

**Photography
Proposal 2016-2017**

Organization Name: Visual Image Photography, Inc.

Organization Address: W63 N582 Hanover Avenue Cedarburg, WI. 53012

Contact Name: David J. Szeszol

Contact Address: W63 N582 Hanover Avenue Cedarburg, WI. 53012

Contact email: dave@vipis.com

Telephone number: (cell) 847-408-7791 (home) 888-515-2425

This proposal is for \$ 3,800.00 per year for two (2) years (2016 and 2017). The proposed service fee is to be paid to City of Waukesha Parks, Recreation & Forestry Department for the exclusive opportunity to provide youth sports photography for the youth t-ball, softball, baseball and soccer teams. (minimum \$3,000)

Complete the following questions. Attach additional pages if necessary.

1. Please describe past experience with posed Youth Sports Photography and provide evidence that "minimum requirements" (as listed on pages 2-3) will be met.

Since 1978, Visual Image Photography has provided exceptional photography services for athletes, graduating seniors, families and corporate organizations. High standards and strong company values have molded and cultivated VIP into a highly respected photography firm.

In the early years, VIP concentrated on the area of sports team and individual photography. Over the years we have photographed team pictures for the Milwaukee Brewers, the Milwaukee Bucks and the Milwaukee Admirals. We currently provide sports photography services for over 160 High Schools and more than 500 youth organizations in the Wisconsin and Illinois area. The quality of our sports photography is recognized nationally as the best in the business.

Our sports action photography department features some of the best action photography in the nation. The Illinois High School Association and the Wisconsin Interscholastic Athletic Association have chosen VIP to photograph all the action at their state finals events for the past decade.

Our photographers have the experience to interact with your athletes with the highest level of professionalism while at the same time photograph teams and individuals quickly. With over 50 photographers on staff we are able to schedule your team pictures on the day you need. Our goal is to deliver the highest quality products in the most efficient time. All of our photographs and products are 100% guaranteed. Although we make every effort to provide you with the best photographs possible, if you are not pleased with your photographs for any reason, we will be happy to reschedule a photography session or provide a full refund.

2. Please **attach** copy of order form with proposed unit and package pricing. Also, please list consumer prices for the following:

	Baseball card size (color)	5 x 7 size (color)	8 x 10 size (color)	Sales tax included? Yes/no
Team	N/A	\$11.00	\$12.00	Yes
Individual	N/A	2 @ \$14.00	\$14.00	Yes

3. List a minimum of three references related to recent experience pertaining to youth sports photography:

A. Reference 1

- Business Name: **Waukesha North H.S.**
- Contact Person: Mitch Weber
- Phone Number: 262-970-3512 / mweber@waukesha.k12.wi.us
- Other info: Waukesha North H.S. has been a satisfied VIP customer for over 20 years.

B. Reference 2

- Business Name: **Waukesha Catholic Schools:** St. William, St Mary and St Joseph.
520 E. Newhall Ave., Waukesha, WI. 53186
- Contact Person: Lisa Kovaleski, - Principal
- Phone Number: 262-896-2932, kovaleskil@archmil.org
- Other info: VIP has provided complete photographic services to the Waukesha Catholic Schools. This has included student images, ID cards for staff as well as complete yearbook services for the schools. VIP has also provided candid photography services.

C. Reference 3

- Business Name: **Brookfield Soccer Association**
- Contact Person: Kara Rankin/Jackie Leupold
- Phone Number: 262-781-7348, Email: krankin@brookfieldsoccer.com
- Other info: VIP has provided complete photographic team and individual photography service of organization for 1300 players on one day along with providing coach plaques and rebate service.

4. Describe your process for screening employees for criminal history to ensure that persons with extensive criminal history or crimes of violence against others will not be employed.

VIP conducts background checks on all new employees who are hired for positions involving client contact. These checks are performed by HireRight, Inc. an award-winning national provider of employment screening services. Each search includes:

- National Criminal Search with local record verification
- National Sex Offender Search
- Terrorist Watch List (OFAC)
- Social Security Number Validation
- Address History
- Employment background searches are subject to regulation under the federal Fair Credit Reporting Act (FCRA) and other laws.
- In conjunction with HireRight, VIP complies with all applicable federal and state laws. Information from background reports may be shared with clients only as permitted by the FCRA and other applicable laws.

