REQUEST FOR BID PROPOSAL PACKAGE

2016-RFP-02

for

JOPLIN CVB
PHOTOGRAPHIC SERVICES

JOPLIN CONVENTION & VISITORS BUREAU
602 S. MAIN STREET
JOPLIN, MO 64801

NOTICE TO BIDDERS

The City of Joplin, Missouri will accept sealed bid proposals until NOON, Tuesday, December 22, 2015 at the Joplin Convention & Visitors Bureau located at 602 S. Main Street, Joplin, Missouri, 64801 for the following SERVICE:

The Joplin Convention & Visitors Bureau is seeking bids for a local photographer for tourism related photography. In maintaining a photo library to market Joplin through various tourism sources, the Joplin CVB is seeking an individual or agency to place on retainer to provide photographic services. Applicant must have the ability to story-tell through photographing buildings, events, food and local attractions and events.

Specifications and bid forms are available from Patrick Tuttle, Director of the Joplin Convention & Visitors Bureau by calling 417.625.4789 or by email at ptuttle@joplinmo.org. Any proposals received after the specified deadline will be returned to the vendor.

The City reserves the right to evaluate all proposals, to reject any or all proposals and solicit again at a later date. The City may waive any irregularities in the proposal or negotiate variances from specifications, and make awards that are in the best interests of the City. The City will have final decision in all matters regarding acceptance of proposals and issuance of awards.

The City encourages minority and female owned businesses to submit proposals on all City purchases.

Leslie Haase, CPA
Finance Director

Publication Date: Monday, November 23, 2015

INSTRUCTIONS TO BIDDERS

The City of Joplin, Missouri proposes to CONTRACT the following service:

JOPLIN CVB PHOTOGRAPHIC SERVICES

All bids shall have firm-fixed F.O.B. Joplin, Missouri price and shall be honored for a minimum of ninety (90) days following the bid opening.

All bids shall be exclusive of Federal, State, and City taxes.

It is the intent of the specifications included with this bid document to generally describe the item(s) desired in sufficient detail as to secure bids on comparable items. All parts not specifically mentioned which are necessary in order for the item(s) to perform as intended shall be included. The strength, quality of workmanship, and material shall be in accordance with the best trade practices.

Specification variances, manufacturer's literature and additional information should be attached to the bid form. All blanks on the attached bid specifications shall be filled in completely and accurately. Any bid not meeting this requirement may be considered non-responsive.

Any protest or grievance must be issued in writing and delivered to the office of the Director of Finance within ten (10) days following the bid opening. Any protest filed after this time period has elapsed will not be considered.

The City encourages selection of products manufactured, assembled and/or produced in the United States, as long as the quality and price are comparable with other items bid.

Businesses which are located within the city limits of Joplin may be given preference in the awarding of a bid, providing the bid from the local business does not exceed the lowest bid by more than 3% or $2,500, whichever is less.

The City may give preference to vendors handling products that contain post-consumer recovered materials, providing the bid does not exceed the lowest bid by more than 5% or $2,500, whichever is less.

Once the bids are reviewed and evaluated, the successful vendor will be notified, in writing, and will receive an authorized City of Joplin purchase order. Verbal acknowledgments will not be considered as official notification and will not obligate the City in any way. Delivery or performance should not be completed without the receipt of an authorized purchase order.
Minimum information to be submitted with each bid shall consist of the following:

MARK BID ENVELOPES: "BID 2016-RFP-02 JOPLIN CONVENTION & VISITORS BUREAU PHOTOGRAPHIC SERVICES, BY NOON, TUESDAY, DECEMBER 22, 2015"

Questions concerning the specifications and bidding procedures should be directed to Patrick Tuttle, Joplin CVB at 602 S. Main Street, Joplin, MO, 64801 or by phone 417.625.4789.

JOPLIN CVB PHOTOGRAPHY SERVICES

Scope of Work

The Joplin Convention & Visitors Bureau (JCVB) is seeking bids for services of an individual or agency who will to provide photographic services in relationship to tourism marketing. Applicants must have at least 3-years of experience as an established photographer and be licensed in the City of Joplin.

The JCVB is the tourism marketing department for the City of Joplin and markets Joplin as a destination worldwide through print and electronic marketing platforms. The photographic images used by the JCVB are the sole property of the JCVB and must meet a level of quality and consistency across every insertion, as well as the quality and consistency of our current photo library. A successful responder shall exhibit an eye for storytelling. Images used in any JCVB marketing campaign are intended to stand on their own when selling Joplin as a destination. Images should tell a story, capture an interest and convey a message.

The hourly rate should be inclusive to include shoot prep time, post shoot editing and delivery to JCVB, along with full copyright ownership belonging to JCVB, City of Joplin.

It is the intent of this request to formalize an Independent Contractor agreement between the City of Joplin and winning applicant, to set the scope of work and hourly rate to take effect upon execution of a contract through October 31, 2017

Photographer must own all equipment necessary to complete the basic photo shoot; indoors and outdoors. The JCVB will not be responsible for any equipment needs.

The intended Scope of Work will include but is not limited to exterior and interior images of Joplin hotels, restaurants, retail store and attractions, local art displays and exhibits, people enjoying activities; both still and action, broad coverage of community events, foodie images of local cuisine, plus similar images depicting Joplin.

