

**TOWN OF SUNSET BEACH, NC  
REQUEST FOR QUALIFICATIONS**

Video Recording, Editing, Production & Broadcasting of Town Council Meetings and Other Public Interest Items as Requested



**REQUEST FOR QUALIFICATIONSTO:**

Town of Sunset Beach  
Attn: Video Recording, Editing, Production & Broadcasting of  
Town Council Meetings and Other Public Interest Items as Requested  
700 Sunset Boulevard North  
Sunset Beach, NC 28468

**Opening Location and Due Date:**

Sunset Beach Town Hall  
March 11, 2016  
4:00 pm

The Town of Sunset Beach, NC (the “**TOWN**”) invites qualified firms to submit qualifications to provide:

**Video Recording, Editing, Production & Broadcasting of Town Council Meetings  
and Other Public Interest Items as Requested**

The TOWN intends to award a contract to a firm(s) to provide services necessary for (the “**Program**”) described herein.

The TOWN will receive sealed qualifications until 4:00 p.m., March 11, 2016, at Town Hall, which is located at 700 Sunset Boulevard North, Sunset Beach, NC.

**The TOWN’s contact information for this Request for Qualifications (RFQ) is:**

**Susan Parker, Town Administrator**  
700 Sunset Boulevard North  
Sunset Beach, NC 28468  
Telephone: 910-579-6297  
Fax: 910-579-1840  
Email: [srparker@atmc.net](mailto:srparker@atmc.net)

RFQ documents may be obtained via the Internet at the TOWN’s website at [www.sunsetbeachnc.gov](http://www.sunsetbeachnc.gov) or by contacting Susan Parker at (910) 579-6297.

The TOWN reserves the right to reject qualifications with or without cause and for any reason, to waive any irregularities or informalities, and to solicit and re-advertise for other qualifications. Incomplete or non-responsive qualifications may be rejected by the TOWN as non-responsive or irregular. The TOWN reserves the right to reject any proposal for any reason, including, but without limitation, if the CONTRACTOR fails to submit any required documentation, if the CONTRACTOR is in arrears or in default upon any debt or contract to the TOWN or has failed to perform faithfully any previous contract with the TOWN or with other governmental jurisdictions. All information required by this RFQ must be supplied to constitute a complete proposal.

**Table of Contents**

<b>Part I</b>	<b>Statement of Work</b>	<b>1</b>
A	Objective	1
B	General Information about the Stormwater System	1
C	Scope of Work	1
D	Insurance and Licenses	2
<b>Part II</b>	<b>General Information</b>	<b>3</b>
A	Definitions	3
B	Invitation to Propose; Purpose	3
C	Contract Awards	3
D	Proposal Costs	4
E	Inquiries	4
F	Delays	4
G.	Pre-proposal Meeting	4
H	Proposal Submission	5
I	Proposal Format	5
J	Proposal – Procedural Information	6
K	Public Records	7
L	Irregularities; Rejection of Qualifications	7
M	Evaluation Method and Criteria	8
N	Representations and Warranties	8
O	TOWN Contract	9
<b>Exhibits</b>		<b>Forms Page</b>
	RFQ Form A. Proposal Statement	1A
	RFQ Form B. Reference Form	3A
	RFQ Form C. Certification	4A

## **PART I - STATEMENT OF WORK**

### *A. OBJECTIVE*

The TOWN of Sunset Beach is approximately 6.4 square miles in area and is comprised of both a mainland portion and an oceanfront beach strand. The TOWN has a year-round population of 3572 as of the 2010 U.S. Census, but has more than 5000 housing units. Many houses in Sunset Beach are second homes or rental properties and there is an estimate 100 permanent residences on the island. Like other beach communities in the Carolinas, the TOWN's population balloons during the tourist season to approximately 15,000. The Town of Sunset Beach is located 46 miles south of Wilmington and approximately 10 miles north of the South Carolina State Border.

The Town Council seeks to secure the services of a qualified vendor for video recording, editing, production & broadcasting of Town Council meetings and other public interest items as requested.

The TOWN is seeking qualifications from qualified firms of the highest professional integrity, hereinafter referred to as the "**CONTRACTOR**," to provide all personnel, materials, equipment, transportation, software, supplies and etc. necessary to provide the services described above.

