

Hesperia Recreation and Park District  
Notice Inviting Proposals #2024-04-01  
District-Wide Videography



**RECEIPT OF PROPOSALS:** Proposals addressed to the attention of Hesperia Recreation and Park District will be received at the office of the District located at 16292 Lime Street, Hesperia, CA 92345, mailing address P.O. Box 401055, Hesperia, CA 92340, until 3:00 p.m. on Friday, May 24, 2024.

**DESCRIPTION OF WORK:** Furnish all materials, equipment, and labor necessary for professional videography, drone footage, photography, and/or video editing of District events, classes, programs, parks, facilities, and/or activities. (See page 3).

**LIABILITY:** Hesperia Recreation and Park District (HRPD) and the Hesperia Area Recreation District Foundation (HARD) assume no liability for you, your company, your staff, or equipment due to theft or destruction. Before execution of the contract, the selected Contractor is obligated to provide evidence of liability insurance to include: Worker's Compensation Insurance of \$1,000,000 per occurrence, General Liability insurance of \$2,000,000 per occurrence and, Automobile Liability and Professional Liability insurance of not less than \$1,00,000 per occurrence and \$2,000,000 in aggregate, and Aviation Liability Insurance: On an "occurrence" basis, including products and completed operations, property damage, bodily injury with limits no less than \$1,000,000 per occurrence, and \$2,000,000 in the aggregate.

**COMPLETION OF WORK:** All setup work must be completed and tested no less than 90 minutes prior to each District event time. Access for prior setup will be allowed for each event. Work performed must be in compliance with all State, County, and Local codes. Contractor must have backup equipment, including, but not limited to video camera, cameras for still photos, if required, drones, drone batteries, required sound, lighting, and audio recording equipment.

**TIME:** Proposal submitted must be honored for a period of ninety days from the date of submission.

**NOTE:** Contractor must hold (or be able to acquire) any licensing, permits, or insurance required.

**PROJECT ADMINISTRATION:** All questions relative to these projects shall be directed to the Project Supervisor for the project at least five calendar days prior to the proposal deadline:

Hesperia Recreation and Park District  
16292 Lime Street/P.O. Box 401055  
Hesperia, CA 92340  
Telephone (760) 244-5488  
[kgarcia@hesperiaparks.com](mailto:kgarcia@hesperiaparks.com)  
Attn: Karabeth Garcia

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**HRPD'S RIGHTS RESERVED: HRPD reserves the right to reject any or all proposals, to award parts of the project to the same or separate contractor, to resolve ambiguity, to waive any informality in a proposal, and to make or reject awards in the best interests of HRPD.**

Date: \_\_\_\_\_

HESPERIA RECREATION AND  
PARK DISTRICT

Publish Date: April 26, 2024

BY: \_\_\_\_\_

Calvin Louie  
Acting General Manager

Hesperia Recreation and Park District  
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**DESCRIPTION OF NEEDS**

**Preliminary One-Time need, to be revisited from time to time:**

**1. "About Us" Video**

(One video)

Introductory video of the HRPD highlighting history, mission, and core values.

**2. "About Us" Video in Spanish**

(One video)

Introductory video of the HRPD highlighting history, mission, and core values in Spanish.

**3. Spotlight Videos of Parks and Facilities**

(Pricing provided per video)

One video for each HRPD park and facility highlighting the location, attributes, characteristics, and key features.

**Ongoing need to be provided for a one-year term from the execution of this agreement:**

**4. Live Event Coverage**

(Pricing provided "per event")

Video and photography coverage of events hosted by HRPD, including a recap video of the event, and at least 20 professional photos of the event.

**5. Informative Videos on Activities and Classes**

(Pricing provided "per activity")

Class/Activity type, location, benefits, how to sign up, and who qualifies.

**6. Monthly Update**

(Pricing provided "per month")

Update the public on projects, progress, news, etc.

**7. Add-On Content for Social Media Posts**

(30 videos per year)

Reels formatted for social media highlighting HRPD and its parks and facilities.

**8. Social Media Management**

(Pricing provided "per year")

Work with the District to post content on social media on platforms including Facebook and Instagram. Advise District staff of social media trends, and other possible platforms.

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*All images supplied to the HRPD and/or the Hesperia Area Recreation District Foundation (HARD) shall be the property of the District and HARD and shall not be used by the PHOTORAPHER without prior written consent by the District and/or HARD.*

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**CONTRACTOR'S PROPOSAL**

Date \_\_\_\_\_ 20\_\_\_\_

**To the Hesperia Recreation & Park District Board of Directors:**

The Undersigned hereby declares:

- (a) That the only persons or parties interested in this proposal as principals are the following:

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(If the bidder is a corporation, give the name of the corporation and the name of its president, secretary, treasurer, and manager. If a co-partnership, give the name under which the co-partnership does business, and the names and addresses of all co-partners. If an individual, state the name under which the contract is to be drawn.)

- (b) That this bid proposal is made without collusion with any person, firm, or corporation.
- (c) That he has carefully examined the location of the proposed work, has familiarized themselves with all of the physical and climatic conditions, and makes this bid proposal solely upon their own knowledge.
- (d) That by submitting this bidder's Proposal, they acknowledge receipt and knowledge of the contents of those communications sent by the District to them at the address furnished by him to the District when this bid proposal form was obtained.
- (e) That he has carefully examined the specifications, both general and detailed, and communications sent to them as aforesaid, and makes this bid proposal in accordance therewith.
- (f) That, if this bid proposal is accepted they will enter into a written contract for the performance of the proposed work with the District.
- (g) That they propose to enter into such contract and to accept in full payment for the work actually done thereunder the prices shown in the attached schedule. It is understood

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and agreed that the quantities set forth are estimates, and that the unit prices will apply to the actual quantities whatever they may be.

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Print Name and Company Name of Bidder

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Street Address

City

Zip Code

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Telephone Number

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Signature of BIDDER

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*Continued..*

**BID PROPOSAL FORM**  
 Please include a one-minute (two-minute maximum)  
 demo of your work with your submission.

1	<b>"About Us" Video</b>	(1) Video	\$
2	<b>"About Us" Video in Spanish</b>	(1) Video	\$
3	<b>Spotlight Videos of Parks and Facilities</b>	Per Video	\$
4	<b>Live Event Coverage</b>	Per Event	\$
5	<b>Informative Videos on Activities and Classes</b>	Per Activity	\$
6	<b>Monthly Update</b>	Per Month	\$
7	<b>Add-On Content for Social Media Posts</b>	(30) Videos/Year	\$
8	<b>Social Media Management</b>	Per Year	\$
<b>Total Bid</b> <i>(Add Items 1 - 8)</i>			\$

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Company Name

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Address

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City, State, Zip

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Phone Number

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Print Name

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Signature

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Date