



The Woodlands Township/The Woodlands Convention & Visitors Bureau

The Woodlands, Texas

***Request for Proposal (RFP)
2015 Video Production Services***

SCOPE: The purpose of this Request for Proposal (RFP) is to select and identify a vendor to provide video production services on an as needed basis for selected events and promotions in various locations throughout the community that are produced by The Woodlands Township and The Woodlands Convention & Visitors Bureau in 2015.

General Specifications:

- The Woodlands Township (“Township”) and The Woodlands Convention & Visitors Bureau (“TWCVB”) reserve the right to accept or reject any and all proposals, to accept any proposal deemed advantageous, and to waive irregularity in any bid.
- By bidding, the bidder acknowledges and will adhere to all bid specifications as stated within this RFP packet.
- Bid prices shall be firm for the 2015 calendar year.
- To be eligible to respond to this RFP, the bidder 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 Bids must be made on the required BID TABULATION FORM. All blank spaces for Bid prices must be filled in, in ink or typewritten, and the Bid Tabulation Form must be fully completed and executed when submitted.
- Neither the Township nor TWCVB shall be liable for any costs incurred by bidders 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 bidders in responding to this RFP.
- A conditional Bid may be cause for rejection.
- Sealed Proposal Packages must contain: Specifications, Requirements and Acknowledgement Form; Bid Tabulation Form; Vendor Insurance Certificate; and three (3) references. All Bids must be received by The Woodlands Township, Attn: Nick Wolda, 2801 Technology Forest Boulevard; The Woodlands, Texas 77381, **no later than 5 p.m. on Friday, February 13, 2015.**
- Any questions about the meaning, the intent or the specifications must be inquired by the Bidder in writing by **5 p.m. on Friday, February 6, 2015** by email to Nick Wolda, The Woodlands Township Director of Community Relations, at nwolda@thewoodlandstowship-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 Bid Tabulation Form.

- The Township and TWCVB reserve 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 the bidders. 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 TWCVB's website, www.thewoodlandscvb.com.

ATTACHMENT A
Specifications, Requirements and Acknowledgment FORM

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

Item #	Description of Requirements	Bidder's Acknowledgement
1	Bid 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 / TWCVB 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 2015. Any and all financial obligations of the Township/TWCVB under a proposed contract are conditional as they relate to a yearly appropriation.	
5	Timeline: (estimated) <ul style="list-style-type: none"> • Questions re: Bid – 5 p.m. on Friday, February 6, 2015 • Bid Due Date – 5 p.m., Friday, February 13, 2015 • Bid Approval Date – By March 2015 • Contract Commencement Date – February/March 2015 	
	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. Bidder shall be capable of receiving communication by fax, web, email, or via phone call/message.	
	Payment	
7	Payment will be made by the Township/TWCVB 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 bid price since the Township/TWCVB are 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/TWCVB acceptable proof of insurance which meets the requirements as identified in the bid packet. See “Attachment C.”	
	Sub-contractors	
11	The successful bidder shall not employ any subcontractor to fulfill any of the duties herein specified without express, prior written approval of the Township/TWCVB.	
	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/TWCVB may, at any time, secure similar or identical services from other vendors at its sole option.	
	Township / TWCVB Responsibility	
13	The Township/TWCVB 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 bid submittal.	
	Programs/ Events	
15	Services will be utilized, though not limited, to: <ul style="list-style-type: none"> • All departments within the Township including Community Relations, Parks and Recreation, Environmental Services, Neighborhood Services and others. • TWCVB including events and advertising. 	
16	Below is a list of the current activities within the Township and TWCVB and their <u>anticipated</u> video production needs: <ul style="list-style-type: none"> • Memorial Day Weekend in The Woodlands: Video production of the event and video presentation after the event. • Red, Hot & Blue Festival & Fireworks Extravaganza: Production of thirty (30) second television commercials promoting the event, video production of the event and video presentation after the event. • Labor Day Weekend in The Woodlands: Video production of the event and video presentation after the event. • Public Safety Awards: Video production of honorees to be used in a formal situation in September 2015. • Holiday Events: Similar in nature to the Red, Hot & Blue Festival & Fireworks Extravaganza – Production of thirty (30) second television commercials promoting the event, video production of the event and video presentation after the event. • Additional Projects as they arise: Various events and projects will be created throughout the year to use video 	

	<p>production to include general public educational videos, destination marketing videos and more.</p> <ul style="list-style-type: none"> • These services do not include video production of the Township’s Board of Directors meetings at this time, but could do so in the future. 	
Additional Services		
17	<p>The Township/TWCVB 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/TWCVB 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/TWCVB, the Township/TWCVB 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/TWCVB reserves the right to procure any such additional services from other Producers, contractors, or to utilize the Township and TWCVB employees, agents, affiliates or assigns to provide the additional good and services at any time and at its sole discretion.</p>	
Bid Evaluation		
18	<p>Evaluations of the bid will be based on a variety of criteria as determined solely by the Township/TWCVB 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.</p>	
19	<p>Bidder is required to submit a two (2) to four (4) minute promotional video to showcase bidder’s quality of work and range of creativity.</p>	
20	<p>Bidder 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.</p>	
21	<p>If the vendor has not previously performed like services for the Township/TWCVB, the Township/TWCVB 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/TWCVB. 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/TWCVB to continue with the vendor or select another vendor.</p>	

Other Considerations	
22	The successful bidder should have a stock library of events and places 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 The Woodlands.
23	Provide documented company yearly client retention rate: <ul style="list-style-type: none"> • Greater than 90% • 80-90% • 70-80% • 60-70% • Less than 60%
24	Provide documented company yearly employee turnover rate: <ul style="list-style-type: none"> • Less than 50% • 50-75% • 75-100% • 100-150% • Other

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 and The Woodlands Convention & Visitors Bureau use only

DATE RECEIVED

RECEIVED BY

ATTACHMENT B
Video Production Bid 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

The successful bidder should have a stock library (b-roll) of events and places in The Woodlands. What type of stock library or b-roll does the company have of The Woodlands?

Bidders will be scored based on the following criteria:

Service	Percentage of Score
Stock Video of The Woodlands	20
Creative Ideas	25
Pricing	25
References	10
Promotion Demo	20

I, _____, certify that this bid is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a bid 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 bid and certify that I am authorized to sign this bid for the bidder.

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
<u>Commercial General Liability</u>		
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") and The Woodlands Convention & Visitors Bureau (TWCVB), 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/TWCVB, 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/TWCVB 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/TWCVB as additional insurers to the Township/TWCVB 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 and TWCVB.**

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: