

City of Coquitlam

Request for Proposals

RFP No. 24-006

Photography / Videography Services

TABLE OF CONTENTS

KEY DATES	3
SUMMARY OF KEY INFORMATION	3
DEFINITIONS	4
1 INSTRUCTIONS TO PROPONENTS	5
1.1 Acknowledgement	5
1.2 Purpose	5
1.3 Proposal Submission.....	5
1.4 Instructions to Proponents	5
1.5 Prices.....	5
1.6 Eligibility	6
1.7 Requested Departures.....	6
1.8 Evaluation Criteria	6
1.9 Term of Agreement.....	8
1.10 Award to Multiple Respondents.....	8
2 GENERAL CONDITIONS OF CONTRACT.....	8
2.1 Terms and Conditions of Contract.....	8
3 SCOPE OF SERVICES.....	8
3.1 Project Overview.....	8
3.2 Scope.....	8
3.3 Photography	10
3.4 Videography.....	10
3.4 Guidelines Regarding use of Contractors	10

[PROPOSAL SUBMISSION FORM](#)

KEY DATES

RFP Issue Date	Wednesday, July 31, 2024
Deadline for Questions	2:00 PM (local time) Friday, August 16, 2024
Deadline for Issuing Addenda	Monday, August 19, 2024
Submission Deadline	2:00 PM (local time) Wednesday, August 21, 2024

SUMMARY OF KEY INFORMATION

RFP Reference	RFP No. 24-006 Photography / Videography Services
Overview of the Opportunity	The City requests Proposals from experienced qualified firms to provide Photography / Videography Services , on an “as, if and when required,” basis.
Instructions for Proposal Submission	<p>Proposal submissions are to be returned in Microsoft Word and any other supporting documents to be consolidated into one PDF file and uploaded through QFile, the City’s file transfer service accessed at website: qfile.coquitlam.ca/bid</p> <ol style="list-style-type: none"> In the “Subject Field” enter: RFP Number and Name Add files and “Send Files” (Ensure your web browser remains open until you receive 2 emails from QFile to confirm receipt.) <p>Phone 604-927-3037 should assistance be required. The City reserves the right to accept Proposals received after the Closing Date and Time.</p>
Obtaining RFP Documents	RFP Documents are available for download from the City of Coquitlam’s website: https://www.coquitlam.ca/Bid-Opportunities Printing of RFP documents is the sole responsibility of the Proponents.
Questions	Send questions to: bid@coquitlam.ca referencing the RFP name and number.
Instructions to Proponents	The guidelines for participation that will apply to this RFP are posted on the City’s website: Instructions to Proponents
Withdrawal of Submission	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: bid@coquitlam.ca prior to the Closing Date and Time.
Terms and Conditions of Contract	City of Coquitlam Standard Terms and Conditions - Purchase of Goods and Services are posted on the City’s website and will apply to the Contract awarded as a result of this RFP.

DEFINITIONS

“Agreement” “Contract” means the contract for services or City Purchase Order that will be issued to formalize with the successful Proponent through negotiation process with the City based on the proposal submitted and will incorporate by reference the Request for Proposals, Specifications, Drawings, any additional subsequent information, any addenda issued, the Proponent’s response and acceptance by the City.

“City” “Owner” means City of Coquitlam;

“Contractor” means the person(s) firm(s) or corporation(s) appointed by the City to carry out all duties, obligations, work and services described in the Request for Proposal and all associated documentation, which may also include mutually agreed revisions subsequent to submission of a Proposal. Both “Contractor” and “Proponent” are complementary in terms of duties, obligations and responsibilities contemplated at the Request for Proposals stage, through evaluation process, execution and performance of the services and works.

“Price” means the amount that will be paid by the City to the Contractor for delivery and acceptance of goods and Services;

“Project Manager” means the City staff member appointed to coordinate the work;

“Proponent” means responder to this Request for Proposals;

“Proposal” means the submission by the Proponent;

“Request for Proposals” “RFP” shall mean and include the complete set of documents, specifications and addenda incorporated herein, and included in this Request for Proposals;

“Services” “Work” “Works” means and includes the provision by the successful Proponent of all services, duties, and expectations as further described in this RFP. This will also mean the whole of the work, tools, materials, labour, equipment, travel, and all that is required to be done, furnished and performed by the Contractor;

“Shall” “Must” “Will” “Mandatory” means a requirement that must be met;

“Supply” “Provide” shall mean supply and pay for and provide and pay for.

1 INSTRUCTIONS TO PROPONENTS

1.1 Acknowledgement

The City acknowledges with gratitude and respect that the name Coquitlam was derived from the hə́hə́míhə́h word kʷikwə́lə́m (kwee-kwuh-tlum) meaning “Red Fish Up the River”. The City is honoured to be located on the kʷikwə́lə́m (Kwikwetlem) traditional and ancestral lands, including those parts that were historically shared with the s̓q̓áciyaʔ təməxʷ (Katzie), and other Coast Salish Peoples.

1.2 Purpose

The City requests Proposals from experienced qualified firms to provide **Photography / Videography Services**, on an “as, if and when required,” basis.

1.3 Proposal Submission

Proponents should complete and submit the information requested in this RFP document on the Proposal Submission Form or in a format that has been approved and is acceptable to the City.

1.4 Instructions to Proponents

Proponents are advised that the rules for participation that will apply to this RFP are located: [Instructions to Proponents](#).

By submission of a Proposal in response to this RFP, the Proponent agrees and accepts the rules by which the bid process will be conducted.

The City will not be responsible for any delay or for any submission not received for any reason, including technological delays or issues by either party’s network or email program, and the City will not be liable for any damages associated with submissions not received.

1.5 Prices

Prices shall be all-inclusive and stated in (Canadian Funds). Prices shall remain FIRM for the Term of the Contract.

Prices shall include the provision of all tools, materials, equipment, labour, transportation, fuel, supervision, management, overhead, materials, traffic control, services, all necessary packing and crating (where applicable), Canadian Customs import and export duties, freight, handling, insurance, all other associated or related charges, foreign, federal, provincial and municipal taxes, bonding costs, all licences, permits, inspections and all other requirements necessary for the commencement, performance and completion of Services as described.

Taxes are to be shown separately at time of invoicing.

The lowest price of any Proposal will not necessarily be accepted but will be analyzed to determine best overall value.

1.6 Eligibility

For eligibility, and as a condition of award, the successful Proponent would be required to meet or provide the equivalent:

- a) Commercial General Liability (CGL) insurance \$2M coverage provided on the [City's Standard Insurance Form](#)
- b) Be registered and provide WorkSafeBC clearance
- c) Accept the City's standard Terms and Conditions posted on the City's website: [Standard Terms and Conditions - Purchase of Goods and Services](#)
- d) A City of Coquitlam or Tri Cities Intermunicipal [Business License](#)

These items are not required as part of this Proposal Submission but will be required prior to entering into an agreement with the City for Services.

1.7 Requested Departures

The Proponent acknowledges that the departures requested in the Proposal Submission Form will not form part of the Contract unless and until the City specifically consents in writing to any of them. The City may not consider any departures not stated in the Proponent's Proposal Submission.

1.8 Evaluation Criteria

The City uses Microsoft Word to aid the transfer of Proponents information to an evaluation document. Proposal Submission Form responses should provide direct answers or a concise summary of attachments. If attachments are required, ensure to provide a summary for each question then direct the City to the appropriate section within the attachments.

Lower scores may be recorded if Proposal Submission Forms are:

- Not in Microsoft Word
- Only answering questions with "see section x in attached document".

Evaluation Criteria of each proposal will be determined in accordance with the following:

Proposal Evaluation Summary	Maximum Points to be Awarded
Corporate	25
Sustainable Benefits and Social Responsibility	10
Technical	30
Financial	35
Total	100

The criteria for evaluation of the Proposals may include, but is not limited to:

Corporate Experience, Reputation, Capacity and Resources

- Business and technical reputation and capabilities; experience, financial stability, capacity and resources
- Value added benefits
- References
- Staff qualifications and experience
- Sub-contractors
- Equipment and Resources

Sustainable Benefits and Social Responsibility

- Sustainable benefits
- Reconciliation
- Social Responsibility

Technical

- Methodology, set-up and execution of the Work
- Quality Assurance
- Equipment and Resources
- Availability / Scheduling
- Training
- Specialty

Financial

- Prices

These criteria will be used to determine best overall value to the City. Proposals will be compared to select one or more that are most advantageous.

And, upon selection of one or more lead Proponent(s):

- References may be contacted
- Interviews may be conducted
- Further samples of work may be requested

The City reserves the right to check references on other projects even if they are not specifically listed. Information obtained from references will be confidential and will not be disclosed to any Proponents.

These criteria will be used to determine best overall value to the City as well as any other criteria that may become evident during the evaluation process.

The City may, at its discretion, request clarification or additional information from a Proponent with respect to any Proposal and the City may make such requests to only selected Proponents. The City may consider such clarifications or additional information in evaluating a Proposal.

Incomplete Proposals or Proposals submitted on forms other than the Proposal Form may be rejected.

Proponents agree the City may disclose names of Proponents and total award amount, however, unevaluated results, unit prices, rates or scores will not be provided to any Proponents.

The City reserves the right to reject without further consideration any Proposal which in its opinion does not meet the criteria it considers essential for the work outlined in this RFP.

Where only one Proposal is received, the City may reject such and re-issue the RFP on a selected basis.

1.9 Term of Agreement

The initial term of the Contract is one (1) years with the option to extend the Contract by additional terms, upon mutual agreement of the parties.

1.10 Award to Multiple Respondents

The City intends to award the contract to multiple Proponents in order to ensure the delivery of timely and cost effective service delivery. For larger projects, the City may request quotes from the successful Proponents or issue a separate RFP.

2 GENERAL CONDITIONS OF CONTRACT

2.1 Terms and Conditions of Contract

The City's [Standard Terms and Conditions - Purchase of Goods and Services](#), as published on the City's website, the Conditions listed in this RFP, along with the accepted Proposal, addenda and any subsequent clarifications, correspondence, the totality of which will constitute the Contract.

3 SCOPE OF SERVICES

3.1 Project Overview

3.2 Scope

The **Photography / Videography Services** is for "as, if and when required" Services. The Work includes, but is not limited to the following:

- I. Provide photography/videography that is in line with the City's visual standards and photography guidelines;
- II. Photography/videography project planning, management and development;
- III. Photograph/video record people, places and assets of Coquitlam in a positive manner, as outlined by the project's shot list and specific needs;

- IV. Communicate professionally and clearly with the City regarding estimating and invoicing, photography/videography sessions, and post-production;
- V. Take and follow directions from the City (i.e. shot list) and oversee shoot assignments;
- VI. Source and scout ideal locations when necessary;
- VII. Hire qualified photography assistants, models, hair & makeup artists and stylists when necessary;
- VIII. Provide props when necessary;
- IX. Utilize industry standard, relevant software applications for photo editing;
- X. Obtaining location permits when necessary (including arrangements with transport Canada for drone activity);
- XI. Complete photo/video release forms during a shoot;
- XII. Provide hard copies of completed photo release forms within 7 days of the shoot. The release form is considered complete so long as it includes:
 - a. Name of event/shoot
 - b. Date of the shoot
 - c. Name of photographer/videographer
 - d. Legible writing on the form
 - e. Full name of photo/video subject
 - f. Signature of photo/video subject (or subject's guardian if considered a minor)
 - g. Clear description of the photo/video subject's appearance/attire so the photo/video they're featured in can be easily related to the release form they signed
 - h. **Incomplete forms result in photo/video assets that are not usable by the City and will require re-shooting at the expense of the Contractor**
- XIII. Release forms are not required for City Council, other government representatives, or performers at public events;
- XIV. Release forms are required for everyone captured at restricted capacity or invitation only events;
- XV. Uploading the photos/videos to the City's Digital Asset Management platform for approval within 7 days of the shoot (unless other timelines have been agreed upon in advance). The contractor is expected to:
 - a. follow the provided naming conventions for files provided by the City
 - b. include PDFs of the photo release forms that correlate to the shoot
- XVI. Basic editing of photos to ensure they're aligned with the City's photography guidelines. If AI is used during the editing process it must be clearly marked at the end of the file name: "AI"

All services by the Contractor and its hired personnel (assistants, models, stylists, artists, and any subcontractors) must be approved by the City prior to commencement of any assignment.

For any defects, the Contractor must make corrective action immediately and complete the correction prior to the deadline agreed with the City.

3.3 Photography

Photo requirements:

- Resolution: 300dpi
- Format: .jpg
 - .tiff files may be requested in addition to .jpg on a shoot by shoot basis

3.4 Videography

Video requirements

- Resolution: 1080 (1920 x 1080 pixels) or higher
- Format: mp4

3.4 Guidelines Regarding use of Contractors

- a. The City will use a Contractor in connection with various projects or assignments.
- b. For larger projects or assignments, the City may:
 - i. invite Contractors to bid on the requirement via RFQ
 - ii. Issue a new RFP for the service

The City may not necessarily select the lowest rates, and may also review qualifications, delivery timeframe, and/or other criteria for the Services to determine best value for the City.



City of Coquitlam

PROPOSAL SUBMISSION FORM

RFP No. 24-006

Photography / Videography Services

INSTRUCTIONS FOR PROPOSAL SUBMISSION

Proposal submissions are to be consolidated into one PDF file and uploaded through QFile, the City's file transfer service accessed at website: qfile.coquitlam.ca/bid

1. In the "Subject Field" enter: RFP Number and Name

2. Add files and "Send Files"

(Ensure your web browser remains open until you receive 2 emails from QFile to confirm upload is complete.)

Proponents are responsible to allow ample time to complete the Proposal Submission process. If assistance is required phone 604-927-3037.

Legal Name of Proponent	
Contact Person and Title	
Business Address	
Telephone	
Email Address	
Website / Link to Portfolio	

1. DEPARTURES AND AWARD

a) CONTRACT - I/We have reviewed the City's [Standard Terms and Conditions - Purchase of Goods and Services](#) and would be prepared to enter into in an agreement that incorporates the City's Standard Terms and Conditions, amended by the following departures (list, if any):

Section	Requested Departure(s) / Alternative(s)

b) SERVICES - I/We have reviewed the Scope of Services as described in this RFP and are prepared to meet those requirements, amended by the following departures and additions (list, if any):

Requirements – Requested Departure(s) / Alternate(s) / Addition(s)

c) AWARD - For eligibility of award, the City requires the successful Proponent to complete and have the following in place before providing the Goods and Services. **Section 1c items are not required as part of this Proposal but may be required prior to entering into an agreement with the City.**

i. WCB - WorkSafe BC coverage in goodstanding and further, if an "Owner Operator" is involved, personal operator protection (P.O.P.) will be provided:	WCB Registration Number:
ii. Insurance – Provide Insurance coverage as per the City's Standard Insurance Form	
iii. Vendor Info - Complete and return the City's Vendor Profile and Electronic Funds Transfer Application (PDF)	
iv. Business License - A City of Coquitlam or Tri Cities Intermunicipal Business License	
As of the date of this Proposal, we advise that we have the ability to meet all of the above requirements except as follows (list, if any):	

2.

CORPORATE

a) CAPABILITIES, CAPACITY AND RESOURCES - Proponents to provide information on the following (use the spaces provided and/or attach additional pages, if necessary):	
i.	Structure of the Proponent, background, how many years they have been in business and organizational history (e.g. mission, vision, corporate directions, years in business, etc.):
ii.	Proponent is to state relevant experience and qualifications as to the Services requested in the RFP:
iii.	Proponent is to state any value added benefits and activities they can provide in delivering the Services. Provide details:
iv.	Proponent is to describe their capabilities, resources and capacities, as relevant to the Services requested in the RFP: This includes their capacity to take on this project in regards to other work the Proponent may have ongoing:

b) REFERENCES – Proponent shall be competent and capable of performing the Services requested and successfully delivered service contracts of similar size, scope and complexity. The City reserves the right to contact any person(s), agency(ies) or firm(s) not listed as part of an independent review (use the spaces provided and/or attach additional	
Reference No. 1	
Description of Contract	
Size and Scope	
Work Performed (include links if the work is published)	
Start Date	
End Date	
Contract Value	

Project completed on budget	
Project completed on schedule	
Reference Information	Company
	Name:
	Phone Number:
	Email Address:

Reference No. 2	
Description of Contract	
Size and Scope	
Work Performed (include links if the work is published)	
Start Date	
End Date	
Contract Value	
Project completed on budget	
Project completed on schedule	
Reference Information	Company
	Name:
	Phone Number:
	Email Address:

Reference No. 3	
Description of Contract	
Size and Scope	
Work Performed (include a links if the work is published)	
Start Date	
End Date	
Contract Value	
Project completed on budget	
Project completed on schedule	
Reference Information	Company
	Name:
	Phone Number:
	Email Address:

c) KEY PERSONNEL – Proponent proposes the following key personnel for the Services stated in the RFP. No changes, additions or deletions are to be made to these Key Personnel without the City’s written approval.

LINE ITEM	NAME	TITLE/POSITION	EXPERIENCE AND QUALIFICATIONS	YEARS WITH YOUR ORGANIZATION
i.				
ii.				
iii.				
iv.				
(use the spaces provided and/or attach additional pages, if necessary)				

d) SUB-CONTRACTORS - The following Sub-contractors will be utilized in provision of the Services and will comply with all the terms and conditions of this RFP. No changes, additions or deletions are to be made to these subcontractors without the City’s written

Sub-Contractor No. 1	
Legal Name	
Trade/Services Performed	
Background and Experience	
Link to Sub-Contractor’s website/portfolio	
Contact Information	Name:
	Phone Number:
	Email Address:

Sub-Contractor No. 2	
Legal Name	
Trade/Services Performed	
Background and Experience	
Link to Sub-Contractor’s website/portfolio	
Contact Information	Name:
	Phone Number:
	Email Address:

3. SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY

a) SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY
I. Describe all initiatives, policies, programs and product choices that illustrate you or your organization's efforts towards sustainable practices and environment responsibility in providing the services that would benefit the City.
II. What policies do you or your organization have for hiring apprentices, indigenous peoples, recent immigrants, veterans, young people, women, and people with disabilities:
III. What policies do you or your organization have for the procurement of goods and services from local small and medium sized business or social enterprises or Indigenous owned businesses:
IV. What policies do you or your organization have to support reconciliation with indigenous peoples?

4.

TECHNICAL

a) APPROACH and METHODOLOGY

Summarize the key features of your Proposal and the Technical Approach to be used. Provide a brief description the various components required for successful completion of the work.

I. Delivery, Set-Up and Execution of Shoots - Proposals should address the plan for the delivery, set up and execution of the photography/videography work including how release forms will be managed and completed during shoots.

II. Quality Assurance - Provide the measures you or your organization will use to maintain quality control for the photo/video materials being captured.

III. Equipment - List the photography/videography equipment and editing software/tools you will use to complete work for the City.

IV. Availability / Scheduling - Detail how the City would find out your availability or schedule you for a shoot. Include how much advance notice is required (note - on occasion the City may have same day needs).

V. Training - please list courses, programs or training you or your staff have completed in relation to professional photography/videography.

VI. Specialty - List the types of photography/videography you specialize in (ie. Event, portrait, sport, corporate headshot, architectural etc.)

5.

FINANCIAL

b) PRICE - Prices proposed are to be all inclusive; therefore, include all labour, material, tools, equipment, transportation, fuel, supervision, disposal fees, permit fees and any other items required for provision of the services (exclude GST):			
ITEM	SCOPE OF WORK	Unit of Measure	PRICE (exclude GST)
i.	Hourly rate for photography, videography, drone work (this rate includes basic editing and handling of release forms – if you use an assistant for forms etc., please factor that cost into your rate or indicate the separate cost under “ix Other not listed”)		\$
ii.	Hourly Statutory Holiday rate (if applicable)		\$
iii.	Minimums/starting fee for photography, videography, drone work (if applicable)		\$
iv.	Half day rate for photography, videography, drone work (3-4 hours)		\$
v.	Full day rate for photography, videography, drone work (6-8 hours)		\$
vi.	Hourly rate for additional photographer/videographer (if applicable)		\$
vii.	Additional photography editing/processing		\$
viii.	Additional video editing/processing		\$
ix.	Other not Listed:		\$
	TOTAL		\$

Attention Purchasing Manager:

6. **I/We, the undersigned duly authorized representative of the Proponent**, having received and carefully reviewed all of the Proposal documents, including the RFP and any issued addenda posted on the City’s website coquitlam.ca/Bid-Opportunities, and having full knowledge of the Site, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions connected to performing the Services, submit this Proposal in response to the RFP.
7. **I/We** agree to the rules of participation outlined in the [Instructions to Proponents](#) and should our Proposal be selected, agree to the City’s [Standard Terms and Conditions - Purchase of Goods and Services](#) and will accept the City’s Contract as defined within this RFP document.
8. **I/We acknowledge** receipt of the following Addenda related to this Request for Proposals and have incorporated the information received in preparing this Proposal.

Addendum No.	Date Issued

This Proposal is submitted this ___ day of _____, 20____.

I/We have the authority to sign on behalf of the Proponent and have duly read all documents.

Name of Proponent	
Signature(s) of Authorized Signatory(ies)	1.
	2.
Print Name(s) and Position(s) of Authorized Signatory(ies)	1.
	2.