

*Leland School District
408 East Fourth Street
Leland, Ms 38756*

Office Phone: (662) 686-5000

Fax: (662) 686-5029

**BID FORM and SPECIFICATIONS
School Day Portraits
2024-2025 SCHOOL YEAR**

Package A \$ _____

Consist of:

- 1- 8 x 10
- (2) 5 x 7
- (8) wallets

Package B \$ _____

Consist of:

- (2) 8 x 10
- (2) 5 x 7
- (16) wallets

Services included with school day portraits:

- 40% commission (less sales tax) must be paid to Leland School District Activity Fund.
- Complimentary packages of pictures for all faculty and administrative personnel equivalent to package A.
- This statement must be visible on the payment envelope that goes home with the students- *“A portion of the proceeds will be contributed to the School Fundraiser.”*

Senior Special

Package A \$ _____

Consist of:

- 1- 8 x 10
- (2) 5 x 7
- (8) wallets

*May be ordered from 1 pose

Package B \$ _____

Consist of:

- (2) 8 x 10
- (2) 5 x 7
- (16) wallets

*May be ordered from 1 pose

Package C \$ _____

Consist of:

- (3) 8 x 10
- (4) 5 x 7
- (16) wallets

*May be ordered from 2 poses

Package D \$ _____

Consist of:

- (12) 5 x 7
- (4) 8 x 10
- (32) wallets

*May be ordered from 4 poses

Package E \$ _____

Consist of:

- 5- 8 x 10
- 14- 5 x 7
- (48) wallets

*May be ordered from 5 poses

***If you DO NOT order the proofs please return to the photographer**

Services included with Senior portrait contract:

1. Senior portraits must include drape, tuxedo, cap and gown in the first setting.

2. Specialized Senior service: individualized Senior portraits (drapes, tux, cap and gown variations, casual, band, athletic, formals).
3. Re-touched portraits (color and black/white annual copies as necessary)
4. Group color picture of Senior class for yearbook.
5. Large composite picture for Seniors (one per student, 8 x 10)
6. Name on wallets
7. Money to be collected by the bidder with no liability on Leland Schools for money received.
8. Each bidder may outline and price on Senior Special Package. This package will be in the final consideration of bids or equivalent.
9. Large composite picture for school hall (approximately 36" x 42").
10. Black and white identified pictures (students K – 12, administration, faculty and staff) furnished for yearbook.

ADD ON: Magnet wallets \$ _____
 Keychain \$ _____
 Senior setting cost \$ _____

Software Services Needed:

Leland School District also wants the school day pictures submitted to the Administrative Office in a .jpg file format on a CD. The file should not be greater than 50k. The dimensions of each photo in this file should be approximately 128 pixels (height) by 96 pixels (width). Each image file name should be the student ID number which will be forwarded in a csv file format. Pictures will be uploaded into our student database software

Cost of files uploaded to flashdrive \$ _____

It shall be incumbent upon the bidders to understand the specifications. The specifications and conditions of this bid are intended to promote competition to the maximum extent practicable. Bids will be awarded in whole or in parts.

In submitting the above prices, it is understood by the bidder that all prices quoted herein are firm prices up to June 30, 2025.

Company: _____

By: _____

Date: _____

Phone: _____ Fax: _____

Please put your bid prices on the line and multiply your bid price times the 1.40% where noted. The difference between the two prices is what should be submitted to the school activity fund if you are awarded this bid.

All bids must be in a sealed envelope clearly marked **“Picture Bid”** on the outside of the envelope. **All bids are to be turned in by Monday, July 29, 2024 by 10:00am.**

NEW BIDDERS MAY BE ASKED TO SUPPLY REFERENCES!

**DISREGARD THIS FORM- FOR LELAND SCHOOL DISTRICT
PURPOSES ONLY!!!!**

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**Leland School District School Day Pictures and Senior Portraits
Bid Specifications for 2024-2025**

Bidder: _____

Package A _____ x 1.40 _____

Package B _____ x 1.40 _____

Bidder: _____

Package A _____ x 1.40 _____

Package B _____ x 1.40 _____

Senior Portraits:

Package #1 _____ x 1.40 _____

Package #2 _____ x 1.40 _____

Package #3 _____ x 1.40 _____

Package #4 _____ x 1.40 _____

Package #5 _____ x 1.40 _____

Package #6 _____ x 1.40 _____

Package #7 _____ x 1.40 _____

Package #1 _____ x 1.40 _____

Package #2 _____ x 1.40 _____

Package #3 _____ x 1.40 _____

Package #4 _____ x 1.40 _____

Package #5 _____ x 1.40 _____

Package #6 _____ x 1.40 _____

Package #7 _____ x 1.40 _____

Additional Portraits:

(1) 16 x 20 _____ x 1.40 _____

(1) 11 x 14 _____ x 1.40 _____

(1) 8 x 10 _____ x 1.40 _____

(2) 5 x 7 _____ x 1.40 _____

(8) wallets _____ x 1.40 _____

Proofs _____ x 1.40 _____

(1) 16 x 20 _____ x 1.40 _____

(1) 11 x 14 _____ x 1.40 _____

(1) 8 x 10 _____ x 1.40 _____

(2) 5 x7 _____ x 1.40 _____

(8) wallets _____ x 1.40 _____

Proofs _____ x 1.40 _____

Senior Setting Cost:

_____ x 1.40 _____

Senior Setting Cost:

_____ x 1.40 _____

Cost of software CD _____

Cost of software CD _____