HOBBS MUNICIPAL SCHOOLS
P.O. Box 1030
Hobbs, New Mexico 88241

INVITATION TO BID

SUBJECT: School Pictures

BID NUMBER: 1920-07

OPENING DATE: July 9th, 2019 – 10:00 a.m.

PLACE OF OPENING: Hobbs Municipal Schools
Attention: Jessica Munoz Alvarado / CPO
Administration Office
1515 E. Sanger – P.O. Box 1030
Hobbs, New Mexico 88241

BIDDER INFORMATION:
We agree to provide the items as listed for the bid prices indicated on the attached Proposal Form.
We agree to adhere to the General Conditions and Specifications of this bid.

COMPANY ___________________________ SIGNATURE ___________________________

ADDRESS ___________________________ NAME (PRINT) ___________________________

_______________________________ TITLE ________________________________

TELEPHONE ___________________________ DATE __________________________

E-Mail Address: ___________________________

NEW MEXICO RESIDENT BIDDER CERTIFICATE # ___________________________
GENERAL CONDITIONS

1. The Hobbs Board of Education reserves the right to accept or reject any or all bids and to waive all technicalities.

2. Prices are to be quoted FOB, Hobbs Municipal Schools Warehouse, 2200 East Sanger, Hobbs, New Mexico 88240.

3. No bids will be accepted which do not quote firm prices. Prices quoted as of the delivery date will not be accepted. If a discrepancy arises between the unit and extended total prices, the unit price shall govern.

4. State when delivery can be made after receipt of order. Payment will be made within 30 days after delivery.

5. Bidder may quote on any or all the items on the Proposal Form. For a bid to be accepted on the “all or none” basis, each item bid must have a unit price listed.

6. The Hobbs Municipal Schools may select any or all items from any bid.

7. Award of bid will be based upon the following criteria:

   A. Hobbs Municipal Schools reserves the right 1) to award bid received on the basis of individual items, or groups of items, or on the entire list of items; 2) to reject any or all bids or any part thereof; 3) to waive any informality in the bids; and 4) to accept the bid that is in the best interest of Hobbs Municipal Schools. Bid award will be made to the low responsible and responsive bid taking into consideration prior qualifications and capabilities of the bidder, availability of funds and any other relevant factors. It is the responsibility of the bidder to inquire as to the status and/or subsequent award of bids.

   B. New Mexico Resident Bidder Preference – In accordance with Section 13-1-21, NMSA, 1978, bidders who have a Resident Bidder Certificate from the State of New Mexico will be given a 5% preference over bidders who do not have a certificate. To qualify for this preference, the bidder’s Resident Bidder Certificate number must be provided in the space indicated and the vendor must be bidding from a New Mexico address.

   C. Veteran Business – A Veteran Business, pursuant to Section 13-1-22 NMSA 1978, shall be awarded the equivalent of seven percent (7%), eight percent (8%), or ten percent (10%) of the total possible points assigned to the technical proposal. The percent awarded shall be determined by the Veteran Business Preference Certificate issued by the NM Taxation and Revenue Department to the qualified Offerer(s).
D. Delivery - The Hobbs Municipal Schools desire delivery as quickly as possible. If a large discrepancy in delivery dates occurs between bidders, the award may be based upon earliest delivery if the difference in bids is not excessive.

8. Brands are specified as a guide to quality. Bids on equal items will be considered except on those items where a brand “only” is specified. The Hobbs Municipal Schools will make the final determination on whether a brand is equal.

9. Submit descriptive information if the item quoted is different from the brand specified. If detailed specifications for an alternate brand are not received from at least one bidder, that alternate will not be considered. Samples may be requested for testing evaluation.

10. Pursuant to Section 13-1-191, NMSA, 1978, no bonus or premiums will be accepted or considered in awarding bids or as a result of the purchase of any items.

11. For a bid to be considered, it must bear the signature of the bidder. Bids must be typed or handwritten in pen and sealed.

