



NICE Community Schools

Office of the Superintendent
300 Westwood Drive
Ishpeming, MI 49849
Phone: (906) 485-1021
Fax: (906) 485-4095



Invitation to Bid – School Portraits

The NICE Community School District will receive proposals from photography companies to contract for a school portrait program for approximately 1200 students within the school district.

To be considered, your proposal marked “**NICE Community School District School Portrait Program**” must be delivered no later than Wednesday, March 7, 2018, to our district superintendent’s office as follows:

NICE Community School District
Attention: Bryan DeAugustine, Superintendent
300 Westwood Drive
Ishpeming, MI 49849

The school district reserves the right to reject any and/or all bids, in whole or in part, and to waive any informality therein. If in the district’s opinion, it is in their best interest, the contract may be awarded to a responsive and responsible qualified bidder other than the lowest bidder, for reasons of establishing uniformity, delivery time, quality, service, etc.

Bid shall be accompanied by an Iran Economic Sanctions Act Vendor Certification Statement and a Familial Relationship Disclosure Form. The district shall not accept a bid proposal that does not include these signed forms.

Questions may be directed to Superintendent Bryan DeAugustine at (906) 485-1021 or email at bryand@nice.k12.mi.us.

Bidder Qualifications and Contractor Requirements:

1. Successful bidder must be an equal opportunity employer doing business in the state of Michigan.
2. Company must maintain a fully staffed office within the state of Michigan. Company to also provide a customer service number for parent inquiries and school assistance.
3. **Company must provide at least five (5) school district references, of similar size and demographic, where business has been conducted.**
4. All company employees entering NICE Community School District must have passed a background check, including criminal history and driving record, by a nationally recognized service. Background check verification must be provided upon request of a school or by the district office.

General Specifications:

1. Proposal is to cover the 2018-19 school year.
2. Company will furnish portraits for all of the schools in the NICE Community School District.
3. All original portraits to be taken in the fall of the year.
4. Retake portraits must be delivered prior to the December break.
5. Company shall provide packages and a la carte (per sheet) net pricing.
6. Customer-friendly ordering process to include prepay, proof, phone, mail and online ordering. Parents to have the option to preview images prior to ordering.
7. Company to provide free custom design flyer with attached money envelope, clearly defining picture package options and prices specified to each building. **A sample flyer to be provided with the bid proposal** to illustrate variety of package background and posing options, for ease of ordering.
8. Multiple-image pose selection to be available to students including standard head and shoulders and three quarter pose, as well as other cropping options.
9. Multiple background choices available to students.
10. Proof and post picture day ordering to allow students to view and select their favorite image and order their portrait printed on any number of their favorite backgrounds. Portrait images to be interchangeable with the available background selections.
11. Student packages as well as portrait sheets must be available individually and include the option to customize each portrait sheet with different backgrounds and poses within a single package.
12. Retouching to be made available to middle and high school students and to include all portraits including portrait service items.
13. Portrait packages grouped and identified with teacher's name and grade, sorted in alphabetical order (teacher, grade or school) as requested by each individual school.
14. Uniform head and shoulder pose must be provided for all service items with traditional uniform background color, such as blue or gray, as school requests.
15. Company to provide at no charge, four (4) or more color record portraits per student, all with student name, identification and tape backs.
16. Company to provide at no charge, one (1) administrative CD-ROM, which includes all students photographed. CD-ROM information must be compatible with school information systems and exported into a format which can be easily imported (CD-ROM to be updated following picture retakes).
17. An all-color 8X10 class composite to be made available to the elementary schools as part of their portrait program. Composite to include student names. Composite must also include make-up day images and must be verified by the school for accuracy prior to printing and distribution.
18. A complimentary staff composite to be provided to each staff member.
19. Elementary school offices to receive a complimentary principal's album that includes a copy of each classroom and staff composite.

This contract is contingent upon satisfactory evaluation of the portrait program.

