

## 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 4, 2020. 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 67<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 color touchup of the final pose of 97 individuals, as needed.
  - b. A digital image of each member, selected by the legislator, 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 color touchup of the final pose of 51 individuals, as needed.
  - b. A digital image of each member, selected by the legislator, 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, Tuesday-Thursday, December 1-3, 2020.
  - b. The photographer must provide the following of the pose selected by the legislator to the Legislative Council on or before Friday, December 18, 2020:
    - (1) Final web-ready digital image (147x220 pixels; 96 dpi).
    - (2) Final high-resolution digital image (600 dpi).
  - c. The photographer must provide electronic transmission of individual proofs 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 12-14, 2021, and the photographer is to pick the final retake pose.
  - e. The photographer must provide electronic transmission of individual proofs to the six officers of the Legislative Assembly during the period January 12-14, 2021. The photographer must deliver the proof of each officer electronically to that officer and allow for a retake in time for final pictures to be delivered by January 20, 2021.

- f. The photographer must deliver the proof of the composite picture of the Senators and Senate officers to the Secretary of the Senate for proofing no later than Monday, February 1, 2021. **The final Senate composite may not be provided until the Secretary of the Senate approves the proof.**
  - g. 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 no later than Monday, February 1, 2021. **The final House composite may not be provided until the Chief Clerk of the House approves the proof.**
  - h. The photographer must deliver the large composite pictures and smaller copies of the composite pictures to the Legislative Council office by Friday, February 12, 2021, 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.

**TERMINATION**

A contract executed for photography services pursuant to this invitation to bid may be terminated by:

- 1. Mutual consent of both parties executed in writing; or
- 2. The Legislative Assembly if the Legislative Assembly notifies the photographer, prior to November 30, 2020, the photography services will not be needed due to the necessity of a remote legislative session or other reason.

**COPYRIGHT**

All work product or materials created or purchased under a contract executed pursuant to this invitation to bid belong to the North Dakota legislative branch. The photographer acknowledges the photographer does not have any rights to the images, photographs, or other works created or purchased under this contract, and may not use the images, photographs, or other works for any purpose other than to fulfill the photographer's obligations under this contract.

**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**

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: \_\_\_\_\_