

Invitation to Bid

School District Photography (PK to 12) and Yearbooks (PK to 5)

Sealed bids are to be marked:
SCHOOL DISTRICT PHOTOGRAPHY/YEARBOOKS

and delivered to:
Warren County R-III School District
Attn: Julie Corrigan
385 W. Veterans Memorial Pkwy
Warrenton, MO 63383

**For specifics, please see our website www.warrencor3.org
under Departments -Finance - Request for Proposal**

All bids must be received by:
2 p. m. on Tuesday, January 16, 2024

Bid Opening will take place on Tuesday, January 16, 2024 at
2:00 p.m. at address listed above.

- I. General Information
- II. Vendor Requirements
- III. Photography Specifications
- IV. Photography Pricing Sheets
- V. Yearbook Specifications
- VI Yearbook Pricing Sheets
- VII. Vendor information and signature page
- VII. Required Forms
 - A. Federal Work Authorization Program ("E-Verify") Addendum
 - B. Exhibit A: Federal Work Authorization Program Affidavit
 - C. W-9
 - D. Please attach a list of school district references

I. General Information

The Warren County R-III School District is seeking bids for School District Photography and Yearbooks beginning with the 2024-2026 school terms. The bids will be awarded for a two-year term.

Vendors will need to bid both photography and yearbooks.

Photography needs will be for the entire school district. Three yearbooks will be printed: one for Rebecca Boone Elementary, Warrior Ridge Elementary and Daniel Boone Elementary.

The award of this bid will be based on many factors, including, but not limited to: price, service, delivery, school district references, past performance, and prior experience.

The Warren County R-III School District reserves the right to accept and/or reject any and all bids and to waive any irregularities therein, and to accept the bid that is in the best interest of the District.

Any bidder who has questions concerning the specifications may contact Julie Corrigan at corriganj@warrencor3.k12.mo.us or 636-645-6901.

No communication, written or oral, will be allowed to interfere or change these specifications or any information in these specifications. All information contained herein is the basis on which bids must be made. The Warren County R-III School District, at its discretion, may include an addendum, which will be made available to all vendors who received this invitation to bid.

Representatives from bidding companies may be asked to come to the District to make a presentation and answer questions prior to awarding a contract. However, the contract may be awarded without presentations.

The District reserves the right to request additional information prior to awarding the contract.

The Warren County R-III School District is not financially responsible for any portion of any school portraits or yearbooks ordered by students or their families, The District does not guarantee any number of sales.

The Warren County R-III School District is not interested in including any additional package mark-ups as a fundraiser in these specifications. Therefore, bid prices marked for each required photography package are only to include any and all costs to the bidding company.

II. Vendor Requirements

Photography: The vendor will be required to take fall student portraits (Pre-K through grade 12), spring class portraits (Pre-K through grade 5), fall, winter and spring athletics (grades 6-8 and 9-12), club group pictures as needed by each school, staff pictures, Media Day for High School Sports, Graduation, and Prom portraits,

Yearbook: The vendor will be required to print three yearbooks for Rebecca Boone Elementary, Warrior Ridge Elementary and Daniel Boone Elementary.

The following is required of the successful bidder:

- Must provide a certificate of liability insurance for \$1,000,000 naming Warren County R-III School District, 385 W. Veterans Memorial Parkway Warrenton, MO 63348, as an additional insured,
- Must carry statutory amounts for Worker's Compensation insurance.
- Must participate in E-Verify. Employees must be verified within 30 days of the bid award and to continue using E-Verify throughout the life of the contract. New employees must be verified within 3 days. (See attached DL0018526, 2 pages).
- Per board policy, no registered sex offenders are allowed on District property,
- Per board policy, no firearms, alcohol, tobacco or illegal substances are allowed on District property.

Vendor's staff must be employees of vendor, not "contract" workers.

The vendor shall not offer any gratuities, favors, or anything of monetary value to any District official, employee, or school board member for the purpose of influencing consideration of this bid.

Vendors are expected to utilize Julie Corrigan as the sole representative for ALL information regarding these specifications, Vendors, who contact any other district employee or representative of the District regarding the items contained within these specifications, are subject to disqualification from this invitation to bid.

The vendor will not assign this contract or the rights, duties or payments arising under this contract to any third party without the consent of the District.

Vendors may withdraw their bid prior to 11:00 am, on January 16, 2024, but may not be withdrawn for a period of thirty days (hereafter, unless required by law or through the permission of the District).

Anytime, during the contract period, should the vendor refuse to resolve any issue of consistent and repeatedly poor service or poor portrait quality, the Superintendent has the authority to cancel the contract.

The successful bidder is responsible for the handling and collection of all monies; school personnel, including teachers, will not be responsible for collection of funds, District personnel will not be involved on the picture day(s) other than to contact teachers of their class photo shoot time.

School district references should be attached on a separate sheet.

III. Photography Specifications

The successful bidder will contact the school lead secretary and the athletic director of each location to introduce themselves and to schedule photo dates.

Daniel Boone Elementary, Jessica Napier
813 Vosholl Avenue, Warrenton, MO 63383
636-456-6905

Rebecca Boone Elementary, Melissa Peth
836 South Street, Warrenton, MO 63383
636-456-6904

Warrior Ridge Elementary, Erin Chandler
800 Warrior Avenue, Warrenton, MO 63383
636-456-6906

Blackhawk Middle School, Christina Daniel
300 Kuhl Avenue Warrenton, MO 63383

Warrior Ridge Elementary, Erin Chandler
800 Warrior Avenue, Warrenton, MO 63383
636-456-6906

Warrenton High School, Christine Cook
803 Pinckney Road, Warrenton, MO 63383
636-456-6902

Athletic Director, Kevin Fowler 636-456-6902

Prom – Christine Cook 636-456-6902

Graduation – Tonya McDaniel 636-456-6902

Hopewell Academy Early Childhood Center, Angel Johnson
395 W. Veterans Memorial Pkwy Warrenton, MO 63383
636-456-6950

The following applies to all photography sessions:

- Website for school administration to view and download pictures from fall, spring, group or candid shots.
- Photographers for candid shots for yearbook pictures as needed by the schools.
- All products will be backed by a 100% satisfaction guarantee.
- All photographs will be taken in color using digital cameras.
- No sitting fees will be charged for any session.
- Online viewing, ordering and payment available to parents/guardians
- Vendors are responsible for collecting all money.
- Minimum of 2 photographers for fall, spring and athletic photo sessions but will be adjusted based on student enrollment.
- Vendor will provide the District one or two CDs specified, for all photo shoots. All pictures will be .jpg. for use in our student information system, pictures will be organized by building and will be named according to an excel file that the District will provide 24-28 hours before picture day. CDs will be provided to the District within one week.
- Each school will be provided with image software that will allow school staff to create certificates and class rosters with student photos. These import files will contain at least student names, student ID number, homeroom teacher and grade. Electronic copies of the photos provided to the District will be of high enough quality to not look distorted when using the software.
- Student ID badges are to be created by vendor for all students in the District. Each badge should be in landscape form with student photo, student ID number in barcode form, building student is located in, and homeroom teacher name (include District logo and school year). Temporary student ID badges will be provided at least one week before school starts for use until pictures days are complete. Once picture day is done, the

student IDs will be delivered to the appropriate school within 2 weeks.

- Staff ID badge pictures will be taken in August prior to the start of school. A minimum of 2 photographers required. Badges must be delivered to each school within 2 weeks. On the day of the photo shoot, employees will be in one location. The staff ID badge should be in portrait form and contain the staff photo, staff ID number in barcode form, building or department, District logo and school year. This should clearly designate that this is a STAFF person.
- Finished packages sorted by grade or teacher/homeroom as designated by individual school.
- Retakes within 2-3 weeks of picture package delivery. Full retake pictures must be delivered prior to Christmas break. Satisfaction guaranteed with retake.
- Prices listed on the bid pricing sheet (IV) must be nil inclusive; i.e. taxes, shipping, handling, delivery and pick-up costs,

Fall Portraits:

- There will be choices for different color backgrounds for "Fall" pictures.
- Standard staff photo packages (fall) will be at. Staff will have the option of donating their package to a student.
- Portrait strip (2 or more) of small color pictures of each student to be used for permanent records or other administrative needs, Picture size approximately 1" x 2".
- Two CDs of every photo shoot, including retakes, will be provided; one for yearbook advisor and one for technology department.
- Fall pictures will be done in August or by mid-September as scheduled by the Lead Secretary of each building.
- Portrait packages will be delivered to each school within 3.4 weeks,

Spring Portraits:

- Class composites for Rebecca Boone Elementary, Warrior Ridge Elementary and Daniel Boone Elementary schools.
- Two CDs of every photo shoot will be provided; one for yearbook advisor and one for technology department.
- Class composites will be delivered to each school within 3-4 weeks.

