

**October 31, 2019**  
**BOARD OF COUNTY COMMISSIONERS**  
**ORANGE COUNTY, FLORIDA**  
**INVITATION FOR BID (IFB) Y20-123-TJ; ADDENDUM # 2**

**PROMOTIONAL VIDEO PRODUCTION SERVICES**  
**FOR**  
**THE ORANGE COUNTY CONVENTION CENTER**

This Addendum is hereby incorporated into the bid documents of the project referenced above. The following items are clarifications, corrections, additions, deletions, and/or revisions to and shall take precedence over the original documents. Additions are indicated by underlining and deletions via ~~strikethrough~~.

**CLARIFICATION(S)**

**Changes to Scope of Services**

1. **(Revise)** Scope Section 2-A, OCCC Client Pre-Promote Videos, to read as follows:

The OCCC Deputy Director, or designee, will provide the Contractor, typically from 6-12 months prior to the event, a list of up to eight (8) clients for creating videos while those clients may be in attendance of the given event. The video will be filmed at the event and at the client's convenience and is intended to promote the client's future event held at the OCCC. ~~The video can be any of the following types: 1. Pre-promotion video: attendee registration or exhibitor sign-up, 2. Attendee instructional video: information to attendees and exhibitors that are registered, 3. Education session or special event recap video, 4. Testimonial video from an attendee or exhibitor.~~ Each video, typically ranging from 1:00 to 2:00 minutes in length, shall add value for clients in selecting their event location of Orlando and the OCCC. OCCC will work with the Contractor to identify clients who may be onsite at the OCCC or offsite at specific currently scheduled industry event locations as listed, but not limited to, those below: It is possible, although uncommon, that video filming for a client pre-promote video may occur onsite at OCCC. It is anticipated that a pre-promote video will be filmed for one or more clients who are in attendance at the given industry event and filmed at a time of the client's convenience during the event. This approach is intended to maximize the contractor's services while onsite throughout the duration of the given event. The script of each pre-promote video will primarily be the responsibility of the client. The unit price for this item shall be per video, inclusive of one revision.

- Meeting Professionals International (MPI)
  - MPI WEC- June 2020, Dallas/Fort Worth, Texas
- Professional Convention Management Association (PCMA)
  - PCMA Convening Leaders – January 2020, San Francisco, CA
  - PCMA EduCon- June 2020, Montreal, Quebec
- International Association of Exhibitions and Events (IAEE)
  - IAEE Expo Expo- December 2020, Louisville, KY
- American Society of Association Executives (ASAE)
  - ASAE Annual Meeting & Exposition- August 2020, Las Vegas, NV

- Center for Exhibition Industry Research (CEIR)
  - CEIR Predict- September 2020, Location TBD
- Client Advisory Board (CAB)
  - September 2020, Orange County Convention Center

2. **(Revise)** Scope Section 2-B, Capital Improvement Plan Video Update, to read as follows:

Contractor shall produce a 3-minute (3:00) video explaining the Capital Improvement Plan (~~“Experience the New Orange”~~) occurring presently at the OCCC. This may feature up to three (3) interviews with OCCC representatives to explain the key capital improvements. It is anticipated this video may require portions of two days for filming. This may include video of the current space, renderings of the future projects, and voice narration. B-roll footage will be made available to the Contractor by the OCCC. The second video is anticipated to be a variation and update of the first video, where additional onsite filming may also be necessary. Videos shall be filmed on OCCC property and OCCC will provide the Contractor with the written script and/or work in collaboration with the Contractor to develop the script. This deliverable is estimated to be provided by the Contractor two times per year. The unit price for this item shall be per video, inclusive of one revision.

3. **(Revise)** Scope Section 2-C, Coverage of the Client Advisory Board Meeting, to read as follows:

Contractor shall produce ~~two (2), 3-to-6-minute (3:00-6:00) videos~~ 3-minute (3:00) video during the Client Advisory Board meeting and associated events in the Fall to capture highlights, key moments and client testimonials. The first video is a recap of the previous year’s accomplishments; where b-roll footage will be made available to the Contractor. The second video shall include interviews of OCCC clients regarding their experience, and their reactions and anticipations of events in the coming year, etc. The Contractor shall be present for filming during the opening evening reception (typically held from 6:00-8:00 pm) and during most of the days of the 2-3 day event. day on the event day. The unit price for this item shall be for BOTH (2) videos, inclusive of one revision for each.

