



City of Kuna
P.O. BOX 13
KUNA ID 83634
(208)922-5546
www.KunaCity.id.gov

REQUEST FOR PROPOSALS (RFP)
Professional Photography Services for the City of Kuna

Proposals accepted until December 15, 2017 at 5:00 pm

The City of Kuna is seeking proposals for professional photography services. Proposals will be accepted for any or all of the following:

- A. Candy Canes with the Mayor** – This event is held on December 22, 2017 from 1:00 pm to 3:00 pm at Kuna City Hall. Children will have the opportunity to visit with Mayor Stear and Santa.

A proposal would not include a sitting fee however it could include the ability for interested parents/guardians to view a photo(s) either at the event or a later date and have the opportunity to purchase the photo directly from the Professional Photographer.

- B. Mayor and City Council official photos** – This will be scheduled for a time to coincide with the Mayor and City Council members schedules and a council meeting.

A proposal would include the Professional Photographer to come on site to Kuna City Hall, 1- 8 x 10 print of each Council member (4) and the Mayor (1), an electronic version of each Council member and the Mayor and an electronic version of a group photo that includes all Council members and the Mayor.

- C. Installation of KUNA! Art piece** – This will be scheduled over period of time the installation occurs as well as photos of the completed piece with youth in the photo. Final installation will be approximately March 2018.

A proposal would include a series of up to three installation photo opportunities with a final sitting of the completed art piece. Electronic versions are requested.

Please submit your written proposal for any or all of the events. Proposals shall include the following:

- Professional Photographers Name/Company
- Photographer Profile
- Samples of similar work
- Written proposal including prices, time frames for completion of work, specific plans for completion of the project. Please use corresponding letter (A,B,C) to identify each proposal.
- Website/email/other contact information
- 3 references

Proposals can be mailed or hand delivered to the City Clerk's office at:
City of Kuna
751 W 4th St
Kuna ID 83634

Or via email
CityClerk@KunaID.gov

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It is the responsibility of the Professional Photographer to confirm receipt of their proposal with the Kuna City Clerk's office.

For questions, contact Kuna City Clerk, Chris Engels at 208.387.7726

Successful candidates will agree to submission of a W-9 to the City of Kuna for their business, invoice the City of Kuna and recognize the standard timelines required of Council approved payments.