

<b>YOUTH SPORTS PHOTOGRAPHY 2017 12-13-2016</b>	<b>TROTTER PHOTO OF ST. LOUIS INC</b>	<b>T &amp; R PHOTO</b>	<b>LIFETOUCH</b>
	14319 MANCHESTER RD MANCHESTER MO 63011	21W LAKEWOOD DR FENTON MO 63026	21 HOLLOWBERG CT BRIDGETON MO 63044
<b>NAME OF VENDOR</b>	TROTTER PHOTO OF ST. LOUIS INC	T & R PHOTO	LIFETOUCH
<b>COST OF TEAM 5x7</b>	\$4.00	\$12.00	\$7.00
<b>COST OF PLAYER 5x7</b>	\$4.00	\$12.00	\$4.00
<b>COMBO PACKAGE COST (TEAM &amp; PLAYER)</b>	\$6.50	TEAM AND PLAYER ON ONE 8x10 - \$13 5x7 TEAM & 5x7 (JUNIOR MEMORY MATE) \$16	\$12 FOR AN 8x10 WITH PERSONALIZATION AND ATHLETE NAME
<b>OTHER PACKAGES AND COST</b>	PLEASE SEE ATTACHED	ATTACHED	SEE ATTACHED
<b>SATISFACTION GUARANTEE POLICY AND PROCEDURE</b>	100% MONEY BACK GUARANTEE	FOLLOW THROUGH ANY ORDERS THAT ARE NOT CORRECTED WILL RECEIVE A REFUND	100% SATISFACTION LIFETIME GUARANTEE. IF YOU ARE NOT HAPPY WITH OUR PRODUCT, YOU CAN RETURN THE ITEM(S) FOR A COMPLETE FULL REFUND.
<b>BENEFIT TO DEPARTMENT OF PARKS &amp; RECREATION</b>	20% COMMISSION ON ALL PACKAGES, TEAM PICTURE TO EACH COACH, 3- 8' x 3' VINYL BANNERS GROMMETS TO PROMOTE JEFFERSON COUNTY PARKS AND RECREATION DEP.	10% TOTAL REVENUE	\$1/SOLD PACKAGE WILL BE REBATED BACK TO THE DEPARTMENT OF PARKS & RECREATION.

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DESCRIBE DELIVERY PROCESS	PREPAY DELIVERY ORDER FORMS AND PREPAY ONLINE ORDERING. PACKAGES DELIVERED TO ORGANIZATIONS OR COACHES AS REQUIRED BY THE PARKS AND RECREATION.	ORDERS ARE PROVIDED FOR PARENTS IN ADVANCE. SALES ARE COMPLETED THE DAY OF PICTURE TAKING. ORDERS ARE DELIVERED TO THE PARKS DEPARTMENT WITHIN 3 WEEKS EACH HEAD COACH GETS A FREE PLAQUE.	ORDER FLYERS WILL BE PROVIDED AND SORTED BY COACH/TEAM. ONLINE ORDERING AND PAPER FLYERS WILL BE THE OPTIONS TO ORDER. 3 WEEK DELIVERY CYCLE. ALL ORDER PACKETS WILL BE LABELED WITH THE ATHLETE'S NAME AND SORTED BY COACH/TEAM FOR EASY DISTRIBUTION.
PLEASE LIST TWO REFERENCES	POND ATHLETICS JEFF BIEVENUE BEVS13@SBCGLOBAL.NET  ELLISVILLE ATHLETICS BRAD BREWER 5BREALESTATE@SBCGLOBAL.NET	DEANNA DELL ELLINGTON LITTLE LEAGUE 573-934-1708  VICKY JAMES CEO SUNNYHILL 314-845-3900  JOE LANGE DIRECTOR OF INSTITUTIONAL RESEARCH & PLANNING JEFFERSON COLLEGE 314-580-1053	BONNE TERRE SPORTS LEAGUE  DESOTO SCHOOL DISTRICT SPORTS
LIST ANY CHANGES (INCREASE IN PRICE, ETC) THAT WOULD OCCUR FOR THE SECOND YEAR TO THE CONTRACT IS RENEWED	THE PRICES WOULD REMAIN THE SAME	NONE	THE PRICES ARE FIRM THROUGH THE DURATION OF OUR AGREEMENT
<b>REQUIRED DOCUMENTS</b>			
NOTARIZED WORK AFFIDAVIT COMPLETED	Y	Y	Y
E-VERIFICATION DOCUMENTATION (Y/N):	Y	Y	Y
COPY OF INSURANCE PROVIDED	Y	Y	Y
TAX RECEIPTS OR NOTARIZED LETTER STATING NO REAL OR PERSONAL PROPERTY OWNED IN JEFFERSON COUNTY	Y	Y	Y
COOPERATIVE BID FORM (Y/N)	Y	Y	Y
COOPERATIVE CONTACT INFO:	Y	Y	Y

