



CITY OF AUSTIN, TEXAS
Economic Development Department
Art in Public Places Program (AIPP)
REQUEST FOR QUOTATION (RFQ)

SOLICITATION NO: AIPP17060500764

COMMODITY/SERVICE DESCRIPTION: Photography for the new Montopolis Recreation and Community Center opening in 2019.

DATE ISSUED: 6/12/2017

PRE-RESPONSE CONFERENCE TIME AND DATE: N/A

REQUISITION NO.: 5500-17060500764

LOCATION: N/A

COMMODITY CODE: 9157298

QUOTE DUE PRIOR TO: Thursday, June 29, 2017 @ 5:00 p.m.

**FOR CONTRACTUAL AND TECHNICAL ISSUES
CONTACT THE FOLLOWING:**

Anna Bradley
AIPP Project Coordinator
Phone: (512) 974-7841
E-Mail: anna.bradley@austintexas.gov

The Vendor agrees, if this Offer is accepted within 90 calendar days after the Due Date, to fully comply in strict accordance with the Solicitation, specifications and provisions attached thereto for the amounts shown on the accompanying Offer.

*****SIGNATURE FOR SUBMITTAL REQUIRED ON PAGE 3 OF THIS DOCUMENT*****

This solicitation is comprised of the following required sections. Please ensure to carefully read each section including those incorporated by reference. By signing this document, you are agreeing to all the items contained herein and will be bound to all terms.

SECTION NO.	TITLE	PAGES
0100	STANDARD PURCHASE DEFINITIONS	*
0200	STANDARD SOLICITATION INSTRUCTIONS	*
0300	STANDARD PURCHASE TERMS AND CONDITIONS	*
0500	SPECIFICATION	3
0600	QUOTE SHEET – Must be completed and returned with Offer	1
0700	REFERENCE SHEET – Complete and return if required	1
0800	NON-DISCRIMINATION CERTIFICATION	*
0835	NONRESIDENT BIDDER PROVISIONS – Complete and return	1

*** Documents are hereby incorporated into this Solicitation by reference, with the same force and effect as if they were incorporated in full text. The full text versions of these Sections are available, on the Internet at the following online address:**

http://www.austintexas.gov/financeonline/vendor_connection/index.cfm#STANDARDBIDDOCUMENTS

If you do not have access to the Internet, you may obtain a copy of these Sections from the City of Austin Purchasing Office located in the Municipal Building, 124 West 8th Street, Room #308 Austin, Texas 78701; phone (512) 974-2500. Please have the Solicitation number available so that the staff can select the proper documents. These documents can be mailed, expressed mailed, or faxed to you.

The undersigned, by his/her signature, represents that he/she is submitting a binding offer and is authorized to bind the respondent to fully comply with the solicitation document contained herein. The Respondent, by submitting and signing below, acknowledges that he/she has received and read the entire document packet sections defined above including all documents incorporated by reference, and agrees to be bound by the terms therein.

Company Name: _____

Federal Tax ID No.: _____

Printed Name of Officer or Authorized Representative: _____

Title: _____

Signature of Officer or Authorized Representative: _____

*** Completed Quote Sheet, section 0600 must be submitted with this Offer sheet to be considered for award**

Section 0500: Scope of Work

5.1 Purpose

The City of Austin's Art In Public Place Program (AIPP) seeks quotes in response to this Request for Quotation (RFQ) from qualified professional photographers with a connection to Austin's Montopolis Neighborhood. The project's goal is to produce fifteen (15) high-quality sixteen-inch by twenty-inch (16" x 20") digital photos, archival matted and framed, depicting the Montopolis neighborhood's landmarks and community life for display in the new Montopolis Recreation and Community Center scheduled for completion in 2019. The photos to be displayed in the new recreation center shall be chosen by the public.

The photographer agrees to a public exhibition of digital proofs for selection of the final fifteen (15) images by the general public. The exhibition shall be held at the current Montopolis Recreation and Community Center, 1200 Montopolis Dr., Austin, TX 78741.

The City of Austin shall retain ownership of the photographs; the selected photographer shall retain copyright. A photo credit shall be provided by the City of Austin for any use of any photograph. The City of Austin does not intend to use the photographs for commercial purposes. The City may, at its discretion, and without further notice to the photographer, share photos with any entities wishing to use photos in a non-commercial way so long as credit is given to the photographer. No further payment or royalty shall be paid to the photographer for use of the photos by the City or third parties that receive the photograph(s) from the City.

5.2 Deliverables

5.2.1 Within ninety (90) calendar days of the execution of the contract, the Selected Photographer shall deliver a minimum of thirty (30), but no more than fifty (50), eight-inch by ten-inch (8"x 10") digital photo proofs of the Montopolis Neighborhood.

5.2.1.1 The selected photographer shall make an initial scouting of the project site to determine the best subjects, types of shots, lighting situations and best vantage points.

5.2.1.2 Selected photographer shall concentrate on photographing the "essence" of the Montopolis Neighborhood – the community as a whole, its landmarks, activities and lifestyle – and not individual portraits of adults or children.

