

## **HOPKINS COUNTY PUBLIC SCHOOLS 2020-21 INVITATION TO BID**

The Hopkins County Board of Education will receive sealed bids for **SCHOOL & ACTIVITY PICTURES** and services hereinafter described and specified, Bid #**2021SCHOOL&ACTIVITY PICTURES**. Bids will open on April 21, 2020 and must be received no later than 12:00 pm (Central Time) on May 5, 2020 at the office of the Hopkins County Board of Education, 320 South Seminary Street, Madisonville, Kentucky 42431.

The Hopkins County Board of Education reserves the right to reject any and all bids. The Hopkins County Board of Education reserves the right to award the order or orders to other than the low bidder if it is in the best interest of ultimate economy and standardization to do so. Bidders are to give unit prices, totals for each item, and combined bid if awarded all items specified. Awarded bid vendor may present the District with option to renew 120 days prior to contract end (June 30, 2021). The District has the right to renew and enter into additional two (2) one (1) year contract(s) under the stipulation that both parties agree upon terms with Board consent and approval for the consecutive year(s).

All services and/or equipment shall be delivered prepaid to the Hopkins County Board of Education, 320 South Seminary Street, Madisonville, Kentucky 42431. Any deviation from this shall be covered with each item in the specifications.

If the bidder intends to offer any discounts, the bid shall include any discount available or any payment plan that would be of benefit to the Hopkins County Board of Education. All such discounts will be considered as a part of the bid determining the lowest bid price.

The terms and conditions as set forth in all other sections in this bid document are considered as included within the requirements of this Invitation to Bid. All persons submitting a bid shall therefore be bound by the requirements of these documents and are entitled to inspect same upon request.

Reference to brand names is for identification purposes only and in no way is to be construed as an attempt for comparative purposes.

All bidders shall furnish descriptive literature showing specifications of materials as a part of their bid.

If any emergency arises and the successful bidder is unable to furnish any items required from this stock and/or within the specified time, the Hopkins County Board of Education reserves the right to purchase the necessary items from another source of supply.

**When the bid is submitted, the bid number must be marked on the outside of the envelope and mailed or hand carried to the Hopkins County Board of Education at 320 South Seminary Street, Madisonville, Kentucky 42431. The Hopkins County Board of Education is not responsible for late mail or any delivery after the announced bid opening date and time. Please contact Eydie Tate, Director of Finance, at (270) 825-6000 with any questions pertaining to the bid process.**

### **THIS CERTIFICATE MUST BE EXECUTED BY BIDDER**

In compliance with this Invitation to Bid, in consideration of the detailed description attached hereto; and subject to all conditions thereof, the undersigned agrees, if this bid is accepted within the time stipulated above, to furnish any of all of the items upon which prices are quoted and for which a contract is awarded by the Hopkins County Board of Education in accordance with the specifications apply at the price set opposite each item.

FIRM NAME \_\_\_\_\_ BY \_\_\_\_\_

FIRM ADDRESS \_\_\_\_\_ TITLE \_\_\_\_\_

**Hopkins County Board of Education  
School and Activity Picture Bid  
Penalties for Forfeiture of Photography Contract**

In the event that the party that is awarded the contract for photography services defaults and fails to fulfill the terms of this contract and these bid documents, after notification by the Hopkins County Board of Education or its representative, the successful bidder will then be liable to the Hopkins County Board of Education for the cost of obtaining replacement photography services along with any out-of-pocket expenses, including any attorney's fees and court costs incurred in enforcing the terms of this agreement. Further, the successful bidder, upon default, would be ineligible to bid on future services to the Board of Education unless specifically waived and approved by the Hopkins County Board of Education.

