

BID SOLICITATION



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
CAPITOL HILL
PROVIDENCE RI 02908

BID NUMBER: B03229
TITLE: PHOTOGRAPHERS
BID OPENING DATE AND TIME:
01/07/2004 11:00 AM

BUYER: NANCY MCINTYRE
PHONE #: (401) 222 - 2142 ext. 126
BLANKET PERIOD: 2/1/04 - 1/31/07

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MASTER PRICE AGREEMENT
RELEASE AGAINST RI MPA

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MASTER PRICE AGREEMENT
RELEASE AGAINST RI MPA

Requisition Number(s): MPA #214

Item	Class-Item	Quantity	Unit	Unit Price	Total
	BLANKET REQUIREMENTS: 2/1/04 - 1/31/07 MPA #214 PHOTOGRAPHERS				

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	<p>BIDDING</p> <p>(a) A single price shall be quoted for each item against which a proposal is submitted. This price will be the maximum in effect during the agreement period. Any price decline at the manufacturer's level shall be reflected in a reduction of the agreement price to the State.</p> <p>(b) Quantities, if any, are estimated only. The agreement shall cover the actual quantities ordering during the period. Deliveries will be billed at the single, firm, awarded unit price quoted regardless of the quantities ordered.</p> <p>(c) Bid price is net F.O.B. destination and shall include inside delivery at no extra cost.</p> <p>(d) Bids for single items and/or a small percentage of total items listed, may, at the State's sole option, be rejected as being non-responsive to the intent of this request.</p> <p>ORDERING</p> <p>(a) The User Agency(s) will submit individual orders for the various items and various quantities as may be required during the agreement period.</p> <p>(b) Exception - Regardless of any agreement resulting from this bid, the State reserves the right to solicit prices separately for any extra large requirements for delivery to specific destinations.</p>				

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Item	Class-Item	Quantity	Unit	Unit Price	Total
	<p>THIS IS A MULTI-YEAR BID/CONTRACT. PER RHODE ISLAND STATE LAW 37-2-33, CONTRACT OBLIGATIONS BEYOND THE CURRENT FISCAL YEAR ARE SUBJECT TO AVAILABILITY OF FUNDS. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE STATE. TERMINATION MAY BE EFFECTED BY THE STATE BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE STATE TO DISCONTINUE THE GOODS/SERVICES, OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES; ALSO MANAGEMENT OWNER DETERMINATIONS THAT MAY PRECLUDE THE NEED FOR GOODS/SERVICES.</p> <p>DUE TO LENGTH OF BID AND TIME CONSTRAINTS, THE STATE WILL ONLY ACKNOWLEDGE RECEIPT AND READ THE NAMES OF VENDORS SUBMITTING PROPOSALS. NO EXAMINATION OF DOCUMENTS OR PRESENTATION OF INFORMATION CONTAINED IN PROPOSALS WILL BE MADE AVAILABLE AT THE BID OPENING; HOWEVER, INSTRUCTIONS TO OBTAIN THE TABULATION OR SUMMARY OF BID RESPONSES WILL BE MADE AVAILABLE AT THE RI DIVISION OF PURCHASES WEBSITE (www.purchasing.state.ri.us).</p>				

