

CITY OF CRESTVIEW, FLORIDA

REQUEST FOR PROPOSAL NO. 20-04-27

**“PROPOSAL FOR PHOTOGRAPHY SERVICES FOR
THE CITY OF CRESTVIEW:**



City of Crestview, Florida
February 2020

Elizabeth M Roy
Elizabeth M Roy
City Clerk
Phone (850) 682-1560 x 250
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PO Box 1209/198 N Wilson Street
Crestview, FL 32536
cityclerk@cityofcrestview.org

NOTICE TO PROPOSERS

The City of Crestview, Florida, is currently seeking sealed competitive submittals for Proposal for Photography Services. The Firm with the successful proposal will be required to supply the City with copies of current Liability Insurance and Workmen's Compensation coverage, as well as comply with all contract standards as outlined in the City of Crestview purchasing manual and all Florida State Statute requirements.

The Scope of Work is to provide Photography Services to the Community Recreation and Enrichment Services Department and other Departments in the City as requested.

Sealed proposals must be received by the City Clerk's office at the City of Crestview City Hall, 198 N. Wilson Street/PO Box 1209, Crestview, Florida 32536, in a sealed envelope clearly marked **"RFP No. 20-04-27, PROPOSAL FOR PHOTOGRAPHY SERVICES, "** no later than 2:00 p.m. CST on Monday, April 27, 2020 when they will be opened and read aloud. The City reserves the right to reject any and all proposals or portions thereof, to waive minor defects and informalities in the process, to accept the Proposal(s) or take any actions deemed by the City to be in the City's best interest.

Copies of the Proposal are available at the City Clerk's office at 198 N. Wilson Street, or by email request to cityclerk@cityofcrestview.org.

Elizabeth M Roy
City Clerk

CITY OF CRESTVIEW, FLORIDA

REQUEST FOR PROPOSAL NO. 20-04-27

**"PROPOSAL FOR PHOTOGRAPHY SERVICES
CONTRACT"**

Inquiries about this Request for Proposal
should be directed to:

Elizabeth Roy
City Clerk
City of Crestview
198 North Wilson St
Crestview, Florida 32536
Phone: (850) 682-1560
E-mail: (questions only)
elizabethroy@cityofcrestview.org

OVERVIEW

The City of Crestview is seeking to contract with a Photographer or Photography studio to provide services for the various sports teams with the City of Crestview as well as other events or general photography work as needed.

There are multiple sporting events in the City of Crestview Community Recreation and Enrichment Services department, as well as other events within the City of Crestview that on occasion require Professional Photography Services.

The City of Crestview seeks the assistance of an experienced company or individual that can accomplish all the functionality identified in this RFP with the flexibility of providing this functionality over time, if needed due to budgetary constraints. The City is looking for a Company or individual that has the capability of working with various departments of the City with unique requests and unique time frames. The firm with the successful proposal will be required to supply the City with copies of current liability insurance and Workmen's compensation coverage, as well as comply with all contract standards as outlined in the City of Crestview purchasing manual and all Florida State Statute requirements.

The City reserves the right to reject any one or all bids, or any part of any bid, to waive any informality in any bid, and to award a contract deemed to be in the best interests of the City

BACKGROUND

The City of Crestview has a population of approximately 25,000. It is located in Okaloosa County in the Panhandle of Florida. The City has approximately 240 full time employees and 5 Part time employees.

The City of Crestview has determined that entering into a continuing contract for photography services is consistent with the purchasing policy and will serve to provide a higher quality experience for recreation program participants. This action will further provide for a standardized and efficient method to obtain professional photography services for media projects moving forward.

The City of Crestview will evaluate vendor experience, qualifications and capabilities for providing various photography services to the City. The desired qualifications are outlined below. Responders are required to submit a written narrative corresponding to each of the underlined section items:

Introduction

- Overview and summary of how your company will assist the City

Company Profile

- Individual/Company overview and history
 - How long has the company been in business
 - Number of current employees
 - Number of clients in the past 5 years (?)
 - Years of Experience
- Capabilities of company - Why should your company be chosen

Scope of Work

What will be expected of the City (please include in proposal)

What the City can expect from the company (See Below)

Photography Services experience

References (minimum three references, including all contact information below)

Client name

Client contact person and title

Phone

Email address

Project Pricing Estimate/Cost for Services Outlined

Required Features

Scope of work

- The City of Crestview has year-round youth and adult sporting events that require photography services for group, individual and action photos. Photography services will be requested by the Community Recreation and Enrichment Services Department at the beginning and end of each season. Vendor will be required to set appointments with coaches for team photos and expected to attend various games for action shots which can be sold to the public, the proposal should also include estimation of costs for photography services to other departments of the City, as may be requested.

Other Requested Features

- What if any percentage of sales for all sold photos will be shared with the City?
- Will the firm provide the City a free (8x10) of each team group photo?
- Will the firm provide the City an electronic photography book of the yearly sporting programs for a “year in review?”
- Cost to provide headshots for employees and elected officials.

- Cost and service outline for photo booth to potentially be provided at City employee functions such as but not limited to Christmas dinner and Government week.
- Please provide a comprehensive list of services you are prepared to provide the City as a part of this contract.
- Please provide examples of the quality and types of services you can provide for the City and the recreation participants.

