



# **REQUEST FOR PROPOSAL**

**RFP 2026-05**

**Request for Proposal for  
Still Photography**

**Close Date: July 3, 2026**

# 1 Project Scope of Requirements

## 1.1 Summary of Project Scope

The Town of Watson Lake is seeking proposals from qualified businesses, organization, or individuals to provide photography services over a five (5) month term.

The successful proponent will capture a wide range of images that reflect the character, amenities, projects, events, and vibrancy of Watson Lake. The resulting photography will support the Town's marketing, communications, tourism promotion, and community engagement initiatives across digital and print platforms.

The contract term will be five (5) months from the date of award. Proponents are asked to outline the scope of services they can provide for a **total cost not exceeding \$7,250.00 CAD over a five-month period**. This budget must be all inclusive and cover planning, scheduling, photography, editing, equipment, lighting, mileage, travel, crew, food and incidental expenses, and delivery of digital files. The Town recognizes that not all requested locations, events, and project items may be completed within the available timeframe and budget; accordingly, the Town will work with the successful proponent after contract award to establish a mutually agreed upon priority list.

The scope of work includes still photography, editing and preparation of final media files, and multi-season coverage. Subject matter must focus on local landscape, architecture, candid action shots, still life, and wildlife. No discernible faces or identifiable individuals may appear in imagery, unless photography waivers are obtained from each individual. Required photography includes exterior images of Town buildings and facilities, scenic photography featuring landscapes, community activities and events, downtown streetscapes, flowers and other greenery, recreational and municipal amenities such as parks, trails, waterfront areas, and public service areas. Action shots are encouraged when appropriate, provided photography waivers are obtained for all individuals.

Technical requirements include high-resolution images suitable for print and web-resolution images for digital use in JPEG format. All editing and processing costs must be included in the proposed pricing. Final files must be delivered digitally.

Requested photography locations and subject matter include facilities, parks, and natural areas such as:

- Sign Post Forest
- Wye Lake Park and Trail
- Lucky Lake Park and Day Use Area
- Watson Lake Recreation Centre and various recreational spaces
- Northern Lights Space and Science Centre
- Dennis Ball Memorial Pool
- Mount Maichen Ski Chalet
- Various parks/playgrounds
- Raven Pines and Lucky Lake Disc Golf Courses
- Watson Lake Airport
- Watson Lake (the lake)

Additional requested subject areas include street views and local plants and animals; Town projects and contextual photography; and Town events.

The proposal should demonstrate the proponent’s creative approach and local awareness, including recommendations for additional locations, seasonal opportunities, or visual subjects that may not be identified in this RFP but that would support the Town’s branding, marketing, tourism, and communications goals.

**1.2 Requirements**

The successful proponent will be required to grant the Town of Watson Lake exclusive ownership rights to reproduce, transmit, publish, and display all photographs produced under the contract. The Town may crop, modify, adapt or add text to the images, as needed.

The successful proponent must hold or be willing to obtain a Town of Watson Lake or Yukon inter-municipal business licence and produce proof of Worker’s Compensation coverage and general liability insurance.

All equipment required to complete the work must be supplied by the contractor.

**2 Instructions - RFP Process**

**2.1 Estimated Timeline**

The Town’s intended schedule for awarding the Project is as follows:

Action	Estimated Date*
RFP Release	June 19, 2026
Deadline for inquiries	June 26, 2026
Closing Date and Time	July 3, 2026
Award of Contract (Tentative)	July 10, 2026
Project Completion Date	December 10, 2026

*\*The dates listed above are estimates and the Town reserves the discretion to change any of the above dates.*

**2.3 Request for Proposal Submission**

Proposals must be submitted in a password protected format to [cdo@watsonlake.ca](mailto:cdo@watsonlake.ca). Upon closing, an email will be sent requesting the password.

Proposals must be emailed, submitted, and finalized **before 4:00:00 P.M. Yukon Time, July 3, 2026**. Proposals received after this time will not be considered regardless of the reason for being late.

Proposals received by fax, paper delivery or any other method other than what is described above, will not be accepted or considered further for evaluation and will be returned to the Proponent, respectively, upon receipt.

**2.4 Inquiries**

All inquiries related to this RFP should be directed by email to the following person (the “**Town Representative**”) on or before **4:00:00 P.M. Yukon Time, June 26, 2026**.

**Town Representative:** Tiffany Lund

**E-mail:** [cdo@watsonlake.ca](mailto:cdo@watsonlake.ca)

Information obtained from any unauthorized source may not be relied upon. Inquiries and responses will be recorded and may be distributed to all Proposers at the Town's discretion. Proposers are responsible for checking the RFP and related documents for completeness. Proposers finding discrepancies or omissions in the Contract or this RFP or having doubts as to the meaning or intent of any provision, should immediately notify the Town Representative. The Town may respond to requests for clarification via email from [cdo@watsonlake.ca](mailto:cdo@watsonlake.ca) to the individual bidder or by issuing addenda at any time. However, the Town reserves the right, at its discretion, not to respond to any inquiry or request received, including if the inquiry or request is received without sufficient time before the deadline for inquiries.

If the Town determines that an amendment is required to this RFP, an addendum will be issued in accordance with Section 2.6.

Communications regarding this RFP addressed to the Town that are not received by the Town at [cdo@watsonlake.ca](mailto:cdo@watsonlake.ca) could be cause for disqualification.

## **2.5 Language**

Proposals should be in English. The Town reserves the right to not review any portion of a Proposal that is not written in English.

## **2.6 Addenda**

Addenda are the only means by which the Town will vary or change any of the information contained in this RFP. The Town reserves the right to issue addenda at any time prior to the Closing Time. The Closing Time may be changed by the Town by an addendum at any time prior to the Closing Time, for any reason.

If the Town determines that an amendment to this RFP is required, the addendum will be emailed to all to all registered proponents.

Bidders are responsible for ensuring all addenda have been received. Addenda issued will form part of this RFP. No amendment of any kind to this RFP is effective unless it is contained in a formal written addendum issued by the Town Representative. No oral conversations or representations from the Town Representative or any other person will affect or modify any provision of this RFP or may be relied upon by any Bidder.

**T-2 SCHEDULE OF ADDENDA**, should be filled out and submitted with the Proposal.

## **2.7 Contract Award**

The Proposal submitted will form the basis of a contract between the Town of Watson Lake and the successful proposer. The successful proposer will be required to supply still photographs in accordance with these Documents.

## **2.8 Period of Contract:**

The Period of the contract shall commence on the date of issuance of a Purchase Order and shall end no later than December 31, 2026.

## **2.9 Termination of Contract**

Any resultant contract may be terminated by the Town if the product/service/work is not as proposed or

otherwise agreed by the town or authorized personnel in writing. In the event the contract must be terminated, the Town reserves the right to exercise all available remedies including, but not limited to, the recovery of incidental and consequential damages.

Failure to comply with any condition may result in the contract cancellation without subsequent cost or liability to the Town of Watson Lake.

### **3 Proposal Requirements**

Proposals should, at a minimum, address the following information requirements:

- a. Number of still photographs proposed for set budget of \$7,250.00 CAD.
- b. Photographer's qualifications and/or relevant experience
- c. Photographer's creative approach and visual aesthetic
- d. Demonstrate an understanding of the project scope and expected deliverables

**Proposals should be submitted on Schedules T1 – T4 attached to this RFP.**

All Proposals should have all spaces, blanks and declarations completed. Any item missed or any special conditions added to the Proposal may be cause for its rejection by the Town's sole discretion.

### **4 Proposal Evaluation**

Bidders acknowledge and accept, by submitting a proposal, that the Town of Watson Lake's evaluation will be based on the quality, accuracy, and feasibility of the proposal submitted. The Town will have sole discretion in determining how proposals are evaluated and in selecting the successful proponent.

The evaluation will consider the proposed methodology, project approach, timeline, and the alignment of the proposal with the Town's goals. The Town reserves the right to request clarifications or further details from proponents during the evaluation process. The final decision will be made based on the Town's assessment of the best overall value for the project.

Without limiting the generality of the foregoing, any Proposal may be rejected for:

Any significant items omitted from the proposal, or any additions, alterations, conditions, or qualifications added to the proposal or failure to properly sign the proposal may cause the bid to be rejected. A proposal may be rejected where there is substantial evidence that, according to the evaluation criteria set out above, the bidder would be unable to carry out the work required. The determination of whether to reject any proposal or to remove any proposal from the evaluation process will be made in the absolute discretion of the Town.

Whenever alternatives are accepted, the Proposer shall be responsible for making all consequential adjustments to make the alternative fit into the Work as specified, and any consequential costs shall be deemed to be included in the price proposed for the Alternative Proposal.

## **5 RFP General Terms & Conditions**

### **5.1 General**

By submitting a Proposal, a Proposer agrees that, upon Proposal Acceptance, the Proposer, if selected as the Preferred Proposer, will execute the Contract. The Preferred Proposer's Proposal, or any portion thereof, may form part of the Contract at the Town's discretion.

### **5.2 Irrevocable**

All proposals are irrevocable for and open for acceptance for a period of sixty (60) days from Proposal Closing or until a Contract is signed with the Successful Bidder(s), whichever comes first.

### **5.3 No Obligation**

This RFP does not commit the Town in any way to select a Preferred Proposer, or to proceed to negotiations for a Contract, or to award a Contract. The Town reserves the right to at any time for any reason reject all Proposals, terminate this RFP, and proceed with the Project in some other manner. The lowest or any quotation or proposal shall not necessarily be accepted.

### **5.4 Reservation of Rights**

Notwithstanding any other section of this RFP or any practice or custom of the trade or industry, the Town, in its discretion, reserves the complete right to, at any time and from time to time, do any or all of the following:

- accept any proposal;
- disqualify a Proposer from this RFP;
- reject any proposal for any reason, including without limitation if in the Town's view the Proposer or its proposed subcontractors do not have sufficient experience performing services similar to the Services;
- reject all Proposals for any reason, terminate this RFP process and, if the Town elects, obtain or proceed with the Project in some other manner, including by conducting a new procurement process;
- accept a Proposal which is not the lowest cost Proposal even if the lowest cost Proposal conforms in all respects with the requirements set out in this RFP;
- accept a Proposal that does not comply with the specifications set out in the Contract;
- reject a Proposal even if it is the only Proposal received by the Town;
- not proceed to review and evaluate, or discontinue the evaluation of, any Proposal;
- receive further information from any Proposer or refuse to receive further information from any Proposer;
- negotiate the Contract and other terms with any Proposer;
- award a Contract to whomever the Town in its discretion deems appropriate and in the best interest of the Town; and
- object to a proposed subcontractor for reasonable cause, in which case the Town will permit a Proposer to propose a substitute subcontractor acceptable to the Town.

The Town may, in its discretion, reject any Proposal which fails to conform to or includes qualifications to the requirements of this RFP, which is materially incomplete, obscure, or irregular, which contains exceptions or variations, or which omits any material information required to be submitted. Notwithstanding anything to the contrary in this RFP, the Town may in its discretion (and if it is deemed to be in the best interest of the Town) retain any such Proposal for consideration and may waive any or all of the foregoing, on such terms and conditions as the Town may consider appropriate, and consider such Proposal in the same manner as Proposals that fully conform to the requirements of this RFP without qualification.

### **5.5 Receipt of Complete RFP**

Proposers are responsible to ensure that they have received the complete RFP, plus any addenda. A submitted Proposal will be deemed to have been prepared on the basis of the entire RFP issued prior to the Submission Time, including any addenda. The Town accepts no responsibility for any Proposer lacking any portion of this RFP. The submission of a Proposal constitutes a representation by the Proposer that it has verified receipt of the complete RFP, including any addenda.

### **5.6 Examination of RFP and Contract Documents**

Proposers will be deemed to have carefully examined the RFP and any addenda prior to preparing and submitting a Proposal.

While the Town has used considerable efforts to ensure an accurate representation of information in this RFP, the information contained is supplied solely as a guideline for Proposers. The information is not guaranteed or warranted to be accurate by the Town, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve Proposers from forming their own opinions and conclusions with respect to this RFP.

### **5.7 No Collusion**

Bidders shall not discuss or communicate, in any form, with any other Bidder or any representative or agent of any other Bidder regarding the preparation or presentation of their Bids. Bids shall be submitted without any connection, knowledge, comparison of information, or arrangement, with any other Bidder or any agent or representative of any other Bidder.

If a Bidder contemplates using the same subcontractor or supplier for a particular part of the Deliverables, the Bidder shall put into place appropriate ethical walls and other safeguards to protect the confidentiality of their information and to ensure collusion does not take place.

### **5.8 Conflict of Interest**

Proposers should disclose any potential conflicts of interest and existing business relationships they may have with the Town. The Town may disqualify any Proposer that in the Town's opinion:

- has an unfair advantage (including access to any confidential information not available to all Proposers), whether real, perceived, existing now or likely to arise in the future; or
- would be in a conflict of interest if the Proposer is awarded a Contract.

By submitting a Proposal, a Proposer warrants that, to the best of its knowledge and belief, no actual or potential conflicts of interest exist with respect to the submission of the Proposal, other than as disclosed in the Proposal. Where the Town discovers a Proposer's failure to disclose an actual or potential conflict of interest, the Town may, in addition to any other remedies available, disqualify the Proposer.

The Town may disqualify a Proposer if a Town employee is a member of the Proposer Team, whether as an employee or as a sub-contractor, sub-consultant or specialist.

## **5.9 Proposer's Expenses**

Proposers are solely responsible for their own expenses incurred in connection with this RFP, including in preparing and submitting Proposals, and for any meetings, negotiations or discussions with the Town or its representatives and consultants.

## **5.10 No Claims**

By submitting a Proposal, each Proposer agrees that the Town and its employees, advisors, and representatives will not under any circumstances be liable for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Proposer in preparing and submitting a Proposal, participating in this RFP process or other activity related to or arising out of this RFP process, including if the Town for any reason cancels this RFP process, rejects any or all Proposals, fails to identify or correct a discrepancy in a Proposer's proposed pricing, accepts any compliant or non-compliant Proposal or breaches any duty of fairness, express or implied term of the Proposal documents or other duty to the Proposer.

## **5.11 Confidentiality**

All Proposals become the property of the Town and will not be returned to the Proposer. All Proposals will be held in confidence by the Town unless otherwise required by law. Proposers should be aware that the Town is a "public body" and must comply under the Access to Information and Protection of Privacy Act of the Yukon Territory. If the Town accepts a Proposal and enters into a Contract with a Proposer, the Town may issue a press release identifying the name of the successful Proposer and the value of such Contract.

By submitting a Proposal, the Proposer represents and warrants to the Town that the Proposer has complied with applicable laws, including by obtaining from each person any required consents and authorizations to the collection of information relating to such individual and to the submission of such information to the Town and the use, distribution, and disclosure of such information as part of the Proposal for the purposes of, or in connection with, this RFP.

## **5.12 Electronic Communication**

The following provisions will apply to any email communications with the Town Representative, or the delivery of documents to the Town Representative by email where such email communications or deliveries are permitted by the terms of this RFP:

- the Town does not assume any risk or responsibility or liability whatsoever to any Proposer:
  - i) for ensuring that any electronic email system being operated for the Town is in good working order, able to receive transmissions, or not engaged in receiving other transmissions such that a Proposer's transmission cannot be received; or
  - ii) if a permitted email communication or delivery is not received by the Town, or received in less than its entirety, within any time limit specified by this RFP; and
  - iii) all permitted email communications with, or delivery of documents by email to, the Town Representative will be deemed as having been received by the Town Representative on the date and times indicated on the Town Representative's electronic equipment.

### **5.13 No Promotion**

The Contractor will not disclose or promote its relationship with the Town, including by means of any verbal declarations or announcements and by means of any sales, marketing or other literature, letters, client lists, press releases, brochures, or other written materials, without the express written consent of the Town.

### **5.14 Invoicing and Payment**

The Successful Proposer should direct all invoices to Town of Watson Lake, Accounts Payable. Invoices should be submitted electronically in pdf format to [cdo@watsonlake.ca](mailto:cdo@watsonlake.ca).

Any contract entered into will be subject to, (have included), payment terms provided all terms and conditions on the part of the successful Proposer have been complied with, for payment of each invoice or progress payment within 30 calendar days after receipt of the invoice, or 30 calendar days after delivery of goods or services whichever is later.

### **5.15 Incomplete Proposals and Errors**

The Town may request clarification where, in the opinion of the Town, the Proposal is incomplete or unclear. For unit price items, the unit price will govern. If an error is discovered in the calculated total price for a unit price item, based on the extension of the unit price by the estimated quantities in the Schedule of Prices, or based on the addition of GST, then the total price may be revised by the Town to the correct amount based on the unit price and estimated quantity, or GST amounts.

### **5.16 Insurance**

- a. Contractor shall provide Certificates of Insurance prior to starting work.
- b. The Contractor shall provide and maintain, either by way of a separate policy or by an endorsement to its existing policy, Comprehensive General Liability Insurance acceptable to the Town and subject to limits of not less than one million dollars (\$1,000,000.00) inclusive per occurrence for bodily injury, death, and damage to property including loss of use thereof.
- c. Where the Contractor's current Insurance policy fails to provide adequate coverage, such policy may be combined with an Umbrella or excess Liability Policy to provide the necessary coverage.

# T-1 Schedule of Signatures and Proponent Information

THIS SCHEDULE MUST BE COMPLETED AND INCLUDED IN PROPOSAL SUBMISSION

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Legal Name of Business/Contractor/Proponent **(PLEASE PRINT)**

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Legal Status: Corporation, Partnership, Sole Ownership, Non-Profit Society, or Individual **(PLEASE PRINT)**

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Mailing Address **(PLEASE PRINT)**

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Telephone Number

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Email Address

**Signature by Authorized Representative:**

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Name of Authorized Representative

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Title of Authorized Representative

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Signature of Authorized Representative

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Date

**Signature of Witness:**

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Name of Witness **(PLEASE PRINT)**

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Date

## T-2 Schedule of Addenda

THIS SCHEDULE SHOULD BE COMPLETED AND INCLUDED IN THE SUBMISSION OF A BID

The Contractor states that the following Addenda have been received and have been considered and taken into account in determining the Prices in the Schedule of Quantities and Prices. Note: If no Addenda are issued, indicate N/A on the first line

Addendum Number	Date Issued	Number of of Pages
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



