

**SEWER AUTHORITY MID-COASTSIDE
REQUEST FOR PROPOSAL
FOR
Video Recording Services**

PART I – INTRODUCTION

The Sewer Authority Mid-Coastside (SAM) is a Joint Powers Agency formed by the City of Half Moon Bay, Granada Sanitary District, and Montara Sanitary District. SAM provides wastewater conveyance, treatment, and disposal services to its member agencies, serving a population of over 20,000 people.

SAM conducts public meetings approximately once per month. SAM desires to video-record these meetings to allow wider public participation.

PART II – NATURE OF SERVICES REQUIRED

A. Scope of Services

SAM is requesting proposals from qualified firms as follows:

Video-record approximately 12 meetings. These meetings are usually scheduled for the fourth Monday of the month, starting at 7:00 PM. They are usually one to three hours in length. They will end no later than 11:00 PM.

Video-record the meetings without the use of SAM-supplied audio system. The SAM Board does not use microphones at this time.

Provide SAM with a DVD of the meeting within three business days of the recorded meeting.

Provide SAM with a video-on-demand (VOD) format of the meeting within five business days of the recorded meeting.

Publish the meeting in VOD format within three days of the recorded meeting.

Maintain free VOD access for at least one year. If longer, state how long.

Chapter VODs to the meeting agenda.

Upon delivery, the recordings of the meeting will become public documents and the property of SAM.

Optional Service:

SAM is requesting that qualified firms separately propose the costs for the following service:

Cablecast playback on a local channel of the recording of the meeting once within 3 days of the recorded meeting and a second time within 7 and 21 days of the meeting.

B. RFP Requirements

Two copies of the RFP must be submitted to the Manager (see mailing address below).

RFPs will be accepted no later than 4:00 p.m. December 15, 2008. All proposals will remain firm for sixty days following this date.

All responses to this RFP shall become the property of SAM. SAM will treat all responses as confidential and will disclose the information only if requested to do so by the public.

SAM reserves the right to reject any and all proposals.

All proposals will be evaluated following the criteria listed in Part II, Section B of this RFP. Proposing firms may also be requested to make an oral presentation.

Following selection and successful negotiations, a letter agreement will be prepared for approval. If an agreement cannot be negotiated between SAM and the initially selected firm(s), SAM reserves the right to select another firm and commence negotiations.

Payments will be made monthly on a per/meeting basis. SAM reserves the right to withhold a portion of the fee until deliverables are delivered.

All costs or proposal preparation shall be borne by the proposing firm.

Addition information required to respond to this RFP shall be obtained from John F. Foley III, Manager, or Jeannette L. Tracy, Supervisor of Admin Services, at the SAM office (650) 726-0124.

C. Proposed Evaluation Criteria

All finalized proposals submitted by the RFP deadline will be evaluated based on the following criteria.

Intention and ability of the firm to fully respond to all requirements set forth in this RFP.

Qualifications and experience of the firm

Proposed total cost.

Proposed optional service cost.

PART III – PROPOSAL CONTENT

Title Page

The title page will show the firm's name, local address, telephone number, and the name of a contact person.

Letter of Introduction

This letter must summarize exactly what the proposal is, and state a positive commitment to perform the work and deliver the deliverables in the required time period for a proposed amount. The firm's name and a statement as to whether the firm is a partnership or corporation must also be included. The letter must be signed by the individual, partner, or officer of the corporation legally authorized to bind the firm. Also to be provided is the name, address and phone number of the person or persons authorized to make representations on behalf of the firm.

Section a) Work Plan

The proposal will state a detailed work plan for recording the meetings. Also to be included is a list of examples of similar work products.

Section b) Size of Audience

The proposal will state the likely reach of the services provided. The proposal will state the likely size of the audience, broken down by categories such as Cable TV, Internet VOD, and other categories, if any.

Section c) Cost Breakdown

This section will contain a full cost breakdown showing the total maximum cost to SAM for services relating to each meeting.

Cost are to be submitted on a per/meeting basis. Proposal must include all anticipated costs including travel, postage and/or delivery costs and other out-of-pocket expenses.

Cost breakdown section shall separately include the cost of the optional service as listed in Part II, Nature of Services Required, Section A, Optional Service.

Section d) Acceptance of Pre-award Conditions

The proposal will incorporate a positive statement affirming the firm's acceptance of the following contract pre-award conditions:

- a. SAM may request additional information, either in writing or verbally, in order to assure itself that the firm can successfully meet all contract requirements. The SAM reserves the right to solely judge the ability of the firm to perform.
- c. SAM will select the firm for further negotiations from among those submitting proposals.
- d. SAM reserves the right to cancel this Request for Proposal at anytime prior to contract award without any liability whatsoever.

Section e) Additional Information

Additional information not specifically requested which the firm feels is necessary may only appear in this section. Such information may consist of the following types:

- a. Standard sales brochures and promotional material with minimal technical content.
- b. Generalized narrative of a nonspecific nature.
- c. Pictorial material usually used as space fillers.

CONCLUSION

Except under extraordinary circumstances beyond reasonable expectations, the fee quoted and accepted will be the maximum fee which SAM will pay for the services provided.

Proposals should be mailed to:

John F. Foley III
Manager
Sewer Authority Mid-Coastside
1000 N. Cabrillo Highway
Half Moon Bay, CA 94019