



City of East Ridge

1517 Tombras Avenue
East Ridge, Tennessee 37412
(423)867-7711 • www.eastridgetn.gov

Parks and Recreation
Shawna Skiles

East Ridge Parks and Recreation Photo Bid Specifications

Bid Opening

Wednesday, August 20th, 2025 at 2:30 pm

East Ridge City Hall
1517 Tombras Avenue
East Ridge Tn 37412

INVITATION TO BID

The City of East Ridge Parks and Recreation Department is seeking a qualified professional photographer or photography company specializing in sports photography. The selected vendor will be responsible for capturing team photos and action shots for all recreational sports offered by the department during the period of **September 1st, 2025, through June 30, 2026.**

The sports programs include:

- Baseball
- Softball
- Soccer
- Flag Football
- Cheerleading

Submission Deadline:

All sealed bids must be received no later than **2:30 PM EDT on Wednesday, August 20th, 2025**, to be considered. Bids received will be opened and read aloud at time of submission.

General Requirements for Bidders

To be considered for the Youth Sports Photography contract, all interested photographers or companies must meet the following requirements:

1. Bid Form

- Complete the form in its entirety and sign the official **Youth Sports Photography Bid Form.**

2. Pricing Information

Submit a detailed price list that includes:

- Package pricing
- Individual item pricing
- Product pricing

Brian Williams
Mayor

David Tyler
Vice Mayor

Jacky Cagle
Councilmember

Andrea Witt
Councilmember

Jeff Ezell
Councilmember

J. Scott Miller
City Manager

3. Photography Samples

- Provide a minimum of **three (3)** samples showcasing your sports photography work.
- Samples must include **multiple leagues**.

4. Scheduling Flexibility

- Must be capable of photographing **multiple sports occurring simultaneously** on the same day.

5. Legal Compliance

- In accordance with **Tennessee State Law**, the **Iran Divestment Act Certification** (attached) must be:
 - Completed
 - Notarized
 - Submitted with the bid
- **Bids without this certification will not be considered.**
(Reference: Chapter No. 817 - HB0261/SB0377)

6. Revenue Sharing

- The selected photographer/company must pay the **City of East Ridge** a percentage of **gross sales (after taxes)**.
- This percentage must be clearly stated on the **Youth Sports Photography Bid Form**.

7. Bid Submission

- All bids must be **sealed** and clearly labeled:
"Photography Bids 2025-2026"
- **Late submissions will not be accepted under any circumstances.**

8. Sales and Customer Service

The selected photographer/company will be solely responsible for:

- Selling photography products directly to customers
- Handling all customer service issues related to the final products

Note: The City of East Ridge will **not** collect payments or manage product-related concerns.

The City of East Ridge reserves the right to reject any or all bids, to waive technicalities therein, and to award the bid in the City's best interest.

**CITY OF EAST RIDGE – PARKS AND RECREATION DEPARTMENT
 YOUTH SPORTS PHOTOGRAPHY BID FORM AND AGREEMENT
 SEPTEMBER 1, 2025 – JUNE 30, 2026
 Bid Opening August 20th, 2025 – 2:30 pm
 Please Print**

CONTACT INFORMATION

| | |
|-------------------------|--|
| Company Name: | |
| Address: | |
| Contact Person & Phone: | |
| Email: | |
| Website: | |

PREVIOUS EXPERIENCE – LIST YOUR LAST THREE PHOTOGRAPHY JOBS

| |
|----|
| 1. |
| 2. |
| 3. |

AVAILABILITY – PHOTOGRAPHY MAY BE REQUIRED ON MULTIPLE DAYS – CHECK DAYS YOU ARE AVAILABLE

| | | | | | | |
|--|----------|------------|-----------|---------|-----------|---------|
| Monday: | Tuesday: | Wednesday: | Thursday: | Friday: | Saturday: | Sunday: |
| Number of people you will have available to shoot tournaments: | | | | | | |

EQUIPMENT – LIST ALL EQUIPMENT USED

| | |
|----|----|
| 1. | 4. |
| 2. | 5. |
| 3. | 6. |

SOFTWARE – LIST SOFTWARE USED FOR EDITING PHOTOGRAPHS

| | |
|----|----|
| 1. | 3. |
| 2. | 4. |

ESTIMATED TURNAROUND TIME

| | | |
|-------------|--------------|--------------|
| 3 – 5 Days: | 1 – 2 Weeks: | 2 – 3 Weeks: |
|-------------|--------------|--------------|

DELIVERY METHOD – HOW WILL YOU DISTRIBUTE PHOTOS?

The selected photography company will be paid by the customers. The City of East Ridge Parks and Recreation Department will not collect any photography fees. Additionally, any issues with finished products will be directed to the photography company.

The selected company will need to provide a COI naming the City of East Ridge as the additional insured on their policy.

PERCENTAGE YOUR COMPANY WILL PAY TO CITY OF EAST RIDGE

%

Signature (Vendor)

Date

Signature (City)

Date

Business History

Where is your business located? _____

How many years have you been in business? _____

How many organizations do you currently provide youth sports teams photos for? _____

REFERENCE AND CLIENT LIST

The contractor must submit references and attach a current client list with Proposal.

Client Name: _____

Address: _____

Contact Person: _____

Phone Number: _____

E-mail Address: _____

Service provided and Date: _____

Submittal Deadline

TWO (2) Copies of your bid must be sealed and delivered in person, by mail or overnight delivery service to East Ridge City Hall, 1517 Tombras Ave, East Ridge, TN. 37412 to the attention of Jennifer Deitrick no later than **2:30 p.m. EST on Wednesday, August 20, 2025**. Bids will be publicly opened and read aloud. Bids received after said time will not be accepted. The envelope should be properly marked **“Photography Bids 2025-2026”**.

Please address the submittal to:

City of East Ridge

Attn: Jennifer Deitrick

1517 Tombras Ave, East Ridge, TN 37412

The undersigned Bidder declares that he/she has read and fully understands the Request for Bid and that the information contained herein is true and correct to the best of their knowledge.

SUBMITTED BY:

Signature of Authorized Representative

Title

Firm Name

Street Address

Date

City, State, Zip

Best Telephone Number _____

E-Mail Address _____

**IRAN DIVESTMENT ACT CERTIFICATION
EFFECTIVE DATE JULY 1, 2016**

Chapter No. 817 (HB0261/SB0377). “Iran Divestment Act” enacted. Amends Tennessee Code Annotated, Title 12 by adding Chapter 12, which is to be known as the “Iran Divestment Act.” The Act requires the chief procurement officer for the State, no more than 120 days after the effective date of this Act, to publish on the State’s website, using credible information freely available to the public, a list of persons determined to be engaged in investment activities with Iran. It prohibits a person identified on the list from contracting with a local government and makes any contract entered into void. It provides that after the effective date of this Act, **every bid or proposal made to a local government for goods or services, when competitive bidding is required, must contain the certification stated below,** subscribed and affirmed by the bidder as true under the penalty of perjury. The Act allows the certification to be submitted electronically. **It prohibits a bid from being considered or an award being made if the bidder does not provide the certification below to the local government,** except under limited enumerated circumstances.

I certify, under penalty of perjury, that the following statement is true:

“By submission of this sealed bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to § 12-12-106.”

Company Name: _____

Signature: _____

Print Name: _____

Signature: _____

Print Name: _____

Signature: _____

Print Name: _____

STATE OF _____

COUNTY OF _____

On this _____ day of _____, 20____, before me personally appeared, to me known to be the person (or persons) described in and who executed the foregoing instrument, and acknowledged that such person (or persons) executed the same as such person (or person's) free act and deed.

Notary Public _____

Print Name _____

My Commission Expires: