

MENIFEE COUNTY BOARD OF EDUCATION

Building a Foundation for Success

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School Pictures and Yearbook 2017/2018 School Year Bid Specifications

The Menifee County Board of Education will receive sealed bids for school pictures and yearbooks for the 2017-2018 school year. Bids will be received until 11:00 AM, Tuesday, April 11th, 2017, at which time they will be publicly opened and read. With questions, please contact Lorri Bartley at 606-768-8015.

School Pictures –pricing will be the main factor in determining winning bidder. We will require a certain number of sheets for each package. In addition, please include a commission rate.

Staff photos are to be taken at the beginning of the year. Staff pictures must be made available to upload to infinite campus and ID badges made for each staff member, including name and title. Student photos must also be made available to be uploaded to infinite campus.

The vendor can include additional package options, however the following are required.

Fall and Spring Pictures:

Package A – 4.5 sheets

Package B – 3.5 sheets

Package C – 3 sheets

Package D - 2 sheets

Sports Picture: The district would prefer a team picture and individual in the top three packages.

Package A – 4.5 sheets

Package B – 3.5 sheets

Package C – 3 sheets

Package D - 2 sheets

Senior Picture: Number of poses available on vendor discretion

Package A – 8 sheets

Package B – 5.5 sheets

Package C – 3 sheets

Package D – 1.5 sheets

Dance Pictures and other photographic opportunities can be determined on a case by case basis.

Yearbook – Pricing will be the main factor in determining winning bidder.

High school –

- 120 color page,
- Hardcover,
- approximately 100 copies

Elementary School -

- 60 pages color,
- Softcover,
- approximately 50 copies

Only bids that included all above stated components will be considered.