

CHAMPAIGN COMMUNITY UNIT SCHOOL DISTRICT NO. 4  
Champaign, Illinois

**PROPOSAL FORM**  
**SCHOOL PHOTOGRAPHY SERVICES**

Having read the Request for Proposal issued by Champaign Community Unit School District No. 4 and understanding the same, I, on behalf of \_\_\_\_\_ hereby submit this Proposal Form and agree to provide the requested School Photography Services to said School District, 703 S. New Street, Champaign, Illinois 61820, in accordance with the provisions of said Request for Proposal and on the terms stated herein. I acknowledge that DISTRICT reserves the right to reject any and all proposals, to award a Contract in accordance with the terms of said Request for Proposal and to waive any informalities, irregularities or defects in any proposal, should it be in the best interests of DISTRICT to do so. Accordingly, I, on behalf of \_\_\_\_\_, submit the following fee proposal of said School Photography Services:

**2018-2019**

<b><u>PROPOSED SERVICES FOR SCHOOL PHOTOGRAPHY SERVICES</u></b>	<b><u>PROPOSED AMOUNT</u></b>
➤ Cost of Base Package (w/o Commission)	\$ _____
• One 8x10	
• Two 5x7	
• Two 3x5	
• Five 3¼ x 2¼, class composite	
• Precut student CUM pictures	
• Student/staff ID cards	
• Picture background for the elementary level should be <b>free of charge</b>	
• Included in the base package is the software program that will be installed	
➤ ID Card Printer	
• Middle Schools	\$ _____
• High Schools	\$ _____
• DISTRICT Office	\$ _____
➤ Commission	\$ _____
➤ Class Composite Only	\$ _____
➤ Elementary and Middle Yearbook, 35-page Color	\$ _____
➤ Elementary and Middle Yearbook, 35-page Black and White	\$ _____
➤ Student Planner Cost:	
• Elementary Schools	\$ _____

- Middle Schools \$ \_\_\_\_\_
- High Schools \$ \_\_\_\_\_
- Complimentary/Discounted Items:
  - Birthday Post Cards \$ \_\_\_\_\_
  - Extra Set of 2x2 \$ \_\_\_\_\_
  - Color Yearbook for Elementary \$ \_\_\_\_\_
  - Staff ID's \$ \_\_\_\_\_
  - Class Composite Provided for all Students \$ \_\_\_\_\_
  - Party Student Planners \$ \_\_\_\_\_
  - Other(s) \$ \_\_\_\_\_
    - \_\_\_\_\_ \$ \_\_\_\_\_
    - \_\_\_\_\_ \$ \_\_\_\_\_
    - \_\_\_\_\_ \$ \_\_\_\_\_

**PROPOSED SERVICES FOR SCHOOL PHOTOGRAPHY:**

**PROPOSED AMOUNT**

- **HIGH SCHOOL YEARBOOK**
- **EVENTS**
- **SPORTS**
- **SENIOR PHOTOGRAPHY** \$ \_\_\_\_\_
  - Cost of Basic Senior Package \$ \_\_\_\_\_
    - One 8x10
    - One 5x7
    - One sheet of wallets
  - Cost of Basic Dance Package \$ \_\_\_\_\_
    - Two 5x7
  - Cost of Basic Dance Court Package \$ \_\_\_\_\_
    - One 5x7
  - Cost of Basic Drama / Fine Arts Cast Photo Package \$ \_\_\_\_\_
    - One 5x7
  - Cost of Basic Sports Team Photo Package \$ \_\_\_\_\_
    - One 5x7 team photo
    - One sheet of individual wallets
  - Will pay for one full-page advertisement in the Yearbook (YES or NO)

