

Putnam County Visitors Bureau, Inc.

40 Gleneida Avenue
Carmel, N.Y. 10512



REQUEST FOR BID:
Photography

July 11, 2017

Issued by:

Putnam County Visitors Bureau, Inc.

Bruce Conklin, Executive Director

Respond to:

Bruce.Conklin@VisitPutnam.Org

(845) 808-1015

Introduction & Background

The Putnam County Visitors Bureau, Inc. (PCVB), is in need of professional photographs and is accepting pricing in response to this Request for Bid (RFB) in order to find a qualified individual or firm to provide the desired photographs.

The objective of this RFB is to locate a source that will provide the best overall value to the PCVB. While price is a significant factor, other criteria will form the basis of our award decision, as more fully described in the Evaluation Factors section of this RFB below.

The PCVB, a designated 501(c)(6) organization, is the designated Tourism Promotional Agency (TPA) for Putnam County, New York. The PCVB is dually funded by Putnam County and the State of New York. In its role as Putnam's designated TPA, the PCVB is responsible for the administration of the New York State Matching Funds Program, a grant program under the guise of I Love New York. The goal of the PCVB is to promote Putnam County as an attractive location to work, live and play.

Submission Guidelines & Requirements

The following submission guidelines and requirements apply to this RFB:

Bidders must list at least (3) projects that are substantially similar to this project as part of their response, including references for each. Examples of work may be provided as well.

All information must be completed on the Bid Form.

Bids must be signed by a representative that is authorized to commit bidder's company.

Bid Packets must be received prior to July 25, 2017 at 12PM in order to be considered.

Pricing must remain valid for a period of (60) days.

Project Description

The purpose of this project is as follows:

To provide professional photography to the PCVB. At this time, the PCVB does not have an adequate library of Putnam County images, and those images are necessary for the creation of the PCVB's new Visitors Guide, Website and advertising. The overall objective of these photographs are to capture the iconic beauty found in Putnam in order to attract visitors through our promotional tools.

The description of this project is as follows:

The Bidder must be able to provide photographs to the PCVB that may be used in the PCVB's marketing endeavors. This means that the photos must meet a standard size and resolution. The PCVB must retain ownership of the photos in order to use them across multiple platforms. More detailed specifications are found below.

Project Scope

The criteria set forth below should be met to achieve successful completion of the project.

Photo Specifications:

Minimum 300 dpi

Resolution Minimum 1000x1777 pixels

Format JPEG File

Photo Locations:

Farms

Glynwood

Tilly Foster Farm

Ryder Farm

Putnam County Historic

Courthouse

Chapel Restoration

West Point Foundry Preserve

Places of Peace

Chuang Yen Buddhist

Monastery

Graymoor

Craft Beverage

KAS Spirits

Mysto Mead

Bull & Barrel Brew Pub

Museums

Putnam History Museum

Southeast Museum

Haunted Sites

Smalley's Inn

Hiking Trail

Mount Taurus

Manitou Point Preserve

Ninham Mountain Fire Trail

Wonder Lake

Great Estates

Boscobel

Cornish Estate

Shopping/Antiques

Village of Cold Spring

Family Fun

Spin's Bowl Carmel

Green Chimneys

Recreation/Outdoors

Stonecrop Gardens

Putnam Trailway

Manor Houses

Manitoga

Walter Brewster House

Top Events

Putnam County 4H Fair

Hudson Valley Shakespeare Festival

Daniel Nimham Intertribal

Pow Wow

PARC Wine and Chocolate Festival

Water Sports

The Great Swamp

Hudson River Expeditions

Modern Art Museums

Gallery 66

Magazzino

Performing Arts Centers

Hudson Valley Shakespeare Festival

Arts on the Lake

Restaurants

Clock Tower Grill – Rich Parente

Dish Bistro & Wine Bar – Peter Milano

Skiing

Thunder Ridge Ski Area

Fahnestock Winter Park

Crafts

Putnam Arts Council

Studio Around the Corner

Historic Sites

Cathryn's Tuscan Grill -
Cathryn Fadde
Iron & Wine – Tommy
Stevens
Carriage House

Tilly's Table
Il Lagatto
Kobu
Riverview Restaurant

Cafés
Hudson Hill's Café
Freight House Café
Reverie Café

RFB & Project Timelines

The RFP timeline is as follows:

RFP Issuance: July 11, 2017

Selection of Awarded Bidder/Notification to Unsuccessful Bidders: July 25, 2017

Evaluation Factors

PCVB will rate proposals based on the following factors, with cost being the most important factor:

Responsiveness to the requirements set forth in this RFP

Relevant past performance and experience

Samples of work

Technical expertise/experience of the Bidder and Bidder's staff

PCVB reserves the right to award to the bidder that presents the best value to PCVB as determined solely by the PCVB in its absolute discretion.

Bid Form

TO:

Putnam County Visitors Bureau
Attention: Bruce Conklin
40 Gleneida Ave.
Carmel, NY 10512

FROM: _____

(Name of Bidder)

(Address of Bidder)

(Email Address of Bidder)

(Phone Number of Bidder)

FOR: 2017 PCVB Photography Services

The Bidder further declares that they have examined the specifications and understands this proposal. Bidder agrees that this proposal shall remain valid and may not be withdrawn for a period of Thirty (60) calendar days after the scheduled closing time for receiving bids.

Cost of Project

\$ _____

Expected Time to Complete

By signing this document, bidder represents they have read and clearly understand the bidding documents and have the authority to enter into this agreement.

Respectfully submitted by,

Date _____, 2017

By _____

Title _____