

REQUEST FOR PROPOSALS  
YOUTH SPORTS PHOTOGRAPHY  
Springville Recreation Department

The Springville Recreation Department is currently soliciting proposals from qualified firms interested in providing photography services for youth sports beginning January 1, 2014 through December 31, 2015. Programs include: Boys Basketball, Girls Basketball, Flag Football, Tackle Football, Cheer, Boys Baseball, Girls Softball, Girls Volleyball, Boys and Girls Soccer, Kickball, Tennis League and Swim Team.

**CONTRACTOR RESPONSIBILITIES**

1. Work with recreation staff to schedule team and individual picture days during each sports season. Ideally, picture day should be held during the second week of league play.
2. Provide sufficient staffing and equipment to complete all team and individual photos in a timely manner. Many leagues play at the same time but at differing locations.
3. Deliver registration forms to the recreation department for each individual player approximately 14 days prior to picture day.
4. Offer a variety of picture packages.
5. Return all photos to the Recreation Department for distribution PRIOR to the end of the season. Generally this will allow 2-3 weeks for photo processing  
-or-  
Contractor may mail purchased photographs directly to players.
6. Provide the Recreation Department with one team picture (5" x 7") for each team photographed, **at no cost**.
7. Provide the Recreation Department with a complete recap of revenues generated within 30 days of the completion of each season.
8. Pay the Recreation Department \_\_\_% of gross revenues generated through team and individual photographs and memorabilia.
9. All photos must be of sufficient quality to be suitable for display.

**RECREATION DEPARTMENT RESPONSIBILITIES**

1. The Recreation Department will provide the Contractor (Photographer) league schedules prior to the beginning of play.
2. Give the Contractor exclusive rights to provide team and individual photographs (excluding action shots) for the leagues as listed below.
3. Provide an adequate space to take photographs.
4. Distribute registration information to each player (as provide by the contractor).
5. Distribute photographs to individual players.

**LEAGUE/TEAM INFORMATION (approximated)**

League	# Teams	# Players per Team	Season
Boys Basketball	42	8	Jan – March
Girls Basketball	20	8	Jan – March
1 <sup>st</sup> & 2 <sup>nd</sup> Basketball	24	8	Oct-Nov
Flag Football	21	12	Sept-Oct
Cheerleading	5	8	Sept-Oct
Boys Baseball	27	11	May-June
Boys Coach Pitch	15	10	June - July

Girls Softball	38	11	May-June
Girls Coach Pitch	11	11	June - July
Kickball	10	10	June - July
Girls Volleyball	19	8	Sept-Oct (fall league)
Girls Volleyball	12	8	March-April (spring league)
Boys Soccer	39	11	Sept-Oct
Girls Soccer	42	11	Sept-Oct
Cub Soccer	40	8	Sept-Oct
Tennis League	1	60	June-Aug
Swim Team	1	90	June-July

## QUALIFICATIONS

Each responding firm must provide proof of the following:

1. Ability to obtain a Springville City business license.
2. Name, address and phone number of three references.
3. Proof of providing similar services for similar sized programs.
4. Proof of insurance including: Business Liability (naming the City of Springville as Additional Insured),

## PROPOSAL REQUIREMENTS

**Only complete proposals will be accepted. A proposal is considered “Complete” when the following documents are included and received by the Springville Recreation Department before 4:00pm, November 7, 2013. Postmarks and facsimiles will not be accepted.**

1. List of 3 references including Company name, contact person, address, phone number and fax number (optional).
2. List of 3 similar sized services you have provided within the past 3 years.
3. Samples of previous work including photo(s), registration form(s), a list of package options and prices.
4. Proof of liability insurance (Springville City to be added once contract is awarded).
5. 2 -3 samples of work.
6. Letter of interest including:
  - a. Name of applicant/firm.
  - b. Contact information.
  - c. Statement of interest.
  - d. Statement of ability to provide needed services (as listed above). This includes the ability to obtain a Springville City Business License.
7. Proposals must be delivered in a sealed envelope with the following information printed on the outside of the envelope:
  - a. Name and address of applicant.
  - b. The phrase “PHOTO PROPOSAL”.
8. Statement indicating the “percentage of Gross Sales” or the amount of “per Package Sold” to be returned to Springville Recreation.
9. It is the responsibility of the contractor to ensure all photos and merchandise be returned to individuals and teams. The Recreation Department will assist in distributing the merchandise to each team during the regular season however, in the event merchandise is not ready by the end of the season the contractor will be solely responsible to deliver the merchandise to the players.

## BID OPENING

All bids will be publicly opened at the address listed below on November 7, 2013 at 4:00pm. All bids must be received prior to that time. Completeness of all bids will be determined and a contract will be awarded shortly thereafter. All bidders will be notified of the contract award decision.

Springville Municipal Center  
110 South Main  
Springville, UT 84663

## INFORMATION

Additional information may be received by contacting Chuck Keeler at (801) 489-2734 or by visiting the Springville Recreation Department at 443 South, 200 East, Springville, Utah 84663.