



Request for Proposals: 2017-2018 Recreation Pictures

The Town of Castor is requesting Proposals from individuals/companies interested in taking individual and team photos for our recreation programs (i.e. hockey, ball, soccer, basketball, etc.). Proposals will be considered by the Recreation Office based on a number of factors including, but not limited to, quality of services to be provided and experience of the service provider. The Town reserves the right to reject any and all proposals for any reason and to accept any proposal for any reason.

RFP Guidelines and Requirements

- a) This is an open and competitive process.
- b) Prices quoted in proposals should be fully cost inclusive.
- c) The proposal should include the following:
 - a. Number of years in business
 - b. Three references
 - c. Price List
- d) Picture schedules will vary by program and will be confirmed with the successful individual/company.
- e) By submitting a proposal, each individual/company agrees that if its proposal is selected by the Town, the individual/company must enter into a written contract with the Town.

Inquiries/Submissions

Questions concerning this RFP should be submitted to:

Natasha Bozek, Recreation Director

Town of Castor

Box 479

Castor, AB T0C 0X0

castorrec@townofcastor.ca

Proposals should be submitted in one of the following two ways:

- a) Submitted in a sealed envelope or container marked "Recreation Pictures" displaying a full and correct return address to the Town of Castor Office at Box 479, Castor, AB, T0C 0X0.
- b) Submitted electronically to castorrec@townofcastor.ca with the subject line 'CONFIDENTIAL: RFP RECREATION PICTURES' with the Proposal attached as a PDF file.

Submissions must be received before August 4, 2017.