



WOODLAND HILLS
SCHOOL DISTRICT

ADMINISTRATIVE OFFICE
531 Jones Avenue, Braddock, PA 15104-2418 • 412-731-1300

SPECIFICATIONS FOR PHOTOGRAPHIC SERVICES

I. SCOPE OF JOB

1. The intent of this Bid is to provide a means for the Woodland Hills School District (hereinafter referred to as the "District") to purchase Photographic Services for K-11 Portraits and Senior Portraits from a vendor.
2. The District makes no guarantee as to actual quantities or the volume of purchases to be made under this bid, nor does it promise that all purchases of Photographic Services made by the District during this period will be from the awarded vendor.

II. BID PERIOD

1. This bid shall be awarded for a minimum period from July 1, 2018 to June 30, 2021. Based upon the satisfactory performance of the vendor, as determined by the District, the District may extend this bid award for the period July 1, 2021 to June 30, 2023. To extend this bid award, the Business Administrator will notify the vendor, in writing, by January 1, 2021, that the District wishes to extend this bid award.

III. ORDERS & DELIVERY

1. AUTHORIZED ORDERS

Vendor is to accept orders on District purchase order forms unless informed in writing by the Business Administrator.

2. DELIVERY

Delivery is to be made in accordance with the specifications for the K-12 Portrait and the Yearbook Services Specifications.

3. PRICING:

- a. Bidders are to submit their bids on the Bid Submission Form provided with this bid packet.
- b. Prices for all Photographic Services are to be f.o.b. destination, freight prepaid and allowed.

4. BILLING

- a. Bills are to be submitted, upon completion of order, to:

Woodland Hills School District
Board Secretary
531 Jones Avenue
North Braddock, PA 15104-2418

- b. The successful bidder shall adjust all billings to comply with the contracted pricing regardless of the amount indicated on the District's purchase order form. Failure to make these adjustments may lead to cancellation of the contract.

WOODLAND HILLS SCHOOL DISTRICT

GENERAL CONDITIONS AND INSTRUCTIONS PHOTOGRAPHIC SERVICES

1. BID PREPARATION

This bid and all accompanying documents were prepared by the Woodland Hills School District (hereinafter referred to as the "District").

This bid package includes:

- A. Cover Letter
- B. General Conditions & Instructions
- C. Legal Notice
- D. Instructions for Non-Collusion Affidavit
- E. Non-Collusion Affidavit
- F. Specifications
- G. Bid Submission Form
- H. Bid Reminders

2. TAX EXEMPT STATUS

The District is exempt from the payment of State Sales Tax. No such taxes should be included in the bid.

3. OSHA REQUIREMENTS

In submitting a bid, bidder agrees to abide by all applicable State and Federal regulations and guarantees that all items subject to OSHA requirements will not violate those requirements.

4. WORKER AND COMMUNITY RIGHT TO KNOW ACT OF 1984

All bidders must comply with the provisions of the above-mentioned Act by providing Material Safety Data Sheets (MSDA'S) for all chemicals or hazardous substances provided, if applicable, as part of this bid.

5. COMPLIANCE WITH LAWS

All property or services furnished must comply with all applicable Federal, State and local laws, codes and regulations.

6. WARRANTY

All equipment items shall be guaranteed by the supplier against defects in workmanship and materials for a period of one (1) year from date of acceptance by the District. During this period, the supplier shall agree to promptly remedy any defects due to imperfect workmanship or materials found not to comply with Specifications.

7. BIDS BY SUPPLIER

- a. Delivery of Bid – Bids must be submitted on the Bid Submission Form supplied by the District. Each bid must be delivered to the Woodland Hills School District Administration Building located at 531 Jones Avenue, North Braddock, PA 15104-2418, prior to the time stated in the advertisement for bids. This is the responsibility of the bidder. Bids received after the time set for bid opening, even if postmarked earlier, will not receive consideration. Bids will not be accepted via facsimile (also known as “fax”) or e-mail.
- b. Bids shall be submitted in a sealed envelope which shall have clearly noted on the lower left hand corner of the envelope:

BID FOR (PHOTOGRAPHIC SERVICES)

