

# **Request for Bid**

## **Video Recording**

Notice is hereby given that bids will be received by the Brownsville Navigation District (BND) of Cameron County, Texas, for professional video recording services of the BND Commission meetings. **All bids must be sealed and delivered to the Brownsville Navigation District, Attn: Patty Gonzales, Director of Communications, Video Recording, 1000 Foust Road, Brownsville, TX 78521, by 3:00 p.m. Monday, May 7, 2018.**

Bids must comply with the requirements set forth below.

### **BND Overview**

Brownsville Navigation District (BND), a political subdivision of the State of Texas, is guided by an elected Board of Commissioners who establish the policies, rules and regulations of the Port of Brownsville, as well as approves all contractual obligations.

The Port of Brownsville is the largest land-owning public port authority in the nation with 40,000 acres, and is the only U.S. deepwater seaport on the U.S-Mexico border.

### **Background**

The BND currently outsources its video recording services with the Brownsville Independent School District. The term of the agreement with BISD will expire in May 2018.

BND Commission meetings are held on the first and third Wednesdays of the month at the Port of Brownsville administrative building, 1000 Foust Road, Brownsville, TX. On occasion there are special called meetings and/or workshops.

Currently, the meetings are recorded and broadcasted on BISD-KBSD-ITV, Channel 17, using only one camera. KBSD-TV provides port staff with a copy of the recording for placement on the port's website.

### **Scope of Services**

The selected Proposer must agree to the following scope of services:

#### **Production and Technical Tasks**

Advise, develop and produce the video recording of all BND Commission meetings, including the development of a meeting title graphic and ending graphic, editing in presentation materials presented during meetings, audio levels, and camera operation.

All equipment must be provided by Proposer. The port administrative building is equipped with AV receivers, audio and microphones and video distribution and network switches. A detailed list of equipment can be made available upon request.

Video recording must be provided to port staff for uploading onto the port website no later than 3 to 5 days after the BND Commission meeting.

## Proposal Format Guidelines

**Interested contractors are to provide the BND with a thorough proposal outlining the costs associated with using one camera to videotape the meetings and/or the costs associated with using two cameras to videotape the meetings.**

The proposal should be straightforward, concise and provide “layman” explanations of technical terms that are used, to provide a complete and clear description of the bid.

The proposal should also include a description of the firm’s qualifications including similar services within the past three to five years that are similar in size and scope to demonstrate competence to perform these services. Information should include:

- Names of key staff, including short bios, that participated on named projects and their specific responsibilities with respect to this project.
- A summary of your firm’s demonstrated capability, including length of time that your firm has provided the services being requested.
- Provide at least three references that have received similar services from your firm. The Port of Brownsville reserves the right to contact any of the organizations or individuals listed.

Information provided shall include:

- Client Name
  - Project Description
  - Project start and end dates
  - Client project manager name, telephone number, and email address.
- Provide a USB or links to samples of your video production work similar to the services to be provided for this project.
- Pricing for project services should be for a per meeting cost with this cost covering meetings up to two hours with an additional cost per hour after two hours based on 15-minute increments. Bids should be made based on both a one-camera and a two-camera shoot. A bidder may bid only a one-camera shoot or only a two-camera shoot.

## Questions

Questions about this project and request for bid may be directed in writing, via email to Donna Eymard, Deputy Port Director, at [deymard@portofbrownsville.com](mailto:deymard@portofbrownsville.com) or Jaime Martinez, Director of Human Resources, at [jamartinez@portofbrownsville.com](mailto:jamartinez@portofbrownsville.com), by Monday, April 30, 2018. Tours of the new administrative building may also be arranged.