

SPECIFICATIONS
RFQ #2013-20

VIDEO RECORDING, EDITING, PRODUCTION & BROADCASTING OF COMMISSION MEETINGS AND OTHER PUBLIC INTEREST ITEMS AS REQUESTED

The Gulf County Board of County Commissioners is accepting proposals and qualifications inclusive of quotes for video recording, editing, production & airing of Commission meetings and other public interest items as requested.

The following guidelines and specifications apply to this RFQ:

Technical Specifications

- The Gulf County Board of County Commissioners desires to secure the services of a qualified vendor for videotaping and the broadcasting of Commission meetings.
- Regularly scheduled commission meetings are twice per month at 9:00 a.m., E.T. on the second and fourth Tuesday of each month. The meetings last from approximately thirty (30) minutes to an indeterminate amount of time, depending on the subject matter being discussed. Meetings may be rescheduled or cancelled due to holidays, election dates, etc. A typical schedule has two (2) meetings a month and only one (1) meeting in the month of December. The video recording and airing of these meetings is mandatory.
- The commission also holds special meetings and workshops during the fiscal year as well as budget meetings. There are at least three (3) budget meetings per year as well as an indeterminate amount of special meetings and workshops.
- Contractor will need to work closely with Gulf County BOCC and administrative staff to properly record, edit, produce and broadcast designated meetings.
- Must be shot in Full-HD quality Video (1080i and/or 1080p delivered as an NTSC standard).
- Timeline for production airing – recording and editing of commission meetings to be aired no later than forty eight (48) hours following conclusion of each meeting designated by the Commission or Administrator. (should expiration of time period fall on a weekend then the airing must occur no later than the next business day on the calendar).
- Contractor must be set up and prepared to videotape and air meetings at least fifteen minutes prior to the start of meetings.
- All recorded meetings will air on the cable (PEG) channel dedicated to public access. Upload other recordings to the PEG channel server as provided for airing.
- Video equipment is available in the board room where the meetings take place. Any other equipment needed, will need to be provided by the Contractor, as needed. A site visit can be set up upon request prior to the RFQ submission deadline.
- Videotape and air the Humane Society “Pet of the Week”. This will consist of four (4) individual shots of Humane Society animals on a bi-monthly basis.
- Assist staff in scheduling and maintaining the production for the PEG channel. All video content other than commission meetings, workshops and Pet of the Week announcements must be pre-approved by the County Commission and/or TDC Director or authorized staff members.
- Contractor must have at least two (2) years of multi-camera production experience, as well as an understanding of video production in the set-up of cameras and integration of a switcher, video recording equipment including cameras and video monitors. Please provide references of two (2) recent clients in which you performed like/similar services.

- Contractor shall confirm its ability to commence with these services on no later than October 1, 2013

Responsibilities of Contractor:

- Contractor must have at least two (2) years of multi-camera production experience, as well as a Contractor will be responsible for professional crew and all equipment necessary to shoot meetings.
- Contractor will need videography and editing equipment for the shooting and post production.
- Contractor will need to provide periodical and final editing; and insert any graphic effects and logos as requested by Gulf County BOCC.
- Contractor to provide finalized Images in formats requested by Gulf County BOCC.
- Contractor to provide audio, including voice over and any necessary sound editing for clarity and final production.

Effectiveness and Duration

The agreement(s) resulting from this solicitation will be for recurring services, as needed throughout the term of the contract.

- a) Initial Period: The period of agreement will be one year from contract execution date.
- b) Renewal Period: Terms and conditions may be renewed by the Board of County Commissioners for three (3) additional one year periods.
- c) Either party may cancel this agreement, either in whole or in part, by giving at least 45 days prior notice in writing. However, the contractor will not be authorized to exercise this cancellation option during the first 120 days of the agreement.