BID DATE & TIME OF OPENING

Attention: Michael A. Gigliotti

- c. All bids submitted must be typewritten, and must be signed by the bidder on the Bid Submission Form supplied as part of this bid. Bids altered in any way will not be accepted (i.e. erasures, white out, etc.).
- d. Withdrawal of Bids – Prior to opening, bidders will be given permission to withdraw any bid after it has been received by the District. With the exception of the provision for withdrawing bids for the forty-eight (48) hour period following the bid opening date, no plea of mistakes shall be made available to the bidder and no bid may be withdrawn before the expiration of the sixty (60) days from the date established for the opening of the bids. Bidders who violate this provision will be declared unsatisfactory for any future bidding.
- e. Opening of Bids – Bids will be publicly opened on the date, at the location and commencing at the time stated in the advertisement of bids. Bidders or their authorized agents may be present. All bids shall strictly conform with these “General Conditions and Instructions.”
- f. Rights of Owner – The District will accept the bid of the lowest responsible bidder complying with all the requirements of the Specifications. The District reserves the right to reject any or all bids or any part thereof and may waive any or all technicalities or informalities. The District may select a single item for any bid, without obligation, or may order more or less than the quantity specified at the unit price stated in the bid, as may best serve the interest of the District.

- g. It is agreed that the bidder will hold the price and permit the owner to order increased quantities of the same item as bid over and above those specified at the price included in the bid as long as it is done prior to the ending of the bid period stated in the Specifications.
- h. The bidder shall, upon request, submit samples for any or all items on which a price is bid, within five (5) days after such request is made by the District. These samples shall be plainly marked with the name of the product, the name of the bidder and the item number as shown on the Bid Submission Form. The District assumes no responsibility for the return of samples nor any damage incurred in testing samples.
- i. Where the description of an item includes the name, number or model of a particular manufacturer or supplier, alternate bids equal in all respects are permitted unless specifically noted "No Substitute" or similar language. In this case, the bidder shall clearly state on the Bid Submission Form the manufacturer's name, catalog number and technical information of the equivalent and submit complete specifications as prepared by the manufacturer. A sample of the proposed alternate shall accompany the bid when possible. When no reference or change is indicated on the Bid Submission Form, it is understood that the specific item(s) named in the bid specifications will be furnished.

WHERE BRAND NAMES AND CATALOG NUMBERS ARE SPECIFIED, THEY ARE INCLUDED ONLY TO PROVIDE A REFERENCE TO BIDDERS AND TO ESTABLISH A STANDARD OF QUALITY DESIRED.

- j. Before any award is made, the District may require satisfactory evidence to show that the bidder is fully prepared in every way to deliver and service the equipment promptly and that they have been regularly engaged in such business.
- k. The vendor's bid, where requested in the Specifications, shall include the cost of setting up and installing the equipment and shall, where requested, also set forth the cost of the equipment installed. All crates and packing materials shall be removed from the premises by the vendor/contractor when they have been awarded the bid for installing the equipment. Any and all damage done to the District's building(s) or equipment shall be the responsibility of the bidder.
- l. A supplier may bid on any or all items contained in the Specifications.
- m. THE BIDDER SHALL INSERT THE PRICE PER STATED UNIT. ANY CONVERSIONS TO ARRIVE AT THE STATED UNIT PRICE ARE THE RESPONSIBILITY OF THE BIDDER. ANY PRICES BID THAT DO NOT CONFORM TO THE STATED UNIT PRICE SHALL NOT BE CONSIDERED FOR ACCEPTANCE.
- n. Bids will be awarded within sixty (60) days after date established for opening of bids. All shall remain valid and acceptable for this length of time.

8. DELIVERY

- a. Delivery will be as stated in the Specifications. If not stated in the Specifications, delivery will be within thirty (30) days of awarding of the bid. If there are items on which delivery cannot be made by the required date, indicate on the Bid Submission Form the date on which such items will be delivered.
- b. Delivery locations are to be as stipulated on the individual purchase orders(s).
- c. Inside delivery is required on all orders. Deliveries may be made between the hours of 8:00 AM and 3:00 PM, Monday through Friday, excluding holidays. Deliveries are to be made to all designated rooms and/or buildings within the District as detailed on the purchase order(s). Each carton and/or package shall be clearly marked, showing the purchase order number. Each order shall be packed separately.
- d. The bidder agrees to repair any damage to the District's buildings and/or premises, caused in the delivery of equipment, materials, supplies and/or services, and further agrees to remove any and all dirt and debris resulting from delivery.
- e. The bidder agrees to hold the Board of School Directors, officers, members and employees of the District harmless and to indemnify them from any and all expenses incurred for all claims arising from the liability for bodily injury and property damage due to the vendor's negligence.
- f. All prices are to be net prices and are to be f.o.b. destination, including charges for inside delivery and placement.
- g. Cancellation Clause: All items listed on the Purchase Order(s) must be delivered as soon as possible. The District reserves the right to cancel for cause, any contract awarded as a result of this Bid subject to a notice of no less than fifteen (15) days. Examples of such cause would be, but are not limited to; delays in delivery, improper billing or product substitution, or failure to perform as outlined in the bid Specifications. The contract may also be canceled with thirty (30) days' notice if, at the sole discretion of the District, its interest would be better served by implementing modified or advanced technologies, or adopting more current state-of-the-art programs or procedures.

