

# Arlington Heights School District 25

## Request for Proposal

### District Photography Services



Arlington Heights School District 25  
1200 S. Dunton Ave.  
Arlington Heights, IL 60005  
847-758-4900

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Arlington Heights School District 25 is accepting sealed proposals for student photography services for the following school years: 2025-2026, 2026-2027, and 2027-2028.

# Request for Proposal Form

Company Name: Arlington Heights School District 25  
Contact: Stacey Mallek, Asst. Superintendent for Business/CSBO  
Address: 1200 S. Dunton Avenue  
City, State, Zip: Arlington Heights, IL 60005  
Telephone: 847-228-2080  
Email Address: smallek@sd25.org

I have reviewed the specifications and instructions included herein and agree, provided I am awarded the contract, to provide the specified items and/or services or work as described in the specifications for the sum pro

## Section 1

### Invitation to Submit Proposal

This is an invitation to submit a proposal on student photography services for pupils in Arlington Heights School District 25, made up of 7 elementary and 2 middle schools (dba Arlington Heights School District 25), hereafter, the "District". AHSD25 enrolls approximately 5,300 students. Additionally, this proposal includes services for co-curricular clubs and athletic programs. The District intends to enter into an agreement for three (3) school years that will begin on July 1, 2025 and conclude on June 30, 2028 unless extended thereafter by mutual agreement of the parties and pursuant to 105 ILCS 5/29-6.1.

All proposals shall be placed in a sealed envelope clearly marked "PROPOSAL FOR STUDENT PHOTOGRAPHY SERVICES" and addressed to Stacey Mallek, Assistant Superintendent of Business/CSBO at Arlington Heights School District 25, 1200 S. Dunton Ave., Arlington Heights, IL 60005 and must be received no later than 10:00 AM on November 20, 2024. There will not be a formal bid opening. Proposals must be valid for at least sixty (60) days.

## General Information

Arlington Heights School District 25 has 7 elementary schools and 2 middle schools. Below is a list of schools, addresses and current enrollments.

School	Address	Current Enrollment (24-25SY)	Administrative Contact:
Dryden Elementary School	722 S. Dryden Pl., Arlington Heights, IL 60005	470	Akemi Sessler, Principal asesler@sd25.org
Greenbrier Elementary School	2330 N. Verde Dr., Arlington Heights, IL 60004	387	Donna Bingaman, Principal dbingaman@sd25.org
Ivy Hill Elementary School	2211 N. Burke Dr., Arlington Heights, IL 60004	569	Scott Kaese, Principal skaese@sd25.org
Olive Mary Stitt Elementary School	303 E. Olive St. Arlington Heights, IL 60004	625	Erin Davis, Principal edavis@sd25.org
Patton Elementary School	1616 N. Patton Ave., Arlington Heights, IL 60004	370	Ellie Chin, Principal echin@sd25.org
South Middle School	400 S. Highland Ave., Arlington Heights, IL 60005	802	Jim Morrison, Principal jmorrison@sd25.org
Thomas Middle School	1430 N. Belmont Ave., Arlington Heights, IL 60004	1012	Lori Naumowicz, Principal lnaumowicz@sd25.org
Westgate Elementary School	500 S. Dwyer Ave., Arlington Heights, IL 60005	619	Ann Buch, Principal abuch@sd25.org
Windsor Elementary School	1315 E. Miner St., Arlington Heights, IL 60005	497	Lindsay Anastacio, Principal lanastacio@sd25.org

It is the district's intent that only one (1) company be awarded for the photography services for the District as described in this RFP. Awards will not be made on a school-by-school basis.

## Section 2

### Scope of Services

The following services are to be included in the proposal.

