

LEGAL NOTICE
Request for Quote

Town of Southeast
Videographer Services for Recording of Meetings

The Town of Southeast is accepting proposals for Videographer Services for the video and audio recording of Town Board Meetings, Work Sessions and Special Meetings for the period of April 1, 2023 to December 31, 2025. Proposal packages are available at the Town Clerk's Office, Town of Southeast, 1360 Route 22, Brewster, New York 10509 during regular business hours. Receipt of Proposals: Town will accept proposals on or before 11:00 A.M. on Friday, March 17, 2023. Proposals shall be delivered, in person, in a sealed envelope with their company name, "Proposal for Videographer Services for Town Meetings" and date to: Town Clerk's Office, Town of Southeast, 1360 Route 22, Brewster, NY 10509. They will be opened publicly in the Town Clerk's office on Friday, March 17, 2023 at 11:00 A.M. or soon thereafter as practicable.

1. Interested applicants must be experienced videographers and provide proof of insurance, as required by the Town of Southeast.
2. At the time of the opening of the proposals, each applicant will be presumed to have inspected the sites and to be thoroughly familiar with the work. Representatives must understand the scope of work requirements prior to submitting a proposal. The failure or omission of any bidder to examine any form, instrument, or document shall in no way relieve any bidder from any obligation in respect of his/her bid. The Town will make the sites available for inspection upon reasonable notice from a prospective contractor.
3. The successful bidder shall be required to execute a standard Town Services Agreement, which reflects the terms of the work specifications, and the Town of Southeast's Local Law No. 3 requiring companies doing business with the Town to certify compliance with Federal Law in respect to lawful hiring of employees.
4. Applicants are required to execute the Non-Collusive Bidding Certificate presented within the RFQ Requirements, pursuant to Section 103d of the General Municipal Law of the State of New York and the Contractor's Affidavit.
5. The Town reserves the right to reject any or all bids and to waive any formality or technicality in any bid in the interest of the Owner.
6. A Town Board Meeting schedule as well as additional information regarding the RFQ is available on the Town's website, Southeast-ny.gov. Any additional questions, please contact the Town Clerk at (845) 279-2196.

BY ORDER OF OFFICE OF THE TOWN CLERK
TOWN OF SOUTHEAST
Michele Stancati, Town Clerk

Town of Southeast
Videography Services for Recording of Meetings
2023 - 2025



REQUEST FOR QUOTE REQUIREMENTS

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Receipt of Proposals: Town will accept proposals on or before 11:00 A.M. on Friday, March 17, 2023. Proposals shall be delivered, in person, in a sealed envelope with their company name, "Proposal for Videographer Services for Town Meetings" and date to: Town Clerk's Office, Town of Southeast, 1360 Route 22, Brewster, NY 10509. They will be opened on Friday, March 17, 2023 at 11:00 A.M. or soon thereafter as practicable.

1. Interested applicants must exhibit at least 2 years of contracted videographer experience and provide proof of insurance, as required by the Town of Southeast.
2. At the time of the opening of the proposals, each applicant will be presumed to have inspected the sites and to be thoroughly familiar with the work. Representatives must understand the scope of work requirements prior to submitting a proposal. The failure or omission of any bidder to examine any form, instrument, or document shall in no way relieve any bidder from any obligation with respect of his/her bid. The Town will make the sites available for inspection upon reasonable notice from a prospective contractor.
3. The successful bidder shall be required to execute a standard Town Services Agreement, which reflects the terms of these specifications, and the Town of Southeast's Local Law No. 3 requiring companies doing business with the Town to certify compliance with Federal Law in respect to lawful hiring of employees.
4. Applicants are required to execute the Non-Collusive Bidding Certificate presented within the RFQ Requirements, pursuant to Section 103d of the General Municipal Law of the State of New York and the Contractor's Affidavit.
5. The Town reserves the right to reject any or all bids and to waive any formality or technicality in any bid in the interest of the Owner.

If the price of the service remains unchanged as of the end of the contract, the Town may extend the contract with the Contractor for additional one-year period increments.

Qualified applicants must provide proposals to include the following parameters while providing services:

- A. The contractor is required to supply their own video and audio recording equipment of sufficient quantity and quality to record proceedings clearly and accurately in digital format.
- B. Recordings shall not be edited in anyway. All recordings of Town meetings pursuant to this Contract shall be the property of the Town of Southeast and shall not be used or disseminated by the Contractor in any manner whatsoever (other than as directed in this Contract) without the prior written approval of the Town of Southeast in each instance first obtained. Any commercial use or dissemination of a recording in violation of this provision, shall be deemed a breach of this agreement and subject the Contract to immediate cancellation of this contract and subject the Contractor to possible damages.
- C. Contractor will be required to end taping of any meeting, work session or special meeting if a majority vote of the Town Board decides to end the meeting.
- D. Contractor is required to disclose any subsidies or additional payments that they may be receiving from any political campaigns, Town officials or outside person(s) or entities to record any of the meetings, work session or special meeting.
- E. Contractor shall provide the Town Clerk with one (1) copy of each recorded session in Digital DVD or other portable digital format not more than five (5) days after taping occurs.
- F. Contractor is required to upload each recorded session to the Town's YouTube channel or other webcasting channel as directed by the Town. Such upload shall take place not more than thirty six hours after the date upon which the meeting was recorded. The Town will provide the Contractor with the necessary authorization(s) to permit uploading the recordings. The Contractor shall not upload any unauthorized material to the Town's channel(s).
- G. Generally, the Town Board meets Two (2) Thursday evenings a month commencing at 7:00 pm. This schedule may vary depending on conflicts, holiday, and summer schedules. In the event there is a special meeting which the Town Board wishes to have recorded, the Contractor would be notified not less than forty-eight (48) hours in advance.

