

## 51-2014 ADDENDUM 1

### REQUEST FOR PROPOSAL FOR THE PROVISION OF LOCALLY BASED CITY OF WINNIPEG RECREATION, LEISURE AND AQUATICS IMAGES FOR PROMOTIONAL CAMPAIGNS

#### **URGENT**

**PLEASE FORWARD THIS DOCUMENT TO WHOEVER IS IN POSSESSION OF THE REQUEST FOR PROPOSAL**

ISSUED: April 22, 2014  
BY: Rachel Eccles (for Carmen Sorby)  
TELEPHONE NO. (204) 986-2451

**THIS ADDENDUM SHALL BE INCORPORATED INTO THE REQUEST FOR PROPOSAL AND SHALL FORM A PART OF THE CONTRACT DOCUMENTS**

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Please note the following and attached changes, corrections, additions, deletions, information and/or instructions in connection with the Request for Proposal, and be governed accordingly. Failure to acknowledge receipt of this Addendum in Paragraph 9 of Form A: Proposal may render your Proposal non-responsive.

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#### **PART B – BIDDING PROCEDURES**

Revise: B2.1 to read: The Submission Deadline is 4:00 p.m. Winnipeg time, **April 25, 2014**.

#### **PART D – SUPPLEMENTAL CONDITIONS**

Revise: D2.2 to read: The major components of the Work are as follows:

- (a) a photo library of between 500-1,000 photos shall be created with the following specific conditions:
  - (i) photos should be 600 dpi;
  - (ii) images must be 'locally based' and appropriate for use in our promotional campaigns, including Leisure Guide covers, bus kings, posters, website etc.;
  - (iii) images should represent the diverse population of the City of Winnipeg;
  - (iv) images should be representative of all of our recreation, leisure and aquatics programming (e.g. preschool, children's, youth, adult leisure, adult active living, older active adults, skating lessons, public skating, swimming lessons, public swimming, free programming);
  - (v) the Leisure Guide is currently published 3 times per year (Spring/Summer, Fall and Winter). Images should represent the various seasons and types of programming available in each;
  - (vi) Images should include indoor and outdoor activities and should represent the range of facilities we offer;
  - (vii) the photo library should include a series of "Age Friendly" images - could include multi-generational individuals participating in recreation/aquatics programs, at outdoor/special events, actively involved at a community centre, using parks/trails, using public transit;
- (b) All images will become property of the City of Winnipeg;

- (c) The Work shall be completed by December 31, 2014 and the Work shall be spread out from the time of award until the end of the year, as images should represent the various seasons and types of programming available in each (spring/summer, fall, winter)**
- (d) The City shall provide the Contractor with a comprehensive list of locations for the Work.**
- (e) The Contract Administrator will draw from the Contractor's pool of completed images for this Work, as they become available for use.**
- (f) The Contractor will be responsible for collecting consent/release forms for all individuals photographed.

Page numbering on some forms may be changed as a result.