#### Student Portraits

- Student mailing and email addresses will be provided to the vendor so that information and prices can be mailed in advance of the shoot. Addresses may not be used for any other purposes.
- Original student photo session taken early in the school year (within 30 calendar days of the first day of student attendance)
- Vendor must provide at least two (2) days at each school for photo retakes for students who were absent for original photo session. These shall occur prior to November 1st.
- Dates and locations of student photo session to be coordinated with each school administrative contact.
- Digitized prints will be provided for the school and use with the yearbook company available electronically thru the website.
  - Headshots must be provided for import into the school student management software program, PowerSchool. Digital picture files are to be named with the student's ID number.jpg.
  - Headshots must be stored in a secure central server location for all buildings.
- Vendor must manage all aspects of ordering, including an online ordering and viewing option, money collection, mailings and delivery of pictures to student home or school, if requested.
- Ability to provide flyers and portrait packages to school, if requested.
- No minimum order guarantee

#### 8th Grade Portraits

- Student mailing and email addresses will be provided to the vendor so that information and prices can be mailed in advance of the shoot. Addresses may not be used for any other purposes.
- Dates and locations of student photo session to be coordinated with each school administrative contact.
- Vendor must provide at least two (2) days at each school for photo retakes for students who were absent for original photo session. These shall occur prior to November 1st.
- Digitized prints will be provided for the school and use with the yearbook company available electronically thru the website.
  - Headshots must be provided for import into the school student management software program, PowerSchool. Digital picture files are to be named with the student's ID number.jpg.

- Headshots must be stored in a secure central server location for all buildings.

## Staff Portraits

- On-site during class picture days
- Free 5x7 and 4 wallets per staff member
- Free faculty composite picture

## Student Group, Team and Event Coverage

- Team and events will be determined in advance by the school.
- Building administration reserves the right to select photographers.
- Vendor will provide one main or primary photographer to handle the majority of school events and all scheduling.
- Vendor will schedule photography of events as required by the school..
- All event images will be available for administration use and download directly from the vendors site at no charge.
- Pictures must be available in digital format for use by the school at no charge
- Vendor will pre-select images for school administration enlargement and publicity use and provide a "Bests" folder for access to administrators.
- No minimum guarantee

## ID Cards/Passes

### Bus Passes (All Schools)

- Approximately 3000-3500 bus passes to be printed annually at no additional charge. Initial set (1500-1750) without picture or using previous year picture (files sent in July), second set with picture after last retake date. Proofs to be approved by the district. Request two week turnaround time to provide bus passes from date files sent. Template to be approved w/ Transportation Coordinator prior to print.
- \*Additional bus passes printed from weekly files for new students, replacement passes, and pass information changes (ex: bus route or stop changes). Two week turnaround time to provide bus passes from date files sent.
- Digital pictures in JPG format, sized for use in our student information systems. A minimum size of 300 x 200 pixels will be required.
- Digital picture files are to be named with the student's ID number.jpg
- Files are to be provided within 2 weeks of the applicable picture event

### Student Lunch ID Cards (Elementary Schools Only)

- Student lunch ID cards (approx. 3600) with student name, student school, student ID# and barcodes to be printed and delivered following completion of student pictures, following retake date. Template to be approved w/ Director of Food & Nutrition Services before print.
- \*Additional student lunch ID cards to be printed from weekly files for new students, replacement cards, and if card information changes. One week turnaround time to provide student lunch ID cards from date files sent.
- Digital pictures in JPG format, sized for use in our student information systems. A minimum size of 300 x 200 pixels will be required.
- Digital picture files are to be named with the student's ID number.jpg
- Files are to be provided within 2 weeks of the applicable picture event

\*Alternate to Additional ID print option (for Bus Passes and Student Lunch ID Cards):

- Vendor to provide the following equipment and supplies for card printing
  - For the duration of this agreement, the awarded photography contractor will provide at no charge two (2) ID solution systems, to include the following: All equipment must be approved by the Director of Technology.
    - Necessary computer hardware, video and software programs, including ribbons and card stock for ID's (2)
    - Zebra Technologies ZXP Series or equivalent, dual-sided, color, hard copy printers (2)
    - Stock of cards and ribbons, approx. need would be 2000 additional cards per year of the contract
    - Maintenance shall be included on all ID system equipment listed.

