

Invitation to Bid

School District Photography
and
Yearbooks (PK-12)

Sealed bids are to be marked:

SCHOOL DISTRICT PHOTOGRAPHY/YEARBOOKS

and delivered to:

Center School District
Attn: Dr. Michael Weishaar
8701 Holmes Road
Kansas City, MO 64131

All bids must be received by

4:00 p.m. May 21, 2021

- | | |
|---|---------------------------------------|
| 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 | VIII. 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 Center School District is seeking bids for School District Photography and Yearbooks beginning with the 2021-22 school term. The bids will be awarded for a one-year term with the option to renew for additional terms based on satisfactory performance of the prior year.

Communication with District personnel is of the utmost importance. Accuracy and timeliness in delivery of photos (physical portraits and electronic/digital) will play a vital role in the District's decision to renew for additional school terms.

Vendors may bid either or both photography and yearbooks.

Photography needs will be for the entire school district. Yearbooks will be printed for each of the following:

Yellowjacket Early Learning Center

8817 Wornall Rd., Kansas City, MO, 64131, 816-349-3700

Boone Elementary School

8817 Wornall Rd., Kansas City, MO 64131, 816-349-3613

Center Elementary School

8401 Euclid Ave., Kansas City, MO 64132, 816-349-3444

Indian Creek Elementary School

9801 Grand Ave., Kansas City, MO 64114, 816-612-4250

Red Bridge Elementary School

10781 Oak St., Kansas City, MO 64114, 816-612-4200

Center Middle School

326 E. 103rd St., Kansas City, MO 64114, 816-612-4000

Center Alternative School

8434 The Paseo, Kansas City, MO 64131, 816-349-3440

Center High School,

8715 Holmes Rd., Kansas City, MO 64131, 816-349-3330

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 Center 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 Dr. Michael Weishaar at mweishaar@center.k12.mo.us or 816.349.3320

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 Center 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 Center 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 Center 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 student portraits (Pre-K through grade 8), fall, winter and spring athletics (grades 7-8 and 9-12), club/group pictures as needed by each school, staff pictures, Prom, promotion and graduation.

Yearbook: The vendor will be required to print four yearbooks for each school that yearbooks are developed for District administration use.

The following is required of the successful bidder:

- Must provide a certificate of liability insurance for \$2,000,000 naming Center School District, 8701 Holmes Road, Kansas City, MO 64131, 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, imitation tobacco, electronic cigarettes or illegal substances are allowed on District property.
- All school portrait or yearbook personnel associated with the vendor, who will be on school premises or have access to student records, must have cleared either a Missouri Criminal History and Child Abuse/Neglect check OR a FBI background check as required by board policy.
- Must certify they, nor any entity with which they engage in business, boycott the State of Israel or entities associated with the State of Israel, as required by Missouri law. Such certification must be in writing and included in the vendor's bid.

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 Dr. Michael Weishaar 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 any of 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 4:00 p.m. on May 21, 2021 but may not be withdrawn for a period of thirty days thereafter, 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 principal/director and the athletic director of each location to introduce themselves and to schedule photo dates.

Yellowjacket Early Learning Center

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326 E. 103rd St., Kansas City, MO 64114, 816-612-4000

Center Alternative School

8434 The Paseo, Kansas City, MO 64131, 816-349-3440

Center High School,

8715 Holmes Rd., Kansas City, MO 64131, 816-349-3330

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.
- District requires digital photos in high resolution.
- District requires digital photos in low resolution and sized (175 x 263) for import into Infinite Campus (student information system).
- No sitting fees will be charged for any session.
- Online viewing, ordering and payment options available to parents/guardians.
- Vendors are responsible for collecting all money.
- Minimum of 2 photographers for fall, spring and athletic photo sessions.
- Vendor will provide the District with electronic copies, as specified, of all photo shoots. All pictures will be .jpg or .png. 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. Electronic copies 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. Software must run on Windows 10 computers.
- Staff ID badge pictures will be taken in August prior to the start of school. 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.
- Finished packages sorted by grade or teacher/homeroom as designated by individual school.
- Retakes within 2-3weeks of picture package delivery. Fall retake pictures must be delivered prior to Christmas break. Satisfaction guaranteed with retake or refund available. Vendor will provide District with retake files only.
- The vendor will produce photo flyer envelopes that include the packages and prices described in this bid specification. The vendor may offer additional items or packages on their flyer; however, the District packages and prices on this bid must be present on the photo flyer envelope. Notification letters, flyers, envelopes and posters must be provided at least two weeks prior to actual photo day.

- Prices listed on the bid pricing sheets (IV) must be all 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 no charge. 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 permanents records or other administrative needs. Picture size approximately 1” x 2”.
- Electronic copies of every photo shoot, including retakes, will be provided for yearbook advisor and for technology department.
- Fall pictures will be done in August or by mid-September as scheduled by the principal of each building.
- Portrait packages will be delivered to each school within 3-4 weeks.

