



**CITY of NOVI CITY COUNCIL**

**Agenda Item F  
September 13, 2010**

**SUBJECT:** Approval of the second and last year renewal option to TSS Photography for youth sports photos beginning September 2010-August 2011. (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:** Parks Recreation and Cultural Services

**CITY MANAGER APPROVAL:** 

**BACKGROUND INFORMATION:**

Each year over 2,000 children participate in Parks, Recreation and Cultural Services sport leagues. This service provides participants the opportunity to purchase individual and team pictures. All fees incurred are the responsibility of the individual participants.

The contract has two renewal options and this is the second and last year renewal. The 2009-2010 contract expired at the end of August. Based on customer satisfaction, staff recommends approval of the first annual renewal for September 2010-August 2011 for the purchase of individual and team pictures. In an effort to provide consistency one vendor is selected to provide this service. Further, the approval process supports transparency in government efforts.

**RECOMMENDED ACTION:** Approval of the second and last year renewal option to TSS Photography for youth sports photos beginning September 2010-August 2011. (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 Gatt				
Council Member Crawford				
Council Member Fischer				

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

**From:** Mindy Vachow [mailto:mvachow@tssphotography.com]  
**Sent:** Friday, September 03, 2010 12:00 AM  
**To:** Cowan, Nancy  
**Subject:** Letter of Intent

Nancy,

This is a letter of intent that TSS Photography agrees to another year of service for the City Of Novi and its residents. It has been our pleasure to serve and work with your staff and your residents.

Sincerely,

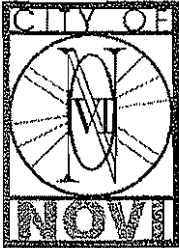
**Mindy Vachow**  
**TSS Photography**  
**9251 East M-36**  
**Whitmore Lake, MI 48189**

**(734) 449-7200 Office**

**(734) 368-1800 mobile**

[www.tssportraits.com](http://www.tssportraits.com)  
[mvachow@tssphotography.com](mailto:mvachow@tssphotography.com)

**TSS**  
**Photography** 



cityofnovi.org

# CITY of NOVI CITY COUNCIL

**Agenda Item B**  
**August 24, 2009**

**SUBJECT:** Approval of the first year renewal option to TSS Photography for youth sports photos, beginning September 2009-August 2010. (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:** Parks, Recreation and Cultural Services

**CITY MANAGER APPROVAL:** 

**BACKGROUND INFORMATION:**

Each year over 2,000 children participate in Parks, Recreation and Cultural Services sport leagues. This service provides participants the opportunity to purchase individual and team pictures. All fees incurred are the responsibility of the individual participants.

The contract is for one year with two annual renewal options. The contract expires on August 31, 2009. Based on customer satisfaction, staff recommends approval of the first annual renewal beginning September 1, 2009-August 30, 2010 for the purchase of individual and team pictures.

In an effort to provide consistency one vendor is selected to provide this service. Further, the approval process supports transparency in government efforts.

**RECOMMENDED ACTION:**

Approval of the first year renewal option to TSS Photography for the youth sports photos, the low bidder, beginning September 2009-August 2010. (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				



August 13, 2009

ATTN: Wendy Duvall  
ATTN: Nancy Cowan

TSS Photography Metrowest and Owner Mindy Vachow agree to the new contract terms for the Novi Parks and Recreation.

TSS will provide sponsor pictures emailed and printed with their logo, sponsor plaques 9 x 12 Dye Sublimation, include City of Novi logo on all capable products,

TSS will provide each coach with a 5x7 team picture, one 3x5 coach and child picture and one appreciation gift. TSS will provide one (1) car decal per athlete.

TSS will provide discounted Daddy Daughter Pictures and discounted packages for parents with more than two athletes.

TSS will provide free pictures for the Egg Hunt and Ringing in the Holidays events.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Mindy Vachow', is written over a faint, larger version of the signature.

