



## REQUEST FOR PROPOSALS

The following Request for Proposals is being issued to obtain professional photography services for the City of Warman.

The objective of this proposal is to select the most qualified photographer to fulfill this request.

**PLEASE NOTE: The City of Warman reserves the right to cancel this Request for Proposals for any reason, without any liability.**

All quotes will remain confidential, subject to *The Freedom of Information and Protection of Privacy Act*.

### **BACKGROUND**

The City of Warman continues to grow and evolve. As the community change's it is important to capture the moments and events that have defined the City over the years. To best achieve this, the City is looking to hire the services of a professional photographer.

We have many studios and professional photographers within the City of Warman and want to ensure that we are supporting local businesses within our city.

The request for proposals has been forwarded to individual studios and photographers who possess a valid City of Warman Business License. The document will also be made available on the City of Warman website and the City of Warman Facebook page.

### **PURPOSE:**

The purpose of this RFP is to designate a photographer to work with the City of Warman to do Mayor and Council photographs, staff photos as well as promotional photographs which may be used on our website, on our Facebook page or on marketing materials.

The other specific purpose for this RFP is to obtain a designated photographer to capture special events which are offered by and throughout the City of Warman. Many of the photos will be used in communication and marketing materials for the City.

The professional photographer we select must:

- a) Have a valid business license with the City of Warman;
- b) Be prepared to attend a variety of events, throughout the year, to provide photos highlighting or capturing this event for the City of Warman;
- c) Coordinate and work with the designated contact to arrange, schedule and discuss upcoming events;
- d) Provide to the City of Warman all event photos within a 2-week time period following the event;

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The list below is a general list of photo images. A more detailed “Draft” Event listing appears on page 4 of this Request for Proposals.

- a) Individual headshots of Mayor and Council;
  - ❖ These will be taken immediately following the municipal election and if a by-election should occur.
  
- b) Group photographs of Mayor and Council;
  - ❖ These will be taken immediately following the municipal election and if a by-election should occur.
  
- c) Individual headshots of all Department Managers:
  - ❖ These will be taken immediately following the municipal election otherwise these are done on an “as needed” basis.
  
- d) Individual headshots of individual staff members requiring photo identification;
  - ❖ These will be taken immediately following the municipal election otherwise these are done on an “as needed” basis.
  
- e) Sports and recreation activities;
- f) City buildings;
- g) Parks and green spaces;
- h) Residents participating in activities, and
- i) Other events as required.

**PROJECT DELIVERABLES**

The following project deliverables will be used to assess the completion of the contract.

A complete list of high-resolution photos provided to the City of Warman. A hard copy of all the photos in JPEG file format must be submitted with the rights of ownership to the City of Warman, including obtained group and individual permission for photos that include people.

**BUDGET**

The proposed user fees should reflect all project costs, including deliverables. All fees must be included in the original proposal in Canadian dollars.

The project will commence after the contract is awarded following a preliminary meeting with the lead on the project from the City of Warman.

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**CONTRACT TIMEFRAME**

The photography contract will be in effect from the contract authorization/signature approval date to the end of a **two (2) year** term being December 31, 2022.

The City of Warman reserves the right to cancel this agreement at any time with thirty (30) days written notice to the contracted party.

**APPROXIMATE TIMELINE**

The approximate proposal, award and implementation timeline is as follows:

<b>Activity</b>	<b>Timeline</b>
Issuance of RFP ***	October 1, 2020
Close of RFP	November 25, 2020
Shortlist of Proposals	November 27, 2020
Awarding of contract	December 1, 2020
Completion of Tender	December 31, 2022

**PLEASE NOTE \*\*\*** Photographers and photography studios holding a valid business license with the City of Warman will be considered. Submissions will be considered for the Photography services and the Special Projects separately.

**Submissions can be dropped off in person at City Hall in Warman or mailed to the following address:**

**ATTENTION: Photography RFP Submissions**

**City of Warman  
Box 340  
107 Central St W  
WARMAN SK S0K 4S0**

**Note: due to COVID-19 most events have been postponed or canceled at this time.**

## **DRAFT EVENT LISTING**

**PLEASE NOTE: This is not a final list and events may be added or deleted at the discretion of the City of Warman.**

### **Recreation and Community Services – Event Listing**

#### **Contact – Heather Chatfield**

Drive-In Movie – June

Culture Days – Sept (only have to attend one of those days)

Frosty Freeze Run – November

Prairie Oasis Park Campground – July or August

Lions Park Campground – July or August

Midway

Other various Park Stock Photos during both summer and winter months

Registered Fitness, Children’s Programs or Drop-In Events (1 or 2) – Flexible in when this happens during the year

Summer Fun Program – July or August

Brian King Centre Photos – To highlight 2-3 wedding set-ups or other event set-ups (would be typically a Friday evening or Saturday morning picture) – flexible on dates/time

Legends Centre Event Photos – ONLY 1 or 2 bigger events such as – Warman Community Association Craft and Bake Sale (November), Hockey Tournament (November – March), Blades Exhibition Game (September) or SJHL Showcase (September), Sask Volleyball Tournaments (January – April).

### **CITY HALL – Event Listing**

#### **Contact – Dawn Johnson City Clerk**

April Volunteer Appreciation

May Warman Open House – Brian King Centre

June Warman Diamond Rodeo & Parade

June City of Warman Staff BBQ

October Household Hazardous Waste Day

November Remembrance Day Service at the Legends Centre

December Annual Christmas Dinner with Mayor Council and City of Warman Staff (Service Awards)

**ECONOMIC DEVELOPMENT – Event Listing**

**Contact –Sheri Stebanuk**

Spring/Fall bi-annual business breakfasts (Dates TBD)

SREDA Regional Run

WOBE: October 3rd weekend

**PHOTOGRAPHY BID FORM**

Event Type	Term	Per Hour Charge	Per Event Charge
<b>Event Pictures</b> <b>Examples:</b> Warman Open House, Remembrance Day services and Warman Diamond Rodeo Parade	<b>March 2020 to December 2021</b>		
<b>Location Pictures</b> <b>Examples:</b> photos taken in and around the City of Warman for historical and promotional purposes	<b>March 2020 to December 2021</b>		
<b>Specific Photo Shoots</b> <b>Example:</b> group photos of City of Warman staff at Summer BBQ and Christmas Lunch event	<b>March 2020 to December 2021</b>		
<b>Headshots</b> These will be done immediately following a municipal election or by-election or upon special request by the City of Warman.	<b>March 2020 to December 2021</b>		

**SPECIAL PROJECTS**

**Please carefully read below noted information prior to tendering on the Special Projects.**

The City of Warman provide photo booths at Canada Day and the Candy Cane Ball. The photographer is in attendance and at the photo booth for the entire day of the event.

The City of Warman understands that all photography businesses will not be interested in these types of projects and will not necessarily be interested in tendering on the below noted events.

The City of Warman **does not** expect anyone to invest or purchase equipment in order to entertain providing this service. *If bidding on the "Special Projects" it is with the understanding that the photographer has these tools in place. The City of Warman will not be purchasing or supplying any of the required equipment, backdrops or lighting of any kind to fulfill the below "Special Projects".*

SPECIAL PROJECTS		Per Hour Charge	Per Event Charge
Canada Day Photo Booth			
Candy Cane Ball - Photos with Santa <b>Note: Photographer supplies photo to family at their cost.</b>			