\_\_\_\_\_  
Vendor Signature

\_\_\_\_\_  
Date

## Specification for School and Activity Pictures

Schools Included: All Hopkins County Elementary, Middle, and High Schools

1. The photographer of all sports activities will coordinate all photo sessions (both poses and candid) with the Athletic Director and Yearbook Sponsor. The yearbook staff will be provided with a print (or prints) of pictures of each team for inclusion in the yearbook within one week of the picture date. The photographer will work with the Athletic Director and the coaches in determining print(s) necessary for promotional flyers and/or sports programs.
2. The photographer may sell packages to all participants with the approval of the Athletic Director and the principal. In consideration for those services, the school will receive a 20% commission. The photographer must provide advance information about packets offered and may or may not (at photographer's and principal's discretion) work with the sports marketing classes.
3. A CD will be provided for the Department of Technology no later than November 15<sup>th</sup> in BMP format for Image/Administration for Food Service Software for all locations. This will be provided at no additional charge to the District.

Activities (to include Co & Extra-curricular, Clubs, Dances, Prom, Graduation)

1. The photographer will work with the yearbook sponsor in order to schedule a day(s) in which all organized school clubs and club officer or seniors will be photographed.
2. The yearbook sponsor will be responsible for notifying the photographer of all other school activities. The photographer must provide in advance information about packets offered and then may provide literature that can be distributed to students. Adequate space will be provided by the sponsor of the activity being photographed; however, photographer is responsible for the background and set-up. In consideration for these services, the school will receive a 20% commission.

## SPECIFIC TERMS AND CONDITIONS – INDIVIDUAL PICTURES

### Pricing

- A. **The Awarded Vendor agrees to provide pricing to the HCBOE and its participating schools that is as low as or lower than pricing available to similar customers and the pricing shall remain so throughout the duration of the contract. Prices quoted are to be unique only to the Hopkins County Board of Education and its participating schools and should include all shipping and handling charges for delivery to Hopkins County Board of Education and all Schools and sites.**
- B. **All product enhancements, upgrades, and new product releases that fall within the scope of this agreement shall be made available by successful vendor(s).**

### Ordering/Delivery

#### 1. INDIVIDUAL SCHOOL DAY PICTURES

Pictures must be taken in the fall for yearbooks, permanent records and to sell to students. **Orders must be returned to students within 21 days of order placement.**

#### 2. ENVIRONMENTAL OR SPRING PICTURES

Pictures are optional, based on a decision of the principal, and will be on sale to students.

#### 3. GROUP PICTURES

A. Group pictures will be furnished to students on an order basis; pictures include clubs/organizations, senior night; homecoming, and athletic groups. **Orders must be returned to students within 21 days of order placement.** Athletic groups must be coordinated with the principal or their designee. A minimum of 3 days must be designated for club/organization pictures. Failure to perform accordingly may result in being excluded from future bidding. The photographer shall take and process a 4 x 6 color picture of each graduating senior during the commencement ceremony at no charge. The photographer may sell packages of commencement pictures. (See Item #18 for proof requirements)

B. Homeroom group pictures will be furnished to each pupil at the option of the principal.

C. Successful vendor will need to provide underclassmen superlative and homeroom representative pictures for yearbook use for those high schools requesting. Also, candid shots must be provided at the prom, specifically including a picture of the King and Queen for those high schools requesting.

#### 4. Infinite Campus PICTURE SPECIFICATIONS

**Vendor is responsible for providing a CD of student pictures to each school to be used with the Infinite Campus software. This CD for each school is required and a vendor will not be awarded a contract if they cannot supply a CD. The cost of the CD should be part of the bid. Each vendor is responsible for contacting Infinite Campus and verifying specifications. Pictures shall be identified electronically with Student State ID for correct upload.**

