

## REQUEST FOR QUOTATION

Date: October 15, 2018  
Project: Business Chronicles Photography  
File No: ED-2018-06

**CLOSING DATE: October 22, 2018 AT 9:00AM**

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### Description:

The Town of Gananoque and Township of Leeds and Thousand Islands are excited to introduce the Business Chronicles; an initiative that showcases local businesses through social media posts and websites. Business Chronicles allows our region to show appreciation to those individuals that have aided in the growth of the economy, our local business owners. The objective is to give local businesses an opportunity to share their story and further cultivate relationships with the community and consumer.

The project was launched September 5, 2018 and the businesses had until October 15, 2018 to fill in an interview style questionnaire. A total of 65 business participated in the project. Each participating business is to receive one professional photo, to accompany their interview, which will be published on the municipal websites and promoted through paid Facebook ads.

The Town is seeking a professional photographer to take a series of photos per business; submitting one as the final. The deadline to complete the photos is November 5, 2018.

Please review the links below for examples of this project.

<http://www.portraitsofelham.com/>

<https://www.gananoque.ca/invest-in-gananoque/business-chronicles>

<http://www.leeds1000islands.ca/en/growing/Business-Chronicles.aspx>

### Scope of Services:

- 1) A total of 65 businesses have participated in the project. We are seeking one professional photo per participating business.
- 2) Each professional photo will feature the business owners (and staff if they choose) in or outside their business. It is essential that each photo is to have a consistent look and feel.
- 3) Each photo is to be edited and include business name and the one word they selected to describe their business. Please provide two proofs; one each with and without text.

- 4) The business names and contacts will be provided. The selected photographer is to make arrangements for photos directly with the business owners.
- 5) Full rights to the photos are to be provided to the Town of Gananoque and Township of Leeds and Thousand Islands. The photos will be used by the Town of Gananoque and Township of Leeds and Thousand Islands for promotional material. Each business will be provided a copy of their photo for their own use.

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**The Town, in its sole discretion, reserves the following rights:**

1. Supplement, add to, delete from or change this solicitation document;
2. Reject any or all quotations or information received pursuant to this RFQ;
3. Cancel this RFQ or portions thereof at any time, with or without the substitution of another RFQ;
4. Request additional data or information after the submittal date, if such data or information is considered pertinent to aid the review and selection process;
5. Conduct investigations with respect to the qualifications and experience of each respondent. This includes investigating references that may not be listed in the proposal;
6. Take any action affecting the RFQ or the services or facilities subject to this RFQ that would be in the best interests of the Town;
7. Require one or more respondents to supplement, clarify or provide additional information in order for the Town to evaluate the Quotations submitted.
8. The Town of Gananoque reserves the right to select contractors based on pricing, quality of work, performance and availability.
9. NOTE: Late submissions will not be accepted and will be returned to the originator unopened. 'The lowest price may not necessarily be accepted'

Direct all inquiries to:

Laura Godard, RED Project Coordinator,  
613-382-8044, [redprojectcoordinator@gananoque.ca](mailto:redprojectcoordinator@gananoque.ca)

Shelley Hirstwood, Economic Development Manager  
613-382-2149 ext 1127, [shirstwood@gananoque.ca](mailto:shirstwood@gananoque.ca)



**QUOTATION SUBMISSION (Please include this with your submission)**

Project: BUSINESS CHRONICLES PHOTOGRAPHY  
 File No: ED-2018-06

I/We the undersigned have read and understand this quotation document, and herewith agree to perform the Scope of Work required in accordance with the quotation document issued by Procurement Services, at the price(s) listed below:

We certify that:

1. The party executing this document is authorized to sign the same.
2. To the best of my/our knowledge and belief the information provided in our quotation submission is correct.
3. We shall not have any claim for any compensation of any kind whatsoever, as a result of participating in this quotation, and by submitting a quotation we shall be deemed to have agreed that we have no such claim.
4. We further understand that the Town of Gananoque owns and reserves the right to use the photography for any purposes resulting from the project with no payment obligation
5. To the best of my/our knowledge and belief our quotation submission is made without any connection, comparison of figures or arrangement with or knowledge of any other corporation, firm or person submitting a bid for the same work and is in all respects fair and without collusion or fraud
6. To the best of my/our knowledge and belief no member of the Council and no officer or employee of the Corporation of the Town of Gananoque is, will be, or has, become interested, directly or indirectly, as a contracting party, partner, stockholder, surety or otherwise in, or in the performance of the contract, or in the supplies, work, or business to which it relates, or in any portion of the profits thereof, or in any of the money to be derived therefrom.
7. My/Our quotation submission will remain open for acceptance for a period of 15 (fifteen) calendar days after opening of the bids and the Corporation of the Town of Gananoque may at any time within this period accept our quotation submission.

Title of Authorizing Representative:	Print Name:
Date:	Signature:

The check boxes below  are included for the convenience of the applicant only to ensure submission is complete.

**EXPERIENCE OF SIMILAR WORK:**

Indicate experience and provide examples of services similar to the scope of work identified in this Quotation.		<input type="checkbox"/>
Project Description: Please attach examples and/or website links	Contact Reference: Phone/Email	
Pursuant to Section 29(1(a) of the Municipal Freedom of Information Act, I _____, authorize the Corporation of the _____ of Gananoque to contact any person(s)/companies for the purpose of obtaining reference information.		<input type="checkbox"/>


**SUBCONTRACTORS:**

Are there any sub-contractors being used?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
If yes, Please identify: (include phone/email information and any other qualifying details)		

**COMMENCEMENT:**

Date of Earliest Commencement of Work Upon Award:	<input type="checkbox"/>
Date:	

**QUOTATION AMOUNT:**

The following is the amount of the quotation being submitted to the Town of Gananoque as outlined in the Scope of Services:  Total Amount: _____ \$	
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**SIGNED AND SUBMITTED FOR AND ON BEHALF OF:**

The undersigned hereby acknowledges and agrees that the Scope of Services has been read and is fully understood.	
Business Name (please print)	Telephone
Street Address (please print)	Cell:
City/Town and Postal Code	Facsimile:
Title of Authorizing Representative:	Print Name:
Date:	Signature:
Your completion of this form confirms acceptance of the Town of Gananoque Terms and Conditions. Proponents who impose restrictions on their bid using a qualifying statement risk having their bid rejected.	

Interested respondents must submit their proposals in sealed envelopes marked

Business Chronicles Photography  
 Town of Gananoque  
 Laura Godard  
 30 King St East, Box 100  
 Gananoque, ON K7G 2T6

**QUOTATION DEADLINE:            OCTOBER 22, 2018 BY NO LATER THEN 9:00AM**  
**PROJECT DEADLINE:              NOVEMBER 5, 2018**