

Bridgeport Exempted Village School District

Tradition. Community. The Future. Our Responsibility.

March 2, 2024

The Bridgeport Exempted Village School District is seeking bids for photography for the 2024-2025 school year. If you are interested in submitting a bid, we welcome your proposal.

Questions regarding our bid should be directed to Brent Ripley at:

brent.ripley@bridgeportschools.net or through a phone call at 740-635-1713

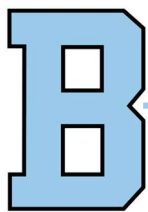
Proposals should be delivered to the district office:

The Bridgeport Exempted Village School District
Attention: Brent Ripley, Superintendent
55781 National Road
Bridgeport, OH 43912

Your bid envelope with your proposal enclosed must be sealed and marked "Photography Bid". All proposals are due by April 1, 2024 by 12:59 p.m. The bids will be opened at 1:00 p.m. at the District Office on that same day.

This notice may also be found at: www.bridgeportschools.net under the Bridgeport News Section on March 4, 2024

Your envelope must be sealed and marked "Photography Bid". Bids will be opened on Friday April 1, 2024 @ 1:00 p.m.

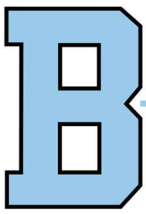


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PHOTOGRAPHER:

- Photograph all students at the Bridgeport School District and the Career Center.
- All Student Groups and Organizations. This does include all extracurricular/athletic groups.
- Provide BEVSD with digital images of all Student Groups and Organizations at no cost to the district.
- Photographs on Graduation Day. This will include students showing up prior to graduation for a picture of them with their cap and gown with diploma. Also, the graduation ceremony to include pictures of the ceremony as well as every student receiving their diploma from a board member.
- Photograph the graduating class in the gym in their caps and gowns.
- Photograph the academic wall of fame seniors in their cap and gowns.
- Photograph all graduating seniors at graduation practice who did not get their picture taken earlier in the year for use in the wall composite and the yearbook.
- A group shot will be taken of all high school students in front of the building in the spring for the use in the yearbook.
- Photograph all BHS faculty and staff at no cost for the yearbook and program booklets.
- Photograph BEVSD administrative staff and board of education for the yearbook and program booklets.
- Archival Service – provide digital copies of all images for the past five (5) completed school years and are made available to the school should they ever be needed for any reason.
- Minimum of 2 Varsity and 1 JV home event for all fall, winter and spring activities.
- Photographs should be of action and candid images at those events.
- Secure dates well in advance for all pictures so appropriate signage is ready to go for public display.
- Photograph all Fall, Winter and Spring athletic teams and student athletes for program, media center, and yearbook use.
- Photograph Fall, Winter, Spring sports parent's night.
- Provide BEVSD with varsity and junior varsity images.
- Provide BEVSD with digital images of all Fall, Winter and Spring athletic teams.
- Athletic packages and photo buttons will be delivered to the BEVSD with three (3) weeks of the completion of scheduled photo day, unless other arrangements are agreed to by both parties.
- Homecoming Court and Homecoming Events & Dance.
- Prom and Prom Events & Dance (Backgrounds for individual and group pictures as well).
- Photograph 1 drama event (either dress rehearsal or performance).
- Photograph Music/Band members.
- Group shot will be taken during the respective season of activity and can be used for the cover of programs or any other promotion of the BEVSD. The scheduled time will not coincide with



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any practices or events. Students that fail to show up on the scheduled day will not be included or edited, to include photo shopped, into the picture. Exception would be a student who is involved with multiple activities and a conflict with the student activity schedule would not permit that student to be present for the scheduled picture time.

- Any and all photographs may be used by BEVSD, including but not limited to, programs, press releases, website and yearbook.
- Provide BEVSD with 1 digital file of each senior on a DVD-ROM format to yearbook specifications photographer to place images on their website in a timely manner of yearbook, media center and school at no cost. **Photographer is responsible for knowing student imaging laws.**
- Photographer to volunteer up to two (2) hours per school year at the request of BEVSD to assist in expanding the photographic skills of interested students in the yearbook and/or media center.
- Provide staff & visitor badges free of charge.
- Provide student worker badges, such as, "office workers & technology help desk", free of charge.

BEVSD:

- Will provide a copy of the yearbook at no charge.
- Will provide a mailing list of the current junior class, if requested. This list will be held in the strictest of confidence and will not be allowed for release to any other business or organization.
- Will provide a free half page ad in the athletic program.
- Will provide a free half page ad in the yearbook.
- Will provide two (2) regular season athletic passes.
- Will attempt to list the photographer on approved entry passes for non-home athletic events and playoff tournaments.
- Photographer will have exclusive rights to sell photo packages to students and athletes.
- BEVSD will not actively advertise other photographers selling prints and/or products during school functions or events (this doesn't include paid advertisements from another vendor).
- BEVSD will provide assistance in handing out forms prior to picture day.
- BEVSD will provide assistance in distributing portrait packages to students.
- Should BEVSD request any photo for whatever reason, the district will make that request in an email and provide the image file number and gallery, if applicable.

On photo shoot days, students will not be photographed by an outside party in attempts to circumvent purchase of provided products during scheduled picture days.