



2020/21 Graduation Photography RFP Rich Township High School District 227

April 2021

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Section 1 Invitation to Submit Proposal

This is an invitation to submit a proposal for graduation day student pictures and live streaming of three graduation events on graduation day. Rich Township High School District 227, comprised of one school with two campuses in Olympia Fields, Illinois and Richton Park, Illinois, (dba hereafter, the “District” or “RTHS”). RTHS has approximately 700 graduates in the 20-21 class. The graduation day activities will occur at the STEM Campus - 3600 West 203rd Street Olympia Fields, IL 60461 on Sunday, May 23, 2021 at 9:00 am, 1:00 pm and 5:00 pm.

Additionally, this proposal includes services for the creation of graduate yard signs.

It is the intention of the District to enter into an agreement for one year (graduation) on May 23, 2021, unless extended thereafter by mutual agreement of the parties. However, please provide pricing for fiscal year 21-22 and fiscal year 22-23. Each year is mutually exclusive.

All proposals shall be placed in a sealed envelope clearly marked “PROPOSAL FOR GRADUATION PHOTOGRAPHY” and addressed to Dr. Stephen Bournes, Assistant Superintendent of Educational Services at Rich Township High School District 227, 20550 South Cicero, Matteson, Illinois 60443 and must be received no later than 10:00 am local time on Wednesday, April 14, 2021. Timely delivery is at the risk of the Respondent. Any submittals received after the deadline will be rejected. There will not be a formal bid opening. Proposals must be valid for at least thirty (30) days. The District reserves the right to reject all bids if it is in the best interest of the District.

Section 2 Scope of Services

The following services are to be included in the proposal.

➤ Day of Graduation Portraits (May 23, 2021)

- The photographers should be available for set-up at 7:30 am on graduation day and remain until after the final graduation is complete at approximately 8:00 pm on Sunday, May 23, 2021
- The photographers will photograph each graduate at all three ceremonies
 - 9:00 am, 1:00 pm and 5:00 pm on Sunday, May 23, 2021
- At least three cap and gown pictures will be taken of each graduate during the graduation ceremony
 - When receiving the diploma, walking across the stage, and departing the stage
- The district will not be charged for the photographs
- The photographs will be made available for families to purchase on the day of the graduation
- The price of the photo packages should be at a reasonably affordable price point
- Families should be given at least three package options
- No minimum order guarantee
- Vendor must manage all aspects of ordering including an online ordering and viewing option, money collection, mailings and delivery of pictures to student home
- Pictures must be available in digital format for use by the school at no charge
- Any event images will be available for administration use and download directly from the vendor’s site at no charge.

Proposal must include a family pricing menu.

➤ **Live Streaming of the Graduation (May 23, 2021)**

- The vendor should be available for set-up at 7:30 am on graduation day and remain until after the final graduation is complete at approximately 8:00 pm on Sunday, May 23, 2021
- The vendor will live stream all three ceremonies
- 9:00 am, 1:00 pm and 5:00 pm on Sunday, May 23, 2021
- The vendor must transmit live video and audio coverage of the graduation on May 23, 2021 over the internet
- The vendor must deliver a seamless experience for viewers for their real-time
- The vendor must manage all aspects of the live stream, including connecting to the internet
- RTHS will provide the link to the website
- The event will be available online for download within 48 hours of the event

Proposal must include live streaming costs pricing menu.

➤ **Student Yard Signs – Due May 14, 2021**

- The vendor will create one yard sign for each graduate with a photograph provided by the district
- Approximately 700-yard signs will be needed (the final number of signs is TDB by April 23, 2021)
- The yard signs must be 24x36, full color with the district logo (approved by the district before production)
- The signs will include two stakes
- The yard signs must be assembled upon delivery
- There will be additional yard signs for the valedictorian and salutatorian
- The vendor will deliver all the signs to STEM campus (**3600 West 203rd Street Olympia Fields, IL 60461**) no later than Friday, May 14, 2021 at noon.
- The district must approve the signage proof before the final printing begins
- No minimum guarantee

Proposal must include a per sign price including delivery.

