

## **INVITATION TO BID FOR HIGH SCHOOL PHOTOGRAPHY SERVICES**

### **NORTH HAVEN PUBLIC SCHOOLS**

Sealed bids for the **Official School and Yearbook Photographer, North Haven High School** will be received at the North Haven Public School Central Office, 5 Linsley Street, North Haven, Connecticut, until **11:00 A.M. on Friday, March 31, 2023**, at which time and place they will be opened and publicly read. Specifications may be obtained from the Central Office or by visiting the District website at <http://www.north-haven.k12.ct.us>. **Those interested are hereby advised of the existence of an Ordinance concerning Bid Preference for Town-Based Businesses.**

After bids are received the North Haven Public School District may analyze whether vendors have submitted comparable documents and meet the requirements called for. In reviewing the documents, the School District may consider the past performance, financial responsibility, and sales and service experience of the vendors. The North Haven Public School District reserves the right to reject any or all documents, to waive any defects in same, or to choose to make purchases other than strictly in accordance with price considerations, and/or to choose other than the lowest bidder, if it is deemed in the best interest of the North Haven Public Schools. All bidders must agree that if awarded the contract they will sign a privacy agreement stating compliance with Connecticut Public Act 16-189.

**Any inquiries concerning this invitation to provide services should be directed to:**  
[falcon.justin@north-haven.k12.ct.us](mailto:falcon.justin@north-haven.k12.ct.us).

**North Haven Public Schools**  
**North Haven, CT 06473**

**BIDDING INSTRUCTIONS**

The general rules and conditions outlined below apply to all purchases authorized by the North Haven Public Schools. The conditions outlined become a formal part of each invitation to bid unless otherwise specified. All bidders are expected to fully inform themselves as to the conditions, requirements and specifications before submitting bids. Failure to do so will be at the bidder's own risk.

The North Haven Public Schools may delete, supersede or modify any of these standard instructions for a particular purpose. The terms and conditions outlined in the invitation to bid become part of the formal contract following award, unless specified otherwise.

1. Submit proposal in a sealed envelope marked "**OFFICIAL SCHOOL AND YEARBOOK PHOTOGRAPHER BID**" along with the bid opening date and time on the outside.
  - a. All bids must be received in the Business Office by **11:00 a.m. on Friday, March 31, 2023.**

**Bids shall be opened and publicly read at that time.**

2. It will be the bidder's responsibility to check for any Addendums added to the original bid.
3. Formal bids, addendums to bids or requests to withdraw a bid received after the date and time specified for opening will not be considered.
4. Bids may be withdrawn by written authorization only, and if withdrawal request is received prior to specified time of opening.
5. Vendors are encouraged to allow sufficient time for mailing of bids. The North Haven Public Schools assumes no responsibility for postal delays. All bids received will be stamped by date and time received by the North Haven Public Schools Department of Business and Operations. This date of receipt will prevail over postmark date.
6. All information required by the invitation must be complete to constitute proper bid. Failure to do so will result in disqualifying the bid.
7. It is the intention of North Haven Public Schools to select a Vendor to provide these services based on factors which include the comprehensiveness and quality of the proposal, the experience of the Vendor, and the costs submitted by the Vendor. Price in and of itself will not necessarily be the deciding factor in awarding the contract. Notwithstanding the forgoing, the District may award the contract to the lowest responsible bidder, but reserves the right to reject any and all bids, or parts thereof, or to waive irregularities as deemed to be in the best interest of the District.

**RESIDENT BIDDERS PREFERENCE:** Price and other factors being equal, preference will be given first to resident bidders of the town, except when judgment of such purchase would operate to the disadvantage to the Town.

8. The North Haven Public School district is exempt from all State and Local taxes.
9. A contract shall be deemed executory only to the extent of appropriations available to North Haven Public School District for the purchase of such articles. The school district's extended obligation on these contracts which envision extended funding, through successive fiscal periods shall be contingent upon actual appropriations for the following fiscal year.
10. No alterations in the terms of a contract shall be valid or binding to the school district unless made in writing and signed by the Superintendent or his authorized agent.
11. The contractor, following award of the contract, may be required to furnish to the North Haven Public Schools a Certificate of Insurance for the following coverage:
  - a. Comprehensive General Liability
  - b. Property Damage & Bodily Injury Liability
  - c. Automobile Liability
  - d. Workman's Compensation and Employees Liability
  - e. Professional Liability

The Town of North Haven and the North Haven Public Schools shall be named as an additional insured on said policy of public liability insurance to cover all claims against the Town and school district arising out of said contract.