4. **(Revise)** Scope Section 2-D, OCCC Testimonial Video, to read as follows:

Contractor shall produce a 3-minute (3:00) promotional video that the OCCC will use with existing and potential clients throughout the coming year. Videos shall include new building space, upgrades, and client/stakeholder interviews. ~~It is anticipated to require portions of two to three days for filming. It is anticipated that filming may require less than a couple hours for each video, however the Contractor may be requested by OCCC to film one or more Testimonial Videos on a given day.~~ Filming may be done on OCCC property or offsite at an industry event (such as those referenced in Section 2-A) and OCCC will provide the Contractor with the written script and/or work in collaboration with the Contractor to develop the script. OCCC shall select the client for a testimonial video. The unit price for this item shall be per video, inclusive of one revision.

5. **(Add)** Scope of Services Section 4, “Video Turnaround Time”, to read as follows:

4. Video Turnaround Time

Contractor turnaround time for all videos shall be within 14 days from filming to delivery to OCCC. This timeframe also applies to each video revision. There may be some occasions where OCCC requests expedited turnaround times.

6. **(Add)** Scope of Services, Section 5, “ADA Compliance”, to read as follows:

5. ADA Compliance

All deliverables developed for the County shall conform to the following regulatory requirements, in order of precedence:

1. The Americans with Disabilities Act
2. The County’s web accessibility statement as published at the following hyperlink(s):  
<http://www.ocfl.net/Accessibility.aspx>  
<http://www.ocfl.net/compliancepolicyandprocedure.aspx>

Contractor shall (1) upon request, provide the County with its accessibility testing results and written documentation verifying accessibility; (2) Promptly respond to and resolve accessibility complaints; and (3) Indemnify and hold the County harmless in the event of claims arising from inaccessibility.

7. **(Add)** Attachment D, Request for Quotation for Promotional Video Production Services, January 4, 2019”, enclosed, as part of this solicitation.

**QUESTIONS AND ANSWERS**

- a. **Question:** Whether companies from Outside USA can apply for this? (like, from India or Canada)  
**Answer** Yes, out of state vendors can submit a bid, however, the Orange County Convention Center (OCCC) considers it critical that the Contractor is regularly available to meet with OCCC staff, clients, and attendees at the functions and events listed in the scope of services. Filming shall be held onsite at OCCC as well as various off-site locations in the United States and Canada.
- b. **Question:** Whether we need to come over there for meetings?  
**Answer:** Yes, the OCCC considers it critical that the Contractor is regularly available to meet with OCCC staff, clients, and attendees at the functions and events listed in the scope of services, which filming is to be held onsite at OCCC as well as various off-site locations in the United States and Canada.
- c. **Question:** Can we perform the tasks (related to RFP) outside USA?  
**Answer:** See response to Question b.
- d. **Question:** Can we submit the proposals via email?  
**Answer:** No, Bidders shall not submit bids via email. Please refer to the General Terms and Conditions, 1. General Information section.

- e. **Question:** Is this a new contract? If not, who is the current vendor?  
**Answer:** Yes, this solicitation is the first time these services are covered under a multi-year term contract. Prior requests for services have been quoted on an as needed basis, with Convention News Television being the most recent vendor.
- f. **Question:** Can we see the current vendor bid response form? If not, what was their total estimated annual bid?  
**Answer:** Yes, please see the most recent quotation and the scope of services requested attached herein as Attachment D. It is intended only as a guide in submitting your bid. Please note that differences may exist between Attachment D and this solicitation.
- g. **Question:** For deliverable B (Capital Improvement Plan Video Update), the Scope of Work states "It is anticipated this video may require portions of two days for filming..." Given that there appears to be two video deliverables for this project (an original video plus a variation of the original video) is it intended that the two filming days as outlined in the SOW are to be split up to capture the footage needed for both versions? Or are we to assume that up to 4 total days of filming will be needed to capture the footage needed for both versions?  
**Answer:** See "Changes to Scope of Services" in this Addendum. The estimated quantity of this item (Deliverable B) is two per year.
- h. **Question:** Will the OCCC provide the winning bidder with loading dock and/or regular parking passes for events/shoots at the convention center?  
**Answer:** OCCC will provide the awarded contractor with building access, loading/ unloading, and parking as needed and if available.
- i. **Question:** Will the OCCC provide the winning bidder access to existing video b-roll, images, artwork and branding elements along with a style guide indicating approved fonts and color schemes?  
**Answer:** Yes, OCCC will provide the winning bidder access to existing video b-roll, images, artwork and branding elements along with a style guide indicating approved fonts and color schemes.
- j. **Question:** For deliverables B, C & D (Capital Improvement Plan Video, Client Advisory Board meeting and OCCC Testimonial Video) the Scope of Services document outlines the number of shoot days. However, there is no such guidance for the number of shoot days for Deliverable A (Client Pre-Promotional Video). Can you provide how many days of production you'd like included for each of the four types outlined (Pre-Promotion, Attendee Instructional, Education or Event Recap & Testimonial)?  
**Answer:** See Clarifications section in this addendum, "Changes to Scope of Services".
- k. **Question:** For the Capital Improvement Plan video update (Deliverable B), the scope of services refers to renderings. Is it fair to assume that the OCCC will provide these architectural renderings to be included in the finished video in an electronic format?  
**Answer:** Yes, OCCC will provide architectural renderings to be included in the finished video in an electronic format.

