



CITY OF PORT COLBORNE

Municipal Offices
66 Charlotte Street
Port Colborne, Ontario
L3K 3C8
www.portcolborne.ca

MAYOR'S OFFICE

October 11, 2018

REQUEST FOR QUOTE FOR SERVICES

The City of Port Colborne (City) is seeking quotes for photography services in respect of our incoming City Council, current Directors and Senior Staff.

The following services are required:

- Head shots for the Mayor, eight members of City Council, the Chief Administrative Officer and the Regional Councillor, seven Directors and five Senior Staff (Scott Lawson, Nicole Halasz, Julian Kameka-Douglas, Mark Minor, Amber LaPointe) Total of 23. A choice of 4 poses each. These photographs to be taken during the day of the inauguration – Monday, December 3, 2018.
- 2 Group shots of City Council (formal in Chambers; informal outside in spring)
- 20" X 24" framed head shot of the Mayor (sample included)
- 12 copies – framed 14" X 17" - composite of all council head shots – setup and frame matching current style. (sample included)
- Presence at the Inaugural Meeting of City Council on Monday, December 3, 2018 from approximately 6:00 p.m. – 8:00 p.m. to take a selection of pictures including the swearing in of each member of council.
- Frame 1973/1974 council photograph including names in manner similar to current photographs (sample included).
- Provide the City with DVD of all images (head shots and inauguration) in low and high resolution of not less than 1 mb in size.
- All work to be delivered to the City by January 21, 2019 except informal group shot of council.

All images will become the property of the City of Port Colborne for our future use.

Please provide a sample full colour head shot photo and send your quote in a sealed envelope addressed to: Nancy Giles, City of Port Colborne, 66 Charlotte Street, Port Colborne L3K 3C8 by **November 9, 2018** at 4:00 p.m. Contact info: nancygiles@portcolborne.ca or 905-835-2900 Ext 301.

Bundling Opportunities

Indicate any bundling opportunities for the City of Port Colborne for other photography services, which may be available through your organization. This will add value to your bid.

Sponsorship Opportunities

In addition to bundling opportunities, the City of Port Colborne encourages a sponsorship and/or an in kind contribution which will be considered in the evaluation of the Proposal. All sponsorships and/or donations given to a Municipality are tax deductible and a receipt will be issued to a donor if requested.

