



Request for Quotation: Photography Services

Due: Thursday, December 20, 2018 by 2:00 PM

Introduction:

OCRRA, the Onondaga County Resource Recovery Agency, is seeking hourly quotes for professional photography services. The selected photographer will shoot photos at multiple events, collect signed photo release forms for individuals in all photos (except OCRRA employees), edit photos, and provide digital versions of the photos to OCRRA.

The selected photographer will be awarded a three-year contract. There will be two, one-year mutual renewal options thereafter. If possible, OCRRA requests that the vendor offer to continue the same pricing for each of the two one-year optional renewals.

Scope of work:

Selected photographer will provide digital files that are:

- high resolution .jpgs (300 dpi or higher)
- adjusted / ready to use
- labeled with subject names and submitted to OCRRA on CD, flash drive or uploaded to DropBox or similar site

Tentative list of annual events

| Event | Date | Location |
|----------------------------|------------------------|--------------------------------------|
| Home and Garden Show | March (Weekday) | NYS Fairgrounds |
| Earth Day Litter Clean Up | April (Saturday) | Various locations in Onondaga County |
| Shred-O-Rama | May (Saturday) | NYS Fairgrounds |
| Annual Report Photos | June (Weekday) | Multiple OCRRA locations |
| Mercury Drop Off Event | Summer (Weekday) | TBD |
| Mastri Award Event | September (Weekday) | City School, TBD |
| Shred-O-Rama | October (Saturday) | NYS Fairgrounds |
| Textile Collection Event | November (Saturday) | Destiny USA Parking lot |
| Miscellaneous Events (2-5) | TBD | TBD |

Photographer does not have to stay at each event for the duration, only so long as is necessary to capture an adequate number of high-quality images that “**tell the story**” of the event, so that the images may be used in future OCRRA newsletters, email blasts, internet postings or other publications. *Cap: 2 hours per event, likely less time will be needed.*

Photographer must also obtain a **photo release** from any person clearly identified in a photograph (this excludes OCRRA personnel or the vendors who work for OCRRA at events, such as the shredding employees at the Shred-o-Rama) *A copy of our photo release form can be found at the end of this document.*

It is important to note that each photo that has a corresponding photo release must be **labeled** so that OCRRA can marry them together in the future. For instance: if you shoot a photo of “Mary Wilson” dropping papers off at Shred-o-Rama, the name of the .jpg with that image must have the event, her name, and the date in it as well - *Shredorama_MaryWilson_101619.jpg.*

Quote Requirements:

- Due by 2:00 PM on **Thursday, December 20, 2018.**
- Should be emailed to caraujo@ocrra.org – *subject line must read: RFQ for Photo Services*
Quotes may also be mailed to OCRRA, ATTN: Cyndi Araujo,
100 Elwood Davis Road, North Syracuse, NY 13212;
Envelope must be clearly labeled with “RFQ for Photo Services”
- **All quotes must include the following four items:**
 - 1) A completed price sheet (*indicating if vendor is able to renew pricing for two optional, one-year renewals*)
 - 2) Signed Certificate of Non-Collusion Form
 - 3) Signed Conflict of Interest Form
 - 4) Three **references** of clients, including contact information, who have recently utilized your firm to do similar work.

QUESTIONS?

Questions about this request for quotations must be directed in writing to:

Cyndi Araujo at carujo@ocrra.org

Questions must be received on or before **Friday, December 14, 2018.**

Thank you.

CERTIFICATE OF NON-COLLUSION

Non-collusive Certifications required of all bidders/proposers/quoters under Section 103-d of the General Municipal Law as amended by Chapter 751 of the Laws of 1965 and Chapter 675 of the Laws of 1966 effective September 1, 1966, is as follows:

By submission of this bid/proposal/quote, the bidder/proposer/quoter and each person signing on behalf of the bidder/proposer/quoter certifies, and in the case of a joint bid/proposal/quote each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

(1) The prices in this bid/proposal/quote have been arrived at independently without collusion, consultation, communications, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other bidder/proposer/quoter or with any competitor.

(2) Unless otherwise required by law, the prices which have been quoted in this bid/proposal/quote have not been knowingly disclosed by the bidder/proposer/quoter and will not knowingly be disclosed by the bidder/proposer/quoter prior to opening, directly or indirectly, to any other bidder/proposer/quoter or to any competitor; and

(3) No attempt has been made or will be made by the bidder/proposer/quoter to induce any other person, partnership, or corporation to submit or not to submit a bid/proposal/quote for the purpose of restricting competition.

Legal Name of Bidder/Proposer/Quoter (Typed)

Address (Typed)

City State Zip

BY:

Signature

Name (Typed)

Dated _____, 20__

Title (Typed)

CONFLICT OF INTEREST

AFFIDAVIT

STATE OF _____)
) ss:
COUNTY OF _____)

_____, being duly sworn, deposes and says for
and on behalf of _____, that:

1. Our (my) firm _____, is an independent firm or company, and has this date submitted a bid, proposal, or quote to provide goods and/or services to the Onondaga County Resource Recovery Agency.
2. I certify on behalf of the bidder, proposer, or quoter that it and its employees have no interest, direct or indirect, which could conflict in any manner or degree with the performance or provision of these goods and/or services to the Onondaga County Resource Recovery Agency.
3. If awarded a contract my (our) firm agrees that in providing the goods or in the rendering of services to the Onondaga County Resource Recovery Agency, no persons having any such interest shall be employed by the firm. I assume full responsibility for knowing whether my (our) employees or agents have any such interest and hereby certify that no such interest exists.

Dated: _____, 20____ By: _____

For and on Behalf of: _____

Sworn before me this ____ day of
_____, 20____.

Notary Public



Price Sheet (Due by 2 PM on Thursday, December 20, 2018)

Company Name: _____ **Telephone:** _____

Address: _____

Contact Person: _____ **Title:** _____

Hourly Rate: _____

Able to acquire photo release forms and label images correspondingly:
(please circle): yes no

Able to renew same pricing for each of two possible one year renewals?
(please circle): yes no

If no, describe price change for each option year. _____

Additional Charges (if any):
(please circle): yes no

Please describe additional charges: _____

Signature of Authorized Representative

Date

**CONSENT TO USE PHOTOGRAPHS
IN OCRRA PUBLICATIONS**

I grant Onondaga County Resource Recovery Agency permission to use, publish and/or copyright my personal photograph in any OCRRA publication (electronic or print) or for any similar newsworthy purpose. I recognize and accept that OCRRA will be able to use my picture without notifying me beforehand. I release OCRRA from any and all liability or payment claim that I may have from the use of my personal photograph.

Additionally, if this photograph contains a minor child, by signing this consent form I am affirming that I am the legal guardian or am otherwise authorized to provide consent on the child's behalf for the use of his/her photograph under the terms above.

Name _____ Signature _____

Address _____

Date _____

Name of Minor (if applicable) _____

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