

## INVITATION TO BID - LEGISLATIVE ASSEMBLY PHOTOGRAPHY SERVICES

This is an invitation to bid on Legislative Assembly photography services. Please use this invitation to submit your bid and attach supplemental pages as necessary. Sealed bids will be received for furnishing services according to these instructions and specifications. To be considered, this invitation to bid form must be completed in its entirety, and one copy along with the four samples described under bid specifications must be received in the Legislative Council office no later than 10:00 a.m. on Friday, September 7, 2018. The bids will be opened and read on that date. It is anticipated the bids will be reviewed by the Legislative Procedure and Arrangements Committee at a meeting in September. The decision to accept a bid will depend on the quality of the bid, not necessarily on the lowest bid price. If your bid is accepted, your bid constitutes a binding contract and includes the specifications of this invitation to bid.

### GENERAL SPECIFICATIONS

1. This invitation to bid is to take the official photographs of the members and officers of the 66<sup>th</sup> Legislative Assembly. A room will be provided in the State Capitol to complete the work.
2. With respect to the House of Representatives, the specifications are for:
  - a. Two poses and two wallet-size color pictures of each pose of 97 individuals and for color touchup of the final pose, as needed.
  - b. A digital image of a pose of each member, selected by the photographer, and a digital image of the final pose of each member.
  - c. One composite color picture of the 97 individuals approximately 50 x 60 inches, proofed, framed, and ready to hang. The photographer must mat and frame the composite picture using a frame approved by the Legislative Council.
  - d. One hundred copies of the composite color picture 11 x 14 inches in size.
3. With respect to the Senate, the specifications are for:
  - a. Two poses and two wallet-size color pictures of each pose of 51 individuals and for color touchup of the final pose, as needed.
  - b. A digital image of a pose of each member, selected by the photographer, and a digital image of the final pose of each member.
  - c. One composite color picture of the 51 individuals approximately 30 x 40 inches, proofed, framed, and ready to hang. The photographer must mat and frame the composite picture using a frame approved by the Legislative Council.
  - d. Fifty-four copies of the composite picture 11 x 14 inches in size.
4. The photographer must use a professional format camera with a portrait lens.
5. Time is of the essence:
  - a. The photographer must take the pictures of the 141 legislators and the Lieutenant Governor during the legislative organizational session, Monday-Wednesday, December 3-5, 2018.
  - b. The photographer must provide the web-ready digital image (147x220 pixels; 96 dpi) of the pose selected by the photographer to the Legislative Council by Wednesday, December 19, 2018.
  - c. The photographer must provide the color pictures of each member to that individual by Thursday, January 3, 2019, for proofing and return to the photographer. **If electronic transmission of individual proofs is made to legislators, the transmission must be individual, to the respective individual legislators, so that any legislator does not have access to proofs of other legislators.**
  - d. Any retake must be during the period January 8-10, 2019, and the photographer is to pick the final retake pose.
  - e. The photographer must take the pictures of the six officers of the Legislative Assembly during the period January 8-10, 2019. The photographer must deliver the pictures of each officer to that officer and allow for a retake in time for final pictures to be delivered as provided in this contract.

- f. The photographer must deliver final, individual pictures and high resolution digital images of the final, individual pictures, which may be used for legislative business purposes, to the Legislative Council office by Friday, February 15, 2019.
  - g. The photographer must deliver the proof of the composite picture of the Senators and Senate officers to the Secretary of the Senate for proofing. **The final Senate composite may not be provided until the Secretary of the Senate approves the proof.**
  - h. The photographer must deliver the proof of the composite picture of the Representatives and House officers to the Chief Clerk of the House for proofing. **The final House composite may not be provided until the Chief Clerk of the House approves the proof.**
  - i. The photographer must deliver the large composite pictures and smaller copies of the composite pictures to the Legislative Council office by Friday, February 15, 2019, or at the earliest date possible after final approval of the composites by the Secretary of the Senate and Chief Clerk of the House, as appropriate.
6. The submitted bid must be inclusive of all costs, and no additional reimbursement will be allowed for travel or other expenses.

**ADDITIONAL OPTIONAL SERVICE**

The photographer must furnish an 11- x 14-inch oak frame for the smaller composite pictures to an individual whose photograph was taken and who requests the frame and pays the photographer for the frame outside the regular contract price.

**BID SPECIFICATIONS**

Bids are requested based on the instructions and specifications described above. In addition, the bidder must include with the bid four samples of business portraits which show the type of background, type of lighting, and type of image reflected by the bid.

**BID PROPOSAL**

Bid proposal:	To provide the pictures, images, and frames as specified under items 2 and 3 of the GENERAL SPECIFICATIONS in accordance with items 4, 5, and 6 of the GENERAL SPECIFICATIONS (total amount)	\$ _____
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Additional optional service bid proposal:	To furnish frames for the smaller composite pictures as described under ADDITIONAL OPTIONAL SERVICE (this price to equal the price paid by an individual for the frame)	\$ _____
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Bidder: \_\_\_\_\_

Mailing address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_