A JCVB Model Release is required on all images of people used in JCVB marketing. The photographer will assure these are completed from all persons appearing in images shot for the JCVB.

Photo shoots will be coordinated in advance with JCVB staff; typically with a 2 week notice. JCVB staff will assist with shoots, models and locations when possible. There will be occasional weekend or evening work to cover special events.

No minimum hours per shoot and no payment for meals or transportation.
Photographer will be required to invoice the JCVB per shoot, in compliance with the City of Joplin vendor procedures.

Bid Response:

- Bid must be submitted on company letterhead or in a letter format, providing:
  - All-inclusive hourly rate which is will cover shoot prep, shoot time, post shoot editing and delivery to images JCVB with full copyright belonging to the JCVB, and
  - Expected turn-around time between shoot and delivery of file to JCVB.

- Submit a portfolio of five (5) examples of previous work that would fit into a tourism marketing campaign and as defined in the Scope of Work above. Four of the images should show your photographic abilities with 1) food, 2) people, 3) nighttime activity, and 4) a building interior, exhibiting use of light. The fifth image is of the applicant's choice. None of these images will be used by the JCVB and all rights will remain with the applicant. Please do not submit anything framed or in a binder.

- Provide a brief bio on the photographer(s) and scope of professional work, to include post editing software preference and primary camera make.

Selection Process:

Bids must arrive in the JCVB office NLT Noon, Tuesday, December 22, 2015.

Bid responses will be reviewed by a panel and scored using the following percentages:

40% = Overall hourly rate

25% = Story-telling ability of portfolio presented

25% = Tourism related experience

10% = References

Results/selection will be announced via email by Monday, December 28th.

INSTRUCTIONS TO BIDDERS

The City of Joplin, Missouri proposes to **CONTRACT** the following service:

JOPLIN CVB PHOTOGRAPHIC SERVICES

All bids shall have firm-fixed F.O.B. Joplin, Missouri price and shall be honored for a minimum of ninety (90) days following the bid opening.

All bids shall be exclusive of Federal, State, and City taxes.

It is the intent of the specifications included with this bid document to generally describe the item(s) desired in sufficient detail as to secure bids on comparable items. All parts not specifically mentioned which are necessary in order for the item(s) to perform as intended shall be included. The strength, quality of workmanship, and material shall be in accordance with the best trade practices.

Specification variances, manufacturer's literature and additional information should be attached to the bid form. All blanks on the attached bid specifications shall be filled in completely and accurately. Any bid not meeting this requirement may be considered non-responsive.

Any protest or grievance must be issued in writing and delivered to the office of the Director of Finance within ten (10) days following the bid opening. Any protest filed after this time period has elapsed will not be considered.

The City encourages selection of products manufactured, assembled and/or produced in the United States, as long as the quality and price are comparable with other items bid.

Businesses which are located within the city limits of Joplin may be given preference in the awarding of a bid, providing the bid from the local business does not exceed the lowest bid by more than 3% or $2,500, whichever is less.

The City may give preference to vendors handling products that contain post-consumer recovered materials, providing the bid does not exceed the lowest bid by more than 5% or $2,500, whichever is less.

Once the bids are reviewed and evaluated, the successful vendor will be notified, in writing, and will receive an authorized City of Joplin purchase order. Verbal acknowledgments will not be considered as official notification and will not obligate the City in any way. Delivery or performance should not be completed without the receipt of an authorized purchase order.
Minimum information to be submitted with each bid shall consist of the following:

MARK BID ENVELOPES: "BID 2016-RFP-02 JOPLIN CONVENTION & VISITORS BUREAU PHOTOGRAPHIC SERVICES, BY NOON, TUESDAY, DECEMBER 22, 2015"

Questions concerning the specifications and bidding procedures should be directed to Patrick Tuttle, Joplin CVB at 602 S. Main Street, Joplin, MO, 64801 or by phone 417.625.4789.

Unauthorized Aliens Workers Act

The successful bidder will have to sign an agreement that they are enrolled and participating in a Federal Work Authorization Program ("FWAP") that ensures that all of its employees or agents or subcontractors have the legal right to work in the United States, as defined in 8 U.S.C. 1324a(h)(3) and RSMo § 285.525-285.555, and that it will maintain this compliance for the entire duration of its contract with the City of Joplin, and will provide an Affidavit of Compliance to the City stating the same.

AFFIDAVIT OF COMPLIANCE
(Missouri Unauthorized Alien Workers Act)

My name is _____ (name) _____ and I am the _____ (Title) _____ of _____ (Company Name) _____. I hereby represent, affirm and certify to the City of Joplin that my company does not knowingly employ any person who is an unauthorized alien in connection with contracted services with the City. I further affirm that my company is actively enrolled and participating in a federal work authorization program with respect to all employees working in connection with the contract services provided to the City.

_____
Affiant

COMPANY NAME: _____

CONTACT PERSON: _____

EMAIL ADDRESS: _____

ADDRESS: _____

_____

Signature of Company Representative: _____

Date: _____

Phone: _____

Mark Bid Envelopes:
"2016-RFP-02 JOPLIN CVB PHOTOGRAPHIC SERVICES",
by Noon, Tuesday, December 22, 2015