Section 3 Bid Requirements

Non-Assignment

The vendor shall not assign or sell any rights to this contract to another party or parties without prior written approval from the District. Such action without approval shall invalidate this contract.

Breach of Contract

If the Company shall materially violate, breach or fail to perform any of the terms or conditions herein contained, including the provisions of the statutes, rules and regulations referred to above, the contract shall, at the option of the School Boards, be void and the said District shall be entitled to damages, including attorney fees, resulting from said breach or failure on the part of the Company. The partial or total failure of the Company to perform its services because of extreme weather conditions, impassable roads or acts of God shall not be judged a breach of the proposed contract. However, the Company shall not be paid for any lack of total performance.

If, in the opinion of the Districts, minor contract violations and/or non-performance problems occur, the Districts shall be entitled to damages, costs and fees including, but not limited to reasonable attorney fees incurred in enforcing or correcting such breach. The Contractor will remedy any such violations or non-performance problems within 48 hours of notice of such from the Districts, except that violation which affects the safety of students will be remedied immediately. Contractor may be provided, but is not guaranteed, an opportunity to cure any material defects in servicing the contract prior to the District's termination of the contract for material breach.

Insurance

- A. The Contractor shall obtain and maintain in full force and effect during the term of this proposed contract and pay the premium thereon a policy of public liability, property damage and bodily injury insurance insuring all passengers and parties at all times issued by an insurer authorized to transact business in this State and approved by the Board of Education. Such policy shall cover the Contractor, operator and the District with the District specifically named as an additional insured in the policy, on a primary and non-contributory basis. A Certificate of Insurance, and corresponding endorsements, must be filed annually, prior to the commencement of the school year, with the District stating the policy limits.

- B. The Contractor shall, at its own expense, keep with companies, satisfactory to the District, insurance protections. Insurer providing coverage must have a current rating of "A" or better as provided by A.M. Best's rating system. Coverage required is as follows:

- a. Commercial General Liability
General Aggregate \$2,000,000
Products-Completed Operations Aggregate \$2,000,000
Personal & Advertising Injury \$1,000,000
Each Occurrence \$1,000,000 per occurrence

- b. Automobile Liability
Any Auto, Hired Autos, Non Owned Autos
Combined Single Limit \$1,000,000

Workers' Compensation
Coverage A Statutory
Each accident: \$500,000
Each employee: \$500,000
Policy Limit: \$500,000

- c. If for any reason the insurance is cancelled, the insurance company shall notify the District thirty (30) days in advance of any full or partial cancellation.

- C. Contractor must name the District as additional insured on a primary and noncontributory basis for general liability and automobile liability. A waiver of subrogation in favor of the Districts shall apply for general liability and workers' compensation.

Indemnification

The Contractor is responsible for and shall hold harmless, indemnify and defend the Districts, its agents, its employees and the School District Board Members from and against any and all loss, damage, injury, liability and claims or expenses by reason of any loss, personal injury, death or other damage that may be done to or suffered by any person, including employees of the Contractor, or the School District, arising in connection with the operations to be carried on by the Contractor.

The Contractor agrees to save, keep, hold harmless, and fully indemnify and defend the Districts, their Boards, officers or agents from all damages or claims for damages, costs, or expenses in law or equity that may at any time arise or be set up for an infringement of the patent rights, copyright, or trademark of any person or persons in consequence of the use in the performance of this contract of any article of which the Contractor is not the patentee or assignee or has not the lawful right to use.

