

*Leland School District
408 East Fourth Street
Leland, Ms 38756*

Office Phone: (662) 686-5000

Fax: (662) 686-5029

BID FORM and SPECIFICATIONS

**School Day Portraits
2021-2022 SCHOOL YEAR**

Package A \$_____ x 1.40 = _____
(your price) (our price)

Package B \$_____ x 1.40 = \$_____
(your price) (our price)

Consist of:

- (1) 5 x 7
- (2) 3 x 5
- (8) wallets
- (16) student exchanges

Consist of:

- (1) 8 x 10
- (1) 5 x 7
- (8) wallets
- (32) student exchanges
- (2) 3 x 5

Services included with school day portraits:

- 40% commission (less sales tax) must be paid to Leland School District Activity Fund.
- Complimentary packages of pictures for all faculty and administrative personnel equivalent to package A.
- This statement must be visible on the payment envelope that goes home with the students- *“A portion of the proceeds will be contributed to the school activity fund.”*

Senior Special

Package #1 \$_____ x 1.40 = _____

Consist of:

- (1) 11 x 14
- (2) 8 x 10
- (2) 5 x 7
- (48) wallets

Package #2 \$_____ x 1.40 = _____

Consist of:

- (1) 11 x 14
- (1) 8 x 10
- (2) 5 x 7
- (32) wallets

Package #3 \$_____ x 1.40 = _____

Consist of:

- (2) 8 x 10
- (2) 5 x 7
- (24) wallets

Package #4 \$_____ x 1.40 = _____

Consist of:

- (1) 11 x 14
- (2) 8 x 10
- (24) wallets

Package #5 \$_____ x 1.40 = _____

Consist of:

- (1) 8 x 10
- (2) 5 x 7
- (16) wallets

Package #6 \$_____ x 1.40 = _____

Consist of:

- (1) 8 x 10
- (16) wallets

Package #7 \$_____ x 1.40 = _____

Consist of:

- (3) 5 x 7
- (8) wallets

Additional Portraits:

- (1) 16 x 20 \$ _____ x 1.40 = _____
- (1) 11 x 14 \$ _____ x 1.40 = _____
- (1) 8 x 10 \$ _____ x 1.40 = _____
- (2) 5 x 7 \$ _____ x 1.40 = _____
- (8) wallets \$ _____ x 1.40 = _____
- Proofs \$ _____ x 1.40 = _____

Services included with Senior portrait contract:

1. Sitting dates will be during non-school hours.
2. Senior portraits must include drape, tuxedo, cap and gown in the first setting.
3. Specialized Senior service: individualized Senior portraits (drapes, tux, cap and gown variations, casual, band, athletic, formals).
4. Individualized student orders (proof changes within packages, extra sizes, etc.)
5. Re-touched portraits (color and black/white annual copies as necessary)
6. Special annual/newspaper black/white copies (three).
7. Group color picture of Senior class for yearbook.
8. Large composite picture for Seniors (one per student, 8 x 10)
9. Senior package sizes may vary but not be less than 10% total inch combinations.
10. Money to be collected by the bidder with no liability on Leland Schools for money received.
11. Each bidder may outline and price on Senior Special Package. This package will be in the final consideration of bids or equivalent.
12. Large composite picture for school hall (approximately 36" x 42").
13. Black and white identified pictures (students K – 12, administration, faculty and staff) furnished for yearbook.

Senior setting cost \$ _____ x 1.40 = \$ _____

Software Services Needed:

Leland School District also wants the school day pictures submitted to the Administrative Office in a .jpg file format on a CD or DVD. The file should not be greater than 50k. The dimensions of each photo in this file should be approximately 128 pixels (height) by 96 pixels (width). Each image file name should be the student ID number (a state ID that has been assigned to each student). Pictures will be uploaded into student database software (SamSpretra).

Cost of files uploaded to flashdrive \$ _____

It shall be incumbent upon the bidders to understand the specifications. The specifications and conditions of this bid are intended to promote competition to the maximum extent practicable. Bids will be awarded in whole or in parts.

In submitting the above prices, it is understood by the bidder that all prices quoted herein are firm prices up to June 30, 2022.

Company: _____

By: _____

Date: _____

Phone: _____

Fax: _____

Please put your bid prices on the line and multiply your bid price times the 1.40% where noted. The difference between the two prices is what should be submitted to the school activity fund if you are awarded this bid.

All bids must be in a sealed envelope clearly marked **“Picture Bid”** on the outside of the envelope. **All bids are to be turned in by Monday, July 26, 2021 by 3:00pm.**

NEW BIDDERS MAY BE ASKED TO SUPPLY REFERENCES!

*Leland School District
408 East Fourth Street
Leland, Ms 38756*

Office Phone: (662) 686-5000

Fax: (662) 686-5029

**Leland School District School Day Pictures and Senior Portraits
Bid Specifications for 2021-2022**

Bidder: _____
Package A _____ x 1.40 _____
Package B _____ x 1.40 _____

Bidder: _____
Package A _____ x 1.40 _____
Package B _____ x 1.40 _____

Senior Portraits:

Package #1 _____ x 1.40 _____
Package #2 _____ x 1.40 _____
Package #3 _____ x 1.40 _____
Package #4 _____ x 1.40 _____
Package #5 _____ x 1.40 _____
Package #6 _____ x 1.40 _____
Package #7 _____ x 1.40 _____

Package #1 _____ x 1.40 _____
Package #2 _____ x 1.40 _____
Package #3 _____ x 1.40 _____
Package #4 _____ x 1.40 _____
Package #5 _____ x 1.40 _____
Package #6 _____ x 1.40 _____
Package #7 _____ x 1.40 _____

Additional Portraits:

(1) 16 x 20 _____ x 1.40 _____
(1) 11 x 14 _____ x 1.40 _____
(1) 8 x 10 _____ x 1.40 _____
(2) 5 x 7 _____ x 1.40 _____
(8) wallets _____ x 1.40 _____
Proofs _____ x 1.40 _____

(1) 16 x 20 _____ x 1.40 _____
(1) 11 x 14 _____ x 1.40 _____
(1) 8 x 10 _____ x 1.40 _____
(2) 5 x 7 _____ x 1.40 _____
(8) wallets _____ x 1.40 _____
Proofs _____ x 1.40 _____

Senior Setting Cost:

_____ x 1.40 _____

Senior Setting Cost:

_____ x 1.40 _____

Cost of software CD or DVD: _____

Cost of software CD or DVD: _____