### *GENERAL INFORMATION ABOUT THE VIDEO RECORDING, EDITING, PRODUCTION & BROADCASTING OF TOWN COUNCIL MEETINGS AND OTHER PUBLIC INTEREST ITEMS AS REQUESTED.*

### *B. SCOPE OF WORK*

The Plan will include at a minimum, the following elements:

1. Video recording and broadcasting of regularly scheduled Town Council meetings held twice a month.
2. Video recording and broadcasting of special meetings and budget workshops. Number of meetings unknown.
3. Ability to remotely operate video system for emergency meetings.
4. Video record in Full-HD quality within the guidelines of the National Television System Committee Standard (NTSC).
5. Video recordings of Town Council meetings uploaded to website within 48 hours after of meeting end time.
6. Video recordings of Town Council meetings uploaded to Public, Education and Government (PEG) Channel 99 within 48 hours of meeting end time.

7. Supply all necessary cameras, encoder, switcher, mixer, media service, cabling, etc. to video record, edit, produce and broadcast meetings and public interest items.
8. Equipment must integrate with existing audio system and provide the ability to integrate a presenter's electronic presentations into the video.
9. Services include creating an opening, closing and superimposed titles and names under principle activities and individuals. Agenda items shall be indexed "real time" as meeting progresses.
10. Provide a hyperlink for supporting documents, agendas, staff reports and minutes into the video post productions.
11. Provide a retention plan in accordance with the State of North Carolina public record retention requirements.
12. Video recording of Public Interest items uploaded to both the website and PEG Channel within 24 hours after completion.

**C. *INSURANCE AND LICENSES***

The successful CONTRACTOR shall maintain in full force and effect throughout the contract: (a) insurance coverage reflecting the minimum amounts and conditions required by the TOWN, and (b) any required licenses.

- a. Comprehensive General Liability Insurance - \$1,000,000 combined single limit of insurance per occurrence and \$2,000,000 in the general aggregate for Bodily Injury and Property Damage and \$2,000,000 general aggregate for Products/Completed Operations, Comprehensive General Liability insurance shall include endorsements for property damage; personal injury; contractual liability; completed operations; products liability and independent CONTRACTORS coverage.
- b. Workers' Compensation Insurance - Statutory.
- c. Comprehensive Automobile Liability Insurance - \$1,000,000 combined single limit of insurance per occurrence for Bodily Injury and Property Damage; \$1,000,000 Hired & Non Owned Auto Liability.
- d. Professional Liability and Bonding – Please indicate if you carry Professional Liability Insurance and, if so, in what amount. All employees that handle money must be bonded to the satisfaction of the Town.

**END OF PART**

## **PART II: RFQ GENERAL INFORMATION**

### **A. DEFINITIONS**

For the purposes of this Request for Qualifications (RFQ):

**CONTRACTOR** shall mean the CONTRACTOR, consultant, respondent, organization, firm, or other person submitting a response to this RFQ.

**TOWN** shall mean the TOWN of Sunset Beach, TOWN Council or TOWN Administrator, TOWN Finance Director, as applicable, and any officials, employees, agents and elected officials.

**Contact information** for the purpose of this RFQ shall mean:

**Susan Parker, Town Administrator**  
700 Sunset Boulevard North  
Sunset Beach, NC 28468  
Fax: 910-579-1840  
Email: srparker@atmc.net

### **B. INVITATION TO PROPOSE; PURPOSE**

The TOWN solicits qualifications from responsible CONTRACTORS to perform work for or provide goods and/or services to the TOWN as specifically described in Part I, Statement of Work.

### **C. CONTRACT AWARDS**

The TOWN Council anticipates entering into a contract with the CONTRACTOR who submits the proposal judged by the TOWN to be most advantageous. If the TOWN selects a Proposal, the TOWN will provide notice of the award.

The CONTRACTOR understands that neither this RFQ nor the notice of award constitutes an agreement or a contract with the CONTRACTOR. A contract or agreement is not binding until a written contract or agreement has been approved as to form by the TOWN Attorney and has been executed by both the TOWN (with Council approval, if applicable) and the successful CONTRACTOR.

The TOWN reserves the right to reject all qualifications or to forgo a decision to initiate a for video recording, editing, production & broadcasting of Town Council meetings and other public interest items as requested program if the TOWN Council, in its sole discretion, decides that it is in the best interest of the TOWN to do so.

The TOWN proposes an initial term of one year from contract execution with the option to renew for three (3) additional one year periods.