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COMPANY INFORMATION AND SIGNATURE	Y	Y	Y
BID DEPOSIT REQUIRED	N/A	N/A	N/A
COMMENTS:	ATTACHED THE PREORDER FORM	SEE ATTACHED	SEE ATTACHED



**JEFFERSON COUNTY**  
**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
729 MAPLE ST / PO BOX 100  
HILLSBORO MO 63050  
WWW.JEFFCOMO.ORG

**Invitation for Bid: YOUTH SPORTS PHOTOGRAPHY 2017**    **Date Issued: 11-9-2016**

BIDS SHALL BE ACCEPTED UNTIL: TUESDAY, DECEMBER 13, 2016, AT 2:00 P.M. LOCAL TIME.

**Specification Contact:**  
**CRAIG LUETKEMEYER**  
Recreation Division Manager  
636-797-6361  
cluetkemeyer@jeffcomo.org

**Contract Contact:**  
**VICKIE PRATT**  
Department of Administrative Services  
636-797-5380

**Mail (3) Three Complete Copies With Vendor And Bid Information As Shown In Sample:**

<b>SAMPLE ENVELOPE</b>	
<i>VENDOR NAME</i>	
<i>VENDOR ADDRESS</i>	
<i>CONTACT NUMBER</i>	<b>DEPARTMENT OF THE COUNTY CLERK</b>
	<b>JEFFERSON COUNTY MISSOURI</b>
	<b>729 MAPLE ST / PO BOX 100</b>
	<b>HILLSBORO MO 63050-0100</b>
SEALED BID: <i>(BID NAME)</i>	

**Contract Term:**  
**UPON APPROVAL OF THE COUNTY COUNCIL AND COUNTY EXECUTIVE**

**Vendor Information:**

The undersigned certifies that he/she has the authority to bind this company in an agreement/contract to supply the commodity or service in accordance with all terms, conditions, and pricing specified. This Bid, if accepted, will constitute an Agreement and Contract with Jefferson County, Missouri, upon approval of the County Council and County Executive. Prices are firm during this agreement term, unless agreed upon in writing by the County. The County has the option to renew this agreement at the same terms and conditions as the original agreement for one additional one-year term with the written consent of the successful Bidder. Price increases for renewals are not authorized unless approved in writing by the County.

Trotter Photo of St. Louis Inc.	Thomas Warwick
Company Name	Authorized Agent (Print)
14319 Manchester Road	<i>Thomas Warwick</i>
Address	Signature
Manchester Mo 63011	Sport/School manager
City/State/Zip Code	Title
636-394-7689	12-8-16 75-3208956
Telephone #	Date
info@trotterphoto.com	Tax ID #
	636-394-7687
E-mail	Fax #

Picture Proposal Form

**Name of Vendor** Trotter Photo of St. Louis Inc.  
**Contact** Thomas Warwick  
**Address** 14319 Manchester Road Manchester Mo 63011  
**Phone** 636-394-7689      **E-mail** Thomas@trotterphoto.com

**Cost of Team 5X7** \$4.00  
**Cost of Player 5X7** \$4.00  
**Combo Package Cost (Team & Player)** \$6.50

**Please attach other packages and costs** Attached is our pre-pay order form with a couple of sample packages, actual pre-pay form will include fun items like water bottle, mouse pads, trading cards and additional print packages etc.

