



The Woodlands Township

The Woodlands, Texas

Request for Proposal (RFP)
2016 Video Production Services
Contract Number: C - 2016 - 0172

SCOPE: The purpose of this Request for Proposal (RFP) is to select and identify a vendor to provide video production services for National Night Out (NNO) in various locations throughout the community that are produced by The Woodlands Township in 2016.

General Specifications:

- The Woodlands Township (“Township”) reserves the right to accept or reject any and all proposals, to accept any proposal deemed advantageous, and to waive irregularity in any proposal.
- Those submitting proposal acknowledges and will adhere to all proposal specifications as stated within this RFP packet.
- Proposal prices shall be firm for the 2016 calendar year.
- To be eligible to respond to this RFP, those submitting proposal must demonstrate that they have the skill, capacity, and ability to provide full video production services, including, but not limited to, photography, video services, editing, approval processes and appropriate staff.
- All Proposals must be made on the required PROPOSAL TABULATION FORM. All blank spaces for Proposal prices must be filled in, in ink or typewritten, and the Proposal Tabulation Form must be fully completed and executed when submitted.
- The Township shall not be liable for any costs incurred by those submitting proposal in responding to this RFP, preparing or completing the proposal package, or for the performance evaluation, if required, and shall in no way assume any other liability of those submitting proposal in responding to this RFP.
- A conditional Proposal may be cause for rejection.
- Sealed Proposal Packages must contain: Specifications, Requirements and Acknowledgement Form; Proposal Tabulation Form; Vendor Insurance Certificate; and three (3) references. All Proposals must be received by The Woodlands Township, Attn: Kristin Pternitis, 2801 Technology Forest Boulevard; The Woodlands, Texas 77381, **no later than 5 p.m. on Friday, May 13, 2016.**
- Any questions about the meaning, the intent or the specifications must be inquired by those submitting proposal in writing by **5 p.m. on Friday, May 6, 2016 by email** to Kristin Pternitis, Program Coordinator for The Woodlands Township, at kpternitis@thewoodlandstownship-tx.gov. Any and all questions will be responded to in

the form of a written addendum. All addenda received shall become a part of the contract documents and shall be acknowledged and dated on the bottom of the Proposal Tabulation Form.

- The Township reserves the right to amend or revise any of these RFP documents, in whole or in part, as they deem necessary and without further notice to those submitting proposal. Any addenda, revisions or amendments to these RFP documents shall replace the latest version of the RFP and may be uploaded to the same location as the original RFP on the Township's website, www.thewoodlandstownship-tx.gov.

ATTACHMENT A

Specifications, Requirements and Acknowledgment FORM

Those submitting proposal shall **complete every space and submit additional items stated (see bolded text)** in the proposal acknowledgement column with initials to indicate the item being proposed is exactly as specified or a description to indicate any deviation of item being bid from the specifications.

Item #	Description of Requirements	Proposal's Acknowledgement
1	Proposal prices shall be inclusive of all costs related to the provision of video production services (staff, vehicles, set up, tear down, equipment, etc).	
	Standard of Conduct and Appearance	
2	Vendor shall exhibit proper decorum and act in a professional manner during all directed production. Vendor may not smoke or drink alcoholic beverages while providing services to the Township that are outlined in this RFP.	
3	Vendor shall adhere to image standards - meaning each employee will be identified by a company uniform (shirt, pants, shorts, etc.).	
	Timeline and Contract Term	
4	The contract for services, if awarded, shall be for the calendar year 2016. Any and all financial obligations of the Township, under a proposed contract are conditional as they relate to a yearly appropriation.	
5	Timeline: (estimated) <ul style="list-style-type: none"> • Questions re: Proposal – 5 p.m. on Friday, May 6, 2016 • Proposal Due Date – 5 p.m., Friday, May 13, 2016 • Proposal Approval Date – By May 2016 • Contract Commencement Date – May 2016 	
	Communication	
6	Though the contractor will have one (1) main contact, communication will be with multiple staff members due to the number of programs and events. Those submitting proposal shall be capable of receiving communication by fax, web, email, or via phone call/message.	
	Payment	
7	Payment will be made by the Township within thirty (30) calendar days after invoice based on the Accounts Payable calendar which will be provided to the successful contractor.	
8	No taxes shall be included in the proposal price since the Township is exempt from all sales tax and both will provide the selected vendor applicable proof of sales tax exemption.	
9	All invoices shall indicate the type of service (program or event), services provided, time of event, location, etc.	

