



cityofnovi.org

CITY of NOVI CITY COUNCIL

Agenda Item H
October 6, 2008

SUBJECT: Approval to award youth sports photography bid to TSS Photography, the low bidder, for one (1) year with the option for two (2) annual renewals. All fees incurred from purchasing photographs are the responsibility of the individual participants. (There is no cost to the City to provide this service).

SUBMITTING DEPARTMENT: Novi Parks, Recreation and Forestry

CITY MANAGER APPROVAL:

EXPENDITURE REQUIRED	\$0
AMOUNT BUDGETED	\$0
APPROPRIATION REQUIRED	\$0
LINE ITEM NUMBER	Allocated (208-693-00960-010, 003, 009, 006, 307, 319, 305, 031, 306, 932, 029, 030)

BACKGROUND INFORMATION:

Each year over 5,000 children participate in Novi Parks, Recreation and Forestry sports leagues. This service provides participants the opportunity to purchase individual and team pictures. This agreement, for September 2008 to June 2009, is a one (1) year bid award with a renewal option each year for two (2) years. All fees incurred are the responsibility of the individual participants.

After analyzing the bids, TSS Photography was selected due to the reasonable cost, high quality product and their reputation for outstanding customer service.

RECOMMENDED ACTION:

Approval to award youth sports photography bid to TSS Photography, the low bidder, for one (1) year with the option for two (2) annual renewals. All fees incurred from purchasing photographs are the responsibility of the individual participants. (There is no cost to the City to provide this service).

	1	2	Y	N
Mayor Landry				
Mayor Pro Tem Capello				
Council Member Crawford				
Council Member Gatt				

	1	2	Y	N
Council Member Margolis				
Council Member Mutch				
Council Member Staudt				

CITY OF NOVI
TEAM/LEAGUE PHOTOGRAPHY BID OPENING
THURSDAY, AUGUST 21, 2008

	M & M Sports	TSS Photography	J.L. Photo	Princeton Studios	Tier One
Package A	35.00	7.00	15.00	9.00	18.00
Package B	40.00	11.00	17.00	10.00	24.00
8x10 Team Photo	20.00	10.00	6.00	8.00	14.00
5x7 Team Photo	15.00	6.00	5.00	5.00	10.00
Trading Cards	20.00/8	18.00/8	14.00/16	12.00/12	16.00/12
Individual Poster	45.00 (20 x 30)	15.00 (16 x 20)	25.00 (16 x 20)	10.00 (10 x 18)	18 (11x14)
Individual Photo Button	5.00 ea	13.00/2	6.00/1	5.00/2	10.00/1
Individual 8x10	20.00	10.00	6.00	5.00	14.00
Individual 5x7	7.00	10.00/2	10.00/2	5.00/2	10.00/1
Coach Team Photo	0.00	0.00	N/C	N.C.	0.00
% of order to be paid to City	10%	10%	10% of gross sales	15%	15%
Types of pmnts accepted	cash, check, c.cd.	cash, check, c.cd.	cash, check, c.cd.	cash, check	cash, check
Delivery (days)	14 days	2-4 wks	21 days	7 days	21 days
Deliver direct to participants?	Yes	Yes	Yes	Yes	Yes
How deliver above?	Mail	Mail	Mail	Delivered to P & R	TBD all options considered
Cost to deliver?	Std. 1st class	\$4.00/family	N/C	N.C.	0.00
How many teams/individual pictures per hour?	3 teams/20 individuals	32 teams/480 individuals	20	18 teams	8 - 12
How many photographers on staff, or sent per team?	2	28 on staff/6 office staff	2 per team	2	1 - 3 (depends on # of shots required)
How many photographer breaks?	15 min/2 hrs	None	1 (1/2 lunch)	0	0
Do you provide staff for taking orders & money on site?	Yes	Yes (with change)	Yes	Yes	Yes
Are you willing to take pictures before individual gams vs. one day?	Yes	Yes	Yes	Yes	TBD - one day is preferred
Do you provide & distribute a letter to teams regarding pictures & signups at the beginning of the season?	Yes	Yes (our order forms have schedule printed on them)	Yes	Supply order envelopes, P&R provides schedule	Yes
Are you willing to take photos at our special events? (ie Daddy/Daughter dance)	Yes	Yes (on-site printing)	Yes	Yes	Yes
If so, what is cost	Based on event, see attached	Free for Santa photos. Daddy daughter \$5 for 5x7 on site if pre-paid. If customer paid, we offer 4 packages ranging from \$12 - \$40 for on-site prints	packages available	Depends on size & quantity	TBD - depends on scale of event
Comments:		all prices include sales tax			