



March 16, 2017
Date

NOTICE TO PROPOSERS

We are requesting proposals for the following:

VIDEO PRODUCTION

Attached are the specifications.

Proposers shall state whether the service(s) proposed strictly meet these specifications and if not, he shall list each variation there from.

Sealed proposals shall be delivered to the Administrative Office of the Tulsa County Public Facilities Authority, Southwest Corner of the River Spirit Expo, 4145 East 21st Street, Tulsa, Oklahoma 74114 until **11:00 a.m. on April 10, 2017**. Proposals shall be submitted in an envelope clearly labeled "Video Production".

Proposals will be opened by the TCPFA in the River Spirit Expo Administrative Office, 4145 East 21st Street, Tulsa, Oklahoma, 74114 at 1:00 p.m. on April 10, 2017.

"Affidavit for Filing with Competitive Bid" form must be signed, notarized, and returned with proposal or proposal will not be accepted.

The Tulsa County Public Facilities Authority reserves the right to reject any and all proposals and waive informalities or minor irregularities in any proposal.

Respectfully yours,

Jessica Booth
Purchasing Coordinator



REQUEST FOR PROPOSAL – PRODUCTION SERVICES

INTENT:	Tulsa County Public Facilities Authority is requesting proposals for the 2018 and 2019 Tulsa State Fair and any additional TCPFA production services requested, with annual renewal options upon mutual agreement of both parties.
PROJECT TASKS:	The selected production company shall: <ol style="list-style-type: none">1. Provide full service production of the 2018 and 2019 Tulsa State Fair TV and radio commercials; to include the capabilities of film, HD, video, musical composition, voice talent and sound design for up to 8 TV spots and 8 radio spots. May consist of a combination of :15 and :30 TV spots and :30 and :60 radio spots.2. Provide full service production of the 2018 and 2019 Tulsa State Fair Employee Training Video.3. Provide full service production for TCPFA entities on an as needed basis; to be charged at agreed upon fee per requested project.4. To mutually collaborate with Tulsa County Public Facilities Authority's selected Creative Service Agency.5. Attend requested meetings with Tulsa County Public Facilities staff.
PROJECT COSTS:	An annual charge, inclusive of tasks 1, 2, 4 and 5. In addition, please provide an hourly rate for any unrelated projects. It is required to provide pricing for shooting of Tulsa State Fair footage for both years during the 2017 Tulsa State Fair, September 28 – October 8.
FIRM QUALIFICATIONS:	All proposals should include background information in the firm, including, but not limited to: <ol style="list-style-type: none">1. Number of years in business.2. Experience in event/fair or festival branding campaigns.3. Portfolios of previous projects by individuals whom will be working on this specific account.
PROPOSAL SUBMISSION FORMAT:	<p>An original sealed written proposal with 4 copies must be submitted by 11:00 am on April 10, 2017. All proposals will be opened at 1:00 pm on April 10, 2017.</p> <p>For questions or clarification please contact by 12:00 on April 4, 2017:</p> <p>Jessica Booth, Purchasing Coordinator (918) 744-1113 ext. 2045 jbooth@exposquare.com</p> <p>Proposal Submission Address</p> <p>Mail or Delivery: Tulsa County Public Facilities Authority Jessica Booth Sealed Video Production RFP 4145 East 21st Street Tulsa, OK 74114</p>
CONTRACT STATUS:	The response to this proposal will be considered as an offer to contract. Final negotiations on the highest evaluated offer will be conducted to resolve any minor differences and informalities.
EVALUATION CRITERIA:	<ol style="list-style-type: none">1. Qualifications and experience of the company and key individuals performing the work. This will be evaluated based on the breadth and

	<p>depth of the company's experience as a whole in the performance of their duties. 30 Points</p> <ol style="list-style-type: none">2. References from comparable past projects. This will be based upon client references where comparable work was performed. 20 Points3. Demonstrated understanding of the project. This will be based upon the company's description of the project and the proposed approach to providing the required services including the time constraints. 30 Points4. Proposed pricing. 20 Points
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TULSA COUNTY PUBLIC FACILITIES AUTHORITY
AFFIDAVIT FOR FILING WITH COMPETITIVE BID

_____, of lawful age, being first duly sworn, on oath says, that (s)he is the agent authorized by the bidder to submit the attached bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any Tulsa County Public Facilities Authority official or employee as to quantity, quality or price in the prospective contract, or any other terms of said prospective contract; or in any discussions between bidders and any Tulsa County Public Facilities Authority official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

Subscribed and sworn to before me this _____ day of _____, 20 _____.

NOTARY PUBLIC

My Commission expires _____, _____.

NOTE:

Each competitive bid submitted to a county, school district or municipality must be accompanied by this properly completed Affidavit as required by 74 O.S. 1981 § 85.24. Bidder shall be disqualified if Affidavit:

1. Is **not** properly completed.
2. Does **not** accompany bid.