

Memorandum

Date: Thursday, June 30, 2022

To: Dr. Tony Baldwin, Superintendent
Buncombe County Schools

From: Lisa Sharpe, Purchasing and Risk Control Manager *LS Sharpe*
Buncombe County Schools

Subject: Student Picture Packages for 2022/2023 - Renewal

The Purchasing Department has contacted Strawbridge Studios, Lifetouch National School Studios, and Legacy Studios to inquire about pricing for the 2022/2023 school year. Each vendor is required to offer a basic K-11 picture package priced at no more than \$10.00.

Other picture packages and their pricing may be negotiated between individual schools and photographers. All three vendors will provide proof of mandatory background checks of staff who will be on-site at each Buncombe County Schools location. Certificates of Liability Insurance for each vendor will also be provided. The Certificate of Liability Insurance will list Buncombe County Board of Education as additional insured.

All monies will be collected by the photographer or paid online directly to the vendor.

Recommendation: Continue school photography services with Strawbridge Studios, Lifetouch National School Studios, and Legacy Studios for the 2022/2023 school year.

c: Ms. Tina Thorpe, Chief Financial Officer