

**REQUEST FOR PROPOSALS
FOR
VIDEOTAPING MAYOR AND COUNCIL MEETINGS
FOR SUBSEQUENT CABLE TELEVISION BROADCAST**

DATE OF ISSUE: September 24, 2009

The Town of Secaucus requests the submission of proposals from qualified videographers wishing to be retained to videotaping portions of meetings of the Mayor and Council of the Town of Secaucus for subsequent broadcast over the town's cable television channel for a term of one (1), two (2) or five (5) years. The videographer whose proposal is determined to be the most beneficial to the Town in accordance with the specific criteria outlined below shall be awarded a contract to provide such videotaping services. Videographers business operations will be subject to strict adherence to the specifications pertaining to taping which are incorporated by reference, herein annexed and made a part hereof as Exhibit "A".

In order to assure most favorable consideration by the evaluation committee (discussed below), proposals shall contain all of the following:

1. Recitation of the videographer's related business experience evidencing successful videotaping/broadcast of public meetings over the past five (5) years;
2. Sample recordings of public meetings previously videotaped (submitted on a standard DVD format);
3. Intended staffing of the contract including the names and addresses and ages of each employee together with a brief description of their relevant work experience;

4. Prior to commencing videotaping of meetings, videographer will provide copies of insurance coverage declaration pages evidencing the requisite coverage as set forth in the Specifications for Worker's Compensation, Public Liability, Property Damage and Hospitalization (for those persons including videographer not covered by Worker's Compensation);
5. \$500.00 security deposit against damages to the premises by the videographer beyond ordinary wear and tear. Should the contract not be awarded to any videographer submitting a proposal, each security deposit shall be returned within 30 days of appointment of the videographer by resolution of the governing body. However, should the successful proposer fail or refuse to enter a contract with the Town, said deposit shall be forfeited;
6. An aggregate amount that videographer agrees to charge the Town for videotaping pursuant to the specifications;
7. A list of the video recording and storage equipment it will utilize for the contract;
8. A minimum of two (2) letters of recommendation from a governmental entity for whom the videographer has worked in the past five (5) years videotaping/broadcasting.
9. A statement of corporate ownership and of compliance with state laws governing equal employment opportunity and affirmative action, the forms of which are both annexed hereto.

The Town has established a committee of three (3) persons to evaluate each of

the proposals. The following criteria and relative importance weighting will be applied in the evaluation of the proposals:

- (1) History and Experience in Performing the videotaping services - 20%;
- (2) Availability of personnel, facilities, equipment and other resources deemed necessary to adequately provide the videotaping services - 15%;
- (3) Quality of sample recordings submitted - 15%;
- (4) Qualifications and experience of employees-20%;
- (5) The strength (or weakness) of the required Letters of Recommendation - 20%;
- (6) Contract price - 10%.

The six (6) proposal criteria outlined above will be independently evaluated by the three (3) committee members who will assign a value of between one (1) and ten (10), with ten (10) being the most favorable. The average of the three (3) scores for each criteria will then be multiplied by the applicable weighting percentage set forth above. The product of the average score times the weighting percentage for each criteria will then be added together to arrive at a total score for the proposal. The total scores for all proposals will then be compared and will be utilized in choosing a videographer.

The foregoing computation is believed to promote an evaluation process that will result in the selection of the proposal that will be most advantageous to the Town and its residents, price and other relevant factors considered.

An original plus two (2) copies of each proposal shall be forwarded to:

TOWN OF SECAUCUS
Municipal government Center

Secaucus, New Jersey 07094
Attention: Linda Carpenter, Purchasing Agent

Deadline for submission of proposals: **October 21, 2009 at 11:00 am**

The Town of Secaucus retains the right to reject any and all proposals or to award a contract to the videographer whose proposal is deemed to be most advantageous to the Town, taking in to account all of the evaluation factors cited above.

The Town of Secaucus reserves its right after all proposals are received and opened, but prior to completing the evaluation of proposals, to request interviews with or presentations from vendors of its choice. Upon completion of the evaluation process, proposers will be notified of the committee's decision in this matter within thirty (30) days of the deadline set for receipt of proposals.

TOWN OF SECAUCUS

By: _____
LINDA CARPENTER
Purchasing Agent

Dated: September 24, 2009

EXHIBIT "A" **SPECIFICATIONS**

The Town of Secaucus holds its Mayor and Council meetings in the Municipal Government Center located at 1203 Paterson Plank Road, Secaucus, New Jersey 07094-3287. Pursuant to New Jersey's Open Public Meetings Act, a schedule of meetings is published after the Town's annual reorganization meeting. Such schedules are available from the Town Clerk at (201) 330-2017. Meetings are generally scheduled for 7:00 p.m. the second and fourth Tuesdays of each month, with deviation from such schedule for holidays and public business. For the months of June, July and August, one meeting is generally held on the fourth Tuesday of the month.

Meetings are held in the first floor Mayor and Council Chambers/Municipal Court. Municipal court sessions are generally held on Tuesdays at 9:30 a.m. and noon and on alternate Tuesday, Wednesday and Thursday evenings at 5:30 p.m. Provision of the instant services shall not interfere with Municipal Court operations.

The Mayor and Council wish to have an electronic recording made of certain public portions of their meetings, limited to: (i) the Salute to the Flag; (ii) Roll Call; (iii) any presentations or awards; (iv) adoption of minutes, if any; (v) first reading of ordinances; (vi) public hearings and votes on ordinances; (vii) and reading, Council discussion, public discussion and vote on resolutions. Public discussion on resolutions will require a prior sign up with the Town Clerk and will be limited to one (1) hour per resolution and five (5) minutes per individual speaker. If an hour has not been expended on public discussion of a resolution and there are no more public speakers on the resolution, a prior speaker on a resolution may be afforded an additional five (5) minutes to speak. The Chair of the meeting (normally the mayor) shall be entitled to stop the recording at his signal if he determines that the public safety or the morals of a potential viewer will be jeopardized or if slanderous comments are made about an individual or entity.

The Mayor and Council envision one camera in the rear of the room focused on the Mayor and Council and Staff on the dais, with an ability to obtain "close up" shots on speakers as they speak. One camera is also envisioned in the front of the room to focus on the public speaker rostrum. Appropriate audio equipment may be required to be utilized in order to provide clear audio of individuals who are permitted to speak at the meeting.

The recording must be subject to editing if the Mayor and Council determine that it includes any inappropriate words or actions by a public speaker. The recording will be subsequently broadcast over the Town's cable television public channel periodically until the next meeting is available for broadcast. The recording must also be reproducible for copies under the Open Public Records Act.

The Town will rely upon the expertise of the videographer in determining the video and audio set up and provision of a "sample" demonstrating video and audio

charity; wide scan and ability to focus; and general quality of recording for broadcast will be helpful. The Town may provide access to the Mayor and Council Chamber for purposes of producing such a "sample."