**I. Question:** For the OCCC Testimonial Video (Deliverable D) is the county's intention to create four (4) unique testimonial videos each with up to 2-3 shooting days (i.e., 8-12 days of production shoots) each year?

**Answer:** See Clarifications section in this addendum, "Changes to Scope of Services". The estimated quantity of this item (Deliverable D) is four per year.

**m. Question:** On the Bid Response form, each deliverable includes a "second revision line if necessary" item. Is it reasonable to assume that these line items refer to "editing only" revisions and do not represent significant script/concept changes or changes that would necessitate re-shooting day(s)?

**Answer:** The unit price for each deliverable (A – D) includes the cost of one revision. All revisions (including second revisions) are based on satisfaction and completeness of the total video, and may result in both content editing and possible re-filming.

**n. Question:** Regarding OCCC Client Pre-Promotional videos:

**i.** Is the expectation to produce up to (8) videos, each 1-2 minutes long, EACH YEAR? Or over a 3-year period of time?

**Answer:** The OCCC provides a list of approximately 15 clients (not 8 videos) to the Contractor for producing Client Pre-Promotional Videos (Deliverable 'A'). This is the basis of the estimated quantity of 15 per year for this item. For this item, the contractor typically works closely with the client regarding filming, content, scripts and acceptance. See "Changes to Scope of Services" in this Addendum. The estimated quantity of this item (Deliverable A) is fifteen per year.

**ii.** The BID RESPONSE FORM, page 40, Item #1, calls for an Estimated Quantity of 15 each. And #2 has a Second Revision for 10 each. Looking for the expectation of how many videos total, per year, or over the (3) year period?

**Answer:** Any additional revision regarding this item is based on satisfaction and completeness of the total video, and may result in both content editing and possible additional filming. An additional revision is not anticipated to be required on all occasions, which therefore is the basis for the estimated quantity of 10 times per year for the second revision of the pre-promote video (Deliverable A). See "Changes to Scope of Services" in this Addendum.

**o. Question:** Regarding Capital Improvement Plan Video Update, Scope of Work calls for (1) 3-minute video and the Bid Response form calls for (2) videos. Looking for clarification on how many videos and is it per year, or over a (3) year period of time

**Answer:** See Clarifications section in this addendum, "Changes to Scope of Services". The estimated quantity of this item (Deliverable B) is two per year.

**p. Question:** Regarding Coverage of the Client Advisory Board Meeting, Scope of Work calls for (1) 3-minute video and Bid Response form calls for (1) video, which matches. Looking for the expectation of whether this is (1) video per year or (1) video over 3 years.

**Answer:** See Clarifications section in this addendum, "Changes to Scope of Services". The estimated quantity of this item, for both videos, (Deliverable C) is one per year.

- q. **Question:** Regarding OCCC Testimonial Video, Scope of Work calls for (1) 3-minute promotional video, and Bid Response form calls for (4) Videos. Looking for clarification on how many videos are expected each year, or over a (3) year period of time.

**Answer:** See Clarifications section in this addendum, "Changes to Scope of Services". The estimated quantity of this item (Deliverable D) is four per year.

- r. **Question:** Regarding the Per Diem, is the \$2,000 included in the annual cost or will that be added to our final budget. It appears it will be built into the budget and we just wanted to confirm.

**Answer:** The Travel Allocation is an amount added and included in the awarded contract amount. The estimated quantity of this item is six per year, and is subject to applicability and OCCC approval.

- s. **Question:** For the OCCC Client Pre Promotional Videos, will these shoots on location be a 1 day shoot? Or are there multiple day shoots expected for the offsite locations that require travel?

**Answer:** See Clarifications section in this addendum, "Changes to Scope of Services".

- t. **Question:** For the prescreens and background checks, will those fees need to be built into the budget? I.e. for \$100,000 budget, will the \$500 background checks be deducted from the established budget? Should we include a separate item?

