

COUNTY OF MONTEREY STANDARD AGREEMENT

This **Agreement** is made by and between the County of Monterey, a political subdivision of the State of California (hereinafter “County”) and:

Vatsula Visuals

(hereinafter “CONTRACTOR”).

In consideration of the mutual covenants and conditions set forth in this Agreement, the parties agree as follows:

1.0 GENERAL DESCRIPTION:

The County hereby engages CONTRACTOR to perform, and CONTRACTOR hereby agrees to perform, the services described in **Exhibit A** in conformity with the terms of this Agreement. The goods and/or services are generally described as follows:

Provide: Broadcasting and video production services.

2.0 PAYMENT PROVISIONS:

County shall pay the CONTRACTOR in accordance with the payment provisions set forth in **Exhibit A**, subject to the limitations set forth in this Agreement. The total amount payable by County to CONTRACTOR under this Agreement shall not exceed the sum of: \$715,000.00

3.0 TERM OF AGREEMENT:

3.01 The term of this Agreement is from July 1, 2023 to June 30, 2028, unless sooner terminated pursuant to the terms of this Agreement. This Agreement is of no force or effect until signed by both CONTRACTOR and County and with County signing last, and **CONTRACTOR may not commence work before County signs this Agreement.**

3.02 The County reserves the right to cancel this Agreement, or any extension of this Agreement, without cause, with a thirty day (30) written notice, or with cause immediately.

4.0 SCOPE OF SERVICES AND ADDITIONAL PROVISIONS:

The following attached exhibits are incorporated herein by reference and constitute a part of this Agreement:

Exhibit A Scope of Services/Payment Provisions

Exhibit B Other: Copyright and Ownership, **Exhibit C:** Emergency Video Productions, **Exhibit D:** Production Requirements.

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Agreement ID: July 1, 2023 - June 30, 2028

5.0 PERFORMANCE STANDARDS:

- 5.01 CONTRACTOR warrants that CONTRACTOR and CONTRACTOR's agents, employees, and subcontractors performing services under this Agreement are specially trained, experienced, competent, and appropriately licensed to perform the work and deliver the services required under this Agreement and are not employees of the County, or immediate family of an employee of the County.
- 5.02 CONTRACTOR, its agents, employees, and subcontractors shall perform all work in a safe and skillful manner and in compliance with all applicable laws and regulations. All work performed under this Agreement that is required by law to be performed or supervised by licensed personnel shall be performed in accordance with such licensing requirements.
- 5.03 CONTRACTOR shall furnish, at its own expense, all materials, equipment, and personnel necessary to carry out the terms of this Agreement, except as otherwise specified in this Agreement. CONTRACTOR shall not use County premises, property (including equipment, instruments, or supplies) or personnel for any purpose other than in the performance of its obligations under this Agreement.

6.0 PAYMENT CONDITIONS:

- 6.01 Prices shall remain firm for the initial term of the Agreement and, thereafter, may be adjusted annually as provided in this paragraph. The County does not guarantee any minimum or maximum amount of dollars to be spent under this Agreement.
- 6.02 Negotiations for rate changes shall be commenced, by CONTRACTOR, a minimum of ninety days (90) prior to the expiration of the Agreement. Rate changes are not binding unless mutually agreed upon in writing by the County and the CONTRACTOR.
- 6.03 Invoice amounts shall be billed directly to the ordering department.
- 6.04 CONTRACTOR shall submit such invoice periodically or at the completion of services, but in any event, not later than 30 days after completion of services. The invoice shall set forth the amounts claimed by CONTRACTOR for the previous period, together with an itemized basis for the amounts claimed, and such other information pertinent to the invoice. The County shall certify the invoice, either in the requested amount or in such other amount as the County approves in conformity with this Agreement and shall promptly submit such invoice to the County Auditor-Controller for payment. The County Auditor-Controller shall pay the amount certified within 30 days of receiving the certified invoice.

7.0 TERMINATION:

- 7.01 During the term of this Agreement, the County may terminate the Agreement for any reason by giving written notice of termination to the CONTRACTOR at least thirty (30) days prior to the effective date of termination. Such notice shall set forth the effective date of termination. In the event of such termination, the amount payable under this Agreement shall be reduced in proportion to the services provided prior to the date of termination.

7.02 The County may cancel and terminate this Agreement for good cause effective immediately upon written notice to CONTRACTOR. “Good cause” includes the failure of CONTRACTOR to perform the required services at the time and in the manner provided under this Agreement. If County terminates this Agreement for good cause, the County may be relieved of the payment of any consideration to CONTRACTOR, and the County may proceed with the work in any manner, which County deems proper. The cost to the County shall be deducted from any sum due the CONTRACTOR under this Agreement.

7.03 The County’s payments to CONTRACTOR under this Agreement are funded by local, state and federal governments. If funds from local, state and federal sources are not obtained and continued at a level sufficient to allow for the County’s purchase of the indicated quantity of services, then the County may give written notice of this fact to CONTRACTOR, and the obligations of the parties under this Agreement shall terminate immediately, or on such date thereafter, as the County may specify in its notice, unless in the meanwhile the parties enter into a written amendment modifying this Agreement.