**Satisfaction guarantee policy and procedure** 100% Money Back Guarantee

**Benefit to Department of Parks & Recreation (% of total revenue)**

20% Commission on all packages, Team picture to each coach,

3 - 8' x 3' Vinyl banners with grommets to promote Jefferson County Parks and Recreation Dep.

Please see sample provided.

**Describe the ordering and delivering process: (It is preferable to have a turn around time of not more than three weeks for delivery.)**

Prepay order forms and Prepay online ordering. Packages delivered to organization or coaches as required by the Parks and Recreation.

**Please list at least two references:**

Pond Athletics Jeff Bievenue bevs13@sbcglobal.net

Ellisville Athletics Brad Brewer 5brealestate@sbcglobal.net

Please list any changes (increase in prices, etc) that would occur for the second year if agreement were to continue through December 31, 2017.

The prices would remain the same.

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**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
729 MAPLE ST / PO BOX 100  
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**Specification**  
**Contact:**  
CRAIG LUETKEMEYER  
Recreation Division Manager  
636-797-6361  
cluetkemeyer@jeffcomo.org

**Contract**  
**Contact:**  
VICKIE PRATT  
Department of Administrative Services  
636-797-5380

**Mail (3) Three  
Complete Copies  
With Vendor And  
Bid Information As  
Shown In Sample:**

SAMPLE ENVELOPE	
<i>VENDOR NAME</i>	
<i>VENDOR ADDRESS</i>	
<i>CONTACT NUMBER</i>	<b>DEPARTMENT OF THE COUNTY CLERK</b>
	JEFFERSON COUNTY MISSOURI
	729 MAPLE ST / PO BOX 100
	HILLSBORO MO 63050-0100
SEALED BID: <i>(BID NAME)</i>	

**Contract Term:**  
**UPON APPROVAL OF THE  
COUNTY COUNCIL AND  
COUNTY EXECUTIVE**

**Vendor  
Information:**

The undersigned certifies that he/she has the authority to bind this company in an agreement/contract to supply the commodity or service in accordance with all terms, conditions, and pricing specified. This Bid, if accepted, will constitute an Agreement and Contract with Jefferson County, Missouri, upon approval of the County Council and County Executive. Prices are firm during this agreement term, unless agreed upon in writing by the County. The County has the option to renew this agreement at the same terms and conditions as the original agreement for one additional one-year term with the written consent of the successful Bidder. Price increases for renewals are not authorized unless approved in writing by the County.

<u>T&amp;R Photo</u>	<u>TRACEY Bruce Rapisardo</u>
<i>Company Name</i>	<i>Authorized Agent (Print)</i>
<u>21W Lakewood Dr.</u>	<u>Tracey Bruce Rapisardo</u>
<i>Address</i>	<i>Signature</i>
<u>Fenton, MO 63026</u>	<u>Owner</u>
<i>City/State/Zip Code</i>	<i>Title</i>
<u>314-799-2714</u>	<u>12/10/16</u>
<i>Telephone #</i>	<i>Date</i>
<u>Tbruce12@yahoo.com</u>	<u>47-2869222</u>
<i>E-mail</i>	<i>Tax ID #</i>
	<u>NA</u>
	<i>Fax #</i>

Picture Proposal Form

Name of Vendor T&R Photo  
Contact TRACEY Bruce Rapisardo  
Address 21 W Lakewood Dr., Fenton, MO 63026  
Phone 314-799-2714 E-mail tbrace122@yahoo.com

Cost of Team 5X7 \$12.00

Cost of Player 5X7 \$12.00

Combo Package Cost (Team & Player) team & player on one 8x10 \$13  
5x7 team & 5x7 (junior memory mate) \$16

Please attach other packages and costs attached

Satisfaction guarantee policy and procedure I follow through  
Any orders in an order are corrected as I will  
refund the customer's money

Benefit to Department of Parks & Recreation (% of total revenue)

10% of total revenue

Describe the ordering and delivering process: (It is preferable to have a turn around time of not more than three weeks for delivery.)