### **D. PROPOSAL COSTS**

Neither the TOWN nor its representatives shall be liable for any expenses incurred in connection with preparation of a response to this RFQ. CONTRACTOR should prepare their qualifications simply and economically, providing a straightforward and concise description of the CONTRACTOR's ability to meet the requirements of the RFQ.

E. INQUIRIES

The TOWN will not respond to oral inquiries. CONTRACTOR may mail, electronic mail or fax written inquiries for interpretation of this RFQ to the attention of the TOWN ADMINISTRATOR. Please mark the correspondence, **“Video Recording, Editing, Production & Broadcasting of Town Council Meetings and Other Public Interest Items as Requested RFQ - Sunset Beach”**.

The TOWN will respond to written inquiries received at least 7 working days prior to the date scheduled for receiving the qualifications. The TOWN will record its responses to inquiries and any supplemental instructions in the form of a written addendum. If addenda are issued, the TOWN will email, mail or fax written addenda to any potential CONTRACTOR who has provided their contact information to the Town Administrator. Although the TOWN will make an attempt to notify each prospective CONTRACTOR of the addendum, it is the sole responsibility of a CONTRACTOR to remain informed as to any changes to the RFQ.

F. DELAYS

The TOWN may postpone scheduled due dates in its sole discretion. The TOWN will attempt to notify all registered CONTRACTORS of all changes in scheduled due dates by written addenda.

G. PRE-PROPOSAL MEETING

CONTRACTOR may request a meeting with the Town Administrator to discuss the Program in further detail or contact the Town Administrator by phone.

H. PROPOSAL SUBMISSION

CONTRACTOR shall submit one (1) original and two (2) copies of the proposal together with an electronic copy of the proposal in PDF format in a sealed, opaque package.

Please include an email address on the cover of your proposal.

The package shall be clearly marked on the outside as follows:

**To: TOWN OF SUNSET BEACH, NC**  
**Attn: Susan Parker, Town Administrator**  
**Program: Video Recording, Editing, Production & Broadcasting of Town Council Meetings and Other Public Interest Items as Requested**

**Submitted by:** \_\_\_\_\_

**Address:** \_\_\_\_\_

Late submittals, additions, or changes will not be accepted and will be returned to the CONTRACTOR unopened. Email Submittals will not be accepted.

Due to the irregularity of mail service, the TOWN cautions CONTRACTORS to assure actual delivery of qualifications to the TOWN prior to the deadline set for receiving qualifications. Telephone confirmation of timely receipt of the proposal may be made by calling the Office of the Town Administrator before proposal opening time. CONTRACTORS may withdraw their qualifications by notifying the TOWN in writing at any time prior to the opening. Qualifications, once opened, become property of the TOWN and will not be returned.

I. PROPOSAL FORMAT

In order to insure a uniform review process and to obtain the maximum degree of comparability, it is required that the qualifications be organized in the manner specified herein. All information submitted by the CONTRACTOR shall be printed, typewritten or competed in black ink. Qualifications shall be signed in blue ink. When an RFQ requires multiple copies they may be included in a single envelope or package properly sealed and identified.

All qualifications shall be submitted as specified in this RFQ. Any attachments shall be clearly identified. To be considered, the proposal must respond to all parts of the RFQ. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal. If publications are supplied by a CONTRACTOR to respond to a requirement, the response should include reference to the document number and page number. Qualifications lacking this reference may be considered to have no reference material included in the additional documents.

CONTRACTORS shall prepare their qualifications using the following format:

1. Letter of Transmittal

This letter will summarize in a brief and concise manner, the CONTRACTOR'S understanding of the scope of work and make a positive commitment to provide its services on behalf of the TOWN. The letter must name all of the persons authorized to make representations for or on behalf of the CONTRACTOR, and must include their titles, addresses, and telephone numbers and email addresses. An official authorized to negotiate and execute a contract on behalf of the CONTRACTOR must sign the letter of transmittal.

2. Title Page

The title page shall show the name of CONTRACTOR's agency/firm, address, telephone number, and name of contact person, email address, date, and the RFQ Program name.

3. Table of Contents  
Include a clear identification of the material by section and by page number.

NOTE: Please be sure to number all pages in the proposal.

4. Section 1 - Organization Profile and Documentation  
This section of the proposal must describe the CONTRACTOR, including the size, range of activities, and experience providing similar services.

Each CONTRACTOR shall include in Section 1:

- Completed RFQ Forms A, B, and C.
- Video Production Sample on a CD/DVD.
- Documentation indicating that it is authorized to do business in the State of North Carolina and, if a corporation, is incorporated under the laws of one of the States of the United States.

5. Section 2 – Experience

Include a description of the primary individuals responsible for supervising the work including the percentage of time each primary individual is expected to contribute to this work.

Include resumes and professional qualifications of all primary individuals and identify the person(s) who will be the TOWN's primary contact and provide the person(s)' background, training, experience, qualifications and authority.

The CONTRACTOR shall describe its expertise in and experience with providing services similar to those required by this RFQ. Describe previous experience relating to the Scope of Work requested in this RFQ. Has the firm worked for other governmental entities, particularly municipalities? If so, please describe the work performed; include contact information, the time the firm was engaged and a list of accomplishment.

7. Section 3 - Approach to Providing Services

This section of the proposal should explain the Scope of Work as understood by the CONTRACTOR and detail the approach, activities and work products to be provided. Specifically, the TOWN requests the following be detailed in the response:

8. Section 4 - Additional Information

Any additional information that the CONTRACTOR considers pertinent for consideration should be included in this section.

J. PROPOSAL – Procedural Information

1. Interviews:

The TOWN reserves the right to conduct personal interviews or require presentations prior to selection. The TOWN is not responsible for any expenses which CONTRACTORS may incur in connection with a presentation to the TOWN or related in any way to this RFQ.

2. Request for Additional Information:  
The CONTRACTOR shall furnish such additional information as the TOWN may reasonably require. This includes information, which indicates financial resources as well as ability to provide the services. The TOWN reserves the right to make investigations of the qualifications of the CONTRACTOR as it deems appropriate, including but not limited to, a background investigation. Failure to provide additional information requested may result in disqualification of the proposal.
  
3. Qualifications Binding:  
All qualifications submitted shall be binding for at least one hundred eighty (180) calendar days following opening. TOWN may desire to accept a proposal after this time. In such case, CONTRACTOR may choose whether or not to continue to honor the proposal terms.
  
4. Alternate Qualifications:  
An alternate proposal is viewed by the TOWN as a proposal describing an approach to accomplishing the requirements of this RFQ that differs from the approach set forth in the solicitation. An alternate proposal may be a second proposal submitted by the same CONTRACTOR, which differs in some degree from the prior proposal or from this RFQ. Alternate qualifications may be in the area of technical approach, proposed equipment to be utilized or other provisions or requirements of this RFQ. The TOWN will, during the initial evaluation process, consider all alternate qualifications submitted and reserves the right to award a contract based on an alternative proposal if the same is deemed to be in the TOWN's best interest.
  
5. CONTRACTOR'S Certification Form:  
Each CONTRACTOR shall complete the "CONTRACTOR'S Certification" form included as RFQ Form C and submit the form with the proposal in Section 1.

K. PUBLIC RECORDS

Qualifications are public documents and subject to public disclosure in accordance with North Carolina Law. The contract will include a provision wherein the CONTRACTOR releases and agrees to defend, indemnify, and hold harmless the TOWN and the TOWN's officers, employees, and agents, against any loss or damages incurred by any person or entity as a result of the TOWN's treatment of records as public records.

L. IRREGULARITIES; REJECTION OF QUALIFICATIONS

The TOWN reserves the right to reject qualifications with or without cause and for any reason, to waive any irregularities or informalities, and to solicit and re-advertise for other qualifications. Incomplete or non-responsive qualifications may be rejected by the TOWN as non-responsive or irregular. The TOWN reserves the right to reject any proposal for any reason, including, but without limitation, if the CONTRACTOR fails to submit any required documentation, if the CONTRACTOR is in arrears or in default upon any debt or contract to the TOWN or has failed to perform faithfully any previous contract with the TOWN or with other governmental jurisdictions. All information required by this RFQ must be supplied to constitute a proposal.

