

SPECIFICATIONS
RFQ #1112-09
VIDEOTAPING & AIRING OF COMMISSION MEETINGS AND OTHER PUBLIC
INTEREST ITEMS AS REQUESTED

The Gulf County Board of County Commissioners is accepting quotes for videotaping & airing of Commission meetings and other public interest items as requested.

The following guidelines apply to this RFQ:

- Regularly scheduled commission meetings are twice per month at 6:00 p.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 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 videotaping 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 budget meetings per year as well as an indeterminate amount of special meetings and workshops.
- Vendor must be set up and prepared to videotape and air meetings at least fifteen minutes prior to the start of meetings.
- All meetings are videotaped and will air on the cable (PEG) channel dedicated to public access. Upload other videotape 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 vendor, as needed. A site visit can be set up upon request.
- 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 of 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.
- Vendor 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, VCR, cameras, and video monitors. Please provide references of three recent clients in which you performed like/similar services.

ANY ORDERS RESULTING FROM THIS QUOTATION WILL BE SUBJECT TO THE TERMS AND CONDITIONS CONTAINED BELOW

GENERAL INFORMATION/INSTRUCTIONS

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

TECHNICAL SPECIFICATIONS

1. GENERAL:
 - A. The Gulf County Board of County Commissioners desires to secure the services of a qualified vendor for videotaping and airing of Commission meetings.
2. EFFECTIVENESS AND DURATION
 - A. The agreement(s) resulting from this solicitation will be a:
 - 1) Term Contract/Annual Requirements
 - a) The agreement(s) resulting from this solicitation will be for recurring purchase, as needed throughout the term of the contract.
 - b) Initial Period: The period of agreement will be one year from contract award date.

- c) Renewal Period: Terms and conditions may be renewed for four (4) additional one year periods.
- d) 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 90 days of the agreement.

3. ESTIMATED QUANTITIES

- A. The estimated quantities to be furnished under this RFQ are to be considered as approximate only and are to be used solely for the comparison of bids received. The County reserves the right to purchase any, all, or none of its requirements from Bidder(s) awarded the bid

TERMS & CONDITIONS - READ CAREFULLY

1. The right is reserved to cancel this order if not filled within the contract time, if specified.
2. The conditions of this order are not to be modified by any verbal understanding.
3. Acceptance of this order includes acceptance of all terms, prices, delivery instructions, specifications and conditions stated.
4. INVOICES AND PACKAGES MUST BEAR THIS ORDER NUMBER.
5. PLEASE FORWARD ALL INVOICES TO THE ORDERING DEPARTMENT.
6. Payment terms are net 30 days upon delivery and acceptance.

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, of 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 state, federal, and local laws, guidelines, and regulations etc. This includes but is not necessarily limited to DOT, OSHA, EPA, and DEP.

COUNTY'S TERMS AND/OR CONDITIONS FOR PURCHASE OF GOODS/SERVICES FROM VENDORS

Important Read Carefully:

Terms and conditions on County's solicitation documents, contracts, and/or purchase orders 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 goods and services if submitted either purposely through intent or design, or inadvertently appearing separately in transmittal letters, specifications, literature, price lists or warranties. Vendors shall agree that the general and/or any special conditions in the County documents are the only conditions applicable to purchases made by the County and that the County will not accept exceptions to our terms and conditions.

NOTE: ANY AND ALL SPECIAL CONDITIONS ATTACHED HERETO WHICH VARY FROM THESE GENERAL CONDITIONS SHALL HAVE PRECEDENCE.