

Warren Township High School District 121

34090 Almond Rd.
Gurnee, Illinois 60031
Phone: (847) 548-7055

REQUEST FOR PROPOSALS

The Board of Education of Warren Township High School District 121, 34090 N. Almond Road, Gurnee, Illinois 60031 will receive Proposals for the District's **PHOTOGRAPHY** needs all in accordance with the contract documents, including specifications as filed with the Assistant Superintendent of Business Services and Operations.

Proposal documents and specifications are on file and may be examined any time after March 9, 2020.

Contact: Michael Engel CSBO
Assistant Superintendent of Business Services and Operations
District 121 Board of Education
34090 Almond Road
Gurnee, Illinois 60031

Proposal Due Date: 11:00 a.m. on March 27, 2020.

The Board of Education reserves the right to waive any irregularities, reject any or all proposals, and to accept a proposal other than the lowest when in its opinion, such action will serve the best interests of the Board of Education of Warren Township High School District 121. Selected photographers will be interviewed during the week of March 30th, 2020 before the final recommendation is presented to the Board.

For the Board of Education:

Michael Engel, CSBO
Assistant Superintendent of Business Services and Operations

INSTRUCTIONS FOR PROPOSALS

Proposals

All proposals must include the information required in Exhibit "A" furnished by the Board of Education of Warren Township High School District 121.

Proposals must be signed by person(s) legally authorized to perform such function and bind his or her company.

Proposal documents shall be submitted in sealed envelopes clearly labeled as follows:

PROPOSAL: PHOTOGRAPHY

ADDRESSED TO: Board of Education
Warren Township High School District 121
34090 Almond Road
Gurnee, IL 60031
ATTN: Michael Engel, CSBO

Interpretations, Discrepancies, and Omissions

Any requests for interpretations or responses must be submitted in writing to the Board of Education, Warren Township High School District 121, 34090 Almond Road, Gurnee, Illinois 60031 or by email to mengel@wthsh.net. Furnish your email address. Any replies to requests received, will be issued to all known Vendors by written addendum via email.

Proposal Deposit

No proposal deposit is required. Vendor also acknowledges their failure to perform within the intent of the solicitation may disqualify them from future contracts with the Board of Education, Warren Township High School District 121.

Examination of RFP

Vendors are encouraged to read the entire RFP before submitting a response. The successful respondent shall comply with all of the terms and conditions contained in the RFP and shall include all required signed forms with their bids.

Time for Receiving Proposals

Proposals must be delivered to the Board of Education, Warren Township High School District 121, 34090 Almond Road, Gurnee, Illinois 60031 prior to **11:00 a.m. on March 27, 2020**, the proposal opening time. Proposals received after the scheduled date will not be accepted.

Withdrawal of Proposals

Proposals may be withdrawn by written request of the person submitting the original proposal. Such request must be received **prior** to the proposal opening.

Award of Contract

Contracts will be awarded to the Vendor complying with the conditions of the proposal documents and determined by the Board of Education of Warren Township High School District 121 to best meet the needs of the District. Photography contracts may be awarded to multiple Vendors. Vendor(s) shall include with their proposals a signed agreement using the form that is attached to this RFP.

Term

The contract will be for the 2020-2021 school year. The District shall have the option to renew each year for four (4) additional years. Vendor must provide any pricing or other changes for all four (4) additional years with their proposals. The District will have the option to terminate any contract with a Vendor with a 60 (sixty) day written notification.

Criteria

Proposals will be evaluated based on the following criteria:

- | | |
|--|-----------|
| 1. Quality | 10 points |
| 2. Technology | 15 points |
| 3. Pricing to student | 20 points |
| 4. Ability to service District | 20 points |
| 5. Monetary and non-monetary services provided to the District | 20 points |
| 6. Studio location(s) | 5 points |
| 7. References | 10 points |

Selected photographers will be required to make a formal presentation on their proposal.

Exemptions from Taxes

Warren Township High School District No. 121 is exempt from federal, state and municipal taxes.

Reservation of Rights by the District

The Board of Education reserves the right to reject any and all proposals. The District reserves the right to award to any Vendor who meets the minimum acceptable level of quality as outlined in the specifications. Products which are proposed, but do not meet or exceed the specifications as outlined in the proposal documents, will not be considered.

Compliance with Public Laws and Certifications

The Vendor shall, at all times, observe and comply with all laws, ordinances, regulations and codes of the federal, state, county and all other local government agencies, which may in any manner affect the preparation of proposals or the performance of the contract including, but not limited to, the *Equal Employment Opportunity Act* and the *Illinois Criminal Code*. In addition, the Vendor must comply with the *Illinois Human Rights Act* and the equal employment opportunity provisions referenced by the Illinois Department of Human Rights regulations (44 Ill. Admin. Code 750.10). Such provisions are attached hereto and shall be deemed incorporated into the contract of the successful Vendor. Further, by submitting a proposal, Contractor certifies that it has a written sexual harassment policy in place in full compliance with Section 2-105 of

the *Illinois Human Rights Act*. By submitting a proposal, Contractor additionally certifies that its officers, employees, and agents are not barred from bidding and entering into an agreement with the District as a result of a violation of the Bid Rigging or Bid Rotating provisions of the Public Contracts Section of the Illinois *Criminal Code of 1961* (720 ILCS 5/33E-3, 33E-4) or otherwise under the Illinois *School Code* (105 ILCS 5/10-20.21). The Contractor acknowledges that the District's Board of Education may declare the agreement void if it finds this certification is false. As required by law, the Contractor certifies that it and all its affiliates will collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with the provisions of the Illinois *Use Tax Act* (35 ILCS 105/1 *et seq.*) regardless of whether the Contractor or its affiliate is a "retailer maintaining a place of business within this State" as defined in Section 2 of the *Use Tax Act* (35 ILCS 105/2). The Contractor further certifies that to the extent applicable, it will provide a drug free workplace as required by the Illinois *Drug Free Workplace Act* (30 ILCS 580/1 *et seq.*). To the extent Contractor has any access to student information, Contractor shall further sign the District's confidentiality agreement concerning student records.

Insurance

The Vendor shall keep in force during the term of the agreement occurrence-based broad form comprehensive general liability insurance, in an amount not less than Two Million and no/100 Dollars (\$2,000,000), in the aggregate, and per occurrence, including automobile and contractual liability coverages, naming the School District, its individual board members, employees and agents named as additional insureds on such policies on a primary noncontributory basis. The list of individuals and entities to be covered by said insurance will be provided as of the date of the agreement and updated in writing by the School District and delivered to the Vendor annually. The contractual liability insurance shall cover the indemnification obligations set forth in the "Hold Harmless and Indemnity" section below. Vendor shall also maintain worker's compensation coverage in the minimum statutory amounts. Such insurance shall be written by responsible carriers and shall be evidenced by a certificate of insurance and copies of the policies, if available, all as reasonably acceptable to the School District. The certificates of insurance and all insurance policies required to be obtained by the successful vendor shall provide that coverages afforded under the policies will not be canceled, reduced or allowed to expire without at least thirty (30) days prior written notice given to the School District.

Employee Background Checks and Freedom from Communicable Disease

A Criminal History Background Investigation, including sex offender check, and a fingerprint check for Illinois School Employment is to be completed on each employee of the Contractor assigned at the contractor's expense. Completed forms are to be submitted to the proper authority of the State of Illinois. In addition, Contractor shall certify that each employee has complied with and provided to Contractor the necessary evidence of examination and physical fitness required by 105 ILCS 5/24-5.

Name of Vendor/Company

Subscribed and sworn to before me this _____ day of _____, 2020

Signature of Notary Public

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Warren Township High School District 121

34090 Almond Road
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Exhibit A

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Proposal Summary – Photography

All proposals shall be submitted in a sealed envelope and delivered to the Warren Township High School District No. 121 **on or before March 27, 2020, 11:00 am**. Faxed proposals will NOT be considered. It is the responsibility of the Vendor to insure that their proposals arrive prior to the above stated TIME AND DATE. Any proposals received after the date and time will be returned unopened to the Vendor. No corrections can be made after the time of opening.

Vendors have the opportunity to submit proposals for photography services based on the following photography needs of the District.

PROPOSAL PACKAGE 1	PROPOSAL PACKAGE 2
Yearbook photography program for freshmen through seniors	Athletic program photography
Senior photography	
Dance photography	
Fine arts program photography	
Graduation photography	

Proposals must include the information described below. Any additional requirements of the District are detailed in these specifications. Vendors must present a written proposal for each category which would include:

1. Packages and pricing designated for each portrait program
2. Description of marketing program (enclose samples of all materials)
3. Description of number of photographers available to the District for the prospective program
4. Technology used
5. On-line ordering availability
6. Studio location(s)
7. References (please list)
8. Price increases in subsequent years
9. Monetary and non-monetary incentives to the District and how the service will be delivered

Warren Township High School District 121 has two campuses:

O’Plaine Campus, located: 500 N. O’Plaine Road
Gurnee, IL 60031

Almond Campus, located: 34090 Almond Road
Gurnee, IL 60031

The enrollment for our two campuses combined is approximately 4,000 with the expected senior class of 2020 over 950.

