

*City of*  
**SHELBYVILLE**  
*Tennessee*

March 3, 2016

REQUEST FOR PROPOSALS

The City of Shelbyville is requesting proposals for **PHOTOGRAPHY PACKAGES FOR ALL YOUTH ATHLETIC LEAGUES MANAGED BY THE SHELBYVILLE PARKS AND RECREATION DEPARTMENT WHICH INCLUDE SOCCER AND BASKETBALL IN THE TIME PERIOD OF JULY 1, 2016 - JUNE 30, 2017. ADDITIONAL SPORTS MAY BE ADDED IN THE NEAR FUTURE.**

Proposals will be accepted by the City of Shelbyville Purchasing Office, 201 N. Spring St., Shelbyville, TN 37160 or may be mailed to P.O. Box 185, Shelbyville, TN 37162 **until 11:00 A.M., March 31, 2016.** Proposals should be submitted in sealed envelopes marked "**PHOTOGRAPHY PACKAGES FOR YOUTH ATHLETIC LEAGUES MANAGED BY THE SHELBYVILLE PARKS AND RECREATION DEPARTMENT - 2016/17**". Any proposals received after the scheduled closing time for receipt of proposals will be returned to the bidder unopened.

Proposals will be opened at public meeting of council appointed bid committee on Thursday, March 31, 2016 at 11:00 A.M. at City Hall, 201 N. Spring Street. Award of the proposal will be made at the next scheduled City Council Meeting (April 14, 2016) at the Shelbyville City Hall Annex.

**MINIMUM SPECIFICATIONS:**

Scope: To secure a professional photographer to take team and individual pictures for the youth athletic leagues managed by the Shelbyville Parks and Recreation Department.

Youth athletic league member participation is estimated to be approximately 740 members for 2016/17. The final numbers will be

given to successful bidder as they become available.

Firm picture dates will be given to the successful bidder at least one month before each season begins.

**Please include in your proposal:**

- 1) List and description of packets offered
- 2) Method of taking orders/collecting payments/delivering pictures
- 3) Percentage or fee paid to City for each packet sold if applicable
- 4) Warranty information

Successful bidder will coordinate picture taking sessions with Frank Campbell or Director Mike Alsup, 931-684-9780.

**Successful bidder must provide proof of business license and liability insurance. Successful bidder must also provide proof of workers compensation insurance if required.**

**Pricing to be good 07/01/2016 - 06/30/2017 with a 2-year option to renew.** This bid is only renewable upon the agreement of both parties, and will be reviewed at the end of each 12-month period.

The City of Shelbyville reserves the right to terminate this contract with 30-day written notice.

Please note any variations to these requirements on submitted proposal.

Vendor selection will be based upon the best offer deemed acceptable by the City of Shelbyville's council appointed bid committee and City Council. Proposal to all or part of the RFP indicates a willingness to supply part or all of the proposal. The City of Shelbyville reserves the right to reject any and all proposals.

All bidders must comply with A.D.A. guidelines if required.

All bidders must be in compliance with Title VI, Civil Rights Act of 1964, which specifies that: No person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under a program or activity receiving federal financial assistance from the Department of

Transportation or the U. S. Department of Justice.

Failure on the part of the bidder to comply with all instructions herein may result in bid rejection.

Any questions may be directed to Director Mike Alsup of the Shelbyville Recreation Center, 931-684-9780, or Purchasing Agent Lori Saddler, 931-684-2691.

*All bid/proposal submissions to the City of Shelbyville are subject to inspection and reproduction pursuant to the Tennessee Public Records Act ("TPRA"), T.C.A. section 10-7-501, et seq. The City of Shelbyville provides access to public records upon request in full compliance with TPRA.*

Lori Saddler  
Purchasing Agent