



**Greater Dayton Regional Transit Authority**

4 S. Main Street  
Dayton, OH 45402

January 29, 2018

TO: Prospective Proposers

RE: Request for Quotation (RFQ) 18-03  
VIDEO PRODUCTION SERVICES

The Greater Dayton Regional Transit Authority (RTA) is requesting proposals from firms for the attached scope of work related to Video Production Services. Your firm is invited to submit a quote.

In order to be considered, please ensure that **one (1) original** and **two (2) copies** of your proposals are received no later than **March 7, 2018 at 2:00 p.m.** Proposals may be hand delivered, mailed or sent by delivery services addressed to the undersigned, Greater Dayton Regional Transit Authority, 4 S. Main Street, Dayton, OH 45402. Please allow additional working days for the internal delivery of mailed proposals in addition to the U.S. Postal Service delivery.

**Please Note:** This RFQ and any addenda are available on the Procurement Department page of our website, <http://proc.greaterdaytonrta.org>. Please continue checking the website for any updates or addenda. If you have received this RFQ via email, all addenda will also be sent to you by the same method. **However, if you accessed this RFQ from our website, we may not have you in our database. In order to ensure that you receive all updates and addenda, please contact JoAnn Oliver by phone at 937/425-8313 or email at [joliver@greaterdaytonrta.org](mailto:joliver@greaterdaytonrta.org) to be added to our database.**

The proposals will be evaluated and further discussions may be held before announcement of the firm selected. Should you have any questions or comments, please feel free to contact the undersigned at [rbaughn@greaterdaytonrta.org](mailto:rbaughn@greaterdaytonrta.org).

The successful vendor will receive a three (3) year blanket purchase order, effective on or about April 13<sup>th</sup>, 2018. The award will be based on: quality and performance standards, ability and capacity to perform specified work, price, and references received from responsive and responsible proposers as determined by the RTA. No written notification of the award will be sent.

A quote may be withdrawn by personal, written, or telegraphic request received from the proposer prior to the scheduled opening date. No quote may be withdrawn for a period of 60 days after the opening date.

The RTA reserves the right, as the interest of the RTA requires, to postpone, accept or reject any and all quotes and to waive any informality in the quotes received.

If you have any questions relating to this solicitation, please contact me at [rbaughn@greaterdaytonrta.org](mailto:rbaughn@greaterdaytonrta.org). **Any questions or requests for clarification need to be received no later than February 26, 2018 by the close of business.**

Sincerely,

*Ryne Baughn*  
Ryne Baughn  
Purchasing Agent

## **SCOPE OF WORK VIDEO PRODUCTION SERVICES**

The Greater Dayton Regional Transit Authority, (hereinafter referred to as "RTA") is soliciting proposals from qualified firms to provide video production services for RTA for a period of three-years, effective upon award.

The firm will oversee all elements of video production, from pre to post production services for the following events and projects except where otherwise noted:

**Monthly Board of Trustees Meetings** – 12 meetings annually. Typically a 30-60 minute video based on meeting time. Elements include Board of Trustees committee reports and customer comments. Occasionally, special executive sessions are held and it is required the videographer stay present until the Board of Trustees reconvenes to close out the meeting. Videographer would also need to coordinate and monitor live streaming activities during the meetings as needed. Sound reinforcement is already in place for the board meeting space and an XLR patch is available for patching into the house feed. Streaming is handled through our web solutions provider. An audio/video feed will need to be provided from the camera recording the meeting. Within 24-hours of the conclusion of the meeting, an MP3 audio file should be mailed to the executive administrative assistant. In addition, a video file will be uploaded to RTA's YouTube account and a link will be sent to the web specialist in the Communications Department, or other designee as specified by the Communications Manager. Firm will provide Dayton Government Access Channel the meeting for cablecast in accordance with their specifications. An audio CD and DVD of the video file (MP4) should be produced and delivered to the executive office within the week for archiving.

**Commercial Television Production** – :15 second and :30 second commercial television production services to include pre/post-production, acquisition, narration and music licensing for local distribution as needed to fulfill marketing strategy. RTA will be responsible for any on-screen talent and/or acting services. The number of videos to be produced will be determined based upon RTA's marketing strategy and needs over a three year period. The object of the RFQ is to define the price based on the style of production. Please give us your price for one (1) of each type of video based on the requirements as listed, including unlimited revisions.

**Commercial Radio Production** – :60 second commercial radio production services to include pre/post-production, narration and music licensing for local distribution as needed to fulfill marketing strategy.

**Customer Information How-To Video Productions** – In accordance with RTA's Core Value of "Safety," long-form instructional videos will be produced as needed and at the discretion of the Communications Department. Videos could vary from 1-20 minutes in length. Firm will provide video production services to include pre/post production, acquisition, narration and music licensing for local and internet distribution. RTA will be responsible for any on-screen talent and/or acting services.

**Instructional Training Video Modules** – 1-20 minute educational video segments for RTA staff. Videos will be uploaded in MP4 formats for RTA internal distribution, and additional formats may be necessary in accordance to the project. Firm will provide video production services to include pre/post production, acquisition, narration and music licensing for local and internet distribution. RTA will be responsible for any on-screen talent and/or acting services.

Our media plan varies based on the needs of the agency. In terms of the number of videos created, the agency would ideally need two 30 second television spots; two complimentary 15 second television spots; and two radio 60 second spots annually. However, with this being a not to exceed contract, the total number could vary based on the need to execute our marketing strategy. The same could be said for the training and “how to” videos. We anticipate making at least one annually; however, need may precipitate us making more. We would, in turn, adjust the number of commercial projects to accommodate such production in our budget.

Final produced videos should be creative, informative, and stand apart from all other productions in the market. When needed, firm will prepare draft scripts, storyboards and make edits at RTA discretion under the direction of the Communications Manager or a designee as appointed by the Communications Manager until the final production meets approval.

## **SPECIAL CONDITIONS**

**QUALIFICATIONS:** Please provide the RTA with names and contact information of three (3) references, a summary of your experience, **as well as samples of relevant work.**

**DURATION OF CONTRACT:** The duration of the agreement shall be for a period of three years, commencing upon contract award.

**PRICES:** The prices quoted shall be "FIRM" for the term of the order.

**BUDGET RANGE:** RTA does not expect to exceed a budget \$15,000-\$20,000 per year for a total not to exceed amount of \$45,000-\$60,000 for the three-year period.

**PAYMENT:** Payment will be made within 30 days after services are rendered pending proper invoices. Payment for services shall not exceed the quoted price.

**TAX EXEMPT:** The RTA is exempt from payment of all taxes, and taxes must not be included in the quoted price. Necessary exemption certificates shall be furnished to the successful bidder(s) upon request.

### **Affirmative Action Assurance (AAA) Certification from the City of Dayton, Human Relations Council.**

All firms will be required to comply with all Equal Employment Opportunity laws and regulations and file with RTA's DBE Officer, if requested, an Affirmative Action Assurance Plan, consistent with RTA's non-discriminatory policy, subject to RTA approval. **All proposers must submit with their proposal a copy of the email from the City of Dayton's Human Relations Council (HRC), stating that their application for Affirmative Action Assurance (AAA) certification has been approved. Failure to furnish a copy of the AAA approval email from the City of Dayton's HRC may be cause for rejection of the proposal.**

In order to receive the AAA approval email, vendor must first log onto the City of Dayton's vendor certification portal, CityBOTS ([www.citybots.com](http://www.citybots.com)), and complete the online AAA form. To obtain CityBOTS login credentials, vendor must go to [www.citybots.com](http://www.citybots.com), click the "Request Login" button, and follow the instructions. (If vendor's Tax ID number does not exist in the City of Dayton's CityBOTS database, they will need to contact the HRC's Business & Technical Assistance team at [bta@daytonohio.gov](mailto:bta@daytonohio.gov) or (937) 333-1403 to set up a CityBOTS account.)

Once the online AAA form is submitted for approval, the HRC will process it **within 5 business days**. Vendor will then receive an email explaining the status of their AAA certification.

**If an approval email is not received by the proposal due date, vendor is to write "Application Pending" on the applicable line on the PROPOSAL SUBMISSION, SUMMARY OF PROPOSAL REQUIREMENTS. A copy of the approval email must be received within five (5) business days after the proposal due date.**

The proposal of any firm, who in RTA's judgment has failed to comply with such laws and regulations, may be considered non-responsive, and may be rejected.

**INDEMNIFICATION:** The successful Contractor shall indemnify and save harmless RTA, its trustees, officers and employees from and against all loss, costs, liability, damage and expense whether direct, consequential or incidental, for personal injury and for property damage; and for such loss, costs, liability, damage and expense arising out of, or resulting in whole or in part, directly or indirectly, from work or operations under the contract but not limited to the acts, errors, omissions and negligence of Contractor's employees and agents, except to the extent of liability imposed due to RTA's own negligence.

**INSURANCE REQUIREMENTS:**

The Contractor shall maintain, at its own expense, throughout the period of the Contract and any extensions thereof the following minimum insurance coverages of the types and in the amounts described below that are applicable to the scope of work being performed:

**1. Workers Compensation Insurance.** Contractor must carry Workers' Compensation Insurance (including occupational disease) in compliance with Workers' Compensation statutes of any applicable jurisdiction in which the Work is to be performed. For the attainment of Workers Compensation in monopolistic states, including Ohio, coverage must be secured through the state fund. If Contractor is a qualified self-insurer in compliance with the laws of the state, this is also acceptable. A certificate of compliance from the appropriate workers' compensation bureau or board must be provided with the certificate of insurance.

Vendor must also carry Employer's Liability Insurance with minimum limits of \$500,000 each accident; \$500,000 for disease (per employee); and \$500,000 for disease (policy limit). This policy must include Ohio "Stop Gap" coverage.

**2. Commercial General Liability Insurance.** Contractor must carry Commercial General Liability Insurance written on ISO form CG 00 01 10 01 (or its equivalent) with limits of \$1,000,000 per occurrence and in the aggregate. RTA (including its directors, officers, employees and volunteers) must be named as an additional insured on the CGL for liability arising out of the acts or omissions of the Contractor, including coverage for liability arising out of products and completed operations. The coverage afforded to RTA shall be primary to any other insurance carried by the RTA, and the RTA's coverage shall not contribute to any loss made pursuant to this coverage grant. Commercial General Liability coverage (including RTA's status as additional insured) shall be maintained for at least two years after completion of Contractor's work performed under this contract.

**3. Commercial Auto Liability Insurance.** Contractor shall carry Commercial Automobile Liability Insurance covering all owned, leased and non-owned vehicles used in connection with the work to be performed under this contract, with limits of not less than \$1,000,000 combined single limit per accident for bodily injury and property damage. RTA shall be afforded coverage under this policy for any liability arising out of the acts or omissions of Contractor.

**4. Requirements common to all policies.**

**a.** Contractor shall be solely responsible for reimbursing any deductible amount to the insurer, even if payment is being made on behalf of RTA as an additional insured on Contractor's policy. Any deductibles or self-insured retentions in excess of \$5,000 must be disclosed and approved in writing by RTA.

**b.** Contractor waives all rights of recovery it may otherwise have against RTA (including its directors, officers, employees and volunteers) to the extent these damages are covered by any of Contractor's insurance policies as required in this contract.

**c.** All insurance required hereunder shall be placed with insurers that have a minimum A.M. Best's rating of A-/X and shall be licensed, admitted insurers authorized to do business in the state of Ohio.

**d.** A certificate(s) of insurance showing that Contractor's insurance coverages are in compliance with the insurance requirements set forth below must be completed by the Contractor's insurance agent, broker, or insurance company after the contract has been awarded. All certificates (other than Ohio workers' compensation) shall provide for thirty (30) days written notice to RTA prior to cancellation or non-renewal of any insurance referred to therein. The certificate shall reference RTA's status as an additional insured with primary/noncontributory coverage under both the General Liability and Auto policies.

