

REQUEST FOR PROPOSAL
Solicitation No. 09-A011

PHOTOGRAPHY SERVICES FOR CARROLL COUNTY RECREATION PROGRAMS

The Carroll County Board of Commissioners requests proposals from interested and qualified firms to provide **PHOTOGRAPHY SERVICES** for team photos, action shots, publicity and all photography related services in which Carroll County Recreation participants are included. Specifications are listed in the attached specifications.

The Carroll County Recreation Department is located at 1201 Newnan Street, Carrollton, GA 30117. Firms will ensure they adhere to local, state and federal regulations which may govern this service.

Three (3) copies of the sealed proposal in response to this Request must be delivered to:

Carroll County Board of Commissioners
Purchasing Department, Room 410
423 College Street
Carrollton, GA 30117

The proposal shall be delivered no later than **2:00 PM ET, November 21, 2008**. Each response should be marked on the outside of the envelope with "**Sealed Proposal – PHOTOGRAPHY SERVICES FOR CARROLL COUNTY RECREATION PROGRAMS, (Solicitation No. 09-A011), November 21, 2008**".

Carroll County reserves the right to waive any informalities, to reject any and all bids, to evaluate bids, to accept portions of any bid, and to accept any bid, which in its opinion, may be in the best interest of the County. The County reserves the right to add to or delete from the contract after the contract has been awarded. Insurance certificates are required with all bids.

No proposals will be received or accepted after the above specified date and time of the proposal opening. Proposals submitted after the designated date and time will be deemed invalid and returned unopened to the proponent. Carroll County is not responsible for lost or misdirected mail. It is the bidder's responsibility to ensure no late bid is submitted. No proposal may be withdrawn within thirty days after the proposal opening and shall remain firm through this period.

Carroll County is exempt from all Federal, State and local taxes, including excise taxes.
Payment terms are NET 30 Days. Invoices must be mailed to:

Accounts Payable
Carroll County Board of Commissioners
P.O. Box 338
Carrollton, GA 30112

R. Benedict
Purchasing Manager
Carroll County Board of Commissioners
Phone Number – (770)830-5868
rbenedict@carrollcountyga.com

Photography Services for Carroll County Recreation

REQUEST FOR PROPOSAL PHOTOGRAPHY SERVICES FOR CARROLL COUNTY RECREATION EXCLUSIVE PHOTOGRAPHY RIGHTS

I. Introduction

Intent:

The Carroll County Recreation Department invites you to submit a proposal responsive to the issues outlined in the request for proposal to provide PHOTOGRAPHY SERVICES for team photos, action shots, publicity and all photography related services in which Carroll County Recreation participants are included. Award will be made based on the basis of the criteria as outlined in this document.

Background:

Carroll County is a rural county in northwest Georgia with a population of 110,000 located just west of Atlanta, Georgia. The area has one of the fastest growth rates in the state. The Carroll County Recreation Department has seen an increase in the number of participants reach over 45% and has expanded its program offerings. Currently, the Department offers team, individual and action photo opportunities to 2,500+ participants in the following sports: spring and fall baseball/softball, track, football, cheerleading, spring and fall soccer, tennis, other camps and tournaments. The main park located at 1201 Newnan Road, Carrollton, Georgia 30117, aka The Carroll County Athletic Complex is home to most athletic activities. We are currently constructing two new baseball/softball and two multi-use fields.

Terms

For the sake of this proposal, the respondents should anticipate that the selected firm will begin work in December 2008. It is the desire of the Department to contract services for a term of one year, ending December 31 2009, with an option to extend one year.

Notice to Contractors

Each bidder, before submitting a proposal, shall become fully informed as to the extent and character of the services required. No consideration will be granted for any alleged misunderstanding of the service to be furnished; it should be understood that the submission of a quotation is an agreement with all the items and conditions referred to herein. The selected firm is expected to become familiar with Carroll County Recreation criteria.

II. Scope

The Scope of Services, as may be modified through negotiation and/or by written addendum issued by the County, will be made part of the Agreement. Contractors interested in obtaining a contract with Carroll County for providing Photography Services at the Recreation Department shall prepare a written offer to include but not be limited to the following terms and conditions:

1. All photograph packages and orders will be mailed, shipped or otherwise delivered to the participants by the photograph agency. Carroll County Recreation does not wish to handle the finished product. All goods ordered will be delivered in a timely manner, before each team has finished its regular season.
2. The selected firm shall provide free team pictures to all head coaches and provide team plagues for each sponsored team in spring sports. Plagues must be 8" x 10".
3. All proposing firms shall pay a commission to Carroll County Recreation based on the gross sales figures of all photographs and merchandise ordered. The percentage back to the Department should be listed in your proposal and such commission will be paid, with 30 days, after each season.
4. Each pre-printed order form will include a "Memory Mate" type a la carte option with one 5" x 7" team photo and individual photo not to exceed \$ 12.00.

Carroll County Recreation will handle all scheduling of teams and events including make-up dates, if necessary. The selected firm will be expected to sponsor one team in spring sports for the minimum sponsorship fee of \$ 250.00. This sponsorship will provide the exposure and advertising in the same scope as other companies and is in addition to commissions. The winning bidder will have all rights to market and be entitled to publicize its services at Carroll County Recreation, including connection, links and information at www.carrollcountyrec.com. Said marketing shall be subject to Carroll County Recreation and County policy on solicitation and approval of the Director.

This proposal includes the right to, and the Department expects, the promotion of action, or live shots photography to be made available to Carroll County participants.

III. Proposal Submission Instructions

Parties interested in acquiring this contract with Carroll County shall submit three (3) copies of the proposal package to meet the requirements below:

1. Provide a description of the experience of the firm in taking team photographs and action photography. Specific agencies that the photographer has worked with in the last three years. A minimum of three is required.
2. Any samples of unique products or services offered.
3. Provide a written statement outlining the percentage to be paid as a commission, type of equipment used and expected turn-around time and delivery method.
4. Describe the average numbers of photographers included in a shoot and list the ability to take rain or shine, indoors or outdoors.
5. List a plan outlining the scope of work to be done with regard to action photography.
6. Detail options about customer service and be willing to hold Carroll County Recreation harmless with regard to liability while on County property.

IV. Selection Procedure

Proposals shall be reviewed and evaluated by the Recreation Director, and his staff, based on their relative responsiveness to the criteria described above and with those criteria's values weighted as shown. (Maximum 100 points)

1. The references and experiences of the firm with other agencies as they relate to similar nature and scope. (30 points)
2. Unique products and service offered. (10 points)
3. Commission back to the Department. (30 points)
4. History in the business, history with Carroll County Recreation and proximity to the area. (10 points)
5. Presentation materials. (20 points)

The proposals will be evaluated in order to select the firms which rate the highest according to the criteria elaborated above. References may be checked and worth an additional 10 points if needed to break a tie. The reviewers will rank the proposals and the Purchasing Manager will authorize the agreement.

V. General Information

1. No organization is to discuss any aspect of this Request for Proposal with any Carroll County employee or representative without the approval of the Recreation Director or Purchasing Manager. This is to insure that all prospective respondents have the same level of knowledge relative to the scope of work as well as insuring the additional data is made available to all proposers. No information will be shared outside of the County Administration.
2. Three copies of your proposal should be submitted, one each for the Purchasing Manager, Recreation Director and Athletic Director. All copies must be identical. The full cost for proposal preparation is to be done by the proposing firm. Proposals must be signed in ink by a company official who has authorization to commit company resources.
3. Proposals should be submitted in a sealed envelope/package. Envelope/package shall be addressed to:

Carroll County Board of Commissioners
423 College Street, Room 410
Carrollton, GA 30117
Attn: Russ Benedict, Purchasing Manager

The outside of the envelope shall be marked: Photography Services for Carroll County Recreation (Solicitation No 09-A011).

4. Proposals submitted are not publicly available until after award by the Carroll County Board of Commissioners. All proposals and supporting materials as well as correspondence relating to this RFP become property of Carroll County when received. Any proprietary information contained in the proposal should be so indicated. However,

a general indication that the entire contents, or major portion, of the proposal is proprietary will not be honored.

5. Carroll County reserves the right to reject any or all proposals, in whole or in part, to negotiate changes in the scope of services and waive any technicalities as deemed in its best interest.

VI. 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 Carroll County Recreation Director prior to any such undertaking. The County may terminate the proposal if the subcontracting is done without this approval.

VII. Safety Measures

Contractor shall take all necessary precautions for the safety of employees on the worksite and shall erect and properly maintain at all times, as required on job conditions and progress of the work, all necessary safeguards for the protection of the workmen and public.

VIII. Proof of Insurance

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.

1. General Liability: \$ 1,000,000 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.
2. Automotive Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage including all owned, hired and non-owned.
3. 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 per accident.

A "Certificate of Liability Insurance" showing the Carroll County Board of Commissioners, as the Certificate Holder, will be provided.

IX. Proposal Schedule

All documents and proposals must be in the office no later than **2:00 PM EST on Friday, November 21, 2008**, regardless of postmark. Please direct any question about the scope of work to Ben Dillard, Recreation Director at 770-830-5902. Please direct any questions about policy and procedure to Russ Benedict, Purchasing Manager at 770-830-5868. It is the responsibility of the proposing firms to ensure their proposal has been received.