

**Versailles-Woodford County Parks & Recreation Department
Youth Sports & Program Photography Services
Invitation for Proposal**

Proposals will be received by the Versailles-Woodford Co. Parks & Recreation Department, located at 275 Beasley Drive, Versailles, KY 40383 until 12:00 PM (EST) on Friday, November 2, 2018.

Proposal Specification Description: The Versailles-Woodford Co. Parks & Recreation Department is requesting proposals for youth sports and programs photo services, including the scheduling of picture-taking around team schedules, collecting and accounting for fees and preparing and delivering professional quality photo packages shipped directly to the participants mailing address. **All interested photographers/businesses must have league sports team photo experience.**

Questions regarding the scope of the project should be directed to the Versailles-Woodford Co. Parks & Recreation Department Assistant Director Rainey Johns (859-873-5948 or rjohns@vwcparksrec.com).

SPECIAL INSTRUCTIONS

All proposals must be signed by an authorized representative of the company with the legal capacity to bind the company to the agreement. Bids may be withdrawn up to the date and hour set as the deadline to submit. Failure to honor all points of submitted proposal will be cause for removal of supplier's name for the Versailles-Woodford Co. Parks & Recreation Department's bidders list for a period of twelve months from the deadline date. Proposal prices must be held firm for the period of the contract.

All proposals must be labeled as **"Youth Sports & Program Photography Proposal."**

Photographer/business must be properly licensed and secure necessary permits wherever applicable.

Freight Terms: Unless otherwise noted, all freight and shipping must be prepaid. All freight charges must be included in prices submitted on proposal.

Discounts: Any discounts allowed for prompt payment, etc., must be reflected in proposal figures and not entered as separate pricing on the proposal form.

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Proposal Deadline: Friday, November 2, 2018**

Background:

The photographer selected to provide photo services will be responsible for team and individual photos for Versailles-Woodford Co. Parks & Recreation Department youth sports and general programs.

***Programs/Sports Included:**

Youth Basketball: Approximately 400 participants / 48 teams

Youth Cheerleading: Approximately 40 participants / 2 squads

Youth Dance: Approximately 60 participants / 8 classes

**Photographer must be available and willing to provide photography services for additional programs as they arise.*

Photographer Responsibilities:

- A minimum of three (3) years experience as a league/sports team photographer
- An up-to-date website where parents can view and/or place and order online.
- Work with the Parks & Recreation Department to schedule sessions.
- Provide enough assistants at each session so that any scheduled games or activities are not adversely affected.
- Collecting and accounting for money paid for photo packages.
- Mailing photo packages to participants within three (3) weeks after each photo session.
- Each package must have the company name and phone number clearly imprinted on it to facilitate handling of additional orders and problems with pictures.
- Payment to mail photographs directly to participants must be collected at the time of purchase.
- Providing the participants with clear, properly formatted, professional quality color prints.
- Provide plaques with team or class picture on it for all head and assistant coaches or class instructors at no charge.
- Work with Versailles-Woodford Co. Parks & Recreation Department staff and participants in resolving problems with photo sessions or with the delivered products.
- At the end of each program season, submitting to the Versailles-Woodford Co. Parks & Recreation Department a report listing total number of packages/photos sold to the participants in the program.
- Provide upgraded services as new technologies are created.

Parks & Recreation Responsibilities:

- Provide schedules to photographer for photo sessions.
- Deliver photo information to the coaches prior to team or class photo sessions.

Required Submissions:

- Pricing
- % of rebate to Versailles-Woodford Co. Parks & Recreation Department or other benefits or options available to department in lieu of rebate
- Qualifications
- Experience as a team sports photographer
- Professional Affiliations
- Product Samples*
- Information on additional products or services to be provided or offered
- Three references from other Parks & Recreation Agencies or Youth Sports Leagues

*Must include, at a minimum, items similar to the bid packages and products listed on Proposal Attachment.

Award:

Award will be based on a combination of the following factors: the lowest cost of the bid items, the greatest % offered to the Recreation Department on total sales (or value of other benefits offered to Department in lieu of rebate), past experience with large leagues and the number and quality of the additional products/services offered by the bidder. All of these items will be factors in determining the contract.

The Versailles-Woodford County Parks and Recreation Department has the right to reject any and all proposals and may select whichever proposal best meets the Department's needs and is the best value for its participants.

Contract Period:

Contract is awarded for a period of 3 years, beginning February 2, 2019. The Parks & Recreation Board of Directors have the right to extend the contract on a year to year basis at their discretion.

Insurance Requirements:

Contractor shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property that may arise from or in connection with performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors.

- General Liability: \$1,000,000 combined single limit per occurrence for comprehensive coverage including bodily injury, personal injury and property damage for premises/operations, products/completed operations, contractual liability, independent contractors, broad-form property damage and underground, explosion and collapse hazard.
- A "Certificate of Liability Insurance" showing the Versailles-Woodford Co. Parks & Recreation Department as the Certificate Holder.

PROPOSAL ATTACHMENT A

The following quantities, specifications and pricing are for comparison purposes and not intended to represent the actual packages or combinations of products to be offered to participants.

Description	Cost to Participant <i>(including shipping costs)</i>
Package 1: Consisting of a team/individual memory mate or comparable photo composite, two (2) 5x7 individual photos, two (2) 3x5 individual photos and four (4) wallet photos	\$
Package 2: 1 (one) 5x7 individual photo, 1 (one) 5x7 team photo, 8 wallet photos	
2 (two) 3x5 individual photos	
5x7 individual photo only	
Please list your two most affordable packages, what they include and the cost for each:	
#1:	
#2:	
<u>Additional Products and Services Offered:</u> Please describe and include costs to participants or benefits to Parks & Recreation. You may use this page or on a separate document.	