



**INVITATION TO BID
BID NO. 9759
SENIOR PICTURES & PHOTOGRAPHIC SERVICES
FOR TROY SCHOOL DISTRICT**

The Troy School District will receive firm, sealed bids for furnishing photographic services and portrait packages to the graduating seniors at several school locations. The awarded Vendor will be identified as the recommended studio for the graduating class of the 2014 school year, with an option to re-new in the 2015 school year, for the District.

Specifications and proposal forms can be obtained online at <http://www.troy.k12.mi.us>. From the main page click the "Business Services" tab listed under "Departments", then click "Purchasing" and go into the "Current Bids" tab, scroll down to locate and access the bid document.

Your proposal and two copies marked "**Senior Pictures & Photographic Services**" must be delivered no later than 2 p.m., Tuesday, May 14, 2013 to: Purchasing Department, Troy School District, 1140 Rankin, Troy, Michigan 48083, at which time all bids will be publicly opened and read aloud immediately thereafter. Bid proposals received after this time will not be considered or accepted.

All questions regarding the bid specified, or the bid terms and conditions will be accepted in writing ONLY and subsequently answered through an addendum to all interested parties. Any questions must be received no later than noon, Tuesday, May 7, 2013, at no other time prior to the bid opening will questions/concerns be addressed or accepted and may be faxed to: 248.823.4077, or emailed as a Word document to: PurchasingOffice@troy.k12.mi.us.

The Troy Board of Education reserves the right to accept or reject any or all bids, either in whole or in part; to award contract to other than the low bidder; to waive any irregularities and/or informalities; and in general to make awards in any manner deemed to be in the best interest of the owner.

Purchasing Department
Troy School District
1140 Rankin
Troy, MI 48083

INSTRUCTIONS TO BIDDERS

PROPOSALS

1. The Troy School District will receive firm, sealed bids for furnishing photographic services and portrait packages to the graduating seniors at several school locations, in accordance with the attached specifications.
2. Proposals will be submitted only on the forms provided, will be enclosed in a sealed envelope marked with the name of the bidder, the title of the work and must be delivered to the Purchasing Department, Troy School District, 1140 Rankin, Troy, Michigan 48083, no later than 2 p.m., Tuesday, May 14, 2013, at which time all bids will be publicly opened and read aloud immediately thereafter. Bid proposals received after this time will not be considered or accepted. Oral, telephone, fax or electronic mail bids are invalid and will not receive consideration. Submit one original and two copies.
3. Proposals will be made in conformity with all the conditions set forth in the specifications. All items of furniture and equipment must conform to the specifications.
4. All questions regarding the bid specified, or the bid terms and conditions will be accepted in writing ONLY and subsequently answered through an addendum to all interested parties. Any questions regarding bid specifications must be received no later than noon, Tuesday, May 7, 2013, at no other time prior to the bid opening will questions/concerns be addressed or accepted and may be faxed: 248.823.4077, or emailed as a Word document to: PurchasingOffice@troy.k12.mi.us.
5. References in the specifications to any article, product, material, fixture, form or type of construction, etc., by proprietary name, manufacturer, make or catalog number will be interpreted as establishing a standard quality of design and will not be construed as limiting proposals.
6. The Troy Board of Education reserves the right to accept or reject any or all proposals either in whole or in part; to waive any irregularities and/or informalities; and in general to make awards or cancel this proposal, if deemed to be in the best interests of the owner.
7. A completed Familial Disclosure form must be included with each proposal submitted of the proposal will not be accepted, please note this form must be notarized.

SCOPE

The Troy School District will receive firm, sealed bids for furnishing photographic services and portrait packages to the graduating seniors at several school locations. The awarded Vendor will be identified as the recommended studio for the graduating class of the 2014 school year for the District. The awarded Vendor will be the exclusive source for senior class composites, senior group pictures, school activity pictures and graduation day photography. Awarded Vendor will be allowed to advertise themselves as the “preferred senior photographer” for each high school.

As the ultimate purchase of senior pictures is at the sole discretion of the parents and students, no exclusive marketing can be permitted nor allowed for individual student picture packages. Troy School District makes no guarantee as to minimum level of sales for any item specified within this bid package.

Instructions Con't

INSURANCE

Satisfactory Workers' Compensation coverage of at least \$1,000,000.00 and General Liability and Property Damage Insurance of at least \$1,000,000.00 per occurrence and \$2,000,000.00 in Aggregate must be carried and paid for by the contractor(s) who undertakes the work on this contract. Insurance coverage must also include automobile insurance of at least \$1,000,000.00. Bid number and Troy School District as additional insured must be noted on the insurance certificate. Certificate holder will be Troy Schools.

CONTRACT AWARD

The contract will be awarded in the form of a **PURCHASE ORDER** mailed to the Vendor/Contractor(s) selected.

WITHDRAWAL OF BIDS

Any bidder may withdraw their bid at any time prior to the scheduled time for receipt of bids. Proposal will be held open and irrevocable for forty-five (45) days after receipt of bids.

WARRANTY

All material and equipment will be guaranteed to be free from defects in both workmanship and materials for no less than one year from date of receipt/installation. If manufacturer warranty exceeds this minimum requirement, the manufacturer warranty will prevail. Any item(s) found to be defective will be replaced or repaired within 10 working days at the Vendor/Contractor(s) expense.

PAYMENTS

Payment in full will be due and payable within thirty days after delivery, providing all goods are approved and accepted by the Troy Board of Education and the contract having been fully performed.

VENDOR LIST

Bidders not responding with a sealed bid or notification of a "No Bid" will be removed from the vendor bid list.

Specifications

Picture Packages:

Each respondent is asked to complete the attached pricing sheet detailing cost for a specified portrait package for each of the three years covered under this bid. Respondents will be allowed to market additional packages; however, PRIMARY focus must be directed to the listed packages contained within this bid. Additional packages may be quoted, however, bid evaluation will NOT take into consideration alternates to these specific packages.

Package A

1 - 16x20
4 - 8x10
8 - 5x7
8 - 3-1/2x5
112 - wallet

Package B

1 - 16x20
2 - 8x10
8 - 5x7
4 - 3-1/2x5

Package C

1 - 11x14
3 - 8x10
6 - 5x7
72 - wallet
96 - wallet

Package D

3 - 8x10
4 - 5x7
4 - 3-1/2x5
64 - wallet

Package E

1 - 8x10
4 - 5x7
4 - 3-1/2x5
48 - wallet

Package F

1 - 8x10
2 - 5x7
4 - 3-1/2x5
24 - wallet

Package G

2 - 5x7
4 - 3x5
16 - wallet

Additional A-La-Cart Items

1 - 16x20	1 - 11x14	1 - 8x10	2 - 5x7
4 - 3x5	8 - wallet		

Sitting Fees:

Respondents must clearly indicate the fees to be charged for sitting including the approximate number of poses a student will receive per session. Failure to complete this portion will result in disqualification of bid. On the bid response form, please indicate costs for studio sitting fees for 15 minute, 30 minute, and 1 hour sessions. Also indicate fees for out of studio (outdoor) session if provided.

Picture Retouching & Enhancements:

Awarded bidder must be able to retouch or enhance portraits to improve overall quality on a PER POSE basis. Such enhancements to include, but not be limited to, reduce eyeglass glare, eliminate acne, eliminate red eye, basic touch up of loose hairs, etc. Awarded bidder may charge for this service provided charges are specified on bid response.

Specification Con't

Senior Composites:

In order to allow maximum student participation/inclusion on the respective senior composites, the awarded bidder must provide, without charge, minimum of one (1) photo for each senior within bidder's studio (or school) and must offer at least one (1) Saturday session . The intent of this section is to provide a "uniform" look to the composites, provide maximum student participation and allow, without charge, participation of students who have selected alternative studios for their personal portraits. Awarded bidder may set deadline for photograph session; however, this deadline must be no earlier than February 15 of the respective school year. Sale and distribution of senior composite will be direct from awarded bidder to student/parent. There shall be no charge to the School District for this service. Troy School District does not guarantee minimum sales volume for this item. Costs for such composites must be clearly identified within response to this bid package.

Senior Group Pictures:

Each senior class usually takes two (2) different group pictures (one formal and one humorous) for individual sale to students. Awarded bidder must be willing to visit each school minimum of once per year (on date established by individual school) to take these group pictures. Sale of group pictures will be direct from awarded bidder to student/parent. There shall be no charge to the School District for this service. Troy School District does not guarantee minimum sales volume for this item. Costs for such photographs must be clearly identified within response to this bid package.

Graduation Day Photography:

The awarded bidder must provide a minimum of three photographers on graduation day and must photograph the individual diploma handoff and posed portraits. Sale of these photographs will be direct from awarded bidder to student/parent. Photographs should be comprised of either 8 x 10 or 5 x 7 packages as determined by awarded bidder and parent requests. There will be no additional charge to the School District for this service. Troy School District does not guarantee minimum sales volume for this item. Costs for such photographs must be clearly identified within response to this bid package.

Advertisements:

Advertisement or promotional flyers and ordering forms for sales on all of the above items must be approved, in writing by the Troy School District Purchasing Department no less than two (2) weeks prior to distribution to parent/students. This provision is being added to ensure compliance with bidders pricing sheet as submitted and to ensure that the costs provided for within this bid package are properly marketed to impacted students and parents. Approval of ordering/marketing materials will not be granted if, in the sole discretion of Troy School District, the materials do not clearly reflect the cost options being bid upon. Awarded bidder will clearly state the package price and applicable sales tax on all materials.

Student Life Photography:

Photographs will be required to supplement the individual school's yearbook. Responding bidders must be willing and able to provide action photography of each school's freshman, Junior Varsity and Varsity sports activities. Awarded bidder must commit to, at a minimum, provide one (1) professional photographer for EACH sport throughout the school year. Participation will be required for at least one (1) game per level of competition (freshman, JV and varsity) per sport. Approximately 100 photographs per game should be provided to yearbook advisor on DVD or through the Internet. DVD and/or online access through the Internet of photographed event shall be available and given to the adviser within 7 calendar days from date of event. Additional participation for special events may also be required at the discretion of individual school. Responding bidder shall clearly state the cost for such services on the response to this bid. Costs shall be subtracted from the gross commissions paid to the school.

