



Cover Sheet for Request for Proposal  
**RFP #2020-08 Film, Production and Broadcast  
Services**

If you are submitting a Bid or a Response to a  
Request for Proposal, Please

1. Appropriately Label your documents in a sealed envelope;

and

2. Deliver the sealed documents to the Office of the City Clerk;

and

3. Be certain that your submittal is date and time stamped by the office of the City Clerk;

or

4. You may utilize our [online portal](#).

Courier Delivery Address

1 East First Street, 2<sup>nd</sup> Floor, City Clerk's Office, Reno,  
NV 89505

**CITY OF RENO**  
Purchasing Division  
P.O. Box 1900  
Reno, NV 89505  
(775) 326-6658  
(775) 334-2409 fax  
[woodm@reno.gov](mailto:woodm@reno.gov)



Date: March 2, 2020

Request for Proposal No.  
2020-08  
**THIS IS NOT AN ORDER**

**INVITATION AND ADVERTISED REQUEST FOR PROPOSAL**

Sealed RFPs will be received until 3:00 pm via our [online portal](#) or at the Office of the City Clerk, City Hall, 1 East First St., Reno, NV 89501 on April 3, 2020. Said RFPs shall be publicly opened and names read aloud at 3:05 pm April 3, 2020.

  
\_\_\_\_\_  
Marcie Wood, Purchasing Technician

The City of Reno is currently accepting sealed RFPs for **Film, Production and Broadcast Services**. It is the express intent of this RFP solicitation to award to the lowest responsive, responsible Proposer(s) to provide services/ equipment to the City of Reno. If the Proposer proposes to provide services/equipment other than specified so as to make it conform to performance standards, a complete and detailed manufacturer's specifications must be included as part of the RFP showing each proposed modification. All deviations from the specified product must be completely described. Attach more sheets and label appropriately if needed. The City of Reno shall determine if any substitutions submitted shall be deemed equivalent to the equipment specified within "NO SUBSTITUTIONS" category

This solicitation is made in compliance with Nevada Revised Statute 332. Any appeal and or protest shall be in conformance with 332.068 and the protest requirements stated in this RFP

Technical questions and other assistance regarding this solicitation may be directed to Marcie Wood [woodm@reno.gov](mailto:woodm@reno.gov) and Matthew Brown [brownm@reno.gov](mailto:brownm@reno.gov)

Per the attached Terms, Conditions, and Requirements

Firm Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

E-Mail \_\_\_\_\_

In compliance with this Request for Proposal and subject to all Terms and Conditions thereof, the undersigned offers and agrees, if Bid is accepted, to furnish any or all of the items or services listed herein at the fees and terms stated. I also acknowledge receipt of 23 pages of this Request for Proposal.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Print Title \_\_\_\_\_

**IF SUBMITTING TO CLERK'S OFFICE, SUBMIT ONE (1) ORIGINAL, THREE (3) COPIES AND ONE ELECTRONIC USB DRIVE**

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## REQUEST FOR PROPOSAL PROCESS AND RULES

### 1. Request for Proposal Schedule

Schedule of Events	Date
RFP Released	03/02/2020
Last Day to Submit Questions	03/13/2020 3:00 pm
All Addendums to be Posted to <a href="http://reno.gov">reno.gov</a> by	03/27/2020 5:00 pm
Sealed Proposals Due to City of Reno	04/03/2020 3:00 pm
Proposed Award Date by City Council	05/27/2020
Implementation	TBD

The City of Reno reserves the right to modify this schedule at The City's discretion. Notification of changes in the Request for Proposal, due date, and deadline for questions will be posted on the City website at [reno.gov](http://reno.gov) and our [online portal](#) or as otherwise stated herein. Changes in any other anticipated dates will not be released unless deemed necessary at the sole discretion of the City.

#### Description of Scheduled Events

Deadline For Questions – The deadline for any questions concerning the Request for Proposal is March 13, 2020 at 3:00 pm local time (pst). Any questions submitted after the deadline will not be responded to.

All Addendums to be Posted by – All addendums to the Request for Proposal shall be posted to the City's website at [reno.gov](http://reno.gov) and our [online portal](#) no later than 5:00 pm local time (pst) on March 27, 2020. All proposals submitted for this Request for Proposal **must** have all addendums attached and acknowledged. Any proposal that does not include the addendums will be rejected.

