



The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at ***wvOASIS.gov***. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at ***WVPurchasing.gov*** with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

List View

Contact Default Values Discount Document Information Clarification Request

SO Doc Code: CRFQ

SO Dept: 1400

SO Doc ID: AGR2500000019

Published Date: 5/5/25

Close Date: 5/12/25

Close Time: 13:30

Status: Closed

Description: Video I

Total of Header Attachments: 1

Total of All Attachments: 1

Last Name: Lee

Email: ashlyn@qstreetgroup.com

Phone: 8033787349



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: 1666136
Solicitation Description: Video Production Services
Proc Type: Central Purchase Order

Solicitation Closes	Solicitation Response	Version
2025-05-12 13:30	SR 1400 ESR05122500000006943	1

VENDOR
VS0000048964
Greene Street Communications, LLC

Solicitation Number: CRFQ 1400 AGR2500000019
Total Bid: 150000
Response Date: 2025-05-12
Response Time: 12:46:40
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	Contract Services Deliverable #1				115000.00

Comm Code	Manufacturer	Specification	Model #
82131603			

Commodity Line Comments: Our proposed price reflects our ability to meet every specification outlined in the RFP for this deliverable. We have over 20 years of experience in professional video production, including long-form educational content, and have successfully executed similar projects across both Virginia and West Virginia. We are prepared to produce all eleven finalized videos, including pasture walk, train-the-trainer, and testimonial videos, in both classroom and outdoor environments. Our team is fully equipped to film with multiple camera angles, using two videographers at all times, and we understand the importance of delivering standard production quality with professional equipment. We are also able to begin work within 10 business days of award and complete all filming within the stated 8-day limit. Our past performance demonstrates that we can manage filming across all five required locations and deliver content that meets the educational needs of WVCAs staff, farmers, and youth audiences. These requirements align closely with our past work, making us highly capable of meeting the expectations for this contract.

Extended Description:

4.1.1 Contract Services Deliverable #1
For further details see attached documentation.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Contract Services Deliverable #2				35000.00

Comm Code	Manufacturer	Specification	Model #
82131603			

Commodity Line Comments: The proposed pricing for this deliverable covers full drone video production, including editing and integration of flyover footage into the eleven educational videos. Our team owns and operates certified drone equipment, and we are prepared to align with WVCA and presenter schedules across the months of May, June, July, and August 2025, as outlined in the RFP. We can confidently secure this four-month window and will work closely with WVCA to ensure content is captured and delivered on time. With more than two decades of experience in video work particularly within the conservation and agriculture sectors we understand how to bring out the visual story of GLCI's mission. Our local knowledge of Virginia and West Virginia landscapes and our deep experience with aerial videography allow us to meet the agency's needs with clarity, professionalism, and care.

Extended Description:

4.1.2 Contract Services Deliverable #2
For further details see attached documentation.



EDUCATIONAL VIDEO PRODUCTION SERVICES FOR WV CONSERVATION AGENCY (CRFQ AGR2519)

May 12, 2025

Greene Street Communications Response





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

State of West Virginia
Centralized Request for Quote
Agricultural

Proc Folder: 1666136			Reason for Modification:
Doc Description: Video Production Services			
Proc Type: Central Purchase Order			
Date Issued	Solicitation Closes	Solicitation No	Version
2025-04-15	2025-04-30 13:30	CRFQ 1400 AGR2500000019	1

BID RECEIVING LOCATION

BID CLERK
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
2019 WASHINGTON ST E
CHARLESTON WV 25305
US

VENDOR

Vendor Customer Code: VS0000048964
Vendor Name : Greene Street Communications, LLC
Address : 7686
Street : Richmond Hwy, Suite 113
City : Alexandria
State : VA **Country :** United States **Zip :** 22306
Principal Contact : Jamilah Fraser
Vendor Contact Phone: 716-868-7272 **Extension:**

FOR INFORMATION CONTACT THE BUYER

Larry D McDonnell
304-558-2063
larry.d.mcdonnell@wv.gov

Vendor Signature X *Jamilah Fraser* **FEIN#** 46-3587291 **DATE** 5/12/2025

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

Greene Street Communications, LLC

7686 Richmond Hwy Ste 113
Alexandria, VA 22306

West Virginia Purchasing Division

2019 Washington Street East
Charleston, WV 25305

CC: Larry McDonnell

RE: Educational Video Production Services – CRFQ AGR2519

Dear Mr. McDonnell,

Greene Street Communications, LLC is pleased to submit our response to the West Virginia Conservation Agency's solicitation for educational video-production services. With more than a decade of experience producing compelling, mission-driven video content for federal agencies, including the **Federal Emergency Management Agency** (FEMA), the **Department of Homeland Security** (DHS), and the **Bureau of Land Management** (BLM), our team brings the technical expertise, creative vision, and logistical discipline needed to bring your vision to life—on time and within budget.

Our firm holds multiple federal certifications and has consistently been entrusted with high-profile communications initiatives that demand precision. We are experts at producing both outdoor and indoor video content, often on tight timelines, in rural, remote, or complex environments. Our seasoned team works hand-in-hand with clients to deliver high-quality, educational video content that meets your standards and exceeds audience expectations.

We are proud of our award-winning PSA campaigns for Virginia agencies, which encouraged COVID-19 vaccinations across the Commonwealth during the pandemic. From conceptualization to completion, our team produced seven polished, culturally resonant videos in less than two months—demonstrating our unmatched efficiency and production excellence. Some of the videos aired statewide as part of a televised public awareness campaign, underscoring our ability to scale efforts and achieve broad impact.

Greene Street is deeply collaborative in our approach. We know how to work closely with agency partners to follow existing scripts and creative parameters while offering thoughtful input that enhances the clarity and appeal of the final product. We bring innovative techniques, including drone videography and multi-angle filming, and have proven systems in place to ensure projects remain on track, regardless of complexity or geography.

We would be honored to bring our talents to this project. Thank you for considering our proposal.

Sincerely,

Jamilah Fraser

Jamilah Fraser

Managing Partner, Greene Street Communications, LLC



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ABOUT GREENE STREET

ABOUT GREENE STREET

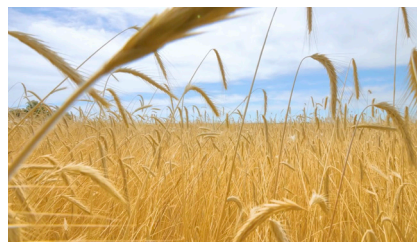
Greene Street Communications, LLC is a certified, women-owned small business based in Alexandria, Virginia, with over a decade of experience producing high-quality educational and public service video content for clients across the country. Our firm is led by two seasoned managing partners with backgrounds in broadcast journalism and extensive, hands-on experience overseeing complex video shoots—from urban communities to rural farmland.

Our videography team has a strong track record of working with a range of clients, including federal agencies like FEMA and the U.S. Bureau of Land Management, as well as educational institutions, state agencies, and private businesses. For example, for FEMA, we traveled to Salinas, Puerto Rico to produce a compelling video series that showcased the positive impact of a FEMA-funded aquifer project—helping tell the story of how federal grants are making a real difference in communities.

From public health campaigns to land conservation messaging, our client list reflects our unique ability to deliver polished, purpose-driven video content tailored to diverse audiences and mission-critical goals.

A great video speaks for itself, and we boast a comprehensive list of clients and samples.

Demonstrated Success in Agricultural Communications: Click video link below to watch

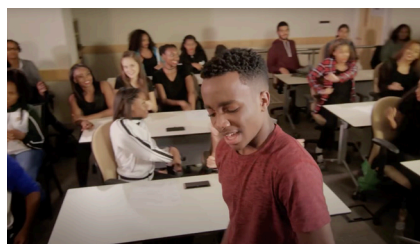


🔗 tinyurl.com/mpx8w36w

Proven Success with Federal Agencies: Click video links on the following page to watch



Bureau of Land Management (BLM) - Sustainability Initiative



🔗 youtu.be/QgHs5eLNTM4

FEMA - Salinas, Puerto Rico Aquifer Project Video Series



🔗 tinyurl.com/4xetfvuv

FEMA - Colorado Springs Waldo Canyon Wildfire Best Practices Video Series



🔗 tinyurl.com/2t3yhk5x

Department of Homeland Security (DHS) - CVE Interfaith Collaboration



🔗 youtu.be/3fKvk5gcBeQ

Navy - 1 Small Act Stress Navigation - Suicide Prevention Video



🔗 youtu.be/q9uhkZfxG6g

Pathways to Work Evidence Clearinghouse - Program Recap Video

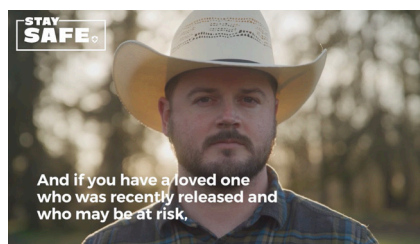


🔗 tinyurl.com/yh9hf8ah

Proven Success with State Agencies: Click video links below to watch



Missouri Harm Reduction PSA Video Sample - Rural



🔗 tinyurl.com/yvfevbse

Missouri Harm Reduction PSA Video Sample - Hispanic



🔗 tinyurl.com/wkbfn7t6

Virginia Department of Health (VDH) - PSA - Generations



🔗 youtu.be/-BuanxDngfI

VDH - Ask the Experts - Video Series



🔗 tinyurl.com/2969es87

VDH - Animated PSA - COVID-19 Best Practices



🔗 tinyurl.com/mr32rrc8

VDH - Animated PSA - COVID-19 Safety First



🔗 tinyurl.com/bdxhdjcx

Proven Success with Educational Institutions: Click video links below to watch

Santa Ana Unified School District:

A Great Day



🔗 tinyurl.com/msnv9jrp

Childhood Success

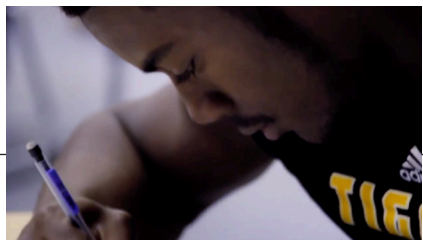


🔗 tinyurl.com/5y2dkb4r



Fresno Unified School District:

State of Education



🖱️ tinyurl.com/2z7cpayh

Preschool in Action



🖱️ tinyurl.com/53hm5jk2



Clark County School District:

- 🖱️ **Stronger:**
youtu.be/LG-kw4EGiE
- 🖱️ **State of the Schools:**
youtu.be/l60IAO46v38
- 🖱️ **On Your Mark:**
tinyurl.com/ms28can5
- 🖱️ **High School Pathways:**
youtu.be/z2k6oTHMMH0



"You guys really 'get it' when it comes to outreach to diverse audiences—especially during those crucial moments when we're trying to change public perception in order to save lives. Your work is incredible!"

—Danny Avula, M.D., Commissioner of the Virginia Department of Social Services, Former Vaccination Coordinator of Governor Ralph S. Northam, Commonwealth of Virginia



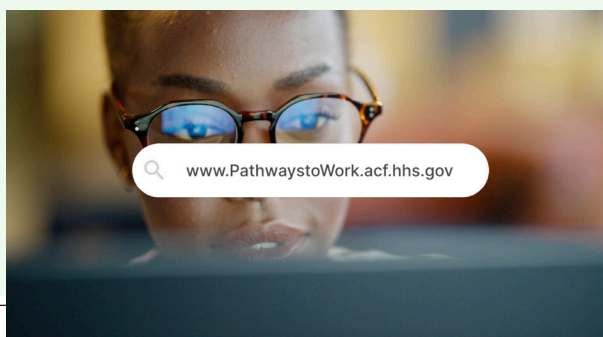
"Greene Street is a first-class video production and marketing firm. If you are looking for a team with vision, direction and dynamic deliverables that clearly outlines your diverse messages - look no further."

