



A Growing District for Growing Minds

408 W. MARKET

SAVANNAH, MO 64485-0151

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March 1, 2022

To Whom It May Concern:

This letter serves to inform you of the opportunity for your company to provide a written proposal to the Savannah R-III School District regarding photography services. The bid is for a two year time period and may be renewable up to 3 additional years if services are satisfactory.

Proposals must be received by March 11, 2022 and must be delivered to the district office at:

Savannah R-III School Office
408 West Market
Savannah, MO 64485

Attn: photography proposal

Questions may be submitted in writing via email to EKurre@savannahr3.com

Sincerely,

Eric Kurre
Savannah R-III School District

DISTRICT INFORMATION

The Savannah R-3 School District serves approximately 2,300 students and 300 staff members across 8 campuses.

Campus	Address	Student Pop.	Staff Pop.
Early Learning Center/ Special Services	703 W. Chestnut St. Savannah, MO 64485	80	15
Amazonia Elementary	845 6 th St. Amazonia, MO 64421	100	26
Helena Elementary	21080 Osage St. Helena, MO 64459	100	26
John Glenn Elementary	12401 Co Rd. 438 St. Joseph, MO 64505	275	36
Minnie Cline Elementary	808 W. Price St. Savannah, MO 64485	575	63
Savannah Middle School	10500 St. Rt. T Savannah, MO 64485		
Savannah High School	701 St. Rt. E Savannah, MO 64485	700 <i>Current graduating class is 172</i>	80
District Office	408 W. Market St. Savannah, MO 64485	0	16

ANTICIPATED 2022-2023 SCHOOL CALENDAR DATES

All dates are subject to change

New Staff Orientation: August 1st or 2nd (New staff photos taken at 7 am)

High School Registration August 8th – 12th 8 am to 4 pm (student photos taken)

Middle School Back to School Nights: 2 evenings the week of August 15 – 18 (student photos taken)

1st Day of school: August 22nd

Homecoming: September 30th

Court warming: February

Last Day of School: May 19th

Graduation: May 21st

EXPECTATIONS FOR SCHOOL PHOTOGRAPHER

The photographer must:

1. Be able to provide color and b/w pictures of all students, staff, and administration in a downloadable digital format (Google drive is preferred).
2. Have their digital photo format approved by the yearbook publishing company used by each school.

3. Provide all senior portrait pictures for the HS composite digitally in color. (Students will not be charged a sitting fee for this photograph).
4. Provide class group photographs for elementary schools.
5. Provide a professional background choice for elementary school individual photos.
6. Provide all staff members a photograph package at no charge.
7. Provide various packages for purchase to students' families. This includes individual portraits as well as activity/athletic photographs.
8. Provide additional copies of student/faculty photographs as needed for awards, honors, or scholarships.
9. Provide a website for online picture orders.
10. Meet deadlines as required by our yearbook publishers. This is crucial to avoid late fees during the school year and to allow events that take place in late spring to be included in the yearbook.
11. Provide sticker pages of student photos at the elementary schools.
12. Bereavement packages should be given at no charge to students or families.

(The following is for the High School only)

13. Create and provide student activity/lunch cards for each student.
14. Provide photos of each club/organization to be taken on a day arranged by the yearbook advisor.
15. Provide royalty photos of both fall and winter homecomings.
16. Provide photographs on a formal background of other special events as necessary – including cap and gown individual photos at graduation, prom, and the FFA Banquet where state winners are announced.
17. Provide the senior class photo for the yearbook with background artwork. *This can be taken on group photo day.*
18. Produce the composite photograph of all seniors in both an 8 ½" by 11" size for each senior and a wall size 30 x 40 framed and delivered in May to be displayed in the halls of SHS.
19. Provide 11" by 14" pictures of various clubs, teams or groups who advance to state.

20. Provide all photographs for the aforementioned digitally and at no additional cost to the district (unless specified otherwise).

OTHER NOTES:

We would like to see price sheets without the schools' stipend included in the amount our students are charged. Are the students' families actually paying for our stipend with increased fees for the photos?