

REQUEST FOR PROPOSALS
FOR
COMMUNITY AND MEDIA
SERVICES



BRUCE TOWNSHIP
MACOMB COUNTY, MICHIGAN

February 2022

Township of Bruce
223 East Gates
Bruce, Michigan 48065

(586) 752-4585

skraft@brucetwp.org

PURPOSE

Bruce Township is soliciting proposals from experienced, licensed and insured, media services providers to help create community-centered programming focusing on events in the community for viewing via "internet distribution" and will serve the residents of Bruce Township by providing web based original programming and coverage of designated community events, school district and governmental meetings. Media entity will serve to promote a broad mix of local culture and views, with priority given to educational and governmental programming (Public, Educational, and Governmental Access Channels or "PEG Channels") for the residents of Bruce Township to be aware of local news, events and governmental decisions that contribute to building community by bringing residents together through such communications.

SCOPE OF SERVICES (bid to be broken down by service on attached page)

- A. Township government meetings, including meetings of Board of Trustees, Planning Commission, Zoning Board of Appeals, and any special meetings for which notice is given to the media services entity by Bruce Township no later than 48 hours prior to the meeting's start time. Film live/Edit/Archive
- B. Film/edit/archive Annual community events and festivals such as: The Peach Festival, Romeo/Bruce Fire Department Open House, Chamber of Commerce Night Under the Stars, Chamber of Commerce extraordinary Member Merit (EMMAs), the Memorial Day Parade, and the lighting of the Christmas tree/Christmas Parade, WinterFest, Harvest Fest and Arbor Day.
- C. District school sports coverage and highlights RHS varsity home games and all home championship games. Film/Edit/Archive
- D. Production of videos to feature businesses in the community to assist in bringing commerce to the area. Produce/Film/Edit/Archive
- E. Production of original series. Produce/Film/Edit/Archive
- F. The media entity will appoint a liaison to work with the liaison appointed by the municipality to develop a programming schedule for meetings and community events and to problem solve should issues with programming arise.
- G. Internet distribution shall be offered by service provider in the form of ROKU, Vimeo and/or YouTube for residents to access LIVE and on-demand community and governmental programming using iPhones, Androids, Tablets, Desktops or smart TV by the service providers designated channels and websites

Alternate SCOPE OF SERVICE

Provider may offer alternative list of SCOPE of SERVICES with fee proposal in addition to the proposed Scope of Services.

VALUE-ADDED SERVICES – free of charge

List any additional services that may be included in proposal.

Terms and Conditions

Contract will be effective for three (3) years from the date of approval.
Compensation on a quarterly basis.

DOCUMENTS

Bid documents are available for examination at the offices of the Bruce Township.

EXAMINATION

All bidders shall and will be held to have thoroughly examined and become familiar with the proposal. Bruce Township will not be responsible for any errors, omissions, or misinterpretations.

Each bidder, by submitting a proposal, represents that s/he has read and completely understands the request for proposal.

Documents may be obtained from the Bruce Township Office. Bruce Township reserves the right to accept any bid, reject any or all bids, and waive any informality in the bids should they deem it to be in the best interest of Bruce Township.

Bruce Township may enter into a contract with the successful bidder.

The Contractor will be responsible for all sales, use and other taxes required by law.

No allowance or extra compensation concerning any matter or thing about which the bidder might not have fully informed themselves will be allowed.

PROPOSAL REQUIREMENTS

The proposal shall include cost for all items listed under Scope of Services, copies of certificate of liability and workers compensation insurance to be included. The following form should be used to break down your quote and to provide contact information. Additionally, the applicant should include a list of three (3) references and a list of their Board of Directors (5013c) or a list of officers. Note, Township of Bruce is tax exempt. (EIN per request) No price escalation will be allowed once pricing has been submitted by the vendor.

The proposal shall be written in an 8 ½" x 11" format and should include the attached Itemized Bid Proposal. A total of 7 copies must be received by the Clerk's office. Proposals received after the deadline will not be considered. All costs associated with proposal preparation shall be assumed by the vendor. Questions regarding specifications or handling of proposals shall be directed to the Township Clerk at (586)752-4585.

Proposals shall be delivered in sealed envelopes to the Clerk by March 7, 2022 at 4pm at the following address:

Susan Kraft, Clerk
Township of Bruce
223 E. Gates
Bruce, Michigan 48065

Bids will be opened on Tuesday, March 8, 2022 at 10am at the Bruce Township Hall.

ITEMIZED BID PROPOSAL

Company Name _____

Brief Company Bio:

Address _____

Email Address _____ Phone _____

A. Film live/Edit/Archive Township government meetings, including meetings of Board of Trustees, Planning Commission, Zoning Board of Appeals, and any special meetings for which notice is given to the media services entity by Bruce Township no later than 48 hours prior to the meeting's start time. Annual Cost _____

B. Film/edit/archive annual community events and festivals such as: The Peach Festival, Romeo/Bruce Fire Department Open House, Chamber of Commerce Night Under the Stars, Chamber of Commerce extraordinary Member Merit (EMMAs), the Memorial Day Parade, the lighting of the Christmas tree/Christmas Parade, WinterFest, Harvest Fest and Arbor Day. Annual Cost _____

C. Film/Edit/Archive district school sports coverage and highlights RHS varsity home games and all home championship games. Annual Cost _____

D. Produce/Film/Edit/Archive production of videos to feature businesses in the community to assist in bringing commerce to the area. Annual Cost _____

E. Produce/Film/Edit/Archive production of original series. Annual Cost _____

F. The media entity will appoint a liaison to work with the liaison appointed by the municipality to develop a programming schedule for meetings and community events and to problem solve should issues arise. Annual Cost _____

G. Internet distribution shall be offered by service provider in the form of ROKU, Vimeo, and/or YouTube for residents to access LIVE and on-demand community and governmental programming using iPhones, Androids, Tables, Desktops or smart TV by the service providers designated channels and websites. Annual Cost _____

Please list your intended service provider(s) _____

Total Annual Cost to Township _____

Additional Services: