

THE CITY OF



OWATONNA

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DATE: January 21, 2021
TO: Mayor and City Council, City Administrator
FROM: Tim Truelson, Assistant Recreation Director
SUBJECT: Three-year contract of Photography Services

Purpose:

Council approval to accept the three-year photography contract with Oldenburg Photography.

Background:

Oldenburg Photography has provided superior quality and customer service to participants of our Park and Recreation programs for many years. We want to continue this relationship to provide a quality product and service to our participants of our programs. Along with this we do get \$400 to our scholarship program and pictures for our volunteer coaches and sponsors as part of the contract on a yearly basis.

Budget Impact:

There would not be any budget impact as we are providing a service to participants of our programs at no cost to our department.

Staff Recommendation:

Staff recommends approval of the three-year photography contract with Oldenburg Photography thru December 31,2023.

**Owatonna Park and Recreation
Photography Contract
January 2021 thru December 2023**

Thank you for working with the Park and Recreation Department in providing excellent service to our programs with your photography. See below – thank you again for working with us.

Photography company must provide the following:

- 2 10 x 8 team pictures to volunteer coaches (over 2 per team Park and Recreation will pay for)
- 10 X 8 given to Park and Recreation to send to sponsor (with inscription Thank You for sponsoring)
- Two-week delivery time on product to consumer
- \$400 donation to Owatonna Youth Scholarship Fund on a yearly basis
- Print program description provided by Parks and Recreation & Photography company name in right corner of picture
- Copy of Photo Brochure must be submitted with contract and must contain the following packages below.
 - 1 10 x 8 team & 5 x 7 individual with folder
 - 1 7 x 5 team & 5 x 7 individual with folder
 - 1 7 x 5 team & 3 x 5 individual with folder
 - 1 8 x 10 All Star/includes 7 x 5 team & 3 x 5 individual with print and folder
 - 5 x 7 individual
 - 10 x 8 team with folder
 - Other items to the discretion of photographers

I agree to the above stipulations that must be met to provide photography service for the Owatonna Park and Recreation Department for January 2021 thru December 31, 2023.

Photographer: _____

Tim Truelson

Photography Company: _____

Oldenburg Photography

Date: _____

1/13/21

If you should have any questions, please give me a call at 507-774-7362 or e-mail me at Tim.Truelson@ci.owatonna.mn.us