



Municipality of East Ferris

Request for Digital Video and Photography Services

January 14th 2019

The Municipality of East Ferris has a \$4,000 budget (to include taxes) to produce a short 5 minute video. The video project is entitled “New Municipal Office Business Case.” We are interested in your services to produce the video, given your listing in the Three Best Rated videographers for North Bay. The video will be used to illustrate the business case for a new municipal office when meeting with influencers, lenders and government officials. It will highlight all of the current building problems and why it has been declared obsolete. The final product you provide must be in a form that is easy to load and play on a laptop or an I Pad. It must not be too slick or polished but engaging and somewhat fast paced.

The video is required by Friday, February 12th 2019. While the precise script will be finalized with you on January 25th, the Municipality will supply a draft list of topics, suggested cast and casting locations as per Appendix A. Also included in Appendix A is a tentative schedule.

The budget includes converting the script into a workplan, story boards (can be verbal), scheduling, shooting / filming, post production editing, addition of animations / sub-titles, mileage, food, lighting, equipment, setup, crew and photographs. All materials to be completed and remitted to the Municipality of East Ferris will be the sole property of the Municipality. The Municipality will agree to provide a deposit in the amount specified and the payment balance will be owed 30 days following February 12th, 2019.

Jason Trottier, CAO & Treasurer, Municipality of East Ferris, January 23rd, 2019

Name of Company Representative, January 23rd, 2019

Appendix A

Administration	Location	Date
Meeting /	Corbeil	January 21st
Workplan	Corbeil	January 23rd
Story Boards (verbal)	Corbeil	January 25th
Filming	Corbeil	January 31st
Filming / photographs	Corbeil	February 1st
1 st Draft Video Review	Corbeil	February 5th
2 nd Video Review	Corbeil	February 8th
Video Delivery	Corbeil	February 12th
Script	Location	Date
Interview with Mayor <ul style="list-style-type: none"> The 1,100 sq. ft. office was built in 1967 for a staff of 3 given a municipal population of 1,200. Office expanded by 500 sq. ft. in 70s when a 2 bay fire hall was added for a few volunteer firefighters and first responders. . Today staff of 10 and 12 volunteer firefighters given a population of 5,000 in this office. Interview with CAO <ul style="list-style-type: none"> A fully depreciated asset, with its economic and physical useful life surpassed. Declared obsolete by Council and building professionals. The Municipality needs a new office from both a public and staff perspective. 	In front of Municipal Office	January 31st
Welcome to East Ferris...move through a series of quick shots <ul style="list-style-type: none"> Paul Gervais up on ladder changing Council date and lacking letters Car arriving with 2 seniors (1 in a wheel chair) ...quickly move to citizen pushing wheel chair through snow to front door ...to point out not accessible friendly In small lobby have senior ask to use washroom...and witness explanation to go back outside through side door...see wheel chair leaving as 2 citizens arrive Citizens to start talking about tax arrears as 3 professionals arrive for a business meeting ...showcase lack of room in lobby ...and inability to privately discuss tax arrears... hear staff explain no meeting room to go to Switch back to wheel chair going through side door...through office...to far away bathroom ...and then on way back trying to enter an office that does not meet accessibility standards... 	Parking lot Office in Corbeil Front door Lobby Side entrance for wheel chairs	January 31st
Meeting in Municipal Office <ul style="list-style-type: none"> Have Planner come and greet 3 professionals... bring to office...point out no place to put coats... only 2 chairs... 3rd professional has to stand... hear professionals ask to go to a meeting room and Planner reply there is none...hear them ask to discuss file and Planner replying unfortunately that file in storage in North Bay... have them startled by disruption in hallway with Planner going out to ask Building Official to lower sound of his teleconference (no discussions are confidential)... Have CAO explain that there is no meeting room for staff or Council to meet with citizens, ratepayers, professionals...no Council Chambers and public consultations... Move to Building Official... have him looking at large plans spread over his desk...have Engineer enter and ask him to look at other plans and problems this 	Lobby Planner's Office Building Official Office Front Office	January 31st