## GENERAL CONDITIONS OF BIDDING

1. One (1) copy of this bid form is furnished to the bidder. **The bidder is required to return one copy with the bid price inserted in the designated place, along with sample packages of his/her work guaranteeing what is offered.**
2. Bid forms must be signed by either an officer or an agent of the bidding firm who is authorized to legally bind the firm.
3. The successful bidder shall furnish advisory services through its agent to the school during the process of this contract for the photography to be conducted at the convenience of the school.
4. The successful bidder will be under contract for the school year awarded with an option to renew said contract annually for no more than two consecutive years and upon mutual consent of the Hopkins County Board of Education and the successful vendor.
5. Changes in this contract that do not involve money can be made only with the signed approval of the Hopkins County Board of Education.
6. The successful bidder shall complete a financial reconciliation and payment to the school within thirty (30) calendar days following notification by the principal of the close of each school day picture program. Late orders and picture retakes will be handled separately. Failure to provide the above within thirty (30) calendar days will be considered in the awarding of future bids.
7. **The Hopkins County Board of Education shall exercise the right to reject any or all bids, and if it appears to be in the public interest, may award the bid to someone other than the lowest bidder.**
8. A complimentary "Package D" shall be provided to all staff members.
9. A photograph of the teachers and other staff members will be furnished to the schools by the successful bidder for the yearbook at the discretion of the principal at no cost.
10. There will be no charge for retakes. Retakes shall be made at the discretion of the principal.
11. There will be no charge for late orders.
12. Black and white and/or color special group, and individual pictures for the yearbook and athletic programs shall be furnished at no cost.
13. The photographer shall furnish all pictures to the school for use in the yearbook in an electric format. The pictures shall be delivered to the yearbook staff no later than ten (10) days after the pictures have been taken.
14. Photographer will be asked to price packages one way with approval of the Hopkins County Board of Education.
15. Vendor must furnish a minimum of two (2) poses of each student for parent selection. Vendors unable to furnish a minimum of two proofs will not be awarded the contract.

16. Vendors are required to provide two (2) poses of students for selection of pictures. Vendors are required to provide a set of proofs for all photos for picture selection. (This includes group pictures.)
17. Vendor will be required to take a professional picture of the Board of Education Board Members at a Board meeting for use in the school yearbooks.
18. The successful vendor will be required to provide a disk of student pictures to be used with the yearbook software. The cost of the CD should be part of the bid price. Vendors unable to furnish this will not be awarded the contract.

**SPECIFIC CONDITIONS OF BIDDING**

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

**INDIVIDUAL PUPIL PACKAGE**

1. **Schools to receive 50% commission on fall and spring individual pictures.** Photographer will be required, as a part of this bid, to submit prices on the following packages:

- Package A One (1) 8 x 10; two (2) 5 x 7, eight (8) jumbo wallets; twenty-four (24) medium wallets
- Package B Two (2) 8 x 10; two (2) 5 x 7; twenty-four (24) medium wallets
- Package C Two (2) 5 x 7; eight (8) jumbo wallets; twenty-four (24) medium wallets
- Package D One (1) 8 x 10; two (2) 4 x 6; twenty-four (24) medium wallets
- Package E One (1) 8 x 10; two (2) 4 x 6; sixteen (16) medium wallets
- Package F Two (2) 4 x 6; sixteen (16) medium wallets
- Package G One (1) 8 x 10
- Package H Two (2) 5 x 7

The following bonus packages can be added to packages A - H:

- Bonus 1 one (1) 8 x 10
- Bonus 2 sixteen (16) jumbo wallets
- Bonus 3 one (1) 10 x 13

Parents would have the choice of packages as listed above.

2. Each school will receive two (2) black and white glossy pictures of each child for records and yearbook use. Successful vendor must provide these at no extra cost on a CD for those schools who need it for submission to yearbook.
3. All students in each school will be photographed and sent a set of proofs. A set of proofs showing both photos of students will be provided for parent selection along with order form by vendor. District will not award a contract to a vendor that does not offer proof selection and order form.
4. The price to the student for the above offered packages will be as listed.

## **OPTIONAL GROUP PICTURES CHOSEN BY THE SCHOOL**

Group pictures will be taken on a date or dates agreed on by the elementary school principal and the vendor. Preferably all group pictures will be made the same day. One black and white glossy print for all group pictures will be furnished to the school for yearbook use at no cost. Prices bid will be with no commission. Commissions will be negotiable between principal and successful vendor. Photographer will be required to submit prices on each of the following:

1. One (1) 8 x 10 class group (no names)
2. One (1) 8 x 10 class group (student names added)

## **OPTIONAL MEMORY MATE PACKAGES**

1. Memory Mate packets listed below may be made up at the discretion of the principal. Prices bid will be with no commission. Commissions will be negotiable between principal and successful vendor. Photographer will be required to submit prices on the following:

Package A	One (1) 8 x 10; two (2) 4 x 6; two (2) 5 x 7; 16-jumbo wallets; no group
Package B	Two (2) 8 x 10, two (2) 5 x 7; sixteen (16) jumbo wallets; no group
Package C	One (1) 8 x 10; two (2) 4 x 6; sixteen (16) jumbo wallets; no group
Package D	Two (2) 5 x 7; eight (8) jumbo wallets; no group
Package E	One (1) 10 x 13
Package F	One (1) 8 x 10
Package G	Two (2) 5 x 7
Package H	Sixteen (16) jumbo wallets
Package I	One (1) 8 x 10 group (no package purchased)
Package J	One (1) 8 x 10 group (added to any package)
Package K	Memory mate folder, one (1) 5 x 7 group; two (2) 4 x 6; eight (8)

## **OPTIONAL DANCES (all schools) / PROM/GRADUATION**

1. Photographer will price the following packages without a commission. Commissions will be negotiable between principal and successful vendor. Successful vendor will not be allowed to require a minimum.

Package A	Two (2) 8 x 10; two (2) 5 x 7; thirty-two (32) jumbo wallets
Package B	Two (2) 8 x 10; four (4) 4 x 6; sixteen (16) jumbo wallets
Package C	Two (2) 8 x 10; sixteen (16) jumbo wallets
Package D	Two (2) 5 x 7; four (4) 4 x 6; eight (8) jumbo wallets
Package E	Two (2) 5 x 7; eight (8) jumbo wallets
Package F	Two (2) 4 x 6; eight (8) jumbo wallets
Package G	Sixteen (16) jumbo wallets
Package H	Twenty-four (24) jumbo wallets
Package I	Thirty-two (32) jumbo wallet

## **SPECIFIC TERMS AND CONDITIONS – SENIOR PICTURES**

### **Pricing**

- C. The Awarded Vendor agrees to provide pricing to the Hopkins County Board of Education and its participating schools that is as low or lower than pricing available to similar customers and the pricing shall remain so throughout the duration of the contract. Prices quoted are to be unique only to the Hopkins County Board of Education and its participating schools and should include all shipping and handling charges for delivery to Hopkins County Board of Education school sites.**
- D. All product enhancements, upgrades, and new product releases that fall within the scope of this agreement shall be made available by successful vendor(s).**

### **Ordering/Delivery**

1. One (1) copy of this bid form is furnished to the bidder. **The bidder is required to return one copy with the bid price inserted in the place provided.**
2. Bid forms must be signed by either an officer or an agent of the bidding firm who is authorized to legally bind the firm.
3. The successful bidder shall furnish advisory services through its agent to the school during the process of this contract for the photography to be conducted at the convenience of the school.
4. The successful bidder will be under contract for the school year awarded with an option to renew said contract annually for no more than two consecutive years and upon mutual consent of the Hopkins County Board of Education and the successful vendor.
5. No additional cost to this contract can be made without the signed approval of the Hopkins County Board of Education.
6. Changes in this contract that do not involve money can be made only with the signed approval of the Hopkins County Board of Education upon the recommendation of the Principal.
7. The successful bidder shall complete a financial reconciliation and payment to the school by December 1 of each designated contract year.
8. The Hopkins County Board of Education shall exercise the right to reject any or all bids, and if it appears to be in the public interest, may award the bid to some other than the lowest bidder.
9. Sales tax will not apply to any purchase by any school.



