

**Lifetouch National School Studios, Incorporated, d/b/a Wing IT Photo Arts,
Contract # W-57-12smc
Yearbook Services: Elementary Schools
Contract Cover Sheet**

Contractor	Lifetouch National School Studios, Inc. d/b/a Wing IT Photo Arts 13854-A Park Center Road, Herndon VA 20171 PH 800-547-3936 FX 804-262-3912 See Below for Rep. Contact Information
Contact Information	<u>Contact</u> Mr. Steve Hipps, District Manager Cell: 301-717-2021 Office: 866-587-1081 shipps@lifetouch.com
Pricing, options and incentives/scholarships:	See attached contract
Contract Term:	May 21, 2012 – May 21, 2015, plus two (2) one-year renewals
1st Renewal:	May 22, 2015 – May 21, 2016
2nd Renewal:	May 22, 2016 – May 21, 2017
Principal's Choice:	Although initial contract term is for a three-year period, school choice occurs during the spring or summer of each year for the following school year, based on school schedule/preference. Select from the awarded Contractors for the appropriate school level; negotiate yearbook agreement based on contract option pricing and incentives. Principals may sign annual agreement confirming their yearbook selection which MUST reference Contract # W-57-12smc.
Additional Proposal Details:	A PDF copy of the Wing IT proposal response, along with a copy of the original RFP and Addendum # 1, is available from the Procurement Division upon e-mail request to susan.monaco@fauquiercounty.gov
School/Principal Responsibilities:	<ul style="list-style-type: none"> • Meet with Contractor to discuss and verify scheduling for all yearbook related activities, set deadlines and expectations, schedule camp attendance, sign the coming school year's agreement based on all of the details and requirements discussed. • Ensure that any Agreement signed references Contract # W-57-12smc • 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

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS

PROCUREMENT DIVISION

320 Hospital Drive, Suite 23

Warrenton, Virginia 20186

Phone: (540) 422-8348

Fax: (540) 422-8355

susan.monaco@fauquiercounty.gov

June 6, 2016

Lifetouch National School Studios, Inc. d/b/a/ Wing IT Photo Arts

Attn: Mr. Steve Hipps, District Manager

13854-A Park Center Road

Herndon VA 20171

RE: Contract # WI-57-12smc, Yearbook Services for Elementary Schools

Dear Mr. Hipps:

Fauquier County Government and Public Schools wishes to exercise its option to renew the above referenced contract for next one-year renewal option. The period of the renewal will be from **May 22, 2016 through May 21, 2017**.

It is understood and agreed that all terms, conditions, and prices of the original contract remain the same during the contract renewal period, *unless you require price adjustments, which should be made according to Section 6.4, Contract Period/Price Adjustment, in the original RFP/ Contract document. If price adjustments are desired, please submit justification according to this section to my office via fax or e-mail immediately. I will forward your request for consideration, and if accepted, will issue a renewal-extension modification to the contract.*

If this is agreeable with your firm and price adjustments are not required, please sign this letter in the space provided below and return it to this office within five (5) days. A fully executed copy will be returned to you.

Sincerely,

Susan R. Monaco

Susan R. Monaco, CPPO, CPPB
Procurement Manager

Lifetouch National School Studios, Inc.
d/b/a Wing IT Photo Arts

By: *Steve M. Hipps*

Title: *TERRITORY MANAGER*

Date: *6/6/16*

Fauquier County Gov't/Public Schools

By: *Susan Monaco*

Susan R. Monaco, CPPO, CPPB

Title: Procurement Manager

Date: *6/10/2016*

**Contract # W-57-12smc, Lifetouch National School Studios, Inc. d/b/a Wing IT Photo Arts,
Elementary School Yearbook Services**



*Cover material and components: Wing IT provides 28 stock cover choices to all schools which is free to all schools. If a school wishes to create their own custom cover, they may do so but there is a small charge for this service. **For example**, for a yearbook ordering 300 copies, the cost per book for a custom cover is 17 cents. All covers, whether stock or custom, are due to Jenny in early November. For custom covers, the plant will send a hard copy cover proof to the school for them to review, sign and return to the plant. This is to ensure colors, designs and text placement is correct.

Schools may also choose to personalize their covers. We offer five choices.

Option 1: Student name printed on cover in black blue, green, red, white or yellow (available only on saddle-stapled binding) \$2.25 per book

Option 2: Student photo printed on cover and name in black, blue, green, red, white or yellow (available only on saddle-stapled binding) \$3.30 per book.

Option 3: Student name imprinted in gold or silver foil (available on all books) \$4 per book.

Option 4: Student name and up to 4 icons per cover imprinted in gold or silver foil (available on all books) \$6 per book.

Option 5: Engraved beveled edge name plate in gold or silver (available on all books) \$4 per book.

*End sheet stock-White end sheets are free. For stock colored paper end sheets is an additional 50 cents per book and available only in hard cover books. Color choices are black, felt gray, forest green, goldenrod, navy blue, red or royal blue. Wing IT also offers custom printed end sheets, three different options: 1-color, 2-color and 4-color. These vary in pricing based on how many copies ordered.

*Binding-Wing IT offers several binding choices.

Soft-saddle-stapled is included in book cost. Soft perfect-bound is glued binding and is \$1 per book. Double Wire-O is \$2 per book. Hard Cover binding: for a Standard hard cover with 150 to 399 books it is \$3.75 per book. Over 400 copies it is \$2.75 per book. Smyth sewn hard cover with 150 to 399 books it is \$5.75 per book. Over 400 copies it is \$4.50 per book.

*Trim Size-Wing IT offers 8.5 x 11 which is included in cost or a 9x12 yearbook trim size.

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photo arts

*Alteration Charges-As noted in section 3.1.4 this is a case by case situation. Again, fees range from \$3 to \$100 depending on what type change it may be.

*Packaging-The yearbooks will be shipped in boxes of 25 yearbooks per box.

*Shipping-Although Wing IT cannot give an exact quote on shipping until the yearbooks actually ship; we try to give a close estimate to budget for shipping costs. For soft saddle-stapled books, it is roughly 50 cents per book for shipping. For instance, for 300 yearbooks ordered shipping would be \$150. For hard cover yearbooks, it is roughly \$1 per book for shipping. Wing IT will invoice ONLY after successful delivery of the yearbooks. The shipping costs will be on a separate line.

*Option costs-Special Insert Pages: There are three choices:

- a. Stock autograph pages which are a 4 page insert for 25 cents per book. However, we recommend creating your own autograph pages using the autograph backgrounds within the yearbook, this is free.
- b. Current events pages which are a 4 page insert for 50 cents per book.
- c. Deluxe current events pages which are an 8 page insert for 85 cents per book.

*Bundling Option-If Wing IT has been awarded the photography and yearbook contracts in one school, we will offer a discount on the yearbook. For elementary schools, we will reduce the cost per book by 50 cents. For middle schools, we will reduce the cost per book by \$1.

*Wing IT will be happy to give up to 5 free yearbooks to the owner school with each annual commitment/order.

* On-line Ordering: Wing IT offers an on-line payment plan; there are no fees associated with on-line ordering. Parents go to the website and go to the school to create a login to place their order. Parents are e-mailed a receipt and the school receives a report to track on-line yearbook sales.