

**Chelsea School District
500 Washington Street
Chelsea, Michigan 48118**

REQUEST FOR PROPOSAL: STUDENT PICTURES (2025-2026 ~ 2029-2030)

INTRODUCTION

A. General Information:

The Chelsea School District is requesting proposals from qualified photographers to photograph approximately 2,500 district students across our 5 buildings.

The distribution of student population is approximately as follows:

Two Elementary schools with 482 and 478

One Middle school with 529 students

One High school with 856 students

One Early Childhood with 100 students

B. Proposal:

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

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

Proposals must be signed in longhand, executed by the named person below duly authorized to enter into agreements.

Proposals must be addressed to:

**Chelsea School District
500 Washington Street
Chelsea, Michigan 48118
Attn: Marcus Kaemming**

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

Proposals for Student Pictures will be received at the Chelsea School District Administration Building, Attn: Marcus Kaemming, on May 2 at 4:00.

C. Contractor (Photographer):

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

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

All inquiries concerning this Call for Proposal shall be directed to Marcus Kaemming, 734-433-2208, mkaemming@chelseaschools.org. It is the contractor's responsibility to bring all discrepancies, ambiguities, omissions or matters that need clarification to his/her attention.

Contractors qualification:

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

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

D. Basis for Proposal Award:

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

- Price

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

A contract will be executed and awarded for one year with an option to extend at the district's discretion for two additional years.

(School District) reserves the right to:

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

SPECIFICATIONS

A. General Specifications:

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

Contractor will work with the Principal regarding all aspects of the orders.

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

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

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

Cost of staff ID badges are to be provided for all district staff.

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

Packages	
(1) Traditional	1 – 3.5 x 5 2 - Wallets 8 Exchanges
(2) Traditional	1 - 5x7 4 - 3.5x5 4 - Wallets
(3) Traditional	1 - 8x10 4 - 3.5x5 12 - Wallets
(4) Traditional	2 - 8x10 3 - 5x7 4 - 3.5x5
(5) Traditional	3 - 8x10 4 - 5x7 2 - 3.5x5 8 - Wallets 1 free photo CD

B. Elementary/Middle/High School Specifications (Number of schools):

Pictures and retakes are to be taken in the fall of the year, on dates arranged with the principal of each school including preschool.

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

Lunch cards and replacement cards

Elementary yearbooks at the cost to the parents included in the order form.

For CHS the following are required:

Cost of Senior Yearbook photos and allow use of these photos with other companies like yearbook and graduation program.

Graduate Composite and allow use of this photo with other companies like yearbook and graduation program.

Staffing for Graduation Day

Senior Class Panoramic Photo

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

- One strip or sheet of four, two with sticky back, of each student for teacher or office use.
- Provide software, images, and data for all administrators.
- Provide each school building with an All School Composite.

C. Early Childhood - 1 site:

All offerings should be in line with the elementary offerings with the exception of the yearbook.

Class composites should be included.

Student Pictures Bid Proposal Form

Chelsea School District
500 Washington Street
Chelsea, Michigan 48118

1. Package Prices

These costs should be reflective of bidders cost rather than the cost incurred by the family purchasing. Please include your ordering form with your proposal.

Packages		COSTS		
		2025-26	2026-27	2027-28
(1) Traditional	1 – 3.5 x 5 2 - Wallets 8 Exchanges			
(2) Traditional	1 - 5x7 4 - 3.5x5 4 - Wallets			
(3) Traditional	1 - 8x10 4 - 3.5x5 12 - Wallets			
(4) Traditional	2 - 8x10 3 - 5x7 4 - 3.5x5			
(5) Traditional	3 - 8x10 4 - 5x7 2 - 3.5x5 8 - Wallets 1 free photo CD			

2. Individual Prices

Individual Prints		COSTS		
		2025-26	2026-27	2027-28
8 x 10				
5 x 7				
3 x 5				
2 x 3				
1 ½ x 2 ½				

For CHS, please provide pricing for the following:

Cost of Senior Yearbook photos and allow the use of these photos with other companies like yearbook and graduation program.

Graduate Composite and allow the use of this photo with other companies like yearbook and graduation program.

Staffing for Graduation Day

Senior Class Panoramic Photo

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

4. Alternates for the main bid. These alternates are considered separate and may be accepted on an individual basis.

Recommended Alternates:

ID Badges

5. Please note below whether there are any of the “Other Required Services” listed in the specifications that you could not provide.

6. Attach information on any additional services that you could provide.

7. Vendor information

Name and address of company:

Phone Number (including area code)

Contact Person

Authorized Signature

Date

Title

Return by May 2 at 4:00 pm to:

**Chelsea School District
Attn: Marcus Kaemming
500 Washington Street
Chelsea, Michigan 48118**