

Request for Quotation (RFQ)

Number: 2012-001



Videotaping and Data Transfer Services of Council Meetings

The District of Sparwood is requesting information from interested parties for the supply of videotaping and data transfer services of Council Meetings. The District of Sparwood reserves the right to waive informalities, to reject any or all RFQ's, or to accept the RFQ deemed most favourable in the interest of the District of Sparwood.

The District of Sparwood

Sparwood is situated in the Rocky Mountains of south eastern BC. Our location offers a myriad of outdoor recreational opportunities, stunning vistas, and all the fresh elements naturally afforded in a spectacular mountain setting.

We're a working community. We've always been involved in the mining industry, and coal is at the core of our community. But we're more than metallurgical ore; we're a group of people who are united in interests, activities and place. Sparwood was originally a collection of five coal mining communities. During the 1960's, the communities were consolidated into one area or District, called Sparwood, in homage to the history of trees harvested in the area intended for use as masts on ships.

For a complete overview on our incredible Rocky Mountain mining community, download and view our [Community Profile](#).

Local Government in Sparwood

Sparwood's local government is lead by a proactive Mayor and six Councillors that work hard to explore opportunities for diversification and growth.

The Chief Administrative Officer (CAO) is appointed by and reports to the Municipal Council. The CAO oversees the overall administration of the Municipality, its officers and employees.

In addition, the CAO is charged with keeping Council up to date on corporate matters, advising Council on policy and other matters and ensuring that Council policy is implemented. The CAO also leads the senior management team and sets the overall strategic direction for short and long term administrative goals

The Purpose of Issuing this RFQ is to:

- a) Receive quotations; and to
- b) Award the contract for the provision of videotaping services.

Interested parties are invited to respond to this RFQ by submitting a response to the District. Responses should include ideas, information, and recommendations that could result in a clarification of the requirements, cost-saving opportunities, and the identification of potential problem areas with this initiative.

RFQ Specifications:

Specifically, this project is for videotaping Regular Meetings of Council, and other special events and/or meetings as required. Council meetings are the first and third Monday of every month unless there is a statutory holiday, in which case the meeting is the Tuesday following the holiday.

Length of the meetings will vary; however, meetings generally run anywhere from one (1) hour to three (3) hours in duration. The maximum duration is approximately four (4) hours. The proponent would be responsible to deliver the SD card to the District immediately following the meeting or event.

Term:

The term is for a three (3) year period.

The District of Sparwood will provide access to the following equipment for the provision of videotaping of Council Meetings:

- One Panasonic HD AVCCAM (model no. AG-HGC40P) memory card camera-recorder;
- One tripod;
- One filming chair; and
- TV and connectivity in Council Chambers.

Respondents are requested to provide a concise and focused response to this RFQ. Responses are requested in the following format:

- a) Brief company or personal profile;
- b) Name of a key contact person, including telephone number, fax number and email address;
- c) Your interest in providing the services;
- d) Brief description of experience in videography;
- e) From your past experience, has the District identified all the major components necessary to complete this project? If not, please provide information on other necessary components;
- f) Please provide a list of potential problems/risks that the District may encounter during this project;
- g) Please provide any ideas or suggestions about how such problems/risks should be addressed in a solicitation;
- h) Please provide a per meeting rate;
- i) Two (2) professional references;
- j) Your ability to provide for back-up and substitution if you are unable to attend the Council Meeting;
- k) Identification and discussion of key factors that the respondent recommends the District consider when establishing its future business requirements; and

- l) Other required information specific to the nature of this RFQ and deemed important by the respondent.

If subsequent competitive bidding opportunities are issued, the District is under no obligation to advise any vendor responding to this RFQ. Vendors are advised to monitor the District of Sparwood website (www.sparwood.ca) for any such opportunities, which will be open to all vendors regardless of whether or not a response to this RFQ has been submitted.

All responses to this RFQ become the property of the District and will be held in confidence, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. Respondents to this RFQ consent to the District incorporating any submitted ideas, concepts, approaches, or strategies into any planning, design, procurement, or contractual activities related to any aspect of the project without any obligation, liability, or consideration on the part of the District. The District will not be responsible for any costs incurred by any vendor in responding to this RFQ.

Responses should be delivered by hand, regular mail, facsimile or email to the following location before 4:00 p.m. Mountain Time on November 26, 2012 and should quote RFQ Number 2012-001.

District of Sparwood
PO Box 520
136 Spruce Avenue
Sparwood, BC V0B 2G0

Fax: 250-425-7277
Email: rmanjak@sparwood.ca

OR

Contact Person:
Raeleen Manjak
Director of Corporate Services
rmanjak@sparwood.ca