### Additional Services

- Principal albums available upon school request
- Sticky prints available upon school request

## Section 3

### Contract Requirements

#### Non-Assignment

The vendor shall not assign or sell any rights to this contract to another party or parties without prior written approval from the District. Such action without approval shall invalidate this contract.

#### Breach of Contract

If the Company shall materially violate, breach or fail to perform any of the terms or conditions herein contained, including the provisions of the statutes, rules and regulations referred to above, the contract shall, at the option of the School Boards, be void and the said District shall

be entitled to damages, including attorney fees, resulting from said breach or failure on the part of the Company. The partial or total failure of the Company to perform its services as a result of extreme weather conditions, impassable roads or acts of God shall not be judged a breach of the proposed contract. However, the Company shall not be paid for any lack of total performance.

If, in the opinion of the Districts, minor contract violations and/or non-performance problems occur, the Districts shall be entitled to damages, costs and fees including, but not limited to, reasonable attorney fees incurred in enforcing or correcting such breach. The Contractor will remedy any such violations or non-performance problems within 48 hours of notice of such from the Districts, except that violation which affects the safety of students will be remedied immediately. Contractor may be provided, but is not guaranteed, an opportunity to cure any material defects in servicing the contract prior to the District's termination of the contract for material breach.

#### Insurance

A. The Contractor shall obtain and maintain in full force and effect during the term of this proposed contract and pay the premium thereon a policy of public liability, property damage and bodily injury insurance insuring all passengers and parties at all times issued by an insurer authorized to transact business in this State and approved by the Board of Education. Such policy shall cover the Contractor, operator and the District with the District specifically named as an additional insured in the policy, on a primary and non-contributory basis. A Certificate of Insurance, and corresponding endorsements, must be filed annually, prior to the commencement of the school year, with the District stating the policy limits.

B. The Contractor shall, at its own expense, keep with companies, satisfactory to the District, insurance protections. Insurer providing coverage must have a current rating of "A" or better as provided by A.M. Best's rating system. Coverage required is as follows:

a. Commercial General Liability

General Aggregate \$2,000,000  
Personal & Advertising Injury \$1,000,000  
Each Occurrence \$1,000,000 per occurrence

b. Automobile Liability

Any Auto, Hired Autos, Non Owned Autos  
Combined Single Limit \$1,000,000

Workers' Compensation

Coverage A Statutory  
Each accident: \$500,000  
Each employee: \$500,000  
Policy Limit: \$500,000

c. If for any reason the insurance is canceled, the insurance company shall notify the District thirty (30) days in advance of any full or partial cancellation.

C. Contractor must name the District as additional insured on a primary and noncontributory basis for general liability and automobile liability. A waiver of subrogation in favor of the Districts shall apply for general liability and workers' compensation.

#### Indemnification

A. The Contractor is responsible for and shall hold harmless, indemnify and defend the Districts, its agents, its employees and the School District Board Members from and against any and all loss, damage, injury, liability and claims or expenses by reason of any loss, personal injury, death or other damage that may be done to or suffered by any person, including employees of the Contractor, or the School District, arising in connection with the operations to be carried on by the Contractor.

B. The Contractor agrees to save, keep, hold harmless, and fully indemnify and defend the Districts, their Boards, officers or agents from all damages or claims for damages, costs, or expenses in law or equity that may at any time arise or be set up for an infringement of the patent rights, copyright, or trademark of any person or persons in consequence of the use in the performance of this contract of any article of which the Contractor is not the patentee or assignee or has not the lawful right to use.

## Section 4

### RFP Submission/Required Response Documents

#### RFP SUBMISSION

Vendors are requested to include the following information in their RFP submittal. This information, except as noted, will be used in the evaluation of the proposals.

#### Qualifications of Firm and Staff:

1) Vendors are to provide information adequately describing their background and areas of expertise. This should include information on the firm itself as well as those individuals that would be designated as the primary point of contact and those individuals providing the photography services.

2) Staff working in buildings must pass a criminal background check and have proper verification of this check.

