter "Photographer") to provide professional photographic services and printed school pictures for the 2021-2022 and 2022-2023 school years (hereinafter referred to as the "contract period". Only Photographers submitting a valid written proposal in response to these specifications and agreeing to all of the terms and conditions outlined in these specifications shall be approved by the Board to provide professional photographic services to GPSD students and/or parents.

Pricing information must be firm for all schools for the contract period. The approved Photographer shall then enter into a School Pictures Agreement with the school. Any Photographer submitting a bid in response to these specifications shall thereby agree to provide ALL photographic services and related accounting services required as a result of the sale of school pictures to students and parents and the payment of commissions by the Photographer to the School.

Only the Photographer approved by the Board shall be allowed to provide photographic services and to sell school pictures to GPSD students and parents. Any services performed by Photographer shall be paid for exclusively by students and/or parents with private funds, and not public funds subject to the state purchasing statutes.

All commissions shall be remitted by Photographer to each school principal within thirty (30) calendar days after the delivery of pictures is made by the Photographer. Commissions shall be calculated by multiplying the amount of gross sales (excluding sales tax) times the specified commission rate. It shall be the responsibility of the Photographer to remit all sales tax as required by the State of Mississippi. The responsibility for all accounting and bookkeeping necessary to provide photographic services and to calculate and remit commissions to each school shall be borne solely by the Photographer. Photographer's accounting policies shall comply with the established accounting practices adopted by GPSD. Receipt of monies collected by Photographer shall be verified by the Photographer, and the school principal shall be furnished a complete list of students, names and the amount of money collected for all grade levels at the time the commission check is written. A settlement sheet shall indicate the number of students purchasing school pictures, the total sales realized by the Photographer and the total commission amount due the School

It should be understood that the Photographer is acting as an independent contractor and not as an agent, partner or joint venture with GPSD in the provision of photographic services and the sale of school pictures. Neither GPSD, nor any GPSD employee or student shall be held liable for the actions of the Photographer. The Photographer shall be solely responsible for the quality of work. The Photographer shall indemnify and hold harmless GPSD, its officers, employees,

agents and representatives, from any and all claims, suits, actions, judgments, settlements, damages, awards, costs and expenses of any kind or nature, including attorney fees, arising out of or resulting from Photographer's provision of photographic services or sale of school pictures to GPSD students or parents.

It is the intent of this solicitation to obtain competitive written bids from qualified Photographers, to establish a "standardized" pricing package and a fair commission structure. There can be no guarantee as to the dollar amount, if any, which shall be realized by the approved Photographer. It should be understood that GPSD shall incur no financial liability whatsoever to pay for photographic services or for school pictures provided by Photographer. Photographer acknowledges that the sole source of payment for services performed or for school pictures sold shall be from the students and/or parents contracting with the Photographer for pictures to be made and processed.

**CONTRACT PERIOD:** The bid contract is for the conclusion of the current 2021-2023 school year through the following 2021-2022 school year. The contract may be extended on an annual basis by GPSD not to exceed five years in total. GPSD shall notify the contractor of its intent to extend the contract by May 31<sup>st</sup> of each year. The contractor shall either respond by June 15 that it does not intend to extend the contract, or any necessary price increases/decreases for the extended year. If prices increased prices are deemed excessive by GPSD then GPSD shall have cause to not extend the contract.

Should the approved Photographer fail to provide high-quality services or pictures or fail to provide services or pictures in a timely manner, or fail to perform any other obligation to GPSD students or parents, the principal shall have the right to terminate Photographer's services, ***effective immediately***. The defaulting Photographer shall be responsible for submitting to GPSD any accrued and unpaid commissions.