8.0 INDEMNIFICATION:

CONTRACTOR shall indemnify, defend, and hold harmless the County, its officers, agents, and employees, from and against any and all claims, liabilities, and losses whatsoever (including damages to property and injuries to or death of persons, court costs, and reasonable attorneys’ fees) occurring or resulting to any and all persons, firms or corporations furnishing or supplying work, services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims, liabilities, and losses occurring or resulting to any person, firm, or corporation for damage, injury, or death arising out of or connected with the CONTRACTOR’s performance of this Agreement, unless such claims, liabilities, or losses arise out of the sole negligence or willful misconduct of the County. “CONTRACTOR’s performance” includes CONTRACTOR’s action or inaction and the action or inaction of CONTRACTOR’s officers, employees, agents and subcontractors.

9.0 INSURANCE REQUIREMENTS:

9.01 **Evidence of Coverage:** Prior to commencement of this Agreement, the Contractor shall provide a “Certificate of Insurance” certifying that coverage as required herein has been obtained. Individual endorsements executed by the insurance carrier shall accompany the certificate. In addition, the Contractor upon request shall provide a certified copy of the policy or policies.

This verification of coverage shall be sent to the County’s Contracts/Purchasing Department, unless otherwise directed. The Contractor shall not receive a “Notice to Proceed” with the work under this Agreement until it has obtained all insurance required and the County has approved such insurance. This approval of insurance shall neither relieve nor decrease the liability of the Contractor.

9.02 **Qualifying Insurers:** All coverage’s, except surety, shall be issued by companies which hold a current policy holder’s alphabetic and financial size category rating of not less than A- VII, according to the current Best’s Key Rating Guide or a company of equal financial stability that is approved by the County’s Purchasing Manager.

9.03 **Insurance Coverage Requirements:** Without limiting CONTRACTOR’s duty to indemnify, CONTRACTOR shall maintain in effect throughout the term of this Agreement a policy or policies of insurance with the following minimum limits of liability:

Commercial General Liability Insurance: including but not limited to premises and operations, including coverage for Bodily Injury and Property Damage, Personal Injury, Contractual Liability, Broad form Property Damage, Independent Contractors, Products and Completed Operations, with a combined single limit for Bodily Injury and Property Damage of not less than \$1,000,000 per occurrence.

(Note: any proposed modifications to these general liability insurance requirements shall be attached as an Exhibit hereto, and the section(s) above that are proposed as not applicable shall be lined out in blue ink. All proposed modifications are subject to County approval.)

Requestor must check the appropriate Automobile Insurance Threshold:

Requestor must check the appropriate box.

Agreement Under \$100,000 Business Automobile Liability Insurance: covering all motor vehicles, including owned, leased, non-owned, and hired vehicles, used in providing services under this Agreement, with a combined single limit for Bodily Injury and Property Damage of not less than \$500,000 per occurrence.

Agreement Over \$100,000 Business Automobile Liability Insurance: covering all motor vehicles, including owned, leased, non-owned, and hired vehicles, used in providing services under this Agreement, with a combined single limit or Bodily Injury and Property Damage of not less than \$1,000,000 per occurrence.

(Note: any proposed modifications to these auto insurance requirements shall be attached as an Exhibit hereto, and the section(s) above that are proposed as not applicable shall be lined out in blue ink. All proposed modifications are subject to County approval.)

Workers’ Compensation Insurance: if CONTRACTOR employs others in the performance of this Agreement, in accordance with California Labor Code section 3700 and with Employer’s Liability limits not less than \$1,000,000 each person, \$1,000,000 each accident and \$1,000,000 each disease.

(Note: any proposed modifications to these workers’ compensation insurance requirements shall be attached as an Exhibit hereto, and the section(s) above that are proposed as not applicable shall be lined out in blue ink. All proposed modifications are subject to County approval.)

Professional Liability Insurance: if required for the professional services being provided, (e.g., those persons authorized by a license to engage in a business or profession regulated by the California Business and Professions Code), in the amount of not less than \$1,000,000 per claim and \$2,000,000 in the aggregate, to cover liability for malpractice or errors or omissions made in the course of rendering professional services. If professional liability insurance is written on a “claims-made” basis rather than an occurrence basis, the CONTRACTOR shall, upon the expiration or earlier termination of this Agreement, obtain extended reporting coverage (“tail coverage”) with the same liability limits. Any such tail

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coverage shall continue for at least three years following the expiration or earlier termination of this Agreement.

(Note: any proposed modifications to these insurance requirements shall be attached as an Exhibit hereto, and the section(s) above that are proposed as not applicable shall be lined out in blue ink. All proposed modifications are subject to County approval.)

9.04 Other Requirements:

All insurance required by this Agreement shall be with a company acceptable to the County and issued and executed by an admitted insurer authorized to transact Insurance business in the State of California. Unless otherwise specified by this Agreement, all such insurance shall be written on an occurrence basis, or, if the policy is not written on an occurrence basis, such policy with the coverage required herein shall continue in effect for a period of three years following the date CONTRACTOR completes its performance of services under this Agreement.