	Insurance Requirements	
10	Selected contractor shall provide the Township acceptable proof of insurance which meets the requirements as identified in the proposal packet. See “Attachment C.”	
	Sub-contractors	
11	Those submitting proposal shall not employ any subcontractor to fulfill any of the duties herein specified without express, prior written approval of the Township.	
	Non-exclusive Arrangement	
12	The contractor agrees and understands that the contract shall not be construed as an exclusive arrangement and further agrees that the Township may, at any time, secure similar or identical services from other vendors at its sole option.	
	Township Responsibility	
13	The Township shall provide direction for all projects it initiates.	
	Technical Requirements	
14	It shall be the vendor’s responsibility to have the proper equipment necessary for these services. Submit a complete list of equipment with the proposal submittal.	
	Programs/ Events	
15	Services will be utilized, though not limited, to: <ul style="list-style-type: none"> • The Township’s Neighborhood Services department. 	
16	Below is a list of the current NNO activities within the Township and their anticipated video production needs: <ul style="list-style-type: none"> • National Night Out neighborhood parties, first Tuesday in August, throughout The Woodlands: Production of ten (10) minutes of parties and other NNO events on various dates • Additional Projects as they arise: Various events and projects will be created throughout the year to use for b-roll • Will produce a ten (10) minute video from all NNO footage compiled 	
	Additional Services	
17	The Township may require additional items of a similar nature, but not specifically listed in this contract. The vendor agrees to provide such items, and shall provide the Township prices on such additional items based upon the formula or method which is the same or similar to that used in establishing the prices in this proposal. If acceptable to the Township, the Township shall authorize the Vendor to provide such additional goods and services, and Vendor shall timely provide such additional goods and services. Notwithstanding the forgoing, the Township reserves the right to procure any such additional services from other Producers, contractors, or to utilize the Township employees, agents, affiliates or assigns to provide the additional good and services at any time and at its sole discretion.	

	Proposal Evaluation	
18	Evaluations of the proposal will be based on a variety of criteria as determined solely by the Township and may include, in whole or in part: total cost of services for specified services, vendor's experience and proven ability to successfully perform the specified work, vendor's experience with similar contracts and/or scope of services, quality, reliability, and references.	
19	Those submitting proposal is required to submit a two (2) to four (4) minute promotional video to showcase quality of work and range of creativity.	
20	Those submitting proposal is required to submit three (3) references of previous clients for whom it has provided video services of similar or like nature, such as outdoor events or promotional videos.	
21	If the vendor has not previously performed like services for the Township, the Township reserves the right to require a probationary period to determine if the Vendor can perform in accordance with the requirements of the contract and to the satisfaction of the Township. Such period can be from thirty (30) to ninety (90) days, and will be conducted under all specifications, terms and conditions contained in the contract. A performance evaluation will be conducted prior to the end of the test period and that evaluation will be the basis for the decision of the Township to continue with the vendor or select another vendor.	
	Other Considerations	
22	Those submitting proposal should have a stock library of previous NNO events in The Woodlands. Stock footage, or b-roll, ultimately can save in video production. Describe in "ATTACHMENT B" what type of stock library or b-roll the company has of previous NNO Events in The Woodlands.	
23	Please be advised that in compliance with State of Texas Government Code, Section 2252.908, the successful business entity awarded a contract by the Board of Directors of The Woodlands Township must complete Form 1295- "Certificate of Interested Parties" – and must provide a signed and notarized printed copy of the form and a separate certification of filing. The form can be found at www.ethics.state.tx.us .	
24	Your proposal must comply with State of Texas Local Government Code, Chapter 176. Conflict of Interest Questionnaire (Form CIQ- https://www.ethics.state.tx.us/forms/CIQ.pdf) and the related form must be returned with the proposal.	

