

Request for Proposal

Proposals will be received at the office of the Purchasing Coordinator, City of Goodlettsville, 105 South Main Street, Goodlettsville, Tennessee 37072, until 2:00 p.m. CST on December 07, 2018 for the following:

Sports Photography Services by the Parks and Recreation Department, City of Goodlettsville

Specifications are available and on file at the office of the Purchasing Coordinator and may also be accessed from the City's website at www.cityofgoodlettsville.org.

The City of Goodlettsville reserves the right to reject any and all proposals and to waive formalities.

The City of Goodlettsville does not discriminate on the basis of age, race, sex, color, national origin, religion or disability in admission to, access to, or operation of its programs, services or activities, nor does it discriminate in its hiring, employment or purchasing practices. Contact the Human Resource Director at 615.851.2206 with questions, concerns, complaints and with requests for ADA accommodations.

CITY OF GOODLETTSVILLE
PARKS AND RECREATION DEPARTMENT

MINIMUM BID SPECS – SPORTS PHOTOGRAPHY SERVICES

Provide photography services for Summer and Fall T-Ball Leagues and Spring and Fall Youth Volleyball Leagues.

Duties and Requirements – Photographer Responsibilities

Completed proposals must include a written description of the proposer's ability to meet the following duties and requirements:

1. Work with Parks and Recreation Department to schedule team, individual picture day(s), and/or action shots during each league.
2. Provide sufficient staffing and equipment to complete all team and individual photos in a timely manner.
3. Deliver information/payment forms to the Department, or to each player, no later than 7 days prior to picture day.
4. Offer a variety of picture packages, and should include a digital download option in a minimum of one package.
5. Collect and account for all money paid for photo packages while offering a variety of methods of payment.
6. Return all photos to each player before the end of the regular season, or mail purchased photographs directly to players if season is complete.
7. Provide all participants with clear, properly formatted, professional quality color prints.
8. Resolve any problems associated with photo sessions or with the delivered products.
9. Provide a report and payment within 30 days of photography session showing the total sales generated from each photography session.
10. Provide website link to Recreation Department to distribute to league participants for digital viewing of action shots, if provided.
11. Show proof of liability insurance with a minimum of \$1 million per occurrence naming the City of Goodlettsville as additionally insured.
12. Obtain City of Goodlettsville Business license.

Goodlettsville Parks and Recreation Responsibilities

1. Complete background check on all photographers.
2. Provide the vendor league schedules prior to the beginning of play.
3. Provide adequate space to take photographs.
4. Distribute information/payment forms to each player (as provided by the vendor).
5. Distribute photographs to individual players, if needed.

Goodlettsville Parks and Recreation Sports Programs

Program	# of Teams (Average)	# of Players per Team (Average)	Season
Spring Youth Volleyball	12	8	March – May
Summer T-Ball	8	12	June – July
Fall T-Ball	8	10	August – October
Fall Youth Volleyball	8	8	August - September

Proposal Requirements

1. Provide a portfolio of team pictures, individual pictures, and action shots.
2. Provide sample order form(s) with a list of package options and prices.
3. Provide pricing and/or package listings for action shots, if available.
4. Provide 3 references in which similar work was completed.
5. Sign the proposal indicating the percentage of gross sales, or the amount per package sold, to be returned to Goodlettsville Parks and Recreation.

Contract Term

The contract term for this position will be for a 1-year period, January 1, 2019 through December 31, 2019, with a possible one-time contract extension at the discretion of the Goodlettsville Parks and Recreation Department.

**City of Goodlettsville
Sports Photography Services**

RFP - Reference Sheet

Company Name _____

Contact Person _____

Mailing Address _____

Phone Number _____

Email Address _____

References

Organization _____

Contact Person _____

Mailing Address _____

Phone Number _____

Email Address _____

Length of Association _____

Organization _____

Contact Person _____

Mailing Address _____

Phone Number _____

Email Address _____

Length of Association _____

Organization _____

Contact Person _____

Mailing Address _____

Phone Number _____

Email Address _____

Length of Association _____

Sports Photography Services

Amount Per Package _____

Date