Evaluation Criteria

All proposals submitted in the response to this proposal shall be judged according to the following criteria:

- Previous experience with production of government public meetings (provide relevant samples of work not to exceed five (5) samples.)
- Technical Capacity
- Cost of Proposed Services
- Compliance with proposal requirements
- Capability to provide final productions in a timely manner defined above to county residents through either a PEG or public channel

ANY SERVICES RESULTING FROM THIS RFQ AND QUOTE PROCESS WILL ALSO BE SUBJECT TO THE TERMS AND CONDITIONS CONTAINED BELOW

GENERAL INFORMATION/INSTRUCTIONS

Contact Information

If you have any additional questions, please contact Lynn Lanier, Deputy Administrator at llanier@gulfcounty-fl.gov and provide a copy of your correspondence to ksummers@gulfclerk.com.

Addendum

The vendor is responsible for making sure that all addenda (if any issued) have been received prior to completing and submitting the Request for Quote to the County. The County will post addendums (if any) electronically. The vendors should obtain the addendum by visiting our web site at www.gulfcountry-fl.gov (Click on "Bids" and find solicitation on list, Click on "Click here" for addendum, if posted).

Reserved Rights

The County reserves the right to accept and award or reject any or all quotes, with or without cause, to waive technicalities, or to accept the quote which, in its judgment, best serves the interest of the County.

Public Records

Florida law provides that municipal records shall at all times be open for personal inspection by any person. (Section 119.01, F.S., the Public Records Law.) Information and materials received by County in connection with an RFQ response shall be deemed to be public records subject to public inspection upon award, recommendation for award, or 10 days after due date, whichever occurs first. However, certain exemptions to the public records law are statutorily provided for in Section 119.07, F.S. If the Bidder believes any of the information contained in his or her response is exempt from the Public Records Law, then the Bidder, must in his or her response, specifically identify the material, which is deemed to be exempt and cite the legal authority for the exemption. The County's determination of whether an exemption applies shall be final, and the Bidder agrees to defend, indemnify, and hold harmless the County and the County's officers, employees, and agents, against any loss or damages incurred by any person or entity as a result of the County's treatment of records as public records.

Insurance Requirements

1. COMMERCIAL GENERAL LIABILITY:
 - A. \$1,000,000 General Aggregate
 - B. \$1,000,000 Products & Completed Operations Aggregate
 - C. \$1,000,000 Personal & Advertising Injury
 - D. \$1,000,000 Each Occurrence
 - E. **Gulf County must be named as "Additional Insured".
2. AUTO LIABILITY:
 - A. \$1,000,000 Combined Single Limit
3. WORKERS' COMPENSATION:
 - A. Statutory Limits
 - B. \$100,000 each accident,
 - C. \$500,000 disease,
 - D. \$100,000 each employee

Indemnity

The Vendor hereby agrees to indemnify and save harmless the County, its officers, agents, and employees from and against any and all liability, claims, demands, damages, fines, fees, expenses, penalties, suits, proceedings, actions and cost of actions, including attorney's fees for trial and on appeal, or any kind and nature arising or growing out of or in any way connected with the performance of this Agreement whether by act or omission of the Vendor its agents, servants, employees or others, or because of or due to the mere existence of this Agreement between the parties.

Compliance to Laws, Guidelines, Regulations, etc.

Vendor must comply with all applicable Gulf County Policies enacted as well as all state, federal, and local laws, guidelines and regulations, etc. This includes but is not necessarily limited to DOT, OSHA, EPA and DEP.

GULF COUNTY'S TERMS AND/OR CONDITIONS FOR CONTRACTING THESE SERVICES FROM THE DESIGNATED AND SELECTED VENDOR

Important Read Carefully:

Terms and conditions on County's solicitation documents, contracts and/or awarding of services shall prevail and take precedence. Unless expressly accepted by the County, only terms and conditions contained in these documents shall apply. The County will not consider additional terms and conditions submitted by the vendor. Any and all such additional terms and conditions shall have no force and effect, and are inapplicable to the County's purchase of these services if submitted either purposely through intent or design, or inadvertently appearing separately in transmittal letters, specifications, literature, price lists or warranties. The County reserves the right and ability to receive and evaluate all RFQ's and make proper and appropriate evaluations based on the submission of the content by each and all Contractors. Contractors shall agree that the general and/or special conditions in the County documents are the only conditions applicable to services contracted for by the County and that the County will not accept exceptions to the terms and conditions unless expressly agreed to and confirmed in writing within the terms of the final services agreement.