M. EVALUATION METHOD AND CRITERIA

1. General

The TOWN shall be the sole judge of its own best interests, the qualifications, and the resulting negotiated contract or agreement, if any. The TOWN reserves the right to investigate the financial capability, reputation, integrity, skill, business experience and quality of performance under similar operations of each CONTRACTOR, including shareholders, principals and senior management, before making an award. Awards, if any, will be based on both an objective and subjective comparison of qualifications and CONTRACTORS. The TOWN's decisions will be final. The TOWN's evaluation criteria may include, but shall not be limited to, consideration of the following:

- (a) ability to meet operational and management requirements of this RFQ
- (b) availability of qualified personnel
- (c) expertise of personnel to be assigned to TOWN and of CONTRACTOR's regional and state management personnel;
- (d) financial resources and capabilities;
- (e) past contracts with other governmental jurisdictions;
- (f) past performance records;
- (g) qualifications of CONTRACTOR;
- (h) references;
- (i) related experience in North Carolina;
- (j) familiarity with North Carolina Public Records Law;
- (k) technical soundness of proposal;
- (l) video production sample
- (m) Capability to provide final production in a timely manner.

2. Selection

The Town Administrator will conduct the selection process. The Town Administrator, or designee, will review all qualifications received and establish a list of selected CONTRACTORS deemed to be the most qualified to provide the service requested based in part on the criteria set forth above. The Town Administrator may submit a recommended firm or a "short list" or a combination of a recommended firm and the "short list" to the TOWN Council and the TOWN Council shall make a final award. The Town Administrator may request oral presentation from the CONTRACTORS. CONTRACTORS are advised that the TOWN reserves the right to conduct negotiations with the most qualified CONTRACTOR, but may not do so. Therefore, each CONTRACTOR should endeavor to submit its best proposal initially.

N. REPRESENTATIONS AND WARRANTIES

In submitting a proposal, CONTRACTOR warrants and represents that:

- 1. CONTRACTOR has examined and carefully studied all data provided, and any applicable Addenda; receipt of which is hereby acknowledged.
- 2. CONTRACTOR has visited the relevant site, if any, and is familiar with and satisfied as to the general, local and "site" conditions that may affect cost, progress, and performance of goods and/or services in their proposal.

3. CONTRACTOR is familiar with and is satisfied as to all federal, state and local laws and regulations that may affect cost, progress and performance of the goods and/or services in their proposal.
4. If applicable, CONTRACTOR has obtained and carefully studied (or assumes responsibility for having done so) all documents available related to the subject of the RFQ and performed any examinations, investigations, explorations, tests, studies and data concerning conditions that may affect cost, progress, or performance of the goods and/or services that relate to any aspect of the means, methods, techniques, sequences, and procedures to be employed by CONTRACTOR, including safety precautions and programs incident thereto.
5. CONTRACTOR has given TOWN written notice of all conflicts, errors, ambiguities, or discrepancies that CONTRACTOR has discovered in this RFQ and any addenda thereto, and the written resolution thereof by the TOWN is acceptable to CONTRACTOR.
6. The RFQ is generally sufficient in detail and clarity to indicate and convey understanding of all terms and conditions for the performance of the proposal that is submitted.
7. No person has been employed or retained to solicit or secure award of the contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, and no employee or officer of the TOWN has any interest, financially or otherwise, in the RFQ or contract.

O. TOWN Contract

The selected CONTRACTOR is expected to execute the TOWN's standard professional services contract or one provided by the CONTRACTOR, in the form approved by the TOWN Attorney.

The following provisions shall be included in the contract for services:

1. CONTRACTOR shall give some consideration for employment to current TOWN residents if they meet the requirements and employment standards of the CONTRACTOR.
2. Selected CONTRACTOR will follow Town purchasing guidelines for reimbursable purchases.
3. If TOWN reimburses CONTRACTOR for the purchase of any equipment, that equipment shall be the property of the TOWN at the end of the contract.

**End of Part II**

**RFQ FORM A - PROPOSAL STATEMENT AND OTHER  
BID SPECIFICS**

*Note: This form is available in PDF format on the TOWN's web site or in Word format from the Finance Director upon request.*

CONTRACTOR: \_\_\_\_\_

**THIS FORM MUST BE SIGNED AND SUBMITTED WITH PROPOSAL TO BE DEEMED RESPONSIVE.**

The CONTRACTOR guarantees the truth and accuracy of all statements and the answers contained herein.

1. State the full and correct name of the partnership, corporation or trade name under which you do business and the address of the place of business. (If a corporation, state the name of the president and secretary. If a partnership, state the names of all partners. If a trade name, state the names of the individuals who do business under the trade name.)
  - The correct and full legal name of the CONTRACTOR is:
  - The business is a (Sole Proprietorship) (Partnership) (Corporation).
  - The names of the corporate officers, or partners, or individuals doing business under a trade name, are as follows:
2. Please describe your Company in detail.
3. The address of the principal place of business is:
4. Company telephone number, fax number and e-mail addresses:
5. Number of employees:
6. Name of employees to be assigned to this Program:
7. Company identification numbers for the Internal Revenue Service:
8. How many years has your organization been in business? Does your organization have a specialty?
9. List the last three Program of this nature that the firm has completed? Please provide Program description, reference and cost of work completed.
10. Have you ever failed to complete any work awarded to you? Where and why?