12. Pursuant to Section 13-1-102, NMSA, 1978, facsimile bids will not be accepted or considered in awarding a bid.

13. It is the bidders’ responsibility to deliver the proposal at the proper time to the place designated for the bid opening. Late bids will be considered only if it is the only bid received or if the untimely arrival of a bid is due to an error on the part of the Hobbs Schools employee.

14. Bids will be accepted at the Hobbs Schools Administration Office until July 9th, 2019 at 10:00 a.m.

15. To expedite identification of the bid envelopes and to insure bid security, place the enclosed label on the lower left corner of the bid envelope.

16. This bid will be submitted to the Hobbs Board of Education on Thursday, July 18th, 2019.
SPECIFICATIONS

1. The school administrative staff reserves the right to reject any or all pictures if they are of a general inferior quality.

2. Pictures will be taken at 19 individual school sites for the Hobbs Municipal Schools. To expedite time in shooting pictures, two cameras will be utilized at the Hobbs High School, Freshman High School, Heizer, Highland and Houston Middle Schools.

3. Pictures are to be color, except as noted. Solid background colors, rather than decorative landscape, floral, etc., shall be used.

4. Submit sample packet with quotation. Samples shall be on the same paper that pictures will be printed on. Quality of paper will be considered. Samples shall show same type and color of background to be utilized for the Hobbs photographs.

5. Individual packet will consist of:

- 1 - 8" x 10"
- 2 - 5" x 7"
- 4 - 2½" x 3½"
- 8 - Exchange

Picture sizes other than 8 x 10 and 5 x 7 prints may vary from the above, but the total packet must consist of three (3) 8 x 10 units.

6. The successful vendor must provide photos on a CD for each school for identification purposes. The file must be in JPG format with the Student Identification Number attached. Example: 123456.jpg

7. Price shall include any applicable taxes. State price per picture and price partial pack, if full pack is not accepted.

8. The individual student reserves the right to purchase any number, all or none of the pictures in the packet at the set price.

9. Packets can be paid for before or at the time of Individual picture.

10. Individual student pictures will be taken in September or October. A guaranteed delivery of originals, retakes and group pictures is required. Delivery of original pictures, FOB Hobbs shall be made no later than the first week of November for each of the three (3) years.

11. High School pictures, grades 10, 11 and 12 shall be made the first week of September. Contact the High School Principal, Zeke Kaney, (575) 433-0200 for scheduling.

12. Three (3) extra pictures, 1½" x 2", of each student in kindergarten through grade 5 shall be made and furnished to his respective school.
13. Three (3) extra pictures, 2"x 3" size of each student in grades 6 through 12 shall be made and furnished, one each to the counseling Department, the High School Annual Staff and one to the yearbook committee. Pictures shall be black and white with student's name on the lower front border of photo.

14. The students name and grade shall be put on the outside of each individual school picture packet.

15. A retake schedule will be made after original pictures are delivered. Delivery of retake pictures shall be made no later than the first week of December for each of the three (3) years.

16. Retake pictures will be available to new enrollees and to all students who were absent at the time original pictures were taken. Retake pictures shall also be available for those students whose original picture was of unacceptable quality. Examples of unacceptable pictures include but are not limited to: eyes closed, mouth open, student not centered in picture. The School Principal, NOT THE PHOTOGRAPHER, shall determine which students will be allowed to have retake pictures. The Principals shall exercise prudent judgment in their determinations. Retake pictures shall not exceed 15% of the student enrollment per school. This percentage shall not apply to unacceptable pictures caused by camera or lighting problems. All unacceptable pictures caused by technical problems shall be retaken.

17. If photograph announcements, posters, and other literature furnished to schools for distribution to parents and students contain "unconditional guarantee of satisfaction" or similar statements, photographer must be willing to provide retakes for all students who request them, even if the original picture was an apparently suitable photograph.

18. A color group picture, approximately 5" x 7" of grades K - 5 of students and teacher shall be made. They are to be packaged by schools. Each group picture shall be packaged individually and put in teacher order. Delivery shall be made no later than the first week of March for each of the three (3) years.