Specification Con't

School Clubs:

Awarded bidder shall also be responsible for photographing each student club at each school. There are approximately forty (40) individual clubs recognized at each school (exact number of clubs will vary by school and by year). These photographs are for inclusion in school yearbooks. Awarded bidder should plan on designating minimum of one full day per school or two half-days (date to be agreed upon by photographer and school representative annually) for this service. Responding bidder shall clearly state the cost for such services on the response to this bid. Costs shall be subtracted from the gross commissions paid to the school.

Yearbooks:

Inclusion of senior portraits within each school's yearbook is an area of high concern. Awarded Vendor will work directly with the yearbook advisor at each school to insure maximum inclusion of all seniors in their respective yearbooks. Yearbook services to be provided shall include, but not be limited to the following:

- a) Provide on-line access to view portraits of all seniors photographed by awarded bidder to yearbook staff at each school.
- b) Maintain listing of seniors photographed to allow tracking by yearbook staff at each school.
- c) Provide DVD of senior portraits to yearbook staff at each school no later than the November 15 of each respective year. (unless earlier deadline is determined by individual school)
- d) Provide DVD of sports photographs (defined above) for each sport for each individual school.

Extra Copies of Senior Portraits for All-Night Party:

Awarded bidder must print free of charge one 3 x 5 photo of each senior photographed at their studio. Also, awarded bidder will receive a disc of senior portraits taken at different studios, and awarded bidder must print one 3 x 5 photo of each of those portraits free of charge. These prints will be used as decorations at the senior All – Night Party.

Sales Tax:

The Troy School District is exempt from applicable sales taxes on direct purchases by the school district only. Awarded bidder must include applicable Michigan sales tax within total prices charged to parents/students for all sales made direct to parents/students including, senior portrait packages, senior composites, senior group pictures, activity (dance) pictures, graduation day photographs and all other photographic services provided.

Account Representative:

Awarded bidders shall designate an account representative who shall be available to answer questions, schedule photographic sessions, assist yearbook staff and provide clear communication between the photographer and school district.

Commissions:

Responding bidders must indicate level of commissions paid to school, if any, and the qualifying packages on which commissions will be paid. Any commission returned to school shall be accompanied by a statement clearly detailing the calculation of these commissions.



DUE: 2:00 p.m., Tuesday, May 14, 2013
PROPOSAL: BID NO. 9759 Senior Pictures & Photographic Services

We propose to furnish photographic services and portrait packages to the graduating seniors at several locations in accordance with the specifications:

	2013/14		Optional Renewal Year 2014/15
SENIOR PORTRAITS:			
Package A			
Package B			
Package C			
Package D			
Package E			
Package F			
Package G			
Extra 16x20			
Extra 11x14			
Extra 8x10			
Extra 2 -5x7			
Extra 4 -3x5			
Extra 8-wallets			
Sitting Fees			
15 minute session			
30 minute session			
1 hour session			

	2013/14		Optional Renewal Year 2014/15
Outdoor Session			
Additional Pose Fees			
Picture Retouching			
ADDITIONAL ITEMS:			
Senior Composite:			
Senior Group (1)			
Senior Group (set)			
Graduation Day:			
8 x10 (each)			
5 x7 (each)			
School Club Group Photo (per club)			
Student Life photography (per team) 100 photos minimum per event			
Additional Events (per event)			
Yearbook:			
Charge per DVD – Sports			
Charge per DVD – Special Event			
Charge per DVD – Senior Portraits			
Online Access Fee			
Commissions Paid – detail qualified packages and percent paid per year			

Bidder must list of three recent references, preferably School Districts:

_____	_____	_____
School District	Person to Contact	Phone Number
_____	_____	_____
School District	Person to Contact	Phone Number
_____	_____	_____
School District	Person to Contact	Phone Number

Interested vendors will note in this space only any additional information, criteria or contingencies affecting their proposal, understanding that this additional information, criteria or contingency may be utilized in the evaluation process and subsequent award.

BIDDER'S FIRM NAME _____

ADDRESS _____

CITY/STATE _____ ZIP _____

TELEPHONE NUMBER _____ FAX # _____

SIGNED BY _____ TITLE _____

TYPED NAME _____ DATE _____

E-MAIL ADDRESS _____

SWORN AND NOTARIZED FAMILIAL DISCLOSURE STATEMENT

All Vendor/Contractor(s) submitting proposals must provide familial disclosure and attach this information to the proposal. The proposal will be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or key employee of the vendor submitting a proposal and any member of the Troy School Board or the Troy School Superintendent. The District will not accept a proposal that does not include this sworn and notarized disclosure statement.

The members of Troy School Board are: Nancy Philippart, Todd Miletti, Paula Fleming, Ida Edmunds, Wendy Underwood, Gary Hauff and Karl Schmidt. The Troy Schools Superintendent is Barbara A. Fowler.

