



# REQUEST FOR QUOTES

Contract for Photography Services

County of San Mateo, Office of Community Affairs

The County of San Mateo seeks qualified Contractor(s) to provide photographic services.

<b>Solicitation Number</b>	RFQ #OCA1010
<b>Number of contracts expected to be awarded</b>	One
<b>Estimated Value or Range per contract</b>	N/A; Competitive bid process
<b>Funding Sources</b>	<input type="checkbox"/> Federal <input type="checkbox"/> State <input checked="" type="checkbox"/> County <input type="checkbox"/> Other
<b>Proposal Submission</b>	Email to: OCA_Proposal@smcgov.org
<b>Authorized Contact Person</b>	Megan Gosch
<b>Authorized Contact Person E-mail</b>	communityaffairs@smcgov.org
<b>E-mail Address for Protests</b>	<a href="mailto:protests@smcgov.com">protests@smcgov.com</a>
<b>RFQ Released</b>	November 10, 2023 12:00 PM PST
<b>Deadline for Questions, Comments and Exceptions</b>	November 17, 2023 12:00 PM PST
<b>Proposal Due Date and Time</b>	December 15, 2023 12:00 PM PST
<b>Anticipated Contract Award Date</b>	January 2024

Responses must be submitted via email to:  
OCA\_Proposal@smcgov.org

**By 12:00 p.m., PST on December 15, 2023**

**RESPONSES WILL NOT BE ACCEPTED AFTER THIS DATE AND TIME**

## ***Notice regarding the Public Records Act:***

Government Code Sections 7920.005 *et seq.*, the California Public Record Act, defines a public record as any writing containing information relating to the conduct of the public business. The Public Record Act provides that public records shall be disclosed upon written request and that any citizen has a right to inspect any public record unless the document is exempted from disclosure.

Be advised that any contract that eventually arises from this Request for Quotations is a public record in its entirety. Also, all information submitted in response to this Request for Quotations is itself a public record **without exception**. Submission of any materials in response to this Request for Quotations constitutes a waiver by the submitting party of any claim that the information is protected from disclosure. By submitting materials, (1) you are consenting to release of such materials by the County if requested under the Public Records Act without further notice to you and (2) you agree to indemnify and hold harmless the County for release of such information.

### **GENERAL INFORMATION**

This RFQ seeks responses from any and all qualified businesses or individuals to provide photographic services, including drone services, on an on-call/as-needed basis.

The County is gathering quotations from interested photography and drone-photography professionals to establish a pool of contractors who can provide such services for a wide array of projects, initiatives and programs.

The tentative target start date and term for the proposed services is January 5, 2023 through January 4, 2026, subject to negotiation of a final agreement.

### **SCOPE OF WORK**

The County Executive's Office is responsible for the efficient day-to-day operations of San Mateo County's government and carries out the vision and policies set by the Board of Supervisors.

The Office of Community Affairs, a unit of the Executive Office, creates a variety of high-quality print and digital publications. These publications include but are not limited to website content, social media posts (both one-off posts and campaigns), presentations, newsletters (email and print), postcards, and more.

The County is gathering quotes from interested photography and drone-photography professionals to establish a pool of contractors that can provide services to the County on an on-call/as-needed basis.

This Request for Quotes is open to experienced photography and drone-photography professionals with demonstrated training and experience in professional photo capture and production, and professional photographers who submit quotations should have all equipment necessary including camera(s), drone(s) tripods, lighting, light meters, memory cards, card readers and any other equipment required for general assignments. This also includes all photographic processing/editing and delivery of photographs to the County within one week of date photographs are taken.

On occasion, the County will require photographs to be delivered sooner than the one-week deadline. The County will make requests for early delivery in advance.

Assignments will be scheduled by telephone or email.

Representative assignments may include but are not limited to:

- Public events/ceremonies/conferences
- Public forums, public hearings, Board of Supervisors meetings, boards and commission meetings, staff recognition events
- Community events such as festivals, parades, flag raisings, memorials
- Construction tours and updates
- Individual and group photos of County staff and others as directed
- Community spotlights/features with candid photography of hyper-local scenes, residents and businesses

Contractors will be required to obtain consent for use of photos from subjects, as directed, on a County-provided photo release waiver form. **This is mandatory.**

Contractors are required to travel to and from assignments at various locations in and near San Mateo County. Contractors must be available seven (7) days per week, both days and evenings.

The County will attempt to provide a contractor with as much notice as possible before an assignment. Assignments with short notice (a day or two) may also be requested.

Photographs cannot be used for any other purpose or venue without the written permission of the County of San Mateo.

Should prospective photography professionals be considered for project(s), the County will issue a contract for services.

Following the establishment of a contract, project(s) will be assigned on an as-needed basis and each project will require an approved scope of work with estimated hours, rate/fees and a not-to-exceed amount.

Photographic products from the Contractor will remain fully under the ownership of the County, and the County shall have full authority to make, at its sole discretion, edits/content changes to work produced by Contractor, without relying on Contractor or on Contractor's consent, to make such changes.

All questions about this RFQ must be received no later than 12:00 p.m. on November 17, 2023, and must be sent by email to the Office of Community Affairs, at [CommunityAffairs@smcgov.org](mailto:CommunityAffairs@smcgov.org).

**Miscellaneous.** This RFQ is not a commitment or contract of any kind. The County reserves the right to pursue any and/or all ideas generated by this RFQ. The responses will be used to determine the respondent's ability to render the services to be provided. The failure of a

respondent to comply fully with the instructions in the RFQ may eliminate its response from further evaluation as determined at the sole discretion of the County.

## **ELIGIBLE PROVIDERS**

This Request for Quotations is intended for photography and drone-photography vendors. New partners and past contractors are both encouraged to apply. If a responder has been a previous contractor, their past performance as a contractor will be considered.

## **RESPONSE SUBMISSION REQUIREMENTS**

The response should be submitted in the following format:

### **A. GENERAL INSTRUCTIONS**

Interested contractors must submit all materials by email to the Office of Community Affairs, at [OCA\\_Proposal@smcgov.org](mailto:OCA_Proposal@smcgov.org). The submission may include attachments as well as links to files and web pages. All responses should adhere to the specified content and sequence of information described by this RFQ.

All responses must be received by the stated date and time to be considered for review. The County will not be responsible for and may not accept late responses due to slow internet connection, or for any other electronic failure (including but not limited to information transmission and internet connectivity failures).

### **B. COVER LETTER**

Provide a one-page cover letter (following template in **Attachment A**) that includes the address, voice and facsimile numbers, and email address of the contact person or persons.

### **C. RESPONSE CONTENT AND FORMAT**

#### **1) Signature Authority**

The original quote must be submitted by an individual with authority to submit quotes on behalf of the agency.

#### **2) Content**

Items below contain brief descriptions that must be included in this response/quotation.

- Describe the photographic services you provide and experience in providing similar services. Include length of time in business and any experience working with public agencies.
- Include links to galleries of prior work or links to specific photographs that demonstrate proven ability to deliver products as described in this RFQ.
- Include a detailed explanation for costs for photographic services: This should include hourly costs/fees; travel costs; mileage reimbursements costs; editing costs; printing costs; and any and all other costs associated with providing the requested services. **Be as specific as possible.** Also provide estimated turn-around times for submitting proof sheets/galleries from assignments. Use template provided in **Attachment B**.
- If submission includes drone photography please list any relevant licenses,

registrations, or certifications, if applicable, including Federal Aviation Authority (FAA) registration, and FAA certification.

- If submission includes drone photography, please include a statement regarding requirements to permissibly fly a drone for commercial purposes, as well as an explanation for how those requirements will be met.
- Include three references recently familiar with the quality and reliability of the respondent's work. Include the name, mailing address, contact person, and phone number for each reference.

### **3) Insurance**

The County has certain insurance requirements that must be met. In most situations those requirements include the following: the contractor must carry \$1,000,000 or more in comprehensive general liability insurance; the contractor must carry motor vehicle liability insurance, and if travel by car is a part of the services being requested, the amount of such coverage must be at least \$1,000,000; if the contractor has two or more employees, the contractor must carry the statutory limit for workers' compensation insurance; if the contractor or its employees maintain a license to perform professional services (e.g., architectural, legal, medical, psychological, etc.), the contractor must carry professional liability insurance; and generally the contractor must name the County and its officers, agents, employees, and servants as additional insured on any such policies (except workers compensation). If the contractor will be providing drone photography, aviation liability insurance may be required. Depending on the nature of the work being performed, additional requirements may need to be met.

## **RESPONSE REVIEW AND SELECTION**

The criteria used as a guideline in the review will include, but not be limited to, the following:

- Qualifications and experience, including capability and experience of key personnel and experience with other public or private agencies to provide these services
- History of successfully performing services for public or private agencies
- Ability to meet any required timelines or other requirements
- Cost to the County for the primary services described by this RFQ
- References
- Compliance with County RFQ and County requirements

### **Response Due Date**

All responses must be received by **12:00 p.m. on Friday, December 15, 2023.**

**SUBMISSIONS RECEIVED AFTER THE DEADLINE WILL  
NOT BE CONSIDERED.**

**ATTACHMENT A**  
**COVER LETTER TEMPLATE**

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

**Applicant:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

\_\_\_\_\_

**Email:** \_\_\_\_\_

\_\_\_\_\_

**Web:** \_\_\_\_\_

**Project**

**Contact:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**ATTACHMENT B**  
**COST QUOTATION/BUDGET TEMPLATE**

Description	Cost
Photography Services (hourly fee)	
Travel Costs	
Mileage Reimbursements	
Editing Costs (hourly fee)	
Printing Costs	
Other costs not specified	

<b>Estimated turn-around times for submitting proof sheets/galleries from assignments.</b>