

REQUEST FOR PROPOSAL

HALIFAX REGIONAL SCHOOL BOARD
33 Spectacle Lake Drive, Dartmouth NS B3B 1X7
TEL: (902) 464-2000 #2223 FAX: (902) 464-0161



RFP# 3816

DATE: 12-Feb-16
QUOTE DUE: **29-Feb-16**
NAME OF PERSON REQUESTING QUOTE:
Bernie MacEachern

COMPANY NAME: _____

Contact Phone Number: _____
Email: _____

SCHOOL ADDRESS:
LOCKVIEW HIGH SCHOOL
148 LOCKVIEW ROAD
FALL RIVER NS B2T 1J1

THIS IS NOT AN ORDER

CONTACT PHONE NUMBER: (902) 860-6000 #5

Lockview High School

3 YEAR TERM WITH TWO ONE YEAR OPTIONS FOR RENEWAL AT THE SOLE DISCRETION OF THE SCHOOL

LOCKVIEW HIGH SCHOOL (1,130+ STUDENTS) GRADES 9-12 IS SEEKING THE SERVICES OF A PROFESSIONAL PHOTOGRAPHER TO PHOTOGRAPH INCOMING GRADE 9 STUDENTS in early June of each school year as well as current Grade 9 - 11 students in early June. We would like to receive all student ID's by the last week of August before the new school year. Anyone that does not have a photo for their ID would have their photo taken during the first visit from the photographer at Lockview High School. We would also like to have the pdf's or the available media format of the student ID's as we would like to be able to make copies of the ID's for any student that loses their ID throughout the year. (ID pics are included in package)

Delivery of Individual photos (School Photos and/or Graduation Photos)
All pictures taken at Lockview High School are to be delivered to the family that has purchased the photos.

Prom - A photographer will be provided for 2 hours to take photos of people during the prom. These photos can be delivered to Lockview High School before the last day of school. ALL OTHER STUDENTS MUST BE PHOTOGRAPHED THE FIRST DAY OF SCHOOL IN SEPTEMBER (INSTANT SCHOOL ID'S ARE A MUST) PHOTOGRAPHERS MUST ALLOW RE-TAKES AND PROVIDE A LIST OF STUDENTS THAT MISSED PHOTO TAKES TO ADMINISTRATION ON THE DAY OF RE-TAKES.

PACKAGES MUST CONSIST OF THE FOLLOWING:		
PACKAGE A: 1 - 8X10, 2 - 5X7, 4 - 4X6, 8 WALLETS	SET	
PACKAGE B: 2 - 5X7, 4 - 4X6, 8 WALLETS	SET	
PACKAGE C: 1 - 8X10	SET	
PACKAGE D: 1 - 11X14	SET	
PACKAGE E: 1 - 16X20	SET	
PACKAGE F: 1 - HIGH RESOLUTION IMAGE ON CD	SET	
COST TO ADD 1 - 8X10 TO ANY ABOVE PACKAGE FOR ONLY	EA	
COST TO ADD 2 - 5X7 TO ANY ABOVE PACKAGE FOR ONLY	SET	
COST TO ADD 2 - 4X6 TO ANY ABOVE PACKAGE FOR ONLY	SET	
COST TO ADD 16 WALLETS TO ANY ABOVE PACKAGE FOR ONLY	SET	
COST TO ADD 8 WALLETS TO ANY ABOVE PACKAGE FOR ONLY	SET	
COST OF RETAKE	EA	
ATTACHED EXPLANATION OF VALUE ADDED SERVICE (MUST BE PHOTOGRAPHY RELATED) PLEASE PROVIDE REFERENCES FROM 3 SCHOOLS WHERE YOU HAVE PROVIDED PHOTOGRAPHY SERVICE AND EXPLAIN THE PHOTOGRAPHY PROCESS.		
EXPECTED DELIVERY DATE TO SCHOOL AFTER PHOTOGRAPHS ARE TAKEN	WKS	
PROOFS MUST BE PROVIDED TO STUDENTS IN INDIVIDUAL ENVELOPES FOR REVIEW. PACKAGE SELECTION MUST BE MADE WITHIN TWO SCHOOLS DAYS AND RETURNED TO THE SCHOOL WITH FULL PAYMENT OF THE ORDER.		
PACKAGES MUST BE DELIVERED TO THE SCHOOL LABELLED INDIVIDUALLY WITH THE STUDENT'S NAME, PACKAGE PURCHASED AND A MINI-PORTRAIT ON THE PACKAGE LABEL, SORTED ALPHABETICALLY BY HOMEROOM CLASS NUMBER.		
THE SCHOOL RESERVES THE RIGHT TO REQUEST PRESENTATIONS FROM THREE OF THE TOP SCORING COMPANIES PRIOR TO AWARD. THE EVALUATION CRITERIA IS AS FOLLOWS:		
1) PRICE (30 POINTS)		
2) QUALITY OF WORK (SAMPLES/REFERENCES) (25 POINTS)		
3) GUARANTEED RESPONSE TIME (25 POINTS)		
4) LOCAL REPRESENTATION (10 POINTS)		
5) ADDED VALUE (10 POINTS)		

DO NOT INCLUDE HST IN YOUR PRICING

Instructions to Vendor: DELIVER SEALED PROPOSAL TO LOCKVIEW HIGH SCHOOL BY MONDAY FEBRUARY 29TH, 2016 AT 2:00:00PM.