

## **AWWOA Request for Quotation (RFQ) September 2, 2021**

### **Introduction:**

The AWWOA operates various programs and creates various training and support materials for operators of water and wastewater facilities and systems, and wishes to engage the services of a video production firm to develop a video tour of the chlorination process at the City of Red Deer Water Treatment Plant.

### **Description of Services**

#### **Deliverables**

- Meet with AWWOA representatives to plan and schedule video needs and logistics.
- Onsite high quality digital video and audio production. (filmed at the City of Red Deer Water Treatment Plant)
- Provision of narrating “voice over” within the video (AWWOA will provide the narrator)
- Title page/ video intro formatting and synopsis within the video.
- Addition of an acknowledgement display at the end of the video.
- A final edited video to the satisfaction of the AWWOA totaling a minimum of one (1) hour in length. Provision of five (5) copies of the video on five individual USB memory drives.

#### **Firm Requirements:**

- Quotations will only be accepted from firms located within Alberta that can clearly illustrate their video production experience.
- Special consideration will be given to any firm that has experience in developing videos within the Water and Wastewater industry.
- The firm must be able to commit the necessary resources to complete the video including a project team that will work with the AWWOA and its agents from the planning to production, editing and provision of the final edited video.
- The firm must possess commercial liability insurance with 2 million dollars coverage and be able to provide a letter from their insurance agent stating as such.

#### **Suggested Timelines for delivery:**

- Meet with AWWOA representatives in mid to late September to plan logistics and timelines.
- Shoot videos onsite in late September / early October.
- Perform video editing in mid-October
- Finalize video and deliver to AWWOA by November 1, 2021. This timeline may be adjusted upon agreement by both parties.

#### **RFQ Submissions:**

Any questions regarding this RFQ can be submitted to Dan Rites, AWWOA Executive Director at: [drites@awwoa.ca](mailto:drites@awwoa.ca)

Please submit your quotation to provide all the services noted above, plus any and all related work required to complete the video in one total lump sum by 2:00pm September 15, 2021 to: [connect@awwoa.ca](mailto:connect@awwoa.ca)

Or by mail to:

Alberta Water & Wastewater Operators Association  
10806 – 119 Street Edmonton, Alberta T5H 3P2