- Will pay for one member of the Yearbook staff to attend Yearbook publisher's camp (YES or NO)
- Commission for each senior portrait used in the yearbook \$\_\_\_\_\_
- Complimentary Services
  - Will photograph **any** local sporting event the Yearbook needs for each sports team; **this includes freshman and junior varsity teams.** This includes no fewer than two events for each sport and each level. Only one of the two events may be a Central-Centennial contest.
  - Will photograph all athletic teams, including a head and shoulder photo of all varsity level athletes and coaching staff. An electronic copy of each photo will be provided to the athletic director and yearbook sponsor within one day of the scheduled photo shoot.
  - Will provide a free 11"x14" color photo of each team, each level, to the athletic director at no charge.
  - Will provide free color 14"x20" action photos (up to 36 in a given school year) to the athletic director, upon request by the director.
  - Will cover **all** State-level sporting events out of town.
  - Will cover **all** Drama/Fine Arts performances and will provide a cast photo.
  - Will provide free color 14"x20" action photos of Drama/Fine Arts performances (up to 7 in a given school year) to the athletic director, upon request by the athletic director.
  - Will cover **all** Dances. Candid only, no formal photos required, unless the photographer chooses to offer formal photos.
  - Will provide free color 14"x20" action photos of Dances (up to 3 in a given school year) to the athletic director, upon request by the athletic director.
  - Will cover **all** Club group portraits requested by the school.
  - Will cover **all** Homecoming events, including Parade, Homecoming Court, Coronation, Game, and Dance.
  - Will provide a formal group portrait of the Central Senior class, and the Centennial Senior Class.
  - Will provide photo CDs and online access of **any and all** events within three days of the event.
  - Will provide photo CDs and online access of **all** Senior and Faculty portraits by October 1.

**2019-2020**

**PROPOSED SERVICES FOR SCHOOL PHOTOGRAPHY SERVICES**      **PROPOSED AMOUNT**

- Cost of Base Package (w/o Commission)      \$ \_\_\_\_\_
  - One 8x10
  - Two 5x7
  - Two 3x5
  - Five 3¼ x 2¼, class composite
  - Precut student CUM pictures
  - Student/staff ID cards
  - Picture background for the elementary level should be **free of charge**
  - Included in the base package is the software program that will be installed
  
- ID Card Printer
  - Middle Schools      \$ \_\_\_\_\_
  - High Schools      \$ \_\_\_\_\_
  - DISTRICT Office      \$ \_\_\_\_\_
- Commission      \$ \_\_\_\_\_
- Class Composite Only      \$ \_\_\_\_\_
- Elementary and Middle Yearbook, 35-page Color      \$ \_\_\_\_\_
- Elementary and Middle Yearbook, 35-page Black and White \$ \_\_\_\_\_
- Student Planner Cost:
  - Elementary Schools      \$ \_\_\_\_\_
  - Middle Schools      \$ \_\_\_\_\_
  - High Schools      \$ \_\_\_\_\_
- Complimentary/Discounted Items:
  - Birthday Post Cards      \$ \_\_\_\_\_
  - Extra Set of 2x2      \$ \_\_\_\_\_
  - Color Yearbook for Elementary      \$ \_\_\_\_\_
  - Staff ID's      \$ \_\_\_\_\_
  - Class Composite Provided for all Students      \$ \_\_\_\_\_
  - Party Student Planners      \$ \_\_\_\_\_
  - Other(s)      \$ \_\_\_\_\_
    - \_\_\_\_\_      \$ \_\_\_\_\_

- \_\_\_\_\_ \$ \_\_\_\_\_
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**2020-2021**

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**ADDENDA ACKNOWLEDGEMENT:**

The undersigned acknowledges receipt of the following addenda. If all addenda are not acknowledged, this bid will be considered irregular.

Addendum No. \_\_\_\_\_ through \_\_\_\_\_.

**Place an "x" next to each that applies:**

- \_\_\_\_\_ Minority-owned Business Enterprise (MBE)
- \_\_\_\_\_ Female-owned Business Enterprise (FBE)
- \_\_\_\_\_ None of the above

**SIGNATURE AUTHORIZATION**

**IF AN INDIVIDUAL:**

Signature of Bidder \_\_\_\_\_

Business Address \_\_\_\_\_

Business Phone No. \_\_\_\_\_

Business Fax No. \_\_\_\_\_

**IF A PARTNERSHIP:**

Firm Name \_\_\_\_\_

Signed By \_\_\_\_\_

Business Address \_\_\_\_\_

Business Phone No. \_\_\_\_\_

Business Fax No. \_\_\_\_\_

**IF A CORPORATION:**

Corporate Name \_\_\_\_\_

Signed by \_\_\_\_\_

President

Business Address \_\_\_\_\_

Business Phone No. \_\_\_\_\_

Business Fax No. \_\_\_\_\_

Attest \_\_\_\_\_

Secretary