



PURCHASING AUTHORITY
Town of New Milford, Connecticut
REQUEST FOR BIDS

Sealed bids will be received at the Office of the Director of Finance, Town Hall, New Milford, CT, 06776 until the hour of 3 p.m., on Thursday, February 16, 2017. Bids must be enclosed in a sealed envelope, addressed to the Purchasing Authority, Town of New Milford, 10 Main Street, New Milford, CT 06776, and clearly marked:

BID: 2017 Photography Services

INTENT: It is the intent of the Town of New Milford to contract for photography services for youth program participants.

The Purchasing Authority reserves the right to reject any and all bids. In addition to the bid specifications, all bids are subject to the terms, provisions and conditions of the New Milford "Municipal Purchases" Ordinance, set forth in article III, Section 2-92 (a) through (o) inclusive, of the Code of New Milford. By bidding on the proposed purchase, the bidder agrees to such terms, provisions and conditions.

Any bidder found by the Purchasing Authority to be delinquent in the payment of taxes and/or sewer use charges due to the Town of New Milford shall be subject to the provisions of Section 2-92 (e) of the Code of New Milford.

Copies of the Bid Ordinance may be obtained at the Office of the Town Clerk, Town Hall.

Bids will be opened publicly in the E. Paul Martin Room by the Purchasing Authority, Thursday, February 16, 2017 at 3 p.m. Bids received after that time will be considered informal and rejected.

Forms on which bids must be submitted may be obtained at the Office of the Director of Finance or online at www.newmilford.org.



David Gronbach, Mayor

An Equal Opportunity/Affirmative Action Employer

New Milford Parks and Recreation

47 Bridge Street
New Milford, CT. 06776
Phone: (860) 355-6050
Fax: (860) 355-6052

Bid Specifications:

2017 Photography Services for Parks & Recreation Programs

Intent: It is the intent of the Town of New Milford to contract for photography services in order to provide youth program participants of the Town of New Milford Parks and Recreation Department with affordable photography services. The Town of New Milford has the right to refute this agreement with the purveyor if the bid specifications are not adhered to.

1. The initial quote shall be for the first year of service. The full bid amount shall be payable within fifteen (15) business days of the award. The contract shall run from January 1 to December 31.
2. Three (3) Year Option: The second and third year of service shall be at the option of the Town of New Milford Parks & Recreation Department. A letter of intent must be received by November 1st in order to renew for the second and third year. If a letter of intent is not received by November 1st it shall be understood that this agreement is terminated. The fee for the second year option shall be the same as the first year plus a ten-percent (10%) increase, which is due in full by January 1, 2018. The fee for the third year is the same as the first year plus twenty-percent (20%) increase, which is due in full by January 1, 2019. Annual payments shall be submitted to the New Milford Parks & Recreation Department, 47 Bridge Street, New Milford, CT 06776 (check payable to the Town of New Milford).
3. No Transfer of the photography services shall be allowed without prior approval by the Parks & Recreation Department.
4. The photography contractor may be terminated by the Town of New Milford upon thirty (30) days written notice for not adhering to specifications, or for performance deemed unsatisfactory by the Parks & Recreation Department.
5. Bidding opens with a minimum offer of \$1,000.00 for the first season. Please Submit a list of the services that you are offering including pricing with bid packet.
6. It shall be the responsibility of the winning bidder to make arrangements in advance to attend the following Parks & Recreation Department activities to receive orders and to take photographs: **Spring Soccer** (approximately 110 children) **and Fall Soccer** (approximately 129 children).

7. All mounts shall include the New Milford Parks & Recreation Department logo.
8. Payment by families shall be made directly to the awarded bidder at the activity site.
9. Awarded bidder shall provide New Milford Parks and Recreation with a list of participating families within seven days of photo day.
10. All photographs and packages shall be delivered to the New Milford Parks & Recreation Department for pick up by purchasers within two weeks (14 days) from the final day of the program.
11. Estimated photo shoot dates for New Milford Parks & Recreation Programs:
Spring Soccer photos will be taken Saturday mornings in May and Fall Soccer will be taken on Saturday mornings in October.
12. Required Deliverables:
 - a. Small memory mate (3x5 individual & 5x7 team in mount)
 - b. Large memory mate 93x5 individual & 5x7 team in mount)
 - c. 5x7 team
 - d. 5x7 individual
 - e. 8x10 individual
 - f. Individual wallet size
 - f. 8x10 magazine cover
 - g. Wheaties box
 - h. Trading Cards
 - i. Key Chain
 - j. Photo Buttons
 - k. Photo Magnets
 - l. Mouse Pad
 - m. Individual calendar
 - n. Players Plaque with personal engraving
 - o. Team/player's plaque with personal engraving
 - p. We also request discounted photo packages of above deliverables
 - q. One (1) complimentary team/group photo plaque for each team photographed (coaches plaques)
13. Questions regarding this bid may be made by contacting Daniel Calhoun, Director of Parks & Recreation by calling (860) 355-6050.

INSURANCE REQUIREMENTS:

A certificate of Insurance will be required to be submitted upon execution of the agreement.

The Contractor must carry the following minimum insurance coverages:

- A. Commercial General Liability (Form 1988 ISO Occurrence Form or equivalent)

Limits of Liability shall be combined bodily injury and property damage.

General Liability Aggregate	\$2,000,000*
Products and Completed Operations Aggregate	\$2,000,000
Personal Injury	\$2,000,000
Each Occurrence for Bodily Injury and Property Damage	\$2,000,000
Fire Damage (Any One Fire)	\$ 50,000
Medical Expense (Any One Person)	\$ 5,000

*General Aggregate MUST include per person endorsement.

The insurer shall waive all rights of subrogation against the Town of New Milford, its officers, employees and volunteers arising from work performed by the Contractor for the Town of New Milford.

Umbrella limits over General Liability limits may be used to make up the required limits. The additional insured coverage MUST be provided by the Umbrella to mirror the General Liability coverage.

- B. Automotive Liability, including owned vehicles, hired vehicles and non-owned vehicles. Limits of insurance shall be combined single limit bodily injury and property damage \$2,000,000

Umbrella limits over Automotive Liability limits may be used to make up the the required limits.

- C. Statutory Workers Compensation and Employers Liability

Each Accident	\$ 100,000
Disease – each employee	\$ 100,000
Disease policy limit	\$ 500,000

Or in accordance with the requirements of the laws of the State, whichever is greater.

INSURANCE REQUIREMENTS – Continued

- D. If Umbrella Liability is used to make up required limits, the policy shall not reduce or restrict coverage provided by the underlying Commercial General Liability or Automotive Liability insurance policies.
- E. Insurance carriers providing the required insurance coverages must have an A.M. Best's financial rating of "A-VII" or better.
- F. The Town of New Milford, its officials, employees, and volunteers, **MUST** be Named as additional insured with reference to this project on a primary basis. The policy endorsement evidencing this coverage must be provided with the Certificate of Liability Insurance.
- G. Any changes in insurance coverage will require thirty (30) days notice to the Town of New Milford by certified mail with return receipt requested.

PURCHASING AUTHORITY
Town of New Milford, Connecticut
INDEMNIFICATION, ACKNOWLEDGEMENT & AGREEMENT

BID: 2017 Photography Services

BID OPENING: February 16, 2017

To the fullest extent permitted by law, the contractor shall indemnify and hold harmless the Town of New Milford, and agents and employees of said Town from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself) including loss or use resulting therefrom, but only to the extent caused in whole or in part by acts or omissions of the contractor, a subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to the Town of New Milford. In claims against any person or entity indemnified under this paragraph by an employee of the contractor, a subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this paragraph shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the contractor or a subcontractor under workers' or workmen's compensation acts, disability benefit acts or other employee benefit acts.

Contractor acknowledge and understands that the Town of New Milford has adopted as its policy, the nondiscrimination agreements and warranties required under Connecticut General Statutes § 4a-60(a)(1) and § 4a-60a(a)(1), as amended in State of Connecticut Public Act 07-245 and sections 9(a)(1) and 10(a)(1) of Public Act 07-142, as those statutes may be amended from time to time. Contractor further agrees to comply with such mandates.

Signature

Title

Company

Date

An Equal Opportunity/Affirmative Action Employer

Bid Sheet

1. Name of Company: _____

2. Company Address: _____

3. Company Email Address: _____

4. Company Phone Number: _____

5. Bid Price: _____

6. Please list all items that you can provide:

7. Please list all items that you cannot provide:
