

# **PERRIS UNION HIGH SCHOOL DISTRICT**

## **REQUEST FOR PROPOSALS**

### **RFP #060518 - ATHLETIC AND CLUB PHOTOGRAPHY SERVICES**

The Perris Union High School District invites proposals for Athletic and Club Photography Services commencing on July 1, 2018.

**PART I:** Sealed Proposals

**DEADLINE:** June 5, 2018

**TIME:** 3:15 pm

**LOCATION:** Heritage High School  
Professional Development Room  
Attn: Nick Newkirk  
26001 Briggs Road  
Romoland, CA 92585

**PART II:** Optional Vendor Show  
(attendance at the vendor show is encouraged but not mandatory)

**DATE:** June 5, 2018

**TIME:** 3:15 pm (setup time to start at 2:45pm)

**LOCATION:** Heritage High School  
Professional Development Room  
26001 Briggs Road  
Romoland, CA 92585

## INSTRUCTIONS AND CONDITIONS

### 1. PREPARATION

Bidders are to submit separate proposals for each school site in a binder, in typewritten format, in response to the scope of services identified in **Appendix A, Photography Services Scope of Work**. The proposal must include price sheets, if applicable, for everything bid including handling charges, and late-order programs for product(s) or services offered. Bidders must also include a sample of their standard contract and any promotional programs and services available to the schools.

Only those products included in the proposal will be allowed for sale at the school site during the contract term(s). Substitutions for upgrades not specifically stated in the proposal shall first be negotiated with the Director of Purchasing of the Perris Union High School District and shall be available to every school under contract.

Bidders are to provide binders to the District, sealed in a box, carton or appropriate container. The box, carton or container must clearly be labeled with the bidder's name and RFP Number. **Proposals must be delivered on or before the bid deadline of June 5, 2018 at 3:15 pm.** Proposals received after the deadline will be returned to the bidder unopened. There will not be a public opening of the sealed proposals.

#### **Location where proposals will be received:**

**Heritage High School  
Professional Development Room  
Attn: Nick Newkirk  
26001 Briggs Road  
Romoland, CA 92585**

Each bidder is responsible to ensure proposals arrive on time and at the location stated above. The District will not grant exceptions for proposals received after the deadline.

### 2. ERRORS AND CORRECTIONS

Verify proposals before submission as proposals cannot be withdrawn or corrected after being opened.

### 3. SALES TAX

Do not include California Sales or Use Tax in the unit prices. This tax will be added and paid for by the District. Do not include Federal Excise Tax.

### 4. SIGNATURES

All proposals must show the firm name and must be signed by a responsible officer or employee authorized to bind the organization to the terms and conditions herein. Obligations assumed by such signature must be fulfilled.

### 5. DELIVERY DATES

Actual delivery of the services and/or supplies shall be coordinated with the designated school agent for the 2018/19 school year. However, vendor shall not exceed the required delivery dates specified at the time of order placement with each respective designated school agent.

Upon award, vendor agrees to keep sufficient stocks of product and/or service material to insure prompt delivery and service schedules. There shall be no minimum quantities required in order for the District to place orders for needed times.

### 6. PROMPT PAYMENT

Prompt payment for equipment, product and/or services may be requested after delivery of goods to the required destination. Invoices shall be sent to the school, marked to the attention of the designated school agent.

### 7. AWARD OF CONTRACT

Each school committee will make its own decision regarding choice of vendor. It is possible that more than one vendor will be chosen in the District. Only one (1) vendor will be selected for each individual school.

By submitting a proposal, each bidder agrees that the school committee, in determining the successful bidder and its eligibility for the award, will rate each of the criterion listed below. Valuation for each criterion rests in the sole discretion of the school committee.

1. RFP Conformity
2. Quality of Product
3. Quality of Service (judged by quality of references and experience with the District)
4. Fairest price relative to quality of product
5. Experience in Industry (including production, warehousing and shipping facilities)
6. Conduct and performance under other contracts (including references).

The contracts will all be reviewed for approval at the Board meeting on June 20, 2018. Upon approval, the Director of Purchasing will sign the contract and send it to the awarded company for counter-signature. All decisions will be final. Bidders are prohibited from contacting school agents and other committee members to discuss the selection process.

