



Title: Graphic Design Services

REOI Number: 2202012

Date: January 31st, 2022

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REQUEST FOR EXPRESSION OF INTEREST

1.0 INVITATION TO BID

The Grand Bahama Power Company (GBPC) Ltd. is inviting suitably licensed, insured, and qualified vendors to submit proposals to supply graphic design services. GBPC is seeking a graphic designer or media firm with the ability to conceptualize, design and deliver materials to support the company's internal and external projects.

Submittals shall include work plans and portfolios, payment terms and fixed pricing to complete work.

2.0 SCOPE OF WORK

- 2.1 The successful candidate should have the ability to provide art direction and concept design, produce, project management (where applicable), copyrighting and editing and interactive services (digital services and email marketing).
- 2.2 Design needs include, but are not limited to packaging, brochures, flyers, pocket schedules, posters, folders, magazines, tickets, surveys, report documents, booklets, animations, and web graphics in compliance with GBPC's style guidelines.
- 2.3 Vendor must demonstrate exceptional skills using common graphic design programs such as Adobe InDesign, Photoshop, Illustrator, etc.
- 2.4 Vendor should have the ability to design for print and digital.
- 2.5 Vendor should have the ability to respond to tight deadlines.
- 2.6 Vendor must be willing to follow established brand guidelines, both GBPC and Emera.
- 2.7 All elements used must be royalty free and obtained via legitimate web sources.
- 2.8 All concepts, designs, materials shall be created for sole ownership by GBPC. GBPC will retain all intellectual property rights.



- 2.9 All editable files are to be turned over and shall be suitable for editing and production by other vendors.
- 2.10 The vendor shall provide graphic design services on an as needed basis.

3.0 SUBMISSION REQUIREMENTS

All interested vendors are to provide the following as a part of their bid package:

- 3.1 A resume/portfolio for each individual intended to provide services for GBPC. Resumes/portfolio shall provide a description of relevant past projects and examples of prior work and pertinent materials.
- 3.2 A description of the range of services that would be available to GBPC.
- 3.3 Proposed fees, rates, and expenses. Submissions shall clearly state all costs associated in the performances of all services.
 - 3.3.1 If based on an hourly rate, provide rates to be charged for each individual that could possibly be engaged in any project and a description of how billable hours will be allocated among key personnel. Additionally, a blended rate may be provided for all services.
 - 3.3.2 Provide an explanation if fees will be calculated on any other basis (for example, by campaign).
 - 3.3.3 Provided requested payment terms for consideration by GBPC
- 3.4 Turnaround times for quoted works/delivery schedule and terms.
- 3.5 Three trade references.
- 3.6 The Company shall comply with the standard GBPC Terms and Conditions governing the contracting of Companies (refer to Section 10: Specifications and Standard Operating Procedures – “Grand Bahama Power Purchase Terms and Conditions”).
- 3.7 The Company shall be responsible for the behavior and conduct of its’ employees while they are working for GBPC.
 - 3.7.1 GBPC will provide access to its’ Policies and Procedures relevant to the work of the Company and will offer training to the Company, and its’ Employees as required.
 - 3.7.2 Breaches in Safety or Security policies and procedures are grounds for immediate removal from Site and may result in the suspension or removal of the Company from the GBPC Bidders List.
- 3.8 The Company shall ensure that its’ employees, subcontractors, agents or affiliates at all times act in an ethical and responsible manner. The Company shall disclose, in writing, all relationships with GBPC Employees that may present a conflict of interest.



The Company is expected to act as an independent agent and shall disclose to the GBPC Shared Services Manager, all instances where they are solicited, pressured or threatened by GBPC Employees for money, favors, services, quid-pro-quo relationships or other services that may exceed \$100.00 in return for favorable consideration of a Company's proposal, quotation or bid. Offering or attempting to offer bribes, favors, services or other quid-pro-quo relationships shall result in the removal of the Company from the GBPC Bidders List.

- 3.9 The Company shall perform all services and provide all equipment identified in Sections 2.0 and 5.0 in a professional and competent manner, according to the specifications, standards and directions that may be issued or referred to by GBPC or its' authorized agents. In cases where services are incomplete, substandard or out of compliance, the Company shall complete all reworks at their cost within the scheduled completion date or other time period suitable to GBPC. Repeated incidents of substandard services are grounds for suspension or removal of the Company from the GBPC Bidders list.
- 3.10 The Company warrants that all of its' employees, subcontractors, agents or affiliates are suitably qualified for the provision of services for which they are offered and shall, when required by GBPC, present documentation or other evidence satisfactory to GBPC of such qualification. Delays, low productivity, substandard services and other issues resulting in the failure to provide suitably qualified personnel shall result in the termination of the Company.
- 3.11 The Company shall provide adequate supervision and oversight to ensure its' employees, agents and affiliates comply with the terms of this document and are, at all times working in a safe and expeditious manner.
- 3.12 The Company shall not engage in extra work without an approved GBPC Purchase Order, Change Order, Contract or written Approval by a Shared Services Manager, Vice President or Officer. The Company is responsible for advising the GBPC Project Manager or Contract Administrator of work scope changes, additions, timing or requests that would result in additional costs, prior to agreeing to complete the work.
- 3.13 All drawings, designs or documents are the property of GBPC.

4.0 SAFETY & INSURANCE REQUIREMENT

- 4.1 The Company is to ensure that its' employees, sub-contractors and agents comply with ALL of GBPC's safety rules.
- 4.2 The Company is to make certain that its' employees are uniformed and presentable.
- 4.3 The Company's personnel are to wear the ID badges provided by GBPC Security Department while working at GBPC facilities.



- 4.4 The Company is to report any hazardous conditions found while providing services to the Contract Administrator as soon as possible.
- 4.5 The Company shall participate in general and site safety orientation and prove comprehension via testing (where applicable), within the past year (and/or prior to the work beginning). The only exemption to this is if the Company's personnel is only on site for a short time, and for the entire time they are on site they are being supervised continuously by a full time GBPC employee.
- 4.6 The Company shall comply with GBPC's Contractor Safety Management Programme during the construction works.
- 4.7 The Company shall participate in daily Safety Briefings, Emergency Response, and Safety observations.
- 4.8 Public Liability Insurance and Employers Liability Insurance of at least \$1,000,000 each. Documentation shall be provided on request.

5.0 ACCESS FOR CONTRACT PERSONNEL

- 5.1 Site Access for this project is outside normal GBPC business hours, which are 8:30 A.M. to 4:30 P.M., Monday through Friday, except Public Holidays..
- 5.2 Site access shall be at the Security Gate at all times. Daily sign-in may be required for all the Company's Employees at the direction of the Security Director.
- 5.3 The Company's Employees bags, containers, equipment, vehicles, and other portable objects are subject to search when exiting the GBPC Work Sites.
- 5.4 Company Vehicles are not permitted on the work site, with the exception of Vehicles used directly in the conduct of the contracted services (e.g. Bucket Truck, Pickup Truck with Tools, Vehicle for Work Crew transport).

6.0 REPORTING

GBPC shall have the right, at any time, with or without cause, to terminate further performance of the services immediately upon written notice to the Company. On the date of such termination stated in said notice, the Company shall discontinue performance of the services and shall preserve work-in-progress and complete work, pending GBPC instructions and shall turn over such work in accordance with GBPC instructions.

7.0 SPECIFICATIONS & STANDARD OPERATIONS PROCEDURES

GBPC Terms and Conditions.

8.0 SUBMITTAL OF PROPOSAL DOCUMENTS



- 8.1 Payment terms must be included in the proposal. If payment terms are omitted, GBPC standard payment terms (net 30 days on completion of work and submittal of invoice) will be assumed. Invoices for services will require the approval of the project manager or contract administrator prior to payment.
- 8.2 Bids are to be checked before submission as they cannot be corrected, altered or signed after the bids are opened. It is the responsibility of the Company to check his/her e-mail, for any addenda that may have been issued prior to the bid submittal deadline.
- 8.3 Submit all bids and other attachments via E-mail to bids@gb-power.com ensuring the subject or reference is captioned, after which GBPC will acknowledge receipt (follow-up if receipt is not acknowledged within two business days of sending):

REOI 2202012: Graphic Design Services
ATTN: Shared Services Department

- 8.4 Submitted bids must be accompanied with GBPC Supplier Declaration Form and a signed copy of page 6. **BIDS SUBMITTED WITHOUT GBPC SUPPLIER DECLARATION FORM WILL BE DISQUALIFIED AND WILL NOT BE CONSIDERED FOR THIS REOI.**
- 8.5 Submitted bids must be clearly labeled with the Company's Name, Contact Person, Contact telephone number, Mailing Address and E-mail address or Fax number. **All Bids must be submitted on or before Friday, April 29th, 2022 at 4:00 P.M.** Bids received after that time will not be considered.

9.0 CONTACT

The Project Manager's contacts are:

Name: Janell Missick
Position: Communications Specialist
E-mail address: janell.missick@gb-power.com
Telephone: 1-242-350-3866

The Contract Administrator's contacts are:

Name: Philicia Ferguson
Position: Purchasing Assistant
E-mail address: philicia.ferguson@gb-power.com
Telephone: 1-242-350-8929

Questions and concerns related to this contract may be directed to the Contract Administrator or the Project Manager. All correspondence must be submitted in writing via e-mail.



The contents of **REOI 2202012: Graphic Design Services** and any accompanying documents have been read and are understood.

READ & UNDERSTOOD

Company Name

Signature

Date

Print Name

Position

Telephone Number

To be signed and returned with bid submittal.