



**REQUEST FOR PROPOSALS  
MULTIMEDIA PRODUCTION SERVICES  
PHOTO, VIDEO, AND GRAPHIC DESIGN**

**CITY OF SUNBURY, OHIO**

**Response Due Date and Time:**

***February 6, 2026***

***1:00 P.M., E.S.T.***

9 East Granville Street  
P.O. Box 508  
Sunbury, Ohio 43074  
(740) 965-2684

[www.sunburyohio.org](http://www.sunburyohio.org)

The City of Sunbury, Ohio (“City”) is seeking qualified professional firms and/or individuals to provide multimedia production services including photography, video production, and graphic design. The City may select one or more providers, and no single proposer is required to provide all services. The City is expected to maintain a working relationship with the selected firms/individuals for up to three years and requests a fee schedule to reflect a multi-year agreement.

## **SECTION I SCOPE OF SERVICES AND DELIVERABLES**

Selected providers will develop and produce high-quality municipal content for distribution to residents, businesses, public partners, and other stakeholders. Content will be primarily digital, with occasional design work for print materials.

Services may include, but are not limited to:

- Photography
- Video production and editing
- Drone photography and videography (where permitted)
- Graphic design and infographic development
- Stock community imagery and visual assets

Time is of the essence for producing photos and videos related to community events. Proposers are expected to provide real time photos of community events that can be posted within 24 hours of the event’s conclusion. Videos of such community events are expected with 72 hours of the event’s conclusion so they can be shared with the public. Other deliverables and timing will be based on the type of project and mutually determined between the City and the proposer.

## **SECTION II PROPOSAL REQUIREMENTS**

Interested proposers shall submit documentation substantiating their qualifications to perform the services required and an hourly rate schedule. The City will work with the selected proposers to determine a budget for each project, based on the hourly rate schedule, prior to any assignment.

Proposals shall include information about the firm or individual providing services, relevant experience, work samples, services offered, hourly rate schedules for photography, video, design services, and a summary of key equipment to be used.

## **PROPOSAL FORMAT**

Limit the total length of the proposal to ten (10) pages maximum. The content of the proposal will include:

1. a letter of transmittal and interest in working with the City;
2. a statement of qualifications including a brief organizational/individual profile and background, relevant project experience, and examples of work products;
3. a summary of the key equipment to provide services;
4. a project management plan with general availability to work community events (usually held on summer weekends and/ holidays);
5. a disclosure of any competing interest or potential conflicts; and
6. a signed and completed project fee schedule and acknowledgement form (Exhibit I); and

Submitted proposals will bear the following information on the outside of the packaging: PROPOSAL FOR SUNBURY MULTIMEDIA PRODUCTION SERVICES and the company/individual's name.

The proposals will be retained by the City and will not be returned.

## **SUBMITTAL DEADLINE AND METHOD**

Proposals will be accepted at: City of Sunbury Municipal Building 9 E. Granville Street, P.O. Box 508, Sunbury, Ohio 43074, ATTN: Daryl Hennessy, City Manager.

The deadline for submitting proposals is 1:00 PM on February 6, 2026. Proposals may be delivered in person, by U.S. Postal Service, or by private carrier/courier. Proposals may not be faxed to the City. If you have questions regarding this Request for Proposals, please contact Mr. Hennessy directly by phone at 740-965-2684 ext. 224, or by email at [dhennessy@sunburyohio.org](mailto:dhennessy@sunburyohio.org).

## **SECTION III PROPOSAL EVALUATION AND SELECTION**

### **EVALUATION CRITERIA**

The proposal evaluation criteria should be viewed as standards that measure how well a proposer's submission meets the desired requirements and needs of the City. The criteria that will be used to evaluate proposals may include, but are not limited to the following:

**Responsiveness (10pts.).** The degree to which the proposer's overall proposal has responded to the purpose and scope of the RFP.

**Experience & Qualifications (40pts.).** Proposer’s experience in providing services and deliverables as requested in the RFP. Proposer’s capability, flexibility, and skill to perform the work identified, including but not limited to project management, creative alternatives, and value-added services.

**Cost (50pts.).** Scored by the evaluation committee relative to lowest response (lowest gets full marks).

The City reserves the right to determine the suitability of proposals on the basis of any or all of these criteria or other criteria not included in the above list

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## **SECTION IV SPECIAL CONDITIONS**

### **RIGHT TO REJECT PROPOSALS AND WAIVE INFORMALITIES**

The City reserves the right to reject any or all proposals, to waive any nonmaterial irregularities, omissions, or information in any Request for Proposal, and to accept or reject any item or combination of items.

### **GENERAL INFORMATION**

The City reserves the right to inspect and investigate the business reputation, or other qualifications, of any firm or individual and to reject any proposal, irrespective of quoted prices, if it is determined to be lacking in any of the essentials necessary to ensure acceptable standards of performance. Proposals submitted in response to the Request for Proposals shall constitute a binding offer. Acknowledgement shall be indicated by the original signature of a principal legally authorized to execute contractual obligations and shall also signify acceptance of all terms and conditions including compensation, as set forth in the Request for Proposals. The firm shall identify clearly and thoroughly any variations between its proposal and the City’s Request for Proposals. Failure to do so shall be deemed a waiver of any rights to subsequently modify the terms and/or conditions.

### **PUBLIC DISCLOSURE**

All proposals received shall become the property of the City. All proposals shall become public record and shall be regarded as public records except for those parts of each proposal which are defined by the proposer as business or trade secrets, provided that such parts are clearly marked as *trade secret, confidential, or proprietary*.

**EXHIBIT I**

**PROPOSED FEE SCHEDULE AND ACKNOWLEDGEMENT**

\_\_\_\_\_ (insert individual/firm name) is proposing to complete and deliver multimedia production services to the City that fulfills the requirements outlined in this Request for Proposals. The City will assign multimedia projects to selected proposers based on the following fee schedule.

Proposers may leave any row blank for services that they do not provide or are not proposing to the City.

<b>Service</b>	<b>Hourly Rate – Year 1</b>	<b>Hourly Rate – Year 2</b>	<b>Hourly Rate – Year 3</b>
<b>Photography</b>			
<b>Video Production</b>			
<b>Graphic Design</b>			
<b>Other (specify)</b>			

**ACKNOWLEDGEMENT**

By signing below, I acknowledge that I am a duly authorized representative of the applicant with the authority to submit this proposal and execute the necessary contractual documents to bind the company/individual. Moreover, my signature below acknowledges acceptance of all other terms and conditions as set forth in the City’s Request for Proposals.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Authorized Representative