



**Ware County Recreation Department**  
**1507 Grove Avenue**  
**Waycross, Ga. 31501**  
**912-287-4488 Fax 912-287-4485**



**INVITATION TO BID**  
**YOUTH SPORTS PHOTOGRAPHY SERVICES**

Sealed Bids will be received by the Ware County Commission Office, located at the Ware County Courthouse, 800 Church St, Suite 223, Waycross, GA 31501 until 10:00 a.m. (EST) on May 11, 2011.

Bid Specification Description: The Ware County Recreation Department is requesting bids for youth sports team 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. **Bidder must have sports team photo experience.**

Questions regarding the scope of the project should be directed to the Ware County Recreation Director Rod Mitchell, (912) 287-4488.

Questions regarding bid submittal or process should be directed to Elizabeth Hope (912) 287-4300.

**SPECIAL INSTRUCTIONS**

All bids 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 Bids may be withdrawn up to the date and hour set for opening. Once bids have been accepted by the Ware County Recreation Department and opening time has passed, failure to enter into contract or honor the purchase order will be cause for removal of supplier's name from the Ware County Recreation Department's bidders list for a period of twelve months from the date of the opening. Bid prices must be held firm for the period of the contract.

All bids must be labeled as **"Youth Sports Photography Bid."**

Bidders 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 bid figures and not entered as separate pricing on the proposal form.



WARE COUNTY RECREATION DEPARTMENT  
YOUTH SPORTS PHOTOGRAPHY SERVICES  
BID PROPOSAL

**BID OPENING: 10:00 A.M. May 11, 2011**

**Background:**

The photographer selected to provide photo services will be responsible for team and individual photos for Ware County Parks and Recreation youth sports programs.

**Youth Sports Programs Include:**

<b>Program:</b>	<b>Estimated Number Of Participants:</b>
Basketball (Boys and Girls)	223
Baseball / Softball	319
Football (Flag and Tackle)	230
Cheerleading	84

\*\*Approximate number of 2010 participants

**Photographer Responsibilities:**

1. Having required sports team photo experience. A minimum of three (3) years experience is required.
2. Scheduling photo sessions and for providing enough assistants at each session so that any scheduled games will not be affected.
3. Collecting and accounting for money paid for photo packages.
4. Mailing photo packages to participants within three (3) weeks after each photo session.
  - a. Each package must have the company name and phone number clearly imprinted on it to facilitate handling of additional orders and problems with pictures.

5. Payment to mail photographs directly to participants must be collected at the time of purchase.
6. Providing the participants with clear, properly formatted, professional quality color prints.
7. Provide complementary Head Coach and Sponsor plaques with team picture on it for each team.
8. Work with Ware County Recreation staff and participants in resolving problems with photo sessions or with the delivered products.
9. At the end of each program season, submitting to the Ware County Recreation Department a report listing total number of packages/photos sold to the participants in that program.
10. Provide upgraded services as new technologies are created.

**Parks and Recreation Responsibilities:**

1. Providing schedules to Photographer for days of photo sessions.
2. Delivering photo information to the coaches prior to team photo sessions.

**Required Submissions:**

1. Pricing
2. % of rebate to Ware Recreation Department
3. Qualifications
4. Experience as team sports photographer
5. Professional affiliations
6. Product Samples\*
7. Information on additional products and services to be provided if awarded the bid

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

**Bid Award:**

Bid will be awarded based on the lowest cost of the bid items, the greatest % offered to the Recreation Department, and the number and quality of the additional products/services offered by the bidder.

**Contract Period:**

The initial award will be for one (1) year, beginning July 1, 2011, and the award may be renewed, at the Ware County Recreation Department's option, for additional one-year periods, not to exceed two (2) such renewal periods. Price and service changes must be negotiated by and agreed to by both parties.

**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: \$ 1,000,000.00 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-from property damage, and underground, explosion and collapse hazard.
- Automotive Liability: \$1,000,000.00 combined single limit per accident for bodily injury and property damage including all owned, hired and non-owned.
- Workers' Compensation and Employers' Liability: Workers' Compensation limits as required by the Labor code of the State of Georgia and Employers Liability of \$100,000.00 per accident.
- A "Certificate of Liability Insurance" showing the Ware County Board of Commissioners, as the **Certificate Holder**, will be provided.

**Subcontracting:**

- Any person undertaking a part of the work under the terms of the proposal, by virtue of an agreement with the Contractor, must receive the approval of the Ware County Recreation Director prior to any such undertaking.
- The County may terminate the proposal if the subcontracting is done without this approval.

**BID ATTACHMENT A**

WE HEREBY ENTER OUT BID FOR THE WARE COUNTY RECREATION DEPARTMENT REQUIREMENTS FOR **YOUTH SPORTS PHOTOGRAPHY SERVICES** PER THE BID INVITATION AND ANY REFERENCED SPECIFICATIONS.

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.

<b>Description</b>	<b>Cost to Participant including shipping costs.</b>
<b>Package A - consisting of one (1) 5 X 7 team photo and two (2) 3 X 5 individual photos displayed in a folder.</b>	<b>\$</b>
<b>Package B - consisting of twelve (12) individual photo trading cards</b>	<b>\$</b>
<b>5 X 7 team photo only</b>	<b>\$</b>
<b>5 X 7 individual photo, in addition to purchase of one of the above packages.</b>	<b>\$</b>
<b><u>Additional Products and Services Offered:</u> Please describe and include costs to participants</b>	
	<b>\$</b>
Please feel free to include an order sheet from your company to show additional products and services and their prices.	

**BID ATTACHMENT B**

**Sign below in ink in the space provided. Unsigned bids will be considered incomplete and will be subject to rejection.**

IT IS AGREED BY THE UNDERSIGNED BIDDER THAT THE SIGNING AND DELIVERY OF THIS BID REPRESENTS THE BIDDER'S ACCEPTANCE OF THE TERMS AND CONDITIONS OF THE SPECIFICATIONS AND PROVISIONS, AND IF AWARDED THIS BID, WILL PERFORM IN ACCORDANCE WITH THIS AGREEMENT.

**BID SUBMITTED BY:**

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**BID ATTACHMENT C**

**Is any owner or officer of the bidder an employee of Ware County or related as close as third cousin to a Ware County Commissioner or other elected official?**

YES \_\_\_\_\_ NO \_\_\_\_\_

**Local Vendors submitting a bid from Waycross and Ware County MUST have valid City and/or County business license.**

Local Vendor: YES \_\_\_\_\_ NO \_\_\_\_\_

City License #: \_\_\_\_\_

County License #: \_\_\_\_\_

Date of Issue: \_\_\_\_\_

**Any bid not containing this information will NOT be considered**