### **School Pictures**

School pictures, for purposes of these specifications, shall be defined to mean pictures of students in grades Pre-kindergarten through the eleventh grade. Photographers should quote the lowest possible price at 40% commission. It is the intent of this bid solicitation and the intent of GPSD to provide students with quality photographs and photographic services at the most economic price

A "Choice Letter" shall be given to each student to inform Photographer of such student's choice to have or not to have pictures made. Students and/or parents shall be responsible for payment of the package price at the time pictures are actually made. Payment shall be made to the Photographer, not to GPSD. Photographer shall be solely responsible for the distribution of pictures to students. Money receipt forms shall be used as a record of money received and pictures sold. No student or parent shall be obligated to pay Photographer for school pictures and/or photographic services if the pictures or services are determined by the school principal to be unsatisfactory. The principal shall have the exclusive and final say in determining whether or

not pictures are deemed satisfactory or unsatisfactory. All monies shall be returned to students or parents by the Photographer if pictures or services are deemed unsatisfactory by the principal. The date and time of retake pictures and/or absentees shall be at the option of the school principal.

Photographer shall take individual pictures of students at each instructional center using a definite system of identification and organization. All photographs of students in grades K - 11 shall be made at a date and time agreed upon by the school principal and Photographer, and shall be processed and delivered within three (3) weeks. *If the Photographer desires, a link can be put on the District's web page for students/parents to view pictures as well.* Photographer should make every effort to ensure the neatness of the student prior to shooting picture (i.e. collar straight, glasses straight, etc.) Photographer shall furnish all pictures at the prices and in such packages as set forth in this bid solicitation. On the day of the scheduled pictures, the Photographer will have at least three assistant staff members (including main Photographer) on site to assist with the process as follows:

<b>Estimated Enrollment</b>	<b>Minimum Assistants</b>	<b>Maximum Days to Take Photos</b>	<b>Minimum Cameras Required</b>
0-500	1	2	4
501-800	2	3	6
801-1500	3	4	8

NOTE: If Photographer offers school pictures to students or parents in sizes, quantities or packages which deviate from these specifications, the cost charged by Photographer to students or parents for such packages shall be computed on a COST PER SHEET basis. This figure shall be divided into Photographer's unit price for the basic package and shall be utilized to compute the cost of other packages offered for sale by Photographers.

### **School Copy**

All students must be photographed at each school/site. The photographer must provide a CD by name, grade and school within three (3) weeks of taking pictures to the District's Software Specialist based off of specifications given from the District's Software Specialist at no cost to GPSD. The file for students must contain separate files for each grade level. The individual pictures must be in jpeg format. The dimensions of each picture must be approximately 128 pixels in height and 96 pixels in width with the file size not exceeding 4DK and MUST constrain proportions when resizing pictures to specified dimensions. Each student file name MUST BE the student's MSIS number.jpg. **(Student MSIS number will be provided by GPSD to the**

**successful vendor.)** These numbers are the property of GPSD and are not to be used for any other purpose.

### **Complimentary Annual Prints:**

Photographer agrees to furnish to each school one (1) complimentary annual print.

### **Senior Portraits**

Sitting dates will be during non-school hours. A minimum of three natural color poses shall be photographed of each senior. 1) Girls shall be photographed in drapes with a choice of either black or gold, and boys shall be photographed in tuxedo jackets, white shirts, and bow ties. 2) Cap and Gown. 3) An agreed upon pose between the photographer and student/parent which can include, but not limited to, casual, formal, band uniform, athletic uniform, etc. NOTE: All drapes, tuxedo jackets, bowties and other props and/or accessories shall be furnished by the Photographer. Color proofs shall be made of each pose. Proofs shall be delivered to seniors no later than an agreed upon date for selection by each senior of the pose to be used in the yearbook, and for selection of any portraits the senior would like to purchase.

A large composite picture of all seniors will be offered to the High School (approximately 36" x 42") for the school hall.

### **Other School Sponsored Events for Which Pictures Are Desired:**

In addition to providing school pictures, the Photographer is to provide photographic services to a school for other school events and functions which shall require the services of a Photographer.

