

**MOBILE COUNTY COMMISSION**

205 Government Street  
Mobile, Alabama 36644  
PO BOX 1443  
Mobile, AL 36633

**BID INVITATION**

**NO. 15-11**

**MARCH 30, 2011**

In accordance with General Act No. 217, Special Session 1967, notice is hereby given that the Mobile County Commission, Mobile, Alabama, will receive bids on the following items:

**PROFESSIONAL PRODUCTION OF A SERIES OF POLL WORKER TRAINING/INSTRUCTIONAL VIDEOS FOR MOBILE COUNTY PROBATE COURT AS PER ATTACHED SPECIFICATIONS:**

Any questions or comments concerning the bid requirements must be brought to the attention of the Purchasing Agent, Susan Holland, 251-574-8613, 205 Government Street, 8<sup>th</sup> floor south tower, Mobile, Alabama 36644, to or at bid opening or will be forever waived.

All bidders shall furnish a five (5%) percent bid bond on any contract exceeding \$15,000: provided, that bonding is available for services, equipment or materials. Out of State Corporations shall furnish a Certificate of Authority to transact business in the State of Alabama. Out of State limited liability companies shall proof of registration to transact business in this state.

If applicable to a contract resulting from this invitation, the successful bidder must comply with the Contractor Felony Investigation Policy, available in the Purchasing Department or at mobilecountyal.gov.

This inquiry is to establish a price and a source of supply for the above listed items by Mobile County Commission and the incorporated areas therein. Purchases by political subdivisions are optional with those agencies.

**THE MOBILE COUNTY COMMISSION DOES NOT DISCRIMINATE ON THE BASIS OF RACE, AGE, SEX, NATIONAL ORIGIN, RELIGION, OR DISABILITIES.**

F.O.B. Mobile DATE OF DELIVERY \_\_\_\_\_ TERMS \_\_\_\_\_ You are invited to bid on the above specifications. The restrictions contained herein are for the purpose of fixing a quality level, and any deviation therefrom must, in detail establish that it meets the quality requirements.

**BIDS WILL BE RECEIVED UNTIL 10:00 A.M. April 20, 2011**

**ALL BIDS MUST BE SEALED, THE WORD "BID", THE BID NUMBER AND THE NAME OF THE ITEM MARKED ON THE OUTSIDE OF THE ENVELOPE. BIDS WILL BE RECEIVED BY THE RECEPTIONIST IN THE OFFICE OF THE COUNTY COMMISSION ADMINISTRATOR, 205 GOVERNMENT STREET ON THE EIGHTH FLOOR OF THE MOBILE COUNTY GOVERNMENT PLAZA. FAILURE TO OBSERVE THE ABOVE INSTRUCTIONS WILL CONSTITUTE GROUNDS FOR REJECTION OF YOUR BID. THE COMMISSION RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS.**

MOBILE COUNTY COMMISSION

  
\_\_\_\_\_  
JOHN PAFENBACH, COUNTY ADMINISTRATOR

We propose to meet the above specifications for the sum of \$ \_\_\_\_\_.

Delivery can be made in \_\_\_\_\_ days from receipt of award.

RESPECTFULLY

BY \_\_\_\_\_

Date: \_\_\_\_\_

BID #15-11

PROFESSIONAL PRODUCTION OF A SERIES OF POLL WORKER  
TRAINING/INSTRUCTIONAL VIDEOS FOR MOBILE COUNTY PROBATE COURT:

Company \_\_\_\_\_

Company Representative \_\_\_\_\_  
(Print)

Company Representative \_\_\_\_\_  
(Signature)

Address \_\_\_\_\_

\_\_\_\_\_

Phone number ( ) \_\_\_\_\_ Fax number ( ) \_\_\_\_\_

Federal ID Number \_\_\_\_\_

Email Address \_\_\_\_\_

Company Web Address \_\_\_\_\_

**BID SPECIFICATIONS FOR THE PROFESSIONAL PRODUCTION  
OF A SERIES OF POLL WORKER TRAINING/INSTRUCTIONAL VIDEOS  
FOR THE PROBATE COURT OF MOBILE COUNTY**

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Purpose of Bid: The Probate Court of Mobile County and the Judge of Probate and Chief Elections Officer, will be enhancing the training components for the instruction of the various poll workers by providing certain video training modules (segments) on a variety of election related subject to better educate those electors appointed to work at the polling centers in Mobile County. Said videos to be used at election schools, web site, 'YouTube', personal computers, etc.

