

School Photographic Services Fact Sheet:
Wing IT Photo Arts, Contract # WI 32-11smc
Serving Elementary and Middle Schools, only

Contractor	Lifetouch National Schools Studios, Incorporated d/b/a Wing IT Photo Arts 13854-A Park Center Road, Herndon VA 20171 800-547-3936 FAX 804-262-3912
Contact Information	<u>Contacts</u> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Mr. Steve Hipps, District Manager Cell: 301-717-2021 Parents Call: 866-587-1081 shipps@lifetouch.com </div> <div style="width: 45%;"> Mr. Doug Halterman, Sales Rep. Cell: 703-944-3496 Parents Call: 866-587-1081 dhalterman@lifetouch.com </div> </div>
Pricing, commission, complimentary items:	See contract
Contract Term:	March 5, 2015 – March 4, 2016, no remaining 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.
Contract Deliverables:	<ul style="list-style-type: none"> • Proofs are available to order on-line, by mail, or through collection via school main office • All students & staff photographed for yearbook/file photo purposes regardless of order • Delivery usually within three weeks, at most 30 days • Full accounting of sales and commission provided via spreadsheet • Contractor prefers up to 2 volunteers to assist; they get complimentary picture package # 3 • Staff members receive complimentary picture
Elementary Schools	<ul style="list-style-type: none"> • 2 Photographers per session • 2 CD's provided • 2 sticky-back photos, every student, for files
Middle Schools	<ul style="list-style-type: none"> • 2-4 Photographers per session • Up to 3 candid photo days, 1 night, for club/other photos • 2 CD's provided • 2 sticky-back photos, every student, for files • 1 color ID card for each student and staff member • Special CD to reproduce ID cards if needed
School/Principal Responsibilities:	<ul style="list-style-type: none"> • Provide any applicable dress codes to Contractor • Provide any school-desired limitation to number of students in Middle School "Buddy Photos" • 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 Contract# WI 32-11smc 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.

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: _____

- Strawbridge Studios, Contract# SS 32-11smc
- Wing IT Photo Arts, Contract# WI 32-11smc
- Lifetouch National School Studios, Contract # LNS 32-11smc
- Victor O'Neill Studios, Contract # VOS 32-11smc

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, CPPB, Procurement Division, via e-mail (susan.monaco@fauquiercounty.gov), fax (FAX 540-422-8355) or courier

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

March 4, 2015

Lifetouch National School Studios, Inc. d/b/a/ Wing IT Photo Arts
Attn: Mr. Steve Hipps, District Manager
1835 Lock Haven Drive
Roanoke, VA 24019

RE: Contract # WI 32-11smc, School Photographic Services

Dear Mr. Hipps:

Fauquier County Government and Public Schools wishes to exercise its option to renew the above referenced contract for the final one year period; the period of the renewal will be from **March 5, 2015 through March 4, 2016.**

It is understood and agreed that all terms, conditions, modifications and prices remain the same during the contract renewal period.

If this renewal is agreeable with your firm, please sign this letter in the space provided below and return it to this office within three (3) days. A fully executed copy will be returned to you.

Thank you for your continuing service to Fauquier County Government and Public Schools.

Sincerely,

Susan R. Monaco, CPPO, CPPB
Procurement Manager

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

By: Steve Hipps

Title: District Manager

Date: 3/12/15

Fauquier County Gov't/Public Schools

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

Title: Procurement Manager

Date: 3/16/15

**FAUQUIER COUNTY GOVERNMENT
AND PUBLIC SCHOOLS**

Date: June 14, 2012
Contract No.: WI 32-11smc, Photographic Services
Contractor: See Below
Modification No.: 1
Effective Date: April 16, 2012
Issued by: Fauquier County Government and Public Schools
Procurement Division
320 Hospital Drive, Suite 23
Warrenton, VA 20186 PH 540-422-8348 FX 540-422-8355

This Supplemental Agreement is entered into pursuant to the provision of the basic contract.

Description of Modification:

In accordance with Paragraph 33, Assignment of Contract, of the original RFP Terms and Conditions, the following change to the contract shall be authorized:

Legal company name for this contract is now *Lifetouch National School Studios, Incorporated d/b/a Wing IT Photo Arts.*

The Contractor shall perform all services under the same terms and conditions contained in the original contract noted above. Updated FIN information is available in the contract file; physical address, location, and representative contact information will remain the same at this time.