Proposal and Pricing:

Section I

1. Company to offer each student the following number of background options:
_____ Additional Cost: _____

2. Company to offer each student the following number of posing options:
_____ Additional Cost: _____

3. Company to offer the following number of different portrait looks (crops, collages, multi-image, etc.)
_____ Additional Cost: _____

4. Price for retouching:
_____ Additional Cost: _____

Section II

A la Carte Net Pricing:

Please provide net pricing only. Any school commission will be considered and determined by the district and added to the net pricing provided.

1	10 x 13 Portrait:	\$ _____
1	8 x 10 Portrait:	\$ _____
2	5 x 7 Portraits:	\$ _____
4	3 x 5 Portraits:	\$ _____
8	2 X 3 Portraits:	\$ _____
18	Wallet Exchanges (1 1/2x2 1/2)	\$ _____

Section III

Package Pricing:

Sheet pricing is based on an 8 x 10 portrait sheet. A single sheet may represent a combination of photographs equaling an 8 x 10 portrait size. For example a sheet may include, but not limited to, any of the following:

- | | |
|---------------------|--------------------------|
| 1 8x10 = one sheet | 8 2x3's = one sheet |
| 2 5x7's = one sheet | 18 exchanges = one sheet |
| 4 3x5's = one sheet | |

Net pricing: (commission to be added by district)

- Package containing 2 portrait sheets: \$ _____
- Package containing 3 portrait sheets: \$ _____
- Package containing 4 portrait sheets: \$ _____
- Package containing 5 portrait sheets: \$ _____
- Package containing 6 portrait sheets: \$ _____

Price added to the package to include an 8 x 10 class composite: \$ _____

Price of an 8 x 10 class composite only: \$ _____

Section IV

Proposal Additions:

Please provide any additional products or services that your company will include and provide as part of your written proposal. Please indicate if additional offerings are provided complimentary or include price if a charge item. Please provide your information on an attachment to the proposal.

Company Name

Authorized Representative

Date

NICE COMMUNITY SCHOOL DISTRICT
300 WESTWOOD DRIVE
ISHPEMING, MI 49849

PUBLIC ACT 517 OF 2012
VENDOR CERTIFICATION STATEMENT

Pursuant to Michigan Law, the Iran Economic Sanctions Act, 2012 PA 517, MCL 129.311 et seq., before accepting any bid or proposal, or entering into any contract for goods or services with a prospective vendor, the vendor must certify that it is not an "IRAN LINKED BUSINESS", as defined by law.

Any bids that do not include this signed Vendor Certification Statement shall not be accepted.

Owner Name & Address:

NICE Community School District
300 Westwood Drive
Ishpeming, MI 49849

Contractor/Vendor/Respondent Information:

Name: _____

Address: _____

Contact Number: () _____

The undersigned, with: 1) full knowledge of all of Vendor's business activities, 2) full knowledge of the requirements and possible penalties under the law MCL 129.311 et seq., 3) the full and complete authority to make this certification on behalf of the Vendor, by his/her signature below, certifies that: the Vendor is NOT an "IRAN LINKED BUSINESS" as required by MCL 129.311 et seq., and as such that Vendor is legally eligible to submit a bid and be considered for a contract to supply goods and/or services to the NICE Community School District, 4) full knowledge that submission of a false certification may result in contract termination, ineligibility to bid for three (3) years, and a civil penalty of \$250,000 or twice the bid amount, whichever is greater, plus related investigation and legal costs.

Person Authorized to Bind the Contractor/Vendor/Respondent:

Print Name

Title

Signature

Date

NICE COMMUNITY SCHOOL DISTRICT
FAMILIAL RELATIONSHIP DISCLOSURE FORM

AFFIDAVIT OF CONTRACTOR/VENDOR

The undersigned, the owner or authorized officer of _____
_____ (contractor/vendor), pursuant to the
Familial Disclosure requirement of the NICE Community School District in
compliance with MCL 380.1267, hereby represents and warrants, except as
provided below, that no familial relationships exist between the owner(s) or
any employee of _____
and any member of the Board of Trustees, Chief Executive Officer,
Executive Officers, or any other employee of the NICE Community School
District (listed on the District website at www.nice.k12.mi.us under Faculty
& Staff - Directory).

List and describe any Familial Relationships:

Person Authorized to Bind the Contractor/Vendor/Respondent:

Print Name

Title

Signature

Date