

RFP 25-08-25-PR
Photography Services for City Events and Programs
Bid Evaluation Committee Minutes
September 2, 2025
1:00 p.m.
Council Chambers

Procurement Manager, Heather Sutton, opened the meeting at 1:01 p.m.

The committee members present: Deputy City Clerk Natasha Peacock; Library Executive Assistant Melissa Mercer; Permitting Specialist Jordan Davis; Executive Assistant Dominique Vaughn; and Police Department CSA Robin Kasabian. Also present: Parks and Recreation Director Brady Peters, Budget and Financial Analyst Wendy Tarpley and Finance Director Gina Toussaint.

Procurement Manager Heather Sutton explained the meeting goal is to go over the bid submittals and score each vendor. She added that the committee will determine whether presentations are needed.

The committee discussed the scope of the work. Parks and Recreation Brady Peters added that the scope is primarily for sporting events.

Police Department CSA Robin Kasabian mentioned she reviewed the reference letters. The committee members stated they could not contact references because of the holiday.

Executive Assistant Melissa Mercer mentioned that “Shot in Focus” stated they were not going to take action photos. Ms. Sutton said if it is a criterion in the scope, that would be reflected in the scoring.

Deputy City Clerk Natasha Peacock asked about the percentage of the commission and the benefit to the city. Ms. Sutton replied that would be rated in the cost proposal and it would go back into our sports programs. This helps us keep our prices low.

Police Department CSA Robin Kasabian stated that Beige is out of state and added it should be kept local as we focus on small business. Ms. Sutton replied that we give preference, but the selection should be in the best interest of the city.

Executive Assistant Melissa Mercer asked about the pricing packages, and Ms. Sutton responded that the value is weighed on the package pricing.

Discussion ensued for the three submittals. It was noted that the Beige Company would send a representative to attend planning meetings to learn the schedule. It was also discussed whether the company needed a city business license. Permitting Specialist Jordan Davis advised the committee that the city does not issue BTR’s for businesses outside of the city limits.

Discussion ensued on action shots and whether a lone vendor could attend all games. Executive Assistant Dominique Vaughn mentioned the games are simultaneous.

Parks and Recreation Director Brady Peters stated that the games are done all at once, but the photographer could attend any game to take pictures.

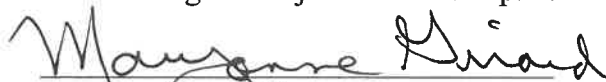
Executive Assistant Dominique Vaughn mentioned that the owner of GD Photography does good action shots.

Procurement Manager, Heather Sutton asked if a presentation was necessary, and the committee said it was not needed.

Ms. Sutton provided scoring sheets to the committee and went over the descriptions of the scoring stating the scoring is done on a 1 to 5 scale. She asked that the forms be initialed off. She explained that the vendor's name is in the blue field.

The committee proceeded to score at 1:21 p.m. and finished at 1:30 p.m. She reminded the committee they are still under a cone of silence until the Council approves the recommendation.

The meeting was adjourned at 1:32 p.m.



Minutes submitted by City Clerk

Maryanne Girard

Proper notice having been duly given