

REQUEST FOR PROPOSAL

HALIFAX REGIONAL SCHOOL BOARD
 33 Spectacle Lake Drive, Dartmouth NS B3B 1X7
 TEL: (902) 464-2000 #2011 FAX: (902) 464-0161



Halifax Regional
 School Board

QUOTE # 3554

DATE: 21-Feb-13
 QUOTE DUE: 07-Mar-13
 NAME OF PERSON REQUESTING QUOTE:
 DEBORAH BECK, BUYER

COMPANY NAME: _____
Contact Name: _____
Contact Phone Number: _____
Local Office Address: _____

SCHOOL ADDRESS:
 CITADEL HIGH SCHOOL
 1855 TROLLOPE STREET
 HALIFAX NS B3H 0A4

THIS IS NOT AN ORDER

PURCHASING CONTACT PHONE NUMBER: (902) 464-2000 #2011

REQUEST FOR PROPOSAL - PHOTOGRAPHY SERVICE

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

CITADEL HIGH SCHOOL (1,200 + STUDENTS) IS SEEKING THE SERVICES OF A PROFESSIONAL PHOTOGRAPHER TO PHOTOGRAPH STUDENTS AT THE SCHOOL DURING THE MONTH OF SEPTEMBER

PACKAGES MUST CONSIST OF THE FOLLOWING:		
INSTANT STUDENT ID FOR EACH STUDENT PHOTOGRAPHED		
GRADUATION PICTURES		
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.		
CITADEL HIGH 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: RETURN COMPLETED QUOTE TO FAX: (902) 464-0161 by 2:00 p.m. 7-Mar-13