9. SHIPPING

- a. The bidder agrees, if awarded an order, to furnish and deliver the said articles at such time, to such place, and in such quantities as herein specified, and that all of the articles shall be subject to inspection and approval. Acceptance of delivery of materials and/or equipment to the site shall not constitute final acceptance. In the event that any of the articles shall be rejected as damaged, unsuitable or not in conformance with these Specifications, such articles shall be removed immediately and other articles of proper quality as set forth in these Specifications shall be furnished in place thereof, all at the sole expense of the successful bidder. Should the bidder default, the District may procure such property or services from other

sources in any manner provided by law and shall have the absolute right to deduct from any monies due to the bidder, the difference between the bid price and the actual cost of the property or services to be replaced or substituted.

- b. Merchandise shipped in filling an order shall be the same kind and quality as specified and/or shall conform to samples submitted. Any goods of inferior quality shipped in fulfillment of an order will be returned at the expense of the vendor, including the cost of packing and delivery to the freight station.
- c. All prices are to be net prices and are to be f.o.b. destination, including charges for inside delivery and placement. Prices bid shall also include all discounts. THERE ARE TO BE NO MINIMUM DOLLAR AMOUNTS SPECIFIED BY THE VENDOR BEFORE AN ORDER IS TO BE GENERATED.

10. REFERENCES

The bidder must show a successful track record in the performance of like work or the supplying of like product. Four references including name, address, telephone number, contact person, and scope of product or service provided are to be submitted with the Bid Submission Form.

11. NON-APPROPRIATION OF FUNDS

If the Woodland Hills School Board does not allocate funds needed to make payments beyond the District then-current fiscal period, the District shall not be required to make such payments, and the Purchase Order shall be considered terminated.

12. ACT OF 1985 PENNSYLVANIA PUBLIC SCHOOL CODE OF 1949 AS AMENDED

- a. Under certain conditions of Act 34, independent contractors and their employees who provide services to a Pennsylvania school entity are required to obtain a report of "Criminal History Record Information" from the Pennsylvania State Police. In the case of Non- Pennsylvania residents, a report of "Federal Criminal Record Information" from the FBI is required in addition to the Pennsylvania State Police Report.

The determination whether the provisions of this Act are applicable to this project will be made by the District.

- b. Act 34 requirements will apply.
- c. Contractors who comply with conditions of Act 34 shall be required to do the following:
 - 1) Present the original document(s) – Report of Criminal History Record Information from the Pennsylvania State Police; Report of Federal Criminal History Record Information from the Federal Bureau of Investigation and Act 24 reporting to the Business Administrator prior to the beginning of work in the District. The District will retain a copy of the background check information and will note on that copy

the date on which the original document was inspected and the name of the administrator who viewed the original. This copy will be retained by the District with the original being returned to the contractor.

- 2) If any new employees are added to the work force during the course of the work, such employee(s) must follow this same procedure described above prior to any work at the District.
- 3) All costs for the Criminal History Information check(s) will be borne by the prospective independent contractor.
- 4) The District will notify the contractor in writing if the decision not to employ the contractor or the contractor's employee(s) is based in whole or in part on criminal history record information.
- 5) The District will follow the regulations promulgated by the State Board of Education concerning the confidentiality of the Criminal History Record Information obtained pursuant to the Act.

13. EQUAL OPPORTUNITY EMPLOYER

The District is an equal opportunity employer.

14. DISCRIMINATION

Bidder shall not discriminate against any employee, applicant for employment, independent contractor, or any other person because of race, color, religious creed, ancestry, national origin, age or sex.

15. NON-COLLUSION AFFIDAVIT

Attached is a Non-collusion Affidavit with instructions for the proper execution of the Affidavit. The Non-Collusion Affidavit must be submitted with your bid.

16. BID BOND OR CERTIFIED CHECK

As bid security, all bids must be accompanied by a bid bond or certified check and made payable to the Woodland Hills School District in an amount not less than ten percent (10%) of the total bid price. With the exception of the bid security accompanying the lowest bid, all bonds and checks will be returned within sixty (60) calendar days following opening of bids. The checks accompanying the lowest bid will be returned when the product is received or the work is accepted. Bid security will be forfeited by the successful bidder if bidder refuses to accept a purchase order/contract when tendered.

17. SPECIFICATIONS

- a. Bidders whose equipment and/or supplies do not conform to the Specifications as listed must indicate the exception on the Specification sheet(s). If additional space is needed, attach a separate explanation.

- b. Vendors bidding on equipment and/or supplies other than that specified in the bid must clearly state on the Bid Submission Form the manufacturer's name, catalog number and technical information of the equivalent and submit complete specifications as prepared by the manufacturer. Vendor must also be prepared to demonstrate said equipment and/or supplies, if requested.

SPECIAL NOTES

1. NoSubstitute

If an item is marked "No Substitute," it will be strictly enforced. If a vendor makes a notation next to one of these items, and does not intend to provide that specific item, they will have full responsibility to either deliver the specified product or pay 100% of the associated cost of the District returning that item.

2. Quantity Sizes

The vendor is fully responsible to bid prices based on a specified quantity noted on an item, i.e. 20/case.

If a quantity size is wrong, the vendor submitting a bidder must make note of the accurate quantity size its price is based on.

If a vendor does not specify that its price is based on a different quantity allotment than what was requested at the time of bid, vendor will be held accountable to deliver at the price and quantity vendor was granted the bid award.

3. Questions

Any questions concerning Specifications for this bid are to be referred to Steve Muiter, 531 Jones Avenue, North Braddock, PA. 15104 Phone: 412-731-1300, Ext. 0103.

WOODLAND HILLS SCHOOL DISTRICT

531 Jones Avenue
North Braddock, PA
15104
412-731-1300

BID SUBMISSION FORM PHOTOGRAPHIC SERVICES BID

Name of Bidder: _____

Address: _____

Telephone _____ Fax _____

The bidder above-mentioned hereby declares and certifies:

First: That the said bidder has carefully examined the plans, and specifications, and according to the same, he submits this bid and agrees to furnish to the Woodland Hills School District the items specified for the sum indicated below.

Second: That the price quoted herein is exclusive of Federal excise and Pennsylvania state sales taxes.

Third: That each price stated, on each signed page, is for that item based on quantity stated whether awarded alone or grouped with other Items.

In the event of the failure of the undersigned bidder to perform within the time stated in the conditions, the bid deposit submitted with this bid, or so much thereof as shall be applicable to the unfilled amount of the award made to the undersigned, shall be retained by the Board of School Directors. The undersigned contractor shall also be liable for and shall agree to pay to the School District, on demand, the difference between the bid price and the price that the School District shall have to pay to have this work completed by another contractor, less the amount of the bid deposit retained by the Board. No plea of mistake in such accepted bid shall be available to the undersigned bidder and no bid may be withdrawn before the expiration of two (2) business days from the date established for opening of bids.

REFERENCES

As part of the General Conditions and Instructions of this bid, vendor must show a successful track record in the performance of like work or the supplying of like product. Please attach a listing of four references including name, address, telephone number, contact person, and scope of product or service provided to that Reference.

DATE

SIGNATURE OF
INDIVIDUAL AUTHORIZED TO SUBMIT BIDS

COMPANY NAME

PRINTED / TYPED NAME

ADDRESS

TITLE

CITY, STATE, ZIP

PRIMARY CONTACT PERSON

PHONE NUMBER

E-MAIL ADDRESS

FAX NUMBER

ADDITIONAL CONTACT
IF PRIMARY CONTACT IS UNAVAILABLE

INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this bid. According to the Pennsylvania Antibid-Rigging Act, 73 P.S. §§ 1611 et seq., governmental agencies may require Non-Collusion Affidavits to be submitted together with bids.
2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the bidder who makes the final decision on prices and the amount quoted in the bid.
3. Bid rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder with responsibilities for the preparation, approval or submission of the bid.
4. In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and an Affidavit must be submitted separately on behalf of each party.
5. The term "complementary bid" as used in the Affidavit has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or noncompetitive bid, and any other form of bid submitted for the purpose of giving a false appearance of competition.
6. Failure to file an Affidavit in compliance with these instructions will result in disqualification of the bid.

NON-COLLUSION AFFIDAVIT

State of _____ Contract/Bid Title: _____

County of _____:s.s,

I state that I am _____ of _____
(Title) (Name of Firm)

and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors and officers. I am the person responsible in my firm for the price(s) and the amount of this bid.

I state that:

- 1. The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
- 2. Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.
- 3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.
- 4. The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.

5. _____, its affiliates, subsidiaries, officers,
 Name of Firm
 directors and employees are not under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that _____ understands and acknowledges that the
(Name of firm)
above representations are material and important, and will be relied on by Woodland Hills School District in awarding the contract(s) for which this bid is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from Woodland Hills School District of the true facts relating to the submission of bids for this contract.

(Signature, Name & Company Position)

SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ DAY OF _____, 20__

(Notary Public)

My Commission Expires: _____

DID YOU REMEMBER TO . . .

- ◆ include your bid bond or certified check in the amount of 10% of your bid
- ◆ include your fully executed Non-Collusion Affidavit
- ◆ include your fully executed Bid Submission Form
- ◆ include your catalog(s)
- ◆ provide your four references

Any questions concerning specifications for this bid are to be referred to Steve Muiteer, 531 Jones Avenue, North Braddock, PA. 15104-2418 Phone: 412-731-1300, Ext. 0103.

The Woodland Hills School District will receive sealed bids for photographic services to be used by the School District during the 2018-2021 school years.

The bids, addressed to Michael A. Gigliotti, Business Manager/Board Secretary will be received at the Administration Building, 531 Jones Avenue, North Braddock, PA. 15104-2418, until 1:00 PM, prevailing time, Friday, May 18, 2018, at which time they will be publicly opened and read.

All information concerning specifications may be obtained from the Business Administrator at 412-731-1300 or at the District's website (www.whsd.net). The Woodland Hills School District reserves the right to reject any and all bids and to make the award in the best interest of the School District.

WOODLAND HILLS SCHOOL DISTRICT
Specification for Elementary and Junior High School Picture Contracts
2018-2021

School Enrollment Information

School	Grade Levels	Estimated Enrollment
WH Academy	K-8	556
Edgewood Elementary	K-3	370
Wilkins Elementary	K-3	422
WH Intermediate	4-6	573
WH Sr/Jr High School	7-12	1521
Rankin Promise Program	1-12	90

WOODLAND HILLS SCHOOL DISTRICT

SPECIFICATION PHOTOGRAPHIC SERVICES

- IV. The following specifications describe the type of Underclass Portrait Program that will be adopted for Grades Kindergarten to twelfth at Woodland Hills School District. The total number of students, grades K-12 is approximately 3,600. Photographers, who wish to submit quotation for this contract should respond to the points listed below, following the procedures outlined.
- A. The following specifications describe the type of Underclass Portrait Program required for grades K-6. The total number of students, grade K-6, Woodland Hills Academy K-8, WH Intermediate and Rankin Promise Program is approximately 2,011. Page 17 of this contract has a breakdown of the students in each building.
1. Schedule
 - a) Provide picture packet information to the K-3 schools, Woodland Hills Academy, Intermediate, and Rankin Promise Program by the first Tuesday in September.
 - b) Suggested schedule of picture takes for each elementary school, Woodland Hills Academy, Intermediate, and Rankin Promise Program between last week of September and first week of November, with sufficient photographers to complete photographing between 9:30 AM–12:00 PM. in each school. All photo packets including retakes to be received in schools by third Monday in November.
 2. Picture Packages
 - a) Three picture packages, including the sizes and numbers of each photo and the price for each packet sold. Each elementary school students to select one of three packages. Commission check for K-3 school, Woodland Hills Academy, Intermediate, and Rankin Promise Program picture sales to be payable to the Woodland Hills School District and include a statement of the picture sales for each school. Each packet to include a composite class photo including individual student retakes.
 - b) Include studio address and telephone number on picture packet for parents to utilize to contact your studio if they have questions or complaints about the picture packet.
 - c) Photograph of faculty staff and administration at each school with option of allowing any faculty member who at the time the photo is taken, to donate his/her picture package to a student

who is unable to purchase the packet. (School staff to handle distribution of student packets under this option.)