The limits of Insurance unless otherwise specified shall be as follows:

**GENERAL LIABILITY:** Minimum limit of \$1,000,000 for each occurrence and \$2,000,000 general aggregate.

The insurance carried by the bidder shall include the following coverages.

- a. Comprehensive Form
- b. Premises Operations
- c. Products Completed Operations
- d. Contractual – Hold Harmless Requirements\*
- e. Independent Contractors
- f. Broad Form Property Damage
- g. Personal Injury

**\*HOLD HARMLESS REQUIREMENTS:** The contractor shall, at all times, indemnify and save harmless the Town of North Haven and North Haven Public Schools, its officers, agents and servants on account of any and all claims, damages, losses, litigation expense, counsel fees and compensation arising out of injuries (including death) sustained by or alleged to have been sustained by the public, any or all persons affected by the contractor's work, or by the contractor,

any subcontractor, material, men or anyone directly or indirectly employed by them or any one of them while engaged in the performance of this contract.

**AUTOMOBILE LIABILITY:** Combined single limit of \$1,000,000. (Property Damage & Bodily Injury Liability \$1,000,000. Combined Single Limit) Comprehensive automobile liability to cover all automobiles or vehicles owned, hired or owned by contractor's employees and used on business.

**WORKERS' COMPENSATION:** The contractor must have workers' compensation and employer's liability insurance as provided by Connecticut and Federal law with statutory limits. \$1,000,000 bodily injury per accident, \$1,000,000 bodily injury by disease each employee and \$1,000,000 bodily injury disease aggregate.

The contractor shall procure and pay for the insurance coverage described above with the minimum limits of liability as stated. The certificate of insurance shall certify that said coverage shall be in effect for the term of the contract.

The Town of North Haven and North Haven Public Schools shall be named as an additional insured on the General Liability insurance policy. All policies shall provide for 60 days written notice prior to cancellation, substantial change or nonrenewal.

The contractor must be in compliance with State of Connecticut Public Act #86-87 "An Act Concerning Workers' Compensation Insurance Requirements for Contractors, On Public Works Projects and State Licenses."

12. **NON-DISCRIMINATION:** Contractor, in performing under this contract, shall not discriminate against any worker, employee or applicant, or any member of the public, because of race, creed, color, age or national origin, nor otherwise commit an unfair employment practice. Contractor further agrees that this article will be incorporated by contractor in all contracts entered into with suppliers of materials or services, contractors and subcontractors and all labor organizations, furnishing skilled, unskilled and craft union skilled labor, or who may perform any such labor or services in connection with this contract. The following principles and requirements of Equal Opportunity and Affirmative Action, as incorporated herein, will be incorporated into "Equal Opportunity – Nondiscrimination Clause" to be included in all bid documents, purchase orders, lease and contracts.

The principles of Affirmative Action are addressed in the 13th, 14th, and 15th Amendments of the United States Constitution, Civil Rights Act of 1886, 1870, 1871, Equal Pay Act of 1963, Title VI and VII of the 1964 United States Civil Rights Act, Presidential Executive Orders 11246, amended by 11375, (nondiscrimination under federal contracts), Act 1, Section 1 and 20 of the Connecticut Constitution, Governor Grasso's Executive Order Number 11, Governor O'Neill's Executive Order Number 9, the Connecticut Fair Employment Practices Law (Sec. 46a-60-69) of the Connecticut General Statutes, Connecticut Code of Fair Practices (46a-70-81), Deprivation of Civil Rights (46a-58 (a) (d) ), Public Accommodations Law (46a-63-64), Discrimination against Criminal Offenders (46a-80), definition of blind (46a-51 (l) ), definition of Physically Disabled (46a-51 (15)), definition of Mentally Retarded (46a-51 (13) ), cooperation with the Commission on Human Rights and opportunities (46a-77), Sexual

Harassment (46a-60 (a) –8), Connecticut Credit Discrimination Law (360436 through 439), Title 1 of the State and the Local Fiscal Assistance Act of 1972.

13. Submission of a Bid signifies that the Bidder will sign the contract presented by the North Haven Public Schools (if awarded) without alteration. Refusal to sign or exceptions taken to the contract will give North Haven Public Schools the right to reject the bid.
14. No work shall commence under the contract without the issuance of a Notice to Proceed or Award and a Purchase Order from North Haven Public Schools. The successful contractor shall not exceed the total contract price without advance written approval from the North Haven Public Schools.
15. The successful Bidder shall execute the Contract without alteration within fifteen (15) days of the Notice of Proceed or Award.