5.2.1.3 The photo documentation of landmarks should include, but not be limited to, images of the following:

- The existing Montopolis Recreation Center at 1200 Montopolis Dr.
- Dolores Catholic Church at 1111 Montopolis Dr;
- St. Edward's Baptist Church at 702 Montopolis Dr;
- Tomgro Grocery at 1313 Montopolis;
- Montopolis Little League;
- Allison Elementary School at 515 Vargas Rd.
- Public activities and community life in the Montopolis Neighborhood.

5.2.1.4 Photos may be taken in black and white and/or color, at the selected photographer's artistic discretion.

5.2.1.5 The digital proofs shall be delivered on a thumb drive or CD-ROM.

5.2.1.5 AIPP staff shall review the digital proofs and choose thirty (30) photographs for display in the public selection process.

5.2.1.6 AIPP staff shall instruct the selected photographer to make edits and retouches to the selected proofs as necessary.

5.2.1.7 Selected photographer shall have ten (10) calendar days to make the edits and retouches and resubmit the digital proofs.

5.2.2 Once the public selection process is completed, AIPP staff shall notify the selected photographer which fifteen (15) images have been selected.

5.2.2.1 The selected photographer must deliver the final fifteen (15) photos as sixteen-inch by twenty-inch (16"x20") as printed, matted and framed photographs within thirty (30) calendar days following the final selection.

5.2.2.2 The photographer must also submit digital copies of all photos on thumb drive or CD-ROM as high-resolution 400 dpi tiff files and as medium-resolution uncompressed jpg files at 300 dpi.

5.2.2.3 AIPP staff shall review the final photographs submitted to ensure they meet the specifications of this RFQ. The selected photographer shall be responsible for making any necessary corrections at their own expense.

5.2.2.4 The City of Austin shall remit payment within thirty (30) calendar days of acceptance by the AIPP staff.

5.3 Eligibility

This RFQ is open to professional photographers with experience photographing community activities and have a connection to the Montopolis neighborhood. Full-time, permanent City of Austin employees are ineligible to apply.

5.4 Budget

The City has established a budget for this project not to exceed \$24,000. However, cost is an evaluation factor so the proposed price should reflect the Contractor's "best offer." The proposed price should contain all costs necessary to successfully deliver the project; costs such as mileage, overhead, etc. will not be paid separately.

5.5 Ownership

5.5.1 The City of Austin (City) will retain ownership of the photographs; the Contractor will retain copyright.

5.5.2 A photo credit will be provided by the City for any use of any photograph.

5.5.3 The photographs will be used to promote the collection and educate the public; the City does not intend to use the photographs for commercial purposes.

5.5.4 The City may, at its discretion and without further notice to the Contractor, share photos with any entities wishing to use photos in a non-commercial way so long as credit is given to the photographer.

- 5.5.5 No further payment or royalty will be paid to the Contractor for use of the photos by the City or third parties that receive the photograph(s) from the City.

5.6 Proposal Submission

- 5.6.1 Proposals shall be submitted on a thumb drive or CD-ROM to:

City of Austin, Cultural Arts Division Office
Attn: Anna Bradley, AIPP Project Coordinator
201 East Second Street, Suite A
Austin TX 78701

- 5.6.2 Proposals shall include:

5.6.2.1 A professional resume that outlines your experience as a professional photographer, particularly with reference to photography of art, public art or architecture (limit 3 pages).

5.6.2.2 A one-page description of your connection to the Montopolis Neighborhood.

5.6.2.3 Up to fifteen (15) digital images of your past work. At least half of the images submitted must be representative of work produced in the last two years.

Formatting requirements:

- Images must be in .jpg format.
- Image size must be approximately 1920 x 1920 pixels and file size no larger than 2MB.
- Images must be named according to the following format example:
lastname_firstname_01.jpg

- 5.6.3 Deadline: All bids must be complete and received on **Thursday, June 29, 2017, by 5:00 pm.**

5.7 Submission Evaluation

Proposals will be evaluated on a 100-point scale:

Demonstrated applicable experience:	30 points
Quality of sample work:	50 points
Connection to the Montopolis Neighborhood:	10 points
Cost:	<u>10 points</u>
Total	100 POINTS

Section 0600
REQUEST FOR QUOTATION—QUOTE SHEET
RFQ No.: AIPP17060500764

DESCRIPTION: Photography for the new Montopolis Recreation Center opening in 2019.

Quote Due Date and Time: before Thursday, June 29, 2017 @ 5:00 pm

Awarded vendor will be required to provide a Certificate of Insurance-see attached guidelines.

