



426 Portage Avenue | Winnipeg, MB | R3C 0C9 | tel 204 958 4640 | fax 204 958 4630 | info@downtownwinnipegbiz.com
www.downtownwinnipegbiz.com

2018 Photography Request for Quote

Issued Date: December 2017

Due Date: 9am CST on January 15, 2018

Email: designcoordinator@downtownwinnipegbiz.com

Intent of Service:

The following Request for Quotes (RFQ) is being issued by the Downtown Winnipeg BIZ to find an interested professional photographer to capture pivotal moments in downtown events, placemaking projects, daily living, BIZ programs and services, and more.

The object of this proposal is to select the most qualified consultant/contractor to provide photography services conforming to the Downtown Winnipeg BIZ standards and branding.

Background:

The Downtown Winnipeg BIZ will use these images as needed, primarily for BIZ related materials including marketing and advertising, presentations, social media campaigns, website, internal and external communications and more.

The purpose of the photography collection is to capture the essence and uniqueness of Downtown Winnipeg, to showcase current projects, events and programs, and to highlight BIZ staff for upcoming promotion.

Eligibility:

Any interested party, or parties, may submit a response to this RFP.

Photography:

The photography collection must be high resolution in a JPEG file format. Photos must be available either digitally (accessible for download off a website) or in hard copy JPEG file format

with rights of ownership to the Downtown Winnipeg BIZ. The Downtown Winnipeg BIZ retains the right to alter any final images to meet specific needs of size, resolution or crop ration as required by specific applications and uses.

The selected vendor will not add or embed photos with branding captions or watermark signature on image files provided to the Downtown Winnipeg BIZ.

Specific Deliverables:

Project/Event/Subject	Time of Year	Location	Shots Required
Bike Friendly Businesses	Throughout	Various	Close-ups and wide shots of storefronts with BFB bike rack, decals in window, bikes locked to racks
Walkability	Throughout	Various	Wide shots of people walking in pedestrian friendly areas of downtown, lunchtime on Broadway, Graham, pre-jets crowds on Portage Avenue, etc.
Bike Racks	Throughout	Various	Close-ups and wide shots of different types of BIZ bike racks with bikes locked to them, background visible
Downtown Tours	Throughout	Various	Wide shots of guests enjoying a tour at the various stops
Winter cyclists/winter bike tour	Winter	Various	Close-ups and wide shots with background in view
Chinatown Banners 2018	Anytime after February	Chinatown	Close-ups and wide shots
Farmers' Market interior	Before May	Cityplace	Wide shots that showcase crowds, signage, variety, etc.
Planters/Flowers/Flower Baskets	Throughout the year – likely a spring, summer and winter shoot	Various	Close-ups and wide shots of locations with lots of pedestrians in view
BIZ Program Promotion	Throughout the year – likely a spring, summer and winter shoot	Various	Photography of different BIZ Teams (CHAT, Watch, Enviro, Placemaking) and machinery in action
Back Lane art installation	Spring	Behind Dollarama at Portage	Alley shots of the light art at night, the specific elements, guests enjoying the space

		& Donald	
Pedal in the Peg	Spring to Fall	Various	Close-ups and wide shots of program services in front of participating businesses
Concert Series	June, July & August	Three locations	Wide shots showcasing background, guests, etc.
Fitness In The Park	June, July & August	Upper Fort Garry	Bootcamp
Placemaking pop-ups	June/July	Various	Wide shots showcasing the pop-ups and guests engaging with them
#BusIsBetter	June	Various	Wide shots of the event, close-ups of the giveaways
Bistro Sets, Cigarette Butt Receptacles	Summer	Various	Close-ups and wide shots of people utilizing the services, background/location should be in view

Also, please provide a quote on (if available):

- Hourly rate for photography for events
- Hourly rate for photography for other types of shoots
- Hourly rate for in-studio photo shoot

Sponsorship/Partnership Opportunities:

If you wish to become a sponsor or partner, in exchange for your service the Downtown Winnipeg BIZ can offer value and exposure through our social media accounts, promotional materials, and advertising.

Timelines:

- January 15, 2018: Proposal intake
- February 16, 2018: Project assigned
- Throughout 2018: Photography captured and provided to the Downtown Winnipeg BIZ

Proposal Submission:

Please forward your quote via email to Nix Calma, Design Coordinator at the Downtown Winnipeg BIZ via email (preferred): designcoordinator@downtownwinnipegbiz.com or drop off to:
Downtown Winnipeg BIZ
Attn: Nix Calma
426 Portage Avenue
Winnipeg, Manitoba R3C 0C9

Proposals must be received by **Monday, January 15, 2018 at 9am CST.**

The Downtown Winnipeg BIZ reserves the right to withdraw, at its discretion and at any time, this Request for Quotes.

Late submissions will not be accepted. The Downtown Winnipeg BIZ assumes no responsibility for late proposals.

If you have any questions, please contact Nix Calma at designcoordinator@downtownwinnipegbiz.com or 204-958-4623.