11. Provide the following information concerning all contracts/qualifications **in progress** as of the date of submission of this Proposal for your company, division or unit as appropriate.

Name of Program	Contract with:	Contract Amount	Estimated Completion Date	% of Completion to Date

*(Continue list as necessary)*

13. Provide the following information for any subconsultants you will engage if awarded the contract.

Sub-CONTRACTOR Name	Address	Work to be Performed

*The foregoing list of subconsultants may not be amended after award of the contract without the prior written approval of the Town Administrator, whose approval shall not be unreasonably withheld.*

## RFQ Form B - REFERENCES

CONTRACTOR: \_\_\_\_\_

**THIS FORM MUST BE SUBMITTED WITH PROPOSAL TO BE DEEMED RESPONSIVE.**

The CONTRACTOR guarantees the truth and accuracy of all statements and the answers contained herein.

Give names, addresses and telephone numbers of four individuals, corporations, agencies, or institutions for which you have performed work similar to what is proposed in this RFQ:

1. Name of Contact \_\_\_\_\_  
Title of Contact: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Email: \_\_\_\_\_

2. Name of Contact \_\_\_\_\_  
Title of Contact: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Email: \_\_\_\_\_

3. Name of Contact \_\_\_\_\_  
Title of Contact: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Email: \_\_\_\_\_

4. Name of Contact \_\_\_\_\_  
Title of Contact: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Email: \_\_\_\_\_

**RFQ FORM C - CONTRACTOR'S  
CERTIFICATION**

**THIS FORM MUST BE SIGNED AND SUBMITTED WITH PROPOSAL TO BE DEEMED RESPONSIVE.**

*Note: This form is available in WORD format from the TOWN upon request.*

**The undersigned guarantees the truth and accuracy of all statements and the answers contained herein.**

Name of CONTRACTOR: \_\_\_\_\_

I have carefully examined the Request for Proposal referenced above ("RFQ") and any other documents accompanying or made a part of this RFQ.

I hereby propose to furnish the goods or services specified in the RFQ. I agree that my proposal will remain firm for a period of 180 days in order to allow the TOWN adequate time to evaluate the qualifications.

I certify that all information contained in this proposal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this proposal on behalf of the firm as its act and deed and that the firm is ready, willing and able to perform if awarded the contract.

The firm and/or CONTRACTOR hereby authorizes the TOWN of Sunset Beach, its staff or consultants, to contact any of the references provided in the proposal and specifically authorizes such references to release, either orally or in writing, any appropriate data with respect to the firm offering this proposal.

I further certify, under oath, that this proposal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a proposal for the same product or service; no officer, employee or agent of the TOWN or any other CONTRACTOR is interested in said proposal; and that the undersigned executed this CONTRACTOR's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

If this proposal is selected, I understand that I will be expected to execute the TOWN's standard professional services contract or one provide by the CONTRACTOR, in the form approved by the TOWN Attorney.

Name of Business \_\_\_\_\_

By:

Signature \_\_\_\_\_

Printed Name and Title \_\_\_\_\_

Mailing Address:

\_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_

State of \_\_\_\_\_; County of \_\_\_\_\_

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

Notary Public:

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

My Commission Expires: \_\_\_\_\_



*Town of Sunset Beach, NC*

### **REQUEST FOR QUALIFICATIONS**

#### **VIDEO RECORDING, EDITING, PRODUCTION & BROADCASTING OF TOWN COUNCIL MEETINGS AND OTHER PUBLIC INTEREST ITEMS AS REQUESTED.**

The Town of Sunset Beach is requesting qualifications from companies to develop a for video recording, editing, production & broadcasting of Town Council meetings and other public interest items as requested.

Interested CONTRACTORS must submit qualifications by 4:00 P.M. on March 11, 2016. A complete bid package can be reviewed online at [www.sunsetbeachnc.gov](http://www.sunsetbeachnc.gov) or can be received by calling the Town Administrator at (910) 579-6297.