



Town of Clayton, North Carolina

Request for Proposals for Team/Individual Photography for Parks & Rec. Athletic Teams

The Town of Clayton is soliciting proposals for photography of Parks and Recreation Athletic team/individual photographs. Photographer will be responsible for the scheduling, photography, and disbursement of all pictures/aspects of photography for the Parks and Recreation Athletic teams. Fees must be marketable and feasible for participants/families.

The Spring Season will include the following:

5-6 T-Ball, 7-8 Coach Pitch baseball, 9-10, 11-12, 13-14 Boy's Baseball, 8U, 10U, 12U, 14U, 17U Girl's Softball.

The Fall Season will include the following:

COED Youth Soccer (4-5 and 6-7 Ages), 8U, 10U, 12U, 14U, 17U Girl's Softball, 9-10, 11-12, 13-14 Girls Volleyball.

The Winter Season:

Youth Basketball: 7-8 COED, Boys: 9-10, 11-12, 13-14, and 15-17 age groups. Girls: 9-10, 11-12, and 13-15.

We reserve the right to add/delete any sport/age groups as our department/town needs.

Photography Requirements

1. Photography will be contracted based on bid proposals submitted to the Parks & Recreation Department.
2. Contracts will be awarded for the year April 2015 – February 2017.
3. Contractors will be required to meet all standards set forth by the Parks & Recreation Department.
4. Contractors must provide individual and team pictures to all participants in the Parks & Recreation program.
5. Contractors are responsible for all distribution of team and individual pictures.
6. No other photographers are allowed unless specified by the Parks & Recreation Director.
7. Contractors are responsible for background and any props needed for pictures. They must also clean up the area after use and leave the areas as it was found.
8. Contractors will keep all picture items offered for sale at a reasonable and fair market price.
9. Contractor shall maintain at all times during the terms of this agreement at its sole expense liability insurance in the minimum amounts of \$1,000,000 in the case of injury to one person, \$1,000,000 in the case of injury to more than one person in the same occurrence, and \$1,000,000 to cover property damage caused by negligence of tort of any agent or employee of Contractor when acting within to scope of his authority or the course of his employment in performing the activities on or about the land or facilities. Contractor shall indemnify, protect and save harmless the Town from and against loss or damage to any equipment or improvements placed by the lessee on the property and noted said loss or damage does not result from the Town use of the property. Contractor shall furnish the Town with evidence of all insurance policies required within thirty (30) days of award of contractor. The insurance shall not be canceled or the coverage reduced without the insurance carrier first giving thirty (30) days written notice to the Town. The Town shall be named as an additional insured on all policies.
10. Contractor will be required to maintain all local, state and federal licensing or regulations regarding their area of use.

11. Contractor may not assign the contract or allow any other person, organization, or corporation to use said premises.
12. The Parks & Recreation Department will contact the contractor with any schedule changes or cancellations determined.
13. Contractor understands and agrees to hold harmless the Town of Clayton, the Parks & Recreation Department, its staff, and manufacturers from any damage that may occur to equipment.
14. Town reserves the right to terminate contract within (30) thirty days if any of the above conditions are not met.

Proposals should include:

1. A list of picture options and accessories.
2. Plan/procedure for team and individual pictures.
3. Three letters of references relating to photography sales or related experience.
4. List of other organizations and years of professional service.
5. List additional equipment to be brought onto the property.

Basis for Selection of Contractor:

1. Evaluation of quality and variety of offerings.
3. Compliance with all legal requirements stated herein.
4. Completeness of proposal.
5. Documented compliance with all stated insurances amounts and coverages.

Proposal should be submitted by **March 2, 2015** to:

Larry Bailey

Parks & Recreation Director

Mailing Address: P.O. Box 879
Clayton, NC 28528

Physical Address: 715 Amelia Church Road
Clayton, NC 27520

(919) 553-1551 Fax (919) 553-1521

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