Orders are provided for parents in advance. Sales  
are complete the day of picture taking. Orders are  
delivered to the parks department within 3 weeks.  
Each head coach gets a free plaque.

Please list at least two references:

Chair Deanna Dell Ellington, Little League 573-934-1708  
Vicky James CEO Sunnyhill 314-845-3900  
Joe D. Lange Ed. D. Director of Institutional Research 314-580-1053  
Invitation for Bid (Retired) 12 of 15 \$ Planning Bidder's Initials TR  
Jefferson College

Please list any changes (increase in prices, etc) that would occur for the second year if agreement were to continue through December 31, 2017.

None

# T&R Photo

TEAMS AND RECREATION PHOTOGRAPHY

We'll take on your team! Call 314-799-2714

Visit our website: tnrphoto.weebly.com

ADD ON

Slate \_\_\_\_\_

Card \_\_\_\_\_

Team \_\_\_\_\_

Frame \_\_\_\_\_

## A Package : \$30.00

Junior Memory Mate + 8 Pro Trading Cards and 2, 3x5 Individual Photos

## B Package : \$25.00

1 5x7 Team Photo  
1 5x7 Individual Photo  
2-3x5s and 8 Wallets

## C Package : \$17.00

Sports Composite Personalized  
3x5 Individual photo and 5X7 team photo on cool 8x10 background.

## D Package: \$16.00

Junior Memory Mate 5x7 Individual photo and 5x7 Team photo.

## TR for Trading Cards

TR1: 8-Pro Trading Cards: \$16.00  
TR2: 16-Pro Trading Cards: \$22.00  
P for the Coach's Plaque with 5X7 photo: \$20.00

## J Package : \$13.00

Digital Memory Mate  
8x10 print with Team and Individual Photos on cool graphics.

## I Package: \$23.00

Super Memory Mate includes:  
1 8x10 Team Photo  
1 5x7 Individual Photo  
4 Wallets

## O Magazine Cover: \$14.00

## R Photo Magnet: \$8.00

## Group Photos

G1: 1 5x7 Team Photo : \$12.00  
G2: 1 8x10 Team Photo: \$14.00

## Extras:

4 Wallets:\$12.00 2 3x5's: \$12.00  
2-5x7s \$14.00 1 8X10 \$14.00

I am ordering package(s): Circle order letter(s)      Cash or

A B C D I J G1 G2 O R TR1 TR2 P      Check only.

Add Extras: \_\_\_\_\_ Total cost: \_\_\_\_\_

Please print carefully. Data will be printed exactly as you enter it.

First name \_\_\_\_\_ Last name \_\_\_\_\_

Uniform No. \_\_\_\_ Age \_\_\_\_ Height \_\_\_\_ ft. \_\_\_\_ in. Weight \_\_\_\_ lbs. Position \_\_\_\_\_

Manager Head Coach \_\_\_\_\_ Team Name \_\_\_\_\_

League Name \_\_\_\_\_ Your phone # \_\_\_\_\_



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**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
 729 MAPLE ST / PO BOX 100  
 HILLSBORO MO 63050  
 WWW.JEFFCOMO.ORG



**Casey Murphy**  
 Account Manager

21 Hollenberg Ct.  
 Bridgeton, MO 63044  
 C: 573-864-6935  
 O: 314-739-1515  
 F: 314-739-1399  
 cmurphy@lifetouch.com

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BIDS SHALL BE ACCEPTED UNTIL: **TUESDAY, DECEMBER 13, 2016, AT 2:00 P.M. LOCAL TIME.**