19. The Hobbs Municipal Schools allows only group pictures to be taken in the spring. No Principal may elect to have other variety packages to be taken at their school.

20. Photographs will NOT be provided to staff members free of charge or the students that assist photographer. Staff members are required to pay for pictures just as students do.

21. Estimated school enrollment for 2018-2019:

<table>
<thead>
<tr>
<th>School Level</th>
<th>Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary</td>
<td>5,273</td>
</tr>
<tr>
<td>Middle School</td>
<td>2,529</td>
</tr>
<tr>
<td>Freshman</td>
<td>771</td>
</tr>
<tr>
<td>High School</td>
<td>1,989</td>
</tr>
<tr>
<td><strong>Estimated Total</strong></td>
<td><strong>10,562</strong></td>
</tr>
</tbody>
</table>
22. Photographer MUST contact the Principal of Individual Schools to schedule tentative time period for photographs. A phone number list will be mailed to the awarded vendor with the bid tabulation.

23. After approval of a time period, photographer may contact each building principal to formulate schedules for original pictures, retakes, and group pictures. All Hobbs Schools shall be photographed during the same time period in order to assure delivery of the photographs for all Hobbs Schools at approximately the same time.

24. The Director of Finance for the Hobbs Municipal Schools MUST receive a written copy of all schedules to Fax # (575) 433-0142 prior to the first scheduled date of photographs.
TERMS OF AGREEMENT

The agreement to provide services for School Pictures shall be in effect beginning August 1st, 2019 through school year ending 2020. The Hobbs Schools shall consider renewal of services on an annual basis for this three (3) year period.

1. The successful bidder agrees to provide photos on a CD for each school for identification purposes. The file must be in JPG format with the Student Identification Number attached. Example: 123456.jpg

2. The successful bidder agrees to provide two (2) sets of photos on a CD for Data Processing and Technology Departments. The CD's shall contain every student. Each student shall be identified by name and student number. For Data Processing – Send to Attn: Amy Williams at 1515 East Sanger, Hobbs, NM 88240 and For Technology – Send to Attn: Andrew Toglia, 1300 East Scharbauer, Hobbs, NM 88240

3. The Hobbs High School shall require three (3) additional CD's containing pictures of all of the Hobbs High School students. Each student shall be identified by name and student ID number. This CD shall be sent to Paula Seeker at Hobbs High School.

4. When Additional Photos are taken (retakes), the student ID number shall be on the photo. The student ID number shall always be on every photo.

5. The successful bidder and the District will negotiate the packet purchase price to be sold to parents. The difference will be calculated as an administration fee and will be refunded back to the individual school site.

6. All monies will run through vendor. Monies can be collected before or the day of picture. School will not be responsible for any monies of any pictures.
### PROPOSAL

1. **Color Pictures, grade K through 11th**  
   Price per picture on partial pack  
   $______ per pack  
   $______ 8 x 10  
   $______ 5 x 7  
   $______ 2½ x 3½  
   $______ exchange

2. **Color Pictures 12th Grade**  
   (retouched annual picture)  
   $______ per pack  
   $______ 8 x 10  
   $______ 5 x 7  
   $______ 2½ x 3½  
   $______ exchange

3. **Color Group Pictures**  
   approx. 5 x 7 class & teacher  
   Elementary Only  
   $______ per pack

State earliest date original pictures can be scheduled. __________________________.  
Can you guarantee delivery of original pictures **no later than the first week of November** for each  
of the three years?  
____Yes  ____No

State earliest date retakes can be scheduled. __________________________.  
Can you guarantee delivery of retake pictures **no later than the first week of December** for each  
of the three years?  
____Yes  ____No

State earliest date group pictures can be scheduled. __________________________.  
Can you guarantee delivery of group pictures **no later than the first week of March**?  
for each of the three years?  
____Yes  ____No

Name other school districts for whom you have provided school pictures during the past two years: