

Photo RFP / 2024

The Fairfield Community School District is requesting a proposal from your business to provide school pictures.

Please complete the following RFP and mail to:

Fairfield Community School District
Dr. Stephanie Mishler, Superintendent
403 20th Street
Fairfield, Iowa 52556

Proposals shall be submitted in sealed packages with the name of the firm clearly marked with "BID" in large bold print on the front. Facsimiles or e-mails will not be accepted. Proposals received after the February 23, 2024, 3:00 p.m. will be returned unopened.

Questions pertaining to this Request for Proposal shall be directed to:

Dr. Stephanie Mishler, Superintendent
stephanie.mishler@fairfieldsfuture.org
(641) 472-2655

Period of Contract

The contract period will be effective from July 1, 2024 through June 30, 2029.

Packages and Pricing

FCSD will approve picture flyers prior to being sent home. The district wishes to provide a flyer that is clear and not misleading. The district reserves the right to produce the flyers to assure this quality. The below list is the complete list of options available to parents. Vendors may include their website for additional items so parents who wish to have special order items can do so. Vendors will not be allowed to add or delete to this list. Vendors should enter their proposed costs below on the provided forms. Any company submitting a proposal agrees to allow parents to order single pictures without buying a picture package.

Company: _____

Package A: \$_____ (Bid Amount)

1-8 x 10 portrait
2-5 x 7 portraits
2-3 x 5 portraits
8-2 x 3 Wallets
.18-1 1/2" x 2 1/2" exchanges OR 16-1 " x 2

Package B: \$_____ (Bid Amount)

1-8 x 10 portrait
2-3 x 5 portraits
10-2 x 3 Wallets
.12-1 W _____ x 2 1/2" exchanges OR 12-1 " x 2

Package C: \$_____ (Bid Amount)

1-5 x 7 portraits
4-3 x 5 portraits
.10-1 1/2" x 2 1/2" exchanges OR 1-1 3/4" x 2

Package D: \$_____ (Bid Amount)

2-3 x 5 portraits
8-2 x 3 Wallets

Package E: \$_____ (Bid Amount)

1-3 x 5 portraits
4-1 1/2" x 2 1/2" exchanges OR 4-1 " x 2 " exchanges

**PARENTS DO NOT HAVE TO PURCHASE A PACKAGE TO PURCHASE AN ADD
ON:**

Please write your bid for each picture:

#1	1-8 x 10 portrait	\$ _____
#2	2-5 x 7 portraits	\$ _____
#3	8-2 x 3 wallets	\$ _____
	10-2 x 3 wallets	

#4	16-exchanges (1 3/4" x 2 1/2")	\$ _____
	OR	
	18-exchanges (1 1/2" x 2 1/2")	\$ _____
#5	4-3 x 5 portraits	\$ _____
#6	Portrait CD	\$ _____

Items Provided to the School

The vendor agrees to provide the following items to the Fairfield Community School District at no cost:

- a. A free classroom composite for elementary students (6"x 8") and a free staff package.
- b. Four (4) cumulative records pictures with adhesive backing sorted and labeled by Last Name, First name, by Grade, by Homeroom for each student.
- c. Each building will receive a CD-ROM of color student pictures that meet the Infinite Campus software requirements for the student management software. The district office will receive a PreK-12 CD-ROM of color student pictures.
- d. Student Identification cards with bar codes for all PreK-12 students. Dimension 3.375" by 2.125 and .18" or thicker.
- e. A card-laminating machine will be provided for each building in the district.

Signature/Authorization _____

The vendor agrees to follow and honor the guidelines and terms expressed in this RFP. By signing this document, the Fairfield Community School District affirms that they are authorized to execute this proposal and that their company has not prepared this proposal in collusion with any other proposer.

The vendor agrees to furnish and deliver the goods and services in accordance with the terms, conditions, specifications, and prices herein given. If a company is sold during the contract time this contract the school reserves its right to terminate the contract.

Company Name: _____

Authorized Signature: _____

Type/Print Signer's Name: _____

Title: _____

Address: _____

Telephone Number: _____

Date: _____