



RENSSELAER COUNTY BUREAU OF CENTRAL SERVICES

**STEVEN F. McLAUGHLIN
COUNTY EXECUTIVE**

**JAMES R. GORDON
DIRECTOR**

REQUEST FOR PROPOSAL

PROFESSIONAL SERVICES FOR CATEGORY 1: PHOTOGRAPHY & EDITING AND CATEGORY 2: VIDEOGRAPHY & EDITING FOR RENSSELAER COUNTY

RENSSELAER COUNTY REQUESTS PROPOSALS FROM FIRMS EXPERIENCED IN THE FIELD OF PHOTOGRAPHY & EDITING AND VIDEOGRAPHY & EDITING.

SEALED PROPOSALS WILL BE RECEIVED AT THE OFFICE OF THE DIRECTOR, BUREAU OF CENTRAL SERVICES, 5TH FLOOR, MAIN OFFICE BUILDING, NED PATTISON RENSSELAER COUNTY GOVERNMENT CENTER, 1600 SEVENTH AVENUE, TROY, NEW YORK UNTIL:

TWO (2:00 P.M.), FRIDAY, APRIL 29, 2022

**JAMES R. GORDON, DIRECTOR
BUREAU OF CENTRAL SERVICES
1600 SEVENTH AVENUE, 5TH FLOOR
TROY, NEW YORK 12180**

RFP-22-33
DATED: April 11, 2022
PAGE: 1

**REQUEST FOR PROPOSAL
PROFESSIONAL SERVICES FOR CATEGORY 1: PHOTOGRAPHY & EDITING
AND CATEGORY 2: VIDEOGRAPHY & EDITING FOR RENSSELAER COUNTY**

I. INTRODUCTION

Rensselaer County is seeking professional services with firm(s) that are experienced in photography and editing (Category 1) and videography and editing (Category 2). Firm(s) may offer proposals for one or both categories.

II. SPECIFICATIONS

Minimum requirements for photography: High Resolution images @ 300 pixels per inch, for used on phone app and website; As well as, videography HD1080p Apple Pro Res 422HQ .mov file preferred. (H.264 .mp4 file if Pro Res not possible). [1920x1080i@29.97](#) or [720p@59.94fps](#). For High Def Spots. Target loudness level should be – 24-LKFS. True peak level should be below – 2db.

If questions regarding the Specifications, please contact Vito Ciccarelli, Director, Rensselaer County Bureau of Tourism, Monday through Friday, at (518) 270-2673 email address: VCiccarelli@rensco.com.

III. PORTFOLIO'S

Interested firm(s) shall submit a detailed portfolio of the professional services their firms provide.

IV. REFERENCES

Provide at least three (3) major references, listing company, phone number and primary contact person. References/phone numbers, etc. should be verified as current to facilitate contact.

V. TERM OF CONTRACT

The term of the contract is for a period of two (2) years from the date stated in the Notice of Contract Award. The contract may be extended by mutual consent of both the County and the vendor for an additional two (2) one (1) year periods. All terms, conditions and pricing of the original award shall apply to the contract extensions.

VI. FEE/COST PROPOSAL

Firms shall submit Total Fee/Cost Proposals for one of both Categories. Fees shall include all equipment, materials, travel, labor and any other costs necessary to fully provide the professional services.

VII. SUBMISSION

Three (3) copies of the firm's proposal accompanied by a completed "Certificate of Compliance with the Local Law #2," shall be submitted to James R. Gordon, Director, Rensselaer County Bureau of Central Services, 5th Floor, Main Office Building, Ned Pattison Rensselaer County Government Center, 1600 Seventh Avenue, Troy, New York 12180 until Two (2:00 p.m.), Friday, April 29, 2022, in a sealed package clearly marked RFP-22-33 Photography & Editing (Category 1) and Videography & Editing (Category 2).

VIII. EVALUATION

Following submission, a study period will be observed during which reference checks and interviews may be conducted. The County reserves the right to discuss fee structures, request revision where deemed necessary and/or interview only those firms, which appear to be most responsive to this RFP. Selection will be based upon the most favorable combination of professional qualification, experience, reference responses and fee structure.

The successful firm will be notified in writing following approval of the Legislature and County Executive. Rensselaer County reserves the right to not enter into agreement with any firm responding to this RFP, to request additional information and/or solicit additional or new proposals if deemed necessary. Any contract or form of agreement resulting from this RFP is subject to approval of the Rensselaer County Attorney.

IX. PAYMENT

Payment for services shall be following receipt of vendor claims and invoices in accordance with Rensselaer County accounting/payment practices.

X. CANCELLATION FOR CONVENIENCE

The County of Rensselaer in its sole discretion retains the right to cancel this contract without reason provided that the contractor is given at least thirty (30) days notice of its intent to cancel.

Additionally, Rensselaer County reserves the right to reject any proposal which, through bidder error or omission is found to be mathematically incorrect, conditional, otherwise incomplete, or not in compliance with Rensselaer County specifications. This right to reject proposals which are incomplete, conditional, inaccurate, or not in compliance with specifications shall be exercised in the best interests of Rensselaer County.