**Answer:** Costs for the Contractor to provide background checks and drug screens shall be included in bid prices. No separate charges will be accepted, and bidders are cautioned to not make changes to the Bid Response Form. Although it was mentioned (non-binding) during the Pre-Bid Conference meeting the budget for this contract may be about \$100,000, your total bid price may vary from that amount. Bidders are advised that the awarded contract amount will be based on the successful bidder's total bid price resulting from the award of this solicitation.

- u. **Question:** To double check the deliverables - Is the estimated quantity the max deliverable per section. I.e. for the Pre-Promotional videos, will there be a Max of 15 segments or can it exceed that number? Also is the 15 each per year or per the entire contract?

**Answer:** Estimated quantities for each item are based on expectations and on a per year basis and intended as a guide in submitting your bid prices. Actual quantities used may vary.

- v. **Question:** If the revisions are budgeted for and not used for revisions can the budget be re allocated for other production needs?

**Answer:** The cost for the first revision for video items is included in the unit price for that given item. If a first revision of a video is not required, the Contractor's associated costs for the first revision cannot be reallocated. Unit prices for bid items shall include all costs associated with the deliverable for that line item and unit prices shall remain firm throughout the term of the contract following award. However, as this is an estimated quantity contract, any combination of existing line items may be purchased during the contract term providing the overall contract award amount is not exceeded.

**w. Question:** What is the hard deadline for turnaround from day of shoot to edit. Will there be tight deadlines or specific periods of time for delivery?

**Answer:** See Clarifications section in this addendum, "Changes to Scope of Services".

**x. Question:** Is there an incumbent vendor and if so, who is it?

**Answer:** Yes, Convention News Television (CNTV) has previously provided similar services on an as needed basis.

**y. Question:** Have you produced a video like this before and if so, can you share a sample video?

**Answer:** Some sample videos that are representative in content and/or quality of those to be provided under this contract may be found via the following link.  
<http://www.occc.net/Newsroom/Media-Gallery/Videos>

**z. Question:** Do local vendors have a higher chance of being awarded the job than out-of-state vendors?

**Answer:** All vendors will be evaluated in accordance as the lowest responsive and responsible bidder in addressing the General Terms and Conditions, Special Terms and Conditions, and their ability to adhere to the OCCC's Scope of Services. Preference is outlined in the Special Terms and Conditions paragraph 23. Bid Preference.

**aa. Question:** How many shoot days do you anticipate for this project?

**Answer:** See Clarifications section in this addendum, "Changes to Scope of Services".

**bb. Question:** Beginning and ending dates of contract" What if a job was similar but didn't necessarily have a specified beginning and end date? In other words, if the job was a one-off video (not a series of videos) that didn't require a contract but that was very similar to the videos to be produced with OCCC, would we be considered non-responsive if we included it as a reference?

**Answer:** References submitted shall be substantially similar to the scope as described in the solicitation. Services provided to that reference are not required to be term contract based work to be considered substantially similar. See solicitation page 38, Bid Package Requirements, Item 1 for further details.

**cc. Question:** Also, will we be penalized if we have a project that is very similar in subject and scope to the videos OCCC is looking for but we didn't do the volume OCCC has estimated for this contract? For example, we have done many videos for companies that want something similar to OCCC but they only needed one video. Would that be bad to include?

**Answer:** References submitted are to be substantially similar to the scope as described in the solicitation. Bidders shall provide at least three (3) references, as stated in the bid. In addition to references, a bidder's resources (personnel, experience, equipment, etc.) are included in the evaluation process for determining a bidder's overall capability to perform the services as described in the solicitation. See solicitation page 38, Bid Package Requirements, Item 2 for further details.

**dd. Question:** Where it says to indicate if delivery will occur via common carrier or owned/hired vehicle, I'm assuming that means the deliverables. In most cases we deliver our videos through a service called [wetransfer.com](http://wetransfer.com), which is all digital. Will not marking something on the delivery section make us non-responsive? We are happy to deliver the videos in person if so.

**Answer:** Delivery shall occur via common carrier or owned/hired vehicle pertains to any "Goods" that may be physically delivered to the County and may or not require a Contractor to obtain the proper insurance required per this solicitation. However, the Contractor that is awarded a contract as a result of this solicitation shall still acquire the insurance levels outlined in the solicitation.

**ee. Question:** The pre-bid attendees are currently listed as an addendum, and the acknowledgement of addendum section says we need to acknowledge any addendums. I don't see an addendum number on the pre-bid attendee sign in sheet and I'm worried we would be considered non-responsive if we don't acknowledge this addendum. Is there a number I'm missing on the sign-in sheet? Also, is the date on the acknowledgment of addenda section the date we are filling out the contract or the date the addendum was filed?