The following are the familial relationship(s):

<u>Owner/Employee Name</u>	<u>Related to:</u>	<u>Relationship</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Attach additional pages if necessary to disclose familial relationships.

There is no familial relationship that exists between the owner or key employee of the Vendor/Contractor(s) submitting a proposal and any member of the Troy School Board, or the Troy Schools Superintendent.

INDIVIDUAL/FIRM NAME _____

BY (SIGNATURE) _____

PRINTED NAME AND TITLE _____

Subscribed and sworn before me, this _____

Seal:

day of _____, 20 ____, a Notary Public

in and for _____ County, _____

(Signature)
NOTARY PUBLIC

My Commission expires _____

CERTIFICATION OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT

Michigan Public Act No. 517 of 2012

The undersigned, the owner, or authorized officer of the below-named Company, pursuant to the compliance certification requirement provided in Troy School District’s Request For Proposal, the “RFP”, hereby certifies, represents, and warrants that the Company and its officers, directors and employees, is not an “Iran Linked Business” within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the “Act”), and that in the event the Company is awarded a contract by Troy School District as a result of the aforementioned RFP, the Company is not and will not become an “Iran Linked Business” at any time during the course of performing any services under the contract.

The Company further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or two (2) times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of Troy School District’s investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the date the it is determined that the person has submitted the false certification.

NAME OF COMPANY

NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

SIGNATURE

DATE

Acceptance of Proposal

The undersigned agrees to execute a Contract for work covered by this Proposal provided that he is notified of its acceptance within thirty days after the opening of the Proposal.

It is agreed that this bid will not be withdrawn until after forty-five (45) days after receipt of bids.

The undersigned affirms that the bid was developed without any collusion, undertaking, or agreement, either directly or indirectly, with any other bidder(s) to maintain the prices of indicated work or prevent any other bidder(s) from bidding the work.

BIDDER'S FIRM NAME _____

BUSINESS ADDRESS _____

TELEPHONE NUMBER _____

FAX NUMBER _____

BY (SIGNATURE) _____

PRINTED NAME _____

TITLE _____

SIGNED THIS _____ DAY OF _____, 20 _____

E-MAIL ADDRESS _____



Purchasing Department
Facility Operations

BID 9759

RE: Senior Pictures & Photographic Services

ADDENDUM #1 – May 9, 2013

The Bidding Documents are modified, supplemented or augmented as follows, and this Addendum is hereby made a part of the proposed Contract Documents.

Question #1

Please explain the option to re-new for 2015. Is this option to renew at the discretion of Troy Schools or the current photographic studio? On what date during the calendar year is this re-new option to be determined?

Answer #1

The Optional Renewal Year is at the discretion of Troy Schools and it will be based on the service level of the 2013/14 Awarded Vendor. This renewal optional will be determined after the 2013/14 Senior Pictures Bid Award expires.

Question #2

Page 4, Specifications, typo on Package B and Package C, we assume the 96-wallets belong to Package B?

Answer #2

The Specifications for Package B and Package C do contain a typo, Package B should contain the 96 - wallet size, not Package C. Currently, no wallet sizes are listed under Package B and 96 - wallet size should be included in the bid response.

Question #3

Page 4, Under Picture Packages it states: "Each respondent is asked to complete the attached pricing sheet detailing cost for a specified portrait packages for each of **the three years** covered under this bid"?

Answer #3

The Bid Specification on page 4, under the Picture Package sections should read "Each respondent is asked to complete the attached pricing sheet detailing cost for a specified portrait packages for each of the two years covered under this bid".

Question #4

Page 5, Senior Composites, it does not state whether the High Schools are to receive a 24x36 composite print? Students 11x14?

Answer #4

The picture packages identified in the Bid Specifications are based upon single/one pose per package.

Question #5

On what date will the successful bidder be notified?

Answer #5

The successful bidder will be notified in approximately three weeks after the BID opening.

Question #6

Will the successful bidder receive a mailing list, and or email list for all Seniors so that pre-approved marketing and informational material can be sent to the Seniors home.

Answer #6

The Senior student listing will be at the discretion of the parents and Troy Schools Administration.

Question #7

Are the picture packages based upon 1 image/pose per package or multiple images/poses per package?

Answer #7

The picture packages identified in the Bid Specifications are based upon single/one pose per package.

Question #8

Package C shows 72 wallets and 96 wallets are looking for pricing for one or for each?

Answer #8

See Answer #2 above.

Question #9

Is it possible to see a current copy of what the district is receiving in commission and also what the current senior portrait package prices are to the students/parents?

Answer #9

The commission data is based on sales amount and as outlined in the BID document on page 6, under Commissions:

Responding bidders must indicate level of commissions paid to school, if any, and the qualifying packages on which commissions will be paid. Any commission returned to school shall be accompanied by a statement clearly detailing the calculation of these commissions.

Please refer to the tabulation comparing package pricing from the expiring Senior Picture BID # 9668, Exhibit 1, pages 1-3 below.

