



PRE-QUALIFICATION REGISTRATION

2019-2020 Photography Services

Invitation:

The City of Vernon (“City”) invites submissions from professional commercial photographers with a minimum of three years of related experience to be included on a pre-qualified list for photography services to be used by Tourism Vernon and other City departments.

Photos may be used on all media channels including but not limited to:

- broadcast
- our websites
- social media accounts and channels, i.e. Facebook, Twitter, Instagram
- promotional publications, i.e. the Visitor Guide and printed ads in other publications
- newsletters
- posters
- event marketing
- partner promotions
- advertisements

The pre-qualification documents have been posted and are available for download at:

URL: <https://vernon.bonfirehub.ca/portal>

Click the link above or type the address into your browser to go to the portal; register as a Vendor and the documents will be accessible. It is recommended to download from a PC and ensure your firewall and virus security allows downloads.

Contractors responding to the pre-qualification request must consent to the City verifying the information provided on their submission.

The City reserves the right, at its sole discretion, to pre-qualify a limited number or to pre-qualify none of the contractors applying. Pricing as submitted is binding and will be evaluated by City staff. Should rates change it is the responsibility of the Contractor to re-submit for consideration.

The scope of work may vary considerably and engagement to work on one project in no way obliges the City to choose the same provider for other work. Inclusion on the Pre-Qualified list of Contractors does not guarantee a minimum level of work. If identified to undertake services for the City, a request for written quotation to complete the work will be issued by the City.

Pre-Qualification Procedure:

1. Contractor must have a minimum of 3 years' experience as a professional commercial photographer
2. Submit all required documentation via Bonfire portal:
 - Photographer Bio (1-2 pages)
 - Valid Business License
3. The City will create a pre-qualified contractor list based the following considerations:
 - Rates
 - Work Experience
 - Availability & Studio Location
4. Upon call the City Work & Services General Conditions will apply. Refer to:
https://www.vernon.ca/sites/default/files/docs/financial/work_service_general_conditions.pdf

Once hired, the Contractor will supply all labour, materials and equipment necessary to complete the services. All work shall be completed as agreed upon. The Contractor may be subject to a performance evaluation. If a situation develops where performance is not acceptable or behavior is not acceptable, a review on performance may warrant a suspension or termination from the pre-qualified contractor list. Contractor warrants it shall comply with all laws, rules and regulations applicable to the location of the Work, in particular, but without limitation, those concerning safety and the City of Vernon's code of conduct.

Contact:

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Any questions regarding the project are to be directed through the Procurement Portal – Bonfire in the Messages section: Opportunity Q & A and the designated procurement staff member will respond. Note that any questions being submitted are only available for viewing by the City of Vernon.