**Specification**

**Contact:**

**CRAIG LUETKEMEYER**

Recreation Division Manager  
 636-797-6361  
 cluetkemeyer@jeffcomo.org

**Contract**

**Contact:**

**VICKIE PRATT**

Department of Administrative Services  
 636-797-5380

**Mail (3) Three Complete Copies With Vendor And Bid Information As Shown In Sample:**

**SAMPLE ENVELOPE**

*VENDOR NAME*

*VENDOR ADDRESS*

*CONTACT NUMBER*

**DEPARTMENT OF THE COUNTY CLERK**

**JEFFERSON COUNTY MISSOURI**

**729 MAPLE ST / PO BOX 100**

**HILLSBORO MO 63050-0100**

**SEALED BID: (BID NAME)**

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<u>Lifetouch</u> Company Name	<u>Casey Murphy</u> Authorized Agent (Print)
<u>21 Hollenberg Ct.</u> Address	<u>Casey Murphy</u> Signature
<u>Bridgeton, MO 63044</u> City/State/Zip Code	<u>Account Manager</u> Title
<u>573-864-6935 or 314-739-1515</u> Telephone #	<u>12/13/16</u> Date
<u>cmurphy@lifetouch.com</u> E-mail	<u>41-1491269</u> Tax ID #
	<u>314-739-1399</u> Fax #

Name of Vendor: Lifetouch National School Studios

Contact: Casey Murphy

Address: 21 Hollenberg Ct., Bridgeton, MO 63044

Phone: 573-864-6935 Email: cmurphy@lifetouch.com

Cost of Team 5x7: \$7

Cost of Player 5x7: \$4

Combo Package Cost (Team & Player): \$12 for an 8x10 with personalization and athlete name

Please attach other package and costs: Refer to added information.

Satisfaction guarantee policy and procedure: 100% satisfaction lifetime guarantee! If you are not happy with our product, you can return the item(s) for a complete full refund.

Benefit to Department of Parks & Recreation (% of total revenue): \$1/sold package will be rebated back to the Department of Parks & Recreation.

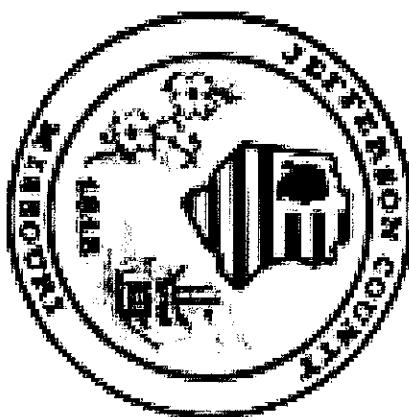
Describe the ordering and delivering process: (It is preferable to have a turnaround time of not more than three weeks for delivery): Order flyers will be provided and sorted by coach/team. Online ordering and paper flyers will be the options to order. 3 week delivery cycle. All order packets will be labeled with the athlete's name and sorted by coach/team for easy distribution.

Please list at least two references: Bonne Terre Sports League and The Desoto School District Sports

Picture Proposal Form

Please list any changes (increase in prices, etc) that would occur for the second year if agreement were to continue through December 31, 2017. The prices are firm through the duration of our agreement.

Lifetouch Partners with



Jefferson County  
Sports League Photography



Three Commitments to your league  
One Program to make it happen

1 Your athletes

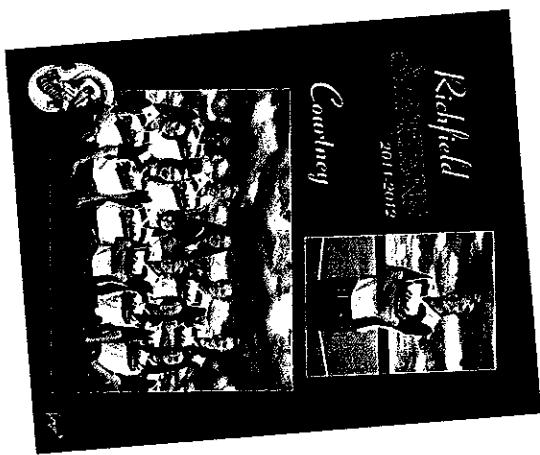
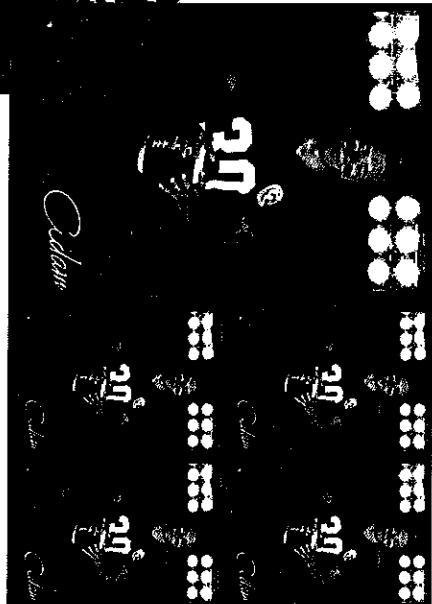
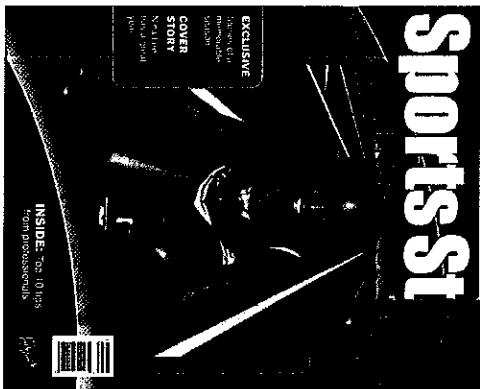
2 Your community

3 Your teams

4 Your program

# Lifetouch sports portfolio

David Johnson



SportsMate

Magnet

Button

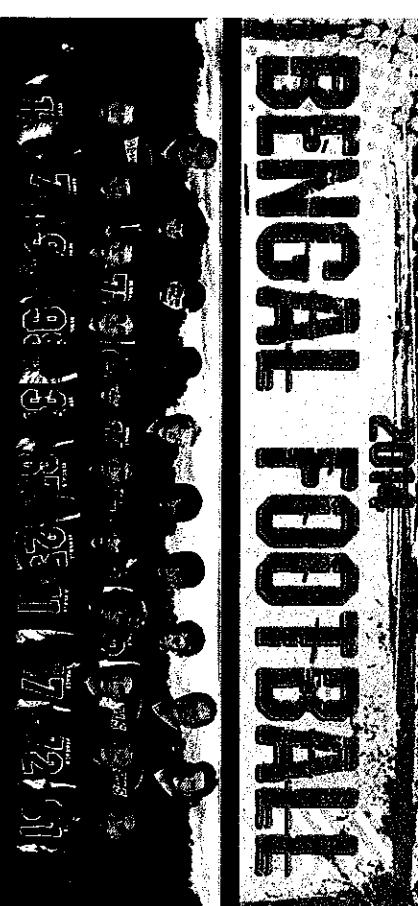
CD

Metallic Gift Sheet

Name-on/Year-on Wallets

# 3 Our Commitment to your community

promote teams  
and league



Bloomington Bengals Football 2014

## SHOW YOUR SCHOOL PRIDE!

Your Local  
Sponsor  
Logo  
Goes Here

September 1 North Carolina  
September 8 North Carolina Central  
September 15 West Virginia State  
September 22 Georgia Southern  
September 29 Wofford (Family Weekend)

communication  
tools and  
resources



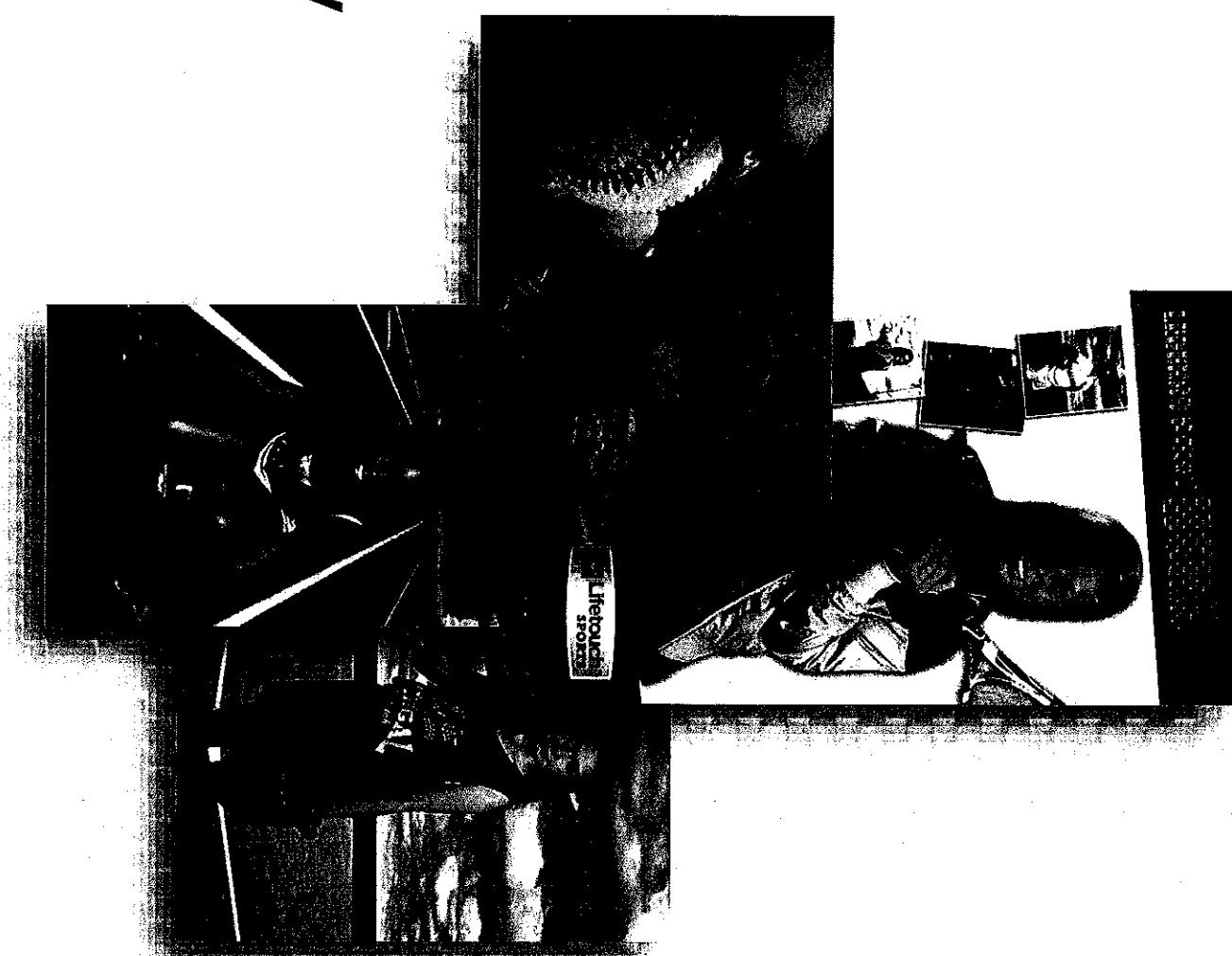
Lifetouch  
Sports  
Media CD

# 4 The Program to make it happen

smart  
communication  
tools

streamlined  
picture day

superior quality  
& choice



# Pre-picture day communication sports flyers



# Efficient picture day

**Greeting Station with Product Samples and flyers.**

**Schedule with time and location for each team.**

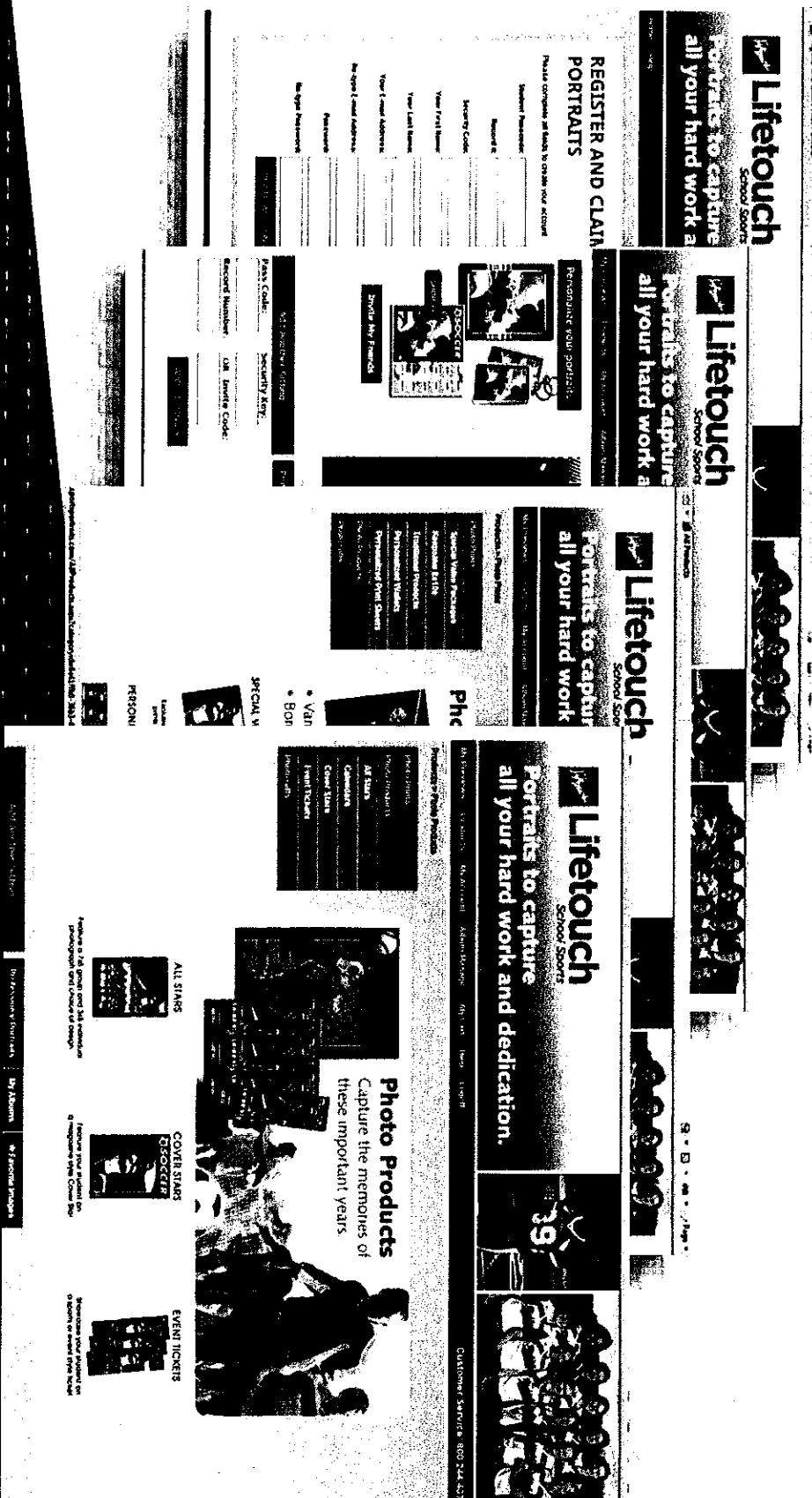
**All staff members required to pass a criminal background check.**

**Enough Photography Staff to photograph your league on a single day.**



# Post-picture day communication

online ordering: [LifetouchSports.com](http://LifetouchSports.com)



# Summary

- Organized Program from start to finish
- High Quality Products
- Staff capable of a single League photo day
- Background Checked Staff inside and out.
- Competitive Pricing
- League Banners and Plaques

**Lifetouch**  
SPORTS

**LEGENDS START HERE**