



Gasconade County R-I School District

EL Phone: 573-486-3197
MS Phone: 573-486-3121
HS Phone: 573-486-5425
CO Phone: 573-486-2116

170 Blue Pride Drive, Hermann, MO 65041
www.hermann.k12.mo.us
Home of the Bearcats
Dr. Scott Smith, Superintendent

EL Fax: 573-486-3244
MS Fax: 573-486-5106
HS Fax: 573-486-3058
CO Fax: 573-486-3032

Request for Bid Proposal

The Gasconade County R-1 School District is accepting bids for their student school pictures. Listed below you will find the specifications and various packages the District would like to have bid.

1. All promotional materials will be furnished by the studio - flyers, posters, money envelopes, etc. These materials will be at the school three weeks prior to the picture dates.
 2. All pictures photographed will be done on a 100% satisfaction guarantee basis.
 3. All students will be photographed for the yearbook and school record purposes. Only those buying will receive a color portrait package.
 4. The studio will provide two (2) to three (3) photographers and money collectors at each picture site.
 5. All money will be collected and handled by the studio; therefore, the responsibility is lifted from the school.
 6. The studio and school sites will establish mutually agreeable dates for the initial and re-take picture schedule.
 7. Photograph and offer individual photo packages for graduation ceremonies (Kindergarten and High School) as well as graduation class photos.
 8. The length of the contract will be for three (3) years beginning with the 2021-2022 school year.
 9. The District will not provide parent or student emails, parent/student communications will be coordinated with the District.
 10. The District may void this contract at any time if the product or service is deemed by the District to be unsatisfactory.
11. Complimentary Services:
1. 3 - Sets of file prints.
 2. Calendars for the administrative staff.
 3. Delivery of portrait packages in 3-4 weeks from photo shoot.
 4. Combs will be provided for all students.
 5. Faculty, grades PreK-12, will receive complimentary packages of 2-5x7's and 8-2x3's.
 6. Each school will receive a digital file with their student and staff photos for yearbook purposes and a file will be sent to the Director of Technology with all student and staff pictures, designated by the school and with identifying student numbers. The identifying student numbers will be supplied by the District's Director of Technology before the photo shoot.
 7. Laminated staff school photo identification cards.
 8. All prices will remain firm for the three (3) year period.
 9. Team Photos/Organization/Event Photos (approximately 30 per year). These include: HS (Sports) Cross Country, Football, Softball, Volleyball, Boys Basketball, Girls Basketball, Cheer, Dance, Golf, Baseball, Track, Marching Band (Clubs) Drama, Scholar Bowl, FFA, FCLA, FBLA, NHS, Yearbook, STUCO MS (Sports) Girls Basketball, Football, Cross Country, Boys Basketball, Volleyball, Track
 10. Banners for all senior athletes and band students (approximately 80 per year).

Mark Brooks, Board President

Kevin Stiers, Board Director

Chip Stutzman, HS Principal

Dot Schoening, Board Vice President

Tim Schulte, Board Director

Matthew Mueller, MS Principal

Jeff Englert, Board Secretary

Becky Whithaus, Board Director

Kendra Brune, EL Principal

Mike Pratte, Board Director

Maranda Anderson, Curriculum Director

Melissa Ash, Dir. of Student Services

- 11. Bearcat Memorial Induction Ceremony pictures at the first fall football game.
 - Up to five (5) memory books shall be provided to the district for distribution to the honoree’s family at no cost to the district.
- 12. A photographer shall be provided for special events such as Homecoming, Courtwarming, and Graduation.
- 13. Composite pictures for each building.

Picture Packages:

Package A: Price _____
 3 – 8X10s
 2 – 5X7s
 2 – 3X5s
 4 – 2X3s
 32 – Wallets

Package B: Price _____
 1 - 8X10
 2 – 5X7s
 2 – 3X5s
 4 – 2X3s
 32 – Wallets

Package C: Price _____
 1 – 8X10
 2 – 3X5s
 4 – 2X3s
 16 – Wallets

Package D: Price _____
 1 – 5X7
 4 – 2X3s
 8 – Wallets

Add on Items:

1 – 10X13
 1 – 8X10
 2 – 5X7s
 12 – 2X3s
 16 – Wallets
 Different Colored Backgrounds

Price _____
 Price _____
 Price _____
 Price _____
 Price _____
 Price _____

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Please provide a list of School Districts that would provide a reference for your company.

In addition to the bid information requested, you may include any additional incentives, promotions, or programs you have available for our consideration.

Please submit your bid on the above listed packages by Tuesday, March 2, 2021. The Gasconade County R-1 School District reserves the right to accept or reject any or all bids.

Studio Representative Signature

Date

Mark Brooks, Board President

Kevin Stiers, Board Director

Chip Stutzman, HS Principal

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Additional Information and Directions

The Gasconade County R-1 School District has an approximate student enrollment of 910 students.

There are three schools:

- Hermann Elementary School - Grades PreK-3 (257 Students)
- Hermann Middle School – Grades 4-8 (306 Students)
- Hermann High School – Grades 9-12 (347 Students)

If you have questions contact Scott Smith, Superintendent of Schools at 573-486-2116 ext. 1300, or by email to ssmith@hermann.k12.mo.us.

If your company cannot meet one of our complimentary requests, please make note and provide an explanation as to why it can't be met.

***Bids should be placed in a sealed envelope or package clearly marked
"Student Picture Bid Proposal" and addressed to:***

***Dr. Scott Smith
Gasconade County R-1 Schools
170 Blue Pride Drive
Hermann, MO 65041***

***Bids must be received no later than
10:00 AM,
on Tuesday, March 2, 2021***

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