



CORPORATE SERVICES - Tourism

26 Pitt Street, Suite 323, Cornwall, Ontario K6J 3P2

Tel: 613-932-1515 • Email info@sdgcounties.ca • www.sdgcounties.ca

QUOTATION FOR PHOTOGRAPHER

CLOSING DATE: 3:00:00 p.m. Local Time, Wednesday, April 25, 2018

I/We, the undersigned, are pleased to submit this quotation for photography to be used to market the Stormont, Dundas and Glengarry (SDG) region.

I/We included a resume of relevant information, a digital portfolio (a link is fine).

I/We hereby confirm that I/we have read and accept the details outlined in the "Conditions" provided with this form and have incorporated all respective costs in the following bid for consideration:

Description	Lump Sum
Photographs (min. 750)	\$

Above price to include any and all associated costs exclusive of H.S.T. which will be paid as a separate item.

Company: _____

Address: _____

Name: _____ **Position:** _____

Signature: _____

Phone: _____ **Fax:** _____ **Email:** _____

W.S.I.B.

The Contractor shall at all times pay, or cause to be paid, any assessment or compensation required to be paid, pursuant to the Workplace Safety & Insurance Act. The Contractor shall also be required to supply the County with a "Certificate of Clearance" issued by the Workplace Safety & Insurance Board. This certificate, along with the insurance certificate, must be received by the County with the signed contract agreement. Updated "Clearance Certificates" shall be provided as required.

CONDITIONS - QUOTATION FOR PHOTOGRAPHER

Scope of Work

We are requesting a written quotation to produce still photography.

The project will provide still photography at specified locations and events throughout Stormont, Dundas and Glengarry (SDG) through March 31, 2019. The successful bidder will edit and prepare the photographs in a format suitable for print publications, social media and the County's Economic Development and Tourism websites found at sdgcounties.ca and whereontariobegan.ca.

A total selection of no less than 750 edited photographs is expected. Photos must be captured in both portrait and landscape orientations and highlight **people** and places in the community. A comprehensive list of activities/places will be provided to the successful bidder. Examples of previously produced photographic content can be viewed on the two herein referenced websites.

The successful bidder will ensure that written consent is obtained from all photo subjects. The successful bidder will further ensure that the County is provided the rights to all images and videos produced and may use and redistribute them as it deems fit.

Criteria for Assessment of Quotations

Quotations will be evaluated on the following criteria:

- Photographer's experience
- Proponent's approach to the project
- Timeline/work plan
- Value (while cost is a consideration, the County will base the decision on the overall package and will not necessarily award the project to the lowest bidder.)

Submission Process

Please direct any questions before April 20, 2018 and submit your written quotations **via email** no later than **3:00 p.m. on April 25, 2018** to:

Shauna Baggs

Tourism Coordinator

The United Counties of Stormont, Dundas and Glengarry

26 Pitt Street, Cornwall Ontario, K6J 3P3

sbaggs@sdgcounties.ca

Payment

Please submit detailed invoice. The normal terms of payment for the Corporation will be net thirty (30) calendar days.

General Requirements

The Contractor shall provide all labour, equipment and material required to do the work to the satisfaction of the County.

The work shall meet the approval and satisfaction of the County.

Period of Contract

The project should be completed by March 31, 2019.

The County reserves the right to extend the contract with the successful bidder for a further period of up to three years, provided terms satisfactory to the parties can be agreed upon.

This agreement is not exclusive and additional photography services may be requested.