Sealed Proposal Due to City – The due date for the sealed Request for Proposal response is April 3, 2020 at 3:00 pm local time (pst). All proposals received after the date and time set for receipt shall be disqualified from consideration and thus deemed rejected. The City will not consider or be responsible for errant delivery or late performance by courier service.

## 2. Questions/ Clarifications

Questions regarding the Request for Proposal shall be directed to the Finance Department via e-mail at [woodm@reno.gov](mailto:woodm@reno.gov) in writing. Copy of any questions should also be sent to [brownm@reno.gov](mailto:brownm@reno.gov). Questions should be submitted in accordance with the Request for Proposal Schedule. If any questions or responses require revision to this solicitation as originally published, such revisions will be by formal addendum only. If the solicitation includes a contact person for technical information, any oral or written representations made by this or any person shall not be relied upon unless subsequently ratified by a written addendum to this solicitation issued by the City. To determine whether any representations made require an addendum be issued, please contact Marcie Wood, Purchasing Technician, at (775) 326-6658.

## 3. Addendums

All addendums to this Request for Proposal shall be issued by the City of Reno in writing. Material changes affecting the material or the Proposer's cost estimate shall have no standing with the City of Reno if not sanctioned by written addendum.

## 4. Exceptions

A Proposer who believes RFP specifications are unnecessarily restrictive or limit competition may submit such on the Exceptions page of this RFP documents. All Exceptions will be considered in the RFP evaluation.

The City of Reno will promptly respond in writing to each written objection and where appropriate, issue all revisions, substitutions, or clarifications via addenda. Objections of technical or contractual requirements shall include the reason for the objections, supported by documented factual information and any proposed changes to the requirements.

## 5. Request for Proposal Receipt and Opening Time

It is mandatory the RFPs are **signed by a duly authorized representative of the firm**, time stamped and received at City of Reno City Clerk's Office or via our [online portal](#) no later than 3:00 pm, 04/3/2020.

**Late RFPs shall be disqualified from consideration.**

Sealed RFPs shall be opened at City of Reno Purchasing Division Offices at 3:05 pm, 04/3/2020.

## 6. Preparation of RFP

**Proposer shall examine all specifications, specific instructions, and terms and conditions of the Request for Proposal. Failure to do so will be at Proposer's risk.**

Any addenda issued shall forthwith become an integral part of the RFP. Proposer shall be required to acknowledge receipt of the same by signing and returning the addenda with the original RFP document.

Proposer shall furnish the required information typed or written in ink.

The person signing the RFP must initial erasures or other changes in ink.

In the space provided, a duly authorized representative of the RFP firm shall sign the RFP document.

**Proposer shall proofread RFP carefully for errors.**

**Prices quoted shall be F.O.B. destination within the Reno/Sparks general area and shall be inclusive of all costs and exclusive of Federal and State taxes.**

In the event of a difference between a unit price and the extended price, the unit price shall govern.

Technical specifications contained herein shall be considered “optimum”. However, a Proposer deviating from the specifications must specify in the exception section any and all exceptions. Failure to note exceptions shall be interpreted to convey that the Proposer shall propose to perform in the manner described and/or specified in this RFP solicitation. Alternate RFP proposals shall be considered provided said alternate (s) are fully described and accompanied by brochures, literature specifications or a combination thereof. The City’s decision with respect to equivalents shall be final.

**7. Submission of Request for Proposal**

**Proposer shall sign and return the ENTIRE RFP DOCUMENT.**

Paper RFPs and addenda thereto shall be enclosed in a sealed envelope addressed to the City of Reno, City Clerk’s Office, P.O. Box 1900, Reno, NV 89505. RFPs must be identified as **Film, Production and Broadcast Services, RFP # 2020-08. Proposers are cautioned that the City postal pickup is one time per day at approximately 7:15 am. RFPs that are not in the Postal Box for pickup on the due date shall be considered late.**

In order for a paper RFP to be considered, it shall be mandatory that the RFP document be received and time-stamped at City of Reno, City Clerk’s Office no later than the receiving time specified in the RFP document.

The City of Reno shall not be responsible for the premature opening of a paper RFP, which is not properly addressed or identified.

The City will also accept submissions via our [online portal](#).

Prices offered shall **only** be considered if they are provided in the appropriate space(s) on the RFP schedule. For consideration, any additions or deductions to the RFP prices offered must be shown under the exception section of the RFP. Extraneous numbers, prices, comments, etc. appearing elsewhere on their RFP shall be deemed to have no effect on the prices offered in the designated locations.

The City of Reno shall provide a copy of the RFP results to those Proposers requesting such, provided that a stamped, self-addressed envelope is included with the Proposer's response.

#### **8. Late RFP**

A RFP received after the receiving time specified shall be rejected and marked "LATE RFP – DO NOT OPEN."

**PROPOSERS PLEASE NOTE THAT THE RECEIVING TIME IS DIFFERENT FROM THE OPENING TIME.**

#### **9. Withdrawal of RFP**

A RFP may be withdrawn by written notice, provided such a notice is received prior to the date and time set for the RFP opening.

A request for withdrawal of RFP received after the scheduled RFP opening will not be considered.

#### **10. Joinder Provision**

In accordance with the provisions of NRS 332.195, certain other public entities may participate in this joinder procedure for agreements unless otherwise stipulated under the exceptions section of this RFP. Other local governmental agencies may join in a resultant award from this Request for Proposal with the permission of the successful Proposer and the City of Reno.

Any joinder entity shall have all the rights as stipulated for the required services in accordance with the procedures of the Accounting and Purchasing Departments of the public entities involved.

Within the scope of this Request for Proposal, the City of Reno shall be held harmless in any and all transactions between the Proposer and the other participating governmental entities.

The Proposer shall acknowledge the joinder process and shall acknowledge the City of Reno as the situs of the RFP procedure.

#### **11. Quantities to be Serviced**

There shall be no guarantee as to the actual amount of material that is to be delivered during the period of time that this Request for Proposal is in effect.

#### **12. Specifications**

Please see the Equipment Scope and Requirements Sheet.

### 13. Specification Restrictions

The herein contained technical information shall in no manner be construed as restrictive as to the manufacturer, process or point of origin. References appearing restrictive shall be deemed inadvertent or employed as a descriptive device to delineate as to the quality, or configuration.

Offers made as an alternate to those specified shall be given consideration in the RFP evaluation process PROVIDED said alternatives shall be fully described using brochures, specifications, literature, or any combination thereof, accompanying and deemed an integral portion of the Proposer's response.

The City of Reno shall solely determine the acceptability of all offerings.

### 14. Exceptions to Specifications

Utilizing space provided on the RFP Schedule, Proposers shall note any and all exceptions to the specifications and/or terms and conditions contained herein. Submittal of a specification sheet alone shall not be considered sufficient notification of exceptions.

Failure to note exceptions on the RFP Schedule shall be interpreted that the Proposer will perform in the manner described and /or specified in this Request for Proposal.

The City of Reno reserves the right to accept or reject any and all alternatives or exceptions offered, based solely on the value of said alternatives or exceptions to the City of Reno.

### 15. References

In the space provided in this RFP, Proposers shall provide verifiable references for **Film, Production and Broadcast Services, RFP # 2020-08** as specified in this Request for Proposal.

For the references listed, please give the following information:

Name of entity

Name, phone number and contact person within the above listed organization

Type of product/service provided

Failure to provide references may result in rejection of the Proposer's response

### 16. Guarantee/Warranty

The successful Proposer shall agree to replace and or redo, at no cost to the City of Reno, any products or services purchased as a result of award of this Request for Proposal, if that product/service is deemed unacceptable for any reason resulting from deviations from the specifications contained herein, or as a result of improper procedures, and/or improper handling by the successful Proposer.

In the space provided on the RFP Schedule, Proposer shall provide the nature and

limitations of the guarantee/warranty that shall apply to **Film, Production and Broadcast Services, RFP # 2020-08.**

### **17. Tax Exemption**

The City of Reno is a tax exempt public entity and is not generally subject to federal excise, state, or local taxes. The City is specifically limited in its payment of sales tax per NRS 372.325. No additional taxes may be added or “passed through” as a result of any agreement.

### **18. Pricing**

Proposers shall provide prices for **Film, Production and Broadcast Services, RFP # 2020-08.**

Pricing shall be inclusive of ALL COSTS such as per diem, travel time, hotel costs and all other expenses relating to the products/service purchased

Prices shall be exclusive of all Federal and State of Nevada sales, use and/or excise taxes.