—Nicole LaRosa, FEMA, HMA Grant Policy



"I love the example Pathways to Work video ... I think it's simple, straightforward, and effective ... I think it's a great model of how to create short videos using accessible, engaging language to promote Pathways to Work - nicely done."

—Clare DiSalvo, Senior Social Science Research Analyst, VPD Government Solutions / Office of Planning Research and Evaluation for the Administration for Children and Families / U.S. Department of Health and Human Services





OUR PROPOSED SOLUTION



OUR PROPOSED SOLUTION

We understand that the **West Virginia Conservation Agency (WVCA)** is seeking an experienced production partner to create educational videos. Greene Street fully supports WVCA's vision to inform and engage farmers, landowners, and rural communities across the state through compelling storytelling and high-quality visuals.

Our approach includes all requested aspects of production—filming in rural locations across West Virginia, drone footage, multi-camera interviews, and engaging visual editing. Our work is built on collaboration with our clients, ensuring the final videos align with WVCA's educational goals while being accessible and inspiring for your intended audiences. We are well-versed in translating technical and conservation content into relatable, easy-to-understand visuals.

Greene Street also is known for staying on schedule and on budget without compromising creativity or quality—**we are highly capable of meeting WVCA's October 31, 2025, delivery deadline.** We bring both agility and experience, ensuring all materials are completed to your satisfaction and ready for dissemination by the project deadline.

We welcome the opportunity to support WVCA's mission and are confident in our ability to deliver results that exceed expectations.

PRODUCTION DAY PREPARATION AND EXECUTION

At Greene Street, we take a meticulous and collaborative approach to every shoot to ensure high-quality results that are on time and on budget. In the days leading to production, our producer will work closely with the client and crew to confirm that all plans are in place, and that logistics, schedules, and creative direction are aligned.



Our crew begins each project with a commitment to professionalism and preparation.

Before production day, we conduct thorough equipment checks to ensure every piece of gear is fully functional—eliminating delays and ensuring a smooth shoot. Our production kits feature top-tier tools, including drones, video stabilizers, filters, and professional lighting, allowing us to capture every shot with precision and creative excellence.

When on-camera talent is required, we work with experienced casting professionals to select individuals who can genuinely connect with your target audience. We also collaborate with skilled hair and makeup artists to ensure talent is camera-ready. To support a productive filming environment, we can coordinate craft services upon request.

Prior to filming, we lead a comprehensive pre-production meeting with the client, featured participants, and crew. During this session, we review the script, shot list, teleprompter content, and all relevant materials—ensuring everyone is aligned and confident for the shoot.

We record all footage in line with **Advanced Television Systems Committee (ATSC) standards for high-definition video—using a 16:9 aspect ratio at 1920x1080 resolution and 60i @ 59.94 Hz.** Our team adheres to Society of Motion Picture and Television Engineers (SMPTE) guidelines to deliver a consistent, professional, broadcast-ready product. In addition, we capture high-quality B-roll and still photography to enhance the final edit. Throughout the entire process, we treat every set with respect—leaving the space exactly as we found it.

POST-PRODUCTION EXCELLENCE

Greene Street's expert editors bring creativity and technical precision to every project, using the most advanced post-production tools available—including Final Cut Pro, Avid, and the full Adobe Creative Cloud suite. We go beyond basic editing by incorporating professional-grade sound mixing, color correction, motion graphics, and visual effects to produce a polished, visually compelling final product.



We understand that every client has a unique vision, which is why we're committed to offering multiple creative options throughout the editing process. **From the first rough cut to the final edit, our team engages in open, ongoing dialogue with you**—welcoming feedback at each stage. This collaborative approach allows us to refine and tailor the content to your goals, ensuring the finished video reflects your voice and resonates with your target audience.

Our multi-stage editing process includes detailed review rounds, where we present versioned drafts for client input. **We prioritize customer service at every turn, providing clear timelines, proactive communication, and fast turnarounds on revisions.** The result is a seamless experience and a high-quality video that meets—and often exceeds—expectations.

Team Greene Street is also diligently organized during the editing process to streamline feedback and ensure the client has the right files in the right formats at the right time for review. As we have done with clients such as the Virginia Department of Health, we will utilize our **Dropbox** and **Filestage** platforms to implement these processes securely and efficiently—enabling the easy transfer of large-format files and ensuring reliable client access at every stage. We thrive on the collaboration inherent in the editing process. Team Greene Street will be receptive and responsive to client feedback, expediently making requested changes to ensure the product is aligned with your vision during the multistage review process.

In this image, you can see subject matter experts providing feedback on a video.


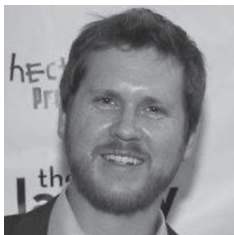

The screenshot shows a video player interface. At the top, there are user avatars (LW, KW, MG) and buttons for 'Request Changes' and 'Approve'. The video shows a man in a white lab coat with a stethoscope. Below the video, there are two callout boxes with feedback:

- KW Kathleen Wall 7 months ago**
I like him the way he presents the information.
He looks like he is really thinking about what he is saying, which makes him believable to me. I love his raincoat and rainstorm analogy.
- MG Maya Gordon 7 months ago**
I like this expert - he is credible, relatable and explains things well. It does not bother me that the as is predominately White if that is the target audience.





TEAM QUALIFICATIONS

TEAM QUALIFICATIONS

Team member/Role	Storytelling & Messaging	Project Oversight & Budget Management	Videography & Filming Expertise	Editing & Post-Production	Interviewing & Talent Direction
Justin McAleece, Director 	Shapes narrative arc through direction and tone <i>20+ years of experience</i>	Manages entire production process, from planning to final cut	Operates RED Epic, Sony, Panasonic cameras	Fluent in advanced editing platforms	Directed 100s of interviews, both solo and large crew settings
Ian McAleece, Producer 	Captures visual story through thoughtful cinematography <i>20+ years of experience</i>	Supports production with technical planning and lighting strategy	Shot 1,000+ interviews and lensed over a dozen films	Collaborates on visual post-processing and audio	Skilled at creating natural, engaging interviews with diverse subjects
Mauricio Tapia, Cinematographer 	Brings an extraordinary eye for framing, lighting, and visual storytelling <i>20+ years of experience</i>	Applies meticulous planning and technical skill to meet client needs	Competent in various camera systems; worked on campaigns for Proactiv, Beach Body, Philips, Zumba, Oster, and more	Proficient in multiple editing systems with a sharp attention to visual detail	Fluent in English and Spanish; engages effectively with diverse subjects in both markets

Continued on following page

Team member/Role	Storytelling & Messaging	Project Oversight & Budget Management	Videography & Filming Expertise	Editing & Post-Production	Interviewing & Talent Direction
<p>Jamilah Fraser, Producer</p> 	20+ years in broadcast journalism and strategic messaging; skilled in audience engagement	Oversaw large-scale federal video campaigns for FEMA, DHS, U.S. Navy	Led multi-agency videography projects	Ensures message fidelity through edit reviews	Managed on-camera delivery for multiple federal PSAs
<p>Shana Kemp, Project Manager</p> 	Expert writer and messaging strategist	20+ years managing creative budgets and timelines; quality control (QC) lead	Produced video content for web and broadcast	Oversees QC of all video products	Coordinates interview planning and scripting



SAMPLE WORK PLAN & TIMELINE

SAMPLE WORK PLAN & TIMELINE

June 2–6, 2025: Project Kickoff & Planning

At Greene Street, we take a meticulous and collaborative approach to every shoot to ensure high-quality results that are on time and on budget. In the days leading to production, our producer will work closely with the client and crew to confirm that all plans are in place, and that logistics, schedules, and creative direction are aligned.

June 9–20, 2025: Pre-Production Coordination

We will review preliminary scripts and/or storyboard frameworks for each video type—Pasture Walks, Train-the-Trainer, and Farmer Testimonials. Concurrently, we will confirm eight shoot locations, acquire any necessary site permissions, and develop a detailed shoot schedule. We will also scout locations virtually or via WVCA-provided imagery, and begin talent coordination.

July 7–18, 2025: Filming

Filming will occur across eight production days, grouped regionally for efficiency:

- **July 7–8 (West Virginia):** 1 Pasture Walk, 1 Farmer Testimonial
- **July 10–11 (Maryland):** 1 Train-the-Trainer, 1 Farmer Testimonial
- **July 14–15 (Virginia):** 1 Pasture Walk, 1 Train-the-Trainer
- **July 17–18 (Buffer/Overflow):** Drone footage, B-roll, or weather-related reshoots

Our experienced team will use dual-camera setups, drone videography, and professional audio to capture dynamic, engaging footage with minimal disruption to participants.

Continued on following page



July 21–August 22, 2025: Post-Production – Initial Edits

Following each filming week, our editors will begin post-production on a rolling basis. This includes organizing footage, assembling rough cuts, adding captions, graphics, and music. Specific editing periods by video type:

- **Pasture Walks:** July 21 – August 1
- **Train-the-Trainer:** August 4 – August 15
- **Farmer Testimonials:** August 18 – August 22

August 25 – September 12, 2025: Internal Review & Refinements

Greene Street will conduct internal quality control checks on all videos, ensuring accessibility, clarity, and alignment with WVCA messaging. Rough cuts will be prepared for WVCA review.

September 15–26, 2025: WVCA Review Period

WVCA will have two weeks to review all videos and provide consolidated feedback. We will be available to meet virtually during this time to address questions and clarify revision notes.

September 29 – October 17, 2025: Final Revisions

Our team will implement all final edits, including caption adjustments, corrections, and polishing. We will prepare final files in all required formats and conduct final QA checks.

October 20 – October 31, 2025: Final Delivery

Final versions of all eight videos will be delivered to WVCA by Friday, **October 31, 2025**, in the requested formats and resolutions, ready for distribution across educational and public channels.



OUR TOOLS

OUR TOOLS

Below is a list of some of the cutting-edge equipment and software utilized by our team throughout the production processes.

Camera Equipment



- Ultra HD Red Epic Dragon camera
- 4 Panasonic GH4 Ultra HD cameras
- 2 Panasonic GH5 Ultra HD Cameras
- 1 Canon 5D Mark II DSLR
- 1 Canon 7D DSLR
- 2 Canon 60D DSLR
- 2 Sony PXW-FS5 4K XDCAM cameras
- 1 Sony PXW-FS7 4K XDCAM cameras camera
- 1 Vinten Vision10 Head with Carbon Fiber Sticks
- 1 Vinten Vision3 Head with Sticks
- 2 Bogen 503 Heads with 3181 Sticks
- 2 Bogen 3136 Heads with 3181 Sticks
- Speed Rail Dolly with 40' of tracks
- SkyCrane custom 10' camera jib
- Glidecam Smooth Shooter Vest and Arm
- Glidecam 4000 Pro
- Canon EF 24mm f/1.4 L Series Lens
- Canon EF 35mm f/1.4 L Series Lens
- Canon EF 50mm f/1.2 L Series Lens
- Canon EF 85mm f/1.2 L Series Lens
- Canon EF 16-35 f/2.8 L Series Lens
- Canon EF 24-70 f/2.8 L Series Lens
- Canon EF 70-200 f/2.8 IS L Series Lens
- Canon 15mm Fisheye Lens
- Tokina 11-16 f/2.8 Lens
- 2 Marshall 7 inch Field Monitors
- 1 Panasonic 19 inch Production Monitor