The Contractor shall perform these specific services including:

- a. Setting up equipment with enough time to start recording five (5) minutes before the scheduled Meeting, Work Session or Special Meeting.
- b. The Contractor will be required to man the equipment throughout the meeting.
- c. Contractor will have adequate recording capacity to record up to six (6) hours of meeting time. Generally, only 1 - 4 hours are needed. However, the Contractor must be prepared for extended meetings or delays affecting the recording period.
- d. The Contractor is to pan the camera to the area that the person is speaking. When recording members of the Town Board, the Contractor is not to zoom in closer than two persons in the frame at anytime. There must always be two members of the Town Board on camera at a time. If there is a Town Board member absent, which create non-consecutive seat at the meeting, then the camera must include three (3) Town Board member seats to accommodate for the empty space.

- e. The Contractor is required to break down and remove all equipment from the facility immediately following the conclusion of the recording/taping.

The Contractor will be paid for a minimum of one (1) hour for each video / audio recording session. Such session time will be measured from the time the Contractor sets up its equipment at the venue (not more than fifteen minutes prior to the commencement of the scheduled session) to the time the Contractor breaks down and removes its equipment from the venue (not more than fifteen minutes after the conclusion of the scheduled session).

The Contractor will not store any equipment on the property without the prior approval of the Supervisor, in each instance first obtained. If any equipment is left on the premises, the Contractor will be responsible for the condition of the equipment. The Town will be held harmless and will not be held responsible for any damage or theft of any Contractor equipment. Proposals shall be presented describing the Contractor's experience in video/audio recording of public meetings.

This agreement can be amended as needed to serve the needs of the Town Board. Increase or decrease in the number of meetings per month and annually is at the discretion of the majority of the board. All amendments must be provided with the approval of the Town Board with a majority vote. All changes that will incur costs must be done in writing between the contractor and the Town Clerks office. Verbal changes that affect the cost will not be permitted without written amendments. Non-cost changes can be done with the majority approval. In the event of a Special Meeting or other non-regularly scheduled meeting, the Town Board, at its discretion, may dispense with the need for recording.

The Town Board reserves the right to reject any unreasonable below market bid as found to be a non-competitive proposal.

The Town has the option to cancel the contract if the majority of the Board feels that the Contractor isn't being responsive to the specifications in the Contract.

The Supervisor may convey concerns from the Town Board to the Contractor and the Contractor will accept such as the direction from the Town Board Majority.

Address

TOWN BOARD MEETINGS – Thursdays (usually 1st and 3rd Thursday of each month beginning at 7:00 pm)

A. First One (1) Hour -

Price for Initial Hour _____
(in numbers)

Price written in words _____

B. Additional Hourly Rate (per hour after initial one (1) hour) -

Price for Extra hours _____
(in numbers)

Price written in words _____

Ala Carte Price List:

Additional Copies of DVDs / Portable Storage Media for each of the Meetings:

:

:

Please describe all equipment available for services: (attached additional sheet if necessary)

CONTRACTOR'S AFFIDAVIT

State of New York)
): SS.:
County of Putnam)

_____, being first duly sworn, deposes and says under penalty of perjury:

- 1) I reside at _____ and I am _____ of _____, (hereinafter "Contractor") the corporation/partnership/entity which and upon whose behalf I executed an Agreement with the Town of Southeast dated _____, 20__ (the "Agreement")
- 2) All persons employed by the undersigned and providing work, labor, materials or services to or on behalf of the Town of Southeast (the "Town") are duly licensed to the extent required by federal, state, county and/or local laws.
- 3) Contractor has complied, in good faith, with the requirements of Title 8 of the United States Code (U.S.C.) Section 1324a (Aliens and Nationality) with respect to the hiring of Covered Employees and with respect to the alien and nationality status of the owners thereof.
- 4) During the term of the Agreement, Contractor will continue to remain in compliance with 8 U.S.C.A. 1324a with respect to the hiring of employees and with respect to the alien and nationality status thereof.
- 5) With respect to all employees of Contractor, Contractor has reviewed and has maintained all necessary and proper indicia of nationality, immigration and legal employment status and has made an independent, informed determination that all such employees may be legally employed in the United States of America.
- 6) No officer or employee of the Town has any pecuniary interest in my firm or in any contract entered into between my firm and the Town.
- 7) I understand that any violation of these requirements could result in my contract with the Town being revoked and that I may be subject to incarceration, fines and civil penalties in the event I am found to have made false statements herein or in I have violated any of the provisions of the Code of the Town of Southeast (Local Law # 3 of 2008).

Sworn to before me on this _____ day of _____, 20__

Notary Public

Signature of Contractor

Print name

Address

NON-COLLUSIVE BIDDING CERTIFICATE

Made pursuant to Section 103-d of the General
Municipal Law of the State of New York

By submission of this bid, each bidder and each person signing on behalf of any bidder certified, and, in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury that to the best of knowledge and belief:

1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in this bill have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor;
3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of competition.

Verification by Subscription and
Notice under Penal Law Section 210.45

It is a crime, punishable as a Class A Misdemeanor under the laws of the State of New York, for a person, in and by a written instrument, to knowingly make a false statement, or to make a statement which such person does not believe to be true.

Affirmed under penalty of perjury.

By: _____

Title: _____

Sworn to before me this _____
day of _____, 20____

Notary Public

Videography Services
FOR THE
TOWN OF SOUTHEAST

Town of Southeast
1360 Route 22
Brewster, NY 10509
Phone: 845-279-2196

Town Supervisor
Tony Hay

Town Board
Edwin Alvarez
Eric Cyprus
Eric Larca
John O'Connor

Town Counsel
Willis Stephens

Town Clerk
Michele Stancati

March 2023