### **19. Discount and Payment Terms**

Prompt payment discounts and payment terms shall not be considered in recommending the RFP award if less than twenty (20) days.

The City of Reno normal payment terms are “Net 30 days”. If the Proposer wishes to take exception with the terms as stated, an exception must be stated in the Exception Section of the Request for Proposal.

The beginning of the discount and/or payable period will be computed from the date of satisfactory completion of services, and/or the date of receipt of a correct invoice by the City of Reno accounts payable department, whichever is later. Payment is deemed made as of the date on the City of Reno warrant.

### **20. Billing**

The successful Proposer shall invoice the City of Reno and reflect the purchase order number, be itemized and show the name of the authorized individual who placed the order. Original or copy with authorized signature is required.

All original billings should be addressed to:

City of Reno  
P.O. Box 1900  
Reno, NV 89505  
Attention: Accounts Payable

A copy of the billing should also be sent to the ordering department.

## **21. RFP Evaluation**

RFPs shall be evaluated with considerations being price, responses to questions posed within the RFP document related to process, references and on the basis of conformance to specifications, terms and conditions of the Request for Proposal as stated herein. Additionally, further detail relating to the selection of a vendor may be in Attachment A.

## **22. Cancellation**

The City of Reno reserves the right to cancel a resultant Agreement upon thirty (30) days written notice.

Cancellation may occur in the event the type, quality and/or work is unsatisfactory to the City of Reno.

In the event successful Proposer does not perform in an acceptable and/or satisfactory manner or is in default for whatever reason, the City of Reno reserves the right to cancel the resultant agreement and to assess cover charges for any difference between the original RFP price and the cost to procure said product/service from an alternate source.

In the event that successful Proposer shall default or is terminated for default, they shall not be considered a responsible Proposer for **Film, Production and Broadcast Services, RFP # 2020-08** and shall be recommended to the Reno City Council, for debarment from doing business with the City of Reno for at least one (1) year after the termination of the term of the defaulted agreement.

## **23. Termination**

The resultant contract may also be terminated upon thirty (30) days written notice by the City of Reno without cause.

## **24. Assignment**

No Assignment of any agreement resulting from this award of this RFP shall be allowed, including the right to receive payment, without the express written permission of the City of Reno.

**This Section Left Intentionally Blank**

**REFERENCES**

In the space provided below, Proposers shall provide the name, address, telephone number and contact person of the customers for whom they have performed for as described in this Request for Proposal.

Name, Address, Phone #, Contact Person

1.

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2.

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**City of Reno Business License Number and Expiration date** \_\_\_\_\_

Reno Municipal Code, Section 4.04.020 requires that any business operating within the City of Reno is required to possess a valid City of Reno business license. Be advised that upon award of a contract/agreement to perform services for the City of Reno, a current business license must be in your possession before commencing business.

**Minority Status:** Has this firm been certified as a minority, women-owned or disadvantaged business enterprise by any governmental agency? \_\_\_Yes \_\_\_No if yes, please specify government agency: \_\_\_\_\_

Date of certification: \_\_\_\_\_

The above is for information only. The City of Reno encourages minority business participation; however, no preference shall be given.

**Notice to disabled persons:** The City of Reno will make reasonable accommodations for disabled persons who wish to submit RFPs or attend a RFP opening by contacting Marcie Wood prior to the RFP opening date.

**Debarment and/or Suspension:** As required by Executive Order 125.49, Debarment & Suspension, and implemented at 34CFR Part 85, the Proposer certifies that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from transactions with any Federal Department or Agency.

Pursuant to NRS 332.065, this RFP requires that a written certification be included certifying that the proposing company is not currently engaged in, and agrees for the duration of any contract entered into with the City of Reno to not engage in, a boycott of Israel. Accordingly, the proposing company hereby certifies they are not currently engaged in, and agree not to engage in for the duration of this contract entered into with the City of Reno, a boycott of Israel.

\_\_\_\_\_ Yes \_\_\_\_\_ No

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Printed Name & Position

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Signature

## GENERAL TERMS AND CONDITIONS

### 1. Notice of Rights

- The City of Reno reserves the right to reject any or all proposals or any part thereof.
- The City of Reno reserves the right to waive any minor informalities or irregularities.
- The City of Reno reserves the right to require such surety as may be deemed necessary for the protection of the City of Reno, or to ensure the satisfactory performance of a contractor in accordance with the specifications and RFP documents.
- The City of Reno reserves the right to withhold award for a period of ninety (90) days from the date of RFP opening.
- The City of Reno reserves the right to award in whole or in part, by item, group of items, or by section where such action would serve the City's best interest. RFPs identified on the basis of "All or Nothing" will be excluded from this provision.
- The City of Reno is a tax exempt public entity and is not subject to federal excise, state, or local taxes. No additional taxes may be added or "passed through".
- The City of Reno may require a full demonstration of any item RFP at vendor's expense.

### 2. Preparation of RFPs

- RFPs must be submitted in accordance with any document attached hereto and made an integral part hereof.
- Proposers are expected to examine these documents carefully. Failure to do so will be at the Proposer's risk.
- RFPs should be proofread carefully for any errors.
- Any irregularities or lack of clarity in any of the RFP documents attached hereto should be brought to the attention of the Purchasing Technician as soon as possible so that corrective addenda may be furnished to all Proposers.
- Alterations/erasures must be crossed out and the corrections thereof printed in ink or typewritten adjacent thereto. Corrections must be initialed in ink by each person signing the RFP.
- In the case of a difference between written words and figures, the amount stated in written words shall govern.
- In the case of a difference between a unit price and the extended price, the unit price shall govern.

All additions, deletions or exceptions are to be listed on the page marked as such. If there are none, print "NONE" and return the page with the submitted RFP. Failure to return or sign the exception page will be presumed as no exceptions are being taken and all terms, conditions, and specifications are being met. **Any pricing information being offered MUST either be submitted on the RFP document cost sheet (if one is provided) or specifically detailed on the "Exception Page". Pricing information offered in other areas of the RFP package WILL NOT be considered.**

**Proposers shall note that alterations in the RFP language shall be cause for RFP rejection. If exceptions are taken or alternatives offered, complete descriptions must be shown separately.**

All prices quoted shall be F.O.B. destination. No additional charges for freight, packaging, handling, etc., shall be allowed.

Proposers are instructed to complete the requested information fully, i.e., pricing, RFP schedules, specification descriptions, exceptions, disclosure of principals, etc. Failure to do so may be cause for RFP rejection. If additional space is needed, attach additional sheets referencing the appropriate section.

### **3. Award of Contract**

- A. The City of Reno will award the contract on the basis of the RFP or RFPs most advantageous, in addition to price, the City may consider the following;
  - a. The ability, capacity and skill of the Proposer to perform the contract or provide the service required;
  - b. Whether the Proposer can perform the contract or provide the service promptly, and within the time specified without delay or interference;
  - c. The character, integrity, reputation judgment, experience and efficiency of the Proposer;
  - d. The quality of performance on previous contract;
  - e. The previous compliance of laws by the Proposer;
  - f. The financial responsibility of the Proposer to perform the contract or provide the service;
  - g. The limitations of any license the Proposer may be required to possess;
  - h. The quality, availability, and adaptability of the product or service;
  - i. The ability of the Proposer to provide future maintenance and service;
  - j. The number and scope conditions attached to the RFP;
  - k. The life-cycle, maintenance and performance of the equipment or product being offered; and
  - l. Or any other basis as allowed by law.
- B. A purchase order, mailed or otherwise furnished by the Purchasing Division to the successful Proposer, is a binding contract without further action by either party.
- C. The Purchasing Division will notify all unsuccessful Proposers of the RFP results, and will return with such notice any surety held for bonding.
- D. The resultant contract may not be assigned, transferred or delegated, along with any rights, obligations or duties without prior written consent of the City of Reno.
- E. The technical specifications contained herein shall be considered "optimum" to the standard material, and is not intended to restrict RFPs, evaluation of RFPs, and recommendation for award of the material to specific manufacturer or from a specific point of origin. Alternatives and/or exceptions to the specifications shall be given consideration in the resultant RFP evaluation

**PROVIDED:**

1. Each alternative and/or exception shall be entered on separate sheets stating page number, item, and/or sub-item number and a detailed description of all items offered as alternatives or exceptions.
  2. However, the City of Reno shall reserve the right and privilege to accept or reject any or all RFPs offered, based solely on the judgment of City of Reno staff as to the value of the offers to the City of Reno.
- F. The resultant agreement may be extended at the discretion of the City if determined to be in the best interest of the using agency.
- G. Performance standards shall be construed that Proposer shall be responsible for exercising the degree of skill and care customarily required by accepted professional practices and procedures to perform the contract subject to the City's final approval.

