



To: Zero Waste Advisory Commission

From: Bob Gedert, Department Director, Austin Resource Recovery

Date: June 12, 2013

Subject: **Photography and Videography Services**

The purpose of this item is to obtain a favorable ZWAC recommendation for the City Council to authorize negotiation, award and execution of a 36-month service contract with HENNIG PRODUCTIONS, or one of the other qualified proposers for Request for Proposal (RFP) No. SDC0009, for PHOTOGRAPHY SERVICES in an amount not to exceed \$30,345, with three (3) 12-month extension options not to exceed \$10,115 per option, for a total estimated contract amount not to exceed \$60,690; and to authorize negotiation, award and execution of a 36-month service contract with CASTLEVIEW PRODUCTIONS, or one of the other qualified proposers for RFP No. SDC0009, for VIDEOGRAPHY SERVICES in an amount not to exceed \$116,025, with three (3) 12-month extension options not to exceed \$38,675 per option, for a total estimated contract amount not to exceed \$232,050. HENNIG PRODUCTIONS and CASTLEVIEW PRODUCTIONS were the highest scoring proposers meeting the requirements detailed in the RFP.

Background

The Photography and Videography Services are for ARR's Strategic Initiatives Division. This division is responsible for coordinating and managing the department's educational, promotional, marketing and archival activities. Part of this responsibility is to collect and maintain photographs and videos to document and promote a myriad of events, activities, operations, equipment and employees. These services are necessary to document and support ARR's operational, educational, promotional, marketing and archival activities. Without these services, ARR's capacity to collect, maintain and utilize photography and videography for education and promotional purposes would be severely limited.

Contract Timeline

March 25th – RFP Solicitation Issued by City of Austin
April 5th – Pre-Proposal Conference
April 19th – Proposal Due Date
June 12th – ZWAC Meeting
June 27th – Target Date for City Council Consideration/Authorization

Staff Recommendation

Staff recommends City Council authorization for negotiation, award and execution of a 36-month service contract with HENNIG PRODUCTIONS, or one of the other qualified proposers for Request for Proposal (RFP) No. SDC0009, for PHOTOGRAPHY SERVICES in an amount not to exceed \$30,345, with three (3) 12-month extension options not to exceed \$10,115 per option, for a total estimated contract amount not to exceed \$60,690; and to authorize negotiation, award and execution of a 36-month service contract with CASTLEVIEW PRODUCTIONS, or one of the other qualified proposers for RFP No. SDC0009, for VIDEOGRAPHY SERVICES in an amount not to exceed \$116,025, with three (3) 12-month extension options not to exceed \$38,675 per option, for a total estimated contract amount not to exceed \$232,050.