**Answer:** The pre-bid attendance sign-in sheet posted is not an addendum; therefore, it is not required to acknowledge the "Pre-bid attendance sign sheet". ALL bidders intending on bidding on this solicitation shall acknowledge all other addendums in order to be responsive. The date on the addendum sheet is the date you acknowledged the addendum.

**ff. Question:** Some of the companies we work for are very large, and as such we don't directly deal with the owner. We may or may not even know who the owner is in many cases. Would we be considered non-responsive if we just list our contact at the company and not the owner?

**Answer:** The County will accept a representative of the owner/contact that has direct knowledge of the services you provided similar in scope to this solicitation as outlined in the "Reference" section.

**gg. Question:** Are there any specific naming conventions you would like to see for our digital samples we are including on the USB drive?

**Answer:** No specific formats are required. Industry typical formats are acceptable.

**hh. Question:** For the E-verification certification, there is only one spot for name of contractor, address of contractor, authorized signature, title and date. Since in most cases there will be at least two people who will be working on the OCCC contract (in case one person is sick or otherwise unavailable, the other fills in) should we just duplicate this form as many times as necessary for each employee?

**Answer:** The E-Verification sheet acknowledges that your company/organization utilizes E-Verification and should be signed by your authorized individual having the authority to authenticate your company/organization uses E-verification.

**ii. Question:** Anywhere it lists a fax number, is it okay to write our email address? We don't have a fax machine but we want to take every precaution against being non-responsive.

**Answer:** Yes, Contractors/firms may list an email as a suitable substitute.



**jj. Question:** In regards to the Agent authorization form, we don't have any sort of agent on our behalf. Should we put N/A on everything here? Does this need to be notarized if it doesn't pertain to us? We had the same question in regards to the leased employee affidavit; it doesn't pertain so we are wondering if everything should still be filled out with an N/A.

**Answer:** The Bid Package Requirements outline ALL required documents.

- Items labeled *“Required”* must/shall be submitted with bid(s).
- Items labeled *“Required to be submitted and notarized”* are items that shall be submitted with your bid(s) and shall be notarized. If that item does not pertain to you, you still have to fill out the form with N/A in the appropriate blanks and have it notarized and submitted with your bid(s).
- Items labeled *“Required if Applicable”* or *“Submit if Applicable”* are items that may apply to the bid process or may not apply to your organization that do not have to be submitted if they do not apply. If the Agent Authorization, Leased Employee Affidavit, etc. form does not apply then you do not have to submit that form.

**kk. Question:** In your answers, you mentioned something about “CBI” in relation to a new method of being able to renegotiate rates every year, within your contract term. I've tried googling that term and cannot find anything. Can you share a little more about this? Does it apply only to Orange County? Or all governmental contracts?

**Answer:** Orange County uses the Consumer Price Index (CPI) to calculate the industry increases for All Urban Consumers for services/goods. This information is located as a provision in the solicitation. Contractors shall consult with the BLS.gov website for additional information and to calculate any escalation/de-escalation throughout the contract is defined in that provision.

#### **ACKNOWLEDGEMENT OF ADDENDA**

- a. The bidder shall acknowledge receipt of this addendum by completing that applicable section in the solicitation or by completion of the acknowledgement information on the addendum. Either form of acknowledgement must be completed and returned no later than the date and time for receipt of the bid.
- b. All other terms and conditions of the [IFB](#) remain the same.
- c. Receipt acknowledge by:

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name of Firm

Request for Quotation- REVISED

January 4, 2019

PROMOTIONAL VIDEO PRODUCTION SERVICES FOR THE  
ORANGE COUNTY CONVENTION CENTER

**SCOPE OF SERVICES:**

Orange County Convention Center (OCCC) will require the successful Vendor to create videos for approximately a 10-12 month period. These videos will pre-promote client events, showcase the OCCC destination, highlight Capital Improvement Projects and showcase the Client Advisory Board Meeting. The successful vendor shall hold unit prices firm for a 12-month period, or earlier if services are concluded, after date of issuance of a purchase order resulting from this Quote. Unit prices for all items, whether event is held remotely, out-of-state or on OCCC property, shall include all travel and per diem related expenses and all setup costs. OCCC shall review all videos prior to distribution, including all client pre-promotion videos. Video filming is not required to be done with multiple cameras. Except for vendor's camera microphones, all additional mics are provided by OCCC. The successful vendor must comply with all required insurance requirements as specified on the Request for Quotation cover page.