Each liability policy shall provide that the County shall be given notice in writing at least thirty days in advance of any endorsed reduction in coverage or limit, cancellation, or intended non-renewal thereof. Each policy shall provide coverage for Contractor and additional insureds with respect to claims arising from each subcontractor, if any, performing work under this Agreement, or be accompanied by a certificate of insurance from each subcontractor showing each subcontractor has identical insurance coverage to the above requirements.

Commercial general liability and automobile liability policies shall provide an endorsement naming the County of Monterey, its officers, agents, and employees as Additional Insureds with respect to liability arising out of the CONTRACTOR'S work, including ongoing and completed operations, **and shall further provide that such insurance is primary insurance to any insurance or self-insurance maintained by the County and that the insurance of the Additional Insureds shall not be called upon to contribute to a loss covered by the CONTRACTOR'S insurance.** The required endorsement form for Commercial General Liability Additional Insured is ISO Form CG 20 10 11-85 or CG 20 10 10 01 in tandem with CG 20 37 10 01 (2000). The required endorsement form for Automobile Additional Insured endorsement is ISO Form CA 20 48 02 99.

Prior to the execution of this Agreement by the County, CONTRACTOR shall file certificates of insurance with the County's contract administrator and County's Contracts/Purchasing Division, showing that the CONTRACTOR has in effect the insurance required by this Agreement. The CONTRACTOR shall file a new or amended certificate of insurance within five calendar days after any change is made in any insurance policy, which would alter the information on the certificate then on file. Acceptance or approval of insurance shall in no way modify or change the indemnification clause in this Agreement, which shall continue in full force and effect. CONTRACTOR shall always during the term of this Agreement maintain in force the insurance coverage required under this Agreement and shall send, without demand by County, annual certificates to County's Contract Administrator and County's Contracts/Purchasing Division. If the certificate is not received by the expiration date, County shall notify CONTRACTOR and CONTRACTOR shall have five calendar days to send in the certificate, evidencing no lapse in coverage during the interim. Failure by CONTRACTOR to maintain such insurance is a default of

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this Agreement, which entitles County, at its sole discretion, to terminate this Agreement immediately.

10.0 **RECORDS AND CONFIDENTIALITY:**

- 10.1 **Confidentiality:** CONTRACTOR and its officers, employees, agents, and subcontractors shall comply with any and all federal, state, and local laws, which provide for the confidentiality of records and other information. CONTRACTOR shall not disclose any confidential records or other confidential information received from the County or prepared in connection with the performance of this Agreement, unless County specifically permits CONTRACTOR to disclose such records or information. CONTRACTOR shall promptly transmit to County any and all requests for disclosure of any such confidential records or information. CONTRACTOR shall not use any confidential information gained by CONTRACTOR in the performance of this Agreement except for the sole purpose of carrying out CONTRACTOR's obligations under this Agreement.
- 10.2 **County Records:** When this Agreement expires or terminates, CONTRACTOR shall return to County any County records which CONTRACTOR used or received from County to perform services under this Agreement.
- 10.3 **Maintenance of Records:** CONTRACTOR shall prepare, maintain, and preserve all reports and records that may be required by federal, state, and County rules and regulations related to services performed under this Agreement. CONTRACTOR shall maintain such records for a period of at least three years after receipt of final payment under this Agreement. If any litigation, claim, negotiation, audit exception, or other action relating to this Agreement is pending at the end of the three-year period, then CONTRACTOR shall retain said records until such action is resolved.
- 10.4 **Access to and Audit of Records:** The County shall have the right to examine, monitor and audit all records, documents, conditions, and activities of the CONTRACTOR and its subcontractors related to services provided under this Agreement. Pursuant to Government Code section 8546.7, if this Agreement involves the expenditure of public funds in excess of \$10,000, the parties to this Agreement may be subject, at the request of the County or as part of any audit of the County, to the examination and audit of the State Auditor pertaining to matters connected with the performance of this Agreement for a period of three years after final payment under the Agreement.
- 10.5 **Royalties and Inventions:** County shall have a royalty-free, exclusive and irrevocable license to reproduce, publish, and use, and authorize others to do so, all original computer programs, writings, sound recordings, pictorial reproductions, drawings, and other works of similar nature produced in the course of or under this Agreement. CONTRACTOR shall not publish any such material without the prior written approval of County.

11.0 NON-DISCRIMINATION:

- 11.1 During the performance of this Agreement, CONTRACTOR, and its subcontractors, shall not unlawfully discriminate against any person because of race, religious creed, color, sex, national origin, ancestry, physical disability, mental disability, medical condition, marital status, age (over 40), sexual orientation, or any other characteristic set forth in California Government code § 12940(a), either in CONTRACTOR's employment practices or in the furnishing of services to recipients. CONTRACTOR shall ensure that the evaluation and

treatment of its employees and applicants for employment and all persons receiving and requesting services are free of such discrimination. CONTRACTOR and any subcontractor shall, in the performance of this Agreement, fully comply with all federal, state, and local laws and regulations which prohibit discrimination. The provision of services primarily or exclusively to such target population as may be designated in this Agreement shall not be deemed to be prohibited discrimination.

12.0 COMPLIANCE WITH TERMS OF STATE OR FEDERAL GRANTS:

If this Agreement has been or will be funded with monies received by the County pursuant to a contract with the state or federal government in which the County is the grantee, CONTRACTOR will comply with all the provisions of said contract, to the extent applicable to CONTRACTOR as a subgrantee under said contract, and said provisions shall be deemed a part of this Agreement, as though fully set forth herein. Upon request, County will deliver a copy of said contract to CONTRACTOR, at no cost to CONTRACTOR.

13.0 COMPLIANCE WITH APPLICABLE LAWS:

13.1 CONTRACTOR shall keep itself informed of and in compliance with all federal, state, and local laws, ordinances, regulations, and orders, including but not limited to all state and federal tax laws that may affect in any manner the Project or the performance of the Services or those engaged to perform Services under this AGREEMENT as well as any privacy laws including, if applicable, HIPAA. CONTRACTOR shall procure all permits and licenses, pay all charges and fees, and give all notices require by law in the performance of the Services.

13.2 CONTRACTOR shall report immediately to County's Contracts/Purchasing Officer, in writing, any discrepancy or inconsistency it discovers in the laws, ordinances, regulations, orders, and/or guidelines in relation to the Project of the performance of the Services.

13.3 All documentation prepared by CONTRACTOR shall provide for a completed project that conforms to all applicable codes, rules, regulations, and guidelines that are in force at the time such documentation is prepared.

14.0 INDEPENDENT CONTRACTOR:

In the performance of work, duties, and obligations under this Agreement, CONTRACTOR is always acting and performing as an independent contractor and not as an employee of the County. No offer or obligation of permanent employment with the County or County department or agency is intended in any manner, and CONTRACTOR shall not become entitled by virtue of this Agreement to receive from County any form of employee benefits including but not limited to sick leave, vacation, retirement benefits, workers' compensation coverage, insurance or disability benefits. CONTRACTOR shall be solely liable for and obligated to pay directly all applicable taxes, including federal and state income taxes and social security, arising out of CONTRACTOR's performance of this Agreement. In connection therewith, CONTRACTOR shall defend, indemnify, and hold County harmless from any and all liability which County may incur because of CONTRACTOR's failure to pay such taxes.

15.0 NOTICES:

Notices required under this Agreement shall be delivered personally or by first-class, postage pre-paid mail to the County and CONTRACTOR'S contract administrators at the addresses listed below:

FOR COUNTY:	FOR CONTRACTOR:
Mike Perez, Information Technology Manager	Alex Vatsula, Chief Executive Officer
Name and Title	Name and Title
1560 Moffett Street Salinas, CA 93901	1933 Gus Villalta Drive, Los Banos, CA 93635
Address	Address
(831) 759-6908	(831) 760-9433
Phone:	Phone:

16.0 MISCELLANEOUS PROVISIONS.

- 16.01 **Conflict of Interest:** CONTRACTOR represents that it presently has no interest and agrees not to acquire any interest during the term of this Agreement, which would directly, or indirectly conflict in any manner or to any degree with the full and complete performance of the services required to be rendered under this Agreement.
- 16.02 **Amendment:** This Agreement may be amended or modified only by an instrument in writing signed by the County and the CONTRACTOR.
- 16.03 **Waiver:** Any waiver of any terms and conditions of this Agreement must be in writing and signed by the County and the CONTRACTOR. A waiver of any of the terms and conditions of this Agreement shall not be construed as a waiver of any other terms or conditions in this Agreement.
- 16.04 **Contractor:** The term "CONTRACTOR" as used in this Agreement includes CONTRACTOR's officers, agents, and employees acting on CONTRACTOR's behalf in the performance of this Agreement.
- 16.05 **Disputes:** CONTRACTOR shall continue to perform under this Agreement during any dispute.
- 16.06 **Assignment and Subcontracting:** The CONTRACTOR shall not assign, sell, or otherwise transfer its interest or obligations in this Agreement without the prior written consent of the County. None of the services covered by this Agreement shall be subcontracted without the prior written approval of the County. Notwithstanding any such subcontract, CONTRACTOR shall continue to be liable for the performance of all requirements of this Agreement.

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- 16.07 **Successors and Assigns:** This Agreement and the rights, privileges, duties, and obligations of the County and CONTRACTOR under this Agreement, to the extent assignable or delegable, shall be binding upon and inure to the benefit of the parties and their respective successors, permitted assigns, and heirs.
- 16.08 **Headings:** The headings are for convenience only and shall not be used to interpret the terms of this Agreement.
- 16.09 **Time is of the Essence:** Time is of the essence in each and all of the provisions of this Agreement.
- 16.10 **Governing Law:** This Agreement shall be governed by and interpreted under the laws of the State of California; venue shall be Monterey County.
- 16.11 **Non-exclusive Agreement:** This Agreement is non-exclusive and both County and CONTRACTOR expressly reserve the right to contract with other entities for the same or similar services.
- 16.12 **Construction of Agreement:** The County and CONTRACTOR agree that each party has fully participated in the review and revision of this Agreement and that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in the interpretation of this Agreement or any amendment to this Agreement.
- 16.13 **Counterparts:** This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same Agreement.
- 16.14 **Authority:** Any individual executing this Agreement on behalf of the County or the CONTRACTOR represents and warrants hereby that he or she has the requisite authority to enter into this Agreement on behalf of such party and bind the party to the terms and conditions of this Agreement.
- 16.15 **Integration:** This Agreement, including the exhibits, represent the entire Agreement between the County and the CONTRACTOR with respect to the subject matter of this Agreement and shall supersede all prior negotiations, representations, or agreements, either written or oral, between the County and the CONTRACTOR as of the effective date of this Agreement, which is the date that the County signs the Agreement.
- 16.16 **Interpretation of Conflicting Provisions:** In the event of any conflict or inconsistency between the provisions of this Agreement and the Provisions of any exhibit or other attachment to this Agreement, the provisions of this Agreement shall prevail and control.

17.0 **CONSENT TO USE OF ELECTRONIC SIGNATURES.**

- 17.1 The parties to this Agreement consent to the use of electronic signatures via DocuSign to execute this Agreement. The parties understand and agree that the legality of electronic signatures is governed by state and federal law, 15 U.S.C. Section 7001 et seq.; California Government Code Section 16.5; and, California Civil Code Section 1633.1 et. seq. Pursuant to said state and federal law as may be amended from time to time, the parties to this Agreement hereby authenticate and execute this Agreement, and any and all Exhibits to this

Agreement, with their respective electronic signatures, including any and all scanned signatures in portable document format (PDF).

17.2 Counterparts.

The parties to this Agreement understand and agree that this Agreement can be executed in two (2) or more counterparts and transmitted electronically via facsimile transmission or by delivery of a scanned counterpart in portable document format (PDF) via email transmittal.

17.3 Form: Delivery by E-Mail or Facsimile.

Executed counterparts of this Agreement may be delivered by facsimile transmission or by delivery of a scanned counterpart in portable document format (PDF) by e-mail transmittal, in either case with delivery confirmed. On such confirmed delivery, the signatures in the facsimile or PDF data file shall be deemed to have the same force and effect as if the manually signed counterpart or counterparts had been delivered to the other party in person.

***** THIS SECTION INTENTIONALLY LEFT BLANK *****

18.0 SIGNATURE PAGE.

IN WITNESS WHEREOF, County and CONTRACTOR have executed this Agreement as of the day and year written below.

COUNTY OF MONTEREY

CONTRACTOR

By: _____
Contracts/Purchasing Officer

Date: _____

By: _____
Department Head (if applicable)

Date: _____

Approved as to Form
Office of the County Counsel
Leslie J. Girard, County Counsel

By: 
County Counsel

Date: 6/9/2023 | 6:13 AM PDT

Approved as to Fidelity Provisions

By: 
Auditor/Controller

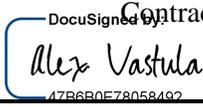
Date: 6/9/2023 | 8:18 AM PDT

Approved as to Liability Provisions
Office of the County Counsel-Risk Manager
Leslie J. Girard, County Counsel-Risk Manager

By: _____
Risk Management

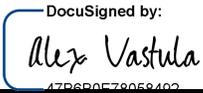
Date: _____

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By: 
(Signature of Chair, President, or Vice-President)

Alex Vatsula, Chief Executive Officer

Date: 6/2/2023 | 3:02 PM PDT

By: 
(Signature of Secretary, Asst. Secretary, CFO, Treasurer, or Asst. Treasurer)

Alex Vatsula, Chief Financial Officer

Date: 6/2/2023 | 3:02 PM PDT

County Board of Supervisors' Agreement No. _____ approved on _____

*INSTRUCTIONS: If CONTRACTOR is a corporation, including non-profit corporations, the full legal name of the corporation shall be set forth above together with the signatures of two (2) specified officers per California Corporations Code Section 313. If CONTRACTOR is a Limited Liability Corporation (LLC), the full legal name of the LLC shall be set forth above together with the signatures of two (2) managers. If CONTRACTOR is a partnership, the full legal name of the partnership shall be set forth above together with the signature of a partner who has authority to execute this Agreement on behalf of the partnership. If CONTRACTOR is contracting in an individual capacity, the individual shall set forth the name of the business, if any, and shall personally sign the Agreement or Amendment to said Agreement.

¹Approval by County Counsel is required

²Approval by Auditor-Controller is required

³Approval by Risk Management is necessary only if changes are made in paragraphs 8 or 9

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EXHIBIT-A

To Agreement by and between
Information Technology Department, hereinafter referred to as “COUNTY”
AND
Vatsula Visuals, hereinafter referred to as “CONTRACTOR”

Scope of Services / Payment Provisions

A. SCOPE OF SERVICES

- A.1 CONTRACTOR shall provide services and staff, and otherwise do all things necessary for or incidental to the performance of work, as set forth below:

Provide Broadcasting and video production services.

