



THE CORPORATION OF THE DISTRICT OF SAANICH  
Purchasing Services Section  
2<sup>nd</sup> Floor - 770 Vernon Avenue, Victoria, BC V8X 2W7  
Telephone: (250) 475-1775 Fax: (250) 475-5460  
Email: purchase@saanich.ca

### (AQ) ANNUAL QUOTATION FORM

TITLE: Professional Photography Services		No.	AQ 13/17
Company :		PAGE:	Page 1 of 6
		DATE:	April 18, 2017
		BUYER:	Adrian Kalynchuk

CLOSING DATE AND TIME: May 11, 2017 at 3:00 P.M.

---

NAME OF FIRM SUBMITTING QUOTATION

---

ADDRESS

---

CITY & POSTAL CODE

---

NAME OF PERSON SIGNING

---

SIGNATURE

---

DATE SIGNED AND SUBMITTED

---

EMAIL ADDRESS

---

TELEPHONE #

---

FAX #

## INSTRUCTIONS TO BIDDERS

### **1.0 Submission**

- 1.1 Responses to this Annual Quotation (the Bid) can be delivered to the Purchasing Services Section for the Corporation of the District of Saanich ("Saanich") at the address noted on the cover page. The envelope should be marked with the name of the company submitting the Bid (the Bidder) and the Quotation Title, Number, Closing Date and Time.
- 1.2 Bids may also be delivered by fax to 250-475-5460 or email to [purchase@saanich.ca](mailto:purchase@saanich.ca). Faxed and emailed bids are not considered confidential.

### **2.0 Bid**

- 2.1 The lowest or any Bid will not necessarily be accepted. Evaluation of Bids will be based on the best combination of price, qualifications and experience of the Bidder, product quality, adherence to specifications, references, availability, time line for delivery, or any other requirement that may be considered important to the District of Saanich.
- 2.2 The District reserves the right to award this order in part or in full, on the basis of Bids received unless the Bidder specifies that its Bid is valid only for the complete order.

### **3.0 Enquiries**

- 3.1 Enquiries regarding submission requirements should be directed to:  
Adrian Kalynchuk, Office of Purchasing Services  
Email: [purchase@saanich.ca](mailto:purchase@saanich.ca)
- 3.2 The District, its agents and employees shall not be responsible for any information given by way of verbal communication.
- 3.3 Any questions that are received by the District that affect this Quotation may be issued as addenda by the District.

### **4.0 Pricing**

The Bidder must show all pricing information for the services requested in this Quotation in accordance with the section Pricing Information. Without limiting the foregoing, where unit prices are required to be shown, the unit prices shall reflect the complete cost of the services to the District, excluding applicable taxes. Unit pricing will not be voluntarily made available as public information. Pricing is to be in Canadian funds.

### **5.0 Payment Terms**

All invoices paid as a result of this Quotation will be paid as per the District's standard payment terms "Net 30 days".

### **6.0 Awards**

In the event that only one eligible Bid is received, and/or Bid(s) are in excess of the estimated budget or if pricing is considered to be an unacceptable increase over the previous rates charged for the same or similar products and/or services, this Bid may be cancelled or re-issued without any change to the specifications.

### **7.0 Acceptance**

All Bids received by the District are subject to acceptance within SIXTY (60) days after Closing Date.

### **8.0 Quality of Goods or Services**

The District reserves the right to cancel any purchase order(s) placed as a result of this Quotation, if in their opinion, products and/or services are unsatisfactory.

### **9.0 Solicitation**

If any director, officer, employee, agent or other representative of a Bidder makes any representation or solicitation to any Mayor, Councillor, officer or employee of the District with respect to the Quotation, whether before or after the submission of the Quotation, the District shall be entitled to reject or not accept the Quotation.

### **10.0 No Claim for Compensation**

Except as expressly and specifically permitted in these Instruction to Bidders, no Bidder shall have any claim for any compensation of any kind whatsoever, as a result of participating in this Quotation, and by submitting a Bid each Bidder shall be deemed to have agreed that it has no claim.

**11.0 Conflict of Interest**

The Bidder warrants that the Bidder is not employed by the District, nor is an employee of the District's Police Department, nor is an immediate relative of such an employee, if the products and/or services to be supplied under this Quotation are intended to be supplied to the department in which such employee works. If the Bidder is a company, the Bidder warrants that none of its officers, directors or employees with authority to bind the company are employees of the District or the District's Police Department or immediate relatives of employees of the District, if the products and/or services to be supplied under this Quotation are intended to be supplied to the department in which such employee works. In this section "Immediate Relative" means a spouse, parent, child, brother, sister, brother-in-law, or sister-in-law of a District employee.

**12.0 Addendums**

12.1 Any and all addendums to this Bid opportunity will be posted on the District website. It is the sole responsibility of the Bidder to make sure that they are in receipt of all addendums prior to the Closing Date and Time.

12.2 To acknowledge receipt of each addendum, each addendum number issued should be noted below with a signature of an authorized representative of the organization, as being received.

Addendum No. 1	Signature _____	Date _____
Addendum No. 2	Signature _____	Date _____
Addendum No. 3	Signature _____	Date _____

**13.0 Freedom of Information**

All Quotations become the property of the District upon submission and will not be returned to the Proponents. Proponents must be aware that the District is a public body subject to the provisions of the Freedom of Information and Protection of Privacy Act. Quotations will be held in confidence by the District, subject to the provisions of the Freedom of Information and Protection of Privacy Act, or unless otherwise required by law.

**14.0 Environmental Consideration**

The District supports and encourages the development and use of environmentally responsible products. Please indicate if the manufacturer demonstrates environmental responsibility in its manufacturing process, and if so describe (If more space is required please provide attachment).

---



---

**15.0 Cancellation**

15.1 The District reserves the right to cancel this Quotation at any time and for any reason, and will not be responsible for any loss, damage, cost or expense incurred or suffered by a Bidder as a result of that cancellation.

15.2 The District reserves the right to cancel the Contract, at its sole and absolute discretion, with 30 days' written notice to the Contractor, and the Contractor will have no rights or claims against the District. The Contractor will be entitled to be paid for all authorized work and expenses to terminate date. Cancellation would not, in any manner whatsoever, limit the District's right to bring action against the Contractor for damages for breach of Contract.

**16.0 References**

Provide the name, title, company and contact number of three (3) individuals who you have provided similar products and/or services to in the last five (5) years who will be able to confirm the experience, quality and delivery of the products and/or services described in this Quotation. (Use additional sheets if required).

<u>PROJECT</u>	<u>CONTACT PERSON</u>	<u>PHONE #</u>
1.		
2.		
3.		

---

## **SCOPE OF WORK**

The District of Saanich Parks and Recreation Department requires professional photography services. Typically the type of photography required includes photos of the public and users/customers to our recreation centers, parks and golf course participating in activities that relate to the type of services and activities that we operate and offer.

The term of the contract will be from the day of award to May 31, 2017 with the option to extend for three (3) additional one (1) year terms upon mutual agreement.

Samples of some of the types of activities include, swimming, skating, racquets sports, arts, yoga, festivals, events, weight-room and fitness activities, golf, group and individual classes to name a few. The Parks and Recreation Department often requires photos of construction projects and/or scenic landscape shots as well as outdoor team sports. The Cedar Hill Golf Course, Food and Beverage Development & Operations may also require banquets and food service related photography.

Based on historical data the annual estimated requirements is for 25 shoots of approximately 2 hour duration. The actual requirement may be more or less than estimated. Saanich intends to award a contract to two successful Bidders Saanich may in its sole discretion select a contractor based on requirements of the applicable photo shoot and the qualifications of the contractor.

The successful Bidder will deliver all final images to the District of Saanich on a disc, memory stick or other portable memory media within 5 business days upon completion of each photo shoot. The photographer grants and warrants unrestricted use of all images submitted and supplied to Saanich and the images may and will be used without condition or restriction or further remuneration or acknowledgement to the photographer in all and any media formats without time limitation. All images become the sole property of the District of Saanich without time restriction.

In addition to submitting files on disc after each assignment, Saanich Parks and Recreation requests the option for the photo collections from each assignment to be available and accessible for secure (controlled access) download in full high resolution format without watermark protection from each photographer's website. The photo collections should be available for the term of the contract. The photo collection(s) will need to be organized by topic and/or subject and ideally searchable by keyword. All metatags and identifiable personal information regarding the photographer's name and/or photography company name are to be removed from each photos data.

For each hour booked, the successful Bidder will supply no less than 100 high resolution edited final images suitable for use in publications, with a minimum resolution of 300dpi and also of a minimum size of 3300 pixels x 2192 pixels. Both the RAW image (and/or equivalent lossless format) and jpg formats are to be supplied. Saanich reserves the right to further edit and modify all photos without restriction to meet the requirements of its various publications and advertisements. Saanich requires all editing and photos to be compatible with the Adobe creative suite products Lightroom and Photoshop.

The successful Bidder will have the ability to obtain and submit properly completed release forms from subjects when requested and required.

The successful Bidder should be generally available, flexible and readily accessible on short notice to perform photography work on weekdays during the day, weekday evenings and weekend days and evenings.

The end use of the photography will be for publication purposes throughout a variety of advertising formats including but not limited to the Active Living Guide, newspaper advertising, brochures, websites, rack cards, posters, reports, presentations and social media for the purposes of promoting the activities that the images represent. Use of the images outside of Saanich Parks and Recreation use is prohibited.

---

## **RESPONSE REQUIREMENTS**

In response to this Annual Quotation, Bidders must clearly and accurately demonstrate specialized knowledge and experience in photography services.

Bidders should:

- 1.0 Submit a statement of qualifications of no more than one page, along with work samples on a memory stick, disc or other portable device. The statement of qualifications should include but not be limited to the following items:
  - Summary of experience – clearly demonstrate versatility, experience and ability to do the type of photography needed.
  - Statement of how you can fulfill the requirements in this quotation - necessary equipment, software and capacity to perform the assignments
- 2.0 Complete the Pricing Table to provide an hourly rate. The hourly rate quoted must be entirely comprehensive and include all travel time, photography, materials, software, equipment or equipment rentals, editing and any courier or delivery charges.
- 3.0 Submit a total of 50 sample images on a portable memory device (that may be picked up after the quotation has been closed and awarded) that include as many examples from the following categories as possible:
  - Outdoor action shots of sports such as soccer, golf, cycling, rugby, football, lacrosse or other outdoor sports;
  - Indoor sports action shots such as swimming, hockey, volleyball, basketball, tennis or other indoor sports;
  - Nature and outdoor landscape photography;
  - Outdoor action shots of people using parks, hiking on trails, cycling, walking or jogging;
  - Group and individual still portraits;
  - Action shots of people at work, construction, or at conferences and award presentations;
  - Action shots of people at events, festivals etc.;
  - Architectural and building shots;
  - Low light photography. Samples using both flash and no supplemental (natural) lighting;
  - Commercial food photography
  - Time-lapse photography
- 4.0 Submit samples and include both the edited final .jpg version of each image as well as the original unedited RAW file format of each image for comparison.
- 5.0 Provide a link to their business website and describe the secure online accessible storage solution.

## **WARRANTY**

Bidders must clearly show any warranty or guarantee offered for the services requested on this form. Provide details of any warranty.

---

---

**EVALUATION**

The Bidders responses will be evaluated on the following:

- Experience providing similar photography services
- Quality of sample work, including photo editing skills
- Equipment, software and capacity to fulfill requirements
- Completeness of response
- References
- Hourly rate

**PRICING INFORMATION**

Bidders are required to complete the following Pricing Table for the Service being quoted.  
 Bidders should provide details on any assumptions regarding prices.

<b>PRICING TABLE</b>					
<b>ITEM</b>	<b>QTY</b>	<b>UNIT</b>	<b>DESCRIPTION</b>	<b>UNIT PRICE</b>	<b>EXTENDED PRICE</b>
1	50	Hours	Professional photography services	\$ /hour	\$
2	1	Annual Cost	Service for access to photos on photographers website	\$ /year	\$
<b>SUB-TOTAL</b>					\$
<b>GST</b>					\$
<b>TOTAL COST</b>					\$

EARLY PAYMENT DISCOUNT IF OFFERED: \_\_\_\_\_% \_\_\_\_\_ Days