Spring Portraits:

- Class composites for preschool and elementary schools will be included in all “spring” packages.
- Electronic copies of every photo shoot, including retakes, will be provided for yearbook advisor and for technology department.
- Portrait packages 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.
- Minimum of 2 photographers required.
- Online viewing, ordering and payment options available.
- Packages will be delivered within 3-4 weeks of payment.
- Electronic copies of every athletic photo shoot (fall, winter, spring) will be provided for yearbook advisor and for athletic director (middle and high schools).
- No sitting fee.
- 16x20 team posters (one per team).

Senior Composite:

- Drapes and tux provided by vendor.
- Cap and gown provided by vendor.
- Session scheduled during the school term by the high school principal.
- No sitting fee.
- Online viewing, ordering and payment options available.
- Electronic copies will be provided for yearbook advisor.
- Framed and matted senior class composite.

Prom Portraits:

- Prom packages will be available. Students/parents should have the option of paying in advance or ordering/paying online afterward.
- Background of school's choosing.
- Candid photos for yearbook. Flexible scheduling. Online viewing, ordering and payment available.
- Packages delivered within 3-4 weeks of payment.
- No sitting fee.

High School Graduation and 8th Grade Promotion:

- Group photo on practice day.
- Individual photos of students receiving diploma.
- Group photo of staff and board.
- Online viewing, ordering and payment available.
- Packages delivered within 3-4 weeks of payment.
- No sitting fee.

Additional Services:

- Proofs available on day of photo session at no charge. Specify below which sessions.
- Framed Character Education posters for each building. Specify below size and yearly quantity.
- Framed composites for East and West elementary schools.
- Visitor, substitute and volunteer badges as needed by each school. "Free Picture" vouchers for volunteers assisting on picture day.

List any value added benefits below:

IV. Photography Pricing Sheets

Additional photo packages may be added. These are required.

FALL AND SPRING PHOTO PACKAGES

Spring photo packages would include a 'Class Composite' of all students in class along with teacher for Boone Elementary, Center Elementary, Indian Creek Elementary, and Red Bridge Elementary Schools.

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

SPORT/CLUB/CHEERLEADING PHOTO PACKAGE

Package #1	Package #2	Package #3	Packet #4
1 – 5x7	1 – 5x7	1 – 8x10	2 – 8x10s
2 – 3x5s	2 – 3x5s	2 – 5x7s	2 – 5x7s
4 – 2x3 wallets	8 – 2x3 wallets	2 – 3x5s	2 – 3x5s
	1 – 8x10 Team	8 – 2x3 wallets	16 – 2x3 wallets
		1 – 8x10 Team	1 – 8x10 Team
\$ _____	\$ _____	\$ _____	\$ _____

SENIOR COMPOSITE / PROM / GRADUATION / 8TH GRADE PROMOTION PHOTO PACKAGE

Package #1	Package #2	Package #3	Packet #4
1 – 5x7	1 – 5x7	1 – 8x10	2 – 8x10s
2 – 3x5s	2 – 3x5s	2 – 5x7s	2 – 5x7s
4 – 2x3 wallets	8 – 2x3 wallets	2 – 3x5s	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 #6	Digital Download only	\$ _____
Bonus #A	8x10 Team without package purchase	\$ _____

V. Yearbook Specifications

The successful bidder will contact the principal of each location to introduce themselves and to meet the yearbook staff.

Yellowjacket Early Learning Center
8817 Wornall Rd., Kansas City, MO, 64131, 816-349-3700
Boone Elementary School
8817 Wornall Rd., Kansas City, MO 64131, 816-349-3613
Center Elementary School
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Center Alternative School
8434 The Paseo, Kansas City, MO 64131, 816-349-3440
Center High School,
8715 Holmes Rd., Kansas City, MO 64131, 816-349-3330

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 ordering and payment available.
- 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.
- Prices listed on the bid pricing sheets (VI) must be all inclusive; i.e. taxes, shipping, handling, delivery and pick-up costs.
- No late charges for late deadlines.
- Overruns not sold to be returned at no cost.
- All predesigned 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.
- Vendor must provide a sample yearbook with bid.

VI. Yearbook Pricing Sheets

Please price a yearbook based on specifications shown. Actual number of pages, number of books and options may vary from year to year and for each school. Yearly prices will be determined based on actual requirements at that time.

32 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

Sealed bids must be received by 4:00 p.m. on May 21, 2021. All pages should be returned including all required forms. Mark "No Bid" on appropriate pages if you chose not to bid both photography and yearbooks.

Submitted by:

Company Name _____

Address: _____

City, State, Zip _____

Telephone Number _____ Fax Number _____

Email: _____

Printed Name and Title _____

Signature _____

FEDERAL WORK 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 _____, 202____.

NOTARY PUBLIC

My commission expires:

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶	
<input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number					
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or					
Employer identification number					
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Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.