I. Location of Services

Services for broadcasting will be at the following locations: 168 Alisal Street, Salinas CA, 1441 Schilling Place, Salinas, CA or other any other COUNTY meeting rooms/locations equipped for broadcasting as specified by the COUNTY.

II. Scope of Services

CONTRACTOR shall provide professional expertise and experience to the COUNTY of Monterey with professional level digital recording, operating and broadcasting of public meetings.

Broadcasting:

- A. CONTRACTOR shall record meetings which occur in the Board of Supervisors chambers or other meeting rooms/locations equipped for broadcasting on Monterey COUNTY Government Channel.
- B. CONTRACTOR shall operate cameras, mics and other peripherals with Zoom or other soft codex platforms.
- C. CONTRACTOR shall perform meeting functionalities such as: timer, muting, unmuting, and assigning of roles.
- D. CONTRACTOR shall attend onsite and operate technology for broadcasting Board of Supervisors Meetings, Planning Commission Meetings and any other meetings that are deemed necessary by COUNTY or its representatives.
- E. CONTRACTOR shall update technology to reflect current Board members names, positions and roles.
- F. CONTRACTOR shall operate, adjust room controls such as: lights, shades, sound, microphones and speakers.

- G. CONTRACTOR shall update and maintain digital signage per COUNTY representative instructions and guidance.
- H. CONTRACTOR shall fine tune equipment and or technology to optimize broadcasting.
- I. CONTRACTOR shall operate & care for COUNTY owned technology.
- J. CONTRACTOR shall create meeting archives in physical or digital format and archive to backup solutions, physical or cloud.
- K. CONTRACTOR shall document archives and keep a catalog detailed records of archives records.
- L. CONTRACTOR shall maintain schedule for government channel content.
- M. CONTRACTOR shall work with COUNTY representatives to update content and keep content relevant.
- N. CONTRACTOR shall provide Tier 1 support on technology, troubleshoot issues as they arise.
- O. CONTRACTOR shall work with outside vendors who are contracted to troubleshoot, maintenance, repair, or upgrade technology associated with broadcasting at any COUNTY site associated with said technology.
- P. CONTRACTOR shall work with COUNTY INFORMATION TECHNOLOGY representatives in troubleshooting technology.
- Q. CONTRACTOR shall be onsite 1.5 hours before scheduled meetings for testing and 1 hour after meetings are over to close out technology and shut down systems.
- R. CONTRACTOR shall transfer and/or download non-COUNTY produced programs, meeting and public service announcements from various sources and formats as determined by the COUNTY representatives for use on the Monterey COUNTY Government Channel.
- S. CONTRACTOR shall adhere to public meeting schedule and be available for scheduled meeting, special meetings and other meetings deemed necessary by COUNTY representative to be supported.
- T. CONTRACTOR shall maintain all platforms of media content on servers, website, digital formats or cloud base solutions.
- U. CONTRACTOR shall arrange for one alternate to act as broadcast operators if the regular operator is out due to illness, emergency or other reasonable circumstances. The contract warrants that the alternates shall be both technically trained and competent to operate the COUNTY's technology equipment and be available for COUNTY meetings.

Production:

Video producer shall produce, shoot, edit and finalize video content on an as-needed basis.

- A. CONTRACTOR shall create training videos for COUNTY departments on request providing an outline of desired production services and quote before approval.
- B. CONTRACTOR shall quantify production requests by COUNTY department and create an outline of desired production services and quote services as needed
- C. CONTRACTOR shall work with various COUNTY departments in producing content pertaining to COUNTY business, information, or services.
- D. CONTRACTOR shall create shorts media clips for to be upload to various platforms such as: YouTube, Facebook, Instagram or other designed platforms deemed necessary by COUNTY representative.
- E. Videos must be webcast quality and able to be reduced or expanded into size without demising quality, and in a file format for use within an app, website or social media platforms.
- F. CONTRACTOR shall furnish its own producing technology to produce elements of video, including but not limited to shooting, voicing, lighting, graphics, animation, editing, and music.
- G. CONTRACTOR shall produce podcast, social media, and or aid in preparation to COUNTY representatives as it relates to emergency responses, notification and information, bulletin board announcements on social media outlets.
- H. COUNTY shall provide details of the event, including but not limited to the name of the event, length of the event, event location, time of the event, speakers names, anticipated equipment required such as translated audio capture, etc.
- I. CONTRACTOR shall provide a secondary 4k recording of live-streaming events in case of connectivity issues for future publishing is needed.
- J. CONTRACTOR shall provide Zoom meeting during mobile live-streaming events only as requested by the COUNTY. The Zoom meeting held will be for viewing purposes only.