## SPECIFICATIONS FOR SENIOR PICTURES

1. The photographer shall provide proofs from a minimum of eight (8) poses - four (4) traditional settings and four (4) outdoor environmental settings or front projections. Photographer shall furnish setting, drapes, tuxedos, and other props.
2. The photographer shall assist in notifying the seniors of time and place of settings, as approved by the principal or yearbook advisor.
3. Settings shall be scheduled by the Principal or designee, during the final 8 weeks of the school year or during the summer months. Senior retakes shall be scheduled at the discretion of the school.
4. It shall be the responsibility of the photographer to place all orders and collect all monies from seniors desiring to purchase additional pictures and to deliver the picture orders to the students or their parents. The school shall assist in scheduling order taking and delivery of proofs and pictures.
5. By October 1 or school designated date of each contract year, the photographer must supply to the yearbook staff a natural color retouched photograph (approximate size 2 1/2" wide by 3 1/2" deep exact die cut size to be determined by yearbook staff) of all seniors.
6. **There shall be no sitting, camera, or deposit fee paid by any senior who only wants a yearbook print.**
7. **The successful bidder may charge a proof deposit (not to exceed \$25.00 per senior). The deposit must apply to the purchase price of the picture order, or must be refunded when proofs are returned to the studio. Seniors who are photographed in the fall rather than the summer should not be charged a late fee.**
8. The photographer shall be required to pay \$80.00 per color yearbook page to help defray the cost of senior process color and other expenses. Color pages shall not exceed 30 pages at \$80.00 per color process page. This cost is per high school.
9. Color prints made by other professional photographers shall not be used for senior yearbook purposes unless approved by the Principal.
10. The successful bidder shall furnish a framed 16 x 20 senior group picture suitable for displaying in the hallway. The school name and year must be printed on the picture. This and sales to the students will be done at the discretion of the Hopkins County Board of Education.
11. Successful bidder will need to provide senior pictures on disk for use with yearbook software - must be a format that will work with the yearbook software (Apple/Windows compatible).
12. **Infinite Campus PICTURE SPECIFICATIONS**  
**Vendor is responsible for providing a CD of student pictures to each school to be used with the Infinite Campus software. This CD for each school is required and a vendor will not be awarded a contract if they cannot supply a CD. The cost of the CD will be part of the bid.**

13. Successful bidder will take senior group picture and provide on disk to yearbook staff and will take senior superlative pictures at location and time specified by each school.

Additional Photography Bid Specification for  
Madisonville North Hopkins High School

Bids may be considered separately in areas of (1) underclassmen; (2) seniors; (3) sports and activities; or may be considered for the entire package of three.

Underclassmen Photography:

1. Enclose a listing of all student day picture packages available in color including price and content of each package.
2. Background for school day photography to be planned with prior approval of yearbook sponsor. No sitting fee to be charged to underclassmen.
3. No sitting fee to be charged to underclassmen.
4. All school day photography to be scheduled with yearbook sponsor and principal (or designee) in order for all pictures to be returned in a timely fashion so that the yearbook staff can meet deadlines as established by the yearbook publishing company. (Yearbook sponsor will inform photography studio of yearbook deadlines when they are available.)
5. All student proof packages will be returned to the school sorted and pre-labeled according to name and pertinent information as determined by principal (or designee) along with the products and services offered.
6. Kodak film (or similar professional grade) will be used.
7. A publisher CD to be made available to yearbook staff to be used in conjunction with the yearbook publishing company.
8. Advertising brochures made available to parent during student orientation and/or advertising posters made available prior to scheduled photography.
9. A strip of no less than five (5) color prints with a taped back suitable for record purposes and administrative use will be provided. (Deadline based upon yearbook deadline provided at a later date).
10. Each teacher or staff member will receive a package of school day pictures, if they so desire, at no charge.
11. The photographer will handle all money transactions.
12. The school will receive \$3.00 per student photographed or 50% of sales (excluding sales tax) whichever is greater.
13. Photographer will provide a sample of similar professional work for preview. A sample package of underclassmen pictures will suffice.
14. Retakes of underclassmen and faculty will be made only with the photographer's and school principal's (or designee's) authorization. All re-makes will be completed by October 31, 2018.