This scope will include the following elements:

1. Client Benefit Videos to promote in advance of their events (promote attendee registration, provide valuable information, provide testimonials)
2. Capital Improvement Plan Video Update
3. Client Advisory Board Meeting Video
4. OCCC Promotional Videos

**1. OCCC Client Benefit Videos**

The OCCC Director of Sales and Marketing will provide the vendor with a list of up to three (3) clients for creating videos 6-12 months prior to the event. The video can be one of the following types of video: 1. Pre-promote video: attendee registration or exhibitor sign-up, 2. Attendee instructional video: information to attendees and exhibitors that are registered, 3. Education session or special event recap video, 4. Testimonial video from an attendee or exhibitor. Each video, 1 to 2:00 minutes in length, service will add value for clients in bringing their events to Orlando and the OCCC. OCCC will work with vendor to identify clients who will be onsite at the OCCC or at specific industry event locations as listed below.

- Professional Convention Management Association
- International Association of Exhibition Executives
- OCCC Client Advisory Board Meeting

**2. Capital Improvement Plan Video Update**

Produce a 3-minute (3:00) video explaining the Capital Improvement Plan ("*Experience the New Orange*") occurring presently at the OCCC. This may feature up to three interviews with OCCC representatives to explain the key capital improvements. It is anticipated to require portions of two days for filming. This will include video of the current space, renderings of the future projects, and voice narration. The second video is anticipated to be a variation and update of the first video. Videos will be filmed on OCCC property and OCCC will provide the vendor with the written script.

### **3. Coverage of the Client Advisory Board Meeting**

Vendor will produce a 3-minute (3:00) video during the Client Advisory Board meeting in the fall to capture highlights, key moments and client testimonials. Vendor shall be present for filming during the opening evening reception (6-8 pm) and during most of the day on event day. This video shall include interviews of OCCC clients regarding their experience, and what they hope to see in the coming year, etc.

### **4. OCCC Testimonial Video**

Vendor will produce one (1), 3-minute (3:00) promotional videos that the OCCC will use with existing and potential clients throughout the coming year. Videos will include new building space, upgrades, and client/stakeholder interviews. It is anticipated to require portions of two to three days for filming. Filming shall be done on OCCC property and OCCC will provide the vendor with the written script.

### **5. Insurance Requirements**

Orange County's minimum insurance requirements consist of the following:

- Commercial General Liability coverage with a limit of liability of not less than \$500,000 per occurrence, to include Additional Insured endorsement & Waiver of Transfer of Rights of Recovery endorsement.
- Business Automobile Liability coverage with a per accident limit of not less than \$500,000 per occurrence for all owned; non-owned and hired vehicles.
- Workers' Compensation coverage with statutory workers' compensation limits, and no less than \$100,000 each incident of bodily injury or disease for Employers' Liability to include a waiver of Subrogation endorsement.
- Insurance carriers providing coverage required herein must be licensed to conduct business in the State of Florida and must possess a current A.M. Best's Financial Strength Rating of A- Class VIII or better. (Note: State licenses can be checked via [www.floir.com/companysearch/](http://www.floir.com/companysearch/) and A.M. Best Ratings are available at [www.ambest.com](http://www.ambest.com))

**QUOTATION FORM: PROMOTIONAL VIDEO PRODUCTION SERVICES FOR OCCC**

Unit prices for all items, whether event is held remotely, out-of-state or on OCCC property, shall include all travel and per diem expenses and all setup and production related costs.

(Note: Work samples are not required to be submitted as part of this Request for Quotation.)

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EXTENDED PRICE</u>
1.	Client Pre-Promotional Videos Production cost per video (Price includes one revision) See scope item #1	<u>4</u>	EA	\$ _____	\$ _____
2.	Second Revision cost, if necessary, for each Client Pre-Promotional Video See scope item #1	<u>1</u>	EA	\$ _____	\$ _____
3.	Capital Improvement Plan Video Production cost per video (Price includes one revision) See scope item #2	<u>1</u>	EA	\$ _____	\$ _____
4.	Additional Revision cost, if necessary, for Capital Improvement Plan Video. See scope item #2	<u>1</u>	EA	\$ _____	\$ _____
5.	Coverage of Client Advisory Board Meeting production cost per video (Price includes one revision). See scope item #3	<u>1</u>	EA	\$ _____	\$ _____
6.	Additional Revision cost, if necessary, for Client Advisory Board Meeting Video. See scope item #3	<u>1</u>	EA	\$ _____	\$ _____
7.	OCCC Testimonial Video production cost per video (price includes one revision). See scope item #4	<u>1</u>	EA	\$ _____	\$ _____
8.	Additional Revision cost, if necessary, for OCCC Promotional Video. See scope item #4	<u>2</u>	EA	\$ _____	\$ _____

TOTAL QUOTE PRICE: \$ \_\_\_\_\_

Company Name \_\_\_\_\_ Date \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Name (Print) \_\_\_\_\_

**QUOTATION FORM: PROMOTIONAL VIDEO PRODUCTION SERVICES FOR OCCC**

Unit prices for all items, whether event is held remotely, out-of-state or on OCCC property, shall include all travel and per diem expenses and all setup and production related costs.