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Each vendor submitting a bid shall meet or exceed the following requirements:

1. Vendor shall have prior experience in the production of commercial training videos and shall provide with bid submission proof of said experience along with samples of videos so produced.
2. Vendor shall perform the filming work in a local studio within Mobile County with commercial filming, sound, teleprompter and lighting, and along with all props necessary for staging the video segments for their intended use.
3. The several video modules produced shall be in color and shall be in the following formats. A total of 6 copies of each video with all modules shall be provided. The formats shall be:
  - a. DVD master for large screen presentations
  - b. QuickTime / MPG version for use in PowerPoint, computers and the like
  - c. High quality FLASH version which can reside on web site or 'You Tube'
4. All graphics, still images, music and graphic overlays necessary to deliver the message and for the intended purpose, all personnel, equipment, supplies, re-take costs, pre-production, production, editing, mixing, post production, and the like, shall be included in the bid amount. With the exception of scripts and on-screen talent, the bid is for a total production package.
5. Vendor shall become familiar with the intended use and purpose of the training video modules which shall have general titles as follow. There will be a total of 14 video modules (segments); each module will not exceed 10 minutes in final length, excluding the introductions and closings on each module.
  - Voters General Information
  - Provisional Ballot Voting

- Head Table Check In
  - Signing of Poll Lists
  - Poll Watcher Duties
  - Straight Party and Split Ticket Voting
  - Multiple Ballot Precincts
  - Voting by Persons with Disabilities
  - Voting Absentee
  - Opening the Polls
  - Closing the Polls
  - Key Points for Poll Workers
  - Items to be Returned on Election Night
  - TBN (Subject to be named by Probate Court)
6. The video modules (for each format) shall be assembled on one DVD, if space permits, indexed separately for individual selection and play, and with the ability to play segment-to-segment, or as chosen by the operator.
7. Each video module shall have an introduction, the instructional topic, closing, background music, graphics and still shots (as needed) made from studio filming, and as agreed upon in the pre-production phase of work. There shall be a uniform theme of presentation that will be carried forth in each module. All details for each module must be submitted and be pre-approved by Probate Court prior to the commencement of filming.
8. Vendor shall conform to the following production time estimates (minimums) when assembling its bid:
- |                             |        |
|-----------------------------|--------|
| • Pre-production            | 1 day  |
| • On-camera filming         | 5 days |
| • Post-production/editing   | 8 days |
| • Still photos and graphics | 2 days |
9. The Probate Court shall provide scripts for each module along with presenters. Scheduling of staff for studio shooting shall be determined by the Probate Court in consultation with the vendor. All studio filming shall be done during normal business hours, Monday through Friday, and within Mobile County, AL.

Notes:

- ◆ All work, film and video, etc. must be of the highest quality, and must be performed adhering to customary and accepted standards for professional and commercial video production.
- ◆ The bid price shall include ALL costs associated with this project.

- ◆ Payment shall be net 60 days from acceptance of the final product package by the Probate Court of Mobile County. Discounts may be offered, but any discount must conform to the payment schedule.
- ◆ All vendor work product associated with this project, including out takes, retakes, images, photos, video, scripts and the like, shall become the property of the Probate Court of Mobile County and the Mobile County Commission upon final and full payment made for the services rendered under the bid.
- ◆ All final instructional videos shall be copyrighted in the name of the Probate Court of Mobile County, Alabama.
- ◆ The time frame for completion of this project is **October 14<sup>th</sup>, 2011**, unless extended by agreement of the Probate Court. Vendor shall take this into consideration when submitting a bid for this work. Should said deadline not be met, absent an extension of same, the bid and contract for services with the successful vendor shall terminate as if no bid was awarded.
- ◆ After the bid award, and upon request of the Probate Court, the successful vendor shall provide a written time line for the project completion in step increments within ten (10) calendar days of receiving such request.
- ◆ By submitting a bid for this work, the vendor acknowledges that it has reviewed all specifications contained herein, has become totally familiar with the purpose and intended use of these videos, has submitted appropriate additional information as required, and agrees to comply with all terms and conditions to meet time lines and schedules for furnishing these videos in final form to the Probate Court of Mobile County.