



## E.H. Mellon Administrative Center

---

703 South New Street  
Champaign, Illinois 61820-5818

Telephone: (217) 351-3800  
FAX: (217) 351-3871

May 3, 2017

RFP: YEARBOOK/EVENTS/SPORTS/SENIOR PHOTOGRAPHY SERVICES

DUE: WEDNESDAY, MAY 17, 2017  
3:00 P.M., PUBLIC OPENING  
E. H. Mellon Administrative Center  
703 South New Street  
Champaign, IL 61820-5899

Dear Proposer:

The Board of Education of Community Unit School District No. 4, Champaign, Illinois, is inviting the submission of sealed request for proposals for Yearbook/Events/Sports/Senior Photography Services. Specifications and proposal forms are available at [www.champaignschools.org](http://www.champaignschools.org). All proposals must be submitted on the proposal form, and all prices must be typed or written in ink. Proposals shall remain open and valid and subject to acceptance for 90 days after opening.

Specifications are prepared with the intent of offering equal opportunity to all proposers. Oral interpretations will not be given to any vendor as to the meaning of the specifications. Request for clarification must be submitted in writing to the address above, faxed to the undersigned at (217) 351-3871, or emailed to [tammenbr@u4sd.org](mailto:tammenbr@u4sd.org). Clarification requests received less than five (5) working days (May 10, 2017) of the proposal due date will not be considered. All questions and responses will be posted at: [www.champaignschools.org](http://www.champaignschools.org). All proposals must be signed by an authorized official.

All proposals are to be sealed and in the hands of the undersigned by the due date and time stated above, at which time proposals will be publicly opened. There will be no proposals accepted after said date and time. Your proposal is to be submitted on the proposal forms provided. The envelope containing your proposal is to be sealed and marked in the lower left-hand corner: "RFP: YEARBOOK/EVENTS/SPORTS/SENIOR PHOTOGRAPHY SERVICES." **Proposals will not be accepted by FAX or email.** Your representative is welcome to review proposal results in our Business Office.

The Board of Education reserves the right to reject any or all proposals, to accept proposals, or to waive any irregularities should it deem to be in the best interest of the Champaign School District to do so. Proposals will be awarded to the lowest responsible proposer meeting the specifications as determined by the Board of Education.

Sincerely,

Brittany Tammen  
Business Office