

REQUEST FOR QUOTES (RFQ)
FOR
Professional Photography Services

Due Date: June 14, 2019

Issued by

The City of Silverton
Silverton, OR 97381

Inquiries and Quotes should be directed to:

Angela Speier

Assistant to the City Manager/City Clerk

aspeier@silverton.or.us



Background Information:

The City of Silverton is accepting quotes for **Professional Photography Services**. The purpose of this RFQ is to select a vendor who can best meet the requirements of the RFQ at the lowest cost for the specified time periods. Services are needed to provide the City of Silverton high quality photographs for publications to include in annual reports, fact sheets, newsletters, posters, the City's website and social media pages, and other assignments as needed.

Section I**Bid Process:**

The purpose of this RFQ is to identify possible photographers who can provide the services described in Section III. The successful bidder will need to be able to provide photography services for the City of Silverton in multiple locations throughout a period of one year.

Instructions and Submission:

Bids can be submitted electronically or via hardcopy and will be accepted until 2:00 p.m. on June 14, 2019.

Electronic Quotes must be submitted in PDF format to aspeier@silverton.or.us with "Professional Photography Services" in the subject line.

Hard copy quotes may be delivered in person or via mail service delivery and must include one original copy of the completed quote to:

City of Silverton
Attn: Angela Speier/Professional Photography Services
306 S Water Street
Silverton, OR 97303

Conditions of Bid:

All quotes will be considered firm bids. No changes will be made after submission. Expensive bindings, color displays, or packaging are not necessary or desired. Emphasis should be based on conformity to the instructions and requirements in this RFQ. All costs incurred in the preparation of the bid will be the responsibility of the bidder and will not be reimbursed by the City of Silverton.

Right to Reject:

The City of Silverton reserves the right to reject any or all quotes or any part thereof, to use the accepted bid as the basis and point of departure for final contract negotiations, to waive irregularities and/or informalities, and to make any decisions which the City of Silverton deems to be in its own best interest.

This notice is forwarded for information and invitation only and is not to be construed as a contract, or as a commitment to contract. Award of any contract is subject to the availability of funding.

Administrative Requirements:

The selected vendor must sign and return all contracts to the City of Silverton within ten (10) days of the receipt of the contract. Cancellation of the contract, by either party, must be submitted in writing no later than ten (10) days prior to the start of each of the quarters listed in Section III.

At the end of each quarter the selected vendor will submit their pictures with an invoice to the City of Silverton. The invoice will be paid within 30 days of receipt.

Disclaimer:

The City of Silverton assumes no responsibility of liability for costs incurred by the bidder prior to the effective date of any contract resulting from this RFQ. The bidder may be required to obtain licenses and liability insurance.

Notification of Award:

Quotes will be reviewed with notification of acceptance or refusal within two weeks of submission deadline.

Quote Evaluation Criteria:

All quotes will be reviewed and rated by the City of Silverton’s Communication Team. Incomplete quotes or quotes that fail to follow the submission guidelines will not be considered for review.

Points	Criteria
45	Vendor experience – samples, reviews, number of years in business, etc.
30	Budget considerations – sufficient detail provided to assure reasonable cost.
15	Guarantee of rates – Vendor will be able to guarantee quoted rate.
10	Prior experience working with the City of Silverton or another government agency.
Total Points	
100	Maximum points awarded

Tie Vote:

Businesses located in Silverton will be selected in the case of a tie.

Section II – Quote Cover Page

City of Silverton Request for Quote – Professional Photography Services		
Business Name:		
Street Address:		
City:	State:	Zip Code:
Name and Title of Applicant:		
Telephone Number:	Fax Number:	
Email Address:	Website:	

Certification

I certify that:

- a) I have been authorized to submit and sign this proposal on behalf of the submitting organization.
- b) That the quotation is accurate and true to the best of my knowledge, the costs are reasonable and necessary for the proposed service.
- c) That proposed costs do not duplicate other funds already available, or which may become available, to pay the projected cost.
- d) My organization will implement the services in compliance with the stipulations and guidelines set forth by the City of Silverton.
- e) The proposed photography rates will be valid for a period of up to one year from the date of the executed contract.
- f) The organization that I represent is an equal opportunity employer/provider.

Authorized Signature

Date

Section III – Qualifications and Quote Components

Complete the following information (on a separate document) and submit with the signed Quote Cover Page (Section II). Complete responses are required for each section. All quotes must include the following:

A. Organizational Background

Provide a brief description of your organization.

B. Portfolio

Please include a website address to view samples of relevant work. If a website isn't available, supply a portfolio of completed work.

C. Requested Photography

The City of Silverton would like high resolution photos to use in all publications, on our website, social media, and promotional materials. Photos must have a resolution of 1947x720. Photos should be taken all year in order to receive pictures depicting the city in all seasons and allow a variety of photos per quarter. The City is looking for pictures of landscaping, nature, historic properties, parks, downtown and downtown tree lights, murals, special events, community forums, the Oregon Garden and anything else that the applicant deems appropriate.

Date	Event/Photo Suggestions
July – September 2019	July 4 th Celebration; Homer Davenport Days (August 2-4, 2019); Community Picnic; City Parks; hanging baskets; Silverton Fine Arts Festival; Silverton Reservoir; Farmers Market; First Friday
October – December 2019	Tree Lighting; Fall and Winter; Town Hall
January – March 2020	Snow pictures
March – June 2020	Pet Parade; Spring foliage; Strawberry Festival; free fish day; Garden Tour

D. Rate

The City of Silverton is requesting that vendors provide proposals indicating the total not to exceed cost for each quarter. The City should receive no less than ten (10) pictures from at least two separate events or subject matter in each quarter. Please include the detailed bid sheet located in Section IV.

E. Requirements

1. Digital photography or professional supplies and equipment.
2. Access to photo gallery online post-quarter with ability to download images.
3. A USB flash drive with the photos taken during the quarter no later than 10 business days from the end of the quarter.
4. City of Silverton owns all rights to all photographs with no restrictions on where or how they are used by the City. The City will prepare a release for the selected photographer's signature to be submitted with quarterly photos.
5. Photographer must obtain a photo release from any person clearly identified in a photograph (excluding City of Silverton employees).
6. All photos shall become property of the City of Silverton and photo credits will not be published

Section IV – Detailed Bid Sheet

The City could consider one or all of these elements. Please fill in only the boxes that apply.

	Quarter 1 July-Sept. 2019	Quarter 2 Oct.-Dec, 2019	Quarter 3 Jan-March, 2020	Quarter 4 March-June, 2020
Travel rate				
Mileage rate				
Hourly rate				
Price per digital shot <i>up to ten only</i>				
Miscellaneous expenses <i>please list the expenses included</i>				
Total Rate <i>not to exceed amount</i>				

List any other information you would like the City of Silverton to consider: