

## **PROPOSAL**

Washington County Community College is investigating the cost for full-service livestreaming and video production of our 2026 commencement ceremony. Due to budget constraints the college reserves the right to refuse any and all proposals. In addition, the college reserves the right to reject any or all bids and is not necessarily bound to accept the lowest bid if that bid is contrary to the best interest of WCCC.

### **PROJECT DESCRIPTION**

Washington County Community College is investigating the cost for full-service livestreaming and video production of our 2026 commencement ceremony.

#### **Live Video Production Outline**

The commencement will be live-streamed the day of the event to YouTube from the Calais High School Gym.

Camera angles:

- Wide angle of the stage from behind the audience
- Close-up of the speaker
- Wide-angle from beside the stage, panning to see graduates walking up to the stage and the audience.

Live video production will also include:

- Music, national anthems for USA and Canada
- Custom graphics with WCCC logo
- Slides for each graduate, shown in the livestream and optionally on a TV

#### **Provided by WCCC**

- Slides for each graduate, and adding their photo, name and major
- WCCC Logo, colors, etc.

The selected vendor must work with college IT/event staff before the event to ensure that the internet connection is adequate, and audio needs are met.

#### **Live-stream Specs**

Live-stream will be streamed in 1080p, and will include professional graphics, coloring and audio.

Live-stream will be on WCCC's YouTube page, and help should be provided for college staff with embedding the livestream on WCCC's website prior to the event.

WCCC staff will provide access to the vendor to the college YouTube page prior to the event for streaming purposes.

**Timeline**

May 15	8am	Equipment setup. WCCC IT staff needed to setup and test internet and audio connections
	9:30am - 10am	WCCC staff member needed to run through ceremony and test camera angles and audio
	11am - 1pm	Commencement live-stream
	1pm - 2pm	Equipment takedown

**Copyright and File Details**

The selected vendor will provide Washington County Community College (WCCC) with full intellectual property rights for all video and audio material created during the project for exclusive use by WCCC.

At the end of the project, the YouTube upload of the live-stream on WCCC's channel will be considered the final product. The link can be used to share the live-stream.

## **SUBMISSION REQUIREMENTS**

**A. Bid Opening:** Bids will be opened at WCCC, One College Drive, Calais, Maine 04619

**Closing Date/Time: Tuesday, March 3, 2026, at 12 p.m.**

**B. Identification of Bid Envelope:** The bid should be submitted on the Product Specification/Bid Submission Form provided. If additional space is required, please attach a separate sheet. The form should be signed and returned in an envelope that is sealed and clearly identified as follows:

Enclosed: Quotation #WC2608

Attention: Ashley Macdonald, Business Manager

Alternatively, quotes may be emailed to [amacdonald@mainecc.edu](mailto:amacdonald@mainecc.edu) by 12:00 p.m. March 3, 2026.

**C. Insurance:** The Contractor is required to provide WCCC a certificate of insurance evidencing coverage of broad comprehensive liability insurance in the minimum amount of Four Hundred Thousand Dollars (\$400,000). Contractor must also provide evidence of workers' compensation insurance for all workers. Proof of all required insurance coverage must be submitted with the proposal response.

**D. Variations/Alternative Specifications:** Specifications given are used to indicate the quality and characteristics of products that will be satisfactory. Bids offering equal or alternative products will be considered for award if such items are clearly identified in the bid and are determined by WCCC to be of equal value in all material respects to the item specified.

Unless the vendor clearly indicates in the bid that they are offering an "equal" or "alternative" product, the bid shall be considered as offering the items as specified.

**Bidders are required to provide details, specifications sheets, and warranty information for all products submitted for consideration.**

**E. Bid Proposal Amount:** The bid proposal amount shall be the net price per unit, including shipping and handling F.O.B. Destination, Washington County Community College, Calais, Maine.

**F. Obligations:** Vendor is to assure that all contractors meet state, federal, and OSHA guidelines and codes, as applicable. As well as the following Bid Notices.

REQUEST FOR QUOTATION WC2608  
WASHINGTON COUNTY COMMUNITY COLLEGE  
ONE COLLEGE DRIVE, CALAIS, ME  
PHONE: (207) 454-1023, FAX (207) 454-1026

02/09/2026

**BID SUBMISSION**

ITEM NO.	DESCRIPTION	Bid Amount
1	<b>TOTAL PROPOSED PRICE FOR PROJECT</b>	\$

Submitted by:

Company Name: \_\_\_\_\_

Company Website: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Pricing Good for \_\_\_\_\_ days from submission or to date \_\_\_\_\_

**ATTACHMENT A**

**NOTICE TO VENDORS AND BIDDERS:**

**STANDARD TERMS AND CONDITIONS APPLICABLE TO ALL MCCS CONTRACTS**

The following standard contracting terms and conditions are incorporated and shall become a part of any final contract that will be awarded by any college or other operating unit of the Maine Community College System (collectively “MCCS”). These terms and conditions derive from the public nature and limited resources of the MCCS. MCCS DOES NOT AGREE TO:

1. Provide any defense, hold harmless or indemnity;
2. Waive any statutory or constitutional immunity;
3. Apply the law of a state other than Maine;
4. Procure types or amounts of insurance beyond those MCCS already maintains or waive any rights of subrogation;
5. Add any entity as an additional insured to MCCS policies of insurance;
6. Pay attorneys' fees, costs, expenses, or liquidated damages;
7. Promise confidentiality in a manner contrary to Maine's Freedom of Access Act;
8. Permit an entity to change unilaterally any term or condition once the contract is signed; and
9. Automatic renewals for term(s) greater than month-to-month.

By submitting a response to a Request for Proposal, bid or other offer to do business with MCCS, YOUR ENTITY UNDERSTANDS AND AGREES THAT:

1. The above standard terms and conditions are thereby incorporated into any agreement entered into between MCCS and your entity; that such terms and condition shall control in the event of any conflict with such agreement; and that your entity will not propose or demand any contrary terms;
2. The above standard terms and conditions will govern the interpretation of such agreement notwithstanding the expression of any other term and/or condition to the contrary;
3. Your entity will not propose to any college or other operating unit of the MCCS any contractual documents of any kind that are not in at least 11-point font and completely contained in one Word or PDF document, and that any references to terms and conditions, privacy policies or any other conditions referenced outside of the contract will not apply; and
4. Your entity will identify at the time of submission which, if any, portion or your submitted materials are entitled to “trade secret” exemption from disclosure under Maine's Freedom of Access Act; that failure to so identify will authorize MCCS to conclude that no portions are so exempt; and that your entity will defend, indemnify and hold harmless MCCS in any and all legal actions that seek to compel MCCS to disclose under Maine's Freedom of Access Act some or all of your submitted materials and/or contract, if any, executed between MCCS and your entity.