1. Seniors will be encouraged to do business with the school contracted photographer. However, the exclusive rights to senior pictures cannot be given.
2. In regard to a sitting fee, a Senior Information Letter will be provided that will make it clear that the fee will apply toward any order. Send sample letter to the schools yearbook sponsor at the earliest possible date for consultation.
3. The number and type of poses will be provided and include a sample of options available and the price list for Class of 2016. Package contents and prices must be approved by the District.
4. Seniors may have both traditional and environmental poses. Proofs submitted to the yearbook sponsor for inclusion in the school yearbook (vertical poses) will be consistent with the dress code as adopted by the MNHHS Site Based Decision Making Council and the Hopkins County Board of Education.
5. Two wallet-sized senior proofs will be submitted to the yearbook sponsor no later than the deadline established by the yearbook publishing company for the senior color section of the yearbook. One proof will be reserved for the local newspaper's special Graduation edition. ALL photos submitted for inclusion in the yearbook will be vertical poses.
6. The school shall receive \$5.00 or 10% of sales.
7. Photographer and MNHHS principal (or designee) will handle all money transactions.
8. Kodak (or similar professional grade) film shall be used for all pictures.
9. Payment to the school for sitting fees shall be paid on or before November 1, 2018.
10. Photographer will provide a sample for similar professional work for preview. A sample package of senior pictures will suffice.

#### Sports and Activities

Sports (to include Homecoming, Tournaments, Play-offs, Cheerleaders, etc.)

1. The photographer of all sports activities will coordinate all photo sessions (both poses and candid) with the Athletic Director and Yearbook Sponsor. The yearbook staff will be provided with a print (or prints) of pictures of each team for inclusion in the yearbook within one week of the picture date. The photographer will work with the Athletic Director and the coaches in determining print(s) necessary for promotional flyers and/or sports programs.
2. The photographer may sell packages to all participants with the approval of the Athletic Director and the principal. In consideration for those services, the school will receive a 20% commission. The photographer must provide advance information about packets offered and may or may not (at photographer's and principal's discretion) work with the sports marketing classes.

Activities (to include CO & Extra-curricular, Clubs, Dances, Prom, Graduation)

1. The photographer will work with the yearbook sponsor in order to schedule a day in which all organized school clubs and club officer or seniors will be photographed.
2. The yearbook sponsor will be responsible for notifying the photographer of all other school activities. The photographer must provide in advance information about packets offered and then may provide literature that can be distributed to students. Adequate space will be provided by the sponsor of the activity being photographed; however, photographer is responsible for the background and set-up. In consideration for these services, the school will receive a 20% commission.

#### Other Specifications

1. The photographer and staff will adhere to all school regulations when on school campus or participating in any photography session representing Hopkins County Schools. This includes, but is not limited to: (1) no tobacco use of any kind; (2) no use of profane language/gestures; (3) no use of nor under the influence of alcohol or drugs. Photographer and staff must also be aware of and adhere to all regulations regarding student, staff, and building security.
2. Photographer's proposal should include any special conditions, considerations, or warranties that might set his or her proposal apart from other vendors.
3. For yearbook purposes, group and event pictures are to be returned to the school no later than one week after they have been taken.
4. As early as possible, a schedule of all such events will be developed with the yearbook sponsor. Both the sponsor and the photographer will retain a copy of this schedule.

5. Photographer's proposal should indicate any special conditions, considerations, or warranties that might set his or her proposal apart from other vendors.
6. It will be assumed that all specifications are met or exceeded unless the proposal specifically indicates an exception.

Hopkins County Central High School  
Additional Photography Bid Specifications

Senior Portraits

1. Only those senior portraits made by the school photographer will be used in the senior portrait section of the yearbook. However, exclusive rights to senior pictures cannot be given to bid winner.
2. Sitting fee: The senior information letter must be clear that this fee will apply towards any order. Send sample of letter to school prior to sending to students for principal approval.
3. State the number and type of poses to be provided and include samples of options available and price list. The school principal must approve package contents and prices.
4. Seniors may have both traditional and environmental poses, but only the traditional pose will be used for senior yearbook portrait.
5. All senior picture orders are to be returned to the seniors within four weeks of their order.
6. Provide without cost to the school three color traditional pictures of each senior for yearbook and newspaper. These must be received by November 1.
7. The yearbook staff shall receive \$5.00 per senior photographed, or 10% of total orders from seniors, whichever is greater.
8. The photographer will handle all money transactions.
9. Payment to the school shall be on or before January 31 of the school year.
10. The photographer will provide multiple dates and set up at a convenient location (at least on date at the high school) to provide seniors with an opportunity to keep or make appointments to pose for senior pictures.
11. Photographer will be available the last week of school to take posed cap and gown pictures.
12. Photographer will be available to take pictures of seniors as they receive their diplomas.
13. Photographer will provide a sample of similar professional work for preview. A sample package of senior pictures will suffice.

**Hopkins County Central High School**  
**Additional Photography Bid Specifications**

1. Make and furnish to school without charge group pictures of school clubs, sports, and activities.
2. Make and furnish without charge candid photographs of events including prom, homecoming, and graduation.
3. For yearbook purposes, group and event pictures are to be returned to the school no later than one week after they have been taken.
4. As early as possible, a schedule of all such events will be developed with the yearbook advisor. Both the advisor and the photographer will retain copies of this schedule.
5. In consideration for services, the photographer may sell sport and event packages and the school will receive 20% commission. The photographer must provide information about packages offered in advance. The photographer is also responsible for the background and set-up.
6. The photographer and his or her staff will adhere to all school regulations when on campus. This includes, but not limited to, no smoking, no use of profane language/gestures, and no use of or under the influence of alcohol or drugs.
7. All pictures for yearbook use should be digital files on a cd.
8. Make and furnish for yearbook use only senior portraits. The photographer and yearbook advisor will establish a date and time for these portraits to be taken. Portraits will be returned to the advisor within three weeks.

**WAVIER: School photographer waves the right to take action or candid pictures at individual sporting events for the purpose of selling those photographs, thereby allowing other interested photographers to do so. However, all photos for the purpose of yearbook publication or other advertising publications involving group, activity, or club pictures will be taken by bid awarded vendor for the purpose of selling.**

**Other Services**

**List below any other services that you will provide or any additional information that may be helpful in the bidding process.**

## **Underclassmen and Faculty Pictures**

1. Enclose a listing of all student day picture packages available in color including price and content of each package.
2. Number of proofs to be provided each underclassmen (at least two)
3. Provide at no cost to school two pictures of each faculty and staff member for yearbook staff use. Returned to school by November 1 of contract year.
4. Option – Provide all underclassmen, faculty, and staff on CD.
5. No sitting fee is to be charged to underclassmen, faculty or staff.
6. Each teacher or staff member will receive a package of school day pictures, if they so desire, at no charge.
7. Underclassmen, faculty and staff picture packages to be delivered to school by Dec. 10<sup>th</sup>.
8. Underclassmen, faculty and staff – prints or CD for yearbook to be delivered to school by Dec. 10<sup>th</sup>.
9. The photographer will handle all money transactions.
10. The school will receive \$3.00 per student photographed or 50% of sales (excluding sales tax) whichever is greater.
11. Payment to the school shall be within 30 days after the delivery of picture packets.
12. Photographer will provide a sample of similar professional work for preview. A sample package of underclassmen pictures will suffice.
13. Retakes of underclassmen and faculty will be made only with the photographer and school principal's authorization. All re-makes will be completed by October 31, 2020.

Elementary, Middle School, K-8, & ADT Facility specifications are as follows:

### **Pictures & Requirements:**

- Spring & Fall individual picture packages
- School profit 50% or greater on all packages
- Retake day and 10% guarantee
- Packages to arrive presorted by homeroom
- Complimentary staff packages
- Complimentary ID cards
- Sports packages with team & individual photos, dances, & all activities, clubs, etc. to include yearbook usage 20% commission
- Variety of package options to include prepay program option
- CD used to import images into School Administration Software Program

Hopkins County Schools  
School & Activity Picture Bid 2020-21

Location/Facility	Bid
ADT (Alternative School 9-12)	
Browning Springs Middle School (6-8)	
Earlington Elementary (K-5)	
Grapevine Elementary (K-5)	
Hanson Elementary (K-5)	
Hopkins County Central High School (9-12)	
Hopkins County Career & Tech Center (9-12)	
James Madison Middle School (6-8)	
Jesse Stuart (K-5)	
Madisonville North Hopkins High School (9-12)	
Pride Elementary School (K-5)	
South Hopkins Middle School (6-8)	
Southside Elementary (K-5)	
West Broadway Elementary (K-5)	
West Hopkins School (K-8)	