Athletic Team Sports Portraits:

- Middle and high school athletic teams will have both individual and team photos.
- Team photos 5"x7" minimum, 300 pixels per inch.
- Minimum of 2 photographers required.
- Online viewing, ordering and payment available to parents/guardians.
- Packages will be delivered within 3-4 weeks of payment
- Two CDs of every athletic photo shoot (fall, winter, spring) will be provided; one for yearbook advisor and one for athletic director (middle and high schools)
- No sitting fee,
- 16"x20" team posters (one per team).

Senior Composite:

- Cap and gown provided by vendor.
- Session scheduled during the school term by the high school lead secretary.
- No sitting fee.
- Online viewing, ordering and payment available to parents/guardians.
- One CD will be provided for yearbook advisor.
- Framed and matted senior class composite.

IV. Photography Pricing Sheets

Additional photo package-These are required - FALL

Spring photo packages only include a 'Class Composite' of all students in class along with teacher for Rebecca Boone Elementary, Warrior Ridge Elementary and Daniel Boone Elementary schools.

Package #1	Package #2	Package #3	Package #4
1 -5x7	1 -8x10	1-8x10	2-8x10s 2-
4-2x3 wallets	2 -3x5s	2-5X7s	,5x7s
8 exchanges	4- 2x3 wallets	2- 3 x5s	2-3x5s
	8 exchanges	4- 2x3 wallets	8 - 2x3 wallets 16
		16 exchanges	exchanges
\$ _____	\$ _____	\$ _____	\$ _____

SPORT/ CLUB/ CHEERLEADING PHOTO PACKAGE

Package #1	Package #2	Package #3	Package #4
1-5x7	1 -5x7	1-Sx10	2.- 8x10s
2-- 3x5s	2-3x5s	2--5x7s	2- Sx7s
4 - 2x3 wallets	8--2x3 wallets	2- 3x5s	2- 3x5s
	1 - 8x10 Team	8- 2x3 wallets I	16- 2x3 wallets
		--8x10 Team	1---8x10 Team
\$ _____	\$ _____	\$ _____	\$ _____

Memory Mate Option: \$ _____

SENIOR COMPOSITE/ PROM/ GRADUATION PHOTO PACKAGE

Package #1	Package #2	Package #3	Package #4
1 -5x7	1 -5x7	1- 8x 10	2-8x10s
2-3x5s	2-3x5s	2-5x7s	2-5x7s
4 - 2x3 wallets	8 - 2x3 wallets	2 - 3x.5s	2- 3x5s
		8 - 2x3 wallets	16 - 2x3 wallets
\$ _____	\$ _____	\$ _____	\$ _____

The following bonus packages will be made available with any package purchase. Additional bonus packages may be added.

Bonus #1	1 - 8x10	\$ _____
Bonus #2	2 - 5x7s	\$ _____
Bonus #3	4 - 3x5s	\$ _____
Bonus #4	8 - 2x3 wallets	\$ _____
Bonus #5	16 - Exchanges	\$ _____

Bonus #A 8x10 Team without package purchase \$ _____

V. Yearbook Specifications

The successful bidder will contact the school lead secretary of each location to introduce themselves and to schedule photo dates.

Daniel Boone Elementary, Jessica Napier
813 Vosholl Avenue, Warrenton, MO 63383
636-456-6905

Rebecca Boone Elementary, Melissa Peth
836 South Street, Warrenton, MO 63383
636-456-6904

Warrior Ridge Elementary, Erin Chandler
800 Warrior Avenue, Warrenton, MO 63383
636-456-6906

The following applies to all yearbooks:

- All products will be backed by a 100% satisfaction guarantee.
- Vendors are responsible for collecting all money.
- Vendor will provide all merchandising materials including mailer and envelopes for all students.
- Online viewing, ordering and payment available to parents/guardians
- Each school will be provided with 5 free yearbooks.
- Provide training for yearbook staff.
- Frequent, scheduled classroom visits by representative prior to, and during, the yearbook production.
- Review of all pages by yearbook representative prior to submission of pages. Representatives are expected to fix errors and consult with advisors to improve quality of the books.
- Shipping to be included in base cost.
- No late charges for late deadlines.
- Overruns not sold to be returned at no cost.
- All pre-designed and school designed templates included
- Website to upload pictures and layouts.
- Allow for picture manipulation and cropping.
- Ability to move spreads in the ladder after designs have been created.
- Photo editing tools to remove redeye.

