

**TOWN OF OYSTER BAY
REQUEST FOR PROPOSALS
FOR
PHOTOGRAPHIC SERVICES**



PROPOSAL SUBMISSION DEADLINE: 3:00 PM, EST, January 18, 2018

Department of Parks
Joseph Pinto, Commissioner
977 Hicksville Road
Massapequa, New York 11758
(516) 797-4142

Request for Proposals (RFP)

Photographers

The Town of Oyster Bay's Department of Parks is soliciting proposals from individuals or business entities experienced in providing professional photography services to the Town. The services will be utilized at various dates and times at events held at various Town of Oyster Bay facilities. The dates, times and locations of the events are to be established by the Commissioner of Parks. In addition, the Department is seeking proposals for providing individual and group (team) photos of those individuals registered and participating in Town programs, to be taken on "Picture Days" as scheduled by the Commissioner and held at various locations in the Town. The resulting Agreement shall cover services rendered in 2018, with an option for the Town to extend for three additional years if it is in the Town's best interest to do so.

Limitations

This Request for Proposals (RFP) does not commit the Town to award a contract, to pay any costs incurred in the preparation of a proposal in response to this request, or to procure or contract services or supplies. The Town reserves the right to accept or reject any or all proposals received pursuant to this request, to negotiate with all qualified sources, or to cancel in part or in its entirety this RFP if it is in the best interest of the Town to do so. The Department may require the Applicant selected to participate in negotiations and to submit any cost, technical, or other revisions of their proposal, as a result of any such negotiations. Applicants' protest rights are limited to violations of federal, State, or local laws and regulations.

Equal Opportunity

The Town of Oyster Bay is committed to the principles of Affirmative Action and Equal Employment Opportunity and hereby reaffirms that commitment. The Town will comply with all the nondiscrimination and equal opportunity provisions which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age disability, political affiliation, or belief.

Familiarization with Current Programs and Facilities

It is the sole responsibility of the prospective photographers to familiarize themselves with the Town's current programs and facilities, and any other information which is necessary and relevant to the scope of this RFP. Upon sufficient and reasonable advance notice to the contact person named below, arrangements may be made to visit and inspect any involved Town facilities. Any and all costs borne by the prospective

proposer in familiarizing themselves with the above are to be borne solely by the prospective proposer. The Town will not allow any claims for payment which include billable time for such familiarization costs, regardless of whether they were incurred prior to or following the submission of the proposal.

Services Requested

The services to be rendered are, but not limited to, the following:

- Provide photographic services to produce quality images of Department of Parks events and facilities;
- Provide photographic services to produce quality images of individuals and groups registered for Town programs at scheduled "Picture Days";
- Must have the ability to work independently with efficiency, effectiveness and composure; must have good scheduling and organization skills.

A complete proposal shall consist of the individual or entity's résumé, profile, relevant experience, and references.

Proposal should list:

- An hourly fee for photographic services
- A fee schedule for "Picture Days", including the fees to be charged to individuals/groups/teams and the fees to be paid to the Town from the proceeds of said "Picture Days";
- Any restrictions the proposer may have with respect to days and hours that the proposer is available.

Proposers will not be reimbursed or otherwise compensated for costs associated in responding to this request for proposals. Kindly submit two (2) copies of the response no later than Thursday, January 18, 2018 at 3:00 p.m. to the attention of the Commissioner at the address listed below.

Disclosure of Conflicts

Proposers will be required to provide an affidavit disclosing any possible conflicts of interest in compliance with the Town's Code of Ethics.

If you have any questions, please contact:

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