Insurance Requirements:

- Minimum Requirement for liability insurance is \$1,000,000 with the City of Crestview as additional insured.

Legal Requirements:

- The agreement with the selected vendor will include a Public Access form which outlines the legal aspects of the Florida Public Records law as it applies to entities doing business with municipalities. (see attachment A)
- Individuals working with children as a part of this contract will be subject to the same qualification requirements as coaches, to include but not limited to submitting to a background check.

Submittal Requirements

A digital copy and one (1) signed and sealed original proposal, including all executed documents and needed attachments, shall be placed in a sealed envelope, marked "20-04-27 and delivered prior to the proposal opening deadline, **2:00 PM CDT on Monday, April 27, 2020. The digital copy should be in the proposal envelope only. No email proposals or information will be accepted and will cause rejection of the bid Proposal.**

Submittals that are not received on or before the specified deadline will not be accepted (no exceptions). The City reserves the right to request follow-up information or clarification from vendors in consideration. Vendor is responsible to ensure delivery by the date and time included.

The City of Crestview reserves the right to reject any or all submittals, to compare the relative merits of the respective responses, and to choose a vendor, which will best serve the interests of the City.

Each response to this RFP shall be done at the sole cost and expense of each proposing vendor and with the express understanding that no claims against the City for reimbursement will be accepted.

Evaluation Team and Evaluation Criteria

The evaluation team will consist of not less than five (5) members to include the following

- The Recreation Program Manager
- The Public Services Director
- The Finance Director
- The Human Resources Specialist
- The Public Information Officer

Responses to this RFP will help the City identify the most qualified vendor and will be indicative of the level of the firm's commitment. The City will evaluate the proposals using the following criteria;

- | | |
|--|--------------|
| • Demonstration of qualifications | 10% of score |
| • Provided references | 10% of score |
| • Pricing for sporting events | 20% of Score |
| • Percentage of return to City | 20% of Score |
| • Pricing for headshots and other services | 10% of score |
| • Business presence and location | 10% of score |
| • Quality of work provide | 20% of Score |

The committee will use the above scoring system to evaluate the overall fit with the City of Crestview to determine the most appropriate and qualified vendor.

Selection Process

The selection process will involve the following phases:

Phase 1: Evaluation

- The committee will evaluate vendor submittals and complete the scoring sheet at an open meeting to be scheduled. Vendors will be notified of the meeting date at the opening of the proposals.

Phase 2: Interviews (optional)

- The committee reserves the option to select two finalists and hold interviews if necessary. The interview scores will be added to the initial evaluation and account for 50% of the score.

Phase 3: The committee will make a recommendation to City Council for final approval.

Phase 4: The City will enter into negotiations leading to a professional services agreement.

Schedule

The approximate RFP schedule is summarized below:

- Issuance of RFP: March 27, 2020
- Sealed Vendor submittal due: Tuesday, April 27, 2020 2:00 PM CST at City Hall mail or personal delivery*
- Committee Meeting: April 30, 2020 10:00a.m. Community Development Services Training Room City of Crestview City Hall*
- Interviews: May 5, 2020 (times to be determined if needed) Community Development Services Training Room City of Crestview City Hall*
- City Council Meeting: May 11, 2020 6:00 p.m.*
- Execute professional services agreement: To be Determined.

* Dates and times are subject to change

Attachment A

PUBLIC RECORDS ADDENDUM

_____ as Contractor, shall comply with the requirements of Florida's Public Records law. In accordance with Section 119.0701, Florida Statutes, Contractor shall:

- a. Keep and maintain public records required by the public agency in order to perform the service.
- b. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided under Florida's Public Records Law or as otherwise provided by law.
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of this contract if Contractor does not transfer the records to the public agency: and
- d. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of Contractor or keep and maintain public records required by the public agency to perform the service. If Contractor transfers all public records to the public agency upon completion of the contract, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Contractor keeps and maintains public records upon completion of this contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.
- e. If Contractor has questions regarding the application of Chapter 119, Florida Statutes, to Contractor's duty to provide public**

records relating to this Agreement, Contractor shall contact the Custodian of Public Records at:

**City Clerk, City of Crestview
198 North Wilson Street
P.O. Box 1209
Crestview, Florida 32536
(850) 682-1560 Extension 250
cityclerk@cityofcrestview.org**

- f. In the event the public agency must initiate litigation against Contractor in order to enforce compliance with Chapter 119, Florida Statutes, or in the event of litigation filed against the public agency because Contractor failed to provide access to public records responsive to a public record request, the public agency shall be entitled to recover all costs, including but not limited to reasonable attorneys' fees, costs of suit, witness, fees, and expert witness fees extended as part of said litigation and any subsequent appeals.

Photography RFP Score Sheet								
Reviewer:						Date:		
Each category for review should receive a score between 1-5 based on the reviewer assessment of the provided proposal. The scores will be weighted based on the percentages. The company with the highest score will be the recommended vendor.								
Company Name	Qualifications 10%	References 10%	Sports 20%	% to City 20%	Other Services 10%	Location /Presence 10%	Quality 20%	Total