Except as provided herein, all terms and conditions of the above referenced agreement, as heretofore changed, remain unchanged and in full force and effect.

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

By: Steven M. Higgins
Signature

Procurement Manager

Title

6/19/12

Date

Fauquier County Government/Public Schools

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

Procurement Manager

6/19/12

Date

FAUQUIER COUNTY SCHOOL BOARD,
a political subdivision of the Commonwealth of Virginia
Contract # WI 32-11smc, Photographic Services

This Agreement is made and entered into this 4th day of March 2011, by the Fauquier County School Board, a political subdivision of the Commonwealth of Virginia (hereinafter referred to as "Owner") and, Wing IT Photo Arts Incorporated, located at 1835 Lock Haven, Roanoke, VA, 24019, 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 Middle 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 attached hereto.

CONTRACT PERIOD: March 4, 2011 through March 4, 2014, with two (2) additional one-year renewal terms as mutually agreed upon by both parties. Contractor may only solicit annual renewals with each school during the sixty-day period prior to March, in January and February, unless approached directly by any given school.

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

- (1) This signed form;
- (2) RFP# 32-11sm, dated December 17, 2010;
- (3) The Contractor's one (1) page Special Event and Buddy Photo pricing dated March 1, 2011, in response to final e-mail clarification dated February 25, 2011; Contractor's two (2) page Complimentary Product List and Sports Picture Pricing provided February 18, 2011; and Contractor's proposal dated January 25, 2011, all of which documents are incorporated herein.

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

Wing IT Photo Arts Incorporated

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

By: *Jummy Robinson*

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

Title: Representative

Title: Procurement Manager

Date: 3-8-11

Date: 3-9-11



photo arts

the details

your commissions

The schools' commission:

Fall Pictures.....	50% of base package plus \$1.00 on options
Spring Pictures Proof.....	40% of base package plus \$1.00 on options
Spring Pictures Speculation.....	30%
Class groups.....	30%

Classroom Groups/ Faculty Group

- a. Wing IT will photograph group pictures in the spring. Two options on group pictures:
 1. School picture, with school name, teacher name and year
Sizes: 5 x 7 for \$6 and 8 x 10 for \$8
 2. School picture, with school name, teacher name, year and all students names in picture
Size: 8 x 10 ONLY for \$10

Commission is 30%.

- b. Wing IT can photograph a faculty group picture if requested.

fauquier county public schools



photo arts

your program

your underclass photography

With this pricing, the school will receive 50% commission on base packages plus \$1 on options. Every student and staff member will be photographed. Parents pre-order online (before the picture date) at a discount on some packages. Then, on picture day, students bring in their picture form with money. Wing IT will handle the collecting, accounting and refunding of all money. When we return the packages to the school, the students who did not purchase pictures will receive a proof.

Wing IT Photo Arts will provide portrait flyers and hall posters with your photography date(s) to distribute to students prior to portrait date.

package 1

- 2 -- 8x10
- 4 -- 5x7
- 8 Billfolds
- 16 Wallets

\$40

package 2

- 1 -- 8x10
- 2 -- 5x7; 2 -- 3x5
- 4 Billfolds
- 16 Wallets

\$32

package 3

- 1 -- 8x10
- 2 -- 5x7
- 4 Billfolds
- 8 Wallets

\$27

Add these items to any package:

- 1 -- 10x13 \$ 1
- 1 -- 8x10 \$8
- 2 -- 5x7 \$7
- 4 -- 3x5 \$7
- 8 Billfolds \$7
- 16 Wallets \$7
- Retouch \$9
- CD \$11

package 4

- 2 -- 5x7
- 2 -- 3x5
- 4 Billfolds
- 8 Wallets

\$22

package 5

- 1 -- 5x7
- 4 Billfolds
- 8 Wallets

\$18

package 6

- 1 -- 3x5
- 4 Wallets

\$11

options

package 7

- 1 CD with Student Image and Copyright Release **\$25**

fauquier county public schools



photo arts

your program

your spring photography

With this pricing, the school will receive 40% commission on base packages plus \$1 on options. Spring photography is done on a "green screen" with over 20 background options to choose. We provide a photographic proof with two ways to order: fill out the order information on the paper proof or go online and view all the backgrounds with the student image and order.