Also, listed here is the Troy Schools website link for all of the expiring Senior Picture BID # 9668 information.

<http://tsd.troy.k12.mi.us/purchasing/Acrobat/2009-10/bid9668R.pdf>

Question #10

On page 4, Package B does not show any wallet pictures. Is that correct?

Answer #10

See Answer #2 above.

Question #11

The bid specifications on page 4 ask for prices for three years but the worksheet has two years, and the cover letter says 2014 and 2015. Just checking.

Answer #11

See Answer #3 above.

Troy School District																		
Senior Pictures																		
Bid 9668																		
Fox Portrait Studios					Prestige Portraits				Kaiser Studio				Unique Image					
Notes	2010/11	2011/12	2012/13		Notes	2010/11	2011/12	2012/13		Notes	2010/11	2011/12	2012/13		Notes	2010/11	2011/12	2012/13
Package A	6 poses	390.00	400.00	410.00		445.00	445.00	445.00			479.00	479.00	479.00			753.00	760.00	765.00
Package B	5 poses	360.00	370.00	380.00		399.00	399.00	399.00			409.00	409.00	409.00			599.00	605.00	610.00
Package C	4 poses	285.00	395.00	405.00		329.00	329.00	329.00			359.00	359.00	359.00			426.00	430.00	435.00
Package D	3 poses	230.00	235.00	245.00		259.00	259.00	259.00			269.00	269.00	269.00			394.00	400.00	405.00
Package E	2 poses	165.00	170.00	175.00		199.00	199.00	199.00			199.00	199.00	199.00			363.00	368.00	373.00
Package F	1 pose	110.00	115.00	120.00		125.00	125.00	125.00			139.00	139.00	139.00			170.00	175.00	180.00
Package G	1 pose	80.00	85.00	90.00		70.00	70.00	70.00			99.00	99.00	99.00			135.00	140.00	145.00
Extra 16x20		75.00	75.00	75.00		95.00	95.00	95.00			109.00	109.00	109.00			162.00	167.00	172.00
Extra 11x14		38.00	38.00	38.00		65.00	65.00	65.00			59.00	59.00	59.00			92.00	97.00	102.00
Extra 8x10		24.00	24.00	24.00		30.00	30.00	30.00			29.00	29.00	29.00			54.00	59.00	64.00
Extra 2 - 5x7		24.00	24.00	24.00		30.00	30.00	30.00			29.00	29.00	29.00			44.00	49.00	54.00
Extra 4 - 3.5x5		24.00	24.00	24.00		30.00	30.00	30.00			29.00	29.00	29.00			40.00	45.00	50.00
Extra 8 - Wallets		15.00	15.00	15.00		20.00	20.00	20.00			29.00	29.00	29.00			29.00	34.00	39.00
<u>SITTING FEES:</u>																		
15 Minute Session	1 outfit, 10 images	20.00	20.00	20.00	1 outfit, 6-8 poses	Before 9/11 \$18 After 9/11 \$28	Before 9/11 \$18 After 9/11 \$28	Before 9/11 \$18 After 9/11 \$28	8-10 poses	25.00	25.00	25.00	25.00	6 poses	20.00	25.00	25.00	
30 Minute Session	2 outfits, 24 images	30.00	30.00	30.00	1 outfit, 6-8 poses	Before 9/11 \$18 After 9/11 \$28	Before 9/11 \$18 After 9/11 \$28	Before 9/11 \$18 After 9/11 \$28	15-25 poses	40.00	40.00	40.00	40.00	3 outfits, indoor/outdoor	40.00	45.00	45.00	
1 hour session	3 outfits, 36 images	45.00	45.00	45.00	3 outfits, 18-22 poses	Before 9/11 \$25 After 9/11 \$35	Before 9/11 \$25 After 9/11 \$35	Before 9/11 \$25 After 9/11 \$35	30-40 poses	75.00	75.00	75.00	75.00	5 outfits, indoor/outdoor, B&W	50.00	55.00	55.00	
Outdoor Session	8 images	20.00	20.00	20.00	1 outfit, 8-10 poses	With Indoor \$30 Outdoor Only \$75	With Indoor \$30 Outdoor Only \$75	With Indoor \$30 Outdoor Only \$75	20-25 Poses	With Indoor \$75 Outdoor Only \$100	With Indoor \$75 Outdoor Only \$100	With Indoor \$75 Outdoor Only \$100	With Indoor \$75 Outdoor Only \$100	Included with 30 min & 1 hour session				
Session fee includes yearbook and composite 12x16					Indoor sessions include yearbook & composite pose													
Additional Pose Fees		15.00	15.00	15.00		10.00	10.00	10.00	Unlimited Pose Packages	-	-	-	-					

