

## NOTICE TO BIDDERS

Sealed bids will be received by the Board of Trustees of the Clarksdale Municipal School District, Clarksdale, Mississippi, until 10:00 a.m. December 17, 2018 for School Day Pictures, Bid Reference #2019-05

Clarksdale Municipal School District reserves the right to reject any and all bids. For specifications and directions to bidders, please visit the district's webpage at [www.cmsdschools.org](http://www.cmsdschools.org).

Dennis J. Dupree, Superintendent

*Bid Form for School Day Pictures for School Year 2018-2019*

1. All students will be photographed and furnished a color proof. Proofs are to be sent attached to an envelope with ordering information printed on it to be sent home to parents explaining choice of packages and prices. Envelopes must be printed.
2. Students shall not be obligated for deposits on pictures except at the time proofs are returned to the school and the orders actually placed. Total payment will then be made by the students.
3. Method of collecting proofs and money will be determined by the schools along with the successful bidder. Money will be held in "trust" by the school until such time as the pictures are ordered.
4. There shall be no obligation to students or the school if pictures are determined to be unsatisfactory. All money shall be returned to students or satisfactory retakes shall be made.
5. One day shall be scheduled at the option of the school district for retake of pictures and/or absentees. No proofs are required for retakes. Payment of the pictures shall be made when photographed.
6. The company will furnish the schools' portions of the monies collected at the rate of 40% of the net sales. (Sales tax excluded).
7. The company shall be responsible for remitting all sales tax required by the State of Mississippi.
8. The company will furnish the school with the following:
  - A. Complimentary Teacher Package.
9. The company bid packages will be as specified (see attached) and no portions of the bid may be changed. Any changes in this bid will disqualify the company's bid.
10. Attach a list of schools in which you were awarded contracts for school pictures during 2017-2018 school year. Do not include senior portraits.
12. Please attach the following to your bid:
  - A. Sample of School Pictures
  - B. Sample of Proof
  - C. Samples of Proof Envelopes to be used
13. The successful bidder will furnish the central office a tentative schedule before entering the schools to photograph students.

BID FOR SCHOOL DAY PICTURES FOR CLARKSDALE MUNICIPAL SCHOOLS  
FOR SCHOOL YEAR 2018-2019

PLEASE FURNISH THE FOLLOWING INFORMATION:

1. Film to be used in photographing school pictures:

MANUFACTURER	GRADE
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2. Paper on which school pictures will be printed:

MANUFACTURER	GRADE
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3. Number of photographers and number of days to photograph the school listed below:

CLARKSDALE HIGH SCHOOL	PHOTOGRAPHERS	DAYS	Approx. 501 ENROLLMENT
W. A. HIGGINS JR. HIGH	PHOTOGRAPHERS	DAYS	Approx. 404 ENROLLMENT
OAKHURST INTERMEDIATE	PHOTOGRAPHERS	DAYS	Approx. 385 ENROLLMENT
HEIDELBERG ELEMENTARY	PHOTOGRAPHERS	DAYS	Approx. 288 ENROLLMENT
KIRKPATRICK ELEMENTARY	PHOTOGRAPHERS	DAYS	Approx. 284 ENROLLMENT
G. H. OLIVER ELEMENTARY	PHOTOGRAPHERS	DAYS	Approx. 376 ENROLLMENT
J. W. STAMPLEY 9 <sup>TH</sup> ACADEMY	PHOTOGRAPHERS	DAYS	Approx. 165 ENROLLMENT
BOOKER T. WASHINGTON ELEM	PHOTOGRAPHERS	DAYS	Approx. 271 ENROLLMENT

I understand that Clarksdale Municipal School reserves the right to waive informalities and reject any/or all bids as might be in the interest of the school system. I certify that I have read the attached bid specifications and do agree to the rules and regulations set forth in the bid.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

BIDDER QUALIFICATIONS

Before any bid can be accepted, a bidder must be deemed qualified, in the judgment of the school district officials, to perform as required herein. A bid may be rejected if a bidder fails to meet any one of the following qualifications:

- A. **Service/Delivery**  
It must be clearly evident to school district officials that a bidder is capable of delivering
- B. **Capacity**  
A bidder should be able to have the capacity, physically and financially to supply school day pictures service
- C. **Reliability**  
The successful bidder must have a proven (or believable) record of service. A bidder may be designated as unacceptable if the requirements for school day pictures have been previously violated and/or poor communications exist between the seller and the school district.
- D. **Modifications, additions, or changes to the terms and conditions of this bid may be cause for rejection.**

BID FORM FOR SCHOOL DAY PICTURES FOR CLARKSDALE MUNICIPAL  
SCHOOLS FOR SCHOOL YEAR 2018-2019

The company agrees to furnish to each school a portion of the monies collected from sales (excluding sales tax) at the rate of 40%.

PACKAGE A	PACKAGE B	PACKAGE C	PACKAGE D
2 - 8 x 10 1 - 5 x 7 2 - 3 1/2 x 5 4 - 2 x 3 16 wallets	1 - 8 x 10 2 - 3 1/2 x 5 4 - 2 x 3 16 wallets	1 - 5 x 7 2 - 3 1/2 x 5 4 - 2 x 3 16 wallets	2 - 3 1/2 x 5 8 wallets
Price \$ _____	Price \$ _____	Price \$ _____	Price \$ _____

Only the packages above will be offered to the students. Tax included in all prices.

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

REQUIRED MISSISSIPPI SALES TAX NUMBER: \_\_\_\_\_

SIGNATURE OF COMPANY AUTHORIZED REPRESENTATIVE:

\_\_\_\_\_

YOUR TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

The undersigned further agrees that this bid is in respect fair and without collusion of fraud; and no officer or board member of the school system or any person in the employment of said school system is interested directly or indirectly in a percentage of this bid or portion of the profits thereof.