Wing IT Photo Arts will provide portrait flyers and hall posters with your photography date(s) to distribute to students prior to portrait date.

package 1

2 -- 8x10
4 -- 5x7
8 Billfolds
16 Wallets

\$41

package 2

1 -- 8x10
2-- 5x7; 2 -- 3x5
4 Billfolds
16 Wallets

\$33

package 3

1-- 8x10
2 -- 5x7
4 Billfolds
8 Wallets

\$28

package 4

2 -- 5x7
2 -- 3x5
4 Billfolds
8 Wallets

\$23

package 5

1 -- 5x7
4 Billfolds
8 Wallets

\$19

package 6

1-- 3x5
4 Wallets

\$12

Add these items to any package:

1 -- 10x13 \$11
1 -- 8 x10 \$8
2 -- 5x7 \$7
4 -- 3x5 \$7
8 Billfolds \$7
16 Wallets \$7
Retouch \$9
CD \$11

options

package 7

1 CD with
Student Image
and Copyright
Release **\$25**

fauquier county public schools



photo arts

your program

your sportsmates/groups program

Our professional posing and lighting, quality color prints and on time delivery will provide the best team and group portrait program for your school. The professional results will make a positive impact in your yearbook and display the pride your students feel in extracurricular activities.

Each member can also purchase individual portraits of themselves in uniform to compliment the group portrait.

School commission on sports is 25% of gross sales.

package 1

- 1 -- 8x10
- 2 -- 5x7
- 2 -- 3x5's
- 16 Billfolds
- 1 -- 8x10 Team

\$32

package 2

- 1 -- 8x10
- 2-- 5x7
- 4 Billfolds
- 2 Photo Buttons
- 1 -- 8 x 10 Team

\$30

package 3

- 1 -- 8x10
- 2 -- 5x7
- 4 Billfolds
- 1 -- 8 x 10 Team

\$25

Pkg 7 \$39
20x24 Poster of individual pose

Pkg 9 \$10
1 8 x 10 Team

Pkg 10 \$8
2 Photo Buttons

Pkg 11 \$8
4 Photo Magnets

package 4

- 1 -- 5x7
- 4 Billfolds
- 1 -- 8x10 Team

\$18

package 5

- 1 -- 5x7
- 4 Billfolds

\$11

package 6

- 16 x 20 Poster of individual pose

\$25

1 -- 8 x10	\$7
2 -- 5x7	\$6
4 -- 3x5	\$6
8 Billfolds	\$6

options

Billfolds are 2 x 3
Wallets are 1 3/4 x 2 1/4

package 8

- 1 CD with Student Image and Copyright Release

\$22



Special Events:

If a school would like to sell a 5x7 photo at an event such as 8th grade graduate or 5th grade moving up, the price per 5x7 is \$5.
Commission is 30%.

If a school would like to purchase a 5x7 individual for all students as a gift, the cost per 5x7 is \$1.25.

Both of these situations include Wing IT providing a professional photographer, event set-up (lights, backgrounds, etc.) and professional prints.

If a parent wishes to purchase a package of a special event, we would offer our regular fall underclass pricing.

Buddy Photos:

Middle School level

Winter/Spring months

Get a group of your friends together, each person in the picture must pay \$5 for a 5x7.

Commission is \$1 per 5x7.

There is a 5 person limit for each group shot. This number can change depending upon the size of the room, background, etc.

Wing IT Photo Arts, Inc.

1835 Loch Haven Drive. ♦ Roanoke, VA 24019 ♦ (540)389-9155 ♦ (800)366-0639 ♦ Fax 389-9161



Wing IT Photo Arts "Perks"

A school may choose up to two (2) perks they would like to utilize throughout the school year.

Academic monthly calendars notebook and desk. There is a possibility of three-year calendars available.

A digital camera for the yearbook staff/person to use.

A faculty group portrait. Wing IT will print a large portrait to display and each faculty member gets a complimentary 4x6.

Faculty and Staff identification cards. We can custom design the look and display any information the school would like on them.

A large poster composite of the entire student body to display.

Any posters or banners the school would like to create to display around the school. For example, character counts banners and posters.

Any other photographic ideas that the school may have, we can certainly try to create.

Wholesale cost of camera equipment.

If the schools have any other ideas as far as perks or individual wants and needs, Wing IT will strive to assist Fauquier County Schools in meeting their goals.

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