B. PAYMENT PROVISIONS

B.1 COMPENSATION/ PAYMENT

CONTRACTOR'S compensation for services rendered shall be based on the following rates or in accordance with the following terms:

Payment Schedule For Broadcasting and Video Production Services

Video Production Services		AMOUNT	
Description	COST / As Needed	Yearly Cost	Total Not to Exceed
20–30-minute program	\$3,000.00		
10–19-minute program	\$2,000.00		
3–9-minute program	\$1,000.00		
>3-minute program	\$500-\$1,000		
>1 hour of Live-Streaming	\$1,000		
>1 hour of Multi-Language Zoom Meeting in Addition to Live Streaming	\$1,500		
July 1, 2023 – June 30, 2028	Quoted per project	\$35,000	\$175,000
Broadcast Services		COST / MONTHLY	Yearly Cost
			Total Not to Exceed
July 1, 2023 - June 30, 2028	\$9,500.00	\$114,000.00	\$570,000

NOTE:

- The price of live streaming does not include editing of the secondary recording. If editing is requested, the video editing price list will apply.
- A minimum of one-hour set-up time at the event location will be required to perform the multi-language Zoom meeting as well as adequate space for equipment.

There shall be no travel reimbursement allowed during this Agreement.

B.2 CONTRACTOR’S BILLING PROCEDURES

NOTE: Payment may be based upon satisfactory acceptance of each deliverable, payment after completion of each major part of the Agreement, payment at conclusion of the Agreement, etc.

County may, in its sole discretion, terminate the contract or withhold payments claimed by CONTRACTOR for services rendered if CONTRACTOR fails to satisfactorily comply with any term or condition of this Agreement.

No payments in advance or in anticipation of services or supplies to be provided under this Agreement shall be made by County.

County shall not pay any claims for payment for services submitted more than twelve (12) months after the calendar month in which the services were completed.

DISALLOWED COSTS: CONTRACTOR is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its subcontractors.

EXHIBIT-B

**To Agreement by and between
Information Technology Department, hereinafter referred to as “COUNTY”
AND
Vatsula Visuals, hereinafter referred to as “CONTRACTOR”**

MONTEREY COUNTY GOVERNMENT CHANNEL COPYRIGHT AND OWNERSHIP

Copyright

COUNTY shall own the copyright to all programs produced and meetings recorded by the CONTRACTOR and any material contained therein by and for the COUNTY Government Channel.

Ownership

Any and all materials created, produced and/or acquired locally for the Government Channel shall be and are the property of COUNTY. Any such materials remaining in the hands of CONTRACTOR or subcontractor upon completion or termination of the work shall be delivered immediately to COUNTY. If any materials are lost, damaged or destroyed before final delivery to COUNTY, CONTRACTOR or SUBCONTRACTOR shall replace them at its own expense.

Raw Footage from COUNTY Productions

Raw footage from Government Channel productions shall be preserved by the CONTRACTOR until it can be archived by the COUNTY on a COUNTY-owned separate hard drive for safekeeping.

Distribution Services:

Distribution of any programming, in part or in whole, by an entity other than COUNTY by any other electronic or physical means is subject to prior written approval by COUNTY via the COUNTY Programming Coordinator.

Branding

Any programming funded and produced by CONTRACTOR for the COUNTY must contain the official COUNTY Seal and copyright language as specified by the COUNTY Programming Coordinator.

EXHIBIT-C

**To Agreement by and between
Information Technology Department, hereinafter referred to as “COUNTY”
AND
Vatsula Visuals, hereinafter referred to as “CONTRACTOR”**

**MONTEREY COUNTY GOVERNMENT CHANNEL EMERGENCY VIDEO
PRODUCTION**

Emergency Productions

In situations where there is a need for urgent government programming, or if an emergency arises, CONTRACTOR shall be available to provide production services with short notice and agrees to expedite the production process. This emergency work may or may not be needed but is considered part of the scope of work and shall be performed as-needed at the rates set forth in EXHIBIT A without enhancement or increase.

EXHIBIT-D

**To Agreement by and between
Information Technology Department, hereinafter referred to as “COUNTY”
AND
Vatsula Visuals, hereinafter referred to as “CONTRACTOR”**

MONTEREY COUNTY GOVERNMENT CHANNEL VIDEO PRODUCTION SERVICES REQUIREMENTS

Program Production

CONTRACTOR will collaborate with the COUNTY representative to track and meet program turnaround time requirements.

Prior to a scheduled shoot date, COUNTY shall submit to CONTRACTOR a Program Request Form which summarizes the program request in writing. The form shall be subject to changes and additions which shall be mutually agreed upon in writing. Changes and additions may be submitted by COUNTY to Contractor within 24 hours prior to shoot date when an emergency such as cancellation necessitates.

CONTRACTOR may act as the field producer during assigned shoots for programs if assigned by the COUNTY Programming Coordinator.

For each half-hour program, a 30 second promo about the completed program shall be provided to COUNTY by the CONTRACTOR.