**North Haven Public Schools**  
**North Haven, CT 06473**

**BID SPECIFICATIONS**  
**OFFICIAL SCHOOL AND YEARBOOK PHOTOGRAPHER**  
**NORTH HAVEN HIGH SCHOOL**

**SCOPE OF SERVICES**

- The agreement will be for the position of *Official School and Yearbook Photographer* and will be awarded for the school years, 2023-2024, 2024-2025 and 2025-2026 with the option of one additional annual renewal with the approval of the North Haven Board of Education.
- The services will be at no cost to North Haven Public Schools, as students will have the opportunity to purchase photograph packages.
- The services will include:
  - taking school portraits of each member of the school without the obligation to purchase.
  - Student id photos
- At the end of each school year, the agreement will be extended only when the photographer has fulfilled all the services stated in the contract.
- If the school feels the services have not been provided, written notice of termination of the contract will be sent to the photographer. This notice will be sent at least 30 days prior to the end of the school year.
- Fulfillment of services shall be determined solely by the school.

**REQUIREMENTS OF SERVICE**

**This section is meant to provide the company with an understanding of the scope and breadth of service that North Haven High School requires for this agreement. It is not meant to be an exhaustive list but rather a representative sample of the expectations the school will hold for the company.**

- 1) Provide in school senior portrait headshot for the yearbook without requiring a minimum purchase; or provide an in studio headshot for the yearbook for a \$25 sitting fee\*.  
*\*This information must be advertised to parents and students prominently through mailings at the end of their Junior year.*
- 2) Photographer(s) must be able to provide graduates the opportunity to be photographed at a studio within 10 miles of North Haven during the summer months of July and August.
- 3) Provide each member of the 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> and high school faculty and staff members a yearbook headshot and ID card.
- 4) Provide 1 make-up/retake day for 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> and high school faculty and staff members a yearbook headshot and ID card.
- 5) Provide each member of the 12th grade with an ID card.
- 6) Provide 2 in school opportunities for 90% of the senior class to be photographed.
- 7) Provide the capability for parents to choose/order packages online.
- 8) Provide digital headshot images for PowerSchool or attendance taking software.

- 9) Provide on-site photography as needed for important pictures including, but not limited to, panoramic class picture, year of graduation picture, superlatives, dances, events, clubs/activities, and potential new events not specified as deemed necessary by the Administration or Yearbook staff.
- 10) Provide on-site photography of freshmen, junior varsity and varsity sports for the fall, winter and spring seasons. Both team/group shots and action shots to be provide in a timely manner subsequent to the event date. Parents should have the option to purchase sports action, individual, and team photos from the photographer.
- 11) Provide yearbook staff the digital images of all events and portraits.
- 12) Provide yearbook staff with online viewing of all high resolution yearbook relevant photos with the ability to download and upload to publishing software.
- 13) Provide direct mailing from the company for all senior and sports photography.
- 14) Be available to communicate with Yearbook staff during normal business hours or be able to respond to requests within 24 hours.

## **COMPANY EXPECTATIONS**

It is expected that the company will have been in business for at least three years.

It is expected that the company will provide a minimum of four references from clients/companies for services performed. Include in the reference the name and title of the contact person and telephone number.

## **SENIOR PORTRAITS**

Please attach detailed package descriptions for senior portraits beyond the required in-school free headshot or \$25 in-studio senior headshot.

## **UNDERGRADUATE PORTRAITS**

Please attach detailed package descriptions four undergraduate portraits for each of the three years of the contract.

## **FREELANCE CANDID EVENTS SPORTS AND TEAM PHOTOGRAPHY**

Please attach detailed package description for sports and special event photograph for each of the three years of the contract.

## **AFFIRMATION**

### **Packages and Pricing:**

Candidates can apply for individual parts or any combination thereof. Requirements are to either provide individual pricing or any combination pricing of the photography needs from above. Please include detail for each need and or a combination of the cost for the services. Please also include what would be included as a minimum package (size and quantity) including sitting fees, any incentives, rebates etc.

## **GENERAL INFORMATION**

By what date can the school expect delivery of a CD with all photographs? \_\_\_\_\_

What is the average delivery time of finished photo packages from the date of order? \_\_\_\_\_

## **SUBMISSIONS**

Submit one copy of a Yearbook or a Photo book from each reference you cite above.

Submit three copies of your response to this RFP.

## **QUESTIONS**

If a vendor has specific questions about the services under the Request for Proposal (RFP), please contact [falcon.justin@north-haven.k12.ct.us](mailto:falcon.justin@north-haven.k12.ct.us).