<p>causes...</p> <ul style="list-style-type: none"> • Move to front office desk area and have CAO state no room for auditors, summer students, interns, consultants...added staff • Move to kitchen... see staff standing around for lunch • Show staff washing dishes in bathroom sink ... see staff putting dirty mop in washroom sink to clean up a mess in hallway • Have CAO explain lunch room: minimal space, No place to eat lunch and so staff eat over keyboards, No sink to wash dishes and mugs, currently washed in bathroom sinks, Hot water tank: insufficient and so takes a while to get hot water. Electrical: certain items cannot be plugged in with other items or the electrical panel trips. • Move to CAO's office ...and see crammed room with personnel standing as no room to meet • Move to Clerk's office and witness CAO asking for Council meeting in Corbeil Park Hall... have Clerk explain space in high demand as also the Active Living Centre for 450 Seniors and the main meeting spot for the East Ferris Knights of Columbus, the Busy Bees, the Catholic Womens League, Seniors Villa, Ste-Theresa funeral luncheons and for many other community activities ... show filled page of the online Facilities Booking Form that is fully filled <p>Security Issues</p> <ul style="list-style-type: none"> • Move to Clerk...have her describe files that are not fire proof...have her highlight problems with photocopying many documents in hall as people walk behind • Show attic storage footage... • Show crammed computer room ...have Clerk explain No secure/fire proof storage for permanent records (by-laws, minutes, etc);No IT room with proper ventilation to ensure systems work correctly and do not overheat; No photocopier room – no room to organize prints and put documents together No janitorial room – no segregated place to store cleaning supplies and cleaners need to use smaller buckets to fill their mop bucket using washroom sinks; Outdated phone system with parts no longer available; 	<p>Kitchen</p> <p>Hallway</p> <p>Bathroom</p> <p>CAO Office</p> <p>Clerk Office</p> <p>Corbeil Park Hall</p> <p>Photocopy Room</p> <p>Storage Room</p> <p>Computer Room</p>	
<p>Critter Problems</p> <ul style="list-style-type: none"> • Shot of snake on floor • Shot of spiders • Have CAO explain lack of security 	<p>Hallway (purchase plastic snakes and spiders)</p>	<p>January 31st</p>
<p>Structural Problems</p> <ul style="list-style-type: none"> • Storm waters: Seep into septic system increasing the frequency for pump-outs. • Septic system: past its useful life. • Water well system: not connected to office generator therefore, when power is out, toilets can't flush and office must close due to lack of water and washroom facilities. • Building: The building has flooding issues (2 to 4 times per year), basement was filled in due to flooding and odour problems leaving an unusable crawl space. ...show photos of basement... • In summer ventilation problems... overall numerous HVAC problems, unhealthy building with poor air circulation, odour problems... running 5 separate air conditioners in the summer months – not all workers work in areas that are air conditioned.. • Expensive and unbalanced hydro baseboard heating systems. • 	<p>Photos</p> <p>Basement crawl space</p>	<p>January 31st</p>
<p>Fire Hall</p> <ul style="list-style-type: none"> • Show 12 Firefighters standing in middle trying to do training • Chief to explain lack of equipment and apparatus storage, fire fighters donning gear as trucks exhaust pipes running, no shower to clean-up 	<p>Fire Hall</p>	

<p>Parking Lot</p> <ul style="list-style-type: none"> • Shots of dangerous parking lot filled with buses as a fire truck enters • Shots of citizens at postal box • Chief to explain problem in the winter with the outdoor rink...and in the summer with children's soccer, beach volleyball, tennis, walking trails...and cultural and social activities at the Corbeil Park Hall • Provide snapshot of number of calls Firefighters go on...to highlight a busy spot 	<p>Parking Lot</p>	<p>January 31st</p>
<p>Ste-Theresa</p> <ul style="list-style-type: none"> • Mayor and CAO together to explain Council had purchased a property • Major oil spill • No end in site as the oil gravitates to highway, affordable senior homes and historical Lavasse River that was used by the Canadian Voyageurs. 	<p>Ste-Theresa</p>	<p>January 31st</p>
<p>Welcome sign Astorville – Corbeil</p> <ul style="list-style-type: none"> • Photos and comments Longlade / Auditor (lean & mean organization), Mitchell / Architect (detailed Facilities Review), Germain / Lawyer (being held hostage from space they need) , Krieg / Engineers (Facilities Review) 		
<p>Photo of North Bay City Hall...other nice offices nearby???</p>		