

REQUEST FOR QUOTATION	<h1>TROY SCHOOL DISTRICT</h1> <p>1140 RANKIN, TROY, MICHIGAN 48083</p> <p>248-823-4052</p> <p>FAX: 248-823-4077</p>	
No. 9668		
DUE DATE NO LATER THAN 4/20/10 3 p.m.		DATE 4/6/10

**REQUEST FOR QUOTE - NOT AN ORDER**

THIS FORM MUST BE UTILIZED WHEN RESPONDING TO THIS REQUEST  
BID ENVELOPE ENCLOSED

**THE RFQ NUMBER MUST APPEAR ON ALL QUOTATIONS AND RELATED CORRESPONDENCE, THIS IS NOT AN ORDER**

Quantity	DESCRIPTION	UNIT PRICE	AMOUNT
	<p>Please supply us with your bid to furnish the Troy School District with <b>SENIOR PICTURES</b></p> <p style="text-align: center;">Copies of the bid are available at:</p> <p style="text-align: center;"><a href="http://www.troy.k12.mi.us/purchasing/items_out_for_bid.htm">www.troy.k12.mi.us/purchasing/items_out_for_bid.htm</a> (left column)</p> <p style="text-align: center;">Bid recaps will be available at:</p> <p style="text-align: center;"><a href="http://www.troy.k12.mi.us/purchasing/items_out_for_bid.htm">www.troy.k12.mi.us/purchasing/items_out_for_bid.htm</a> (right column)</p> <p><b><i>FACSIMILE BID IS NOT ACCEPTABLE</i></b></p> <p>Bids will not be accepted if submitted after the deadline specified (local time) in the advertisement to bid or in the information to bidders. The late submission of a bid makes the bid nonrepsonsive and is a material defect which shall not be waived by the Board of Education. Delays in the mail will not be considered. All Late bids in the mail will be returned to the bidder unopened.</p> <p>Proposal for the submission of alternatives by vendors will be accepted and reviewed. However, if any substitution or departure is not clearly noted and described, it will be understood that the bid intends to exactly meet the specifications.</p> <p>The Board of Education shall be the sole judge as to whether the proposed goods are "equal" or "approved". Quotations must be mailed or delivered to the Purchasing Office, 1140 Rankin, Troy, MI 48083 no later than 3 p.m. on the date shown above. Michigan State Sales and Use Taxes and Federal Excise Taxes do not apply unless otherwise indicated. Exemption certificates will be furnished when necessary. This request imposes no obligations on the buyer. The Board of Education reserves the right to accept or reject any or all bids or to split awards by items or to accept bids, which will best serve the Board of Education.</p>		

**THIS AREA MUST BE FILLED IN**

DELIVERY TIME	PRICES FIRM FOR	NAME OF COMPANY	TELEPHONE NO.
TERMS		NO. & STREET	FAX #
FOB DELIVERED	ALL DELIVERY CHARGES MUST BE INCLUDED IN PRICES SHOWN	CITY, STATE & ZIP CODE	E-MAIL
CONTACT PERSON (PLEASE PRINT)		SIGNATURE	DATE

**Note:** All bidders are specifically reminded that a completed Affidavit of Bidder (Familial Disclosure) MUST be completed and submitted with the bid response. Failure to include a completed copy will be grounds for disqualification of bid. The Affidavit of Bidder is required to be notarized for construction bids only. All others only require completion and signature.

**AFFIDAVIT OF BIDDER**

The undersigned, the owner or authorized officer of \_\_\_\_\_ (the "Bidder), pursuant to the familial disclosure requirement provided in the \_\_\_\_\_ (the "School District") advertisement for construction bids, hereby represent and warrant except as provided below, that no familial relationships exist between the over(s) or any employee of \_\_\_\_\_ and any member of the Board of Education of the School District or the Superintendent of the School District.

List any Familial Relationships:

**BIDDER:**

\_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

STATE OF MICHIGAN    )  
  )ss.  
COUNTY OF \_\_\_\_\_)

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_, 2010, by \_\_\_\_\_.

\_\_\_\_\_

,Notary Public

\_\_\_\_\_County, Michigan

My Commission Expires: \_\_\_\_\_

Acting in the County of: \_\_\_\_\_

**TROY SCHOOL DISTRICT  
SENIOR PICTURES  
BID #9668**

The Troy School District is seeking qualified photographic studios interested in providing photographic services and portrait packages to the graduating seniors at Troy Athens High School, Troy High School and Niles Community High School. The awarded bidder will be identified as the recommended studio for the graduating classes of each school for the 2011, 2012 and 2013 school years. Interested parties must note all conditions indicated below.

The awarded bidder will be the exclusive source for senior class composites, senior group pictures, school activity pictures and graduation day photography. Awarded bidder 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.

**Pre-Bid Meeting:**

To address specific questions pertaining to this bid, all interested parties are strongly encouraged to attend a pre-bid meeting at **3:00 pm** on Wednesday, **April 14** at the **Services Building**, 4420 Livernois, Troy, MI 48098 in **Conference Room A**.

Interested bidders may also submit questions regarding this bid to:

Mr. Frank E. Lams, Purchasing Supervisor  
1140 Rankin  
Troy, MI 48083

Or via email to [flams2@troy.k12.mi.us](mailto:flams2@troy.k12.mi.us) .

All questions must be received **in writing** no later than **1:00 pm on Thursday, April 15, 2010**. Responses to all questions received will be posted on the purchasing website at [www.troy.k12.mi.us/purchasing/items\\_out\\_for\\_bid/bid9668q.htm](http://www.troy.k12.mi.us/purchasing/items_out_for_bid/bid9668q.htm) no later than 3:00 pm on Friday, April 16, 2010.

**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.

<b>Package A</b>	<b>Package B</b>	<b>Package C</b>	<b>Package D</b>
1 - 16x20	1 - 16x20	1 - 11x14	3 - 8x10
4 - 8x10	2 - 8x10	3 - 8x10	4 - 5x7
8 - 5x7	8 - 5x7	6 - 5x7	4 - 3-1/2x5
8 - 3-1/2x5	4 - 3-1/2x5	72 - wallet	64 - wallet
112 - wallet	96 - wallet		
<b>Package E</b>	<b>Package F</b>	<b>Package G</b>	
1 - 8x10	1 - 8x10	2 - 5x7	
4 - 5x7	2 - 5x7	4 - 3x5	
4 - 3-1/2x5	4 - 3-1/2x5	16 - wallet	
48 - wallet	24 - wallet		
	<b>Additional A-La-Cart Items</b>		
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.

### **Senior Composites:**

In order to allow maximum student participation/inclusion on the respective senior composites, Awarded Bidder MUST provide, without charge, minimum of one (1) photo for each senior within Bidder's studio (or school). 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. Such deadline must be no earlier than February 15 of the respective school year (i.e. February 15, 2011 for inclusion in the 2011 senior composite). Sale 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 District is also seeking Respondents willing to photograph the individual diploma handoff on graduation day. 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 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.

### **School Activities:**

Awarded bidder will also be expected to provide photography services at various school activities including student dances (Homecoming, Sadie Hawkins, Snowcoming, Senior Prom). Awarded bidder should offer sets of 8x10 or 5x7 couple's pictures for sale to interested students. There shall be no charge to the School District for this service. Troy School District does not guarantee minimum sales volume for these events. Purchase of couple's pictures is at sole discretion of attending students, however, costs for such photographs must be clearly identified within response to this bid package.

### **Advertisements:**

**IMPORTANT** – All potential bidders take special notice. 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 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. DVD of photographed event shall be available to yearbook staff within 7 calendar days from date of event.

Additional participation for special events (i.e. Homecoming, Powder Puff football, Sadie Hawkins dance, sports playoffs, etc) 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.

### **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 (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 bidder 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:

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

**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.

**References:**

Responding bidders must provide minimum of three (3) references for school districts currently being served within the State of Michigan. References should include contact information for primary contact person, number of students served and years services comparable to this bid specification have been provided.

**TROY SCHOOL DISTRICT  
SENIOR PICTURES  
BID #9668**

**Pricing**

	2010/11	2011/12	2012/13
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			
Outdoor session			
Additional Pose Fees			
Picture Retouching			
Additional Items:			
Senior Composite			



		<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>
Senior Group (1)				
Senior Group (set)				
<b>Graduation Day:</b>				
8 x10 (each)				
5 x7 (each)				
<b>Student Dance:</b>				
8 x10 (set of 2)				
5 x 7 (set of 2)				
<b>School Club Group Photo (per club)</b>				
<b>Student Life photography (per team) – 100 photos minimum per event</b>				
<b>Additional events (per event)</b>				
<b>Yearbook:</b>				
Charge per DVD – sports				
Charge per DVD – special event				
Charge per DVD – senior portraits				
Online access fee				
<b>Commissions Paid – detail qualified packages and percent paid per year</b>				

**TROY SCHOOL DISTRICT  
SENIOR PICTURES  
BID #9668**

**REFERENCES**

**School District: Primary Contact:** \_\_\_\_\_

\_\_\_\_\_

**Years served:** \_\_\_\_\_

**# of Students Served:** \_\_\_\_\_

**School District: Primary Contact:** \_\_\_\_\_

\_\_\_\_\_

**Years served:** \_\_\_\_\_

**# of Students Served:** \_\_\_\_\_

**School District: Primary Contact:** \_\_\_\_\_

\_\_\_\_\_

**Years served:** \_\_\_\_\_

**# of Students Served:** \_\_\_\_\_

# **Troy School District**

## **RFP# 9668**

### **Senior Pictures**

A pre-bid meeting was held on Wednesday, April 14, 2010 with the following companies in attendance: Fox Portrait Studios, Prestige Portraits, Kaiser Studios and Unique Image Studio of Photography. The following questions were generated for additional follow-up by the District:

***Q. – When are Commissions currently paid?***

A. – Commissions are currently paid once per year, generally in late June. Periodic reports are sent to each school indicating the level of student participation and offsetting charges for student life photography.

***Q. – How will information packets relating to photography services be distributed to students/families?***

A. – Each school will provide a CD with names and addresses of the following semester's seniors to the awarded studio.

***Q. – What is the size of the senior class composite and when do the schools expect delivery?***

A. – The school copy of the composite is 24" x 36", the composites for student are 11" x 14". The schools would like the composites delivered by May 15<sup>th</sup>.

***Q. – When will the award for this RFP be made?***

A. – Depending on whether or not this RFP will need Board of Education approval (contracts exceeding \$20,998 require Board approval), the District plans on awarding around mid-May. If Board approval is required, then either May 18 or June 15.

***Q. – What is the specific number of events that will need to be covered at each school?***

A. – Each school's schedule varies slightly (# of dances, playoff games, special events, etc). For purposes of this RFP, the District suggests using forty (40) events per school per year. The RFP response should indicate a unit price per event. That will allow for specific pricing as each event is ultimately scheduled.

***Q. – Are sports team photographs included within this RFP?***

A. – At this time, photography for sports teams (team composites, individual players, etc) are not included within the scope of this RFP.

***Q. – Regarding senior class composites, are the composites to be composed of all seniors or just the actual graduating seniors?***

A. – The senior composites should include all members of the respective year's senior class. Current practice has been to submit a draft of the composite to each school for proofing in February. Students not meeting graduation requirements after the first semester can then be pulled prior to a final copy in May. Regarding Niles Community High School, the composite is to be taken the actual day of graduation thus only graduating seniors would be included. The May 15 deadline would therefore be extended for Niles CHS.

***Q. – What level of detail is the District seeking on commissions?***

A. – The district would like to see a detailed breakdown of photographic packages sold and an itemized list of charges for student life photography PER school.

***Q. – Are the portrait packages listed in the RFP the only packages that a studio may offer? Can a photographer bid alternative packages?***

A. – For direct comparison purposes, ONLY the specific packages listed in the RFP will be used to evaluate the bidder's responses. The awarded company will be required to market those specific packages to students/families. Photographers MAY include alternate portrait packages within the RFP response; however, they will not be considered when the RFP is evaluated. This will in no way limit the packages which the awarded studio may ultimately offer to students/families. The District recognizes that individual preferences will change over the course of the contract and in no way wishes to discourage potential sales.

***Q. – Can commissions be paid net of other fees (i.e. student life photography) or should the studio invoice for these services separately.***

A. – Currently, commissions are paid net of other fees incurred. The responding bidders should clearly state how their company wants to handle this. Either way (direct invoice to District for fees and full commission paid OR pay commissions net of fees).

***Q. – Where are the RFP responses to be submitted?***

A. – All responses to this RFP must be submitted to 1140 Rankin, Troy MI, 48083 no later than 3:00 pm on Tuesday, April 20. RFP responses must be in a

sealed envelope with the RFP number clearly indicated. Responses may be hand delivered or mailed. In no event will the District accept a bid after the 3:00 pm deadline.