Section 4 **Required Bid Documents**

- A. Exhibit A - Pricing
- B. Exhibit B - Signature Page

EXHIBIT A

Day of Graduation Portraits (May 23, 2021)

Year 1 \$ _____ 20-21

Year 2 \$ _____ 21-22

Year 3 \$ _____ 22-23

Live Streaming of the Graduation (May 23, 2021)

Year 1 \$ _____ 20-21

Year 2 \$ _____ 21-22

Year 3 \$ _____ 22-23

Student Yard Signs – Due May 14, 2021

Year 1 \$ _____ 20-21

Year 2 \$ _____ 21-22

Year 3 \$ _____ 22-23

Please attach the following to this exhibit:

1. Day of Graduation Photos and Package Cost for Parents
2. Live Streaming Sample
3. Sample Yard Signs
4. 3 References

Company Name: _____

Contact Name: _____

Contact Number: _____

Contact Email : _____

EXHIBIT B

2020/21 Graduation Photography RFP

Rich Township High School District 227

Confirmation of Due Diligence and Proposal Submission

I hereby agree that by signing this bid form that I have thoroughly read and understand the specifications and agree to provide these services to the District for 2020-21 as per the above prices.

Signature _____

Certificate of Eligibility to Contract

That, pursuant to section 33E of the Illinois Criminal Code of 1961 as amended, _____(Contractor) hereby certifies that neither he/she/it/they nor any of his/her/its/their partners, officers, or owners of the business have been convicted in the past five (5) years of the offense of bid-rigging under section 33 E of the Illinois Criminal Code of 1961 as amended; that neither he/she/it/they nor any of his/her/its/their partners, officers or owners have never been convicted of the offense of bid-rotating under section 33E-4 of the Illinois Criminal Code of 1961 as amended; and that neither he/she/it/they nor any of his/her/its/their partners, officers or owners have ever been convicted of bribing or attempting to bribe an officer or an employee of the State of Illinois, or has made an admission of guilt of such conduct which is a matter of record.

Signature _____

Certificate of Compliance with Illinois Drug-Free Workplace Act

(Applicable Only to Contractors with 25 or More Employees)

_____ (Contractor), having 25 or more employees, does hereby certify pursuant to Section 3 of the Illinois Drug-Free Workplace Act (30 ILCS 580/3) that (he, she, it, they) shall provide a drug-free workplace for all employees for all engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act and further certifies, that (he, she, it, they) is/are not ineligible for award of this contract by reason of debarment for violation of the Illinois Drug-Free Workplace Act.

Signature _____

Certificate Regarding Sexual Harassment Policy

_____ (Contractor), does hereby certify pursuant to Section 2-105 of the Illinois Human Rights Act (775 ILCS 5/2-105) that (he, she, it, they) has a written sexual harassment policy that includes, at a minimum the following information: (1) the illegality of sexual harassment; (ii) the definition of sexual harassment under the State Law; (iii) a description of sexual harassment, utilizing examples; (iv) an internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights and Human Rights Commission; (vi) directions on how to contact the Department of Human Rights and Human Rights Commission; and (vii) protection against retaliation.

Signature _____

Statement of Non-Discrimination

_____ (Contractor) will provide equal employment opportunities to all persons regardless of their race, color, creed, religion, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status or unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, use of lawful products while not at work, being a victim of domestic or sexual violence, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation, and other legally protected categories

Signature _____

Non-Collusion Affidavit

The submittal of a bona fide bid affirms that no member, representative, or agent of the firm, company, corporation or partnership submitting the bid has entered into any combination, collusion or agreement with any person regarding the price to bid by anyone in this bidding, or to anyone from the bidding, or to induce anyone to refrain from bidding; and that the bid submitted is made without reference to any other bid and without any other person related to this bidding. It is further affirmed that no person or persons, firms or corporations has, have or will receive either directly or indirectly, any rebate, fee, gift, commission, or thing of value on account of such sale.

The Board of Education reserves the right to reject any or all bids, to accept any bid favorable to its interest, and to waive any informality.

Signature _____

Prevailing Wage Statement

That the Contractor and any subcontractors of the Contractor will, where applicable, comply with prevailing wage rates for Cook County.

Signature _____