(Note: Work samples are not required to be submitted as part of this Request for Quotation.)

<b>ITEM NO.</b>	<b>DESCRIPTION</b>	<b>ESTIMATED QUANTITY</b>	<b>UNIT</b>	<b>UNIT PRICE</b>	<b>EXTENDED PRICE</b>
1.	Client Pre-Promotional Videos Production cost per video (Price includes one revision) See scope item #1	<u>4</u>	EA	<u>\$1,170.00</u>	<u>\$ 4,680.00</u>
2.	Second Revision cost, if necessary, for each Client Pre-Promotional Video See scope item #1	<u>1</u>	EA	<u>\$ 500.00</u>	<u>\$ 500.00</u>
3.	Capital Improvement Plan Video Production cost per video (Price includes one revision) See scope item #2	<u>1</u>	EA	<u>\$7,500.00</u>	<u>\$ 7,500.00</u>
4.	Additional Revision cost, if necessary, for Capital Improvement Plan Video. See scope item #2	<u>1</u>	EA	<u>\$ 500.00</u>	<u>\$ 500.00</u>
5.	Coverage of Client Advisory Board Meeting production cost per video (Price includes one revision). See scope item #3	<u>1</u>	EA	<u>\$ 9,900.00</u>	<u>\$ 9,900.00</u>
6.	Additional Revision cost, if necessary, for Client Advisory Board Meeting Video. See scope item #3	<u>1</u>	EA	<u>\$ 500.00</u>	<u>\$ 500.00</u>
7.	OCCC Testimonial Video production cost per video (price includes one revision). See scope item #4	<u>1</u>	EA	<u>\$ 6,900.00</u>	<u>\$ 6,900.00</u>
8.	Additional Revision cost, if necessary, for OCCC Promotional Video. See scope item #4	<u>2</u>	EA	<u>\$ 500.00</u>	<u>\$ 1,000.00</u>

TOTAL QUOTE PRICE: \$ 31,480.00

Company Name Convention News Television (CNTV) Date 1/11/2019

Authorized Signature  Name (Print) Kimberly Bottom

**QUOTATION FORM: PROMOTIONAL VIDEO PRODUCTION SERVICES FOR OCCC**

Unit prices for all items, whether event is held remotely, out-of-state or on OCCC property, shall include all travel and per diem expenses and all setup and production related costs.


(Note: Work samples are not required to be submitted as part of this Request for Quotation.)

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EXTENDED PRICE</u>
1.	Client Pre-Promotional Videos Production cost per video (Price includes one revision) See scope item #1	<u>4</u>	EA	\$ <u>\$5,795</u>	\$ <u>\$23,180</u>
2.	Second Revision cost, if necessary, for each Client Pre-Promotional Video See scope item #1	<u>1</u>	EA	\$ <u>\$750</u>	\$ <u>\$750</u>
3.	Capital Improvement Plan Video Production cost per video (Price includes one revision) See scope item #2	<u>1</u>	EA	\$ <u>\$6,375</u>	\$ <u>\$6,375</u>
4.	Additional Revision cost, if necessary, for Capital Improvement Plan Video. See scope item #2	<u>1</u>	EA	\$ <u>\$1,150</u>	\$ <u>\$1,150</u>
5.	Coverage of Client Advisory Board Meeting production cost per video (Price includes one revision). See scope item #3	<u>1</u>	EA	\$ <u>\$6,000</u>	\$ <u>\$6,000</u>
6.	Additional Revision cost, if necessary, for Client Advisory Board Meeting Video. See scope item #3	<u>1</u>	EA	\$ <u>\$1,150</u>	\$ <u>\$1,150</u>
7.	OCCC Testimonial Video production cost per video (price includes one revision). See scope item #4	<u>1</u>	EA	\$ <u>\$7,550</u>	\$ <u>\$7,550</u>
8.	Additional Revision cost, if necessary, for OCCC Promotional Video. See scope item #4	<u>2</u>	EA	\$ <u>\$2,300</u>	\$ <u>\$2,300</u>

TOTAL QUOTE PRICE: \$ \$48,455

Company Name CSK Creative

Date 1/7/19

Authorized Signature 

Name (Print) Craig Kotilinek

**QUOTATION FORM: PROMOTIONAL VIDEO PRODUCTION SERVICES FOR OCCC**

Unit prices for all items, whether event is held remotely, out-of-state or on OCCC property, shall include all travel and per diem expenses and all setup and production related costs.

