

**CITY OF WAUKESHA****Administration**

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<b>Committee:</b> Parks, Recreation & Forestry Board	<b>Date:</b> 3/19/2018
<b>Common Council Item Number:</b> #18-0450	<b>Date:</b> 4/5/2018
<b>Submitted By:</b> Ron Grall, Director of Parks, Recreation & Forestry Karen Richards, WPRF SPARS Coordinator	<b>City Administrator Approval:</b> Kevin Lahner, City Administrator KL
<b>Finance Department Review:</b> Rich Abbott, Finance Director RA	<b>City Attorney's Office Review:</b> Brian Running, City Attorney BR
<b>Subject:</b> Approval and authorization of contract between City of Waukesha and Empire Photography, Inc. for Youth Sports Photography Services.	

**Details:**

Waukesha Parks, Recreation & Forestry Department (WPRF) will contract with Empire Photography, Inc. to provide Youth Sports Photography Services for 2018-2019. These services will be offered primarily for WPRF youth baseball, softball, t-ball and soccer leagues. A Request for Proposal was disseminated and staff's recommendation is to contract with Empire Photography, Inc. They had the high bid of \$4,025/year and have provided positive references. The City Attorney has reviewed and approved this contract.

**Options & Alternatives:**

WPRF staff considers contracting with Empire Photography to be the most efficient and cost effective method to provide these services for WPRF youth leagues. Options include accepting a lower bid or not providing youth sports photography services.

**Financial Remarks:**

The revenue for this service is budgeted in 5310.45810 Recreation Programs/Recreation Fees.

**Executive Recommendation:**

Recommend approval of the contract between City of Waukesha and Empire Photography, Inc. and authorize the Mayor to enter into this contract.

**Committee Recommendation:**

The Parks, Recreation & Forestry Board approved the agreement at the March 19, 2018 meeting.

