

SPECIFICATIONS
FOR
CITY OF PLAINFIELD
UNION COUNTY, NEW JERSEY
PHOTOGRAPHY SERVICES



REQUEST FOR PROPOSALS

REQUEST FOR PROPOSALS

PHOTOGRAPHY SERVICES

THE CITY OF PLAINFIELD WILL RECEIVE SEALED PROPOSALS FOR **PHOTOGRAPHY SERVICES**. ALL AS SHOWN DETAILED IN THESE SPECIFICATIONS, UNTIL 11:00 A.M. PREVAILING LOCAL TIME ON WEDNESDAY JUNE 30, 2010, **AT THE PURCHASING DIVISION, 515 WATCHUNG AVENUE, PLAINFIELD, NEW JERSEY 07061**, AT WHICH TIME AND PLACE ALL PROPOSALS WILL BE PUBLICLY OPENED AND READ ALOUD.

THE ABOVE CONTRACT SHALL BE PERFORMED IN STRICT ACCORDANCE WITH THE CONTRACT DOCUMENTS, INCLUDING ANY TECHNICAL SPECIFICATIONS WHICH ARE ON FILE WITH **THE CITY PURCHASING AGENT, 515 WATCHUNG AVENUE, PLAINFIELD, NEW JERSEY, 07061**.

ATTENTION IS CALLED TO THE FACT THAT NOT LESS THAN THE MINIMUM SALARIES AND WAGES AS SET FORTH IN THE CONTRACT DOCUMENTS MUST BE PAID ON THIS PROJECT AND THAT EMPLOYEES AND APPLICANTS FOR EMPLOYMENT ARE NOT DISCRIMINATED AGAINST BECAUSE OF THEIR RACE, COLOR, RELIGION, SEX OR NATIONAL ORIGIN.

BIDDERS ARE REQUIRED TO COMPLY WITH THE REQUIREMENTS OF N.J.S.A. 10:5-31 et. seq. and N.J.A.C. 17:27 AS WELL AS THE AFFIRMATIVE ACTION REQUIREMENTS OF THE CITY OF PLAINFIELD. SUCH REQUIREMENTS ARE INCLUDED IN THE PROPOSAL DOCUMENTS.

THE CITY OF PLAINFIELD RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS, TO WAIVE DEFECTS OR INFORMALITIES IN PROPOSALS, OR TO ACCEPT ANY PROPOSAL AS IT SHALL DEEM FOR THE BEST INTEREST OF THE CITY OF PLAINFIELD, NEW JERSEY.

PROPOSALS MAY BE HELD BY THE CITY FOR A PERIOD NOT TO EXCEED SIXTY (60) CALENDAR DAYS FROM THE DATE OF OPENING OF THE PROPOSALS FOR THE PURPOSE OF REVIEWING THE PROPOSALS AND INVESTIGATING THE QUALIFICATIONS OF THE VENDORS PRIOR TO AWARDING OF THE CONTRACT.

**DAVID SPAULDING
PURCHASING AGENT
CITY OF PLAINFIELD N.J.**

REQUEST FOR PROPOSALS PHOTOGRAPHY SERVICES

SCOPE OF SERVICES

Scope of Services

The City of Plainfield seeks a Photography vendor to provide a variety of photographs for events that occurs throughout the City of Plainfield.

Photography

The Photographer will be responsible for taking photos of people or taking snapshots of activities in progress and setting up all of the necessary aspects required for the completion of the requested photo shoot.

Editing

The Photographer will edit and organize the final proofs, and complete any other editing of the material necessary for project completion.

Format

The Photographer will provide the city with copies of the final product in CD/DVD/ or other industry standard digital media format.

Prints

The Photographer will provide the city with High Quality 4x6, or 5x7, or 8x10 prints of images captured when required by the City of Plainfield and indicate any additional costs associated with the size of the prints requested.

Equipment

The Photographer will provide all necessary equipment for shoots, including but not limited to cameras and lighting.

Response Time

Photographer must be able to respond to and provide services for all photography of City events if contacted within 48 hours of City's request for service. In cases of emergencies we need services provided within 1 hour of contact.

Delivery Time

Photographer must deliver proofs in CD/DVD form for approval to the Director of IT in person within 48 hours of project completion.

Additional Requirements

1. Photographer must possess an understanding of traditional film and digital photography.
2. Photographer must possess developing expertise with software to digitally enhance images by, for example, changing emphasis, cropping pictures, correcting minor faults, or moving objects around.

Proposal Content

The following items must be submitted with your proposal. Omissions may be cause to consider your submittal non responsive at the City's sole discretion.

- Completed Proposed Cost of Service Chart.
- Vendor's Statement of Technical Ability and Experience.
- Vendor's Statement of Ability to Provide Services
- Vendor's Statement of Unspecified Value Added Offerings.
- DVD (DVDR) compilation sample reel of vendor's work indicating specific staff members involved in the productions and their roles.

Do not submit extraneous marketing or promotional information.

PROPOSED COST OF SERVICE CHART (REGULAR HOURS)

Please include the titles and hourly rate for all staff that could provide services under the contract.

Name: _____ **\$** _____

Name: _____ **\$** _____

Name: _____ **\$** _____

Name: _____ **\$** _____

*The city will not pay an agency mark up or commission on hard costs, such as printing and production items. If services are offered at a half day or day rate, please specify.

Firm name:

Street address:

City, state, ZIP:

Authorized Signature:

Print name:

Title:

Date:

Phone:

Fax:

E-mail:

PROPOSED COST OF SERVICE CHART (EMERGENCY HOURS)

Please include the titles and hourly rate for all staff that could provide services under the contract.

Name: _____ \$ _____

Name: _____ \$ _____

Name: _____ \$ _____

Name: _____ \$ _____

*The city will not pay an agency mark up or commission on hard costs, such as printing and production items. If services are offered at a half day or day rate, please specify.

Firm name:

Street address:

City, state, ZIP:

Authorized Signature:

Print name:

Title:

Date:

Phone:

Fax:

E-mail:

PROPOSED PRINTS COST (REGULAR HOURS)

4X6: _____ \$ _____

5X7: _____ \$ _____

8X10: _____ \$ _____

PROPOSED PRINTS COST (EMERGENCY HOURS)

4X6: _____ \$ _____

5X7: _____ \$ _____

8X10: _____ \$ _____

Vendor's Statement of Technical Experience and References

The vendor is required to state what work of a similar character it has successfully performed and to give references, with telephone numbers and addresses, which will enable the city to judge the vendor's responsibility, experience and skill, and business standing.

References

The vendor is required to provide a minimum of three (3) references, including telephone number, e-mail address and mailing address, where work was performed within the past three (3) years of a similar size and nature to this contract. Work with government agencies and work in the Plainfield area should be included, if applicable.

Vendor's Statement of Ability to Provide Services

Vendors shall describe the qualifications of the proposed project team, including:

- Name and title
- Proposed role on the City of Plainfield project team
- Percentage of time available to work for the City of Plainfield
- Number of years of professional experience
- Experience, if any, working for similar organizations handling activities listed in the scope of work
- Experience producing photographs for use in social media
- Experience with and ability to perform quick turnaround projects

The City of Plainfield reserves the right to evaluate the competency and responsibility of all proposing service companies and to evaluate the ability of any proposing company to perform all conditions of the contract to assure the award of this contract to a firm able to produce the quality of service required and intended by these specifications.

PROPOSAL EVALUATION

- **PROPOSAL EVALUATION COMMITTEE**

Bid proposals may be evaluated by an Evaluation Committee comprised of members of affected departments together with representative(s) from the Purchasing Department. On occasion, the Evaluation Committee may choose to make use of the expertise of outside consultant in an advisory role.

- **ORAL PRESENTATION AND/OR CLARIFICATION OF BID PROPOSAL**

After the submission of bid proposals, unless requested by the City, contact with the City is limited to status inquiries only and such inquiries are only to be directed to the buyer. Any further contact or information about the proposal to the buyer or any other City official connected with the solicitation will be considered an impermissible supplementation of the bidder's bid proposal.

A bidder may be required to give an oral presentation to the Evaluation Committee concerning its bid proposal. The Evaluation Committee may also require a bidder to submit written responses to questions regarding its bid proposal.

The purpose of such communication with a bidder, either through an oral presentation or a letter of clarification, is to provide an opportunity for the bidder to clarify or elaborate on its bid proposal. Original bid proposals submitted, however, cannot be supplemented, changed, or corrected in any way. No comments regarding other bid proposals are permitted. Bidders may not attend presentations made by their competitors.

It is within the Evaluation Committee's discretion whether to require a bidder to give an oral presentation or require a bidder to submit written responses to questions regarding its bid proposal. Action by the Evaluation Committee in this regard should not be construed to imply acceptance or rejection of a bid proposal. The Purchasing Agent will be the sole point of contact regarding any request for an oral presentation or clarification.

David Spaulding
Purchasing Agent
908-226-2568
david.spaulding@plainfield.com

BASIS OF AWARD
(To be completed by City evaluation committee)

EVALUATION FACTORS

- a. Knowledge of the City of Plainfield (5POINTS)
- b. Relevance and Extent of Similar Engagements performed (40 POINTS)
- c. Technical Qualifications contains all required information (15 POINTS)
- d. Reasonableness of Cost Analysis (40 POINTS)