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1. Annual Photography for Yearbook

The District wishes to provide for the photography of students and staff for inclusion in its annual yearbook. The specific requirements are detailed below.

SPECIFICATIONS

Specific requirements of the District are as follows:

1. All portraits that are supplied to the yearbook for inclusion in the book should follow the guidelines established by the Professional School Photographers Association (<http://www.pspa.pmai.org>).
2. Photos should be digital and in jpeg and tif format.
3. The school will provide the Vendor with a database in a Microsoft Excel or other compatible format of all students which will include name, grade, identification number and address to the Vendor.
4. The Vendor will provide informational packets to students at Vendor's cost regarding where to get pictures taken, times, and package pricing at least 21 days prior to the scheduled shoot date. These packets will include an explanation of photo packages and prices. The District will allow inclusion of one mailer in its annual registration package. Vendor will be responsible for cost of mailer printing. District will pay cost of postage.
5. Photographs will be delivered within 30 working days from the final portrait date.
6. The Vendor will provide a complete computer printout of all student names that are photographed, along with their package ordered.
7. Offer the school the option of prepay or proof portrait program.
8. The District will provide sufficient on-site facilities and opportunities for student photographs.
9. The Vendor will provide sufficient photographers and equipment to complete student photographs during the District's one week registration process held during the summer. The Vendor will provide sufficient photographers and equipment to complete photographs of seniors and missed students during the months of June, July and August.
10. The Vendor will offer complimentary portrait packages to all administration and faculty members upon request by each individual on photo day.
11. Vendor will provide a directory of the staff that participated in the portrait.
12. The Vendor will not charge students a sitting or other fee for a yearbook photograph. The Vendor will be allowed to market the purchase of additional photographs through a mailer or through on-line purchasing. All checks will be payable to the Vendor.
13. Make-up dates will be scheduled after the return of the original photographs on date(s) mutually agreed between the Vendor and the District. The Vendor must make its best effort to accommodate the District's requested dates.
14. Photographer will provide 35 candid service trips to cover various events as scheduled by the yearbook advisor.
15. The Vendor will treat Yearbook, Athletics, and Fine Arts as separate entities, because Yearbook has timelines that differ (Yearbook Deadlines: November 1, December 9, January 6, February 3, March 8, April 6 (Supplement)).
16. The Vendor must provide a rep to work with Athletics and Activities, at key events throughout the year.
17. The Vendor must ensure quality of the pictures to ensure that there are no blurry or uninteresting pictures.

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PRICING AND SERVICES

In your proposal, please include:

1. Descriptions of the photographs in each package. Provide brochures describing portrait options.
2. Proposed marketing program to the students. Please enclose samples with proposal. Include mailer program, on-line ordering ability, etc.
3. Samples of photographic quality.
4. Describe scheduling parameters and number of photographers available for scheduled portrait dates.
5. Monetary and non-monetary incentives to the District and how the service will be delivered.
6. Attach any additional information you feel is relevant to our decision.

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2. Senior Portraits

The District wishes to provide for the photography of senior portraits. The specific requirements are detailed below. Please submit the required information which includes:

SPECIFICATIONS

Specific requirements of the District are as follows:

1. The school will be provided a database in Microsoft Excel or other compatible format of all seniors to include name, address and phone number.
2. Photos should be digital and in jpeg and tif format.
3. The District will provide on-site facilities during the summer for the Vendor to schedule senior photographs.
4. The Vendor must offer a free yearbook photo, but will be allowed to market senior packages which will be available for purchase by the student/guardian.
5. The Vendor must offer a wide choice of backgrounds, clothing changes and different sitting positions.
6. The Vendor will be required to mail out informational packets to senior class regarding where to get pictures taken, appointment time, and package pricing. All senior portrait scheduling will be coordinated by the Vendor.
7. The Vendor must designate studio location for additional student needs.
8. The Vendor will be required to conduct a senior photography session over the summer at the school and again at the student registration. All dates to be set up with the building administration.
9. Senior proofs will be mailed to the student within a reasonable time.
10. Vendor will not schedule any senior photography dates less than 30 days prior to the senior deadline date.
11. Photographer will provide a minimum of two photographic training seminars as requested and scheduled by the yearbook advisor.

