



**CITY OF EAST PROVIDENCE**

**IT DEPARTMENT**

**WEBSITE ADVERTISEMENT**

**VIDEO PRODUCTION AND VIDEOGRAPHY SERVICES**

**RFP NO. EP19/20-33**

**REQUEST FOR PROPOSALS**

**BID OPENING DATE TUESDAY, OCTOBER 6, 2020 AT 11AM**

The City of East Providence is seeking proposals from qualified vendors to provide video production and videography services for hybrid in person Zoom meetings for the City Council and Planning and Zoning Boards required for public hearings. The video production and videography services will be contracted annually at the City's discretion. Bidders must complete and submit all requirements on or before the specified time and date. The proposal must be signed by the Bidder's authorized representative, indicating that, if selected, the Bidder's authorized requirements. The proposal shall remain valid for sixty (60) days following the due date.

Specifications may be downloaded from the City's website under Current Bids. <http://www.eastprovidence.com/content/9457/10056/default.aspx>

Three (3) copies of the proposal shall be submitted in one (1) sealed envelope to the Controller's Office, Attn: Procurement Specialist, Room 103, City Hall, 145 Taunton Ave., East Providence, RI 02914 no later than **TUESDAY, OCTOBER 6, 2020**. The bids will be publicly recorded. Bids received with a time of 11:01 AM or later will be rejected. The envelope needs to be marked **BID EP19/20-33**

The City reserves the right to waive any informality in or to reject any or all bids if deemed to be in its best interest.

A pre-bid Zoom meeting will be held on **THURSDAY, SEPTEMBER 24, 2020 at 2PM**. An invite to this meeting will be sent to all interested parties. Please email Kelly Ahrens, IT Director [KAhrens@eastprovidenceri.gov](mailto:KAhrens@eastprovidenceri.gov) to RSVP.

Equal Opportunity/Affirmative Action Employer

Dawn Kenney, Procurement Specialist

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