

CHAMPAIGN COMMUNITY UNIT SCHOOL DISTRICT NO. 4
Champaign, Illinois

PROPOSAL FORM
YEARBOOK/EVENTS/SPORTS/SENIOR PHOTOGRAPHY SERVICES

Having read the Request for Proposal issued by Champaign Community Unit School District No. 4 and understanding the same, I, on behalf of _____, hereby submit this Proposal Form and agree to provide the requested Yearbook/Events/Sports/Senior Photography Services to said School District, 703 S. New Street, Champaign, Illinois 61820, in accordance with the provision of said Request for Proposal and on the terms stated herein. I acknowledge that the District reserves the right to reject any and all proposals, to award a Contract in accordance with the terms of Said Request for Proposal and to waive any informalities, irregularities or defects in any proposal, should it be in the best interests of the School District to do so. Accordingly, I, on behalf of _____, submit the following fee proposal of said Yearbook/Events/Sports/Senior Photography Services:

| <u>PROPOSED SERVICES</u> | <u>2017-2018</u> | <u>PROPOSED AMOUNT</u> |
|---|-------------------------|-------------------------------|
| Cost of Basic Senior Package (one 8x10, one 5x7, one sheet of wallets) | | \$ _____ |
| Cost of Basic Drama / Fine Arts Cast Photo Package (one 5x7) | | \$ _____ |
| Cost of Basic Sports Team Photo Package (one 5x7 team photo, one sheet of individual wallets) | | \$ _____ |
| Cost of Photo Booth Rental (For dances) | | \$ _____ |
| Will pay for one full-page advertisement in the Yearbook | | \$ _____ (YES or NO) |
| Commission for each senior portrait used in the yearbook | | \$ _____ |

Complimentary Services

- Will photograph **any** local sporting event the Yearbook needs for each sports team; **this includes freshman and junior varsity teams**. This includes no fewer than two events for each sport and each level. Only one of the two events may be a Central-Centennial contest.
- Will photograph all athletic teams, including a head and shoulder photo of all varsity level athletes and coaching staff. An electronic copy of each photo will be provided to the athletic director and yearbook sponsor within one day of the scheduled photo shoot.
- Will provide a free 11"x14" color photo of each team, each level, to the athletic director at no charge.
- Will provide free color 14"x20" action photos (up to 36 in a given school year) to the athletic director, upon request by the director.
- Will cover **all** State-level sporting events out of town.
- Will cover **all** Drama/Fine Arts performances and will provide a cast photo.
- Will provide free color 14"x20" action photos of Drama/Fine Arts performances (up to 7 in a given school year) to the athletic director, upon request by the athletic director.
- Will cover **all** Dances. Candid's only, no formal photos required, unless the photographer chooses to offer formal photos.
- Will provide free color 14"x20" action photos of Dances (up to 3 in a given school year) to the athletic director, upon request by the athletic director.
- Will cover **all** Club group portraits requested by the school.
- Will cover **all** Homecoming events, including Parade, Homecoming Court, Coronation, Game, and Dance.
- Will provide a formal group portrait of the Central Senior class, and the Centennial Senior Class.
- Will provide photo CDs and online access of **any and all** events within three days of the event.

- Will provide photo CDs and online access of all Senior and Faculty portraits by October 1.

ADDENDA ACKNOWLEDGEMENT:

The undersigned acknowledges receipt of the following addenda. If all addenda are not acknowledged, this bid will be considered irregular.

Addendum No. _____ through _____.

Place an "x" next to each that applies:

- _____ Minority-owned Business Enterprise (MBE)
- _____ Female-owned Business Enterprise (FBE)
- _____ None of the above

SIGNATURE AUTHORIZATION

IF AN INDIVIDUAL:

Signature of Bidder _____

Business Address _____

Business Phone No. _____

Business Phone No. _____

IF A PARTNERSHIP:

Firm Name _____

Signed By _____

Business Address _____

Business Phone No. _____

Business Fax No. _____

IF A CORPORATION:

Corporate Name _____

Signed by _____

President

Business Address _____

Business Phone No. _____

Business Fax No. _____

Attest _____

Secretary