

School Photographic Services Contract Cover Sheet/Guidelines
Strawbridge Studios, Inc., Contract SS-62-16smc
Awarded: Elementary & High Schools

Contractor	Strawbridge Studios, Incorporated PO Box 3005 Durham, NC 27115-3005 800-326-9080 FAX 919-286-7185
Contact Information	Mr. Jason Kuehn, Territory Manager Cell: 540-717-3363 jkuehn@strawbridge.net (Note: Fred Newlan has retired, Jason replaced him)
Pricing, commission, complimentary items:	See attached contract; services may only be utilized for the school level(s) specifically awarded
Contract Term:	April 28, 2016 – April 28, 2019, plus two (2) one-year renewals
Principal's Choice:	Renewal occurs during January & February of each year, select from the four awarded Contractors, complete the attached one-page form, and return a copy to Procurement for the contract file. Contractors may only contact schools during January and February to solicit business for the following school year; Principals/School authorized personnel may contact Contractors outside of this sixty-day period to select for the next school year, if they prefer.
School/Principal Responsibilities:	<ul style="list-style-type: none"> • Provide any applicable dress codes to Contractor • Meet with Contractor to discuss and verify scheduling for all photo sessions, special events, club photos, sports photos, or any other requirements • Complete the attached form and return it to Procurement to verify what Contractors are used each school year; you should not have to sign any other agreements, but if you are asked to, those agreements must reference the FCPS contract noted, as the ruling document and can be reviewed by Procurement at your request • Contact Procurement with any additions made to the contract, to add via official contract modification so that all schools are aware of new options • Contact Procurement in writing to report any serious violations or breach of contract, or if any contract interpretation/clarification is needed

School Photographic Services Annual Sign-Up Sheet

(To be completed & sent to Procurement Division prior to school year)

Principal(s) will send this completed form to the Procurement Division each spring when contracting for the following school year. Principals or their designees may schedule photo sessions and customize them as required to best meet the needs of that particular Fauquier County Public School. However, Principals or their designees will share any substantial changes to the contract pricing or options with the Procurement Division for addition via modification, to keep all other schools within the district informed of their contract options.

(Note: E=Elementary; M=Middle; H=High School service levels)

Principals are not required to sign any additional contracts or agreements other than as noted below.

School Name:

Principal/Key Contact for Photographic Services:

Select one contractor from the list below, applicable to your school level:

School Year: _____

- Candid Color Photography, Ltd. CCP-62-16smc (E, M, H)
- Lifetouch National School Studios, LNS-62-16smc (E, M, H)
- Scherling Photography, LLC, SCH-62-16smc (E, M, H)
- Splendid Portraits, SP-62-16smc (E, M)
- Strawbridge Studios, SS-62-16smc (E, H)
- Victor O'Neill Studios, VOS-62-16smc, (M, H)

Contractors may submit quote sheets or schedules to Principals or their appointed designees, but the Contractor may not require Principals to sign any additional contracts or agreements, other than those acknowledging the upcoming school year schedule, sessions or specific school requirements under the existing contracts; any schedule, session or specific requirement documents requiring Principal's signatures must reference the Contractor's official FCPS contract number.

Substantial changes to consider adding to the existing contract via modification (note here or, provide an attachment):

Keep original, send copy of this form to S. Monaco, CPPO, CPPB, Procurement Division, via e-mail (susan.monaco@fauquiercounty.gov), fax (FAX 540-422-8355) or courier

FAUQUIER COUNTY SCHOOL BOARD,
a political subdivision of the Commonwealth of Virginia
Contract SS-62-16smc, Photographic Services, FCPS: Elementary & High Schools

This Agreement is made and entered into this 28th day of April, 2016, by the Fauquier County School Board, a political subdivision of the Commonwealth of Virginia (hereinafter referred to as "Owner") and, **Strawbridge Studios, Incorporated**, located at **3616 Hillsborough Road, PO Box 3005, Durham, NC** hereinafter referred to as "Contractor".

WITNESSETH that the Contractor and the Owner, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

SCOPE OF SERVICES: The Contractor shall provide Photographic Services for Fauquier County Elementary and High Schools as set forth in the Contract Documents.

COMPENSATION: The Owner will pay and the Contractor will accept in full consideration for the performance during the contract term, the fees provided in the proposal response and attached hereto.

CONTRACT PERIOD: April 28, 2016 through April 28, 2019, with two (2) additional one-year renewal terms as mutually agreed upon by both parties. Although the initial contract term is for a three-year period, Contractors shall not "lock in" any school for that entire period; Contractors may only solicit annual renewals with each school during the January-February timeframe, unless directly approached by any given school.

The contract documents shall consist of and are listed in order of priority:

- (1) This signed form inclusive of all attachments;
- (2) RFP# 62-16sm dated January 13, 2016;
- (3) The Contractor's proposal dated February 5, 2016.

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

Strawbridge Studios, Inc.

By: Ken Str. S. J.

Title: President

Date: May 31, 2016

Fauquier County School Board,
a political subdivision of the Commonwealth of
Virginia

By: Susan R. Monaco
Susan R. Monaco, CPPO, CPPB

Title: Procurement Manager

Date: 6/2/2016

Contract SS-62-16smc, Photographic Services, FCPS: Elementary & High Schools
Complimentary Photo Products

Elementary and High Schools: Strawbridge Studios, Inc. offers many value-added products and services at no additional cost to our schools.