Description	Hours/Units	Cost per Hour/Unit	Total Cost
Total Proposal Cost			

SIGNATURE: _____

PRINT NAME & TITLE: _____

COMPANY NAME: _____

COMPANY EMAIL: _____

Section 0700: Reference Sheet

Please include the following information if required in solicitation:

Responding Company Name _____

1. Project Name _____

Company's Name _____

Name and Title of Contact _____

Present Address _____

City, State, Zip Code _____

Telephone Number (____)_____ Fax Number (____)_____

Email Address _____

2. Project Name _____

Company's Name _____

Name and Title of Contact _____

Present Address _____

City, State, Zip Code _____

Telephone Number (____)_____ Fax Number (____)_____

Email Address _____

3. Project Name _____

Company's Name _____

Name and Title of Contact _____

Present Address _____

City, State, Zip Code _____

Telephone Number (____)_____ Fax Number (____)_____

Email Address _____

Section 0835: Non-Resident Bidder Provisions

Company Name _____

- A. Bidder must answer the following questions in accordance with Vernon’s Texas Statutes and Codes Annotated Government Code 2252.002, as amended:

Is the Bidder that is making and submitting this Bid a “Resident Bidder” or a “non-resident Bidder”?

Answer: _____

- (1) Texas Resident Bidder- A Bidder whose principle place of business is in Texas and includes a Contractor whose ultimate parent company or majority owner has its principal place of business in Texas.
- (2) Nonresident Bidder- A Bidder who is not a Texas Resident Bidder.

- B. If the Bidder id a “Nonresident Bidder” does the state, in which the Nonresident Bidder’s principal place of business is located, have a law requiring a Nonresident Bidder of that state to bid a certain amount or percentage under the Bid of a Resident Bidder of that state in order for the nonresident Bidder of that state to be awarded a Contract on such bid in said state?

Answer: _____ Which State: _____

- C. If the answer to Question B is “yes”, then what amount or percentage must a Texas Resident Bidder bid under the bid price of a Resident Bidder of that state in order to be awarded a Contract on such bid in said state?

Answer: _____

INSURANCE: Insurance is required for this solicitation.

- A. **General Requirements:** See Section 0300, Standard Purchase Terms and Conditions, paragraph 32, entitled Insurance, for general insurance requirements.
- i. The Contractor shall provide a Certificate of Insurance as verification of coverages required below to the City at the below address prior to contract execution and within 14 calendar days after written request from the City. Failure to provide the required Certificate of Insurance may subject the Offer to disqualification from consideration for award
 - ii. The Contractor shall not commence work until the required insurance is obtained and until such insurance has been reviewed by the City. Approval of insurance by the City shall not relieve or decrease the liability of the Contractor hereunder and shall not be construed to be a limitation of liability on the part of the Contractor.
 - iii. The Contractor must also forward a Certificate of Insurance to the City whenever a previously identified policy period has expired, or an extension option or holdover period is exercised, as verification of continuing coverage.
 - iv. The Certificate of Insurance, and updates, shall be mailed to the following address:

City of Austin Purchasing Office

P. O. Box 1088

Austin, Texas 78767
- B. **Specific Coverage Requirements:** The Contractor shall at a minimum carry insurance in the types and amounts indicated below for the duration of the Contract, including extension options and hold over periods, and during any warranty period. These insurance coverages are required minimums and are not intended to limit the responsibility or liability of the Contractor.
- i. **Commercial General Liability Insurance:** The minimum bodily injury and property damage per occurrence are \$500,000 for coverages A (Bodily Injury and Property Damage) and B (Personal and Advertising Injury).
 - (1) The policy shall contain the following provisions:
 - (a) Contractual liability coverage for liability assumed under the Contract and all other Contracts related to the project.
 - (b) Contractor/Subcontracted Work.
 - (c) Products/Completed Operations Liability for the duration of the warranty period.
 - (d) If the project involves digging or drilling provisions must be included that provide Explosion, Collapse, and/or Underground Coverage.
 - (2) The policy shall also include these endorsements in favor of the City of Austin:
 - (a) Waiver of Subrogation, Endorsement CG 2404, or equivalent coverage
 - (b) Thirty (30) days' Notice of Cancellation, Endorsement CG 0205, or equivalent coverage
 - (c) The City of Austin listed as an additional insured, Endorsement CG 2010, or equivalent coverage

- ii. **Business Automobile Liability Insurance:** The Contractor shall provide coverage for all owned, non-owned and hired vehicles with a minimum combined single limit of \$500,000 per occurrence for bodily injury and property damage. Alternate acceptable limits are \$250,000 bodily injury per person, \$500,000 bodily injury per occurrence and at least \$100,000 property damage liability per accident.
 - (1) The policy shall include these endorsements in favor of the City of Austin:
 - (a) Waiver of Subrogation, Endorsement CA0444, or equivalent coverage
 - (b) Thirty (30) days' Notice of Cancellation, Endorsement CA0244, or equivalent coverage
 - (c) The City of Austin listed as an additional insured, Endorsement CA2048, or equivalent coverage.
- C. **Endorsements:** The specific insurance coverage endorsements specified above, or their equivalents must be provided. In the event that endorsements, which are the equivalent of the required coverage, are proposed to be substituted for the required coverage, copies of the equivalent endorsements must be provided for the City's review and approval.