City of Plainfield
BID DOCUMENT CHECKLIST*

Required by owner	Submission Requirement	Initial each required entry and if required submit the item
<input checked="" type="checkbox"/>	Stockholder Disclosure Certification	
<input checked="" type="checkbox"/>	Non-Collusion Affidavit	
<input checked="" type="checkbox"/>	Bid Proposal Form	
<input checked="" type="checkbox"/>	References, provided by bidder	
<input type="checkbox"/>	Status of Present Contracts, provided by bidder	
<input checked="" type="checkbox"/>	Receipt Of Addendum	
<input type="checkbox"/>	Equipment Certification	
<input type="checkbox"/>	Bid Guarantee (with Power of Attorney for full amount of <i>Bid Bond</i>)	
<input type="checkbox"/>	Public Works Contractor Certificate	
<input type="checkbox"/>	Consent of Surety (with Power of Attorney for full amount of Bid Price)	
<input checked="" type="checkbox"/>	Mandatory Affirmative Action Language	
<input type="checkbox"/>	Prevailing Wage	
<input checked="" type="checkbox"/>	Americans with Disabilities Act of 1990 Language	
<input checked="" type="checkbox"/>	Proof of Business Registration	
<input checked="" type="checkbox"/>	Pay To Play Disclosure	

*This form must not be submitted. It is provided for bidder's use in assuring compliance with all required documentation.

City of Plainfield
NON-COLLUSION AFFIDAVIT

State of New Jersey
County of _____

ss:

I, _____ residing in _____
(name of affiant) (name of municipality)
in the County of _____ and State of _____ of
full age, being duly sworn according to law on my oath depose and say that:

I am _____ of the firm of _____
(title or position) (name of firm)

_____ the bidder making this Proposal for the bid
entitled _____, and that I executed the said proposal with
(title of bid proposal)

full authority to do so that said bidder has not, directly or indirectly entered into
any agreement, participated in any collusion, or otherwise taken any action in
restraint of free, competitive bidding in connection with the above named project;
and that all statements contained in said proposal and in this affidavit are true
and correct, and made with full knowledge that the _____
_____relies upon the truth of the statements contained in said Proposal
(name of contracting unit)
and in the statements contained in this affidavit in awarding the contract for the
said project.

I further warrant that no person or selling agency has been employed or retained
to solicit or secure such contract upon an agreement or understanding for a
commission, percentage, brokerage, or contingent fee, except bona fide
employees or bona fide established commercial or selling agencies maintained
by _____.

Subscribed and sworn to
before me this day

_____, 2 _____

Signature

(Type or print name of affiant under
signature)

Notary public of

My Commission expires _____

(Seal)

City of Plainfield

STOCKHOLDER DISCLOSURE CERTIFICATION

Name of Business

- I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.
OR
I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business organization:

- Partnership, Corporation, Sole Proprietorship, Limited Partnership, Limited Liability Corporation, Limited Liability Partnership, Subchapter S Corporation

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Subscribed and sworn before me this ___ day of ___, 2__.

(Notary Public)

My Commission expires:

(Affiant)

(Print name & title of affiant)

(Corporate Seal)

City of Plainfield

ACKNOWLEDGMENT OF RECEIPT OF ADDENDA

The undersigned Bidder hereby acknowledges receipt of the following Addenda:

<u>Addendum Number</u>	<u>Dated</u>	<u>Acknowledge Receipt</u> (initial)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

No addenda were received:

Acknowledged for: _____
(Name of Bidder)

By: _____
(Signature of Authorized Representative)

Name: _____
(Print or Type)

Title: _____

Date: _____

**City of Plainfield
BID PROPOSAL FORM**

Photography Services

The undersigned proposes to furnish and deliver the above goods/services pursuant to the bid specification and made part hereof:

REGULAR SERVICE PER HOUR Amount in words

\$ _____
REGULAR SERVICE PER HOUR Amount in numbers

EMERGENCY SERVICE PER HOUR Amount in words

\$ _____
EMERGENCY SERVICE HOUR Amount in numbers

Company Name Federal I.D. # or Social Security #

Address

Signature of Authorized Agent Type or Print Name

Title: _____

Telephone Number Date

Fax Number E-mail address

City of Plainfield
AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27

GOODS AND SERVICES CONTRACTS
(INCLUDING PROFESSIONAL SERVICES)

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

- a. A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

- b. A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

OR

- c. A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27 and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

COMPANY: _____ SIGNATURE: _____

PRINT NAME: _____ TITLE: _____

DATE: _____

APPENDIX A
AMERICANS WITH DISABILITIES ACT OF 1990
Equal Opportunity for Individuals with Disability

The contractor and the City of Plainfield, (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. S12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim, If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the *owner shall* expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

OWNER DISCLOSURE and POLITICAL CONTRIBUTION CERTIFICATION
This Statement **MUST BE INCLUDED** with RFQ Submissions

OWNER DISCLOSURE SECTION

Name of Business _____

I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

OR

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

OR

I certify that there are no stockholders

Check the box that represents the type of business organization:

Partnership

Corporation

Sole Proprietorship

Limited Partnership
Partnership

Limited Liability Corporation

Limited Liability

Subchapter S Corporation

Other (describe) _____

AND

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

Name: _____
Home Address: _____

Name: _____
Home Address: _____

Name: _____
Home Address: _____

Name: _____
Home Address: _____

Subscribed and sworn before me this ____
day of _____, 2_____ .

(Notary Public)

My Commission expires:

(Affiant)

(Print name & title of affiant)

(Corporate Seal)