I have read and completely understand this, SPECIFICATIONS, REQUIREMENTS AND ACKNOWLEDGMENT FORM, and hereby affirm that I am able to and shall meet, conduct and perform each specification and requirement contained therein.

DATE

COMPANY

SIGNATURE

NAME (PLEASE PRINT)

TITLE

EMAIL

PHONE

WEBSITE

For The Woodlands Township use only

DATE RECEIVED

RECEIVED BY

ATTACHMENT B
Video Production Proposal Tabulation Form

PART ONE: Price

Service	Price Per Hour
Strategy Meeting(s) with Client	
Pre-Production	
Script Writing	
Video Taping	
Editing	
Post Production	

PART TWO: Equipment List

Submit a complete list of equipment.

PART THREE: Current Footage of The Woodlands

Those submitting proposal should have a stock library (b-roll) of previous NNO events in The Woodlands. What type of stock library or b-roll does the company have of previous NNO events in The Woodlands?

Those submitting proposals will be scored based on the following criteria:

Service	Percentage of Score
Pricing	40
Creative Ideas	25
Stock Video of Previous NNO Events in The Woodlands	20
Promotion Demo	10
References	5

I, _____, certify that this proposal is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies or equipment and is in all respects fair and without collusion or fraud. I agree that all information that I have provided herein is true and correct and accurately reflects my skills and ability and the quality of my production services. I agree to abide by all conditions of this proposal and certify that I am authorized to sign this submitted proposal.

SIGNATURE

NAME (PLEASE PRINT)

TITLE

COMPANY

ATTACHMENT C

Insurance Requirements

Vendor agrees to maintain and require its subcontractors to maintain at all times the following coverage at no less than the limits indicated:

<u>Worker's Compensation Insurance</u>	-	Statutory
Employers Liability	-	\$100,000

<u>Automobile Liability</u>	(Including Owned and Non-Owned autos)	
Bodily Injury	-	\$250,000 each person
	-	\$500,000 each occurrence
Property Damage	-	\$100,000 each occurrence

Commercial General Liability

Combined Single Limits for Bodily Injury and Property Damage:

Each occurrence for premises/operations:

Broad form CGL liability coverage	\$1,000,000
Products/ Operations aggregate	\$1,000,000
Advertising Injury	- \$1,000,000
General Aggregate	- \$2,000,000

<u>Umbrella Liability</u>	-	\$1,000,000 each occurrence
	-	\$1,000,000 annual aggregate
	-	\$ 25,000 self insured retention

Vendor's coverage must be written on an Occurrence (not claims made) basis with companies acceptable to The Woodlands Township ("Township"), must stipulate that no take-out endorsements are included on the General Liability policy, and each policy providing coverage hereunder shall contain provisions that no cancellation or material reduction in coverage in the policy shall become effective except upon thirty (30) days prior written notice thereof to the Township, who shall be named as additional insured with respect to liability imposed upon it resulting from the performance of Work under this Agreement. There shall be no right of subrogation against the Township and this waiver of subrogation shall be endorsed upon the policies. Prior to the commencement of performance of the Work, Vendor shall furnish certificates which shall identify the Township as additional insurers to the Township in duplicate, evidencing compliance with all requirements herein. **The limits of such insurance shall in no way be construed as limiting Vendor's obligation to completely defend, indemnify and hold harmless the Township.**

ATTACHMENT D
References Form

Please provide the following information from three (3) clients for whom you have provided Video Production Services within the past twelve (12) months. Please also attach to this form letters of recommendation from the below-named clients.

1. Agency/Company:

 Contact Name:

 Contact Phone:

 Contact Email:

 Website:

 Products Delivered:

2. Agency/Company:

 Contact Name:

 Contact Phone:

 Contact Email:

 Website:

 Products Delivered:

3. Agency/Company:

 Contact Name:

 Contact Phone:

 Contact Email:

 Website:

 Products Delivered: