

Bid

To: Mr. William Bjork, Mineola ISD, 1000 W. Loop, Mineola, Texas, 75773
From: Gary C. Bright
CC: File:
Date: 5/11/2015
Re: Photography Bid

1. School Portraits

Tentative dates for school portraits and staff portraits

Set by campus administrators within the first 2 weeks of school

- *Picture image is used by school for ID badges (n/c to school)*

School picture turnaround time

Proof on order envelope in one week. Finished order will be delivered in two – three weeks.

Pre-Pay or proof or school choice?

School choice...we prefer proof so parents can view the image before they buy.

All picture packages arranged by grade level and name

Yes. Primary and elementary school packages are also arranged by homeroom name.

Fall and Spring pictures offered to all campuses

We offer fall school portraits to all campuses and spring portraits to the primary and Elementary. Because of extra curricular activities at the Jr.High and High school i.e.; sports band etc., we do not offer spring portraits unless the Jr High and High school requests this.

For yearbook staff, free copy of all students' photos, alphabetized by grade level, with legible students name and grade

Yes. We comply with the school's yearbook requirements (all on a CD)

Complimentary CD for all school campuses.

2. Sports Packages (Fall & Spring sports for all teams) Arrangements for each sports picture to be made through appropriate coach

Yes. Not only do we schedule through each coach/sponsor, we also schedule the picture times during their class period or after school per coach's request.

Complimentary group picture of team to each coach

Yes. Each coach/sponsor in the photograph receives a complimentary picture.

Some sports groups request larger pictures for gym-provide list

We will provide a complimentary print (24x30) as requested.

(framing, mounting is extra)

Provide price list for sports picture packages for bid

Attached is the package used for sports.

3. Co-Curricular/Extra curricular Pictures (band, cheerleader, jump rope, etc.)

List of group and sponsors will be provided by yearbook advisor

We will photograph any and all groups as requested by yearbook advisor.

(nights and weekends included as available)

Copy of each group photo furnished for yearbook

A CD is furnished to the yearbook with the images on it.

Complimentary group picture to club/organization sponsor

Yes. Anytime sales are made, a complimentary print is made for the sponsor.

Attached price list for co/extra curricular pictures packages for bid

Same as sports

4. Graduation

All senior will be photographed at graduation ceremony with option to order sent home

Yes. Each senior will be photographed receiving his/her diploma. An order form

will be sent home prior to graduation and photos will also be available online @

www.genes.photorelect.com (password protected).

Please attach picture price for graduation packages

5. Turn Around Time

All individual pictures to be returned with 2 – 3 weeks after taken

Yes. We process and print all photographs in our studio/lab.

All picture packages to be returned to the appropriate campus

Yes.

All picture of individual and groups (sports, band, etc.) to be turned in to yearbook

In a timely manner

Yes.

6. Quality

Please describe the picture, paper and processing quality of your package

*We use professional products for all prints. We process and print in our lab
and we guarantee our work.*

Attach samples if available

**Quality of photos will meet yearbook adviser's standards or photos will be reshot
/reprinted at no additional charge.**

Yes

7. Photographer availability and references

*I reside in Mineola. I am part of a network of photographers who will help out as
requested if I am unable to cover an event.*

Provide location of studio and lab

<i>Gene's Photography</i>	<i>Lake Country Color Lab</i>
<i>123 West Broad Street</i>	<i>123 West Broad Street</i>
<i>Mineola, Texas 75773</i>	<i>Mineola, Texas 75773</i>

Must be convenient to school representatives and be willing to give immediate response

Yes

Willing to make prints of photos requested for yearbook

Yes

References

M.I.S.D. Photographer since I moved back to Mineola in 1985 (graduate – class of 1974)

Alba / Golden, Superintendent - Dwayne Ellis

Winnsboro MMS Principal - Jeff Akin

Winnsboro Elementary Principal - Kristi Amerson

Moore Middle School Athletics - Randy Fleet

Big Sandy Athletics - Larry Minter

Baylor Nursing – Dallas – Debbie Milam

NTCC Nursing – Tonya Taylor

Henry & Peters – Rusty Bundy

TJC Football / Baseball / Graduation

8. Special Request

Some group/event may require special pictures (dances, etc) Please attach overview of special pictures complete with prices.

9. Commission

Please list commission paid to each campus and yearbook

The High School and Middle School commission checks are made out to the appropriate campus, but are mailed to William Bjork for distribution. The Primary and Elementary checks are given directly to the campus. The commission rate was rolled back to 15% for school pictures and 10% for spring and sports pictures to lower the package price to the parents. Raising the commission affects the price the parents are paying.

10. Miscellaneous

Please list extra services provided by photographer

- A. *We provide the image for the ID badge K thru 12*
- B. *We photograph and supply the image for all teachers and staff ID badges*
- C. *We supply the Mineola Monitor and Tyler newspaper with team and individual photos as requested at n/c*

- D. We offer a complimentary 24 x 30 staff photograph of each campus if requested
- E. We can offer on-line ordering for fall portraits (password protected)
- F. We offer the Seniors 2 (two) different opportunities to have their senior portraits made with no sitting fee charged
- G. We supply the Mineola Monitor with Senior Portraits images for their graduation section at n/c
- H. We photograph the favorites (Mr. & Miss MHS, etc) for yearbook at n/c
- I. All images are attached with student's first and last name, grade, homeroom (if applicable) and school campus for yearbook as well as student badges.

This bid will include all school pictures excluding the Junior-Senior Prom

We understand the position the school has taken regarding the Jr/Sr Prom but I would appreciate the opportunity to place a bid for it.

Contract period is for one, two or three years

A three year contract last time. I would like to request the same.

Prices quoted in this bid are locked in for the contract period

Yes. Any changes would have to be approved by the Superintendent and the Board.

Superintendent



Gary C. Bright

Photographer

Contract period is for 3 years starting August, 2015

_____date