Troy School District																
Senior Pictures																
Bid 9668																
Fox Portrait Studios					Prestige Portraits				Kaiser Studio				Unique Image			
Notes	2010/11	2011/12	2012/13	Notes	2010/11	2011/12	2012/13	Notes	2010/11	2011/12	2012/13	Notes	2010/11	2011/12	2012/13	
Picture Retouching	Eliminate acne, red eye, loose hair	-	-	-	Basic	-	-	-	Basic	10.00	10.00	10.00	Included on all poses ordered			
	Reduce glass glare, scars, extensive blemishes	30.00	30.00	30.00	Premium	20.00	20.00	20.00	Enhanced	39.00	39.00	39.00				
Includes removal of glass glare, stray hairs, shine/fine lines on skin, teeth whitening, removal of bandages, scrapes																
ADDITIONAL ITEMS:																
Senior Composite	12x16 print	-	-	-	11x14	N/C with session \$20 w/o session	N/C with session \$20 w/o session	N/C with session \$20 w/o session		N/C with paid sitting \$15 w/free or no sitting	N/C with paid sitting \$15 w/free or no sitting	N/C with paid sitting \$15 w/free or no sitting				
Senior Group (1)	11x24 optional	12.00	12.00	12.00	10x30	Non-Laminated \$17 Laminated \$20	Non-Laminated \$17 Laminated \$20	Non-Laminated \$17 Laminated \$20		20.00	20.00	20.00		15.00	15.00	15.00
	12x30 optional	15.00	15.00	15.00												
	Lamination	add \$3/ea	add \$3/ea	add \$3/ea												
Senior Group (set)	11x24 optional	22.00	22.00	22.00		Non-Laminated \$28 Laminated \$30	Non-Laminated \$28 Laminated \$30	Non-Laminated \$28 Laminated \$30		30.00	30.00	30.00		20.00	20.00	20.00
	12x30 optional	25.00	25.00	25.00												
	Lamination	add \$3/ea	add \$3/ea	add \$3/ea												
GRADUATION DAY:																
8x10 (each)	optional	18.00	18.00	18.00		12.99	12.99	12.99		15.00	15.00	15.00		15.00	15.00	15.00
5x7 (each)	optional	15.00	15.00	15.00		8.99	8.99	8.99		10.00	10.00	10.00		10.00	10.00	10.00
STUDENT DANCE:																
8x10 (set of 2)	optional	25.00	25.00	25.00		15.00	15.00	15.00		30.00	30.00	30.00		30.00	30.00	30.00
5x7 (set of 2)	optional	18.00	18.00	18.00		10.00	10.00	10.00		20.00	20.00	20.00		20.00	20.00	20.00
School Club Group Photo/Per Club	Subtracted from commissions	15.00	15.00	15.00		-	-	-		10.00	10.00	10.00		5.00	5.00	5.00
Student Life Photography/Per team, 100 min.	Subtracted from commissions	65.00	65.00	65.00		\$40 1st Hour \$30 ea add'l hr	\$40 1st Hour \$30 ea add'l hr	\$40 1st Hour \$30 ea add'l hr		75.00	75.00	75.00		20.00	20.00	20.00
Additional Events/Per Event		65.00	65.00	65.00		\$40 1st Hour \$30 ea add'l hr	\$40 1st Hour \$30 ea add'l hr	\$40 1st Hour \$30 ea add'l hr		\$100 for 3 Hours \$20 ea add'l hr	\$100 for 3 Hours \$20 ea add'l hr	\$100 for 3 Hours \$20 ea add'l hr		30.00	30.00	30.00

Troy School District																
Senior Pictures																
Bid 9668																
Fox Portrait Studios					Prestige Portraits				Kaiser Studio				Unique Image			
Notes	2010/11	2011/12	2012/13	Notes	2010/11	2011/12	2012/13	Notes	2010/11	2011/12	2012/13	Notes	2010/11	2011/12	2012/13	
YEARBOOK:																
Charge per DVD - sports	-	-	-		20.00	20.00	20.00		-	-	-		-	-	-	
Charge per DVD - special event	-	-	-		-	-	-		-	-	-		-	-	-	
Charge per DVD - senior portraits	-	-	-		-	-	-		-	-	-		-	-	-	
Online access fee	-	-	-		-	-	-		-	-	-		-	-	-	
COMMISSIONS PAID																
	18%	18%	18%	Packages	15%	18%	20%		15%	15%	15%	Senior Pictures	18%	18%	18%	
Packages, extra prints, senior group prints includes 6% sales tax commission paid on the net total of Packages A-G, Extra prints, Session Fees, Extra Poses, less 6% sales tax					Packages, a la carte items, personalized products and retouching (less sales tax)											
	12%	12%	12%						10%	10%	10%	Grad & Group	15%	15%	15%	
Student Dance, Graduation, Prom, Sports. Prints includes 6% sales tax. Commission paid on net total less sales tax					Dance Packages and a la carte items											

