

Elk Grove Township Request for Proposal (RFP)

Background

The mission of Elk Grove Township is to carry out the duties and responsibilities of Township government as prescribed by Illinois law. The ways in which these goals are accomplished is by providing assistance to promote the health, safety and welfare of all Township residents, and to maintain the highways and property of the Township both professionally and economically. Additionally, this mission is to be carried out in a timely and efficient manner with the highest degree of service to the taxpayers, thereby continuing the tradition of service provided by Elk Grove Township.

Summary of Project

Elk Grove Township invites all qualified vendors to submit by Friday, February 16, 2018 responses to this Request for Proposal (RFP) for the Video Production of our Township Board of Trustees' Meetings which are typically the fourth Monday of each month. Proposals should be sent to the attention of Paul Pioch, Elk Grove Township Administrator, 2400 S. Arlington Heights Road, Arlington Heights, IL 60005.

Goals for the Project.

To improve the communication with Elk Grove Township residents.

Project Area Description

The Township Board Meeting room is located in the Elk Grove Township Hall where Elected Officials, staff and the public meet to conduct official Township business. The primary use of the Town Hall is to host Regular and Special Township Board Meetings. The Town Hall itself measures approximately 33' in width by 40' in length with a ceiling height of 9'. The room includes a Desk for the Supervisor, four (4) Trustees and the Township Clerk on the North side of the room. There is also a Podium for the audience and other Elected Officials (Assessor and Highway Commissioner) to use to speak. Audience seating is normally set for 30 attendees.

Video and Production Specifications

The recording of Elk Grove Township Board of Trustees Meetings shall include the following:

1. Video Format: HD1080i
2. Minimum number of Cameras: 3
3. Graphics to be included in the Video: Name, Title and Agenda Items
4. Audio: Microphone for each Board of Trustees member, Clerk and Podium.

Contractor/Subcontractor is responsible for uploading each Trustee Meeting to the Township's YouTube Channel within 24 hours of the conclusion of the Meeting.

Contractor/Subcontractor shall make a DVD of the meeting available for the following Villages/Cities per the specifications requested by each Village/City and mailed within 48 hours of the conclusion of the meeting:

- Arlington Heights
- Des Plaines
- Elk Grove Village
- Mount Prospect
- Rolling Meadows

Contractor/Subcontractor is responsible for taping down all cables that the Public or Township employees might cross over.

Contractor/Subcontractor is responsible for all building modification costs including physical modifications to the structure and special electrical circuits installation.

Mandatory Insurance Coverage

The following insurance coverage must be provided by the contractor/subcontractor:

- Products-Completed Operations Coverage \$2,000,000
- General Aggregate \$2,000,000
- Workers Compensation Employers Liability
 - Each Employee/Each Incident \$100,000
- A current Acord Certificate of Insurance must be provided to the Township with the Proposal and a new Certificate of Insurance must be provided each year at the Policy Expiration.

Final Details

Elk Grove Township retains ownership of the final produced meeting video. The Term of this Video Production Service Contract is two (2) years.