



# Request for Quotations (“RFQ”)

**SCOPE:** VISIT SARASOTA COUNTY (“VSC”) invites you or your company (“you”) to provide quotations for potential photography, graphic design or video projects that may be offered. In all instances, VSC reserves the sole and exclusive right to determine to whom any particular project may be assigned. The submission of a quotation to VSC does not guarantee that you will be awarded any projects, or that you will continue to receive any future projects assigned from VSC.

**SCHEDULES:** There are no pre-set project schedules, as projects will be continuous and ongoing, with deadlines for each project set by VSC on a project-by-project basis as said projects are assigned. Failure to meet a deadline, without prior written approval by VSC, will result in rejection of that submission by VSC and disallowance of payment for that project.

**QUOTES:** All quotations shall be provided at the hourly rate that you are agreeing to charge VSC to perform tasks that may be assigned in the categories that are listed below. Following are three basic types of project categories that VSC routinely requires, along with estimated normal hours required for each type of project:

- 1. **PHOTOGRAPHY** (1 – 6 hours): **Price/hour:** \$ \_\_\_\_\_
  - a. If applicable, charge per image: **Price/photo:** \$ \_\_\_\_\_
- 2. **VIDEO**
  - a. Editing video only (1-10 hours): **Price/hour:** \$ \_\_\_\_\_
  - b. Filming and Editing (1 – 10 hours): **Price/hour:** \$ \_\_\_\_\_
  - c. Filming only (1-10 hours): **Price/hour:** \$ \_\_\_\_\_
- 3. **GRAPHIC DESIGN** (Note: all graphic design projects must be submitted as ADA compliant where applicable. Information on ADA compliance can be found here: <https://www.section508.gov/create/pdfs>)
  - a. Edits to existing creative (1-2 hours): **Price/hour:** \$ \_\_\_\_\_
  - b. New design using brand standards (1-5 hours): **Price/hour:** \$ \_\_\_\_\_
  - c. Special Project from concept to creation (1-10 hours): **Price/hour:** \$ \_\_\_\_\_

In the event that a project is awarded, and after beginning the project, you feel that the estimated time frame provided above is insufficient to complete the project, special permission must first be obtained in writing from VSC by contacting VSC staff listed below. In the event that special permission is not sought by you or not granted by VSC in writing, then the maximum amount that will be paid by VSC for that project is the maximum estimated number of hours for a specific type of project as listed above, times the hourly rate you have quoted to VSC above.

**OWNERSHIP:** All works submitted by the author that are accepted and for which VSC pays the author are considered works for hire and become the exclusive intellectual property (“IP”) of VSC immediately upon submission. By responding to this RFQ, the author expressly agrees to this ownership arrangement and allows VSC to modify works as and/or if needed. Since the works may be utilized differently in publications, press releases or websites, VSC may not be able to protect the works from republication or attribute the works to the authors, but will attempt to attribute the works to the authors whenever customary or practical. If music is included in video, proof of rights and/or ownership of music needs to be provided with submission.

**SUBMISSION / DELIVERY / CORRESPONDENCE:** All works and shall be delivered by e-mail to VSC, in care of Erin Duggan, at [EDuggan@VisitSarasota.org](mailto:EDuggan@VisitSarasota.org). All works shall be submitted in a format agreed upon in advance. All PDF’s need to be provided in a format that is ADA compliant. (Information on ADA compliance here: <https://www.section508.gov/create/pdfs>) All requests for special permission, including requests for extensions, increased compensation, etc., shall also be e-mailed directly to Erin Duggan, who shall make the final determination in all cases.

**INVOICING / PAYMENT:** All works submitted to VSC shall include an invoice, which shall either be a separate document or included as a part of the cover e-mail. VSC shall endeavor to ensure that all payments are made approximately thirty (30) days after receipt of a proper invoice. Each invoice must include the following statement:

*“I hereby certify that all costs claimed in this invoice have been incurred for services rendered in accordance with the Request for Quotation Agreement between (Author’s name or company name) and VISIT SARASOTA COUNTY. No costs included herein have been previously submitted to VISIT SARASOTA COUNTY for payment”.*

**AGREEMENT:** By signing and submitting this response for the RFQ to VSC, I hereby accept the terms and conditions set forth in this RFQ, which shall become a binding agreement between the parties. The terms and conditions and the pricing set forth in this RFQ shall remain in effect until such time as either party provides written notice of termination to the other party.

We hereby agree to the terms set forth in this RFQ.

Signature \_\_\_\_\_

Printed Name: \_\_\_\_\_

Company Name and Signer’s Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature (VSC Representative): \_\_\_\_\_

Printed Name (VSC Representative): \_\_\_\_\_

Company Name and Signer’s Title: Visit Sarasota County

Date: \_\_\_\_\_