**Troy School District
 BID 9759 Senior Pictures & Photographic Services
 Tabulation**

Specification	Edge Portraits		Fox Protrait Studios		Kaiser Studio		Portrait Scene		Prestige Portraits	
	2013/14	Optional Renewal Year 2014/15	2013/14	Optional Renewal Year 2014/15	2013/14	Optional Renewal Year 2014/15	2013/14	Optional Renewal Year 2014/15	2013/14	Optional Renewal Year 2014/15
Package A	\$399.99 6 Poses	\$399.99 6 Poses	\$430.00 6 Poses	\$430.00 6 Poses	\$407.00	\$407.00	\$699.00 7 Poses + Files	\$699.00 7 Poses + Files	\$424.00 Unlimited Poses	\$429.00 Unlimited Poses
Package B	\$349.99 5 Poses	\$349.99 5 Poses	\$390.00 5 Poses	\$390.00 5 Poses	\$347.00	\$347.00	\$599.00 6 Poses + Files	\$599.00 6 Poses + Files	\$389.00 Unlimited Poses	\$399.00 Unlimited Poses
Package C	\$249.99 4 Poses	\$249.99 4 Poses	\$310.00 4 Poses	\$310.00 4 Poses	\$297.00	\$297.00	\$499.00 5 Poses + Files	\$499.00 5 Poses + Files	\$319.00 Unlimited Poses	\$329.00 Unlimited Poses
Package D	\$199.99 3 Poses	\$199.99 3 Poses	\$250.00 3 Poses	\$250.00 3 Poses	\$247.00	\$247.00	\$399.00 4 Poses	\$399.00 4 Poses	\$259.00 Unlimited Poses	\$259.00 Unlimited Poses
Package E	\$149.99 2 Poses	\$149.99 2 Poses	\$180.00 2 Poses	\$180.00 2 Poses	\$197.00	\$197.00	\$299.00 3 Poses	\$299.00 3 Poses	\$189.00 2 Poses	\$199.00 2 Poses
Package F	\$99.99 1 Pose	\$99.99 1 Pose	\$120.00 1 Pose	\$120.00 1 Pose	\$127.00	\$127.00	\$249.00 2 Poses	\$249.00 2 Poses	\$119.00 1 Pose	\$125.00 1 Poses
Package G	\$69.99 1 Pose	\$69.99 1 Pose	\$80.00 1 Pose	\$80.00 1 Pose	\$77.00	\$77.00	\$199.00 1 Poses	\$199.00 1 Poses	\$70.00 1 Pose	\$70.00 1 Pose
			* Additional Poses \$15 each on Packages A-G	* Additional Poses \$15 each on Packages A-G						
Extra 16x20	\$69.99	\$69.99	\$75.00	\$75.00	\$79.00	\$79.00	\$199.00	\$199.00	\$95.00	\$95.00
Extra 11x14	\$39.99	\$39.99	\$40.00	\$40.00	\$49.00	\$49.00	\$99.00	\$99.00	\$65.00	\$65.00
Extra 8x10	\$14.99	\$14.99	\$30.00	\$30.00	\$19.00	\$19.00	\$49.00	\$49.00	\$30.00	\$30.00
Extra 2 -5x7	\$14.99	\$14.99	\$30.00	\$30.00	\$19.00	\$19.00	\$49.00	\$49.00	\$30.00	\$30.00
Extra 4 -3x5	\$14.99	\$14.99	\$30.00	\$30.00	\$19.00	\$19.00	\$49.00	\$49.00	\$30.00	\$30.00
Extra 8-wallets	\$14.99	\$14.99	\$16.00	\$16.00	\$19.00	\$19.00	\$49.00	\$49.00	\$20.00	\$20.00
Sitting Fees										
15 minute session	\$10.00 1 Outfit, 6-8 Poses	\$10.00 1 Outfit, 6-8 Poses	\$20.00 1 Outfit, 10 images	\$20.00 1 Outfit, 10 images	\$12.50 by July 31, 2013	\$12.50 by July 31, 2014	\$0	\$0	\$18.00 1 Outfit, up to 10 poses	\$18.00 1 Outfit, up to 10 poses
30 minute session	\$20.00 2 Outfits, 10-14 Poses	\$20.00 2 Outfits, 10-14 Poses	\$30.00 1 Outfit, 18 images	\$30.00 1 Outfit, 18 images	\$25.00 after July 31, 2013 \$20.00 by July 31, 2013	\$25.00 after July 31, 2014 \$20.00 by July 31, 2014	\$0	\$0	\$25.00 2 Outfits, up to 20 poses	\$25.00 2 Outfits, up to 20 poses
1 hour session	\$30.00 4 Outfits, 18-22 Poses	\$30.00 4 Outfits, 18-22 Poses	\$45.00 2 Outfits, 36 images	\$45.00 2 Outfits, 36 images	\$30.00 after July 31, 2013 \$35.00 by July 31, 2013	\$30.00 after July 31, 2014 \$35.00 by July 31, 2014	\$0	\$0	\$35.00 3 Outfits, up to 30 poses	\$35.00 3 Outfits, up to 30 poses
					\$45.00 after July 31, 2013	\$45.00 after July 31, 2014				
Outdoor Session	\$30.00 w/Indoor & \$50.00 Outdoor Only 1 Outfit, 10-12 Poses	\$30.00 w/Indoor & \$50.00 Outdoor Only 1 Outfit, 10-12 Poses	\$25.00 on property	\$25.00 on property	\$25.00 with 10-12 Poses		\$0	\$0	1 Outfit, up to 12 poses - \$30.00	1 Outfit, up to 12 poses - \$30.00
Additional Pose Fees	\$10.00	\$10.00	\$15.00	\$15.00	\$10.00		\$49.00	\$49.00	\$10.00 per Outfit, 8 - 10 Poses	\$10.00 per Outfit, 8 - 10 Poses
Picture Retouching	\$20.00 per pose	\$20.00 per pose	No Charge	No Charge	Basic No Charge - Premium \$30.00	Basic No Charge - Premium \$30.00	\$0	\$0	Basic No Charge - Premium \$20.00	Basic No Charge - Premium \$20.00
			* Additional Charge for Brace Removal	* Additional Charge for Brace Removal			* Poses to View - \$40.00 +	* Poses to View - \$40.00 +		
ADDITIONAL ITEMS:									* School Copy - No Charge	* School Copy - No Charge
Senior Composite:			* 11 x 14 Print -No Charge	* 11 x 14 Print -No Charge	* 11 x 14 No Charge	* 11 x 14 No Charge			* No Charge w/ paid session w/tree or no session	* No Charge w/ paid session w/tree or no session
Senior Group (1)	Size 10 X 30 - \$ 12.00 Laminated add \$3.00	Size 10 X 30 - \$ 12.00 Laminated add \$3.00	\$15.00 for 11 x 24 Print	\$15.00 for 11 x 24 Print	10 x 24 \$12.00		\$14.95	\$14.95	Size 8 X 24 - \$ 15.00 Not Laminated \$20.00 Laminated	Size 8 X 24 - \$ 15.00 Not Laminated \$20.00 Laminated
Senior Group (set)	Size 10 X 30 - \$ 20.00 Laminated add \$5.00	Size 10 X 30 - \$ 20.00 Laminated add \$5.00	\$25.00 for set of 11 x 24 Print	\$25.00 for set of 11 x 24 Print	\$22.00	\$22.00	\$24.95	\$24.95	\$ 28.00 Not Laminated \$34.00 Laminated	\$ 28.00 Not Laminated \$34.00 Laminated
			* School Composite Print 24 x 36 Mounted Print - No Charge	* School Composite Print 24 x 36 Mounted Print - No Charge						
Graduation Day:										
8 x 10 (each)	\$11.99	\$11.99	\$12.00	\$12.00	\$15.00	\$15.00	\$19.95	\$19.95	\$17.95	\$17.95
5 x 7 (each)	\$7.99	\$7.99	\$8.00	\$8.00	\$10.00	\$10.00	\$14.95	\$14.95	\$9.95	\$9.95
School Club Group Photo	\$10.00	\$10.00	\$15.00	\$15.00	\$10.00	\$10.00	\$0	\$0	No Charge	No Charge

