



City of East Ridge

1517 Tombras Avenue
East Ridge, Tennessee 37412
(423)867-7711 • www.eastridgetn.gov

Parks and Recreation
Shawna Skiles

Youth Sports Photography Bid Packet 2026–2027 Season City of East Ridge, Tennessee Parks and Recreation Department

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INVITATION TO BID

The City of East Ridge Parks and Recreation Department is soliciting sealed bids from qualified professional photographers or photography companies specializing in youth sports photography.

The selected vendor will be responsible for providing **team and individual photographs, as well as action photography**, for the City's recreational sports programs during the following period, September 1, 2026 – June 30, 2027.

Sports Programs Include

- Baseball
 - Softball
 - Soccer
 - Flag Football
 - Cheerleading
 - Indoor Soccer
 - Basketball
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Submission Deadline

All Sealed bids must be received by **2:30 PM (ET) on Wednesday, August 19, 2026**. All envelopes must be marked **Youth Sports Photography Bid 2026-2027 on the outside of the envelope**.

Submit to:
City of East Ridge
Attn: Jennifer Deitrick-City Clerk
1517 Tombras Avenue
East Ridge, TN 37412

Bids will be publicly opened and read aloud at that time. Late submissions will **not** be accepted.

General Requirements for Bidders

Brian Williams
Mayor

David Tyler
Vice Mayor

Jacky Cagle
Councilmember

Andrea Witt
Councilmember

Jeff Ezell
Councilmember

Brian Koral
City Manager

To be considered, all bidders must include the following:

1. Completed Bid Form

- Submit a fully completed and signed **Youth Sports Photography Bid Form**.

2. Pricing Information

Provide a clear and detailed pricing structure including:

- Package pricing
- Individual item pricing
- Additional product pricing

3. Photography Samples

- Submit a minimum of **three (3) samples** of recent work.
- Samples must demonstrate **multiple sports and/or leagues**.

4. Scheduling Capacity

- Must be capable of photographing **multiple events simultaneously**.
- Must demonstrate sufficient staffing and equipment to handle volume.

5. Legal Compliance

In accordance with Tennessee law, all bidders must submit a completed:

Iran Divestment Act Certification (HB0261 / SB0377)

- Must be signed
- Must be notarized
- Must be included with the bid

Failure to include this form will result in disqualification.

6. Revenue Sharing

- Vendor shall pay the City a **percentage of gross sales (after taxes)**.
- Percentage must be clearly stated in the bid submission.

7. Bid Submission Requirements

- Submit **two (2) copies** of the bid.
- Bids must be in a **sealed envelope** labeled:

8. Sales and Customer Service Responsibilities

The selected vendor will be solely responsible for:

- Direct sales to customers

- Order fulfillment
- Customer service and issue resolution

The city will not:

- Collect payments
- Handle product issues
- Manage customer complaints

9. Insurance Requirement

The selected vendor must provide a **Certificate of Insurance (COI)**, listing the City of East Ridge as an **additional insured**.

Vendor Information Form

Company Name: _____

Address: _____

Contact Person & Phone: _____

Email: _____

Website: _____

Experience

List your last three (3) photography contracts:

1. _____
2. _____
3. _____

Availability

Check all days available:

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Number of photographers available for events: _____

Equipment

List equipment used:

1. _____
2. _____
3. _____
4. _____
5. _____

Editing Software

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Turnaround Time

- 3-5 Days
- 1-2 Weeks
- 2-3 Weeks

Delivery Method

Describe how photos will be delivered:

Business Information

Business Location: _____

Years in Business: _____

Number of Organizations Currently Served: _____

References

(Attach additional pages if needed)

Client Name: _____

Address: _____

Contact Person: _____

Phone: _____

Email: _____

Service Provided & Date: _____

Revenue Share Proposal

Percentage Paid to City of East Ridge: _____ %

Signatures

Vendor Signature: _____ Date: _____

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: _____

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| <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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