- d) Individual student pictures to be returned to each school, packaged by homerooms for distribution to students by school staff.

3. Other Requirements

- a) Provide CD ROM/digital download of all student pictures taken with picture in a JPG format and index of student number and file name.
- b) Provide studio staff member to collect all picture money on the day student photos are taken.
- c) Provide colored identification cards that include student and staff photograph and the following: name, grade, ID, and ID in code 3 of 9 bar-code, school name and school logo. List all bar code systems your ID cards are compatible with. Also list the different materials on which you can print ID cards. Please include any and all charges to process ID cards in the LEAST amount of time.

- B. The following specifications describe the type of Underclass Portrait Program required for grades 7- 8. Grades 7-8 will be used for publication in two different yearbooks. The total number of students, grade 7-8, is approximately 492.

1. Schedule

- a) Provide picture packet information to the Sr/Jr high school, and Academy by first Tuesday in September.
- b) Suggested schedule of picture takes for Sr/Jr high school and Academy between third and fourth Monday in September, with sufficient photographers to complete photographing during three-day photo sessions at each junior high school.

Student and faculty photo packets to be returned to Sr/Jr school by October 15.

- c) Retakes for students and faculty to occur between mid-October and second Friday in November. Student and faculty retakes to be received in middle schools by first Monday in December. Specify how corrections, additions of new students or other students who miss the retake day will be accommodated.

2. Picture Packages

- a) Three picture packages, including the sizes and numbers of each photo and the price for each packet sold. Each packet to include the number and size of photos. Each junior high school student to select one of the three packages by the first day the pictures are scheduled to be taken.
- b) Include studio address and telephone number on picture packet for parents to utilize to contact your studio if they have questions or complaints about the picture packet.
- c) Photograph of faculty staff and administration at each school with option of allowing any faculty member who at the time the photo is taken, wishes to donate his/her picture package to a student who is unable to purchase the packet. (School staff to handle distribution of student packets under this option.)
- d) Individual student pictures to be returned to each school packaged by homerooms for distribution to students by school staff.

3. Other Requirements

- d) Provide CD ROM/digital download of all student pictures taken with picture in a JPG format and index of student number and file name. Also state what size the JPG files will be.
- e) Provide colored identification cards that include student and staff photograph and the following: name, grade, ID, and ID in code 3 of 9 bar-code, school name and school logo. List all bar code systems your ID cards are compatible with. Also list the different materials on which you can print ID cards. Please include any and all charges to process ID cards in the LEAST amount of time.
- f) Provide each junior high school yearbook advisor two copies of color photos of students, faculty, staff and administration slightly larger in size than the traditional wallet sized photo by end of October.
- g) Provide school related sports group team photos and candid game shots of soccer, football, boys' basketball, girls' basketball, wrestling and spring team photos and practice shots for softball, field hockey and track and field. The schedule will be devised by the yearbook advisors and sent to the photographer. Must be able to incorporate the Woodland Hills logo if requested.
- h) Provide non-sports group and club photos for the school in two one-day sittings to be determined with the yearbook advisor. Groups include but are not limited to band, choir, student council, and others to be identified by the school staff. Groups range in size from 15 to 200.

- i) Guarantee in writing that the photos needed by each Sr/Jr high school yearbook staff will be delivered by the dates requested by the yearbook advisors as specified at the time contract is signed.
- C. The following specifications describe the type of Underclass Portrait Program required for grades 9-12. The total number of students, grade 9-12, is approximately 1,029. The total number of seniors is approximately 300. All seniors will need to have a photo taken for an ID badge only. (ID badge will include picture, student number and name)
 - 1. Schedule
 - a) Begin taking photographs during the second and third week of September and completed no later than fourth Friday of September.
 - b) Return picture photo packets to the Woodland Hills Sr/JrSchool by October 15.
Must be returned to a Yearbook advisor.
 - c) Photograph retakes will occur no later than October 15.
 - d) Return all retake photo packets to the Sr/Jr High School delivered to a Yearbook advisor by November 15.
 - 2. Picture Packages
 - a) Describe the various picture combination packages including the various sizes and number of each, plus cost.
 - b) Provide picture package information to the High School by the opening of school in September.