***Q. – How many people at each school will the photographer’s representative have to co-ordinate with?***

A. – There will be one (1) primary contact within each school to work with the designated photographic representative.

***Q. – What is the number of sporting events per school and is the 100 photographs per game a strict number?***

A. – Each school will have approximately 30 different sporting events per year where professional photographic services will be requested. This number may vary depending on whether or not freshmen sports teams will be offered each year, playoff games, etc. The 100 photographs per game is an overall estimate. The District acknowledges that some games will not have the level of participation warranting 100 “action” shots while other games may easily warrant 200+ “action” photos. The intent of this section is simply to provide supplemental professional coverage of each sport for yearbook inclusion.

***Q. – What size are the senior group photographs?***

A. – Senior group photos are 12” x 30”.

***Q. – What should the commissions be based on?***

A. – The District would anticipate that any commission paid back to the District would be based on all photographic services sold to students/families. Commission percentages may vary depending on type of photographic services sold. The percentage of commission to be paid should be clearly indicated on the RFP response.

***Q. – What is the current level of student participation?***

A. – Approximately 400 Troy High seniors were photographed by the current vendor. Approximately 256 Athens High seniors were photographed this year. Information regarding Niles Community High School seniors is not available. The District cannot guarantee that student participation will meet and/or exceed these levels during any year of this contract.

***Q. – Can potential bidders see what the current contract is for each school?***

A. – See the attached pages for a summary of the current contract conditions/terms and historical commissions paid vs. charges incurred.

# **Troy School District**

## **Current Senior Picture Contract**

### **SUMMARY**

- 15% net senior sales commission
- 10% commission on prom net sales
- 10% commission on sports net sales plus complimentary team photos for coaches, Athletic Director and Yearbook (Troy High Lacrosse)
- Web-based program to allow adviser to view photographed seniors, make changes to pose selections or delete students. The school has chosen to receive senior images on DVD.
- Complimentary master composite for school and one 11" x 14" copy for each student photographed
- Comprehensive senior portrait communication program to maximize participation
- Prom backgrounds selected by school to fit colors or theme of event
- Unlimited candid photography for all sporting and special events, charged against senior net sales
- Troy High utilizes a pre-paid CVS card for yearbook services, charged against senior net sales
- Complimentary candids from prom provided to the yearbook department
- Complimentary sitting and 50% off any faculty portrait orders
- Complimentary Bereavement Package
- Complimentary Foreign Exchange Student sitting and package
- Gift certificate donations for special events or fundraisers
- Financial hardship assistance (by recommendation of school administration)
- Complimentary Honors/Wall of Fame Portraits
- Full staff of customer service representative available to school administrators and students

- 100% satisfaction guarantee

School Year	Senior Net Sales Earned		Services Used		Balance Paid to School	
	Athens	Troy High	Athens	Troy High	Athens	Troy High
2004/05	\$9,883.00	\$10,328.00	\$4,314.00	\$4,093.07	\$5,569.00	\$6,234.93
2005/06	\$8,964.00	\$ 9,331.00	\$4,702.00	\$4,172.24	\$4,262.00	\$5,158.76
2006/07	\$8,828.00	\$ 9,931.00	\$4,683.00	\$3,194.51	\$4,145.00	\$6,736.49
2007/08	\$9,319.00	\$11,001.00	\$4,414.00	\$4,171.86	\$4,905.00	\$6,829.14
2008/09	\$8,716.00	\$ 9,471.00	\$4,478.00	\$3,509.19	\$4,238.00	\$5,961.81



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
<b>SITTING FEES:</b>																
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	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	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	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	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																
<b>ADDITIONAL ITEMS:</b>																
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
	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
	12x30 optional	25.00	25.00	25.00												
	Lamination	add \$3/ea	add \$3/ea	add \$3/ea												
<b>GRADUATION DAY:</b>																
8x10 (each)	optional	18.00	18.00	18.00						15.00	15.00	15.00				15.00
5x7 (each)	optional	15.00	15.00	15.00						10.00	10.00	10.00				10.00
<b>STUDENT DANCE:</b>																
8x10 (set of 2)	optional	25.00	25.00	25.00						30.00	30.00	30.00				30.00
5x7 (set of 2)	optional	18.00	18.00	18.00						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
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
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

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			
<b>YEARBOOK:</b>																		
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													