



OPEN CALL FOR PUBLIC PROPOSALS

PSS Closure Video Project

Municipal Context

The Town of Penetanguishene has recently purchased the property and land at 51 Dunlop Street which was the Penetanguishene Secondary School from 1966-2016. On May 26, 2021 Council supported the staff recommendation to promptly proceed with demolition and asbestos abatement of the building. As part of the recommendation to demolish, staff recommended a variety of ideas that staff could explore to provide the community with closure prior to demolition of the building. One of the recommended projects was to create a video presentation of memories, photos and stories about life at the school and what it meant to the community.

Purpose

In order to capture the essence of what was Penetanguishene Secondary School, the Penetanguishene Centennial Museum & Archives will work with a video production service provider to develop a video presentation of memories, photos and stories about life at the school and what it meant to the community. Should the provincial restrictions surrounding the COVID-19 pandemic allow it, the resulting film will be viewed by the public on the grounds of 51 Dunlop Street, prior to its demolition. The video will also become part of the Museum's treasured archives.

Opportunity

The Town of Penetanguishene is seeking submissions from experienced and qualified video production service providers to create a short documentary style video commemorating the essence of what was Penetanguishene Secondary School, which was located at 51 Dunlop Street, Penetanguishene.

The Town has released a call to action requesting that members of the public submit stories, pictures, video clips and memorabilia that could be included in the making of the video. These items are currently being accepted by the Town and will be provided to the successful proponent. The successful proponent will have access to the building for filming purposes through coordinated visits with Town staff however these visits will be limited.

Scope of work required for this video production includes creative concept, scripting, production and filming details, editing, sound, supplies, services and equipment for a video capturing the closure of the Penetanguishene Secondary School building.

Budget

The proposed budget should include a breakdown of fees for professional services, hours, and administrative services, including taxes.

There is no set budget for this project; however, proposals will be assessed for cost effectiveness related to other proposals received. Budget submissions should reflect actual costs.

Evaluation Criteria

The Evaluation Team will evaluate each proposal based on criteria that will include, but not necessarily be limited to, the following:

- Experience and expertise
- Creative concept
- Budget
- Understanding of the purpose and expectation for this project.

Important Dates

Release of Call Open Call for Proposals: July 2, 2021

Submission Deadline: July 19 by 11:00 a.m.

Anticipated Date of Award of Contract: July 30, 2021

Video submitted to Town by: September 15, 2021

Anticipated Facility Demolition (not confirmed): October 1, 2021

Closing Location: 10 Robert Street West, Penetanguishene, Ontario L9M 2G2.

Closing Time: 11:00 a.m.

It is the recipient's responsibility to ensure that the Town of Penetanguishene receives its Proposal prior to the stated closing time. Submissions may be emailed or submitted in person. Proposal submitted must be clearly marked as follows:

PSS Closure Video Project

Project Number: 2021-16

**Attention: Nicole Jackson, Curator/Museum Supervisor, Town of Penetanguishene
njackson@penetanguishene.ca**

Mailing Address:

10 Robert Street West

P.O. Box 5009

Penetanguishene, Ontario

L9M 2G2

Selection Panel

The Selection Panel for the Penetanguishene Secondary School Closure Video Project will be the PSS Steering Committee. The Committee consists of members of the public and staff of the Town of Penetanguishene.

Submission Requirements:

- **Proposal**

Please provide a project proposal with a concept for a video commemorating the closure of the Penetanguishene Secondary School building.

- **Company CV**

Provide your name, address, phone number, email address, website or social media sites and details of all experience related to video production.

- **Budget**

Please provide a detailed budget outlining all costs related to the project.

- **References**

Please provide at least one reference and their contact together with information regarding the project.

- **Insurance Requirements**

Each proponent must be capable of providing proof of insurance which will identify that there is a Commercial General Liability insurance policy with minimum limit of \$2,000,000 per occurrence that insures against third party claims for bodily injury (including death), personal injury and/or property damage as a result of actual or alleged negligence of the Contractor. If your proposal includes the usage of a drone, a minimum of \$1 million UAV liability insurance is required. These policies shall include:

- 1) The Corporation of the Town of Penetanguishene as Additional Insured
- 2) Cross Liability / Severability of Interests clause
- 3) Contractual Liability
- 4) Minimum thirty (30) day's written notice of cancellation or non-renewal to the Town
- 5) Products / Completed Operations Hazard

- **Accessibility For Ontarians With Disabilities Act (AODA) confirmation**

Each proponent must be capable of providing confirmation of the completion of AODA training. The Town of Penetanguishene has a training document for awarded vendors who currently do not have the AODA training.

- Workplace Safety and Insurance Board (WSIB)

If applicable, the awarded proponent must submit a current WSIB certificate prior to the start of work.

For further requests for information or to submit questions contact: Nicole Jackson,
Curator/Museum Supervisor,
Email: njackson@penetanguishene.ca | Phone: 705-549-7453 ext. 401