3. Points to consider

- a) Placement of student's name on the front of each picture package.
- b) A system of taking photographs and keeping them in order for easy distribution by building. Request that packages be in a sorted order to be determined by advisor prior to mid-September.
- c) Provide your own employee to collect all monies on picture day(s).
- d) Provide student ID cards with photograph and the following: name, grade, ID, and ID in font 3 of 9 bar- code , school name and school logo. List all bar code systems your ID cards are compatible with. Also list the different materials on which you can print ID cards. Please include any and all charges to process ID cards in the LEAST amount of time.
- e) Respond to questions, concerns, complaints regarding photo packages from parents/guardians.
- f) Describe the procedure and guarantee of photo packet sales. Commission check for grades 9-12 school picture sales must be made payable to the Woodland Hills School District and include a statement of the picture sales.
- g) Describe how you will guarantee that the photos needed by the Yearbook staff will be delivered to the High School by the date you receive from a yearbook advisor.
- h) Provide (2) CD ROMs of the following:
 1. Provide CD ROM/digital download of all student pictures taken with picture in a JPG format and index of student number and file name. Also state what size the JPG files will be.
 2. One CD/DVD ROM with high resolution compatible photos with yearbook panel flow process.

WOODLAND HILLS SCHOOL DISTRICT

SPECIFICATION
PHOTOGRAPHIC SERVICES

SENIOR PORTRAIT/YEARBOOK

- V. The following specifications describe the type of Senior Portrait Program that will be adopted at Woodland Hills School District. The total number of seniors is approximately 300. Photographers who wish to submit a quotation for this contract should respond to the points listed below, following the procedures outlined.
- A. The photographer is expected to photograph each senior for publication in the yearbook.
- 1) Describe the sitting(s) that will be offered for the senior (i.e., number of poses, backgrounds, etc.) and any sitting fees that may apply.
 - 2) Describe the various packages you will provide for students with pricing for each package.
 - 3) Explain what fees you will charge if a senior only wants a basic yearbook portrait
 - 4) Explain how you will keep record of which senior have had portraits taken, when they have their proofs and when you have delivered them to the High School.
 - 5) Explain how you will schedule one evening and/or one weekend sitting time per week from first week of July through September 15.
 - 6) Explain how you will guarantee printing and delivery of senior glossies to High School by first Monday in October.
- B. Services
- 1) Team Photos -- Explain how a professional photographer from your studio will be available to photograph all varsity, junior varsity, and ninth grade sports teams sponsored by Woodland Hills High School. (CD/Download)
 - 2) Sports Photos-- Explain your plan for scheduling a professional photographer to take action shots of at least one home event for each Woodland Hills High School varsity team. Explain how you will communicate that schedule to the Yearbook staff in advance of the event and provide 4 x 6 inch prints within 7 days of sports event.
 - 3) Organization Photos – Describe how you will provide a professional photographer for scheduling group photos at mutually agreed upon dates. This will require a minimum of four times to take group photos during the school day (typically an entire day), plus scheduling a limited number of

group photo sessions after the school day ends. The photographer will provide 4 x 6 inch prints within seven days of taking the group photos.

- 4) Homecoming Photos – Describe how you will provide information to The Junior Class and Senior Class Advisors about your photo packets. Describe the various picture combination packages including the various sizes and number of each, plus cost. Guarantee a date that you will return the picture packages to each class advisor. Yearbook Advisors will work with the Junior and Senior Class Advisors and will strongly recommend your photography studio to be chosen as the preferred photographer to take the junior and senior prom pictures.
- 5) Prom Photos – Describe how you will provide information to The Junior Class and Senior Class Advisors about your photo packets. Describe the various picture combination packages including the various sizes and number of each, plus cost. Guarantee a date that you will return the picture packages to each class advisor. Yearbook Advisors will work with the Junior and Senior Class Advisors and will strongly recommend your photography studio to be chosen as the preferred photographer to take the junior and senior prom pictures.
- 6) Mentorship – Describe what instruction and advice you can provide for staff photographers.
- 7) Graduation Photos – Describe the various sizes and number of each, plus cost for graduation photos. Your photography studio will be the exclusive photographer for the class graduation photos. You will be given the graduation date, place and time by the Yearbook Advisors.

C. Cost of Doing Business

We will provide the following service to you, our contracted senior-portrait photographer:

- a) Mail letters to all seniors identifying your studio as the contracted photographer for the Yearbook within two weeks of the Board of School Directors naming your photography studio as receiving the.
- b) Provide you with a computer file for the purpose of keeping track of the seniors who have had their photos taken.
- c) Call all seniors who have not taken pictures by September 15, to encourage them to do so.