Production Timeline

CONTRACTOR shall be responsible for delivery, in DVD, digital format or other related formats as needed per the request of County representative, as a ‘first draft’ video program to the COUNTY Programming Coordinator at a specified and agreed upon time, but generally within 2 weeks of completion of field shooting. On receipt, COUNTY will review the draft program within 7-14 business days and respond with written instructions, additional edits or changes to be made. Such additions, edits or changes shall be completed by the CONTRACTOR within an agreed upon timeframe, but generally within 7 business days. Exceptions to these times can be made by agreement in writing by both parties. No more than 2 edit sessions to a program. Finished program can be hand delivered or mailed. CONTRACTOR is responsible for ensuring a delivery receipt if a finished program is mailed. The delivery address for the draft and finished product (DVD) will be:

Monterey County Administrative Office Attn: Communications Director / Staff
168 W. Alisal Street, 3rd Floor
Salinas, Ca. 93901

All programming will meet general industry recording standards and shall include the ability to support a broad range of media types including, but not limited to: high-definition, standard, analog, digital recording, real-time transmission, and live streaming video.

Programs created for the government channel paid for using Public, Education and Government (**PEG**) Channel funds shall include a statement acknowledging funding support from COUNTY. Programs paid for from other sources may require similar acknowledgements. Any such requirement for acknowledgment shall be conveyed to CONTRACTOR by COUNTY in advance of the program deadline for delivery.

Equipment

Any equipment purchased by COUNTY for the purpose of production, editing, storing and/or duplicating government channel materials which may be utilized by CONTRACTOR shall remain the property of COUNTY and will be tagged appropriately for asset reporting purposes

Copies & Duplication

Copies of the programming shall be provided as request by County representative. Vendor shall have the capability to provide digital or hard copies of all programming that may include, but not limited to: board chambers meeting, Government Channel programming, special meeting, public meetings, short meeting clips or segments of a meeting

..Title

- a. Authorize the Chief Information Officer of the Information Technology Department to execute a Standard Agreement with Vatsula Visuals for Broadcasting and video production services, set forth in Request for Proposal (RFP) Number 10883, in the amount of \$715,000 for the term of July 1, 2023, through June 30, 2028; and
- b. Authorize the Chief Information Officer the option to execute up to three (3) future amendments to this Agreement, each extending the term by one year, where the additional costs of each Amendment do not exceed 10% (\$71,500) of the original contract amount of \$715,000, bringing the maximum additional compensation to \$214,500 and potential overall Agreement aggregate not to exceed amount to \$929,500.

..Report

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Authorize the Chief Information Officer of the Information Technology Department to execute a Standard Agreement with Vatsula Visuals for Broadcasting and video production services, set forth in Request for Proposal (RFP) Number 10883, in the amount of \$715,000 for the term of July 1, 2023, through June 30, 2028; and
- b. Authorize the Chief Information Officer the option to execute up to three (3) future amendments to this Agreement, each extending the term by one year, where the additional costs of each Amendment do not exceed 10% (\$71,500) of the original contract amount of \$715,000, bringing the maximum additional compensation to \$214,500 and potential overall Agreement aggregate not to exceed amount to \$929,500.

SUMMARY:

The Information Technology Department (ITD) solicited a Request for Proposal, Broadcast Services (RFP No. 10883). Vatsula Visuals was awarded the contract to provide broadcasting and video production services for the County of Monterey.

DISCUSSION:

On March 16, 2023, the Information Technology Department submitted a Request for Proposal through the Contracts & Purchasing Department. The County received one (1) proposal, Vatsula Visuals, the County's current vendor for these services. Vatsula Visuals meets the criteria of the request for proposal and has been awarded this contract.

In line with the RFP requirements, Vatsula Visuals has agreed to provide broadcasting and production services for Monterey County for the next five years. Vatsula Visuals will provide the following services:

- **Broadcast Services:** These services include broadcast meetings that occur in the board chambers or other meeting rooms and locations equipped for broadcasting on Monterey County Government Channel, including Commissions meetings.
- **Production Services:** Vatsula Visuals will advise, develop, and produce video productions for the County of Monterey on an as-needed basis. Production services include formatting, designing, editing, lighting, camera operation, and creation of special effects with music.

In addition, under the direction of the Communication Department or County representative, Vatsula Visuals will provide additional video services to other County Departments, including training/recruitment videos, quality of life videos, economic development videos, special events, Community Services summer in review videos, promotional videos, and public service announcements.

The Chief Information Officer recommends the approval of this Agreement for Broadcast and Production services.

OTHER AGENCY INVOLVEMENT:

County Counsel has reviewed and approved the Standard Agreement with Vatsula Visuals.

FINANCING:

The funds have been included in the FY 23-24 Recommended Budget for the Information Technology Department, ITD 1930, Appropriations Unit INF002. Transactions relating to future fiscal years will be included in each Recommended Budget based on the anticipated utilization of the services.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The Board's approval of the recommended agreement will address the County's outdated video and audio equipment and update the Board Chambers and areas throughout the County where public hearings and business operations are conducted.

- X Economic Development
- X Administration
- X Health & Human Services
- X Infrastructure
- X Public Safety

Prepared by: Sandra Shaffer, Management Analyst III, 759-6957

Approved by: Eric A. Chatham, Chief Information Officer, 759-6920

Eric A. Chatham, Chief Information Officer

Date

Attachments: Standard Agreement