PRICING AND SERVICES

In your proposal, please include:

1. Descriptions of the photographs in each package. Provide brochures describing portrait options.
2. Pricing for *retouched* packages.
3. Proposed marketing program to the students. Please include sample proof information and technology available.
4. Describe scheduling parameters and number of photographers available for scheduled portrait dates.
5. Attach any additional documentation to this form.
6. Monetary and non-monetary incentives to the District and how the service will be delivered.
7. Provide any additional costs to package such as shipping.
8. Provide cost of mailers, if any.

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3. Dance Photography

The District wishes to provide for the photography of the WTHS Dances. The specific requirements are detailed below. Please submit the required information which includes:

SPECIFICATIONS

Specific requirements of the District are as follows:

1. Photographer will photograph couples at **Homecoming, Turnabout and Prom.**
2. Photos should be digital and in jpeg and tif format.
3. Photographer will deliver all dance pictures to designated campus within two to three weeks of the dance. The District will be responsible for handing out pictures to students.
4. Photographer will take candid images at Homecoming, Turnabout and Prom and deliver to yearbook advisor.
5. Provide a complete computer printout of all student names that are photographed along with their package information.

PRICING AND SERVICES

In your proposal, please include:

1. Descriptions of the photographs in each package. Provide brochures describing portrait options.
2. Proposed marketing program to the students. Please enclose samples with proposal. Include mailer program, on-line ordering ability, etc.
3. Samples of photographic quality.
4. Describe scheduling parameters and number of photographers available for scheduled portrait dates.
5. Monetary and non-monetary incentives to the District and how the service will be delivered.
6. Attach any additional information you feel is relevant to our decision.

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4. Athletic Program Photography

The District wishes to provide for the photography of the Athletic Programs. The specific requirements are detailed below. Please submit the required information which includes:

SPECIFICATIONS

Specific requirements of the District are as follows:

1. Photograph all teams and individuals wishing to purchase photographs. Photos should be digital and in jpeg and tif format.
2. Deliver individual portrait packages within 3-4 weeks of portrait day.
3. Provide candid images of each Varsity Sport (action photos). One copy to the Athletic Office, other copy to the yearbook advisor.
4. District 121 has a three-season schedule; Fall, Winter and Spring.
5. Require photographer to cover **30** mutually agreed upon events.

PRICING AND SERVICES

In your proposal, please include:

1. Package cost, description and including shipping or other costs.
2. Descriptions of the photographs in each package. Provide brochures describing portrait options.
3. Proposed marketing program to the students. Please enclose samples with proposal. Include mailer program, on-line ordering ability, etc.
4. Samples of photographic quality.
5. Describe scheduling parameters and number of photographers available for scheduled portrait dates.
6. Monetary and non-monetary incentives to the District and how the service will be delivered.
7. Attach any additional information you feel is relevant to our decision.

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5. Fine Arts Program Photography

The District wishes to provide for the photography of the Fine Arts Programs. The specific requirements are detailed below. Please submit the required information which includes:

SPECIFICATIONS

Specific requirements of the District are as follows:

1. Pictures of all performance dress rehearsals using available theatrical light.
2. Photos should be digital and in jpeg and tif format.
3. Pictures of all "Mainstage" shows (fall, winter, musical), student-directed one-acts, band concerts and choir performances.
4. Pictures of Honors Night, Drama Banquet, Fill the Drum, March Band/Choir concerts, and the Holiday shows.
5. Cast ensemble picture and crew ensemble picture for each mainstage show, to be taken on the set of the respective show.
6. Copies of the cast ensemble, crew ensemble, and all other posed and candid images will be available to students and/or parents for purchase.

PRICING AND SERVICES

In your proposal, please include:

1. Package cost, description offered, including shipping or other costs.
2. Descriptions of the photographs in each package. Provide brochures describing portrait options.
3. Proposed marketing program to the students. Please enclose samples with proposal. Include mailer program, on-line ordering ability, etc.
4. Samples of photographic quality.
5. Describe scheduling parameters and number of photographers available for scheduled portrait dates.
6. Monetary and non-monetary incentives to the District and how the service will be delivered.
7. Attach any additional information you feel is relevant to our decision.

Warren Township High School District 121

34090 Almond Road
Gurnee, Illinois 60031
Fax: (847) 548-0564

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6. Graduation Photography

The District wishes to provide for the photography of the Graduation Ceremonies. The specific requirements are detailed below. Please submit the required information which includes:

SPECIFICATIONS

Specific requirements of the District are as follows:

1. In-house photographs prior to ceremony.
2. Photos should be digital and in jpeg and tif format.
3. Graduation Ceremony informational packets to be sent to each senior student within one month of ceremony. Packets should include sample photo, package pricing and availability OR information on internet availability of images.

PRICING AND SERVICES

In your proposal, please include:

1. Please provide package cost, description offered, including shipping or other costs.
2. Descriptions of the photographs in each package. Provide brochures describing portrait options.
3. Proposed marketing program to the students. Please enclose samples with proposal. Include mailer program, on-line ordering ability, etc.
4. Samples of photographic quality.
5. Describe scheduling parameters and number of photographers available for scheduled portrait dates.
6. Monetary and non-monetary incentives to the District and how the service will be delivered.
7. Attach any additional information you feel is relevant to our decision.

Warren Township High School District 121

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The above proposal is hereby submitted in accordance with the requirements included in this request for proposal. The individual signing below has all requisite authority to bind her or her respective company hereto.

Firm Name _____

Address _____

Signed _____ Date _____

Print Name and Title _____

Telephone (____) _____ Fax (____) _____

AGREEMENT FOR PHOTOGRAPHY SERVICES

THIS AGREEMENT is entered into this ____ day of _____, 2019, by and between the Board of Education of Warren Township High School District No. 121, Lake County, Illinois (“Board”), and _____ (“Vendor”) (collectively referred hereto as “the Parties”).

WHEREAS, the Board requested proposals for photography service (“Services”); and

WHEREAS, Vendor has submitted a proposal for the Services; and

WHEREAS, the Board desires to enter into this Agreement with Vendor to provide the Services in accordance with the Request for Proposal of Photography Services.

NOW, THEREFORE, in consideration of the terms and conditions herein, and other good and valuable consideration, the receipt of which is hereby acknowledged, the Parties agree as follows:

1. Duration of Agreement. This Agreement shall be effective from July 1, 2020, and shall continue in force and effect through June 30, 2021. The District may extend this Agreement for an additional four (4) years on the terms and conditions herein. Thereafter, the Parties may extend the Agreement on such terms and conditions as are mutually agreeable to the Parties. During any extension period, all terms and conditions stated herein shall remain a part of the Parties’ Agreement except as expressly agreed to the contrary in a written, signed extension document. The Board may terminate this Agreement for its convenience at any time by providing the successful vendor with at least sixty (60) days advanced written notice of such termination. Vendor shall promptly remit any incentives and commissions due the Board as of the date of any termination of the Agreement.
2. Contract Documents. The documents comprising the entirety of this Agreement are the Request for Proposals, which is attached hereto as Exhibit A and incorporated herein, Vendor’s response to the Request for Proposals, which is attached hereto as Exhibit B and incorporated herein, and this Agreement.
3. Document Supremacy. In the event any term or provision of this Agreement conflicts with a term or provision of the Request for Proposals of Photography Services or Vendor’s Response to the Request for Proposals, the term or provision of this Agreement shall prevail.
4. Compensation. The Vendor shall provide services as set forth in the Request for Proposals for Photography Services and shall be compensated in accordance with the rates set forth in Exhibit B.
5. Complete Understanding. This Agreement sets forth all of the promises, agreements, conditions, and understandings between the Parties relative to the subject matter hereof,

and no other promises, agreements, or understandings, whether oral or written, expressed or implied, exist between the Parties.

6. Amendments. No subsequent alteration, amendment, change, addition, deletion, or modification to this Agreement shall be binding upon the Parties hereto unless reduced to writing and duly authorized and signed by both Parties.
7. Termination. Should the vendor fail to comply with any of the terms and conditions of the Contract Documents such failure shall be deemed to be a breach of the Contract Documents and the Board may terminate this Agreement and pursue all legal remedies available.

IN WITNESS WHEREOF, the Parties have signed this Agreement on the ____ day of _____, 2020.

BOARD OF EDUCATION OF WARREN
TOWNSHIP HIGH SCHOOL DISTRICT
NO. 121, LAKE COUNTY, ILLINOIS

CONTRACTOR

By: _____

By: _____

Its: _____

Its: _____

Date: _____

Date: _____

ATTEST:

ATTEST:

By: _____

By: _____

Its: _____

Its: _____

Date: _____

Date: _____

EXHIBIT A
REQUEST FOR PROPOSALS

EXHIBIT B

VENDOR'S RESPONSE TO THE REQUEST FOR PROPOSALS

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