

**BERWICK AREA SCHOOL DISTRICT  
500 LINE STREET  
BERWICK, PA 18603  
(570) 759-6400**

**INVITATION FOR REQUEST FOR PROPOSAL**

Request-For-Proposal (RFP) for “**Photography Services**” will be received by the Berwick Area School District at the District Office located at 500 Line Street, Berwick, Pennsylvania, up to 2:00 p.m., prevailing time, Wednesday, March 1, 2024, following which all bids will be publicly opened and read aloud.

Any interested parties and the public may attend the bid opening. RFPs should be clearly identified as “**Photography Services**” and directed to the attention of Mrs. Rachel Gregory, Board Secretary. All bidders must familiarize themselves with the Instructions to Bidders and the Specifications, which are available at the District Office between the hours of 8:00 a.m. and 3:00 p.m., Monday through Friday. The district reserves the right, in its discretion, to reject any or all bids and to waive irregularities in any bid.

Mr. Steven Christian - Director of Technology

**Berwick Area School District  
Berwick, Pennsylvania**

**Request for Proposal**

**Photography Services**

**Due:** \_\_\_\_\_

**Purpose**

Berwick Area School District is soliciting proposals from interested companies to provide photography services as detailed in succeeding sections of this Request-For-Proposal (RFP). The years of service will include 2024-2025 and 2025-2026.

**Scope**

This Request for Proposal contains instructions concerning proposals to be submitted and services to be provided by the selected vendor, requirements that must be met to be eligible for consideration, general evaluation criteria, and other requirements that must be met by each proposer. The Section titled “Photography Specifications” details the services and products to be provided under this RFP and subsequent agreement.

**Background**

Berwick High School graduates approximately 180 students each class year.

**Type of Agreement**

The amount of the agreement should be inclusive of all anticipated work and expenses. Negotiations will be undertaken with the applicant who meets the requirements and is qualified, responsible and capable of performing the work. Cost is important, but not the sole criteria for final selection. A written agreement between the Berwick Area School District and the selected photography company shall dictate the agreement and everything included in this RFP shall be part of the agreement.

**Clarification**

The purpose of consultation is to clarify any points in the RFP. If it becomes necessary to revise any part of these instructions, an amendment will be issued to all who received the basic application package. Clarification on terms and conditions are available from the Technology Office. Contact Steven Christian via e-mail at [schristian@berwsicksd.org](mailto:schristian@berwsicksd.org) or via phone at (570) 759-6400 x 3800.

**Rejection of Proposals**

The Berwick Area School District reserves the right to reject any and all proposals received as a result of this request, or to negotiate separately with competing applicants. The Berwick Area School District reserves the right to not award an agreement as a result of this announcement if it does not receive proposals which it judges as adequately and reasonably addressing requirements.

## **Incurring Costs**

The Berwick Area School District is not liable for any costs incurred by any vendor prior to the issuance of a fully executed agreement.

## **Response Date**

The proposal must be received at the District Office, Berwick Area School District, 500 Line Street, Berwick, PA 18603, on March 1, 2024 by 2:00 PM prevailing time. Companies mailing proposals should allow sufficient delivery time to ensure for the timely receipt of their proposals.

## **Proposals**

To be considered, each vendor must submit an original and two (2) copies of each proposal to the district. No other distribution of the proposal is to be made by the vendor. An official who is authorized to bind the vendor to its proposal must sign the proposal. For this Request for Proposal, the proposal must remain valid for at least sixty (60) days from the submission date. Moreover, the contents of the proposal submitted by the successful bidder, if entered into, will become a contractual obligation and be included as a supplement to the agreement. **ENVELOPES MUST BE SEALED AND MARKED PHOTOGRAPHY SERVICES.**

**PHOTOGRAPHY SERVICES**  
**Berwick Area School District**  
**Attn: Rachel Gregory**  
**500 Line Street**  
**Berwick, PA 18603**

Proposals should be prepared providing a straightforward description of the vendor's ability to meet the requirements. Responses must contain the following:

- Legal name and mailing address of the applicant.
- Name, title, mailing address and telephone number of the person responsible for approving and submitting the information provided.
- Complete and concise responses to all items.

## **Oral Presentation/Interview**

Companies may be required to make an oral presentation or be interviewed by the Advisor, other staff members, or other school officials. Such presentations or interviews provide an opportunity for the vendor to clarify the proposal and to ensure mutual understanding.

## **Vendor Responsibilities**

The selected vendor will be required to assume responsibility for all services offered in the proposal. The Berwick Area School District will consider the selected vendor to be the sole point of contact with regard to contractual matters.

If any part of the required services is subcontracted, permission must be obtained from the Berwick Area School District. Any such subcontracting must be detailed and explained. The company shall indicate in the proposal whether this will occur.

### **Disclosure of Proposal Contents**

All information provided in proposals will be the property of the Berwick Area School District. All other material submitted becomes the property of the Berwick Area School District. At the discretion of the Berwick Area School District, proposals submitted may be reviewed and evaluated by any person other than competing bidders. The Berwick Area School District has the right to use any or all ideas presented in any proposal. Selection or rejection of the proposal does not affect this right.

### **Criteria for Selection**

The Advisor will select the proposal that most closely meets the requirements of the RFP and satisfies the needs of the High School and the District.

The following criteria will be used in making the selection:

1. **Company Qualifications**  
The extent to which the company demonstrates the ability to meet all terms,
2. **Pricing**  
While cost is an essential element in choosing a company, it will not be the sole deciding factor in awarding this contract,
3. **Working Relations**  
The selected vendor must be flexible to meet changing academic and athletic schedules and be able to accommodate the needs of the Yearbook staff,
4. **Technology**  
The selected vendor must show abilities and willingness to work with digital photography technology and support the school's efforts in this area.

## **Term of Agreement**

It is anticipated the period of commitment will begin on or about June 1 2024 and extend through May 2026.

## **Termination of Agreement**

Termination of this agreement may occur if, through any cause, the vendor fails to fulfill in a timely or proper manner any obligation under this agreement. If the vendor violates any of the covenants or stipulations of this agreement, the Berwick Area School District shall notify the other party in writing of the intention to terminate. The intention to terminate this agreement must occur at least sixty (60) days before the effective date of such termination.

In addition, this agreement may be canceled if the termination is mutually acceptable to both parties.

## ***Photography Services Specifications***

1. These specifications apply to the 2024-2025 and 2025-2026 school years.
2. A compilation of all photos taken of students in grades K-12 as well as faculty and staff.
3. A compact disc, or on-line file service will be provided to each school building containing photos of all students taken at that building, along with a master set of all photos to the Technology Department.
4. Identification badges for all High School and Middle School students including photo, name, school year, district logo, and id number in barcode format. (Sample required)
5. The proposal shall include a listing of specific packages available for students to purchase and the prices for those packages. A low-cost package must be made available and should be detailed in the proposal.
6. The successful vendor must work in cooperation with district personnel. Failure to comply may result in termination of the contract.
7. A minimum of 3 references must be provided. Please include the name, address, and phone number of the contact person. All references must have utilized your services for at least three years. Also state the number of years you have worked with the organization listed as the reference.

*Photography Services Bid Sheet*

	<i>School Year</i>	
	<i>2024-25</i>	<i>2025-26</i>
<i>Low Cost Package</i>		
<i>Package A or 1</i>		
<i>Package B or 2</i>		
<i>Package C or 3</i>		

**Berwick Area School District  
Berwick, Pennsylvania**

**Response to Request for Proposal  
Photography Services**

**Vendor Proposals:**

Vendor proposals must be accompanied by this sheet. The contract will be awarded on the basis of quality, service and price. The district reserves the right to accept or reject any and all proposals submitted, to waive any irregularities of technicalities in any proposal, and to make the award in the best interest of the school district. Items to be considered when making the award will be price, quality, service potential, and proximity to school district and service personnel.

The vendor must clearly respond to each item in the specifications with a statement of compliance or alternative in the event compliance cannot be made. The vendor must clearly indicate the rebate amount, if any, in the proposal.

References may be provided on a separate sheet, but **must** accompany the proposal.

The following must be provided – please type or print legibly all information except signature:

Vendor Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Web Site (if available): \_\_\_\_\_

Signature of authorized individual \_\_\_\_\_

Name (printed) \_\_\_\_\_



## INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this bid. According to the Pennsylvania Anti Bid-Rigging Act, 73 P.S. SS 1161 et. seq., governmental agencies may require Non-Collusion Affidavits to be submitted together with bids.
2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the bidder who makes the final decision on prices and the amount quoted in the bid.
3. Bid rigging and other efforts to restrain competition, and the making of false sworn statements in connections with the prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder with responsibilities for the preparation, approval or submission of the bid.
4. In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and an Affidavit must be submitted separately on behalf of each party.
5. The term "complementary bid" as used in the Affidavit has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or noncompetitive bid, and any other form of bid submitted for the purpose of giving a false appearance of completion.
6. Failure to file an Affidavit in compliance with these instructions will result in disqualification of the bid.

NON-COLLUSION AFFIDAVIT

State of \_\_\_\_\_ : Contract/Bid Title: \_\_\_\_\_  
County of \_\_\_\_\_ : s.s.

I state that I am \_\_\_\_\_ of \_\_\_\_\_  
(Title-print) (Name of my firm-print)

and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this bid.

I state that:

- (1) The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor. Bidder or potential bidder.
- (2) Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.
- (3) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.
- (4) The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.
- (5) \_\_\_\_\_, its affiliates, subsidiaries, officers,  
(Name of my firm- print)  
directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law on any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that \_\_\_\_\_ understands and  
(Name of my firm- print)

acknowledges that the above representation are material and important, and will be relied on by Berwick Area School District in awarding the contract(s) for which this bid is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from Berwick Area School District of the true facts relating to the submission of bids for this contract.

\_\_\_\_\_  
(Signature – Date)

\_\_\_\_\_  
(Print name and company position)

Sworn to and subscribed before me  
This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_