3) Three references

#### Quality of Work:

Sample photograph packages that are of the quality the vendor proposes to provide. This should include a variety of photographs the vendor is proposing. Vendors



must submit a total of four (4) sample photograph packages (one included in the original proposal) plus five (5) additional packages to be distributed to the evaluation committee for their use in evaluating the proposals.

#### Pricing and Packages

Provide price lists and packages offered for the following:

Student Portraits

8th grade Portraits

- All package prices must include sitting fee

\*The successful vendor may increase its fees once per contract year beginning in the 2025-2026 school year by no more than the most recently published Consumer Price Index for All Urban Consumers (CPI-U) in the Mid-West area, as published by the U.S. Department of Labor, Bureau of Labor Statistics.

#### ID Print Options:

Please indicate if you select the Alternate ID print option as stated in Section 2 of the RFP. If you select "yes" to providing printing equipment, please provide the specifications and software you will be providing.

Exhibit A: Commission/Rebate % of Sales Guarantee

Exhibit B: Certifications

## EXHIBIT A

### Commission/Rebate % of Sales Guarantee

The District PTA's will share in the gross sales revenue of Vendor for all sales made to District 25 families. Payments will be made to all school PTA's directly made by check in the name of each school.

Year 1

Year 2

Year 3

Provide a brief explanation of how the payment can be verified by the District:

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Contact email : \_\_\_\_\_

## EXHIBIT B - CERTIFICATIONS

1. CERTIFICATION - The undersigned contractor hereby certifies that he/she is not barred from bidding on this contract as a result of a violation of either the bid-rigging or bid-rotation provision of Article 33E of the Criminal Code of 1961 as amended. The contractor also certifies that he/she has read, understands and agrees that acceptance by Arlington Heights School District 25 of the contractor's offer by issuance of a purchase order and/or contract will create a binding contract. District 25 may declare the contract void if the certification is false.
2. NON-COLLUSION AFFIDAVIT - The undersigned contractor or agent states that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him/her, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting, nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding. Contractor further states that no person, firm or corporation has, or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale.
3. PREVAILING WAGE - The undersigned contractor hereby certifies to be in compliance with Public Act 94-0515, which amends the Illinois Prevailing Wage Act effective August 10, 2005. This Act requires the contractor or subcontractor to certify the wages paid to all laborers, mechanics, and other workers, will not be less than a general hourly rate of pay required by law. Details at <http://www.state.il.us/agency/idol/rates/rates.HTM>.
4. FAIR EMPLOYEE PRACTICES - It is mandatory that the contractor will not discriminate against any employee or applicant for employment because of race, color, creed, religion, sex, sexual orientation, age, national origin, or ancestry; and further that he will comply with all provision of the Illinois Fair Employee Practices Commission as required but the Rules and Regulations for Public Contract.
5. TOXIC SUBSTANCE The contractor must comply with the Toxic Substance Act (PA83-240a). This Act requires that a Material Safety Data Sheet be provided for any product containing one or more toxic substances covered in this Act. The MSDS shall accompany delivery or have been submitted prior to delivery. Payment to vendor will not be made until MSDS is provided.
6. SEXUAL HARRASSMENT CLAUSE - The contractor must certify that he has complied with the requirements of section 2-105 of the Illinois Human Rights Act (775 ILCS 5/2-105, Public Act 87-1257) effective July 1, 1993, with respect to sexual harassment policies. The terms of that law, as applicable, are hereby incorporated into this contract. District 25 is in compliance with this law.
7. NO SMOKING CLAUSE - Contractor agrees that he, his employees and sub contractors, will abide by the District 25 no smoking policy on all District 25 sites.
8. DRUG-FREE WORKPLACE - The contractor must certify compliance with the Drug-Free Workplace Requirement, which stipulates the prohibition of the unlawful manufacture and distribution, dispensing, possession, or use of a controlled substance while on District 25's premises or while performing work for the district.

*By signing this document, I state and declare that the Contractor listed below is in compliance, and comply with all of the Certifications listed herein.*

Signature \_\_\_\_\_

Firm \_\_\_\_\_

Email and Phone \_\_\_\_\_

Date \_\_\_\_\_