**e.** Failure of RTA to certificate(s) or other evidence of full compliance with these insurance requirements (or failure of RTA to identify and/or object to a deficiency in the certificate(s) that is/are provided by Contractor) shall not be construed as a waiver of Contractor's obligations to maintain such insurance. RTA shall have the right, but not the obligation, to prohibit Contractor from beginning performance under this contract until such certificates or other evidence that insurance has been placed in complete compliance with the above insurance requirements is received and approved by RTA. Contractor shall provide certified copies of all insurance policies required above within ten (10) days of written request from RTA.

**f.** By requiring insurance herein, RTA does not represent that coverage and limits will necessarily be adequate to protect Contractor, and such coverage limits shall not be deemed as a limitation on Contractor's liability under the indemnities granted to RTA.

**g.** Any subcontractors engaged by Contractor to perform the Work shall comply with these insurance and indemnification provisions and shall provide primary/noncontributory coverage to RTA as set forth herein.

## Summary of Quote Requirements

The Federal Third Party Contracting Clauses & Required Submittals may be accessed at the Greater Dayton Regional Transit Authority (RTA) web site at <http://proc.greaterdaytonrta.org/> . On the left, click on *RFQ Small Purchase Clauses & Submittals*. In order for your quote to be considered, you must indicate below that you have read and will comply with the clauses that are marked as applicable to this RFQ.

Required Clauses this Request for Quote	Please acknowledge you have read and comply.	
√		Quote Form
√		Summary of Quote Requirements
√		No Obligation by Federal Government
√		Program Fraud and False or Fraudulent Statements or Related Acts
√		Audit and Inspection of Records
√		Federal Changes
√		Nondiscrimination (EEO)
√		Title VI, Civil Rights Act of 1964, Compliance
√		Americans with Disabilities Act (ADA)
√		Termination of Contract for Default
√		Termination for Convenience of the RTA
√		Disadvantaged Business Enterprise Participation
√		Incorporation of Federal Transit Administration (FTA) Terms
√		Debarment and Suspension
N/A		Cargo Preference – Use of United State Flag Vessels
N/A		Fly America
N/A		Davis-Bacon Act
N/A		Copeland Anti-Kickback
N/A		Transit Employee Protective Provisions
N/A		Drug and Alcohol Rules
N/A		Patents – Copyrights – Trademarks
√		Energy Conservation





**The Greater Dayton Regional Transit Authority**

**CERTIFICATION OF CONTRACTOR REGARDING DEBARMENT, SUSPENSION,  
AND OTHER INELIGIBILITY AND VOLUNTARY EXCLUSION**

The undersigned, an authorized official of the Bidder stated below, certifies, by submission of this bid, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(If the undersigned is unable to certify to any of the statements in this certifications, such official shall attach an explanation to this bid).

THE UNDERSIGNED CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. SECTIONS 3801 ET SEQ. ARE APPLICABLE THERETO.

Name of Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Signature of Authorized Official: \_\_\_\_\_

Title of Official: \_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_

**The Greater Dayton Regional Transit Authority**

**Certification of Lower-Tier Participants (Subcontractors) Regarding Debarment, Suspension, and Other Ineligibility and Voluntary Exclusion**

**(THIS AFFIDAVIT TO BE COMPLETED BY THE SUCCESSFUL CONTRACTOR'S SUB-CONTRACTORS AFTER NOTIFICATION OF AWARD HAS BEEN RECEIVED)**

The Lower Tier Participant [Subcontractor to the Primary Contractor(s)], \_\_\_\_\_, certifies by submission of this bid, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

If the above named Lower Tier Participant (Subcontractor) is unable to certify to any of the statements in this certification, such participant shall attach an explanation to this certification.

The Lower-Tier Participant (Subcontractor), \_\_\_\_\_, certifies or affirms the truthfulness and accuracy of the contents of the statements submitted on or with this certification and understands that the provisions of 31. U.S.C. Section 3801 et seq. is applicable thereto.

\_\_\_\_\_  
Signature and Title of Authorized Official

The undersigned chief legal counsel for the \_\_\_\_\_ hereby certifies that the \_\_\_\_\_ has authority under state and local law to comply with the subject assurances and that the certification above has been legally made.

\_\_\_\_\_  
Signature of Applicant's Attorney

\_\_\_\_\_  
Date

**NOTICE TO BIDDER: THIS CERTIFICATION SHALL BE COMPLETED BY ALL SUBCONTRACTORS WHICH WILL HAVE A FINANCIAL INTEREST IN THIS PROJECT WHICH EXCEEDS \$25,000 OR SUBCONTRACTORS WHICH WILL HAVE A CRITICAL INFLUENCE ON OR A SUBSTANTIVE CONTROL OVER THE PROJECT.**

## Quote Evaluation and Selection Process

### **Basis of Award:**

Significant criteria for evaluation and selection of the firm for Video Production Services include, but are not limited to the following, in descending order according to importance:

- Quality and performance standards, as evidenced by work samples submitted
- Ability and capacity to perform the work specified
- Price
- References

The successful vendor will receive a blanket purchase order in accordance with the terms of the RFQ. RTA reserves the right to reject any and all proposals submitted. Award of the order will be made to the firm who, in the sole opinion of RTA Staff, best meets the needs of the Authority. The RTA reserves the right, as the interest of the Authority may require, to postpone, accept or reject any and all quotes and to waive any informality in the quotes received. All proposals, whether selected or rejected, shall become the property of RTA.

**QUOTE SUBMISSION:** Quotes submitted shall be inclusive of the following:

- Quote Form
- Summary of Bid Requirements & required submittals
- Company Profile
- Summary of Experience: Identify employee(s) that will be assigned to RTA's account, if awarded this order, and provide a description of his/her qualifications and assurance that he/she has adequate time to dedicate to the RTA account. In addition, identify the employee's back-up person and his/her qualifications.
- Samples of relevant work
- Reference List (a minimum of 3 references from current client list, including contact names, telephone numbers, and email addresses.

**One original and two copies** of the quote shall be delivered to:

Ryne Baughn  
Purchasing Agent  
Greater Dayton Regional Transit Authority  
4 S. Main Street  
Dayton, OH 45402

## Method of Award

- A. The quotes will be evaluated by a Selection Committee established by the RTA. Proposals will be evaluated on the criteria noted above. The total evaluation points, as separately determined by each Selection Committee member will be added, and each proposer will be ranked in numerical sequence, from the highest to the lowest score.
- B. RTA reserves the right to reject any or all quotes, to accept other than the lowest price quote, to negotiate separately with any source whatsoever, and to accept the quote considered to be most advantageous to the RTA.
- C. The RTA reserves the right to select the contractor(s) on the basis of quotes received without seeking further information or clarification from proposers.
- D. Upon review of the quotes, the RTA staff will designate the most qualified proposers as finalists. These finalists may be invited to participate in a question and answer session (interview process) to clarify their quote with the RTA Selection Committee members.
- E. If interviews are held, they will most likely be conducted on or about March 22, 2018.
- F. If interviews are held, the Selection Committee may re-evaluate the quotes of those firms.
- G. An award may then be made to the proposer that best meet the needs of the RTA.
- H. Any matters concerning this procurement will be addressed directly to Ryne Baughn, Greater Dayton Regional Transit Authority (RTA) at (937) 425-8315. The Selection Committee members are not to be contacted by any of the proposers regarding this Request for Quotation (RFQ).
- I. If additional information or clarification is required from a proposer, they will be contacted directly.

# GREATER DAYTON REGIONAL TRANSIT AUTHORITY

## QUOTE FORM

Description	Unit of Measure	Unit Cost Year 1	Unit Cost Year 2	Unit Cost Year 3
Monthly Board of Trustees Meeting	Each			
Commercial Television Production :15	Each			
Commercial Television Production :30	Each			
Commercial Radio Production :60	Each			
Customer Information How To Video: Up to 5 minutes	Each			
Instructional Training Video Modules: 2-5 minutes	Each			

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Name of Individual, Partner or Corporation

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Address

City, State and Zip Code

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Telephone Number

Mobile Number

E-Mail

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Authorized Signature

Title

Date

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Authorized Name Printed