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Last Name:

Email:

Phone:



Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

State of West Virginia
Solicitation Response

| | | |
|--|------------------------------|----------------|
| Proc Folder: 1457658 | | |
| Solicitation Description: Video Production Services | | |
| Proc Type: Central Purchase Order | | |
| Solicitation Closes | Solicitation Response | Version |
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| VENDOR |
| VS0000046603 VideoVets |

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| Solicitation Number: | CRFQ 1400 AGR2500000004 | | |
| Total Bid: | 103000 | Response Date: | 2024-08-14 |
| | | Response Time: | 23:10:39 |
| Comments: | | | |

| | | |
|---|--------------|-------------|
| FOR INFORMATION CONTACT THE BUYER Larry D McDonnell 304-558-2063 larry.d.mcdonnell@wv.gov | | |
| Vendor Signature X | FEIN# | DATE |

All offers subject to all terms and conditions contained in this solicitation

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|---------------------------------------|-----|------------|------------|-----------------------------|
| 1 | Educational Video Production Services | | | | 15000.00 |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 82131603 | | | |

Commodity Line Comments:

Extended Description:
Educational Video Production Services

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Ln Total Or Contract Amount |
|------|---------------------------------|----------|------------|-------------|-----------------------------|
| 2 | Educational Videos for the GLCI | 11.00000 | EA | 8000.000000 | 88000.00 |

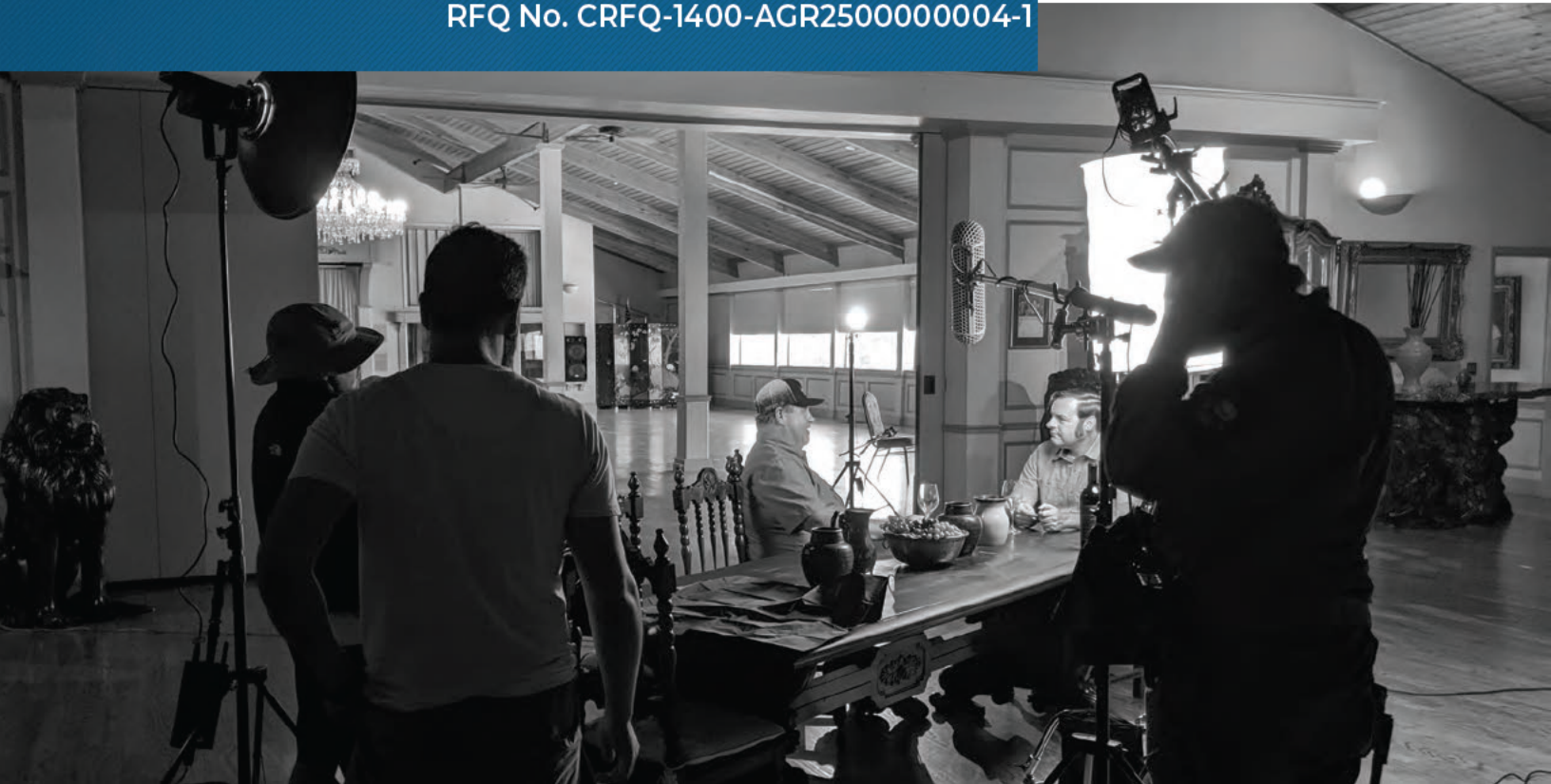
| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 82131603 | | | |

Commodity Line Comments: Filming will be completed in the first 14 days, followed by 7 days of editing.

Extended Description:
(Grazing Land Conservation Initiative) - Fully filmed, produced, and edited



VIDEO PRODUCTION SERVICES
RFQ No. CRFQ-1400-AGR2500000004-1



Prepared for: **West Virginia Department of Agriculture**



08/04/2024

Attn:

Larry D McDonnell
Procurement Official**State of West Virginia**
Department of
AgricultureRFQ
#CRFQ-1400-AGR2500000
004-1**Video Production**
Services2019 Washington St. E.,
Charleston, WV 25305

(304) 558-2538

Larry.d.mcdonnell@wv.gov

Thank you for considering VideoVets for your video production needs. As a minority-owned-and-operated Disadvantaged Business Enterprise (DBE), Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) that is in good standing with the California Secretary of State, we are dedicated specialists in the field of professional video production and photography services. Our experience revolves around collaborating with state and local government agencies, nonprofit organizations and private businesses nationwide to craft impactful video content and effective public outreach campaigns.

At VideoVets, we bring an innovative perspective, deeply rooted in our filmmaking background, ensuring that each project benefits from a blend of creativity and precision. Our team consists of highly qualified professionals, each holding degrees in their respective areas of expertise, with many having cross-training in cinematography and editing. This diverse skill set empowers us to offer rapid turnarounds, dependable workflows and the capability to efficiently address various project development requirements.

Our business model is founded on proven, success-driven methodologies, guaranteeing the creation and distribution of targeted video and media content across diverse platforms. We excel in crafting captivating video production content experiences, tailoring our approach to match the demographics and psychographics of your intended audience. Choose VideoVets as your dedicated partner, committed to translating your vision into reality through exceptional video production and photography services.

Kind regards,


Luis Alcazar
President

TECHNICAL PROPOSAL

Introduction to VideoVets

At VideoVets, we excel in delivering high-quality audio-visual production services tailored to meet the unique needs of our clients. For the West Virginia Department of Agriculture, we offer a comprehensive suite of services designed to create engaging and informative visual content. Our dedication to quality and innovative storytelling ensures that we deliver outstanding results that align with the department's goals. We prioritize open communication, thorough planning and timely delivery, ensuring our work meets and exceeds client expectations.

Approach and Methodology

Our approach leverages proven methodologies combined with creative innovation to produce impactful visual narratives. For the WVDA, we will provide comprehensive videography services, including pre-production planning, on-site filming and post-production editing. Our objective is to produce a video that effectively communicates the project's core message, promotes the department's initiatives and engages the target audience. Our experience in similar projects ensures that we deliver content that resonates with viewers and achieves the desired outcomes.

Team and Expertise

The VideoVets team comprises seasoned professionals with expertise in all aspects of film and video production. Our team includes experienced writers, directors, producers, cinematographers and editors, each bringing a wealth of knowledge and creativity to the project. Our specific experience in agricultural and public sector projects positions us well to capture the unique aspects of the WVDA's initiatives and convey them compellingly.

Company Background

Founded in 2016, VideoVets has grown into a leading full-service audio-visual production company. Our extensive portfolio includes projects for educational institutions, public events, corporate communications and more. Our work consistently meets the diverse needs of our clients, as demonstrated in our previous projects. Our commitment to excellence and attention to detail make us a reliable partner for the West Virginia Department of Agriculture.

Alignment with the West Virginia Department of Agriculture

VideoVets is dedicated to producing high-quality visual content that supports the West Virginia Department of Agriculture's mission. Our goal is to create impactful videos that highlight the department's initiatives, promote its programs and engage the public. Our experience in capturing stories from the agricultural sector and our focus on delivering exceptional visual content make us the ideal partner for this

project. We aim to provide a video that not only meets but exceeds the department's expectations, enhancing public awareness and engagement with WVDA's efforts.

VideoVets' Mission Statement

At VideoVets, our mission is to craft visual content that bridges communities, inspires engagement and tells impactful stories. We are committed to delivering innovative audio-visual solutions that resonate with diverse audiences and foster meaningful connections. Our dedication to excellence, creativity and collaboration drives us to exceed client expectations and contribute positively to the communities we serve. This mission aligns with the goals of the West Virginia Department of Agriculture, as we aim to enhance public understanding and appreciation of the department's work through visually stunning and engaging content.

VideoVetsCurrent **Government Clients:**

| | |
|---|--|
| Alabama Department of Rehabilitation Services (ADRS) | City of San Luis Obispo (SLO) |
| California Bureau of Cannabis Control (BCC) | City of Sunnyvale (COS) |
| California Department of Cannabis Control (DCC) | Commission on Peace Officer Standards and Training (POST) |
| California Department of Education (CDE) | Commission on State Mandates (CSM) |
| California Department of Fish and Wildlife (CDFW) | Contra Costa Transportation Authority (CCTA) |
| California Department of Food and Agriculture (CDFA) | County of San Mateo Human Services Agency (HSA) |
| California Department of Motor Vehicles (DMV) | Foothill-De Anza Community College District (FDA CCD) |
| California Department of Parks and Recreation Division of Boating & Waterways (DPR) | Golden Gate Bridge Highway and Transportation District (GGT) |
| California Department of Tax and Fee Administration (CDTFA) | Hawai'i State Energy Office (HSEO) |
| California Energy Commission (CEC) | Idaho Department of Juvenile Corrections (IDJC) |
| California Food and Drug Administration (CDFA) | Modesto Junior College (MJC)** |
| California Prison Industry Authority (CalPIA) | Office of Planning and Research, California Volunteers (OPR) |
| California Public Employees' Retirement System (CalPERS) | San Diego Unified Port District (SDUPD) |
| California State Controller (CSC) | Santa Clara Valley Transportation Authority (VTA) |
| California State University of Stanislaus (CSUS) | Solano Transportation Authority (STA) |
| City of Austin, Texas (COA) | Texas Workforce Commission |
| City of Sacramento, Office of Arts & Culture | University of North Carolina |

VideoVets' Team

Our team consists of dedicated professionals, each bringing unique skills and experience to ensure the success of our projects. Below are the key personnel proposed to perform the work, including their roles, current assignments, availability and tenure with VideoVets.

Key Personnel

- **Luis Alcazar - Director of Photography**
 - **Tenure with VideoVets:** 8 years
 - **Experience and Expertise:** Luis brings over a decade of experience in cinematography and visual storytelling. His portfolio includes award-winning short films, commercial advertisements and corporate videos. He is known for his keen eye for detail and mastery of camera techniques, ensuring that every project benefits from stunning visuals and impeccable composition.
- **Paul Zagaris - Project Manager**
 - **Tenure with VideoVets:** 6 years
 - **Experience and Expertise:** Paul excels in project coordination, with a strong background in managing large-scale video production projects. His meticulous planning and exceptional organizational skills ensure that all projects are executed efficiently and on schedule. Paul's dedication to client satisfaction makes him an invaluable leader in our team.
- **Reginald Waters II - Creative Director**
 - **Tenure with VideoVets:** 5 years
 - **Experience and Expertise:** Reggie drives the artistic direction of our projects with his creative vision and strategic thinking. His background in design and a passion for innovation ensure that our work resonates with audiences. Reggie has successfully led creative teams on numerous high-impact projects, resulting in visually compelling and memorable content.

Supporting Team Members

- **Fabian Pourmand - Cinematographer**

- **Tenure with VideoVets:** 4 years
- **Experience and Expertise:** Fabian specializes in crafting visually compelling narratives and utilizing cutting-edge camera technology to capture breathtaking shots. His expertise in lighting and composition enhances the visual quality of our productions. Additionally, Fabian is fluent in both English and Arabic.

- **Armin Aidipour - Camera Operator & Sound Engineer**

- **Tenure with VideoVets:** 3 years
- **Experience and Expertise:** Armin's technical proficiency in camera operation and sound engineering ensures seamless and professional on-set operations. His dual role guarantees that our projects not only look great but also sound crystal clear. Additionally, Armin is fluent in both English and Arabic.

- **Justin Dailey - Senior Editor**

- **Tenure with VideoVets:** 6 years
- **Experience and Expertise:** Justin's expertise in post-production is evident in the final polish of our projects. His editing skills bring together all the elements of a production, creating a cohesive and impactful final product that meets the highest standards.

- **Nina Suntzeff - Research Analyst**

- **Tenure with VideoVets:** 2 years
- **Experience and Expertise:** Nina offers valuable insights and data-driven recommendations to inform decision-making and project strategies through her in-depth research and analysis. Her work ensures that our content is well-informed and relevant.

- **Steven Lelham - Sound Engineer**

- **Tenure with VideoVets:** 3 years
- **Experience and Expertise:** Steven's expertise in sound engineering is evident in the pristine audio quality of our projects. His skills in capturing and enhancing sound ensure that every production meets

the highest standards, providing a seamless and immersive auditory experience that complements the visual elements perfectly.

- **Charles Odell - Contract Administrator**

- **Tenure with VideoVets:** 5 years
- **Experience and Expertise:** Charles has 5 years of experience in contract management and administration. As a Contract Administrator, he oversees and manages the execution and compliance of government contracts. His expertise in contract negotiation, pricing strategy and project management ensures that all contractual obligations are met with precision and accuracy.

Project Workflow and Structure

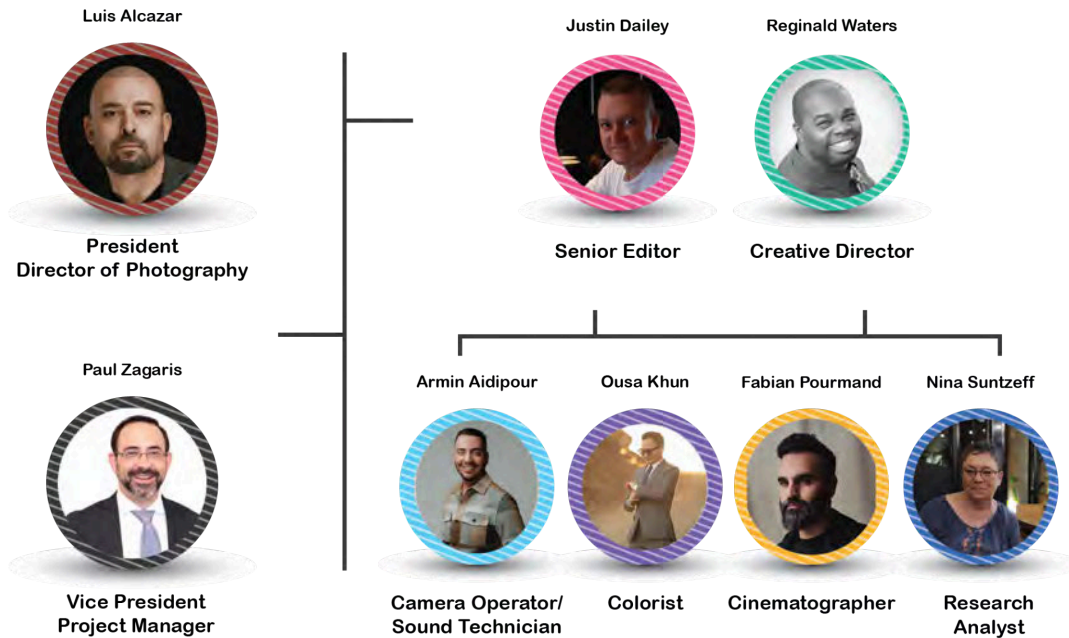
At VideoVets, our project hierarchy fosters an egalitarian approach where all team members contribute their best ideas. However, ultimate decision-making authority rests with our three Key Personnel—Luis Alcazar, Paul Zagaris and Reginald Waters II—ensuring effective coordination, streamlined workflow and optimal decision-making throughout the project lifecycle.

Travel and Operational Efficiency

We are continually working on projects throughout the United States and are adept at maintaining low overhead expenses. Traveling for film shoots has never been an issue for our team, ensuring we can deliver prompt and efficient results for our clients.

By leveraging our experienced and dedicated team, VideoVets is committed to delivering exceptional outcomes for the West Virginia Department of Agriculture.

Org Chart



VideoVets' Capabilities for WVDA

VideoVets stands as a premier provider of high-quality audio-visual production services, meticulously tailored to the specific needs of the West Virginia Department of Agriculture (WVDA). Our extensive capabilities encompass a broad spectrum of services, ensuring that we deliver engaging, informative and visually captivating content. Our work is characterized by a commitment to excellence, technical proficiency and creative storytelling, all of which are critical in communicating the WVDA's mission and initiatives.

In-House Expertise and Team Dynamics

At the core of VideoVets is a dedicated team of professionals who bring a wealth of experience and expertise to every project. Our team members are not only highly skilled in their respective fields but are also cross-trained in both cinematography and editing. This dual skill set enables us to offer a holistic approach to video production, ensuring a seamless transition between different stages of the production process.

Our in-house team includes:

- **Directors and Producers:** Visionaries who guide the creative direction of each project, ensuring that the final product aligns with the client's vision and objectives.
- **Cinematographers:** Experts in capturing high-quality footage, with a keen eye for detail and composition. Our cinematographers are adept at working in various environments, from controlled studio settings to dynamic outdoor locations.
- **Editors and Post-Production Specialists:** Skilled professionals who bring the footage to life through meticulous editing, color grading and visual effects. Our team ensures that every frame is polished to perfection, creating a cohesive and engaging narrative.

The collaborative nature of our team fosters a dynamic and innovative work environment, allowing us to consistently push the boundaries of visual storytelling. Our commitment to continuous learning and adaptation ensures that we remain at the forefront of industry trends and technologies.

Advanced Equipment and Technical Proficiency

VideoVets is equipped with cutting-edge technology, enabling us to deliver exceptional visual and audio quality. Our equipment inventory includes:

- **Camera Systems:** We utilize high-resolution cameras such as the RED Komodo 6K, capable of shooting in 6K RAW format and Sony a7sii DSLRs, known for their exceptional low-light performance. These cameras allow us to capture detailed and vibrant footage, suitable for various distribution platforms, including online streaming, broadcast and large-screen presentations.
- **Lenses and Accessories:** Our arsenal includes a wide range of high-quality lenses, including Sigma cinema lenses, which provide sharp and clear imagery. We also use an array of filters, stabilizers and camera rigs to enhance the visual quality and add creative effects to our footage.
- **Audio Equipment:** Our audio setup features top-tier microphones, including shotgun mics, lapel mics and wireless systems, along with advanced recorders like the Zoom F8. This equipment ensures that we capture crystal-clear audio, whether it's dialogue, ambient sounds, or live events.
- **Lighting Solutions:** Our comprehensive lighting kit includes versatile aperture cinema lighting gear, enabling us to create the perfect mood and atmosphere for each scene. We can adapt to various lighting conditions, from natural daylight to intricate indoor setups, ensuring consistent visual quality.

Professional Post-Production and Innovative Tools

In the post-production phase, VideoVets excels in delivering polished and professional videos. Our post-production capabilities include:

- **Editing and Color Grading:** Using industry-standard software like Adobe Premiere Pro, Final Cut Pro and DaVinci Resolve, our editors meticulously piece together footage to create a cohesive narrative. We pay close attention to pacing, transitions and color consistency, ensuring that the final product is visually appealing and engaging.
- **Visual Effects and Animation:** Our team is proficient in creating sophisticated visual effects and animations, adding an extra layer of creativity to our projects. We employ tools like Adobe After Effects and Blender to produce 2D and 3D animations, motion graphics and dynamic simulations.
- **Artificial Intelligence Integration:** We leverage AI technologies, including Midjourney and DALL E2, for advanced graphic design and animation. These tools allow us to create unique visual elements and streamline the post-production process, enhancing the overall quality and efficiency of our work.

Data Security and Multilingual Capabilities

Data security is a top priority at VideoVets. We maintain a robust infrastructure with

RAIDed servers located at multiple office locations, providing secure and redundant storage for all project assets. This setup ensures that all data is safely backed up and easily retrievable, protecting against data loss and unauthorized access.

Our multilingual capabilities enable us to produce content that resonates with diverse audiences. We offer services in multiple languages, including voice-over narration, subtitles and translations. This capability is particularly valuable for the WVDA, as it allows us to reach a broader audience and ensure inclusivity in our communications.

Customized Creative Solutions and Client Collaboration

VideoVets prides itself on offering customized creative solutions tailored to the unique needs of our clients. For the WVDA, we offer a range of services, including:

- **Concept Development:** We work closely with the WVDA to understand their goals, target audience and key messages. Our team develops creative concepts that effectively convey the department's initiatives and values.
- **Scriptwriting:** Our experienced scriptwriters craft compelling narratives that simplify complex agricultural topics, making them accessible and engaging for a wide audience.
- **Storyboarding:** We create detailed storyboards that serve as visual blueprints for the production. These storyboards outline the sequence of scenes, camera angles and key visual elements, ensuring a smooth and efficient production process.
- **Animation:** VideoVets specializes in both 2D and 3D animation, allowing us to bring abstract concepts to life through dynamic visual storytelling. Our animations are designed to be informative, engaging and visually striking.

Throughout the production process, we maintain open communication with our clients, ensuring that their feedback is incorporated at every stage. This collaborative approach guarantees that the final product aligns with the client's vision and exceeds their expectations.

Commitment to Excellence and Deadline Adherence

VideoVets is committed to delivering excellence in every project we undertake. Our attention to detail, technical expertise and creative vision ensure that we consistently produce high-quality content. We understand the importance of meeting deadlines and have a proven track record of delivering projects on time, without compromising on quality.

Our ethical business practices and transparent communication further strengthen

our commitment to client satisfaction. We operate with integrity, ensuring fairness and transparency in all our interactions.

Experience and Industry Knowledge

With a diverse portfolio spanning government agencies, educational institutions, nonprofits and private businesses, VideoVets has extensive experience in producing high-quality visual content across various industries. Our knowledge of the agricultural sector, combined with our technical and creative capabilities, positions us as a valuable partner for the WVDA.

In conclusion, VideoVets offers a comprehensive range of audio-visual production services that are specifically tailored to meet the needs of the West Virginia Department of Agriculture. Our commitment to excellence, innovative approach and client-focused collaboration ensure that we deliver exceptional content that effectively communicates the department's mission and engages the community.

Case Studies

In the realm of visual production and related services, VideoVets' experience is a testament to diversity and innovation. We've undertaken a wide array of projects that not only showcase our proficiency but also underscore our adaptability to meet our clients' unique requirements. As we delve into the case studies section of this proposal, we invite you to explore a cross-section of our portfolio, highlighting the scope and depth of our capabilities.

These case studies exemplify our commitment to excellence and creativity. From conceiving compelling concepts to delivering top-notch video content, from crafting immersive virtual reality experiences to engaging audiences through live streaming, each case study provides a glimpse into our dedication to precision and client-focused collaboration.

Within these pages, you'll witness how we seamlessly integrate brand elements, create captivating social media content and leverage advanced technologies like 360-degree video production and drone videography to surpass our clients' expectations. We've addressed a wide range of challenges, from producing educational podcasts to optimizing video content for search engines, all with the objective of delivering powerful communication.

As we present these case studies, we aim to convey our passion for visual production as an art form and our commitment to creating content that deeply resonates with audiences. These projects represent our ongoing dedication to achieving exceptional results, regardless of the project's scale or complexity.

Case Study: California Department of Food & Agriculture (CDFA)



Project Overview

VideoVets was commissioned by the California Department of Food & Agriculture (CDFA) to create a series of 3D animation videos as part of an educational initiative focusing on Epidemiology and Foreign Animal Disease response. This project required a sophisticated understanding of complex agricultural topics and the ability to communicate them effectively to a specialized audience. The primary objective was to transform pre-designed 2D image graphics into dynamic vector animations, culminating in fully immersive 3D animation videos that conveyed critical information regarding disease management and control strategies.

Scope of Work

VideoVets' role encompassed a comprehensive production process, from conceptualization and script development to the execution of high-quality animations. The key stages included:

1. **Concept Development and Scriptwriting:**

Collaborating closely with subject matter experts, VideoVets developed detailed scripts that translated complex epidemiological concepts into accessible narratives. The scripts were meticulously crafted to align with the technical requirements and educational goals of the CDFA, ensuring that all content was accurate and informative.

2. **3D Animation Production:**

The production team at VideoVets transformed static 2D graphics into dynamic 3D animations. This process involved meticulous synchronization of voice-over narration with vector animations, requiring precise timing and attention to detail. The animations were designed to illustrate critical stages in disease management, including Detection, Initial Response, Sustained Response, Disease Eradication and Recovery.

3. **Visual and Technical Integration:**

The project demanded seamless integration of various technical elements, including advanced epidemiological planning and response strategies. VideoVets employed cutting-edge animation techniques to graphically

represent these strategies, providing clear visual explanations that enhanced understanding among subject matter experts and stakeholders.

Relevance to the West Virginia Department of Agriculture (WVDA)

The work performed for the CDFA is highly relevant to the current RFP from the West Virginia Department of Agriculture. The CDFA project required a deep understanding of agricultural processes, disease control measures and public health implications—areas that closely align with the needs of the WVDA. Specifically, VideoVets' experience in creating educational content around complex agricultural topics ensures that they can effectively communicate the intricacies of WVDA's initiatives to diverse audiences.

The ability to translate technical information into engaging visual content is particularly valuable for the WVDA, as it involves similar challenges in educating the public and stakeholders about agricultural programs, disease management and community outreach. The emphasis on meticulous planning, attention to detail and collaboration with experts in the CDFA project demonstrates VideoVets' capacity to deliver high-quality, informative videos that resonate with the intended audience.

Outcome and Impact

The videos produced for the CDFA were instrumental in enhancing the understanding of foreign animal disease response protocols. By providing clear, concise and visually engaging content, the animations served as effective tools for educating a specialized audience, including government officials, agricultural professionals and public health experts. The success of this project underscores VideoVets' expertise in creating impactful educational content that supports public health and agricultural initiatives.

Conclusion

VideoVets' collaboration with the CDFA showcases their capability to handle complex, technical projects within the agricultural sector. Their experience in producing high-quality animation and educational content makes them an ideal partner for the WVDA. The CDFA project highlights VideoVets' strengths in clear communication, technical proficiency and creative storytelling—essential components for successfully executing the WVDA's videography needs.

California Department of Food & Agriculture Sample Video 1:

<https://vimeo.com/956768041/59daa5edca>

California Department of Food & Agriculture Sample Video 2:

<https://vimeo.com/815021154/86858b5759>

Case Study: Idaho Department of Juvenile Corrections (IDJC)



Project Overview

VideoVets was contracted by the Idaho Department of Juvenile Corrections (IDJC) to produce a series of animation videos for their Community Operations and Program Services (COPS) division. The project's primary objective was to educate law enforcement and probation officials on juveniles' rights, with a specific focus on compliance-related obligations under various legal frameworks. The initiative involved transforming complex legal modules into engaging and comprehensible animations, ensuring that the information was accessible and easily understood by the intended audience.

Scope of Work

The scope of the project included several key components:

1. **Script Development and Adaptation:**

VideoVets worked closely with IDJC to adapt four legal modules into coherent and engaging scripts. The content needed to be both accurate and clear, distilling complex legal language into accessible narratives. This process required a deep understanding of legal principles and the ability to communicate them effectively to a diverse audience, including law enforcement personnel and probation officers.

2. **Animation Production:**

The team at VideoVets utilized advanced animation techniques to create visually appealing and informative videos. The animations covered critical topics such as the Deinstitutionalization of Status Offenders (DSO) Requirement, Removing Juveniles Charged as Adults Requirement, Sight and Sound Separation Requirement and Jail Removal Requirement. Each video was designed to provide clear explanations of these requirements, ensuring that officials understood their obligations under the law.

3. **Visual and Narrative Synchronization:**

A key challenge was ensuring that the animations were not only visually

engaging but also accurately synchronized with the narrative. This required meticulous planning and execution, as each animation had to align perfectly with the voice-over narration. The aim was to create a seamless viewing experience that enhanced the understanding of complex legal concepts.

Relevance to the West Virginia Department of Agriculture (WVDA)

The experience gained from the IDJC project is directly relevant to the current RFP from the West Virginia Department of Agriculture. Both projects require the translation of complex, specialized information into engaging and accessible formats. For WVDA, the focus will be on communicating agricultural initiatives, disease management strategies and public health information. VideoVets' proven ability to handle intricate subject matter and present it clearly and effectively demonstrates their capacity to meet WVDA's communication needs.

The emphasis on compliance and educational content in the IDJC project parallels the WVDA's requirement to educate the public and stakeholders about agricultural regulations and practices. Additionally, the use of animations to simplify and clarify complex information aligns with WVDA's potential needs for creating accessible educational materials.

Outcome and Impact

The animation videos produced for the IDJC have had a significant impact on improving the understanding of legal requirements among law enforcement and probation officials. By providing clear and concise explanations of complex legal concepts, these videos have enhanced compliance and contributed to the fair and equitable treatment of juveniles within the legal system. The educational nature of the content ensures that officials are better equipped to uphold the rights of young individuals, ultimately leading to more informed and compassionate interactions.

Conclusion

VideoVets' work with the IDJC highlights their expertise in creating high-quality educational content that simplifies complex legal and regulatory information. This experience is invaluable for the WVDA, as it demonstrates VideoVets' capability to produce engaging and informative videos that effectively communicate critical information to diverse audiences. The team's attention to detail, technical proficiency and commitment to clarity ensure that they are well-suited to meet the WVDA's videography needs.

Idaho Department of Juvenile Corrections Sample Video 1:

<https://vimeo.com/954880048/bc4ff52805>

Idaho Department of Juvenile Corrections Sample Video 2:

<https://vimeo.com/894367972/5564912e94>

Case Study: Hawai'i State Energy Office (HSEO)



Project Overview

VideoVets partnered with the Hawai'i State Energy Office (HSEO) to enhance the visibility and impact of the Hawai'i Green Business Program (HGBP) through comprehensive video production services. This initiative aimed to promote environmentally and socially responsible business practices across the state. The project included the creation of various video formats, from brief informational clips to detailed event coverage, to support the Green Practice Recognition Opportunity (GPRO) project. The primary objective was to celebrate and amplify the sustainable efforts of businesses within Hawai'i, fostering a greater awareness and adoption of green practices.

Scope of Work

VideoVets' scope of work for the HSEO encompassed several key components:

1. **Program Overview Video:**

A concise, 1-minute video encapsulating the mission, history and impact of the HGBP. This video serves as an informative cornerstone on the HGBP website and social media platforms, complete with closed captions to ensure accessibility.

2. **Program Highlight Videos:**

Four detailed videos, each approximately 5 minutes in length, providing an in-depth look into specific aspects of the program. These videos featured footage from ceremonies, interviews, forums and site visits, offering insights from participating businesses and stakeholders. The inclusion of closed captions made the content accessible to all viewers, enhancing understanding and engagement.

3. **Business Spotlight Videos:**

Fifteen 1-minute videos spotlighting various participating businesses. These videos showcased the commitment of these businesses to sustainable practices, highlighting their contributions to Hawai'i's environmental goals. The videos were designed to inspire other businesses to adopt similar practices and were featured prominently on the HGBP website.

4. **Event Coverage Videos:**

Five comprehensive 1-hour videos documenting key events and forums. These

videos captured the full scope of the events, including discussions, presentations and interactive sessions. The content was enriched with engaging introductions and closing cards, as well as closed captions, ensuring that the videos were informative and accessible.

5. **Green Practices Tour Videography:**

VideoVets provided extensive coverage of the Green Practices Tour, capturing the essence of sustainable practices across various businesses. The videos included interviews, B-Roll and live streaming, providing a vivid portrayal of Hawai'i's commitment to environmental stewardship. The live streams were broadcast on the HSEO Facebook page, allowing real-time engagement with the audience.

Relevance to the West Virginia Department of Agriculture (WVDA)

The work performed for the HSEO aligns closely with the objectives of the WVDA, particularly in terms of promoting sustainable practices and public education. The HSEO project demonstrated VideoVets' ability to create compelling visual narratives that effectively communicate complex topics, such as environmental sustainability and business practices. This experience is directly relevant to the WVDA's needs, as it involves similar challenges in educating the public and stakeholders about agricultural programs, environmental conservation and community outreach.

The emphasis on inclusivity, through the use of closed captions and multilingual content, mirrors the WVDA's requirement for accessible and engaging educational materials. Furthermore, VideoVets' experience in covering a wide range of events and producing diverse video formats highlights their capability to meet the WVDA's comprehensive communication needs.

Outcome and Impact

The videos produced for the HSEO played a crucial role in elevating the profile of the Hawai'i Green Business Program. They provided a platform for businesses to share their sustainable practices, inspiring others to follow suit. The comprehensive coverage and engaging storytelling helped to foster a deeper understanding and appreciation of green practices among the public. By making these videos accessible and informative, VideoVets contributed to a broader awareness and support for environmental sustainability in Hawai'i.

Conclusion

VideoVets' collaboration with the HSEO underscores their expertise in producing high-quality, informative and visually engaging content. Their ability to handle complex projects and deliver impactful videos that align with specific organizational goals makes them an ideal partner for the WVDA. The HSEO project highlights VideoVets' strengths in clear communication, creative storytelling and technical proficiency, ensuring that they can meet and exceed the WVDA's expectations.

Hawai'i State Energy Office Sample Video 1:

<https://vimeo.com/907193641/f1b0dd949c>

Hawai'i State Energy Office Sample Video 2:

<https://vimeo.com/906213160/7d8a341553>

Hawai'i State Energy Office Sample Video 3:

<https://vimeo.com/900640869/e06527f497>

Case Study: City of Sacramento Office of Arts & Culture (OAC)



Project Overview

VideoVets partnered with the City of Sacramento Office of Arts & Culture to enhance the visibility and appreciation of the city's vibrant arts scene through a comprehensive video production project. This initiative aimed to highlight the diverse range of artistic expressions and cultural events in Sacramento, thereby promoting the city as a cultural destination. The project included the creation of various video formats, from artist profiles to event coverage, to support the Office's mission of fostering a thriving arts community. The primary objective was to celebrate the unique contributions of local artists and cultural organizations, fostering greater community engagement and public awareness.

Scope of Work

VideoVets' scope of work for the City of Sacramento Office of Arts & Culture included several key components:

1. **Artist Profile Videos:**

A series of 5-minute videos spotlighting various local artists. These videos provided an intimate look into the artists' creative processes, their inspirations and their impact on the Sacramento arts community. Each profile included interviews, studio visits and clips from performances or exhibitions, offering viewers a comprehensive understanding of the artists' work and their role in the local cultural landscape.

2. **Event Highlight Videos:**

Three 10-minute videos documenting significant cultural events in Sacramento. These videos captured the essence of each event, from the vibrant atmosphere to the engaging performances and exhibitions. They included interviews with event organizers, participants and attendees, providing insights into the event's significance and its contribution to the city's cultural fabric. The videos were designed to promote future events and encourage wider community participation.

3. **Community Engagement Videos:**

Four 7-minute videos focused on community arts initiatives and educational programs. These videos highlighted the efforts of local organizations in making the arts accessible to all, including underrepresented and underserved communities. They showcased workshops, public art projects and educational programs, emphasizing the role of the arts in community development and social cohesion.

Relevance to the West Virginia Department of Agriculture (WVDA)

The work performed for the City of Sacramento Office of Arts & Culture aligns closely with the objectives of the WVDA, particularly in terms of promoting community engagement and public education. The Sacramento project demonstrated VideoVets' ability to create compelling visual narratives that effectively communicate diverse and complex topics. This experience is directly relevant to the WVDA's needs, as it involves similar challenges in educating the public and stakeholders about agricultural programs, environmental conservation and community outreach.

VideoVets' focus on inclusivity, through the use of closed captions and multilingual content, mirrors the WVDA's requirement for accessible and engaging educational materials. Furthermore, VideoVets' experience in covering a wide range of events and producing diverse video formats highlights their capability to meet the WVDA's comprehensive communication needs.

Outcome and Impact

The videos produced for the City of Sacramento Office of Arts & Culture played a crucial role in elevating the profile of the city's arts scene. They provided a platform for local artists and cultural organizations to showcase their work, inspiring others to engage with and support the arts. The comprehensive coverage and engaging storytelling helped to foster a deeper understanding and appreciation of the arts among the public. By making these videos accessible and informative, VideoVets contributed to a broader awareness and support for the arts in Sacramento.

Conclusion

VideoVets' collaboration with the City of Sacramento Office of Arts & Culture underscores their expertise in producing high-quality, informative and visually engaging content. Their ability to handle complex projects and deliver impactful videos that align with specific organizational goals makes them an ideal partner for the WVDA. The Sacramento project highlights VideoVets' strengths in clear communication, creative storytelling and technical proficiency, ensuring that they can meet and exceed the WVDA's expectations.

City of Sacramento Office of Arts & Culture Sample Video 1:

<https://vimeo.com/992325715/9bb07d814b>

City of Sacramento Office of Arts & Culture Sample Video 2:
<https://vimeo.com/993113045/4a0f401b2d>

City of Sacramento Office of Arts & Culture Sample Video 3:
<https://vimeo.com/992374080/b54b019ce2>

Case Study: California Governor's Office of Planning & Research (OPR)



Project Overview

VideoVets partnered with the California Governor's Office of Planning & Research (OPR) to produce a film for the Neighbor 2 Neighbor initiative. This project aimed to inspire Californians to develop emergency response plans and foster community resilience. The film highlighted the importance of community preparedness and solidarity, presenting diverse perspectives across various locations in California.

Scope of Work

VideoVets' scope of work for the OPR encompassed several key components:

1. **Comprehensive Narrative Creation:**

VideoVets collaborated closely with OPR and California Volunteers (CV) to create a compelling narrative that underscored the value of community support in emergency preparedness. The project involved detailed pre-production planning, script development and storyboarding to ensure the film effectively conveyed the initiative's message.

2. **Filming & Production:**

The production involved a five-day shoot in multiple locations, including Oakland, San Jose and Sacramento. The team filmed 13-minute interviews, walk-and-talk segments and various community interactions, capturing authentic and engaging footage. The crew, composed of a Director of Photography, on-set producer, two camera operators, a gaffer, sound technician and production assistant, ensured high-quality production standards throughout the project.

3. **Post-Production:**

Post-production included meticulous editing, sound design and the addition of visual effects to enhance the storytelling. The final film featured a cohesive narrative, integrating interviews, b-roll footage and animations to create an impactful visual experience. The video was also optimized for accessibility, with closed captions and descriptive audio.

Relevance to the West Virginia Department of Agriculture (WVDA)

The Neighbor 2 Neighbor project aligns with the WVDA's objectives, particularly in promoting community education and public engagement. VideoVets' experience in creating informative and engaging content for public initiatives demonstrates their ability to effectively communicate complex messages to diverse audiences. This experience is relevant to the WVDA's needs for producing educational videos that highlight agricultural practices and community programs.

VideoVets' focus on accessibility and inclusivity, as demonstrated through the use of closed captions and descriptive audio, mirrors the WVDA's requirement for accessible educational materials. Furthermore, the successful execution of a multi-location shoot and the ability to capture diverse perspectives showcase VideoVets' capability to handle comprehensive and logistically complex projects.

Outcome and Impact

The Neighbor 2 Neighbor film significantly raised awareness about community preparedness and emergency response planning across California. The engaging narrative and high production quality helped convey critical information in an accessible and relatable manner. The film encouraged viewers to take proactive steps in their communities, fostering a culture of preparedness and mutual support.

Conclusion

VideoVets' collaboration with the California Governor's Office of Planning & Research highlights their expertise in producing high-quality, impactful content. Their ability to manage complex projects and deliver compelling narratives that align with specific organizational goals makes them an ideal partner for the WVDA. The Neighbor 2 Neighbor project underscores VideoVets' strengths in storytelling, technical proficiency and commitment to client satisfaction, ensuring they can meet and exceed the WVDA's expectations.

California Governor's Office of Planning & Research Video:

<https://vimeo.com/982611882/30d045145d>

VideoVets' Project Approach for the West Virginia Department of Agriculture

VideoVets is committed to delivering an exceptional video production experience tailored to the WVDA's unique needs. Our comprehensive approach will ensure that every aspect of the project is meticulously planned and executed to exceed expectations. Below is an expanded and detailed breakdown of our approach:

1. Mandatory Contract Services Requirements and Deliverables

1.1 Filming and Editing of Educational Videos

- **Requirement:** Produce 11 fully edited/professional educational videos for the GLCI.
- **Detailed Approach:** VideoVets will initiate this task with a comprehensive planning phase, including the creation of a content calendar that outlines the specific focus for each of the 11 videos. Each video will address distinct topics, such as soil health, sustainable farming techniques, livestock management and innovative agricultural technologies. Our team will develop in-depth scripts that not only educate but also engage the audience, utilizing storytelling techniques to make complex agricultural concepts accessible. We will employ a combination of interviews, live demonstrations and narrated visual content, ensuring a diverse and rich viewing experience. The editing process will be meticulous, involving multiple stages of review to ensure clarity, coherence and high production quality. This includes precise timing of cuts, seamless integration of graphics and animations and fine-tuning audio levels.

1.2 Versatility in Filming Environments

- **Requirement:** Ability to shoot in both classroom and outdoor environments.
- **Detailed Approach:** To accommodate the dual requirement of classroom and outdoor environments, our team will utilize adaptive filming techniques and equipment. For classroom settings, we will deploy multi-camera setups to capture various angles, including wide shots of the entire room and close-ups of instructors and participants. This allows for dynamic editing and maintains viewer interest. For outdoor shoots, we will use mobile rigs and weather-resistant equipment to handle diverse conditions such as varying light levels, wind and terrain. We will also employ techniques like bokeh (background blur) to focus on the subject in busy outdoor settings, ensuring professional-grade visuals regardless of the environment. Our team is prepared to manage on-site logistics, such as power supply for equipment, safe storage of gear and provision for sudden weather changes.

1.3 Travel and On-Site Filming

- **Requirement:** Ability to travel overnight and secure accommodations for on-site filming.
- **Detailed Approach:** VideoVets will handle all aspects of travel logistics, including booking accommodations, transportation and meal planning for the crew. We will prepare a detailed itinerary that outlines daily schedules, including arrival times, setup durations, shooting schedules and downtime. This itinerary will account for potential delays and include contingency plans for unforeseen circumstances such as weather disruptions or equipment issues. Our project manager will coordinate with local contacts at each filming location to ensure smooth access and setup, minimizing downtime and maximizing filming efficiency.

1.4 Production of Pasture Walk Videos

- **Requirement:** Produce 5 fully edited/professional pasture walk videos, 45-60 minutes in length.
- **Detailed Approach:** The pasture walk videos will be carefully planned to provide in-depth coverage of various pasture management techniques and best practices. We will script these videos to include a structured flow, starting with an introduction to the location and participants, followed by detailed walkthroughs of specific practices and concluding with expert analysis and viewer takeaways. During filming, we will use handheld stabilizers and gimbals to capture smooth footage as we move through the pasture, ensuring a professional look even in uneven terrains. We will also employ wireless microphones to capture clear audio from presenters and participants, regardless of movement or distance. In post-production, we will edit the footage to highlight key points, using slow motion and freeze frames to emphasize important techniques and practices. Graphics and text overlays will be used to reinforce educational content, making the videos a valuable resource for viewers.

1.5 Production of Train-the-Trainer Videos

- **Requirement:** Produce 5 fully edited/professional Train-the-Trainer videos, 45-60 minutes in length.
- **Detailed Approach:** The Train-the-Trainer videos will focus on equipping trainers with the necessary knowledge and skills to educate others effectively. Each video will be structured around a specific training module, covering topics such as instructional techniques, curriculum development and assessment methods. We will film both instructional segments and practical demonstrations, capturing trainers in action as they engage with learners. To

ensure clarity, we will use multi-camera setups to capture different perspectives, including wide shots of the training session and close-ups of specific actions or materials. We will also include interviews with experienced trainers, who will share insights and tips. The editing process will focus on maintaining a logical flow, with clear transitions between different segments. We will incorporate visual aids such as slides, diagrams and interactive elements to enhance learning and retention.

1.6 Production of Farmer Testimonial Video

- **Requirement:** Produce 1 fully edited/professional Farmer Testimonial video, 7-12 minutes in length.
- **Detailed Approach:** The Farmer Testimonial video will be crafted to provide a personal and impactful narrative. We will work closely with the selected farmer to prepare a storyline that covers their background, challenges, achievements and the impact of WVDA programs. Filming will take place at the farmer's location, capturing daily activities, interactions with family and workers and the farm environment. We will use a combination of static shots, handheld footage and drone shots to create a visually compelling narrative. The interview will be conducted in a conversational style, encouraging the farmer to speak candidly about their experiences. In post-production, we will focus on pacing and emotional resonance, using music, color grading and sound design to enhance the story's impact. The final video will be a polished, authentic portrayal of the farmer's journey, designed to inspire and connect with viewers.

1.7 Multi-Locational Filming Capabilities

- **Requirement:** Ability to film multiple videos in locations within 30 miles of each other.
- **Detailed Approach:** To efficiently manage multi-locational shoots, VideoVets will implement a clustered scheduling strategy. We will group filming locations based on proximity, minimizing travel time and maximizing shooting time. Our logistics team will coordinate with local authorities and site managers to secure access and permissions in advance, ensuring a seamless transition between locations. We will prepare for potential logistical challenges, such as varying local regulations or site-specific restrictions, by conducting thorough pre-shoot assessments. On shooting days, our team will be prepared with portable power solutions, mobile editing stations and backup equipment to handle any unforeseen technical issues.

1.8 Filming Locations and Travel

- **Requirement:** Ability to film up to 30 miles from any location for testimonial videos.
- **Detailed Approach:** For the testimonial videos, we will be prepared to travel within a 30-mile radius to capture additional content as needed. This flexibility allows us to include supplementary interviews or B-Roll footage that enhances the main narrative. We will maintain a mobile unit equipped with essential filming gear, enabling quick setup and breakdown. Our team will also be prepared to adapt to different environmental conditions and locations, ensuring consistent quality across all footage.

1.9 Specified Filming Locations

- **Requirement:** Filming in Weston, WV; Morgantown, WV; Moorefield, WV; Keedysville, MD; Raphine, VA.
- **Detailed Approach:** We will conduct detailed pre-production assessments at each specified location. This includes scouting for optimal filming spots, identifying logistical considerations (such as access points, lighting conditions and local regulations) and coordinating with local contacts. Our team will create customized filming plans for each site, ensuring that we capture the unique characteristics and narratives specific to each location. We will also plan for contingencies, such as weather variations or site-specific challenges, to ensure smooth and uninterrupted filming.

1.10 Collaboration with GLCI Consultants

- **Requirement:** Hold discussions with and receive instructions from GLCI consultants.
- **Detailed Approach:** We will establish a collaborative workflow with GLCI consultants, involving them at key stages of the project. This includes initial planning sessions to define project goals, script review meetings to ensure content accuracy and post-production reviews to finalize the videos. Our team will incorporate consultant feedback promptly, making necessary adjustments to scripts, footage and editing. We will also facilitate open lines of communication, providing regular updates and seeking input throughout the production process.

1.11 Incorporation of Agency Footage

- **Requirement:** Incorporate Agency-owned footage in .mp4 and .mov formats.
- **Detailed Approach:** VideoVets will seamlessly integrate Agency-provided footage into the new content, ensuring a cohesive visual and narrative flow.

Our post-production team will perform technical checks on the provided footage to ensure compatibility and quality. We will match the visual style, color grading and audio levels of the existing footage with the newly captured material, creating a unified final product. This integration will include careful selection and placement of the Agency footage to complement and enhance the new content.

1.12 Drone Footage

- **Requirement:** Provide fully edited/professional drone flyover footage for at least 11 videos.
- **Detailed Approach:** Our experienced drone operators will capture high-quality aerial footage, showcasing the expansive landscapes and unique agricultural features of each location. We will plan drone flights to maximize visual impact, capturing sweeping panoramas, top-down views and dynamic tracking shots. The drone footage will be edited to highlight key aspects of the locations, such as crop patterns, farm layouts and environmental contexts. This footage will be integrated into the videos to provide viewers with a broader perspective and a visually engaging experience.

1.13 Timely Filming Initiation

- **Requirement:** Film the first educational video within 14 working days of contract award.
- **Detailed Approach:** Upon contract award, our team will immediately commence pre-production activities, prioritizing the first educational video. This includes finalizing the script, securing the filming location, assembling the crew and organizing equipment. We will conduct a pre-shoot meeting to align on the project goals, schedule and responsibilities. Our team will be prepared to begin filming within the specified timeframe, ensuring that all necessary elements are in place for a successful shoot.

1.14 Delivery Deadline

- **Requirement:** Deliver all fully edited/professional videos by December 15, 2024.
- **Detailed Approach:** VideoVets will establish a detailed project timeline that outlines all phases of production, from pre-production to final delivery. This timeline will include key milestones, such as script completion, filming dates, rough cuts, client reviews and final edits. We will implement a rigorous project management process, with regular check-ins and progress updates to ensure that all tasks are completed on schedule. Our post-production team will work efficiently to edit and finalize the videos, incorporating client feedback promptly. We will conduct a final quality assurance check before delivery,

ensuring that all videos meet the highest standards of quality and professionalism.

VideoVets' References

| | |
|----------------------|---|
| Name of Organization | California Department of Food & Agriculture True North (Prime) |
| Address | 515 Madison Avenue Ste 8083, New York NY 10022 |
| Contact Name | Tom Goosman |
| Contact Title | Chief Creative Officer |
| Contact Phone Number | (212) 961-6430 |
| Email | tom@truenorthinc.com |

| | |
|----------------------|--|
| Name of Organization | Idaho Department of Juvenile Corrections (IDJC) |
| Address | 954 W. Jefferson St, Boise, ID 83702 |
| Contact Name | Jason Urquhart |
| Contact Title | Procurement Officer |
| Contact Phone Number | (208) 577-5426 |
| Email | Jason.urquhart@idjc.idaho.gov |

| | |
|----------------------|--|
| Name of Organization | Hawaii State Energy Office (HSEO) |
| Address | 235 Beretania Street, Ste 500, Honolulu HI 96813 |
| Contact Name | Gail Suzuki-Jones |
| Contact Title | Energy Efficiency and Renewable Energy Program Manager |
| Contact Phone Number | (808) 286-4730 |
| Email | gail.suzuki-jones@hawaii.gov |

What VideoVets Offers

VideoVets is a premier provider of video production services, offering a wide range of capabilities that ensure exceptional quality and client satisfaction. Our services are designed to meet the diverse needs of our clients, providing comprehensive support throughout the entire production process. Here's a detailed overview of what VideoVets offers:

1. Full-Service Video Production

A. End-to-End Project Management

VideoVets manages every aspect of video production, from initial concept development to final delivery. Our dedicated project managers coordinate all stages of the process, ensuring seamless execution and adherence to timelines and budgets.

B. Creative Development

Our team excels in transforming ideas into compelling visual narratives. We offer:

- **Conceptualization and Brainstorming:** Generating unique and engaging concepts that align with client objectives.
- **Scriptwriting:** Crafting clear, impactful scripts that effectively communicate the intended message.
- **Storyboarding:** Developing detailed visual blueprints that guide the production, ensuring consistency and clarity.

C. High-Quality Filming

With advanced filming equipment, including 4K and 6K cameras, VideoVets captures high-definition visuals tailored to the project's needs. Our production team is skilled in various filming techniques, such as drone videography and time-lapse photography, providing dynamic and visually stunning content.

D. Professional Audio and Sound Design

We prioritize audio quality, offering services such as:

- **On-Location Audio Recording:** Utilizing top-tier microphones and sound equipment to capture crystal-clear audio.
- **Sound Design and Music Composition:** Creating custom soundscapes and musical scores that enhance the overall narrative and emotional impact of the videos.

2. Specialized Services

A. Multi-Language and Accessibility Options

VideoVets is committed to making content accessible to a wide audience. We provide:

- **Multi-Language Support:** Offering translations, voice-overs and subtitles in various languages.
- **Accessibility Features:** Including closed captions and audio descriptions to ensure that all viewers can fully engage with the content.

B. Animation and Visual Effects

Our team is skilled in creating captivating animations and visual effects, offering:

- **2D and 3D Animation:** Designing animated elements that explain complex information and add visual interest.
- **Motion Graphics:** Enhancing videos with dynamic text, charts and infographics.

3. Post-Production Mastery

A. Editing and Color Grading

VideoVets offers meticulous editing services, ensuring a polished final product. Our editors use industry-leading software to:

- **Assemble Footage:** Creating a cohesive narrative with seamless transitions and pacing.
- **Color Grading:** Applying precise color correction to achieve the desired visual style and mood.

B. Quality Assurance and Revisions

We implement a thorough quality assurance process, reviewing all aspects of the video to ensure technical and creative excellence. We welcome client feedback and offer multiple rounds of revisions to meet their expectations fully.

C. Final Delivery and Distribution

VideoVets provides final videos in multiple formats, optimized for various platforms, including social media, websites and broadcast. We also offer guidance on distribution strategies to maximize reach and engagement.

4. Data Security and Asset Management

A. Secure Data Storage

We prioritize the security of all project assets, utilizing secure servers and backup systems to protect data.

B. Archiving and Accessibility

VideoVets ensures that all project materials are archived and easily accessible for future use. We provide clients with comprehensive access to all final assets and raw footage, along with detailed documentation for easy retrieval and repurposing.

5. Client-Centric Approach

A. Collaborative Process

VideoVets values open communication and collaboration. We work closely with clients throughout the project, ensuring their vision is realized and their feedback is integrated.

B. Customized Solutions

We tailor our services to meet the unique needs of each client, offering flexible solutions that align with their specific goals and budget.

Conclusion

VideoVets offers a comprehensive suite of video production services, characterized by high-quality output, creative innovation and a client-focused approach. Our commitment to excellence and versatility in addressing various production needs make us a trusted partner for any video project. We are dedicated to delivering content that not only meets but exceeds client expectations, creating impactful and memorable experiences for audiences.



DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

(Printed Name and Title) Paul Zagaris, Vice President

(Address) 809 16th St., Sacramento, CA 95814

(Phone Number) / (Fax Number) Phone: (916) 849-9616 Fax: (800) 594-8020

(email address) Paul@videovets.net

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation/Contract in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation/Contract for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; that I am authorized by the Vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on Vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.

VideoVets

(Company)

(Signature of Authorized Representative)

Paul Zagaris, Vice President 8/04/2024

(Printed Name and Title of Authorized Representative) (Date)

Phone: (916) 849-9616 Fax: (800) 594-8020

(Phone Number) (Fax Number)

Paul@videovets.net

(Email Address)

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ AGR25*03

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

| | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input checked="" type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

| |
|--|
| VideoVets Company |
|  |
| Authorized Signature |
| 08/14/2024 |
| Date |

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.
Revised 6/8/2012

| PRICING PAGE - Exhibit A - CRFQ AGR25*04 | | | | |
|--|---|----------|---------------------------|-----------------|
| Item No. | Description | Quantity | Unit Price | Extended Amount |
| 4.1.1 | Educational Video Production Services | 1 | \$15,000 | \$15,000 |
| 4.1.2 | Fully Filmed, produced, and edited Educational Videos for the Grazing Lands Conservation Initiative | 11 | \$8,000 | \$88,000 |
| | | | | |
| | | | Overall Total Cost | \$103,000 |
| | Failure to use this form may result in disqualification | | | |
| | Bidder / Vendor Information | | | |
| | Name: VideoVets | | | |
| | Address: 809 16th St., Sacramento, CA 95814 | | | |
| | | | | |
| | | | | |
| | Phone: (916) 849-9616 | | | |
| | Email Address: Team@videovets.net | | | |
| | Authorized Signature: | | | |

Luis Alcazar, President



ABOUT ME

A resourceful, hardworking and creative individual who completes tasks by using critical thinking and technical skills. Specializing in cinematography and multimedia production, but he is well versed in all aspects of the entertainment industry. Dedicated to creating quality content and devoted to working side-by-side with clients to create art that is both engaging and memorable.

Director of Photography at VideoVets with over 26 years of experience, he brings expertise in time-based multimedia brand and story development, working with state and federal government agencies to meet their video campaign needs.



809 16TH STREET
SACRAMENTO, CA 95814
PHONE: 800.445.0530
WWW.VIDEOVETS.NET

LUIS ALCAZAR

PRESIDENT
DIRECTOR OF PHOTOGRAPHY



WWW.VIMEO.COM/VIDEOVETS



CELL: 209.410.1765



LUIS@VIDEOVETS.NET

WORK EXPERIENCE

VIDEOVETS
SACRAMENTO, CA
2016 - Present

PRESIDENT/DIRECTOR OF PHOTOGRAPHY

Owning and operating company's day-to-day film/video production, marketing, advertising and public relations operations that deal directly with local, state and federal agencies.

CSUS STANISLAUS
TURLOCK, CA
2010 - 2014

ANTHROPOLOGY KVAL FILM LAB TECH

Managed and maintained the University's Anthropology Film Department. Educated and trained students and faculty members with equipment. Taught students how to operate cameras, set up lighting, audio equipment and editing programs.

US NAVY
1996 - 2000

AVIATION TECHNICIAN/LOGISTICS

Purchasing agent, managed millions of dollars worth of equipment, trained and qualified sailors for licensing. Reports and inspection of specialized aviation tools. Recruitment and procurement. Video journalist covering overseas Naval news.

EDUCATION

CSUS STANISLAUS
TURLOCK, CA
2014

BACHELOR OF FINE ARTS

Degree in Video Production and Time-Based Media, Summa Cum Laude. Completed University's Honors Program.

MODESTO JR. COLLEGE
2002

ASSOCIATE OF SCIENCE

Degree in Computer Graphics Applications. Graduated with Honors.

SKILLS

ADOBE CREATIVE SUITE

VIDEO EDITING

APPLE'S FINAL CUT PRO

MOTION GRAPHICS

CINEMATOGRAPHER/PHOTOGRAPHER

POST-PRODUCTION

LIVE STREAMING

BILINGUAL IN ENGLISH & SPANISH

REFERENCES

PAUL ZAGARIS

38 VP OF VIDEOVETS

800.445.0530



ABOUT ME

An experienced and adaptable multimedia specialist who utilizes teamwork and collaboration to bring conceptual ideas to a working and insightful presentation. He has a deep understanding of business branding and marketing, enhancing the value he brings to content creation for his clients, preserving the legacy of the people and businesses he films and showcasing their vision and values in a creative way.

Project Manager at VideoVets with over 24 years of experience in filmmaking and marketing. He has pursued lasting business planning and implementation development, working with both public and private clients alike in contract administration and project management.



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PAUL ZAGARIS

VICE PRESIDENT
PROJECT MANAGER

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PAUL@VIDEOVETS.NET

WORK EXPERIENCE

VIDEOVETS SACRAMENTO, CA

2016 - Present

PROJECT MANAGER

Managing client contracts from project development to implementation. Multimedia marketing campaign specialization. Orchestrating all aspects of video projects from initial conception to completion, expertly balancing budget constraints, timelines and quality standards. Leveraging exceptional leadership and communication skills, effectively coordinating with cross-functional teams, clients and stakeholders, consistently ensuring successful, on-time delivery of engaging and impactful video content.

CINEMATIC ADVENTURE CLUB, LLC

2014 - Present

PRODUCER

Raising funds and coordinating the creation of motion pictures. Managing all stages of film production, from initial concept and script development to final Post-Production and Distribution. Known for strong leadership skills and creative vision, consistently deliver projects on time and within budget, while ensuring a high standard of production quality that resonates with target audiences.

SCENIC OAKS FUNDING

2004 - 2013

LOAN OFFICER (NMLS #2412361)

Responsible for having closed over \$65.4 million in home loans. Experienced at evaluating loan applications and authorizing or recommending approval for clients. Combined in-depth knowledge of lending protocols with exceptional interpersonal skills, consistently provided excellent customer service while maintaining an impeccable record of loan portfolio management and compliance with regulatory standards.

EDUCATION

UNIVERSITY OF THE PACIFIC MCGEORGE SCHOOL OF LAW

2005 - 2010

JURIS DOCTORATE

Degree in Law with an emphasis in Contracts.

UNIVERSITY OF CALIFORNIA SANTA BARBARA

1999 - 2004

BACHELOR OF ARTS

Degree in Film Studies and Law & Society. Completed University's Honors Program.

SKILLS

GOOGLE ANALYTICS & ADWORDS

CRM & INBOUND MARKETING

BILINGUAL IN ENGLISH & SPANISH

SOCIAL MEDIA MANAGEMENT

GENERATIVE A.I. MODELING & DESIGN

PROJECT MANAGEMENT

MICROSOFT WORD & EXCEL

CONTRACTS/ADMINISTRATION

REFERENCES

LUIS ALCAZAR

39

PRESIDENT OF VIDEOVETS

800.445.0530



ABOUT ME

A consummate collaborator and communicator, he uses critical thinking and project management skills to create world-class digital content to educate, entertain and persuade audiences to engage with and purchase great products and brands. Attuned to current trends in design, video production and marketing, continuously innovating fresh, relevant content.

Creative Director at VideoVets with over 13 years of experience in creative storytelling and digital design. He has been dedicated to creative idea development, embracing the art of visual and purposeful storytelling, professionally trained in cinematography, motion graphics, editing and branding, having helped Fortune 500 brands fulfill their marketing and brand design element campaigns.



809 16TH STREET
SACRAMENTO, CA 95814
PHONE: 800.445.0530
WWW.VIDEOVETS.NET

REGINALD WATERS II

CREATIVE DIRECTOR



WWW.VIMEO.COM/VIDEOVETS



CELL. 916.384.5083



REGGIE@VIDEOVETS.NET

WORK EXPERIENCE

VIDEOVETS SACRAMENTO, CA 2019 - Present

CREATIVE DIRECTOR

Designing dynamic client projects, coordinating and producing creative brand elements. Helping brainstorm and implement visionary digital assets, making key decisions about visual and narrative aspects of projects. Ensuring all final work aligns with initial conceptualization, brand identity and project objectives. In charge of artistic direction, consistency and client collaboration.

VSP VISION CARE MARKETING 2016 - 2019

ON-AIR MOTION DESIGNER

Managed high-profile video shoots with multiple C-Suite Executives. Created over 70 high-quality videos watched by over 2.4 million people. Developed and implemented over 5,612 hours of online education. Built animated videos to promote new products to target markets.

VSP GLOBAL HUMAN RESOURCES 2012 - 2016

MARKETING PRODUCER

Created design processes that saved \$20,000 dollars in company budget. Developed a replacement LMS system to deliver content to over 5,000 employees. Curated a library of digital content to compliment stand-up training sessions.

EDUCATION

SOUND ADVICE AUDIO WORKSHOP FRANK SERAFINI 2016

CERTIFICATION

Certificate in Audio Engineering and Sound Design.

THE ART INSTITUTE OF CALIFORNIA SACRAMENTO, CA 2010

BACHELOR OF SCIENCE

Degree in Digital Video and Film Production.

SKILLS

CONCEPTUAL DESIGN & STORY BOARDS

VIDEO EDITING

SCRIPT WRITING

MOTION GRAPHICS

PITCHING IDEAS

VIDEO PRODUCTION

PROJECT MANAGEMENT

CINEMATOGRAPHY

REFERENCES

PAUL ZAGARIS

40

VP OF VIDEOVETS

800.445.0530



ABOUT ME

An experienced and adaptable media specialist, who utilizes teamwork and collaboration to bring conceptual ideas to a working and insightful presentation.

Cinematographer at VideoVets with over 15 years of professional experience, he is self-taught, having worked diligently to develop his artistic desire to become known for storytelling through motion pictures. As a consummate technician in the art of photography and videography, Fabian filters each narrative through the lens of mesmerizing lighting with amazing focus.



809 16TH STREET
SACRAMENTO, CA 95814
PHONE: 800.445.0530
WWW.VIDEOVETS.NET

FABIAN POURMAND

CINEMATOGRAPHER



WWW.VIMEO.COM/VIDEOVETS



CELL: 209.648.3783



FABIAN@VIDEOVETS.NET

WORK EXPERIENCE

VIDEOVETS SACRAMENTO, CA

2018 - Present

CINEMATOGRAPHER

Creating mood boards, lighting and shot lists based on the Director's vision. Supervision of crew on shoot day. Live streaming of events. Shooting multiple documentaries and commercials. Capturing footage using multitude of different state-of-the-art cameras, lighting and sound equipment.

MANFRED BAUMANN BEVERLY HILLS, CA

2021 - Present

1ST ASSISTANT

As Manfred's 1st Assistant, he led creative direction including mood boards, lighting and set design. Management of high-profile clients that include: Martin Sheen, Christopher Lloyd, Jaimie Alexander, Joe Mantegna, Jane Goodall, William Shatner, Vernon Davis and Billy Zane.

FABIAN POURMAND PHOTOGRAPHY

2008 - Present

PHOTOGRAPHER

Principal photographer and cinematographer. Traveling to different countries for editorial projects. Direct client relations and sales. Creative directing of photo and video shoots. Strategizing lighting and looks for projects.

AWARDS

AMERICAN ADVERTISING FEDERATION

2018

DELTA AWARD

Award in Branded Content and Entertainment Campaign. Most prestigious honor for work on broadcast television commercials.

SKILLS

ADOBE CREATIVE SUITE

PHOTO EDITING

APPLE'S FINAL CUT PRO

DJI AERIAL & STABILIZER PRODUCTION

LIVE STREAMING

POST-PRODUCTION

CINEMATOGRAPHY/PHOTOGRAPHER

DAVINCI RESOLVE

REFERENCES

PAUL ZAGARIS

41

VP OF VIDEOVETS

800.445.0530



ABOUT ME

An experienced filmmaker with a keen eye for storytelling, excelling at crafting impactful narratives that captivate and engage audiences. He leverages technical expertise and creative flair, consistently delivering high-quality content that aligns with a brand's vision, closely communicating with clients and exceeding expectations.

Senior Editor at VideoVets with over 13 years of experience in Post-Production video editing and motion graphics. He is trained as a problem solver, collaborating and adapting to new workflows easily, adapting client visions into finished video products and having worked as an editor for major broadcast and social media enterprises.



809 16TH STREET
SACRAMENTO, CA 95814
PHONE: 800.445.0530
WWW.VIDEOVETS.NET

JUSTIN DAILEY

SENIOR EDITOR



WORK EXPERIENCE

VIDEOVETS SACRAMENTO, CA 2016 - Present

SENIOR VIDEO EDITOR

Managing Post-Production teams. Building projects for commercial use with websites and television distribution.

BUZZFEED VIDEO HOLLYWOOD, CA 2013 - 2015

VIDEO PRODUCER

Conceptualized and created short and long form videos as video producer, generating viral views online.

SMOSH SACRAMENTO, CA 2011 - 2013

ASSISTANT EDITOR & DIGITAL IMAGING TECHNICIAN

Responsible for transcoding and editing footage as it was being filmed, using Adobe Media Encoder CS6 and Final Cut Pro.

EDUCATION & AWARDS

NATION'S PROMISE [FEATURE FILM] 2022

INTERNATIONAL FILM AWARDS

Winner of Best Director and Editor at Pinnacle Film Awards, Onyko Films Awards, Paris Play Film Festival, Scorpiusfest, Berlin International Art Film Festival, Telly Awards, FilmmakerLife Awards, among numerous others.

THE ART INSTITUTE OF CALIFORNIA SACRAMENTO, CA 2011

BACHELOR OF SCIENCE

Degree in Digital Filmmaking and Video Production.

SKILLS

ADOBE CREATIVE SUITE

VIDEO EDITING

APPLE FINAL CUT STUDIO

MOTION GRAPHICS

GENERATIVE A.I. MODELING & DESIGN

DIGITAL IMAGING TECHNICIAN

POST-PRODUCTION

LIVE STREAMING

REFERENCES

PAUL ZAGARIS

42 VP OF VIDEOVETS

800.445.0530



ABOUT ME

An accomplished nonprofit professional with a proven success record in achieving bold fundraising goals and inspired, nuanced donor strategies engaging wide donor networks.

Research Analyst at Videovets with over 20 years of experience developing campaigns for organizational priorities and innovative solutions to business challenges. Specialized skills in strategic planning, annual fund development, major gifts and donor/partner relationship management. Proven experience surpassing yearly fundraising goals with \$20M+ over the prior 12 years. Detail-oriented grant management and major gift fundraising strategies have led to a 214% increase in grant awards over 5 years.

Holding current certifications as Certified Fund Raising Executive (CFRE), Grant Professionals Certified (GPC) and Certificate in Fund Raising Management from Lilly Family School of Philanthropy.



809 16TH STREET
SACRAMENTO, CA 95814
PHONE: 800.445.0530
WWW.VIDEOVETS.NET

NINA SUNTZEFF

RESEARCH ANALYST



WWW.VIMEO.COM/VIDEOVETS



CELL. 415.802.9637



NINA@VIDEOVETS.NET

WORK EXPERIENCE

VIDEOVETS SACRAMENTO, CA

2022 - Present

RESEARCH ANALYST

Directing grant and contract operations, including identifying, researching and writing opportunities from government agencies, foundations and private funders that align with company's mission and initiatives.

DAMAR SERVICES INC. DAMAR FOUNDATION

2011 - Present

GRANT DIRECTOR

Annually exceeding major gifts fundraising goals. National nonprofit pioneer serving individuals from childhood through elder age with developmental, intellectual, autism and behavioral disabilities - enabling clients to realize their potential and live more successful lives.

HABITAT FOR HUMANITY WESTFIELD, IN

2009 - 2010

EXECUTIVE DIRECTOR

Cultivated donor non-profit relationships, researched and wrote grants, created grant reports, established grants management software system. Pioneered first online donation program and developed new web site design and content. Created and implemented new key fundraising initiatives; corporate sponsorship and foundation grant program.

EDUCATION

JOHN F KENNEDY UNIVERSITY ORINDA, CA

2000

MASTER OF ARTS

Degree in Museum Studies. In-depth understand of the nonprofit world and practical experience in the field.

UNIVERSITY OF CALIFORNIA SANTA CRUZ

2002

BACHELOR OF ARTS

Degree in Community Studies. Interdisciplinary practice with an emphasis on community organizations, non profits and social movements and policy.

SKILLS

PROSPECT RESEARCH

GRANT AUTHORSHIP

CORPORATE & FOUNDATION PARTNERSHIPS

COMMUNICATIONS MANAGEMENT

DONOR CULTIVATION & STEWARDSHIP

BUDGETING & REPORTING

MAJOR GIFTS

DATA ANALYSIS

REFERENCES

PAUL ZAGARIS

43 VP OF VIDEOVETS

800.445.0530



ABOUT ME

A seasoned technician, he thrives in the dynamic realm of multimedia production, where his expertise and adaptability shine. With a keen ear for detail and a passion for sonic storytelling, he collaborates seamlessly with teams to transform conceptual ideas into impactful audio experiences.

Sound Engineer at Videovets with over 7 years of experience, he brings proficiency in sound design and digital marketing. He has a professional level of expertise in audio and sound development, adept at managing projects, blending sound into the overall best auditory fidelity for all digital marketing content. With a focus on delivering excellence in every endeavor, Steven continues to elevate the art of sound engineering, leaving an indelible mark on the audio landscape.



809 16TH STREET
SACRAMENTO, CA 95814
PHONE: 800.445.0530
WWW.VIDEOVETS.NET

STEVEN LELHAM

SOUND ENGINEER



WWW.VIMEO.COM/VIDEOVETS



CELL: 209.277.4819



STEVEN@VIDEOVETS.NET

WORK EXPERIENCE

VIDEOVETS SACRAMNETO, CA

2021 - Present

SOUND ENGINEER

Developing and managing a comprehensive portfolio that includes various sound engineering projects and collaborations with clients. Skilled in operating advanced audio equipment, including mixing consoles, microphones, and digital audio workstations to deliver superior sound quality across various environments. Creating sound design plans, audio setups, and equipment lists aligned with the Director's vision. Supervising audio teams during live events and recording sessions. Managing live audio streaming for events. Recording sound for multiple documentaries and commercials using a wide array of cutting-edge sound technologies.

STANISLAUS COUNTY FAIR TURLOCK, CA

2016 - 2021

WEBSITE ADMIN AND IT COORDINATOR

Implemented SEO strategies to enhance website visibility and search rankings. Monitored and moderated user engagement and website traffic using analytics tools. Provided technical support, troubleshooting hardware and software issues to minimize downtime.

EDUCATION

CSUS STANISLAUS TURLOCK, CA

2017

BACHELOR OF ARTS

Degree in Business Administration with a concentration in Digital Marketing.

MODESTO JR. COLLEGE

2015

ASSOCIATE OF ARTS

Degree in Arts and Film Studies.

SKILLS

SOUNDPROOFING & ACOUSTIC TREATMENT

SIGNAL FLOW MANAGEMENT

FIELD RECORDING

AUDIO EDITING (PRO TOOLS/ADOBE AUDITION)

LIVE SOUND ENGINEERING

AUDIO SIGNAL ROUTING & LATENCY MANAGEMENT

REAL-TIME AUDIO MIXING & MASTERING

STREAMING SOFTWARE (WIRECAST/STREAMLABS)

REFERENCES

PAUL ZAGARIS

44

VP OF VIDEOVETS

800.445.0530



ABOUT ME

A highly skilled and technical professional with a diverse background in photography, videography, graphic design and sound engineering, with a passion for visual storytelling. His technical expertise and artistic vision drive him to create impactful visual experiences.

Camera Operator and Sound Technician at VideoVets with over 10 years of experience in various technical roles, he thrives when showcasing his exceptional talent and dedication. He is a talented and versatile professional with a proven track record as a proficient Camera Operator and Audio Technician. He is responsible for capturing high-quality video footage by operating the camera and adjusting settings to achieve desired shots and angles. His work ensures clear and balanced audio during live events or recordings by setting up and monitoring microphones, adjusting audio levels and troubleshooting any sound-related issues.



809 16TH STREET
SACRAMENTO, CA 95814
PHONE: 800.445.0530
WWW.VIDEOVETS.NET

ARMIN AIDIPOUR

CAMERA OPERATOR & SOUND TECHNICIAN



WWW.VIMEO.COM/VIDEOVETS



CELL: 209.202.7016



ARMIN@VIDEOVETS.NET

WORK EXPERIENCE

**VIDEOVETS
SACRAMENTO, CA**
2022 - Present

CAMERA OPERATOR/SOUND ENGINEER

Assisting with camera operation, lighting setup, sound recording and general production tasks. Collaborates effectively with the team to ensure smooth coordination.

EXTREME VISION FILMS
2014 - 2022

VIDEO EDITOR

Edited and enhanced raw video footage using industry-standard software. Developed creative concepts and collaborated with clients and the production team. Delivered completed projects on-time. Met and exceeded client expectations.

**TURLOCK JOURNAL
NEWSPAPER**
2004 - 2009

PAGINATOR

Collaborated with the editorial team to design and layout newspaper pages. Organized and arranged articles, images and advertisements in an aesthetically pleasing manner.

EDUCATION

**CSUS STANISLAUS
TURLOCK, CA**
2007

BACHELOR OF ARTS

Degree in Business and Art.

SKILLS

CINEMATOGRAPHY/PHOTOGRAPHY

POST-PRODUCTION

GRAPHIC DESIGN

MOTION GRAPHICS

DIGITAL AUDIO TECHNICIAN

LIVE STREAMING

SOUND MIXING

VIDEO EDITING

REFERENCES

PAUL ZAGARIS

45 VP OF VIDEOVETS

800.445.0530



ABOUT ME

A detail-oriented problem-solver, dedicated to collaboration and communications, he uses analytical reasoning and project management skills to oversee and manage the execution, compliance, and fulfillment of contracts between parties. Ensuring that all terms and conditions are met, he negotiates Blanket Purchase Agreements, develops pricing strategies, and defines scopes of work with precision and accuracy.

Contract Administrator at VideoVets with 5 years of experience in contract management and administration. He has been dedicated to ensuring compliance with government regulations, meticulously reviewing contract documents, and fostering effective collaboration between all parties involved. Professionally trained in contract negotiation, pricing strategy, and project management, he has helped numerous clients achieve successful and compliant contract outcomes.



809 16TH STREET
SACRAMENTO, CA 95814
PHONE: 800.445.0530
WWW.VIDEOVETS.NET

CHARLES ODELL

CONTRACT ADMINISTRATOR



WWW.VIMEQ.COM/VIDEOVETS



CELL. 916.261.0816



COLE@VIDEOVETS.NET

WORK EXPERIENCE

VIDEOVETS SACRAMENTO, CA

2019 - Present

CONTRACT ADMINISTRATOR

Overseeing and managing the execution, compliance, and fulfillment of government contracts. Ensuring all terms and conditions are meticulously met. Writing and negotiating Blanket Purchase Agreements, developing pricing strategies, and defining the scope of work. Ensuring all proposals align with initial requirements, government regulations, and project objectives. Leading contract administration, ensuring compliance with all contractual obligations, and fostering effective collaboration between parties. Facilitating clear communication, resolving contractual issues, and providing strategic guidance on contract management. Ensuring all final contracts meet high standards of accuracy, transparency, and compliance.

GATEWAY KITCHEN ITHACA, NY

2016 - 2018

ASSISTANT MANAGER

Managed the recruitment, training, and development of contract administration staff. Supervised the preparation and review of contract documents and client requests to ensure accuracy and compliance.

EDUCATION

CALIFORNIA STATE UNIVERSITY SACRAMENTO (CSUS)

2024

BACHELOR OF ARTS

Degree in Political Science with a minor in Philosophy.

SACRAMENTO CITY COLLEGE

2022

ASSOCIATES DEGREE

Degree in Psychology.

SKILLS

PROCUREMENT SPECIALIST

GOVERNMENT CONTRACTING/COMPLIANCE

REQUEST FOR PROPOSAL PROFICIENCY

DETAIL-ORIENTED/COMMUNICATIONS

CONTRACT MANAGEMENT

ETHICS & INTEGRITY

COMPLIANCE/QUALITY CONTROL

MICROSOFT WORD & EXCEL

REFERENCES

PAUL ZAGARIS

46

VP OF VIDEOVETS

800.445.0530

Printed on: 11/22/2023 2:45:39 PM

To verify most current certification status go to: <https://www.caleprocure.ca.gov>

Office of Small Business & DVBE Services

Certification ID: 2000950**Legal Business Name:**

VideoVets

Doing Business As (DBA) Name 1:

MediaVets

Doing Business As (DBA) Name 2:

VideoVeterans

Address:

1309 24th Street

Sacramento

CA 95816-5801

Email Address:

paul@videovets.net

Business Web Page:

www.videovets.net

Business Phone Number:

916.849.9616

Business Fax Number:

800.594.8020

Business Types:

Service

| Certification Type | Status | From | To |
|--------------------|----------|------------|------------|
| DVBE | Approved | 10/03/2023 | 10/31/2025 |
| SB(Micro) | Approved | 10/03/2023 | 10/31/2025 |

Stay informed! KEEP YOUR CERTIFICATION PROFILE UPDATED!

LOG IN at [CaleProcure.CA.GOV](https://www.caleprocure.ca.gov)

Questions?

Email: OSDSHELP@DGS.CA.GOV

Call OSDS Main Number: 916-375-4940

707 3rd Street, 1-400, West Sacramento, CA 95605



PAUL ALEXANDER ZAGARIS
VideoVets DBA MediaVets
1309 24th Street
Sacramento, CA 95816

January 6, 2022
File #:43357

Subject: Disadvantaged Business Enterprise (DBE) Certification Approval

Dear Mr. ZAGARIS:

We are pleased to advise you that after careful review of your application and supporting documentation, the **California Department of Transportation (Caltrans)** has determined that your firm meets eligibility standards to be certified as a Disadvantaged Business Enterprise (DBE) as required under the U.S. Department of Transportation (U.S. DOT) Regulations 49 CFR Part 26. This certification is also recognized by all USDOT agencies of California.

Your firm will be listed in the California Unified Certification Program (CUCP) database of certified DBEs under the following specific area(s) of expertise that you have identified on the NAICS Codes form the Application Package:

CA WCC I7220: PHOTOGRAPHIC STUDIOS, PORTRAIT
CA WCC I7336: COMMERCIAL ART AND GRAPHIC DESIGN
CA WCC I7810: MOTION PICTURE & VIDEO TAPE PRODUCTION
NAICS 512110: MOTION PICTURE AND VIDEO PRODUCTION
NAICS 512191: TELEPRODUCTION AND OTHER POSTPRODUCTION SERVICES
NAICS 518210: DATA PROCESSING, HOSTING, AND RELATED SERVICES
NAICS 519130: INTERNET PUBLISHING AND BROADCASTING AND WEB SEARCH PORTALS
NAICS 541921: PHOTOGRAPHY STUDIOS, PORTRAIT
NAICS 541922: COMMERCIAL PHOTOGRAPHY

Your DBE certification applies only for the above code(s). You may review your firm's information in the California Unified Certification Program's (CUCP) DBE database which can be accessed at the CUCP website at <https://californiaucp.dbesystem.com/>. Any additions and revisions must be submitted to Caltrans for review and approval.

In order to assure continuing DBE status, you must submit an Annual Update Declaration form, along with supporting documentation. Based on your annual submission that no change in ownership and control has occurred, or if changes have occurred, they do not affect your firm's DBE standing, the DBE certification of your firm will continue until or unless it is removed by our agency.

Also, should any changes occur that could affect your certification status prior to receipt of the Annual Update Declaration, such as changes in your firm's name, business/ mailing address, ownership, management or control, or failure to meet the applicable business size standards or personal net worth standard, please notify us immediately. Failure to submit forms and/or change of information will be deemed a failure to cooperate under Section 26.109 of the Regulations.

Caltrans reserves the right to withdraw this certification if at any time it is determined that it was knowingly obtained by false, misleading, or incorrect information. DBE certification is subject to review at any time. The firm thereby consents to the examination of its books, records, and documents by Caltrans.

For information on California Department of Transportation (Caltrans) contracting opportunities, please visit our website Office of Civil Rights at <https://dot.ca.gov/programs/procurement-and-contracts/contract-with-caltrans>.

Congratulations, and thank you for your interest in the DBE Program. I wish you every business success and look forward to hearing from you if I may be of any assistance to you in this regard.

January 6, 2022

File #: 43357

PAUL ALEXANDER ZAGARIS
VideoVets DBA MediaVets
1309 24th Street
Sacramento, CA 95816

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NAICS 512110: MOTION PICTURE AND VIDEO PRODUCTION

NAICS 512191: TELEPRODUCTION AND OTHER POSTPRODUCTION SERVICES

NAICS 518210: DATA PROCESSING, HOSTING, AND RELATED SERVICES

NAICS 519130: INTERNET PUBLISHING AND BROADCASTING AND WEB SEARCH PORTALS

NAICS 541921: PHOTOGRAPHY STUDIOS, PORTRAIT

NAICS 541922: COMMERCIAL PHOTOGRAPHY

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Congratulations, and thank you for your interest in the DBE Program. I wish you every business success and look forward to hearing from you if I may be of any assistance to you in this regard.

Sincerely,



Secretary of State Certificate of Status

I, SHIRLEY N. WEBER, PH.D., California Secretary of State, hereby certify:

| | |
|--------------------|----------------------------------|
| Entity Name: | VIDEOVETS |
| Entity No.: | 3874444 |
| Registration Date: | 02/10/2016 |
| Entity Type: | Stock Corporation - CA - General |
| Formed In: | CALIFORNIA |
| Status: | Active |

The above referenced entity is active on the Secretary of State's records and is authorized to exercise all its powers, rights and privileges in California.

This certificate relates to the status of the entity on the Secretary of State's records as of the date of this certificate and does not reflect documents that are pending review or other events that may impact status.

No information is available from this office regarding the financial condition, status of licenses, if any, business activities or practices of the entity.



IN WITNESS WHEREOF, I execute this certificate and affix the Great Seal of the State of California this day of September 15, 2023.

SHIRLEY N. WEBER, PH.D.
Secretary of State

Certificate No.: 145317430

To verify the issuance of this Certificate, use the Certificate No. above with the Secretary of State Certification Verification Search available at bizfileOnline.sos.ca.gov.

I **UNITED STATES OF AMERICA** XI

DEPARTMENT OF TRANSPORTATION • FEDERAL AVIATION ADMINISTRATION

IV NAME

LUIS RAUL ALCAZAR

V ADDRESS

VI NATIONALITY **USA**

SEX HEIGHT WEIGHT HAIR EYES

IVa

IX HAS BEEN FOUND PROPERLY QUALIFIED TO EXERCISE THE PRIVILEGES OF

II **REMOTE PILOT**

III CERTIFICATE NUMBER

X DATE OF ISSUE

21 AUG 2020

XIV

VIII

Steve D. [Signature]

ADMINISTRATOR



U

A

S





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/4/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| PRODUCER HUBER INSURANCE AGENCY 801 E Main St Turlock, CA 95380 License #:0815345 | CONTACT NAME: Deborah Huber PHONE (A/C, No, Ext): (209)669-9917 FAX (A/C, No): (209)668-8086 E-MAIL ADDRESS: dcurtis@farmersagent.com | | | | | | | | | | | | | | |
|---|--|-------------------------------|--------|-------------------------------------|-------|---------------------------------------|-------|--|-------|-------------------------------------|-------|------------|--|------------|--|
| INSURED VideoVets 1901 Tully Rd Hughson, CA 95326 | <table><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A: Truck Insurance Exchange</td><td>21709</td></tr><tr><td>INSURER B: Farmers Insurance Exchange</td><td>21652</td></tr><tr><td>INSURER C: Mid Century Insurance Company</td><td>21687</td></tr><tr><td>INSURER D: Hiscox Insurance Company</td><td>10200</td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></table> | INSURER(S) AFFORDING COVERAGE | NAIC # | INSURER A: Truck Insurance Exchange | 21709 | INSURER B: Farmers Insurance Exchange | 21652 | INSURER C: Mid Century Insurance Company | 21687 | INSURER D: Hiscox Insurance Company | 10200 | INSURER E: | | INSURER F: | |
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| INSURER B: Farmers Insurance Exchange | 21652 | | | | | | | | | | | | | | |
| INSURER C: Mid Century Insurance Company | 21687 | | | | | | | | | | | | | | |
| INSURER D: Hiscox Insurance Company | 10200 | | | | | | | | | | | | | | |
| INSURER E: | | | | | | | | | | | | | | | |
| INSURER F: | | | | | | | | | | | | | | | |

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS | |
|----------|---|-----------|----------|---------------|-------------------------|-------------------------|--|-----------------------------------|
| C | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY | Y | Y | 607030481 | 3/21/2024 | 3/21/2025 | EACH OCCURRENCE \$ 2,000,000 | |
| | <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR | | | | | | DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 75,000 | |
| | | | | | | | MED EXP (Any one person) \$ 5,000 | |
| | | | | | | | PERSONAL & ADV INJURY \$ 2,000,000 | |
| | GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: | | | | | | GENERAL AGGREGATE \$ 4,000,000 | |
| | | | | | | | PRODUCTS - COMP/OP AGG \$ 2,000,000 | |
| B | AUTOMOBILE LIABILITY | Y | | 607045908 | 7/24/2023 | 7/24/2024 | COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 | |
| | <input checked="" type="checkbox"/> ANY AUTO | | | | | | | BODILY INJURY (Per person) \$ |
| | <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS | | | | | | | BODILY INJURY (Per accident) \$ |
| | <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY | | | | | | | PROPERTY DAMAGE (Per accident) \$ |
| | | | | | | | \$ | |
| | UMBRELLA LIAB | | | | | | EACH OCCURRENCE \$ | |
| | EXCESS LIAB | | | | | | AGGREGATE \$ | |
| | DED RETENTION \$ | | | | | | \$ | |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY | N/A | | | | | PER STATUTE OTH-ER | |
| | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | | | | | | | E.L. EACH ACCIDENT \$ |
| | | | | | | | | E.L. DISEASE - EA EMPLOYEE \$ |
| | | | | | | | | E.L. DISEASE - POLICY LIMIT \$ |
| D | Professional Liability | | | P102.164.452 | 7/24/2023 | 7/24/2024 | Each Occurrence 2,000,000 General Aggregate 2,000,000 | |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

1901 Tully Rd, Hughson, CA 95326

CERTIFICATE HOLDER**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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CERTIFICATE OF PROPERTY INSURANCE

DATE (MM/DD/YYYY)

3/4/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

| PRODUCER HUBER INSURANCE AGENCY 815 E Main St Turlock, CA 95380 | CONTACT NAME: Deborah Huber PHONE (A/C, No. Ext): (209)669-9917 FAX (A/C, No): (209)668-8086 E-MAIL ADDRESS: dcurtis@farmersagent.com PRODUCER CUSTOMER ID: | | | | | | | | | | | | | | |
|--|--|-------------------------------|--------|--------------------------------------|-------|--|-------|---|-------|-------------|--|-------------|--|-------------|--|
| INSURED VideoVets 1901 Tully Rd Hughson, CA 95326 | <table><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A : Truck Insurance Exchange</td><td>21709</td></tr><tr><td>INSURER B : Farmers Insurance Exchange</td><td>21652</td></tr><tr><td>INSURER C : Mid Century Insurance Company</td><td>21687</td></tr><tr><td>INSURER D :</td><td></td></tr><tr><td>INSURER E :</td><td></td></tr><tr><td>INSURER F :</td><td></td></tr></table> | INSURER(S) AFFORDING COVERAGE | NAIC # | INSURER A : Truck Insurance Exchange | 21709 | INSURER B : Farmers Insurance Exchange | 21652 | INSURER C : Mid Century Insurance Company | 21687 | INSURER D : | | INSURER E : | | INSURER F : | |
| INSURER(S) AFFORDING COVERAGE | NAIC # | | | | | | | | | | | | | | |
| INSURER A : Truck Insurance Exchange | 21709 | | | | | | | | | | | | | | |
| INSURER B : Farmers Insurance Exchange | 21652 | | | | | | | | | | | | | | |
| INSURER C : Mid Century Insurance Company | 21687 | | | | | | | | | | | | | | |
| INSURER D : | | | | | | | | | | | | | | | |
| INSURER E : | | | | | | | | | | | | | | | |
| INSURER F : | | | | | | | | | | | | | | | |

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

LOCATION OF PREMISES / DESCRIPTION OF PROPERTY (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

1901 Tully Rd, Hughson, CA 95326

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | POLICY NUMBER | POLICY EFFECTIVE DATE (MM/DD/YYYY) | POLICY EXPIRATION DATE (MM/DD/YYYY) | COVERED PROPERTY | LIMITS | |
|----------|---|----------------|------------------------------------|-------------------------------------|---|--|------------|
| C | <input checked="" type="checkbox"/> PROPERTY | 607030481 | 3/21/2024 | 3/21/2025 | <input checked="" type="checkbox"/> BUILDING | \$ | |
| | CAUSES OF LOSS | | | | DEDUCTIBLES | <input checked="" type="checkbox"/> PERSONAL PROPERTY | \$ 100,000 |
| | BASIC | | | | BUILDING | BUSINESS INCOME | \$ |
| | BROAD | | | | CONTENTS | EXTRA EXPENSE | \$ |
| | <input checked="" type="checkbox"/> SPECIAL | | | | EARTHQUAKE | RENTAL VALUE | \$ |
| | WIND | | | | BLANKET BUILDING | \$ | |
| | FLOOD | | | | BLANKET PERS PROP | \$ | |
| | | | | | BLANKET BLDG & PP | \$ | |
| | | | | | | \$ | |
| | | | | | | \$ | |
| | INLAND MARINE | TYPE OF POLICY | | | \$ | | |
| | CAUSES OF LOSS | POLICY NUMBER | | | \$ | | |
| | NAMED PERILS | | | | \$ | | |
| | | | | | \$ | | |
| | CRIME | | | | \$ | | |
| | TYPE OF POLICY | | | | \$ | | |
| | | | | | \$ | | |
| | BOILER & MACHINERY / EQUIPMENT BREAKDOWN | | | | \$ | | |
| | | | | | \$ | | |
| | | | | | \$ | | |
| | | | | | \$ | | |

SPECIAL CONDITIONS / OTHER COVERAGES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

1901 Tully Rd, Hughson, CA 95326

Use of Drones are covered under the listed policy for bodily injury, property damage and personal project injury

CERTIFICATE HOLDER**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
08/24/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| | | |
|--|--|------------|
| PRODUCER AUTOMATIC DATA PROCESSING INS AGCY 76250871 1 ADP BLVD M/S 625 ROSELAND NJ 07068 | CONTACT NAME: | |
| | PHONE (800) 524-7024 | FAX |
| | (A/C, No, Ext): | |
| | E-MAIL ADDRESS: | |
| | INSURER(S) AFFORDING COVERAGE | |
| INSURED VIDEOVETS 1901 TULLY RD HUGHSON CA 95326-9505 | INSURER A: Hartford Fire and Its P&C Affiliates | |
| | INSURER B: | |
| | INSURER C: | |
| | INSURER D: | |
| | INSURER E: | |
| | INSURER F: | |

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL INSR | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/Y YYY) | LIMITS | |
|----------|--|-----------|----------|---------------|-------------------------|--------------------------|---|-------------|
| | COMMERCIAL GENERAL LIABILITY | | | | | | EACH OCCURRENCE | |
| | <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR | | | | | | DAMAGE TO RENTED PREMISES (Ea occurrence) | |
| | | | | | | | MED EXP (Any one person) | |
| | | | | | | | PERSONAL & ADV INJURY | |
| | GEN'L AGGREGATE LIMIT APPLIES PER: | | | | | | GENERAL AGGREGATE | |
| | <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC | | | | | | PRODUCTS - COMP/OP AGG | |
| | OTHER: | | | | | | | |
| | AUTOMOBILE LIABILITY | | | | | | COMBINED SINGLE LIMIT (Ea accident) | |
| | <input type="checkbox"/> ANY AUTO | | | | | | BODILY INJURY (Per person) | |
| | <input type="checkbox"/> ALL OWNED AUTOS | | | | | | BODILY INJURY (Per accident) | |
| | <input type="checkbox"/> HIRED AUTOS | | | | | | PROPERTY DAMAGE (Per accident) | |
| | <input type="checkbox"/> SCHEDULED AUTOS | | | | | | | |
| | <input type="checkbox"/> NON-OWNED AUTOS | | | | | | | |
| | UMBRELLA LIAB EXCESS LIAB | | | | | | EACH OCCURRENCE | |
| | <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE | | | | | | AGGREGATE | |
| | <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$ | | | | | | | |
| A | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY | | | | | | X PER STATUTE | |
| | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) | | | | | | | |
| | If yes, describe under DESCRIPTION OF OPERATIONS below | | | | | | | |
| | | | | | | | E.L. EACH ACCIDENT | \$1,000,000 |
| | | | | | | | E.L. DISEASE -EA EMPLOYEE | \$1,000,000 |
| | | | | | | | E.L. DISEASE - POLICY LIMIT | \$1,000,000 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Those usual to the Insured's Operations.

CERTIFICATE HOLDER

For Informational Purposes
1901 TULLY RD
HUGHSON CA 95326-9505

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Susan L. Castaneda

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