Audio Production



- Zaxcom Fusion 16-Input 10 Track Recorder
- Zaxcom Mix8 Mixer Control
- Mix Pre 2 Channel professional location mixer
- Zaxcom TRX900aa Wireless Transmitter Block
- Zaxcom QRX100 4-Channel Receiver
- 4 Lectrosonics UM400a Wireless Transmitters
- 2 Lectrosonics UCR 411a Wireless Receivers
- Lectrosonics SRa Dual Channel Wireless Receiver
- Lectrosonics SR Top Battery Sled
- Lectrosonics SNA-600 Dipole Antenna
- Lectrosonics ALP-620 Directional skeleton Antenna
- 4 x Sennheiser EvolutionG2 100 Series wireless handheld and lavalier mic system
- Sanken COS11d w/accessories
- Countryman B3 Lavalier w/ clip
- Countryman B6 Lavalier w/clip
- Sennheiser ME-2 Lavalier 3.5mm connector
- Oktava MK-012 Hyper-Cardiod small Condensor

Continued on following page

- Oktava MK-012 Small Condensor with Figure 8 Cap
- Sennheiser MD421 Dynamic Mic
- Shure SM57 Dynamic Mic
- Sanken CUB-01 Mini Cardioid Boundry XLR
- Audio Technica AT-4073a line+Gradient Boom Mic
- Sennheiser MKH-816T Boom Mic
- Sanken CS-1 short shotgun mic
- Sennheiser long shotgun mic
- Sennheiser ME40 cardioid
- 2 x Rycote Windjammer, full suspension, and zeppelin
- K-TEK 12' Carbon Fiber Boom Pole
- Gitzo 9' Carbon Fiber Boom Pole
- 3 x Sony 7506 Headphones
- VO Mic Set
- PreSonus FIREPOD 8 track audio input device
- 15" Apple Macbook Pro 2.53 Core 2 Duo



Lighting



- 2 x Lowel Softboxes
- 2 x Lowel Broads
- 1 x Lowel Spot
- 2 x 200 watt Mole Richardson Mini Mole Fresnel
- 2 x 200 watt Mole Richardson Midget Fresnel
- 3 x 650 watt Mole Richardson Tweenie Fresnel
- 2 x 650 watt Mole Richardson Nook Light broad
- 6 x 1000 watt Mole Richardson Baby Baby Fresnel
- Quasar Science Q-LED Rainbow LED Light
- 2 x 1000 watt Mole Richardson Mickey Mole open face
- 1 x 2000 watt Mole Richardson Fresnel
- 2 x Kino Flo Diva 400's with Flight Case
- 2 x 600 led Cool Lights with v mount

HMI Lighting

- 1 x 800 watt Joker HMI
- 2 x 1.2K Fresnel HMI Magnetic Ballast
- 1 x 1.2k Par HMI Magnetic Ballast

Post-Production



- MacPro 8 x 3.0 GHZ with RAID array, 11GB RAM with hot swappable RAID case for advanced video production, (2) 24" Widescreen LCD monitors
- 27" iMac 3.4 GHZ Quad-Core i7, 16GB RAM with 24" Monitor
- Mac G5 Quad 2.5 GHz with RAID array, 4.5 GB RAM, (2) 24" Widescreen LCD monitors
- Final Cut Studio 3, After Effects CS5, Cinema 4D, Apple Shake 4, Apple Logic Pro, Adobe Master Collection CS5
- Combustion 3, Adobe Photoshop CS5, Adobe Illustrator CS5, MIDI keyboard, Photo
- Printer, VHS Decks, etc...
- Benq PE7700 WXGA HD projector with 120" DaLite Screen



FORMS



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/12/2025

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 Holden & Co Insurance, Inc. 115 North Saint Asaph Street Alexandria VA 22314	CONTACT NAME: PHONE (A/C, No, Ext): 703-685-9200 FAX (A/C, No): E-MAIL ADDRESS: office@holdenins.com
INSURED Greene Street Communications, LLC. 7686 Richmond Hwy Ste 113 Alexandria VA 22306	INSURER(S) AFFORDING COVERAGE INSURER A: Hartford Fire Insurance Company INSURER B: Hartford Insurance Company of Illinois INSURER C: Hartford Underwriters Insurance Company INSURER D: Nutmeg Insurance Company INSURER E: INSURER F:

COVERAGES**CERTIFICATE NUMBER:** 639752483**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 <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y	Y	42SBAAY0J2L	6/1/2024	6/1/2025	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
D	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	Y	Y	42UECAF7107	6/1/2024	6/1/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y	42WECAX8TCL	5/9/2024	5/9/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A C	Professional Liability Property Coverage			42OH0356871 42SBAAY0J2L	9/18/2024 6/1/2024	9/18/2025 6/1/2025	Per Claim Limit 5,000,000 Business Income \$24,300 ALS - 12 Months

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

Business Personal Property - \$20,808 subject to \$1,000 deductible. Special Form including theft and Replacement Cost are applicable.
Evidence of Coverage

CERTIFICATE HOLDER**CANCELLATION**

Purchasing Division
Department of Administration
State of West Virginia
2019 Washington Street East
Charleston, WV 25305

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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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) Jamilah Fraser, Managing Partner

(Address) 7686 Richmond Hwy, Suite 113, Alexandria, VA 22306

(Phone Number) / (Fax Number) 716-868-7272

(email address) Jamilah@gstreetgroup.com

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through WV OASIS, 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.

Greene Street Communications, LLC

(Company)

Jamilah Fraser

(Signature of Authorized Representative)

Jamilah Fraser, Managing Partner 5/12/2025

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

716-868-7272

(Phone Number) (Fax Number)

Jamilah@gstreetgroup.com

(Email Address)

REQUEST FOR QUOTATION
Educational Video Production Services
CRFQ AGR25*19

11.1 Contract Manager: During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager:	Jamilah Fraser
Telephone Number:	716-868-7272
Fax Number:	
Email Address:	Jamilah@gstreetgroup.com



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

State of West Virginia
Centralized Request for Quote
Agricultural

Proc Folder: 1666136			Reason for Modification: To post Addendum 02
Doc Description: Video Production Services			
Proc Type: Central Purchase Order			
Date Issued	Solicitation Closes	Solicitation No	Version
2025-05-05	2025-05-12 13:30	CRFQ 1400 AGR2500000019	3

BID RECEIVING LOCATION

BID CLERK
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
2019 WASHINGTON ST E
CHARLESTON WV 25305
US

VENDOR

Vendor Customer Code: VS0000048964
Vendor Name : Greene Street Communications, LLC
Address : 7686
Street : Richmond Hwy, Ste 113
City : Alexandria
State : VA **Country :** United States **Zip :** 22306
Principal Contact : Jamilah Fraser
Vendor Contact Phone: 716-868-7272 **Extension:**

FOR INFORMATION CONTACT THE BUYER

Larry D McDonnell
304-558-2063
larry.d.mcdonnell@wv.gov

Vendor
Signature X *Jamilah Fraser*

FEIN# 46-3587291

DATE 5/12/2025

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