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	<p>TO PROVIDE PHOTOGRAPHIC SERVICES TO VARIOUS STATE AGENCIES, INCLUDING THE UNIVERSITY OF RHODE ISLAND IN ACCORDANCE WITH THE ATTACHED SPECIFICATIONS.</p> <p>IN ADDITION TO THE BID PRICING BELOW, BIDDERS SHALL ALSO SUBMIT THE FOLLOWING WITH THEIR BID PROPOSAL:</p> <ul style="list-style-type: none"> * AVAILABLE SCHEDULE * PAGER NUMBER/CELL PHONE NUMBER: _____ * LIST OF QUALIFICATIONS/WORK EXPERIENCE * THREE (3) SAMPLES OF WORK * WEBSITE ADDRESS TO VIEW SAMPLE WORK ONLINE INCLUDE WEBSITE ADDRESS HERE: _____ <p>RATE SHOOTING FEES: (INCLUDING DIGITAL PHOTOGRAPHY)</p>				
1.0	<p>915-72 2/1/04 - 6/30/04 - RATE SHOOTING FEES, PER HOUR PER DAY (6 AM-6 PM)</p>	1.00	HR	_____	_____
2.0	<p>915-72 7/1/04 - 6/30/05 - RATE SHOOTING FEES, PER HOUR PER DAY (6 AM-6 PM)</p>	1.00	HR	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
3.0	915-72 7/1/05 - 6/30/06 - RATE SHOOTING FEES, PER HOUR PER DAY (6 AM-6 PM)	1.00	HR		
4.0	915-72 7/1/06 - 1/31/07 - RATE SHOOTING FEES, PER HOUR PER DAY (6 AM-6 PM)	1.00	HR		
5.0	915-72 2/1/04 - 6/30/04 - RATE SHOOTING FEES, PER HOUR PER EVENING/HOLIDAY	1.00	HR		
6.0	915-72 7/1/04 - 6/30/05 - RATE SHOOTING FEES, PER HOUR PER EVENING/HOLIDAY	1.00	HR		
7.0	915-72 7/1/05 - 6/30/06 - RATE SHOOTING FEES, PER HOUR PER EVENING/HOLIDAY	1.00	HR		
8.0	915-72 7/1/06 - 1/31/07 - RATE SHOOTING FEES, PER HOUR PER EVENING/HOLIDAY	1.00	HR		
9.0	915-72 2/1/04 - 6/30/04 - RATE SHOOTING FEES, PER HOUR PER WEEKEND (SATURDAY OR SUNDAY)	1.00	HR		
10.0	915-72 7/1/04 - 6/30/05 - RATE SHOOTING FEES, PER HOUR PER WEEKEND (SATURDAY OR SUNDAY)	1.00	HR		

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11.0	915-72 7/1/05 - 6/30/06 - RATE SHOOTING FEES, PER HOUR PER WEEKEND (SATURDAY OR SUNDAY)	1.00	HR		
12.0	915-72 7/1/06 - 1/31/07 - RATE SHOOTING FEES, PER HOUR PER WEEKEND (SATURDAY OR SUNDAY)	1.00	HR		
13.0	915-72 2/1/04 - 6/30/04 - RATE SHOOTING FEES, PER EVENT - E.G. FOOTBALL, BASKETBALL, GYMNASTICS	1.00	EVENT		
14.0	915-72 7/1/04 - 6/30/05 - RATE SHOOTING FEES, PER EVENT - E.G. FOOTBALL, BASKETBALL, GYMNASTICS	1.00	EVENT		
15.0	915-72 7/1/05 - 6/30/06 - RATE SHOOTING FEES, PER EVENT - E.G. FOOTBALL, BASKETBALL, GYMNASTICS	1.00	EVENT		
16.0	915-72 7/1/06 - 1/31/07 - RATE SHOOTING FEES, PER EVENT - E.G. FOOTBALL, BASKETBALL, GYMNASTICS	1.00	EVENT		
	FILM + PROCESSING RATES (PRICE TO INCLUDE FILM + PROCESSING):				
17.0	915-72 2/1/04 - 6/30/04 - FILM + PROCESSING - PER ROLL BLACK & WHITE (36 EXP.)	1.00	ROLL		

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Item	Class-Item	Quantity	Unit	Unit Price	Total
18.0	915-72 7/1/04 - 6/30/05 - FILM + PROCESSING - PER ROLL BLACK & WHITE (36 EXP.)	1.00	ROLL		
19.0	915-72 7/1/05 - 6/30/06 - FILM + PROCESSING - PER ROLL BLACK & WHITE (36 EXP.)	1.00	ROLL		
20.0	915-72 7/1/06 - 1/31/07 - FILM + PROCESSING - PER ROLL BLACK & WHITE (36 EXP.)	1.00	ROLL		
21.0	915-72 2/1/04 - 6/30/04 - FILM + PROCESSING - PER ROLL COLOR (36 EXP.)	1.00	ROLL		
22.0	915-72 7/1/04 - 6/30/05 - FILM + PROCESSING - PER ROLL COLOR (36 EXP.)	1.00	ROLL		
23.0	915-72 7/1/05 - 6/30/06 - FILM + PROCESSING - PER ROLL COLOR (36 EXP.)	1.00	ROLL		
24.0	915-72 7/1/06 - 1/31/07 - FILM + PROCESSING - PER ROLL COLOR (36 EXP.)	1.00	ROLL		
25.0	915-72 2/1/04 - 6/30/04 - FILM + PROCESSING - PER ROLL COLOR SLIDES (36 EXP.)	1.00	ROLL		

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Item	Class-Item	Quantity	Unit	Unit Price	Total
26.0	915-72 7/1/04 - 6/30/05 - FILM + PROCESSING - PER ROLL COLOR SLIDES (36 EXP.)	1.00	ROLL		
27.0	915-72 7/1/05 - 6/30/06 - FILM + PROCESSING - PER ROLL COLOR SLIDES (36 EXP.)	1.00	ROLL		
28.0	915-72 7/1/06 - 1/31/07 - FILM + PROCESSING - PER ROLL COLOR SLIDES (36 EXP.)	1.00	ROLL		
	PRINT RATES:				
29.0	915-72 2/1/04 - 6/30/04 - PRINT RATES - BLACK & WHITE PRINTS 2" X 3"	1.00	EA		
30.0	915-72 7/1/04 - 6/30/05 - PRINT RATES - BLACK & WHITE PRINTS 2" X 3"	1.00	EA		
31.0	915-72 7/1/05 - 6/30/06 - PRINT RATES - BLACK & WHITE PRINTS 2" X 3"	1.00	EA		
32.0	915-72 7/1/06 - 1/31/07 - PRINT RATES - BLACK & WHITE PRINTS 2" X 3"	1.00	EA		

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33.0	915-72 2/1/04 - 6/30/04 - PRINT RATES - BLACK & WHITE PRINTS 4" X 5"	1.00	EA		
34.0	915-72 7/1/04 - 6/30/05 - PRINT RATES - BLACK & WHITE PRINTS 4" X 5"	1.00	EA		
35.0	915-72 7/1/05 - 6/30/06 - PRINT RATES - BLACK & WHITE PRINTS 4" X 5"	1.00	EA		
36.0	915-72 7/1/06 - 1/31/07 - PRINT RATES - BLACK & WHITE PRINTS 4" X 5"	1.00	EA		
37.0	915-72 2/1/04 - 6/30/04 - PRINT RATES - BLACK & WHITE PRINTS 4" X 6"	1.00	EA		
38.0	915-72 7/1/04 - 6/30/05 - PRINT RATES - BLACK & WHITE PRINTS 4" X 6"	1.00	EA		
39.0	915-72 7/1/05 - 6/30/06 - PRINT RATES - BLACK & WHITE PRINTS 4" X 6"	1.00	EA		
40.0	915-72 7/1/06 - 1/31/07 - PRINT RATES - BLACK & WHITE PRINTS 4" X 6"	1.00	EA		

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41.0	915-72 2/1/04 - 6/30/04 - PRINT RATES - BLACK & WHITE PRINTS 5" X 7"	1.00	EA		
42.0	915-72 7/1/04 - 6/30/05 - PRINT RATES - BLACK & WHITE PRINTS 5" X 7"	1.00	EA		
43.0	915-72 7/1/05 - 6/30/06 - PRINT RATES - BLACK & WHITE PRINTS 5" X 7"	1.00	EA		
44.0	915-72 7/1/06 - 1/31/07 - PRINT RATES - BLACK & WHITE PRINTS 5" X 7"	1.00	EA		
45.0	915-72 2/1/04 - 6/30/04 - PRINT RATES - BLACK & WHITE PRINTS 8" X 10"	1.00	EA		
46.0	915-72 7/1/04 - 6/30/05 - PRINT RATES - BLACK & WHITE PRINTS 8" X 10"	1.00	EA		
47.0	915-72 7/1/05 - 6/30/06 - PRINT RATES - BLACK & WHITE PRINTS 8" X 10"	1.00	EA		
48.0	915-72 7/1/06 - 1/31/07 - PRINT RATES - BLACK & WHITE PRINTS 8" X 10"	1.00	EA		

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49.0	915-72 2/1/04 - 6/30/04 - PRINT RATES - COLOR PRINTS 2" X 3"	1.00	EA		
50.0	915-72 7/1/04 - 6/30/05 - PRINT RATES - COLOR PRINTS 2" X 3"	1.00	EA		
51.0	915-72 7/1/05 - 6/30/06 - PRINT RATES - COLOR PRINTS 2" X 3"	1.00	EA		
52.0	915-72 7/1/06 - 1/31/07 - PRINT RATES - COLOR PRINTS 2" X 3"	1.00	EA		
53.0	915-72 2/1/04 - 6/30/04 - PRINT RATES - COLOR PRINTS 4" X 5"	1.00	EA		
54.0	915-72 7/1/04 - 6/30/05 - PRINT RATES - COLOR PRINTS 4" X 5"	1.00	EA		
55.0	915-72 7/1/05 - 6/30/06 - PRINT RATES - COLOR PRINTS 4" X 5"	1.00	EA		
56.0	915-72 7/1/06 - 1/31/07 - PRINT RATES - COLOR PRINTS 4" X 5"	1.00	EA		
57.0	915-72 2/1/04 - 6/30/04 - PRINT RATES - COLOR PRINTS 4" X 6"	1.00	EA		
58.0	915-72 7/1/04 - 6/30/05 - PRINT RATES - COLOR PRINTS 4" X 6"	1.00	EA		

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60.0	915-72 7/1/06 - 1/31/07 - PRINT RATES - COLOR PRINTS 4" X 6"	1.00	EA		
61.0	915-72 2/1/04 - 6/30/04 - PRINT RATES - COLOR PRINTS 5" X 7"	1.00	EA		
62.0	915-72 7/1/04 - 6/30/05 - PRINT RATES - COLOR PRINTS 5" X 7"	1.00	EA		
63.0	915-72 7/1/05 - 6/30/06 - PRINT RATES - COLOR PRINTS 5" X 7"	1.00	EA		
64.0	915-72 7/1/06 - 1/31/07 - PRINT RATES - COLOR PRINTS 5" X 7"	1.00	EA		
65.0	915-72 2/1/04 - 6/30/04 - PRINT RATES - COLOR PRINTS 8" X 10"	1.00	EA		
66.0	915-72 7/1/04 - 6/30/05 - PRINT RATES - COLOR PRINTS 8" X 10"	1.00	EA		
67.0	915-72 7/1/05 - 6/30/06 - PRINT RATES - COLOR PRINTS 8" X 10"	1.00	EA		
68.0	915-72 7/1/06 - 1/31/07 - PRINT RATES - COLOR PRINTS 8" X 10"	1.00	EA		

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer.

DELIVERY: _____

RIVIP VENDOR ID#: _____

TERMS OF PAYMENT: _____

**DO NOT SIGN BID ON THIS PAGE!
 USE CERTIFICATION COVER FORM.**

BID SOLICITATION



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
CAPITOL HILL
PROVIDENCE RI 02908

BID NUMBER: B03229
TITLE: PHOTOGRAPHERS
BID OPENING DATE AND TIME:
01/07/2004 11:00 AM

BUYER: NANCY MCINTYRE
PHONE #: (401) 222 - 2142 ext. 126
BLANKET PERIOD: 2/1/04 - 1/31/07

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MASTER PRICE AGREEMENT
RELEASE AGAINST RI MPA**

Requisition Number(s): MPA #214

Item	Class-Item	Quantity	Unit	Unit Price	Total
	OTHER COSTS/SPECIAL RATES				
	TEAM PHOTOS - ALL INCLUSIVE (SHOOTING, FILM, PROCESSING), 3 (8 X 10) PRINTS				
69.0	915-72 2/1/04 - 6/30/04 - TEAM PHOTOS - ALL INCLUSIVE, 3 (8 X 10) PRINTS	1.00	EA		
70.0	915-72 7/1/04 - 6/30/05 - TEAM PHOTOS - ALL INCLUSIVE, 3 (8 X 10) PRINTS	1.00	EA		
71.0	915-72 7/1/05 - 6/30/06 - TEAM PHOTOS - ALL INCLUSIVE, 3 (8 X 10) PRINTS	1.00	EA		
72.0	915-72 7/1/06 - 1/31/07 - TEAM PHOTOS - ALL INCLUSIVE, 3 (8 X 10) PRINTS	1.00	EA		
73.0	915-72 2/1/04 - 6/30/04 - STROBE SET-UP	1.00	EA		
74.0	915-72 7/1/04 - 6/30/05 - STROBE SET-UP	1.00	EA		
75.0	915-72 7/1/05 - 6/30/06 - STROBE SET-UP	1.00	EA		

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BID SOLICITATION



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 RELEASE AGAINST RI MPA**

Requisition Number(s): MPA #214

Item	Class-Item	Quantity	Unit	Unit Price	Total
76.0	915-72 7/1/06 - 1/31/07 - STROBE SET-UP	1.00	EA		
<p>LIST ANY OTHER SERVICES AND PRICING BELOW THAT MAY BE BENEFICIAL TO STATE AGENCIES, INCLUDING THE UNIVERSITY OF RHODE ISLAND.</p> <p>SERVICE: _____</p> <p>UNIT OF MEASURE: _____</p> <p>PRICING: _____</p> <p>VENDORS NOT PREVIOUSLY REGISTERED WITH THE STATE OF RHODE ISLAND, DIVISION OF PURCHASES, MUST DO SO PRIOR TO BID SUBMITTAL. REGISTER ONLINE AT WWW.PURCHASING.STATE.RI.US. INCLUDE RIVIP VENDOR I.D. NUMBER ON BID ALONG WITH COMPLETED FORM.</p> <p>*****NOTICE***** AS OF JANUARY 1, 2004, PURCHASING WEB ADDRESS WILL BE: WWW.PURCHASING.RI.GOV.</p> <p>DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.</p>					
				TOTAL:	_____

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer.

DELIVERY: _____

RIVIP VENDOR ID#: _____

TERMS OF PAYMENT: _____

**DO NOT SIGN BID ON THIS PAGE!
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Freelance Photographers specifications for all State Agencies including the University of Rhode Island's Department of Communications/News Bureau, Pacer, Publications, Athletics and other departments as needed.

Basic Function

Serve as a freelance photographer. Ability to provide digital files on CD with Quickshow or Slideshow preview or black and white, color prints and color slides and other difficult photographic work where retakes are seldom possible, as assigned by and for use by all State Agencies, including the URI Department of Communications/News Bureau, Pacer, Publications, Athletics and other departments as needed.

Vendor shall not bill the University more than one shooting fee for attendance at any assignment regardless of the number of departments that may use the photography, products or services authorized by this agreement.

Essential duties and responsibilities

Photograph assigned events and people related to the various State Agencies including the University of Rhode Island for use by the Department of Communications/News Bureau, Pacer, Publications, Athletics and other departments as needed.

Photographer to have the capability of providing digital rgb, jpeg or tiff files of selected or all shots from assignments in an output resolution of 300 dpi for a full frame image at actual size of 8" x 10 ". Specified cropping or enlargement for selected images may be requested. Digital files to be provided to Communications Office on CD with Quickshow or Slideshow.

Skilled technical work involving color or black and white print processing of shots may also be requested. To utilize a wide variety of digital cameras, film, lenses and other photographic equipment as necessary to obtain optimum results in diverse situations. To determine camera angle, focus, shutter speed, lens setting, correct light filter and exposure time. Get identification of each person photographed with correct spelling of name and hometown.

Provide quick turn around (in some cases same day or 24 hour turn around) on digital, rgb, jpeg or tiff files of selected or all shots from assignments for use by all State Agencies including the URI Department of Communications/News Bureau, Pacer, Publications, Athletics and other departments as needed or as specified by the URI Department of Communications/News Bureau.

Availability schedules are required with bid submittal.

Other duties and responsibilities:

Maintain records of photo shots and photos for a period of five (5) years, regardless of award renewal with the State of Rhode Island. Supply the State Agencies including the URI Department of Communications/News Bureau, Pacer, Publications, Athletics and other departments as needed with required images from those files when necessary.

Qualifications:

2 years professional experience. Strong background as a professional commercial photographer. Must be able to do commercial photography, portraiture and photo journalism. Must have knowledge of digital, color neg, color reversal and black and white films. There may be instances at smaller agencies when the photographers must be able to operate copy stand to process copy neg. work and provide black and white prints from color slides. Must possess thorough knowledge of location and studio lighting techniques. Must have good communication and interpersonal skills.

Must have pager or cell phone. Vendor must be accessible via a cell phone or pager at all times as provided for in their completed availability schedule.

Vendor must furnish all labor, materials and equipment.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

These specifications in no way state or imply that these are the only duties to be performed by the freelance photographer providing services. Freelancers may be required to perform other job-related duties requested.

All vendors who submit responsive, responsible bids will be listed on the agreement, in order of pricing. Multiple awards may be made in the best interest of the State. In addition, vendor selection by the State Agencies, including the University of Rhode Island, for a particular job will be dependent upon quality/type of work, rates (i.e. shooting fees - day, evening, holiday and weekend fees, processing and printing), and availability of photographer.

Interested bidders must submit three (3) samples of photography work from a variety of sources, including newspapers, magazines, and brochures. In addition, photographers may include their website address for any sample photography work that the agencies could view online.

Regarding availability schedules, the University of Rhode Island News Bureau and other State Agencies where applicable, must be notified at least one week in advance of vacations and any time vendor is not available for work.

Contact person for the University of Rhode Island

Linda A. Acciaro
Director ,
Department of Communications
874-2116

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Nancy L. Gillespie
Department of Communications
News Bureau
22 Davis Hall
Kingston, RI 02881
874-2116