

BRIAN WILLIAMS
Mayor

JACKY CAGLE
Councilmember

ESTHER HELTON
Councilmember



MIKE CHAUNCEY
Vice Mayor

ANDREA WITT
Councilmember

CHRIS DORSEY
City Manager

City of East Ridge

*1517 Tombras Avenue
East Ridge, Tennessee 37412
(423) 890-0047*

July 1, 2022

INVITATION TO BID

The City of East Ridge will accept sealed bids for the City's Parks and Recreation Sports Photography for the fiscal year, July 1, 2022 – June 30, 2023. Bids will be received by Janet Middleton, City Recorder, at East Ridge City Hall, 1517 Tombras Avenue, East Ridge, TN 37412 until **2:00 p.m., Thursday, July 21, 2022**, at which time all bids will be opened and publicly read. Mark all envelopes "Photography Bids 2022-2023." Envelopes not properly marked will not be accepted. Copies of the bid requirements and specifications may be obtained at East Ridge City Hall, Mon – Fri., 8:00 a.m. – 4:30 p.m., except holidays, or at www.eastridgetn.gov. The City of East Ridge reserves the right to reject any or all bids and to waive technicalities therein and to award the bid in the City's best interest.

Please run on Sunday, July 3, 2022 Legal Notices.

Thanks!

Shawna Skiles
Parks and Recreation Director

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SPORTS PHOTOGRAPHY BIDS **BID OPENING JULY 21, 2022 – 2:00 PM**

July 1, 2022

The City of East Ridge Parks & Recreation Department is in search of a photography company to shoot the following sports for the Sports Season, beginning July 1, 2022 – June 30, 2023:

- Baseball
- Softball
- Soccer
- Football
- Cheerleading
- Basketball

If your company is interested, please comply with the following:

1. Complete and sign the **Youth Sports Photography Bid Form**.
2. Provide a price list form (including, all package prices, individual prices, and contact section for parents to fill out).
3. Please provide a minimum of at least three (3) samples of your photography work.
4. Must be able to shoot multiple sports on the same day and same time(s).

Important Information

1. The selected photography company will sell the product to the buyers. The City of East Ridge Parks & Recreation Department will not collect any photography fees from buyers. In addition, any problems or issues concerning the finished product will be directed to the photography company.
2. The City of East Ridge Parks & Recreation Department will not provide any contact information for any players or parents. Please be sure to include the contact information on your Price List Form.
3. The selected photography company must complete photos for the entire league seasons. The selected photography company must shoot every team and sport listed above.
4. The selected photography company will pay the City of East Ridge a percentage of their gross sales after taxes. Please list that percentage on the **Youth Sports Photography Bid Form**.
5. Pursuant to Tennessee State law, the attached **Iran Divestment Act Certification** must be completed, notarized, and returned with the bid in order for the bid to be considered or awarded (Chapter No. 817 - hb0261/sb0377.)
6. All bids must be sealed and properly marked "**Photography Bids 2022-2023**" on the outside of the envelope. Envelopes not properly marked will not be accepted.
7. Late bids will not be considered under any circumstances.

**CITY OF EAST RIDGE – PARKS AND RECREATION DEPARTMENT
 YOUTH SPORTS PHOTOGRAPHY BID FORM AND AGREEMENT
 JULY 1, 2022 – JUNE 30, 2023
 Bid Opening July 21, 2022 – 2:00 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 City of East Ridge Parks and Recreation Department will not provide any contact information for any players or parents. Please be sure to include the contact information on your price list form.

PERCENTAGE YOUR COMPANY WILL PAY TO CITY OF EAST RIDGE	%				
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> _____ Signature (Vendor) </td> <td style="width: 50%; border: none;"> _____ Date </td> </tr> </table>	_____ Signature (Vendor)	_____ Date	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> _____ Signature (City) </td> <td style="width: 50%; border: none;"> _____ Date </td> </tr> </table>	_____ Signature (City)	_____ Date
_____ Signature (Vendor)	_____ Date				
_____ Signature (City)	_____ Date				

**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 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: _____

<p>STATE OF _____</p> <p>COUNTY OF _____</p> <p>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.</p> <p>Notary Public _____</p> <p>Print Name _____</p> <p>My Commission Expires:</p>