TO BE PROVIDED TO THE BUREAU OF CENTRAL SERVICES UPON NOTICE OF AWARD

**County of Rensselaer
Insurance Requirements**

INDEPENDENT CONTRACTORS REQUIRED COVERAGE:

The amounts of insurance coverage to be provided shall not be less than the limits shown herein. Duplicate copies of Insurance Certificates shall be furnished along with insurance company statements that contractor has paid insurance premiums. All insurance carriers must have a best rating of an A or better.

A. Workmen's Compensation

Section A - Employee Benefits	Statutory
Section B - Employers Liability	Statutory

B. New York State Disability Benefits Statutory

C. Commercial General Liability including products/completed operations:

\$1,000,000	General Aggregate
\$1,000,000	Products-Completed Operations Aggregate
\$1,000,000	Personal Injury and Advertising Liability
\$1,000,000	Each Occurrence
\$ 500,000	Fire Damage (any one fire)
\$ 10,000	Medical Expense (any one person)

The Commercial Comprehensive General Liability policy shall include coverage for acts of all Contractors, sub-contractors and sub-contractors for all liability assumed under this contract and where applicable, coverage for use of explosives, collapse of buildings and damage to underground properties (X, C & U Coverage), and coverage required by any Law or Municipal Ordinance or Regulations.

D. Comprehensive Automobile Liability, including contractual hired car and non-owned vehicle coverage:

\$1,000,000 Combined Single Limit - Bodily Injury and Property Damage

E. Owner's and Contractors Protective Policy:

The Contractor shall take out and maintain during the life of this Contract such contingent property damage and public liability insurance policies, in described amounts as will protect the County of Rensselaer, its officers and agents as follows:

I) Certificate Holder: County of Rensselaer
 Attn: Rensselaer County Attorney
 Ned Pattison Rensselaer County
 Government Center
 1600 Seventh Avenue
 Troy, New York 12180

II) Limit of Liability
 \$1,000,000 Each Occurrence / General Aggregate

The original Owner's Protective Policy shall be furnished to the County of Rensselaer.

County of Rensselaer Insurance Requirements

F. Umbrella Liability

Limit of Liability (minimum limits)

\$2,000,000 each occurrence / \$2,000,000 aggregate * (where applicable) excess of Commercial General Liability, Commercial Automobile and Workers Compensation Employers' Liability coverages.

G. Other Requirements

The Insurance Certificate shall contain the following:

- A) A description of the work and contract authorization number.
- B) Reference to any special endorsements restricting standard policy coverage.
- C) A statement that the insurance company will provide 60 days written notice to the County of Rensselaer prior to any modifications or cancellations of any such policy by registered mail or return receipt.
- D) County of Rensselaer and/or any of their employees, officers or agents are named as additional insured with respects to the referenced contract.

All required insurance must be in effect and continued so during the life of the Contract, at the Contractor's expense, and is subject to the approval of Counsel as to adequacy, form and correctness. No approval to begin work shall be given to the Contractor until submission and approval of proper insurance certificates and original Owner's and Contractors Protective Policy.

For additional questions regarding insurance requirements please contact the Rensselaer County Attorney's Office at (518) 270-2950.

*With regard to Aggregate

LOCAL LAW #2, 1992
CERTIFICATION of COMPLIANCE

Local Law No. 2 for the Year 1992, adopted by the County of Rensselaer and effective as of September 1, 1992, provided for certain changes to the County's Code of Ethics, adopted originally in 1989. One of the changes provided for by the 1992 legislation affects those persons and entities who wish to do business with the County of Rensselaer and Hudson Valley Community College. In substance, the Code of Ethics, as amended, provides as follows:

"No elected public official or family member hereof, nor any partnership [or] unincorporated association in which he or she is a member or employee or in which he or she has a proprietary interest, nor any business or professional corporation of which he or she is an officer, director or legally or beneficially owns or controls more than five percent of the outstanding stock, shall have business dealings with Rensselaer County or any of its boards, agencies, commissions, authorities, districts and Hudson Valley Community College. For purposes of this subdivision, business dealings shall include contracts with Rensselaer County, its boards, agencies, commissions, authorities, districts and Hudson Valley Community College, gained through competitive bidding."

For the purposes of the above section, the term "family member" means "...a spouse, child, step-child, brother, sister parent, or dependent of Rensselaer County officer, employee, public official and party officers."

Should you have any questions concerning the foregoing, you should feel free to contact the Office of the Rensselaer County Attorney, located at the Ned Pattison Rensselaer County Government Center, 1600 Seventh Avenue, Troy, New York 12180, either in writing or by telephone. The telephone number for the County Attorney's office is (518) 270-2950. Their facsimile number is (518) 270-2922.

STATE OF NEW YORK

COUNTY OF RENSSELAER

The undersigned vendor/bidder hereby certifies and affirms to the County of Rensselaer, New York that it has reviewed the pertinent provisions of Local Law No. 2 of the Year 1992 for the County of Rensselaer, New York and that the undersigned vendor/bidder is not in violation of those provisions pertaining to business dealings with the County of Rensselaer.

- PRINT or TYPE ALL INFORMATION except "SIGNATURE" -

(Name of Vendor/Company)

(Person authorized to sign & Title)

(Street or Box Number)

(City, State, Zip Code)

_____ / /
(Authorized Signature) (Date)

SUBMIT THIS FORM WITH YOUR PROPOSAL