

SECTION 3

RESPONDENT INFORMATION

Please answer all questions below

1. What is the name of your company?

Bloomfield Community Television (BCTV), Bloomfield Township

2. When was the company established and in what state?

BCTV opened in 1985, the Township incorporated in 1827 in the State of Michigan.

3. Has the company ever done business under another name? no

What names and what years? NA

4. Is the company an individual, a partnership, a corporation, a joint venture, or other?

Government entity

5. If the company has ever declared bankruptcy under the present name or a former name, please explain the circumstances. No

6. Have any of the principal officers, President, Vice-President, Treasurer, etc., ever filed bankruptcy. Provide details (years in the company, reason for filing). No

7. Summarize the company's experience in cable television local government program services (years, type of work, location, etc)

BCTV has been operating community access programming since 1985 for Bloomfield Township and Bloomfield Hills. Since 2002, BCTV has provided cable services for the Birmingham Area Cable Board, which includes residents of Birmingham, Bingham Farms, Beverly Hills and Franklin. Please see attachments E, F and G for contract and production details.

8. Is the company a bona fide contractor providing services in accordance with federal laws and regulations? If not, explain. YES

9. List the principals in the company, their titles, and areas of specialty and expertise.

Carrie LeZotte, Director of Cable & Community Relations, operates as Executive Producer of all programming and budget management (since 2022), Steve Rota (1998) and Greg Black (2014), both Operation Managers for Cable and Community Relations, respectively. Please see resumes for additional background and expertise.

10. Are all company personnel who would be assigned to this account trained in video production? If not, explain.

Additional full-time personnel coordinate community engagement and social media.

11. List the company personnel who would be assigned to this account, their titles, areas of expertise, degrees, years of experience, and tenure with the company. Please see the answer to question nine. In addition, James Drum, Senior Production Specialist, would be assigned to this contract. Bloomfield Township full-time staff would provide additional marketing, communication, engagement and human resources support.

BCTV would additionally hire new six PT Bloomfield Township employees to support the GWBCC Contract, with preference given to staff currently employed under contract to GWBCC.

Pay ranges for these jobs:

- Producer/On-air Talent \$21.59 - \$28.72
- Videographer/Editor \$19.99 - \$26.59
- Producer/Editor \$18.51 - \$24.62
- Cable & Community Relations Assistant \$13.99 - \$18.61

20 current part-time BCTV cable staff will serve as backup and two full-time Bloomfield communication employees offering expertise. Please see selection of resumes and supporting materials.

12. Would any company services be provided by subcontractors? Explain. No

13. List clients, up to five, for which the company has provided work similar to that described in this RFP, including addresses, contact names, and telephone numbers.

1. City of Bloomfield Hills, 45 E Long Lake Road, Bloomfield Hills, MI 48304
Phone: 248-644-1520 Contact: Amy Burton ABurton@bloomfieldhillsmi.net
2. Village of Franklin, 32325 Franklin Rd., Franklin, MI 48025, 248-626-9666
Contact: Dana Hughes, dhughes@franklinvillagemi.gov
3. City of Birmingham, 51 Martin Street, Birmingham, Michigan 48009 248.530.1800
Contact: Elaine McLain ekmclain@gmail.com
4. Village of Bingham Farms, 24255 Thirteen Mile Road, Suite 190, Bingham Farms, MI 48025 Phone: (248) 644-0044 Contact: Ken Marten kmarten@binghamfarms.org
5. Birmingham Area Cable Board, Gil Gugni, Chairman, ggugni50@gmail.com,
Birmingham Area Cable Board, 248-336-9445 Cathy White, Executive Director
execdir@birminghamareacableboard.org

14. Summarize all experience company personnel have had in budgeting or compliance with established purchasing guidelines, including any experience with public entity budgeting.

Director Carrie LeZotte has been managing the \$1.5 million budget for Cable & Community Relations since being employed by Bloomfield Township in 2022. Operations Manager Steve Rota has overseen purchasing and evaluation of equipment for BCTV and the BACB since 2007.

15. List all awards the company has won and all awards, recognition, and certificates company personnel have earned in a video-related field.

Please see attachment and resumes for a more comprehensive list. Recent highlights include 2023 Award of Distinction and Award of Honor for the Bloomfield Township Police Department Social Media Recruitment Campaign and Midnights with the Bloomfield Township Police Department, respectively.

16. Can the company meet the following insurance requirements?

YES X NO

The Contractor shall secure and maintain during the term of this contract insurance in the types and amounts specified below, from an insurance agency authorized to do business in the State of Michigan, whose rating is satisfactory to West Bloomfield Township's Risk Management Advisor. The Contractor shall be required to provide a certificate of insurance evidencing the required coverage prior to execution of the contract and the policies shall include the additional insured language. In addition, a copy of your current insurance coverage should be attached to this bid.

The contractor, or any of their subcontractors, shall not commence work under this contract until they have obtained the insurance required under this paragraph and shall keep such insurance in force during the entire life of this contract. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan and acceptable to the Commission. The requirements below should not be interpreted to limit the liability of the Contractor. All deductibles and SIR's are the responsibility of the Contractor.

The Contractor shall procure and maintain the following insurance coverage:

1. Worker's Compensation Insurance including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.
2. Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$2,000,000 per occurrence and aggregate. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent; (E) Deletion of all Explosion, Collapse, and Underground (XCU) exclusion, if applicable. Coverage limit may be obtained using primary and excess/umbrella following form liability coverage.
3. Automobile Liability Insurance including Michigan No-Fault Coverages, with limits of liability not less than \$1,000,000 per occurrence, combined single limit for Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
4. Excess Liability Insurance in the amount of \$1,000,000 per occurrence and aggregate. Coverage must follow form of the primary liability policies, including but not limited to additional insured and primary/non-contributory coverage.
5. Additional Insured: Commercial General Liability and Automobile Liability, as described above, shall include an endorsement stating that West Bloomfield Township, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof are additional insured. It is understood and agreed by naming West Bloomfield Township as additional insured, coverage afforded is considered primary and any other

insurance West Bloomfield Township may have in effect shall be considered secondary and/or excess.

6. Owners' and Contractor Protective Liability: The Contractor shall procure and maintain during the life of this contract, a separate Owners' and Contractor's Protective Liability Policy with limits of liability not less than \$1,000,000 per occurrence and aggregate for Personal Injury, Bodily Injury, and Property Damage. The Owner shall be "Named Insured" on said coverage.
7. Cancellation Notice: All policies, as described above, shall include an endorsement stating that is it understood and agreed Thirty (30) days, Ten (10) days for non-payment of premium, Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to: *Greater West Bloomfield Cable Communications Commission, 4510 Walnut Lake Road, West Bloomfield, MI 48325-0130 Attention: Dave Albery*
8. Proof of Insurance Coverage: The Contractor shall provide The Owner at the time that the contracts are returned by him/her for execution, a Certificate of Insurance as well as the required endorsements. In lieu of required endorsements, if applicable, a copy of the policy sections where coverage is provided for additional insured and cancellation notice would be acceptable.
9. Expiration. If any of the above coverages expire during the term of this contract, the Contractor shall deliver renewal certificates and endorsements to The Owner at least ten (10) days prior to the expiration date.

17. In accordance with Michigan Public Act 517 of 2012, the Iran Economic Sanctions Act, MCL 129.311, et seq., effective date 4/1/13, all Respondents must certify that they are not an "Iran Linked Business" in order to submit a proposal. The act prohibits individuals who have economic relations with Iran from submitting proposals in response to RFPs issued by the state or any other public entities. The act also includes penalty provisions for submittal of false certifications.

**VENDOR CERTIFICATION
THAT IT IS NOT AN
"IRAN LINKED BUSINESS"**

Pursuant to Michigan law, (the Iran Economic Sanctions Act, 2012 PA 517, MCL 129.311 et seq.), before accepting any proposal, or entering into any contract for goods or services with an prospective Vendor, the Vendor must first certify that it is not an "IRAN LINKED BUSINESS", as defined by law.

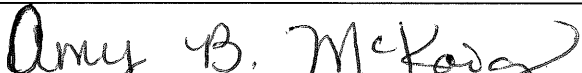
VENDOR	
Legal Name	Charter Township of Bloomfield
Street Address	4200 Telegraph Road
City	Bloomfield Township
State and Zip	Michigan 48303
Corporate ID # / State	38-6000242
Taxpayer ID #	38-6000242

(Please complete in its entirety)

The undersigned, with: 1) full knowledge of all of Vendors business activities, 2) full knowledge of the requirements and possible penalties under the law MCL 129.311 et seq., and 3) the full and complete authority to make this certification on behalf of the Vendor, by his/her signature below, certifies that: the Vendor is NOT an "IRAN LINKED BUSINESS" as required by MCL 129.311 et seq., and as such that Vendor is legally eligible to submit a bid and be considered for a possible contract to supply goods and/or services to the Greater West Bloomfield Cable Communications Commission.

Signature of Vendor's Authorized Agent: 

Printed Name of Vendor's Authorized Agent: Carrie Lezotte

Witness Signature: 

Printed Name of Witness: Amy B. McKaig

18. Please describe, in your own words, why your company is particularly qualified to produce all required community programming, pursuant to the document "GWBCCC Programming Services", to be cablecast on cable channels and on the internet. Include experience in social media presentation, analysis of social media metrics, marketing, promotion, and revenue generation, including working with a tax-exempt non-profit organization. Also include your company's plan of action to accomplish the Commission's objectives in these areas.

19. Conclude your responses with the following statement and the signature of a company representative, name of the company, address, telephone number, email address, and date of completion.

THE FOREGOING IS A TRUE STATEMENT OF FACTS

"THE FOREGOING IS A TRUE STATEMENT OF FACTS"

Representative	Carrie LeZotte
Company Name	Charter Township of Bloomfield
Address	4200 Telegraph Road
Address 2	
City/State/Zip	Bloomfield Township, MI 48303
Telephone	248-433-7791
Email Address	clezotte@bloomfieldtwp.org
Date of Completion	11/1/24
Signature	