



LEE'S SUMMIT
R-VII SCHOOLS
Learning for Life

**Lee's Summit R-VII School District
Purchasing and Distribution Services
702 SE M-291 Highway
Lee's Summit, MO 64063
816-986-2190**

April 17, 2020

BROCK STUBBS
PEC SPORTS, LLC
PO BOX 5
GARDNER KS 66030

SUBJECT: Contract Renewal

| | |
|---|---|
| Bid/RFP # and Title | RFP No. 2018-45 Athletic/Activities Photography Services |
| Original Contract Term: | August 8, 2018 to June 30, 2019 |
| Number of Renewals for Contract: | 4 |

Dear Mr. Stubbs;

The current period on the contract referenced above is due to expire on June 30, 2020. There is a provision to renew this contract for an additional (1) one-year period. This renewal period shall be governed by the specifications, pricing, and the terms and conditions set forth per contract executed on August 30, 2018. I am inquiring to see if you would be interested in extending the contract for this additional period of time.

Please complete the appropriate section below indicating your response on renewing the contract no later than May 3, 2020. If pricing needs to be adjusted, please fill out the attached pricing sheet and include the manufacturer/supplier documentation that supports the price increase. The increase will be limited to the current Federal Price Index, "CPI-U, All Items" (Urban Consumers) index CPI rate.

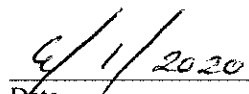
Thanks for your consideration in this matter. If you have any questions, please feel free to contact me at 816.986.2210.


Sincerely,

Jennifer Lalumondier
Purchasing and Distribution Services Administrative Assistant

- I agree to the renewal of RFP No. 2018-45 Athletic/Activities Photography Services for the period beginning July 1, 2020 to June 30, 2021. All terms and conditions of the original agreement will remain the same.
- I agree to the renewal of RFP No. 2018-45 Athletic/Activities Photography Services for the period beginning July 1, 2020 to June 30, 2021, but will require adjustments to the price that was included in the original contract. I have included the new price(s) along with the justification of the adjustment.
- No, I do not wish to renew the contract.


Authorized Signature


Date


Title

3.0 SPECIFICATIONS

3.1 Terms:

The terms of this bid shall remain in effect for at least one year from date of award. This Service Agreement shall commence on August 17th, 2018 unless otherwise stipulated on a specific order issued by the District. The agreement shall remain in effect through August 16th, 2019. The District reserves the right to renew and extend the executed agreement pertaining to all prices, terms and conditions and specifications upon mutual agreement between the District and vendor(s) for four (4) additional one (1) year periods, not to exceed a total of five (5) years.

3.2 Services Provided:

- 3.2.1 Academic Team
- 3.2.2 Chamber Choirs
- 3.2.3 Cheerleading
- 3.2.3 Dance Team
- 3.2.4 Debate/Forensics
- 3.2.5 Golden Guard/Crimson Colors/Titan Guard
- 3.2.6 Marching Band
- 3.2.7 Orchestra
- 3.2.8 Symphonic Band
- 3.2.9 Theatre
- 3.2.10 Girls Cross Country
- 3.2.11 Boys Cross Country
- 3.2.12 Football
- 3.2.12 Volleyball
- 3.2.13 Girls Golf
- 3.2.14 Girls Tennis
- 3.2.15 Softball
- 3.2.16 Boys Soccer
- 3.2.17 Boys Swimming
- 3.2.18 Girls Basketball
- 3.2.19 Wrestling
- 3.2.20 Boys Basketball

3.2.21 Girls Swimming

3.2.22 Boys Golf

3.2.23 Boys Track

3.2.24 Boys Tennis

3.2.25 Girls Soccer

3.2.26 Baseball

3.2.27 Girls Track

3.3 Pricing:

3.3.1 The proposal shall include a listing of specific packages available for students to purchase and the prices for those packages. Pricing shall also be provided for the sample portrait package option.

3.3.2 Prices shall remain firm for the first year of the Agreement. A price adjustment may be made once each year thereafter, provided the Bidder, in the District's judgment, supplies adequate documentation. Requests for such adjustments must be submitted in writing at least sixty (60) days prior to the last day of the current term of the Agreement. Approval to adjust the price(s) must be granted by the District's Purchasing Department in writing before adjustments will become effective.

