



HIGHLANDS COUNTY

Board of County Commissioners

FORMAL WRITTEN QUOTATION FWQ 17-001

PLEASE NOTE THAT ANY FWQ CANNOT EXCEED THE COUNTY'S THRESHOLD OF \$25,000 FOR A WRITTEN QUOTATION

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS (HCBCC) IS SEEKING SERVICES FROM A PROFESSIONAL PHOTOGRAPHER TO ASSIST THE HIGHLANDS COUNTY TOURISM OFFICE

1. MINIMUM QUALIFICATIONS:

- i. Full-time professional photographer
- ii. 5-years in the photography business

2. REQUIRED DOCUMENTATION:

- i. W-9
- ii. Acord Insurance Form (See requirements in sample agreement)
- iii. Local preference affidavit (if applicable)

3. COMPENSATION/DELIVERABLES:

The County is seeking a photographer to capture the essence of Highlands County as a tourist destination, by photographing the events and locations as requested by the Highlands County Lead Tourism Consultant. This FWQ covers up to 50 hours of shooting time before September 30, 2017. All projects will be performed within Highlands County.

Shooting time is defined as the time the photographer spends on location capturing images. The photographer shall be compensated at an hourly rate, based on shooting time. Compensation for all other activities related to each project (such as travel, editing etc...) must be incorporated within the "shooting time" hourly rate.

The selected photographer will be given a no less than seven (7) business day notice of a request of a photography project.

Photographer must deliver a minimum of twenty (20) quality photos in a high resolution, lossless image format to the Highlands County Tourism Office within ten (10) business days of each event or request. Images may be submitted on CD, jump drive or the photographer may provide a link for download.

All costs incurred during services performed are the responsibility of the photographer (for example: travel, entry fees, parking fees, etc...).

Photographer shall submit an invoice to the Highlands County Tourism Office at the end of each month. Each invoice shall itemize the project(s) it covers. Invoices shall be submitted for payment after satisfactory completion is confirmed by the Highlands County Tourism Lead Consultant.

FORMAL WRITTEN QUOTE SUBMITTED BY:

COMPANY NAME: _____

(The name entered here will be used to confirm the number of years in business on the Florida Department of State Division of Corporation's website (sunbiz.org). Please print the exact name of your corporation as it appears on the company's annual report.)

ADDRESS: _____

PHONE NUMBER: _____

EMAIL: _____

DOCUMENTATION INCLUDED:

W-9 FORM ☐

ACCORD LIABILITY INSURANCE ☐

(See Item 15 of the sample agreement for the required minimum coverage)

LOCAL PREFERENCE AFFIDAVIT ☐

HOURLY RATE: \$_____._____

AUTHORIZED REPRESENTATIVE'S SIGNATURE: _____

AUTHORIZED REPRESENTATIVE'S NAME (Print): _____

THIS "OFFICIAL" FORMS MUST BE COMPLETED AND USED IN SUBMITTING YOUR WRITTEN QUOTE. THE BOARD RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL WRITTEN QUOTES OR ANY PARTS THEREOF.

**TO BE CONSIDERED FOR THIS QUOTE, FAX OR E-MAIL THIS PRICE SHEET COMPLETED, YOUR W-9 FORM,
AND PROOF OF INSURANCE ON OR BEFORE**

4 P.M. ON AUG 26 2016.

ATTN: OLIMPIA LONSDALE

PURCHASING DEPARTMENT, 4320 GEORGE BLVD. SEBRING, FLORIDA

FAX # 863-402-6735; EMAIL: OLONSDAL@HCBCC.ORG

FORMAL WRITTEN QUOTATION FWQ 16-001

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS (HCBCC) IS SEEKING SERVICES FROM A
PROFESSIONAL PHOTOGRAPHER

This Purchase Order Contract is made this _____ by and between Highlands County Board of County Commissioners (HCBCC) hereinafter referred to as the "COUNTY", whose address is 600 South Commerce Avenue, Sebring, Florida 33870, and _____ (hereinafter referred to as "CONTRACTOR"), whose address is _____

The Highlands County Board of County Commissioners is to arrange for services to provide the Tourist Development Council (TDC) with professional photography services

For and in consideration of the covenants and conditions contained herein, the parties agree as follows:

1. Upon the issuance of a purchase order by the COUNTY, the CONTRACTOR shall, coordinate with the Highlands County Tourism Office prior to commencing any and all work, as described in this document. Completion shall be determined by the Leisure Services Director.
2. Upon satisfactory completion of project pursuant to a purchase order issued by the COUNTY, the COUNTY shall pay _____ to CONTRACTOR for every event when services were rendered, within (30) thirty days after receipt of CONTRACTOR'S invoice.
4. If any litigation is commenced between the parties concerning the Property or this Contract, or the parties' respective rights and duties hereunder, the prevailing party may recover, in addition to other relief granted, reasonable attorney's fees.
7. No delay or failure by either party to exercise any right hereunder, and no partial or single exercise of any such right, shall constitute a waiver of that or any other right, unless otherwise expressly provided herein.
8. This Contract shall be construed in accordance with and governed by the laws of the State of Florida.
9. This contract shall not be modified or amended except by written instrument signed by COUNTY and CONTRACTOR.
10. Failure to adhere to this contract by awarded vendor would constitute a breach of performance. Award would be made to the next lowest/available submittal with the difference in price being paid by the original awarded vendor.
12. This written contract will be awarded by purchase order (Reference: Section 2.100, page 2.5 of the HCBCC's Adopted Purchasing Manual 8/13/2002.)
14. CONTRACTOR shall be responsible for disposal of all material and shall show proof of disposal at an authorized landfill prior to submitting for payment.
15. CONTRACTOR shall supply proof of insurance (accord form showing Highlands County BCC as additionally insured) for this project before purchase order will be issued.

A. MINOR CONTRACT FOR SERVICE - Contracts that will not exceed thirty (30) calendar days; or where the contract price will not exceed \$25,000; and there are no unusual hazards present.

1. Insurance Requirements

a. Workers' Compensation - to meet statutory limits in compliance with the Workers' Compensation Law of Florida. This policy must include Employer Liability with a limit \$100,000 for each accident, \$500,000 disease (policy limit) and \$100,000 disease (each employee).

b. Commercial General Liability - coverage shall provide minimum limits of liability of \$500,000 per occurrence Combined Single Limit for Bodily Injury and Property Damage. This shall include coverage for:

- * Premises/Operations
- * Products/Completed Operations
- * Broad Form Contractual Liability
- * Independent Contractors

c. Business Auto Liability, if applicable - coverage shall provide minimum limits of liability of \$500,000 per occurrence Combined Single Limit for Bodily Injury and Property Damage. This shall include coverage for:

- * Owned Autos
- * Hired Autos
- * Non-Owned Autos

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