

**Anchor Bay School District  
5201 County Line Road  
Suite 100  
Casco MI 48064**

**REQUEST FOR PROPOSAL: STUDENT PICTURES (2024-2025)**

**INTRODUCTION**

**A. General Information:**

Anchor Bay School District is requesting proposals from qualified photographers to photograph 5400 students at each of the District schools.

The distribution of student population is approximately as follows:

7 Elementary schools with 2400 students

2 Middle schools with 1200 students

1 High schools with 1800 students

1 Early Childhood with 200

**B. Proposal:**

Submit two completed proposal forms that are furnished with this request for proposal, one which **MUST** be an original, with full name and address of vendor; no facsimile copies will be accepted.

All blank spaces on the proposal form must be completely filled in with ink or typewritten without alteration or erasure.

Proposals must be signed in longhand, executed by a principal duly authorized to enter into agreements.

Proposals must be addressed to:

Anchor Bay School District  
5201 County Line Road  
Suite 100  
Casco, MI 48064  
Attn: Todd Rathbun

Proposals must be sealed in an envelope with the name and address of the submitting contractor and the words "REQUEST FOR PROPOSAL – STUDENT PICTURES" on the outside of the envelope.

Proposals for Student Pictures will be received at the School District's Administration Building, Attn: **Todd Rathbun, on May 17, 2024 until 2:00pm** at which time they will be publicly opened and read. Proposals received after the stated time will not be opened or considered.

### **C. Contractor (Photographer):**

It is the obligation of each contractor to examine instructions, requirements and specifications before submitting a proposal. Submission of a proposal shall be proof that such examinations have been made and that each contractor has recorded his/her own investigation and has become thoroughly familiar with the requirements.

Anchor Bay School District will not be responsible for, nor honor any claims resulting from, or alleged to be the result of misunderstanding by the contractor.

All inquiries concerning this Call for Proposal shall be directed to Todd Rathbun, (586) 725-2861, Trathbun@abs.misd.net. It is the contractor's responsibility to bring all discrepancies, ambiguities, omissions or matters that need clarification to his/her attention.

Contractors qualification:

- The contractor must have a minimum of five years of experience photographing students in schools.
- The contractor must have photographed students in districts of similar configuration and size for at least three customers.
- Anchor Bay School District may make such investigations as deemed necessary to determine the ability and responsibility of the contractor and any contractor shall furnish Anchor Bay School District all such information and data for this purpose, as the district may request. Anchor Bay School District reserves the right to reject any proposal if the evidence submitted by, or investigation of, such contractor fails to satisfy the district that such contractor is properly qualified to perform under the terms of the specifications. The competence and responsibility of the contractor will be considered in making an award.

Where certain types of services or supplies are specified, it is not the intent to discriminate against any approved equal, but it is intended to inform the bidder of the function and general quality in which the district is interested. The contractor may submit a quote upon any similar items that are equal in quality.

### **D. Basis for Proposal Award:**

Contract award will be based upon, but not necessarily limited to, the factors of:

- Price
- Ability of contractor to fulfill contract and specification requirements
- Prior experience with or knowledge of contractor or products
- Quality of service and products to be furnished

A contract will be executed and awarded for three (3) years with an option to extend the contract, at the district's discretion, for two additional years. Anchor Bay School District reserves the right to:

- Award this contract in part or whole to a single contractor
- Reject any or all proposals
- Negotiate with contractors after proposals have been submitted
- Waive minor irregularities or discrepancies as defined by the district policy and regulations
- Cancel a contract entered into with the successful contractor any time during the life of the contract if the District deems the contractor's products or services fail to meet the standards established by the detailed specifications or the general provisions of the solicitation.

## **SPECIFICATIONS**

### **A. General Specifications:**

The photographer shall furnish all information to be sent to parents as requested by the building principal.

A proof will be given to each student on picture day, to be taken home with order form. Contractor will work with the Principal regarding collection of orders.

There will be a 20% commission paid to the district.

Packages will be sorted alphabetically by homeroom or by grade, as requested by the building principals.

All photos are to be guaranteed unconditionally. The parents may reject any or all photos that they feel are of poor quality, and it shall be the photographer's responsibility for retakes at no additional cost. All refunds are to be handled through the photographer, who will provide forms to be filled out by parents.

The photographer must return at a later date for retakes at no additional cost. Retake photos must be uniform with similar head sizes, centering, and background.

Reorders will be handled through the photographer as indicated by directions included in the picture envelope.

Partial packages will not be sent to the school. Students not receiving a package but who have paid will have their pictures taken on Retake Day.

All teachers and other school staff shall receive complimentary packages if they desire.

Staff ID badges are to be provided for all district staff.

District staff directories are to be sent to Central Office.

The photographer must use equipment which centers the subject and adjusts for head size and skin tone.

Basic Packages. The photographer must make the following packages of color pictures available to students in all schools at the prices quoted. Minor variations in the number of pictures included are allowed, but must be noted on the quotation form.

Packages	
(1) Traditional	1 - 3 x 5    2- 2 x 3 8 - 2 x 2
(2) Traditional	1 - 8 x 10    4- 2 x 3 2 - 3 x 5    16 - 1 ½ x 2 ½
(3) Traditional	1 - 8 x 10    4 - 3 x 5 2 - 5 x 7    16 - 2 x 3 32 - 1 ½ x 2 ½
(4) Traditional	2 - 8 x 10    2 - 3 x 5 2 - 5 x 7    16 - 2 x 3 16 - 1 ½ x 2 ½
(5) Traditional	2 - 8 x 10    4 - 3 x 5 4 - 5 x 7    4 - 2 x 3 8 - 1 ½ x 2 ½

Other packages. Additional packages may be offered by the photographer.

**B. Elementary/Middle/High School Specifications:**

Pictures are to be taken in the fall of the year, on dates arranged with the principal of each school. (The High School will want an August date). A spring portrait program must be offered.

A staff composite may be created at the principal’s request.

Other Required Services. The following services must be provided as described below:

- One strip or sheet of four, two with sticky back, of each student for teacher or office use.
- Student directory, with picture of all students and their name organized by classroom teacher for each school
- Color yearbooks available for purchase by elementary and middle school students. Could be included in the cost of a package or sold separately.
- A package verification list, listing each student photographed and their order.
- Access to software containing digitized images of the pictures for all of the students in the school.
- Provide each school building with an All School Composite.
- High School Commencement photos on the day of graduation

- High School and Middle School sports team/individual photos

Background color/shading must be consistent with all pictures taken for each school.

### **C. Early Childhood:**

Pictures are to be taken in the fall of the year, on dates arranged with the principal of the Early Childhood Center. (may be an August date). A spring portrait program must be offered.

A staff composite may be created at the principal's request.

Other Required Services. The following services must be provided to Early Childhood school at no additional cost:

- One strip or sheet of four, two with sticky back, of each student for teacher's use.
- Student directory, with picture of all students and their name organized by classroom teacher for each school
- Color yearbooks available for purchase by elementary and middle school students. Could be included in the cost of a package or sold separately.
- A package verification list, listing each student photographed and their order.
- Access to software containing digitized images of the pictures for all of the students in the school.
- Provide each school building with an All School Composite.

Background color/shading must be consistent with all pictures taken for each school.

## **Student Pictures Bid Proposal Form**

Anchor Bay School District  
5201 County Line Road  
Casco MI 48064

1. Package Prices

Packages		COSTS		
		2024-25	2025-26	2026-27
(1) Traditional	1 – 3 x 5    2- 2 x 3 8 – 2 x 2			
(2) Traditional	1 – 8 x 10    4- 2 x 3 2 – 3 x 5    16 – 1 ½ x 2 ½			
(3) Traditional	1 – 8 x 10    4 – 3 x 5 2 – 5 x 7    16 – 2 x 3 32 – 1 ½ x 2 ½			
(4) Traditional	2 – 8 x 10    2 – 3 x 5 2 – 5 x 7    16 – 2 x 3 16 – 1 ½ x 2 ½			
(5) Traditional	2 – 8 x 10    4 – 3 x 5 4 – 5 x 7    4 – 2 x 3 8 – 1 ½ x 2 ½			

2. Individual Prices

Individual Prints		COSTS		
		2024-25	2025-26	2026-27
8 x 10				
5 x 7				
3 x 5				
2 x 3				
1 ½ x 2 ½				

3. Please note any discrepancies in pictures sizes and quantities of pictures from the basic packages listed in the specifications.

4. Please note below whether there are any of the “Other Required Services” listed in the specifications that you could not provide.
  
  
  
  
  
  
  
  
  
  
5. Attach information on any additional services that you could provide.
  
  
  
  
  
  
  
  
  
  
6. Vendor information

Name and address of company:

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\_\_\_\_\_  
Phone Number (including area code)

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

**Return by Friday, May 17, 2024 by 2:00 pm to:**

**Anchor Bay School District  
Attn: Todd Rathbun  
5201 County Line Road, Suite 100  
Casco, MI 48064**