#### 8. PRICING – TERM OF CONTRACT

The District will award an initial term of one (1) year from July 1, 2018 through June 30, 2019. The contract may be renewed annually upon mutual consent expressed in writing by the District and vendor for up to four (4) additional one (1) year terms in accordance with Education Section 17596. The agreement will not automatically renew.

Written notice of bidder's intent to renew a subsequent term and its related contract shall be delivered to the Director of Purchasing no later than April 1 of the current contract year. For example, contracts for the second term (2019-20 school year) must be delivered by April 1, 2019.

Quoted prices must be in effect for all orders during the initial term of July 1, 2018 through June 30, 2019.

All contracts shall be signed by the Director of Purchasing of the Perris Union High School District and NOT anyone at the school site. Contracts shall list the products, services, and promotions selected from this RFP.

Escalation costs noted on the Proposal Form for subsequent terms must be stated in writing and approved by the District prior to the new contract term.

## 9. EARLY TERMINATION

Reasons for early termination include, but are not limited to:

1. Failure to provide quality products/services
2. Failure to deliver products/services in a timely manner
3. Repetitive Errors
4. Unprofessional Conduct
5. Account Abandonment
6. Unauthorized Solicitation of Services

If it is decided any of the aforementioned reasons are present during the life of the agreement, this agreement may be terminated by the District by giving thirty (30) days' notice to the vendor. Said notice shall be in writing and shall be delivered to the addresses listed for the vendor. The notice shall state the reasons for termination and the decision shall rest final.

## 10. CONTRACT RECORD KEEPING

Contracts are to be submitted to the Director of Purchasing of Perris Union High School District for signature, record keeping, and distribution to schools. Any subsequent renewal shall follow the same procedure. Vendors shall refrain from meeting with the designated school agent or school administrator for the purpose of negotiating new terms, conditions, services, promotions and/or prices. Failure to meet this condition will result in immediate termination.

## 11. NO MINIMUM OR MAXIMUM QUANTITIES, ORDER CHARGES, OR LIMITATIONS UPON NUMBER OF ORDERS

While quantities are presently unknown, each school shall not be subject to order limits. This is a unit-cost, indefinite quantity proposal. Bidders shall not specify minimum or maximum quantities or charges for specific order types. Unlimited orders within the term of the contract shall be allowed to the school(s) at prices quoted.

## 12. SOLICITATION OF SERVICES

- a. During Proposal Process. Bidders are prohibited from contacting the designated school agent, school administrators, students or other committee members

regarding this contract during the proposal process. Any school contact will disqualify bidder's company from consideration.

- b. During Contract Term(s). Unless previously approved by the Director of Purchasing of the School District, any vendor soliciting designated school agents and administrators during a contract term of a competitor will result in immediate termination of all existing contracts in the District.

### 13. INQUIRIES AND REQUESTS FOR INFORMATION

Questions and requests for additional information must be sent via email no later than May 31, 2018, at 4:30 pm to the attention of:

Nick Newkirk, Director of Purchasing  
nick.newkirk@puhsd.org

### 14. ITEMS TO BE SUBMITTED WITH PROPOSAL:

The following items are required to be submitted with the proposal:

- Five (5) Binders with pricing and other required documentation
- One (1) USB Flash Drive with pricing and other required documentation
- Signed Copy of Vendor Show Instructions
- Signed Copy of Information Required of Bidder
- Signed Copy of Proposal

## VENDOR SHOW INSTRUCTIONS

### NOTE: THIS FORM IS TO BE SUBMITTED WITH YOUR PROPOSAL

- Each vendor will be assigned a space at Heritage High School to display products and supplies.
- Three (3) six foot tables and two (2) chairs will be provided to each vendor.
- The company representative who will be working with the agent of the school is required to attend the vendor show.
- Please note that where samples are requested, it is intended for the use of school committees to compare quality. At no time will the committees take a bidder's sample product to a competitor for evaluation. Please plan on leaving the samples for further evaluation if necessary.
- Product display must include:
  - Five (5) Sample order forms
  - Various samples to demonstrate quality, poses, styles, etc.
  - Various sample student photo packages
  - Any other offered products or services such as banners, etc.
- Vendor Show is scheduled from 3:15pm to 5:00pm in the Professional Development Room
  - Display areas may be set up from 2:45 to 3:15pm
  - Display areas may be taken down from 5:00 to 5:30pm

I have read the Instructions and Conditions and the Vendor Show Instructions and understand the procedures for the vendor show and bidding process. By signing and submitting this form, \_\_\_\_\_ and \_\_\_\_\_, agent(s) for the company, agree that the bidding process is fair and will not challenge decisions made by the committees representing each high school in the Perris Union High School District.

