

**CENTENNIAL SCHOOL DISTRICT
2015 GRADUATION BROADCAST AND VIDEO SERVICES
QUOTE #Q15-005**

General Conditions

William Tennent High School is requesting quotes for Graduation Broadcast and Video Services for the 2015 graduation. The tentative graduation date is June 15, 2015. The actual date of graduation will be determined at the first Board Meeting in April and will be provided at a later date. The ceremony will be held outside in the high school Alumni Stadium and the “Night of Reflections” ceremony will be held the night before graduation in the Auditorium.

All quotes must be received by 1:00 p.m. on Friday, March 6, 2015 to the attention of Ms. Katie Braun, 433 Centennial Road, Warminster, PA 18974.

A copy of the Non-Collusion Affidavit and Agreement to Comply with Section III of the Public School Code must be completed and returned with the quote. Failure to do so will result in disqualification.

If there are questions regarding the specifications, please contact Melinda Golden at 215-441-6181 ext. 12012 or goldme@centennialsd.org.

Scope of Work

Vendor will supply the necessary equipment and services to broadcast and video the graduation and video the “Night of Reflections”. **Site visit required.** Call Mindy Golden at 215-441-6181 ext. 12012 to make an appointment. Please note: A Driver’s License, State issued ID, or Military ID is required to visit all Centennial School District Schools.

A mandatory meeting will be held within a week after awarding the quote with district personnel and the awarding vendor.

Vendor may begin to set up equipment the day before (if necessary) and arrive as early as 7:00 a.m. on the day of the graduation. Other arrangements can be made as needed.

In case of inclement weather, the ceremonies will be moved to the Auditorium. A decision to relocate will be made by 12:00 noon the day of graduation. The vendor will be responsible to set up equipment in the Auditorium in time for graduation to take place at 4:30 p.m.

Specifications

District will provide connections and equipment to modulate signal to district cable channels (Verizon and Comcast) at the District’s Administration Building. The district has equipment to allow network connectivity at the stadium for stream to the district’s Video Over IP system (MediaCAST).

Network connectivity is available at the stadium. Vendor will provide the necessary equipment to broadcast signal (Video Over IP stream) over the network, where it will be decoded and modulated to district channels (Verizon and Comcast).

Vendor will provide dual output for both district cable channels and the BCIU provided internet stream.

Video Requirements for Commencement Ceremony (but not limited to):

- 3 Camera Set Up with Camera Operators
 - 1 Camera zoomed in during receipt of diploma
 - 1 Camera facing students for random shots
- Video Switch w/cable for switching between cameras
- Master Digital Video (DV) Tape Recorder
- Provide Video Feeds for Cable Broadcast, Internet Streaming)
- Title Generator for text inserts over video (Names & Titles for all speakers will be provided for text inserts)
- DVD Master
- Additional crew needed for successful broadcast

Audio Requirements for Commencement Ceremony

- Audio Mixer, Audio Technician and Microphones (for two separate audio feeds, 10 microphone set up for stereo audio (stereo applicable to DVD)
 - 1 microphone for main speaker and stand
 - 2 microphones with stands and stand adapters in stereo for DVD for Heralds
 - 3 microphones with boom stands in stereo for DVD for Band
 - 2 microphones for choir in stereo for DVD
 - 2 microphones for special performance
- Microphones for Commentators (if required)

“Night of Reflections” Requirements: (held in Auditorium)

- Ceremony to start 7:00 p.m. the night before graduation (date to be announced later)
- 2 camera set up
- Equipment necessary for recording
- DVD requirements (see below under BONUS DVD)

DVD Requirements:

Number of students that purchase DVD last year was 46. (Minimum of 60 copies- amount to be printed will be based upon early sales and determined by July 1, 2015).

- Single Layer DVD-R Type 5 mastering from Tape or Hard Drive Original- up to 2 hours with full color 25%
 - Print coverage disc art and full wrap art and up to 5 picture inserts
- BONUS DVD- Second DVD (same as above) “Night of Reflections”- up to 2 hours with full color 25%
 - School will supply video shown at ceremony to copy for quality
 - DVD copied to follow program
 - Print coverage on disc surface
- Plastic cases
- Assembly and delivery to school by August 15, 2015 for student pick-up and sales

Additional Requirements:

- Criminal history check of all employees per State Law- original viewed by school personnel who will make copy
- All employees of the Contractor who will be working on premises must present their drivers license to scan in our RAPTOR security system.

Options: (If needed)

- Additional camera and operator
- Post Production Time (Widescreen Format 16:9, Interviews, highlight/recap on DVD and split screen)

ANTI-DISCRIMINATION CLAUSE
(Section 755, Pennsylvania School Code)

1. In accordance with the provisions of the Pennsylvania School Code, the contractor agrees:
 - a. That in the hiring of employees for the performance of work under this contract, or any subcontractor hereunder, no contractor, subcontractor, nor any person acting on behalf of such contractor or subcontractor, shall by reason of race, creed, color, discriminate against any citizen of the Commonwealth of Pennsylvania who is qualified and available to perform work to which the employment relates;
 - b. That no Contractor, subcontractor, or any person acting on behalf, shall in any manner discriminate against or intimidate any employee hired for performance of work under this contract on account of race, creed, or color;
 - c. That there may be deducted from the amount payable to the contractor under this contract, a penalty of five dollars (\$5.00) for each person for each calendar day during which such person was discriminated against or intimidated, in violation of the provisions of the contract; and,
 - d. That this contract may be canceled or terminated by the school district, and all money due or to become due hereunder may be forfeited, for a second or any subsequent violation of the terms or conditions of this portion of the contract.

INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this bid. According to the Pennsylvania Antibid-Rigging Act. 73 P.S. 1611 et seq. governmental agencies may require Non-Collusion Affidavits to be submitted together with bids.
2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the bidder who makes the final decision on prices and the amount quoted in the bid.
3. Bid rigging and other efforts to restraint competition, and the making of false sworn statements in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder with responsibilities for the preparation, approval or submissions of the bid.
4. In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and an affidavit must be submitted separately on behalf of each party.
5. The term "complementary bid" as used in the Affidavit has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or noncompetitive bid, and any other form of bid submitted for the purpose of giving a false appearance of competition.
6. Failure to file an Affidavit in compliance with these instructions will result in disqualification of the bid.

NON-COLLUSION AFFIDAVIT

Contract/Bid No. _____

State of _____ ::

s.s.

County of _____ :

I state that I am _____ of _____
(Title) (Name of Company)

and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers, I am the person responsible in my firm for the price(s) and the amount of this bid.

I state that:

- (1) The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
- (2) Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor the approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before the bid opening.
- (3) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this complementary bid.
- (4) The bid of my firm is made in good faith and not pursuant to any agreement or discussion with or inducement from, any firm or person to submit a complementary or other noncompetitive bid.

(5) _____, its affiliates, subsidiaries,
(Name of my firm)

officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that _____ understands and acknowledges
(Name of my firm)

that the above representations are material and important, and will be relied on by the Centennial School District when recommending for award the contract(s) for which this bid is submitted, I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the Centennial School District of the true facts relating to the submission of bids for this contract.

(Print Name of Authorized Person and Company Position)

Signature of Authorized Person

Sworn to and subscribed before me

this _____ day of

_____, 20____

Notary Public

My commission expires _____

**AGREEMENT BY VENDOR OR INDEPENDENT CONTRACTOR
OF THE CENTENNIAL SCHOOL DISTRICT TO COMPLY
WITH ACT §111 OF THE PUBLIC SCHOOL LAWS**

1. This agreement is part of the agreement between the undersigned business person or entity and the Centennial School District, dated _____, for the sale of goods or the provision of services as an independent vendor or contractor in the nature of:

_____, Bid/Quote No. _____.

2. The undersigned understands that after January 1, 1986 independent contractors and their employees hired after that date must comply with §111 of the School Code, which provides, among other things, that a **CRIMINAL HISTORY INFORMATION RECORD SEARCH** must be obtained for each employee who could come into contact with school children, showing that such employees have not been convicted of certain crimes. A copy of the law is available upon request.

3. It is agreed that the Centennial School District has no right of direct control over the hiring, retention, screening or assignment of employees, agents or officers of the undersigned, and further that the undersigned is responsible for compliance with this law. In addition, should any official or employee of the school be subject to any claim, proceedings, lawsuit, fine, civil penalty or other legal involvement arising from the neglect or failure of the undersigned, or its officers, agents or employees, to comply with said law, then the undersigned, as part of the consideration of doing business with the School District, hereby agrees to indemnify and hold harmless the District and all District employees for all losses, including costs of counsel and all expenses incident thereto.

Dated: _____ 20____

By: _____

(Proprietor, Authorized Officer or Partner)

Seal

(Corporate Seal, if applicable)

Witness or Attest:

Business Name and Address
of Vendor/Independent Contractor

**CENTENNIAL SCHOOL DISTRICT
2015 GRADUATION BROADCAST AND VIDEO SERVICES
QUOTE #Q15-005**

March 6, 2015

Centennial School District
Attn: Ms. Katie Braun
433 Centennial Road
Warminster, PA 18974

We propose to supply the 2015 Graduation Broadcast and Video Service needs of William Tennent High School according to your quote Q15-005 specifications for the following sum:

Graduation Broadcast/Video/Audio Services (Including Night of Reflections)	\$ _____
Graduation Broadcast/Video/Audio Services (Excluding Night of Reflections)	\$ _____
Additional Costs/Options (attach breakdown)	\$ _____
Graduation DVD	\$ _____
BONUS DVD "Night of Reflections"	\$ _____

The Non-Collusion Affidavit is signed and attached

The agreement to comply with Section III of the Public School Code is signed and attached. _____

The vendor agrees to supply the school district the original copy of the criminal history for the district's review.

Vendor Initials _____

The vendor agrees to the scanning of all employees through the RAPTOR security system, which will be on premises.

Vendor Initials _____

Authorized Signature

Print Name

Company

Address

Phone

Fax

Date

Email