(Note: Work samples are not required to be submitted as part of this Request for Quotation.)

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EXTENDED PRICE</u>
1.	Client Pre-Promotional Videos Production cost per video (Price includes one revision) See scope item #1	<u>4</u>	EA	<u>\$9,882.<sup>00</sup></u>	<u>\$39,530.<sup>00</sup></u>
2.	Second Revision cost, if necessary, for each Client Pre-Promotional Video See scope item #1	<u>1</u>	EA	<u>\$ 250.<sup>00</sup></u>	<u>\$ 250.<sup>00</sup></u>
3.	Capital Improvement Plan Video Production cost per video (Price includes one revision) See scope item #2	<u>1</u>	EA	<u>\$8,610.<sup>00</sup></u>	<u>\$8,610.<sup>00</sup></u>
4.	Additional Revision cost, if necessary, for Capital Improvement Plan Video. See scope item #2	<u>1</u>	EA	<u>\$ 250.<sup>00</sup></u>	<u>\$ 250.<sup>00</sup></u>
5.	Coverage of Client Advisory Board Meeting production cost per video (Price includes one revision). See scope item #3	<u>1</u>	EA	<u>\$ 4,960.<sup>00</sup></u>	<u>\$ 4,960.<sup>00</sup></u>
6.	Additional Revision cost, if necessary, for Client Advisory Board Meeting Video. See scope item #3	<u>1</u>	EA	<u>\$ 250.<sup>00</sup></u>	<u>\$ 250.<sup>00</sup></u>
7.	OCCC Testimonial Video production cost per video (price includes one revision). See scope item #4	<u>1</u>	EA	<u>\$5,610.<sup>00</sup></u>	<u>\$ 5,610.<sup>00</sup></u>
8.	Additional Revision cost, if necessary, for OCCC Promotional Video. See scope item #4	<u>2</u>	EA	<u>\$ 250.<sup>00</sup></u>	<u>\$ 500.<sup>00</sup></u>

TOTAL QUOTE PRICE: \$ 59,960.<sup>00</sup> USD

Company Name Blackburst Entertainment Date 1/10/2019

Authorized Signature



Name (Print)

Walter Lowe

**QUOTATION FORM: PROMOTIONAL VIDEO PRODUCTION SERVICES FOR OCCC**

Unit prices for all items, whether event is held remotely, out-of-state or on OCCC property, shall include all travel and per diem expenses and all setup and production related costs.

(Note: Work samples are not required to be submitted as part of this Request for Quotation.)

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EXTENDED PRICE</u>
1.	Client Pre-Promotional Videos Production cost per video (Price includes one revision) See scope item #1	<u>4</u>	EA	\$ <u>9,500</u>	\$ <u>38,000</u>
2.	Second Revision cost, if necessary, for each Client Pre-Promotional Video See scope item #1	<u>1</u>	EA	\$ <u>1,800</u>	\$ <u>1,800</u>
3.	Capital Improvement Plan Video Production cost per video (Price includes one revision) See scope item #2	<u>1</u>	EA	\$ <u>7,200</u>	\$ <u>7,200</u>
4.	Additional Revision cost, if necessary, for Capital Improvement Plan Video. See scope item #2	<u>1</u>	EA	\$ <u>1,800</u>	\$ <u>1,800</u>
5.	Coverage of Client Advisory Board Meeting production cost per video (Price includes one revision). See scope item #3	<u>1</u>	EA	\$ <u>4,200</u>	\$ <u>4,200</u>
6.	Additional Revision cost, if necessary, for Client Advisory Board Meeting Video. See scope item #3	<u>1</u>	EA	\$ <u>1,800</u>	\$ <u>1,800</u>
7.	OCCC Testimonial Video production cost per video (price includes one revision). See scope item #4	<u>1</u>	EA	\$ <u>8,800</u>	\$ <u>8,800</u>
8.	Additional Revision cost, if necessary, for OCCC Promotional Video. See scope item #4	<u>2</u>	EA	\$ <u>1,800</u>	\$ <u>3,600</u>
TOTAL QUOTE PRICE: \$					<u>67,200</u>

Company Name Walking Saloon Pictures, INC. Date 1/10/19

Authorized Signature Jeremy Maldonado Name (Print) Jeremy Maldonado