Furthermore, I acknowledge the following:

- I understand that the vendor show will be attended by the representative(s) that will be working directly with the school
- I understand and will honor the "Solicitation of Services" requirement

\_\_\_\_\_

Company

\_\_\_\_\_

Telephone

\_\_\_\_\_

Name - Print

\_\_\_\_\_

E-Mail Address

\_\_\_\_\_

Title

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

## INFORMATION REQUIRED OF BIDDER

**NOTE: THIS FORM IS TO BE SUBMITTED WITH YOUR PROPOSAL**

### List of References

The following information must identify persons and entities familiar with your service. Contact name must be the person on the school site with whom you did business with.

1. School Name: \_\_\_\_\_

Address & Telephone: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Type of Service: \_\_\_\_\_

School Year Serviced: \_\_\_\_\_

2. School Name: \_\_\_\_\_

Address & Telephone: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Type of Service: \_\_\_\_\_

School Year Serviced: \_\_\_\_\_

3. School Name: \_\_\_\_\_

Address & Telephone: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Type of Service: \_\_\_\_\_

School Year Serviced: \_\_\_\_\_

4. School Name: \_\_\_\_\_

Address & Telephone: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Type of Service: \_\_\_\_\_

School Year Serviced: \_\_\_\_\_

5. School Name: \_\_\_\_\_

Address & Telephone: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Type of Service: \_\_\_\_\_

School Year Serviced: \_\_\_\_\_

6. School Name: \_\_\_\_\_

Address & Telephone: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Type of Service: \_\_\_\_\_

School Year Serviced: \_\_\_\_\_

**PROPOSAL**  
**PERRIS UNION HIGH SCHOOL DISTRICT**  
**RFP #060518 - ATHLETIC AND CLUB PHOTOGRAPHY SERVICES**

**NOTE: THIS FORM IS TO BE SUBMITTED WITH YOUR PROPOSAL**

The undersigned hereby proposes and agrees to furnish and deliver the goods or services as quoted in accordance with the terms, conditions.

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

TELEPHONE: (\_\_\_\_\_) \_\_\_\_\_

FAX: (\_\_\_\_\_) \_\_\_\_\_

E-MAIL: \_\_\_\_\_

INITIAL TERM OF CONTRACT: July 1, 2018 through June 30, 2019. The contract may be renewed annually upon mutual consent expressed in writing by the District and vendor for up to four (4) additional one (1) year terms in accordance with Education Section 17596.

PRICES SUBJECT TO A MAXIMUM \_\_\_\_\_% ESCALATION EACH CONTRACT TERM

OTHER CONDITIONS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## APPENDIX A - PHOTOGRAPHY SCOPE OF WORK

At a minimum, proposals shall include the requirements set forth below. Bidder may propose other products and services in addition to those listed to enhance the school's program. The District reserves the right to select only the products and services that are deemed necessary and/or appropriate.

- All Pricing, Services, Packages & Available Sizes & Options for the Following:
  - Individual photography
  - Team photography
  - Team banners
  - Team posters
  - Action shots at games and events
  - All other products and services offered by vendor

***\*\*Special Note to Bidder: If bidder has a website, please include detailed information in the Proposal.***

## **APPENDIX B - SCHOOL SITE INFORMATION**

1. Perris High School  
175 East Nuevo Road  
Perris, CA 92571  
Student Population: 2,175
2. Paloma Valley High School  
31375 Bradley Road  
Menifee, CA 92584  
Student Population: 3,029
3. Heritage High School  
26001 Briggs Road  
Romoland, CA 92585  
Student Population: 2,745
4. California Military Institute  
755 North A Street  
Perris, CA 92570  
Student Population: 1,008