**4. Funding Out Clause**

In the event the City of Reno fails to obligate requisite funds for the ensuing fiscal year(s) for payment of amounts due against an agreement resulting from this Request for Proposal, necessitating cancellation of the Agreement, the successful Proposer(s) shall agree to hold the City of Reno free from any charge or penalty.

**5. Default of Contract**

- A. In case of default by the contractor (successful Proposer), the City may procure the product(s) or service from other sources and hold the contractor responsible for any excess cost occasioned thereby.
- B. If necessity requires the use of materials or supplies not conforming to the specifications, they may be accepted and payment therefore shall be made at a proper adjustment in price.
- C. Default by the Proposer in any manner including failure or refusal to furnish any product(s) or service at the price and/or the time specified in the RFP may be considered cause to commence with proceedings against any surety held with the RFP, or assess a penalty equal to five (5) percent of the total RFP price.

**6. Appeal by Unsuccessful Proposer**

- A. Proposer may appeal a pending RFP award prior to award by the Reno City Council as established in NRS 332.068.
- B. Proposer must submit a written appeal in accordance with the requirements set forth herein to the Purchasing Technician within five business days from the date of the letter notifying of intent to award the RFP.
- C. The appellant must post a bond with the written appeal with good and solvent surety authorized to do business in the State of Nevada in an amount equal to 25% of the

value of the contract with the Purchasing Division in order to have their appeal heard by the City Council. Any and all bonds are subject to the approval of the Reno City Attorney. In the event the appeal is not upheld by the City Council, a claim may be made against the bond in an amount equal to the expenses incurred and other monetary losses suffered by the City because of the unsuccessful appeal.

- D. The route of appeal is the Finance Director and City Manager, or designee, and must be followed sequentially.
- E. No RFP protests will be heard by the Reno City Council unless the Proposer has followed the appeal process route.
- F. Claims Against Protest Bonds:

The City shall not make a claim upon any bond or other security unless and until the basis of that claim is considered and approved by the City Council. The City may:

1. Claim its regular staff time and costs in processing, considering and/or defending against an award protest.
2. Claim any necessary extraordinary staff overtime incurred in processing, considering and/or defending against an award protest.
3. Claim the City Attorney's time and costs in processing, considering and/or defending against an award protest.
4. Claim any resulting fees and costs incurred to any independent contractors, consultants or contracted attorneys utilized in processing, considering and/or defending against an award protest.
5. Claim any lost expenditure savings, lost revenue and other consequential financial damages resulting from the protest's automatic stay of the award of a contract to a selected solicitation response.
6. Claim any lost gifts, lost grants or other lost government or private financial participation resulting from any delay caused by the protest's automatic stay of the award of a contract to a selected solicitation response.

G. Protest Bond Risk Inquiry—Procedure:

As soon as possible after an award protester has posted a protest bond or other security, the soliciting City department or agency shall provide a written non-binding estimate of the basis of potential claims unique to the circumstances of the contract award(s) stayed by the protest, without disclosing any RFP information that must remain confidential until an award decision is final. From this estimate, the protester shall be responsible for calculating the risk(s) of proceeding with a protest to a final decision by the City Council. A protester may withdraw a protest in writing at any time prior to a decision of the City Council, but any withdrawal more than seven (7) calendar days after the issue date of the City's estimate of the basis of potential claims shall, upon City Council's approval of the claims, be subject to claims against the bond or other security of the withdrawing protestor prior to its return to the protester. At a minimum the estimate of the basis of potential claims shall include:

1. If relevant, the date the current contract expires.
2. If relevant, the rate per year paid (or revenue earned) on the current expiring contract.
3. If relevant, the cost per year to complete the solicitation's anticipated work

with City staff, equipment and materials.

