

**Halifax Regional Centre For Education**

**Purchasing Division**

**RFT #4005**

**Photography Service – Sackville High School (RFP)**

**Addendum #1**

**March 5<sup>th</sup>, 2019**

**11:30 A.M.**

To: Bidders

From: Aaron Sullivan, Manager,  
Accounting and Purchasing

Pages: 1 including cover

Phone: 464-2000(ext. 2011)

**The bid documents shall be amended and new drawings and clauses added, and shall become part of the contract documents as follows:**

The closing date of RFP #4005 has been extended to 12<sup>th</sup> March, 2019

**End of Addendum #1**

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PLEASE SIGN BELOW AND RETURN WITH BID DOCUMENTS:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company Name

# REQUEST FOR PROPOSAL

**RFP # 4005**

HALIFAX REGIONAL CENTRE FOR EDUCATION  
33 Spectacle Lake Drive, Dartmouth NS B3B 1X7  
TEL: (902) 464-2000 #2223

DATE: 20-Feb-19  
DATE DUE: **08-MARCH-2019 2:00 P.M.**  
NAME OF PERSON REQUESTING QUOTE:  
*John Miller*

**COMPANY NAME:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_  
**Contact Phone Number:** \_\_\_\_\_  
**Local Office Address:** \_\_\_\_\_

**SCHOOL ADDRESS:**  
Sackville High School  
1 Kingfisher Way  
Lower Sackville, B4C 2Y9

**THIS IS NOT AN ORDER**

**CONTACT PHONE NUMBER: (902) 864-6700 EXT 1**

**REQUEST FOR PROPOSAL - PHOTOGRAPHY SERVICE**

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

SACKVILLE HIGH SCHOOL (900+ STUDENTS) GRADES 9-12 IS SEEKING THE SERVICES OF A PROFESSIONAL PHOTOGRAPHER TO PHOTOGRAPH ALL STUDENTS AT THE BEGINNING OF THE YEAR (FIRST SCHOOL DAY FOR ALL STUDENTS). PHOTOGRAPHERS MUST ALLOW RE-TAKES AND PROVIDE A LIST OF STUDENTS THAT MISSED PHOTO TAKES TO ADMINISTRATION ON THE DAY OF RE-TAKES. THE SUCCESSFUL PHOTOGRAPHER MUST SET ASIDE ENOUGH TIME FOR GRAD PICTURES IN CONSULTATION WITH THE SCHOOL AT A TIME TO BE DETERMINED IN SEPTEMBER. SCHOOL ID'S MUST BE PROVIDED TO THE SCHOOL WITHIN TEN SCHOOL DAYS OF PHOTO 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	
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.		
<b>EXPECTED DELIVERY DATE TO SCHOOL AFTER PHOTOGRAPHS ARE TAKEN</b>	WKS	

PROOFS MUST BE PROVIDED TO STUDENTS IN INDIVIDUAL ENVELOPES FOR REVIEW. PACKAGE SELECTION MUST BE MADE WITHIN 10 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 proposals (including samples) to Sackville High School by no later than Friday March 8th at 2:00:00 p.m. Proposals should be clearly marked RFP#4005 Photography Services - Sackville High School. Faxed/Emailed proposals will not be accepted.**