3.4 Data Security: Discuss how your firm addresses the following data security issues:

1. Protection of student data provided by schools to the company from unauthorized access or loss.
2. If credit card payments are taken, describe data security program.
3. If images are available for online viewing and ordering, how does the company protect the images from unauthorized access?

3.5 Value Added Services: Provide any additional information relevant to the evaluation of this RFP. Are there other proposed innovative considerations the District should take into account?

PRICING: Lee's Summit R-7 Athletic/Activities Photography Services

Please provide pricing for the sample package option defined below. Additional photographic options and packages may be proposed, as long as the packages defined are included in the proposal.

| ATHLETIC/ACTIVITIES PORTRAIT PACKAGE OPTION | |
|--|----------------------|
| QTY | Portrait Size |
| 1 | 5 x 7 Team |
| 2 | 5 x 7 Individual |
| 8 | Wallets |
| TOTAL PACKAGE COST | |
| \$26 | |

Additional services not listed may be required. Please provide a discount percentage that will be applied to services that may be needed but are not listed on this RFP. TBD % Discount.

Pricing for these programs may be decided on a school by school basis, should they decide to utilize these programs.

Please state whether students/families have the option to create their own packages, and describe how these are priced. Proposers may include additional portrait packages as part of the proposal.

One (1) set of sample photographs and flyers are required. Sample photographs must be of the quality your firm is proposing. Include a sample of the various portrait packages and pricing that will be offered for senior student portraits. Sample photographs shall be delivered to the following address on or before **3:00 p.m. Tuesday, July 31st.**

Lee's Summit R-VII School District
Purchasing & Distribution Services
Attention: Heather Falls, Purchasing & Contract Specialist
702 SE 291 Highway
Lee's Summit, MO 64063

Respondent must complete the following section in its entirety and sign and date where indicated. This agreement shall take effect upon the approval of the District.

The undersigned respondent hereby proposes to furnish all transportation, equipment, supplies, materials and perform all necessary labor to complete all work stipulated in, required by, and in conformity with the proposed agreement documents and specifications attached hereto and other documents referred to therein for and in consideration of prices as follows:

- A. **Acceptance of proposal by District:** The District shall have maximum ninety (90) calendar days from the date of the proposal opening to accept respondent's offer.
- B. **Response time/delivery:** As specified in requirements



PEC Sports
PO Box 5
Gardner, KS 66030
913-884-3379 (office)

June 2, 2020

Lee's summit R-VII School District
Jennifer Lalumondier
Purchasing and Distribution Services
702 SE M-291 Highway
Lee's Summit, MO 64063

Thank you for the opportunity to continue with our contract with the Lee's Summit R-7 School District for athletic/activities photography services. Our services and pricing have not changed from the previous year. We still provide superior service to our schools, parents and students as well as affordable pricing options.

With the new added risk of COVID-19 we have implemented safety options as needed.

- We offer "Virtual Group" photos which allow participants to be photographed individually
- For any props provided by us, we have hand sanitizer to use before and after photography. The props used are sanitized between each participant.
- Our employees within 6 feet of participants have a face covering.
- We have NO TOUCH Services available whenever possible for picture day. We can eliminate the use of forms, use only online ordering and sending orders direct to parents when requested.
- We will constantly monitor the health of our employees

In addressing the specifications outlined on the contract we can facilitate all athletics and activities listed. (3.2) Please let us know if you would like to see additional samples of our work in any area listed.

We have included our order form as well as a sample package. The package provided was chosen from our "3 for \$30" option. Parents can choose the items they wish to make up the the package. (3.3)

In the event we request student data from the school to help facilitate picture day we process the data as need for our camera cards. The cards are printed the day before picture day and only leave the office the day of the photo shoot. Once all the images are processed and are in our secure order system the photo cards are shredded. (3.4-1)

We do not accept credit card payments on our order form, instead parents can order pictures online through our secure pre-pay option. (3.4-2)

Any images that are posted online are only marketed to the individual parents of that child. All images can be password protected as well. (3.4-3)

We are a full service photography company. We offer quality products and affordable prices and know the demand of limited practice times. We work closely with coaches and directors to facilitate any and all needs as well as the administration for image release. If interested we have a full time graphic designer who can offer design services for banners, schedule posters, or added graphics for images.

We have enjoyed working with many schools in the Lee's Summit school district and have a great relationship with many of the coaches and directors. Please contact us with any additional questions. We appreciate your consideration.



Thank you,

Brock Stubbs - Owner

PEC Sports

help@pecsports.info