



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, July 12, 2023 at 2:00 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 bids from professional photographers who specialize in sports photography to submit sealed bids for consideration to shoot **team photos** and **action shots** for all recreation sports the City offers beginning August 1, 2023 - June 30, 2024. The following sports are offered: Baseball, Softball, Soccer, Flag/Tackle Football, Cheerleading and Basketball. Bids may include any related brochures or materials. All bids must be submitted to Janet Middleton, City Recorder, City of East Ridge, 1517 Tombras Ave, East Ridge, TN 37412 on Wednesday July 12th, 2023 by 2:00pm.

General Requirements

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)
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 times.
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. The City of East Ridge Parks & Recreation Department will not provide any contact information for any players or parents. We do supply coaches information.
7. 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**.
8. All bids must be sealed and properly marked "**Photography Bids 2023-2024**" on the outside of the envelope. Late bids will not be considered under any circumstances.
9. 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.
- 10.

**CITY OF EAST RIDGE – PARKS AND RECREATION DEPARTMENT
 YOUTH SPORTS PHOTOGRAPHY BID FORM AND AGREEMENT
 AUGUST 1, 2023 – JUNE 30, 2024
 Bid Opening July 15, 2023 – 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, only the head coaches information. Please be sure to include the contact information on your price list form.

PERCENTAGE YOUR COMPANY WILL PAY TO CITY OF EAST RIDGE	%
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_____	_____	_____	_____
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

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: _____

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 Janet Middleton no later than **2:00 p.m. EST on Wednesday, July 12, 2023 at 2:00 PM.** 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 2023-2024”**.

Please address the submittal to:

City of East Ridge

Attn: Janet Middleton

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: _____

<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>
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