



Request for Proposals (RFP)

Addendum #1

City of Torrance | 3031 Torrance Blvd, Torrance CA 90503 | www.TorranceCA.Gov

RFP No. B2015-22

RFP to Provide Still Photography Services for the City of Torrance

This addendum includes all questions received by the July 27, 2015 deadline. No other questions will be allowed.

There are no changes to the RFP submittal Due Date, Time or Location

RFP SUBMITTAL INFORMATION

Proposals may be mailed or hand delivered. No faxed Proposals will be accepted.

Late bids will not be accepted.

Location: Office of the City Clerk
3031 Torrance Blvd.
Torrance, CA 90503

Date: Monday, August 10, 2015

Time Deadline: 3:00 p.m. Local (Pacific) Time

The following changes are hereby incorporated into the subject bid;

| Question | City's Response |
|---|---|
| I wanted to find out if the city's liaison will be coordinating the shoots with the different photography subjects to accomplish the different shoots at all the different locations. | NO. THE PHOTOGRAPHER IS RESPONSIBLE FOR COORDINATING ALL SHOOTS AND OBTAINING ALL RELEASES. THE PHOTOGRAPHER WILL BE GIVEN A LIST OF DEPT. CONTACTS TO COORDINATE SHOOTS. |
| Will the liaison contact the schools fire departments etc. to organize the start and finish time schedule or will this be the responsibility of the photographer. | NO. THE PHOTOGRAPHER IS RESPONSIBLE |
| Will she/he be responsible for the mass model release signage for the public events? | NO. THE PHOTOGRAPHER IS RESPONSIBLE |
| Will he/she be getting model releases for the minors at the different schools? | NO. THE PHOTOGRAPHER IS RESPONSIBLE |
| Will the liaison contact the schools fire departments etc. to organize the start and finish time schedule or will this be the responsibility of the photographer? | NO. THE PHOTOGRAPHER IS RESPONSIBLE |
| Will she/he be responsible for the mass model release signage for the public events? | NO. THE PHOTOGRAPHER IS RESPONSIBLE |
| Will he/she be getting model releases for the minors at the different schools? | NO. THE PHOTOGRAPHER IS RESPONSIBLE |
| Is Schedule B- (list of photographs) available in excel format or PDF without the "Sample" wording written over it? | YES, WE WILL POST http://www.TorranceCA.Gov/28939.htm |
| It appears to me that you're looking for an unspecified amount of days of photography- is that correct? | YES |
| On Page 18 CMO Public meetings. It says that we are to cover meetings. Meetings is plural how many meetings are we required to attend? | 12, http://www.TorranceCA.Gov/8752.htm SELECT COMMISSION TO SEE EXACT MEETING DATE/TIME |

-Continued-

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| Can you send me a copy of the model release that is required by the city to for people that are recognizable in the image? | http://www.TorranceCA.Gov/CableTV/1023.htm |
| The last photographic subject is for the Kashiwa group that will take place next July. This job will take about a year to finish. Does the city want the images released to them as we finish each subject matter or are we giving them all the images next year? | SEE PAGE 26 OF THE RFP |
| I am assuming that we would deliver images as we take them. Will the city pay us monthly as the job progresses or do we get paid next year even though we are providing images and services now? | SEE PAGE 6 OF THE RFP |
| Post production: The city wants us to PROVIDE SUPPLEMENTAL GRAPHICS AS NEEDED... Do we have any idea how many images that would be? | NO, BUT VERY LIMITED, LESS THAN 10%. |
| It states that I need to have a City Business license prior to obtaining the job. Typically this is something I would do after the job is awarded. According to the Business License Department, the Fee for that is \$137.50. Can you tell me if this is something that can be done after the job is awarded? | YES, PRIOR TO AN AGREEMENT BEING SIGNED, A BUSINESS LICENSE WILL BE REQUIRED |

Addendum Issued By Order Of,



Michael D. Smith
 Cable and Community Relations Manager
 July 28, 2015