5. If you or your business are now, or have been, involved in any litigation, please explain.

VIP nor I have been involved in any litigation nor have we been in the past.

Please initial the following:

- A. DA If chosen as the WPRF photographer for youth sports, I agree to make payments to the City of Waukesha Parks, Recreation & Forestry department in increments as follows:
 - a. 50% of annual bid by July 31st each year
 - b. 50% of bid by September 30th each year
- B. DA I have read the minimum requirements listed on pages 2-3 and can fulfill the requirements if selected as the youth sports photographer.
- C. DA I have read the sample agreement and believe I can meet the requirements if selected as the youth sports photographer.

**Acknowledgement of RFP Conditions
For Park Food Concessions**

In the event of a successful award of contract, proposer acknowledges that:

1. Photographer will be able to comply with the insurance provisions of the City of Waukesha Concessionaire Contract and to provide proof of insurance naming the City of Waukesha as additional insured.
2. Photographer will have in their possession, or will obtain prior to contract commencement, valid permits or licenses required by the State of Wisconsin, Waukesha County, City of Waukesha or other lawful authority.
3. Photographer will authorize the City to perform background checks and/or credit checks as deemed necessary.

Proposer:

David J. Szewc
Signature

9-2-16
Date

DAVID J. SZEWC
Name (printed)

DIRECTOR OF YOUTH SPORTS
Title



Tuesday, March 2, 2016

Karen Richards
City of Waukesha Parks, Recreation & Forestry Department
1900 Aviation Drive
Waukesha, WI 53188

PROPOSAL OF SERVICES

1. This agreement is between City of Waukesha and Visual Image Photography, Inc.
2. The Photography Shoot Dates will be determined by the City of Waukesha.
3. VIP guarantees each photo. Any parent not satisfied with their photos will receive a full refund less the cost of the team photo or we will offer to retake the photo on a makeup date.
4. VIP will provide all labor, camera equipment, and any other items needed to perform the shoot in a thoroughly acceptable manner.
5. VIP will organize, schedule and notify the City of Waukesha as to the particulars about photo day, relieving the city from these responsibilities.
6. VIP will provide order forms to WPRF staff at least six (6) weeks prior to scheduled photography sessions. Forms will be given to WPRF Sports Coordinator to distribute to coaches. Additional forms will be made available on the day of shoot.
7. VIP will make available to all parents the HOT LINE number, 800-577-9570, so parents will have direct access to VIP. This will eliminate parents calling the city or its representatives.
8. VIP will provide each coach with a complimentary Coach - Son/Daughter Shot on the cities behalf. This is 2-5x7 photos of the coach with his or her children on the team, a great memory of their time and service to the league. This offer is only valid with the purchase of a photo product by the coaches' child. (Up to 3 per team)
9. VIP agrees to custom caption all team photos with the league name, logo and year.
Captioning: Waukesha Parks & Recreation Department (Sport) 2016
10. VIP will provide each team Complimentary Sponsor/Coach Plaques. The plaques style and size can be decided on by the P&R and have a Team Picture with a thank you salutation to the Sponsor/Coach along with Sponsors/Coaches Name. The plaque design will be approved by WPRF Sports Coordinator. Plaques will be delivered to WPRF staff for distribution at sports complex or city office.
11. VIP will place Color Logo of the City on all plaques and team photos and specialty products. City must supply the art work.
12. VIP will provide compensation to the city in the amount of \$7600.00 for the 2 year contract. VIP will pay the city 50% of annual bid by July 31st and the other 50% of the bid by September 30th each year.
13. Scholarship Package: Any player on a Scholarship will receive a complimentary Amateur Package. (Package consists of 1-5x7 Team, 2-3x5 Individuals, 4 Jumbo Wallets with Display Folder)
14. VIP agrees to submit a Sales Volume Report to the City of Waukesha Parks, Recreation & Forestry from each season.
15. VIP will provide complimentary 20x30" mounted and framed collage of each sport for use by the city to help promote the Youth Sports Programs. (see attachment)
16. VIP also offers online ordering.
17. Find out more about VIP on our site www.vipis.com see what people are saying on the social media links.