Mindy Vachow  
TSS Photography  
734-449-7200

CITY OF NOVI  
 TEAM/LEAGUE PHOTOGRAPHY BID OPENING  
 THURSDAY, AUGUST 21, 2009

*NOT AVAILABLE IN 2009-10*

	M & M Sports	TSS Photography	J.L. Photo	Princeton Studios	Tier One
Package A	35.00	<del>2.00</del>	15.00	9.00	18.00
Package B	40.00	<del>11.00</del>	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 prmts 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 games 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 \$6 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			



cityofnovi.org

*Approved 10/6/08*  
**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:** *[Signature]*

<b>EXPENDITURE REQUIRED</b>	\$0
<b>AMOUNT BUDGETED</b>	\$0
<b>APPROPRIATION REQUIRED</b>	\$0
<b>LINE ITEM NUMBER</b>	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

	<b>M &amp; M Sports</b>	<b>TSS Photography</b>	<b>J.L. Photo</b>	<b>Princeton Studios</b>	<b>Tier One</b>
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 games 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			



CITY OF NOVI, MICHIGAN  
PURCHASING DEPARTMENT  
45175 W. TEN MILE RD.  
NOVI, MI 48375  
(248) 347-0446

TEAM/LEAGUE PHOTOGRAPHY  
SIGNATURE FORM

Bid submitted by:

Name (printed) MINDY VACHOW Title: OWNER

Company (Legal Registration) TSS PHOTOGRAPHY, LLC

Address 9251 EAST M-36

City WHITMORE LAKE State MI Zip 48189

Telephone 734 449-7200 Fax 734 449-9790

E-mail MVACHOW@TSSPHOTOGRAPHY.COM

Signature Mindy Vachow Date 8/6/08

For information on responding to this ITB, contact Sue Morianti, Purchasing Manager, at [smorianti@cityofnovi.org](mailto:smorianti@cityofnovi.org)

Submittal of Bids: Bids must be delivered prior to the due date and time specified to the City of Novi, Office of the City Clerk, 45175 W. Ten Mile Rd., Novi, Michigan 48375. Bids must be submitted by person or mail. Faxed quotations will not be accepted.

THE BID ENVELOPE MUST BE IDENTIFIED WITH THE FULL BID NAME AND DUE DATE.

THIS PAGE MUST BE INCLUDED WITH YOUR PROPOSAL/BID. FAILURE TO SUBMIT PRICING ON THE PROPOSAL FORM PROVIDED BY THE CITY OF NOVI MAY CAUSE THE BID TO BE CONSIDERED NON-RESPONSIVE AND INELIGIBLE FOR AWARD.

**NOTICE TO BIDDERS:**

The City of Novi officially distributes bid documents through the Michigan Intergovernmental Trade Network (MITN). **Copies of bid documents obtained from any other source are not considered official copies.** The City of Novi cannot guarantee the accuracy of any information not obtained from the MITN website and is not responsible for any errors contained by any information received from alternate sources. Only those vendors who obtain bid documents from the MITN system are guaranteed access to receive addendum information, if such information is issued.

If you obtained this document from a source other than the source indicated, it is recommended that you register on the MITN site, [www.govbids.com](http://www.govbids.com), and obtain an official copy.





**CITY OF NOVI  
PROPOSAL FORM**

We the undersigned as bidder, propose to furnish to the City of Novi, according to the conditions and instructions attached hereto and made a part thereof according to the attached terms and conditions:

**TEAM/LEAGUE PHOTOGRAPHY**

<u>LEAGUE</u>	<u>NUMBER OF PLAYERS (ANNUALLY)</u>	<u>TEAMS</u>	<u>SEASON</u>
Fall/Spring Soccer	1400	110	Oct/Apr
Softball/T-Ball/Coach Pitch	700	65	Jun
Basketball	900	60	Nov/Jan
Volleyball	300	40	Nov/Jan

The above numbers are estimates based on overall past enrollments, not a guarantee on the number of orders or participants for this year.

**DESCRIPTION: Color photos with matte finish**

**PACKAGE A:** 1 5" x 7" Team Photo  
1 3-1/2" x 5" Individual Photo  
8 Wallets \$ 7.<sup>00</sup>

**PACKAGE B:** 1 8" x 10" Team Photo  
2 5" x 7" Individual Photo  
4 Wallets \$ 11.<sup>00</sup>

**ADDITIONAL OPTIONS:**

8" x 10" Team Photo	\$ <u>10.<sup>00</sup></u>
5" x 7" Team Photo	\$ <u>6.<sup>00</sup></u>
Trading Cards (Quantity <u>8</u> )	\$ <u>18.<sup>00</sup></u>
Individual Poster (Size <u>16 x 20</u> )	\$ <u>15.<sup>00</sup></u>
Individual Photo Button (Quantity <u>2</u> )	\$ <u>13.<sup>00</sup></u>
Individual 8" x 10"	\$ <u>10.<sup>00</sup></u>
Individual 5" x 7" (Quantity <u>2</u> )	\$ <u>10.<sup>00</sup></u>

Novi Parks gives each coach/sponsor a complimentary 8" x 10" team photo.

\$ 0 INCLUDED

- ALL PRICES INCLUDE SALES TAX

VISA, M.C.  
AMEX, DISCOVER

Types of payments accepted: (please circle) Cash Check Credit card

Percentage Novi Parks will receive per order 10%

How many days from the date the pictures are taken to the date when they are delivered? 2-4 WEEKS

Are you willing to deliver the completed photos directly to the participants? YES

If so, how will the photos be delivered to the participants? (Face to face, mail) MAIL

If so, what is the cost to deliver directly to participants? \$4<sup>00</sup> PER FAMILY

How many teams/individual pictures per hour? 32 TEAMS / 480 INDIVIDUALS

How many photographers on staff / or sent per team? 28 ON STAFF, 6 OFFICE STAFF

How many photographer breaks? NONE

Do you provide staff for taking orders and money on site on the day the pictures are taken? YES w/ CHANGE

Are you willing to take pictures before individual games vs. one day? YES

Do you provide and distribute a letter to teams regarding pictures and picture sign-ups at the beginning of the season? YES OUR ORDER FORMS WILL HAVE THE SCHEDULES PRINTED ON THEM.

Are you willing to take photos at our special events? (i.e. Daddy / Daughter Dance) YES - ON SITE PRINTING

If so, what is the cost of taking photos at our special events? FREE FOR SANTA PHOTOS

DADDY DAUGHTER - \$5 PER SHOT ON SITE IF PRE PAID,  
IF CUSTOMER PAID WE OFFER 4 PACKAGES  
RANGING FROM \$12 TO \$40 FOR ON-SITE PRINTS

Voluntary Alternates: please attach on a separate sheet.

Please attach your customer service philosophy and policy.

100% SATISFACTION GUARENTEE ! IF NOT SATISFIED, RETURN FOR REFUND.

Please attach your cancellation policy.

TSS DOES NOT REQUIRE A CONTRACT, BUT MUST BE NOTIFIED IF A SCHEDULED SHOOT IS CANCELLED.

*SEE ATTACHED...*

References: Municipal/school

1. Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State Zip \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Phone number \_\_\_\_\_
2. Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State Zip \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Phone number \_\_\_\_\_
3. Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State Zip \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Phone number \_\_\_\_\_
4. Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State Zip \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Phone number \_\_\_\_\_
5. Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State Zip \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Phone number \_\_\_\_\_

Company Name: \_\_\_\_\_

Agent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## References

9251 E. M-36  
Whitmore Lake, MI 48189  
(734) 449-7200

### **SELCRA (Soccer, Baseball, Daddy Daughter, Eggstravaganza)**

Cheryl or Pat  
810-299-4140

### **Canton Parks & Recreation**

Anne-Marie Carravallah  
734-483-5600

### **Grand Rapids Parks and Recreation**

**616-456-3676**  
John Judnich

### **Kensington Valley Hockey Association**

Kayla Parrott  
517-404-5016

### **City of Novi**

Derek Smith or Nancy Cowan  
248-347-0456

### **City of Northville**

Cheryl Mudd  
248-349-0203

### **City of Gross Pointe Woods**

Missy Sharp  
313-343-2470

### **City of East Lansing**

Jim Jennings  
517-333-2580

### **Lincoln Community Education**

Chris Graezyk  
734-484-7007

### **Plymouth YMCA**

Jenny or Josh  
734-453-2904

### **Metro Basketball Association**

Kevin Wilkenson  
313-406-2722