Certificates and Awards – We can offer schools various certificates and awards for their use. Examples of these include Principal’s Award, Student Achievement Certificate, Character Award, Student of the Month etc.

Printing Services - We are proud to offer a wide variety of printed services to our schools. These include banners, posters, business cards, certificates, brochures, and composites just to name a few. By owning our own print facility, we are able to offer these services, and make them all fully customized to each school (school colors, mascot, mission statement, etc.). See the Proposal Response, Awards and Incentive brochure for more products.

Mosaic Poster – A mosaic is a poster that features small portraits of all the students and staff photographed in the fall. A design is superimposed over these images. The design can be a school mascot, a picture of the school or other designs of the school’s choice. The student and staff imaged show through the design. This type of poster is very suitable for display in the school’s lobby or front office.

Faculty Group – We will supply all faculty members with a faculty group portrait at no charge and the school will receive a complimentary framed 16x20 copy for the office. Each staff member will also receive a complimentary package of their individual portrait taken.

Donuts - We believe in starting the day off right! On picture day we will bring donuts for the school office staff. This has become a Strawbridge tradition that our schools truly enjoy!

ELEMENTARY SCHOOL FALL AND SPRING PORTRAITS

Packages **Prices**
Package A:
 2 - 3" x 5" Desk Size
 8 - 1.5" x 2.5" Exchange \$ 14

Package B:
 1 - 5" x 7" Portrait
 2 - 3" x 5" Desk Size
 2 - 2" x 3" Wallet
 8 - 1.5" x 2.5" Exchange \$ 18

2 - 5" x 7" Portrait

 2 - 3" x 5" Desk Size
 4 - 2" x 3" Wallet
 8 - 1.5" x 2.5" Exchange \$ 21

Package D:
 1 - 8" x 10" Portrait

 2 - 5" x 7" Portrait
 2 - 3" x 5" Desk Size
 4 - 2" x 3" Wallet
 8 - 1.5" x 2.5" Exchange \$ 26

Packages **Prices**
Package E:
 2 - 8" x 10" Portrait
 2 - 5" x 7" Portrait
 2 - 3" x 5" Desk Size
 7 - 2" x 3" Wallet
 16 - 1.5" x 2.5" Exchange \$ 36

Package F:
 1 - 10" x 13" Portrait
 1 - 8" x 10" Portrait
 2 - 5" x 7" Portrait
 2 - 3" x 5" Desk Size
 7 - 2" x 3" Wallet
 16 - 1.5" x 2.5" Exchange \$ 40

Package C:
Package G:
 16 - 1.5" x 2.5" Exchange \$ 8

Package H (add-on to other packages only):
 1 - 8" x 10" Portrait \$ 8

Retouching Charge: \$ 10

Commission % per package: 50 % Pricing listed above show a 50% commission. However, we have other options available. Please see our "Choose Your Price" flier enclosed.

Flat fee per package, for spring speculation photo event: \$ 3.50 or 50% of total sales whichever is greater.

SENIOR GRADUATION PHOTOS

SENIOR GRADUATION PICTURES

SENIOR GRADUATION PICTURES

Strawbridge Studios has taken the graduation pictures for high schools for many years.

One of our photographers always attends the graduation practice to get a sense of how the ceremony will run.

Proofs and finished pictures will be mailed directly to the students' homes. Usually it takes about two weeks to get the proofs and finished pictures ready for mailing.

We will check with the school a few months before graduation to get the exact date and time of both the practice and the graduation ceremony.

Our photographers will be appropriately dressed to reflect the occasion.

Strawbridge Studios' Graduation Picture Package prices are from \$20.00 to \$30.00. Packages are listed below. *The school's commission is 20% of total sales.*

PACKAGE A	\$30	PACAKGE B	\$25	PACKAGE C	\$20
1 - 8x10		2 - 5x7s		2 - 5x7s	
2 - 5x7s		16 - 2x3s		8 - 2x3s	
16 - 2x3s					

HIGH SCHOOL DANCE PROGRAM PHOTOS

At the school's request, Strawbridge Studios will arrange to photograph Proms or Dances. We will offer several package options to meet the needs of your parents and students. Packages will be sold on a pre-pay basis. Packages will be returned to the school within 14 days of the Prom or Dance.

The school principal will inform Strawbridge Studios about which dance to photograph, their dates and times we are to be at the dances. Strawbridge will take candid pictures during the dance and give them to the school in the format that they desire. Many times these candid pictures are used in the school's yearbook.

Candid photography will also be taken for the yearbook staff and a CD of these images will be provided. **Prom packages are listed below. The school commission is 20%.**

Package A (3 poses) Each pose receives 2 – 8x10's 2 – 5x7's 8 – 2x3's	\$85	Package B 3 – 8x10's 3 – 5x7's 12 – 2x3's	\$65
Package C 2 – 8x10's 2 – 5x7's 8 – 2x3's	\$45	Package D 2 – 5x7's 8 – 2x3's	\$30
A La Carte 1 – 10x13 \$30 1 – 8x10 \$15 24 – 2x3's \$20			

Dance packages – school commission is 15%

PACKAGE A \$40 2 – 8x10s 4 – 5x7s 4 – 3x5s 16 – 2x3s	PACKAGE B \$35 1 – 8x10 4 – 5x7s 24 – 2x3s	PACKAGE C \$25 4 – 5x7's 4 – 3x5s 8 – 2x3s	PACKAGE D \$20 1 – 5x7 2 – 3x5s 8 – 2x3s
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