At the principal's request, other school groups, events and functions include, but are not limited to, the following:

- Prom, Homecoming and All Other School Sponsored Dances
- Sports Teams and Related Groups

## SCHOOL INFORMATION SHEET

### **Akin Elementary**

361 Bowman Blvd.  
662-334-7161  
Teresa Ervin, Principal  
Erica Sellers, Secretary  
Approx. Enrollment: 352

### **Boyd Elementary**

1021 South Colorado Street  
662-334-7166  
Brigetta Sims, Principal  
Byram McKinzie, Secretary  
Approx. Enrollment: 349

### **Stern Elementary**

522 McAllister Street.  
662-334-7131  
Dr. Eddie Springfield, Principal  
Bertha Simmons, Secretary  
Approx. Enrollment: 205

### **Webb Elementary**

600 South Harvey Street  
662-334-7146  
Debra Reeves, Principal  
Kimberly Johnson, Secretary  
Approx. Enrollment: 217

### **Coleman Middle**

400 Dr. MLK Blvd.  
662-334-7136  
Dr. Wanda Merritt, Principal  
Coutija Harris, Secretary  
Approx. Enrollment: 452

### **Grenville High**

419 East Robertshaw Street  
662-334-2910  
Tarrinasha Jones, Principal  
Tomeka Shaw, Secretary  
Approx. Enrollment: 860

### **Armstrong Elementary**

528 Redbud Street  
662-334-7121  
Yolanda Johnson, Principal  
Charmell Daniels, Secretary  
Approx. Enrollment: 152

### **McBride Pre-K Academy**

438 North Poplar Street  
662-334-8100  
Dr. Tamalyn Williams, Principal  
Patricia Hannah, Secretary  
Approx. Enrollment: 120

### **Trigg Elementary**

3004 Lincoln Drive  
662-334-7177  
Deshonda Riley, Principal  
Adrienne McCoy, Secretary  
Approx. Enrollment: 246

### **Weddington Elementary**

668 Sampson Road  
662-334-7100  
Vanessa Wigfall, Principal  
Vivian Olds, Secretary  
Approx. Enrollment: 508

### **Weston Middle**

901 Archer Street  
662-334-7080  
Walter McDavid, Principal  
Shalesa Williams, Secretary  
Approx. Enrollment: 444

## **BID SHEET**

Please attach to this bid sheet:

- Three (3) letters of reference from three credible business entities (preferably schools)
- Samples of work. Must be pictures you have taken (not just ordered from processor lab).
- Provisions to be made in regards to COVID-19 to align with CDC guidelines.

NOTE: Bid will not be considered without above mentioned attachments

I/We agree to furnish high-quality, professional photographic services and school pictures to GPSD students and parents in compliance with the terms and conditions outlined in each section of these specifications. I/We further agree that this bid proposal is being submitted in all respects as fair and without collusion or fraud, and that no member of the Board of Trustees or other officer of GPSD or any person employed by GPSD is directly or indirectly interested in the agreement or any portion of the profit thereof. I/We agree that the pricing and commission percentage rates being submitted herein shall be held firm for the contract period. It shall be the decision of the school principal at the time the contract is executed with the Photographer as to which pricing format is utilized.

<b>School Picture Package</b>	<b>Price</b>
Package A: 1 - 5x7 2 - 3x5 8 – wallet 16 – student exchange	
Package B: 1 – 8x10 1 – 5x7 2 – 3x5 8 – wallet 32 – student exchange	

<b>Other School Sponsored Events</b>	<b>Price</b>
Base Package 1 – 8x10 2 – 5x7 16 – Wallet	

<b>Senior Portrait Packages</b>	<b>Price</b>
Package A: 1 - 11x14 2 – 8x10 2 - 5x7 48 – wallet	

Package B: 1 – 11x14 1 – 8x10 2 – 5x7 32 – wallet	
Package C: 2 – 8x10 2 – 5x7 24 – wallet	
Package D: 3 – 5x7 8 – wallet	

Senior Sitting Fee: \_\_\_\_\_

Price of School Senior Portrait Composite Picture (36 x 42): \_\_\_\_\_

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Name of Photographer/Business: \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

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

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