4. The date the stayed contract award would have begun in the absence of the protest and its anticipated term.
5. The estimated rate per year to be paid (or revenue earned) on the stayed contract award.
6. The rate per hour to be paid to any relevant independent contractors, consultants or contracted attorneys as a result of the protest.
7. An estimate of any anticipated staff time and costs in processing, considering and/or defending against the protest.
8. An estimate of necessary extraordinary employee overtime salary in processing, considering and/or defending against the protest
9. The rate per hour for City Attorney services and any estimated costs in processing, considering and/or defending against the protest.
10. Disclosure of the amounts of any gifts, grants or other government or private financial participation that might be lost due to the protest.
11. Disclosure of any known seasonal, labor, equipment or materials costs that are materially time-sensitive and might result in financial damages to the City due to the protest.
12. Disclosure of any other anticipated consequential financial damages

## **7. Bonds Required**

Each RFP shall be accompanied by a certified or cashier's check, or **RFP bond**, in the amount of five percent (5%) of the total amount RFP, payable to the City of Reno, Nevada, as a penalty in the event the Proposer does not, within ten (10) working days after receipt of written notice that the contract has been awarded, enter into a contract with the City of Reno in accordance with this RFP. The successful Proposer may be required to furnish a **performance bond** in the amount of one hundred percent (100%) of the contract insuring faithful performance of all terms of this RFP. All bonds shall be subject to the approval of the Reno City Attorney.

## **8. Insurance Requirements**

Successful Proposer(s) shall procure and maintain Comprehensive or Commercial General Liability Insurance (occurrence form) from a carrier licensed to do business in the State of Nevada with a Best rating of A.VII or above. Minimum acceptable policy limits shall be in an amount of not less than two million dollars (\$2,000,000.00), combined, single limit, occurrence based policy, in a form satisfactory to the City. A certificate of insurance evidencing said coverage shall be supplied by successful Proposer upon request, naming the City as an Additional Insured under the liability policy. The liability policy shall contain a provision that such policy shall not be cancelled until at least thirty (30) days prior written notice of cancellation has been received by the City for any reason other than non-payment of premium and for non-payment of premium at least ten (10) days prior written notice of cancellation.

Successful Proposer(s) shall, upon request, deliver to City of Reno evidence of worker's compensation as required by the State of Nevada.



**DISCLOSURE OF PRINCIPALS**

Please print or type

_____ Company Name	_____ Telephone Number with area code
_____ Street Address	_____ Fax Number with area code
_____ City, State and Zip Code	_____ Federal Tax Identification Number

**Names of Officers or Owners of Concern, Partnership, Etc**

_____ Name	_____ Official Capacity
_____ Street Address	_____ City, State and Zip Code
_____ Name	_____ Official Capacity
_____ Street Address	_____ City, State and Zip Code
_____ Name	_____ Official Capacity
_____ Street Address	_____ City, State and Zip Code
_____ Name	_____ Official Capacity
_____ Street Address	_____ City, State and Zip Code
_____ Name	_____ Official Capacity
_____ Street Address	_____ City, State and Zip Code

I/ we hereby certify the Instructions and Terms and Conditions have been read and agree to:  
(Print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Fax

Representative \_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

Vendor acknowledges 23 pages of this RFP. Date \_\_\_\_\_

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## **ATTACHMENT A**

### **EQUIPMENT SCOPE AND REQUIREMENTS**

#### **Film, Production and Broadcast Services, RFP # 2020-08**

The City of Reno is soliciting bids for film, production and broadcast services to the City of Reno for cable channels 192 and 194, the Granicus online meeting portal, and the City of Reno YouTube channel. The City of Reno currently owns and operates PEG (Public, Educational, Government Access) channels 192 and 194 on Charter Spectrum. The purpose of the City's film, production and broadcast services is to provide the Reno citizens with pertinent, timely information concerning their regional government through the City's television channels, Reno.gov and social media (including, but not limited to, YouTube).

The services will be for live broadcasts of City of Reno Regular or Special/Joint Sessions of the Reno City Council and Redevelopment Agency, Reno City Planning Commission meetings and any "other meetings" such as community meetings or State of the City (SOTC). Most meetings are held at Reno City Hall in the Council Chamber, with few exceptions.

Regular Council meetings (with the exception of "other meetings") are usually the second and fourth Wednesdays of the month; except for scheduled changes for holidays and vacations. The meetings begin at 10 a.m. and last eight to 10 hours on average, usually with breaks for lunch and dinner.

Reno City Planning Commission meetings are usually the first and third Wednesdays of the month; except for scheduled changes for holidays and vacations. The meetings typically begin at 5 p.m. or 6 p.m. and last two to five hours on average.

The Council Chamber has five (5) remote control high definition pan/tilt/zoom cameras mounted around the room. There are several audio connections throughout the room, including staff microphones, podium microphone, handheld microphones and a lavalier. Several video inputs are located in the room, including computer and DVD. City of Reno Department of Information Technology (DoIT) staff assist in the operation of audio/visual equipment within Council Chamber.

The broadcast room consists of NewTek Tricaster hardware and software, Mackie Audio Mixer, IQM2/Granicus Encoder, Telvue and Crestron for switching audio/visual inputs from Council Chamber.

#### **PRODUCTION COMPANY RESPONSIBILITIES**

Provide a resume and samples of proven ability of proposer's past experience in television control room operation and maintenance, video editing and conversion for web use, as well as, a

proven history of meeting attendance.

Provide 20 to 30 hours, on average, of control room production monthly (unused hours to be accumulated for work over the fiscal year to a total of no more than 550 hours annually of control room broadcast production including breaks for lunch and dinner) and to provide programming services (no more than 125 hours annually) to convert meetings and toupload to a website archive. Production and programming will occur via the use of existing equipment, and could occur outside regular business hours, or meeting hours, depending on the urgency of the request.

Proven troubleshooting experience and onsite tech support is required. Production company could be asked to assist in managing outside vendors to facilitate troubleshooting and repairs to keep meetings running smoothly and efficiently.

Provide live coverage of Regularly Scheduled Reno City Council Meetings or Joint/Special Reno City Council, Redevelopment Agency Board Meetings and any "other meetings" as directed by the Communications Program Manager, Digital Engagement Program Manager or other representative of the Neighborhood Services department. Provide live coverage of Council meetings (approximately 30 per year), Reno City Planning Commission Meetings (approximately 24 per year), and other Council subcommittee meetings as assigned, and if production hours are available. "Other meetings" would likely require field equipment, such as mult-boxes for media input. Multiple staff members are needed to cover various meetings held throughout the year.

Production company must work closely with agenda management system vendors and the City Clerk's Office to ensure the meetings are also streaming, including remote broadcast locations. Production company will be responsible for tracking metrics related to work hours and meeting runtimes.

Production company must arrive at least 30 minutes in advance of a meeting to properly put all information for captions for the meeting into the character generator.

Production company must record the meetings with the capture function on Playbox and on a DVD recorder and leave copies of the DVD in the control room after the meeting. The City of Reno will provide the blank DVDs.

Production company must convert the meetings to a format to be easily placed on the City of Reno website or to provide an archive of Council Meetings, and in a format appropriate for YouTube.

Production company must display a professional attitude and business attire appropriate for a public meeting.

Production company must keep the control room neat and report any malfunctions in equipment immediately to the Communications Program Manager and Digital Engagement Program Manager.

Production company must assist with routine maintenance of television broadcast equipment,

provide troubleshooting and repair support, and recommend resolutions to problems encountered in the broadcast and archiving of live meetings.

Production company must work with the Communications Program Manager to plan and schedule all meetings covered by this RFP, giving at least two weeks' notice if they are unable to provide coverage for any particular meeting. Meeting agendas are available on our website, [reno.gov](http://reno.gov). It will be the Providers responsibility to sub-contract and/or assign resources to operate the control room for a meeting broadcast production if the provider has an emergency or other scheduling conflict.

Production company will assist in creating a resource manual and training manual for operation of equipment.

Production company must operate and support all hardware and software required by Charter Spectrum to provide broadcasting services. This software and hardware includes, but is not limited to:

- Crestron
- Telvue
- IQM2/Granicus
- Newtek Tricaster
- Rovi
- Mackie Audio Mixer
- Broadcast SDI camera and audio gear
- Legacy systems and how to update/upgrade

Production company must comply with all applicable ordinances, laws, rules, and regulations of the city, county, state, and federal government. Person or persons shall maintain and operate under a current business license for the City of Reno.

## **CITY OF RENO RESPONSIBILITIES**

Provide control room for the live broadcasts and capture of the meetings for replay using a five-camera system with a Playbox channel management server and web streaming equipment.

Provide equipment that is functioning.

Provide immediate notice of any changes in schedules.

Provide assistance in uploading archival meetings to the City's website or YouTube account.

Provide any other information needed to perform the control room duties.

Provide technical assistance in troubleshooting audio/visual issues stemming from Council Chamber.