**Troy School District
 BID 9759 Senior Pictures & Photographic Services
 Tabulation**

Specification	Edge Portraits		Fox Protrait Studios		Kaiser Studio		Portrait Scene		Prestige Portraits	
	2013/14	Optional Renewal Year 2014/15	2013/14	Optional Renewal Year 2014/15	2013/14	Optional Renewal Year 2014/15	2013/14	Optional Renewal Year 2014/15	2013/14	Optional Renewal Year 2014/15
Student Life photography (per team) 100 photos minimum per event	\$65.00	\$65.00	\$65.00	\$65.00	\$75.00	\$75.00	\$0	\$0	\$75.00 per Trip, includes CD of Images	\$75.00 per Trip, includes CD of Images
Additional Events (per event)	\$65.00	\$65.00			\$75.00	\$75.00	\$0	\$0	\$75.00 per Trip, includes CD	\$75.00 per Trip, includes CD
			* Yearbook Shoot Date at Saturday - \$ 5.00 per Student	* Yearbook Shoot Date at Saturday - \$ 5.00 per Student						
Yearbook:										
Charge per DVD – Sports	\$0	\$0	No Charge	No Charge	No Charge	No Charge	\$0	\$0	No Charge	No Charge
Charge per DVD – Special Event	\$0	\$0	No Charge	No Charge	No Charge	No Charge	\$0	\$0	No Charge	No Charge
Charge per DVD – Senior Portraits	\$0	\$0	No Charge	No Charge	No Charge	No Charge	\$0	\$0	No Charge	No Charge
Online Access Fee	\$0	\$0	No Charge	No Charge	No Charge	No Charge	\$0	\$0	No Charge	No Charge
Commissions Paid – detail qualified packages and percent paid per year	20% Packages A-G, Session Fess, Extra Prints	20% Packages A-G, Session Fess, Extra Prints	18% for packages/extra prints/session fees - less 6% sales tax	18% for packages/extra prints/session fees - less 6% sales tax	20% on all Packages, a La Carte Items, Sitting Fees & Retouching- less taxes.	20% on all Packages, a La Carte Items, Sitting Fees & Retouching- less sales taxes.	10%	10%	20% on Net Portrait Sales	20% on Net Portrait Sales