VI. Yearbook Pricing Sheets

Please price a yearbook for each school based on the information below. Actual number of pages, number of books and options may vary from year to year. Yearly prices will be determined based on actual requirements at that time. Representative will contact the Lead Secretary of each building to confirm at the beginning of each schoolyear.

Rebecca Boone Elementary School, 26 Pages, Full Color, 155 Copies, Soft Cover

School does layout of yearbook

Vendor does layout or yearbook

\$ _____ price per book

\$ _____ price per book

Additional pages in increments of 4

\$ _____

\$ _____

Daniel Boone Elementary School, 26 Pages, Full Color, 175 Copies, Soft Cover

School does layout of yearbook

Vendor does layout of yearbook

\$ _____ price per book

\$ _____ price per book

Additional pages in increments of 4

\$ _____

Warrior Ridge Elementary, 26 Pages, Full Color, 200 Copies, Soft Cover

School does layout of yearbook

Vendor does layout of yearbook

\$ _____ price per book

\$ _____ price per book

Additional pages in increments of 4

\$ _____

\$ _____

How many weeks from final deadline to receipt of finished book? _____

What software program will be available to each school for creating their yearbook'?

List any additional costs not shown above _____

List any benefits not shown above _____

VII. Vendor information and signature page

Scaled bids must be received by 11:00 a.m. on Tuesday, January 16, 2024. All pages should be returned including all required forms.

Submitted by:

Company Name _____

Address: _____

City, State, Zip _____

Telephone Number _____ Fax Number _____

Printed Name and Title _____,

Signature _____

FEDERAL AUTHORIZATION PROGRAM ("E-VERIFY") ADDENDUM

Pursuant to Missouri Revised Statute 285.530, all business entities awarded any contract in excess of five thousand dollars (\$5,000) with a Missouri public school district must, as a condition to the award of any such contract, be enrolled and participate in a federal work authorization program with respect to the employees working in connection with the contracted services being provided, or to be provided, to the District (to the extent allowed by E-Verify). In addition, the business entity must affirm the same through sworn affidavit and provision of documentation, in addition, the business entity must sign an affidavit that it does not knowingly employ any person who is an unauthorized alien in connection with the services being provided, or to be provided, to the District.

Accordingly, your company:

- a) agrees to have an authorized person execute the attached "Federal Work Authorization Program Affidavit" attached hereto as Exhibit A and deliver the same to the District prior to or contemporaneously with the execution of its contract with the District;
- b) affirms it is enrolled in the "E-Verify" (formerly known as "Basic Pilot") work authorization program of the United States, and are participating in E-Verify with respect to your employees working in connection with the services being provided (to the extent allowed by E-Verify), or to be provided, by your company to the District;
- c) affirms that it is not knowingly employing any person who is an unauthorized alien in connection with the services being provided, or to be provided, by your company to the District;
- d) affirms you will notify the District if you cease participation in E-Verify, or if there is any action, claim or complaint made against you alleging any violation of Missouri Revised Statute 285.530, or any regulations issued thereto;
- e) agrees to provide documentation of your participation in E-Verify to the District prior to or contemporaneously with the execution of its contract with the District (or at any time thereafter upon request by the District), by providing to the District an E-Verify screen print-out (or equivalent documentation) confirming your participation in E-Verify;
- f) agrees to comply with any state or federal regulations or rules that may be issued subsequent to this addendum that relate to Missouri Revised Statute 285.530; and
- g) agrees that any failure by your company to abide by the requirements a) through f) above will be considered a material breach of your contract with the District.

By: _____ (signature)

Printed Name and Title: _____

For and on behalf of: _____ company name)

EXHIBIT A

FEDERAL WORK AUTHORIZATION PROGRAM AFFIDAVIT

I, _____, being of legal age and having been duly sworn upon my oath, state the following facts are true:

1. I am more than twenty-one years of age; and have first-hand knowledge of the matters set forth herein,

2. I am employed by _____ (hereinafter "Company") and have authority to issue this affidavit on its behalf.

3. Company is enrolled in and participating in the United States E-Verify (formerly known as "Basic Pilot") federal work authorization program with respect to Company's employees working in connection with the services Company is providing to, or will provide to, the District, to the extent allowed by E-Verify.

4. Company does not knowingly employ any person who is an unauthorized alien in connection with the services Company is providing to, or will provide to, the District.

FURTHER AFFIANT SAYETH NOT.

By: _____ (individual signature)

For: _____ (company name)

Title: _____

Subscribed and sworn to before me on this _____ day of _____, 20 _____

NOTARY PUBLIC

My commission expires:

DLOOJS526