

Acme Coke  
11236 S. Torrence Ave.  
Chicago IL 60617



**[acmecoke.com](http://acmecoke.com)**

Document archive

Training video bidding correspondance

Dated: 1995

*Recovered from site on Dec 5 2020*



Twin Lakes Office Center  
4849 W. 167th St.  
Oak Forest, Illinois 60452  
(708) 560-8200  
1-800-734-5710

Chuck Kozar  
Acme Metals  
11236 S. Torrence Ave.  
Chicago, Illinois 60617

March 10, 1995

Dear Chuck,

Thank you for the tour, and the opportunity to provide Acme with a high quality training video. As per our conversation, below is an outline and cost of the Acme Metals/Coke Battery Video. Also, enclosed is your VHS copy of the previous training video.

Content:

10-15 minute video showing the overall function of the Coke Battery.

Professional Video Services to be provided by AudioVisual Productions:

1. Script supervision, with raw input and final approval from Acme Steel.
2. One to one and one half days of on-site location production.
3. The equivalent of 2-3 days of post-production (editing).
4. Opening Logo still and appropriate graphic titles.
5. Non-copyrighted music and professional voice over.
6. 5 VHS copies of finished video.
7. All raw and edited footage will be stored for possible future use.

Cost is \$3,000 payable in 2 equal instalments.  
1st payment is due before shooting starts.  
2nd payment upon delivery of finished product.

We can start immediately. Look forward to hearing from you soon.

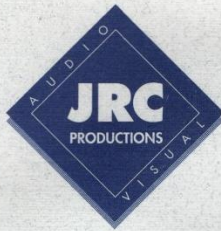
Sincerely,

A handwritten signature in cursive script that reads "John Zale".

John Zale, President



528 North Lake Street • Aurora, Illinois 60506-3105



Phone: (708) 896-4250 • FAX: (708) 896-4294

March 23, 1995

*out of our  
price range*

Acme Metals  
11236 S. Torrence Av.  
Chicago, IL 60617  
Attn: Mr. C.R. Kozar  
Mr. P. Medved

Dear Chuck and Pete,

Thank you for meeting with me on March 21. It was great talking with you, touring the coke batteries, and having a great lunch!

As promised, here is the production estimate for the orientation video we discussed. These numbers are based on a final edited master not to exceed 15 minutes in length. The intended audience for the video will be new Acme employees. It will offer an overview of the department describing the various jobs, safety measures, and what is expected of each employee. It will also explain the clean air act and other applicable laws and regulations. The final script for the video will be written by JRC Productions from information gathered at pre-production meetings and written material supplied by Acme. Of course, Acme Metals will have final approval of the script before production begins. A voice over talent of your choice from JRC's talent library will be used to narrate the production.

After reviewing the current slide-to-video orientation tape you are currently using, along with the outline you supplied, I recommend staying with the same basic flow as presented in both of these elements. The video can open with the Acme Metals logo and various shots of employees at work. It is at this point that the new employees will be welcomed to the facility. An explanation of the coke process, general plant safety rules, proper clothing, explanation of the clean air act and other regulations, etc., will then be outlined. This introductory section will naturally flow into the foreman's daily briefing in the lunchroom. The coking process starting at the beginning with the Lidmen and Larry Car; and running through the Door Machine Operator, Pusher Operator, Door Cleaners from both the pusher and coke sides, Quench Car Operator, Heater/Heater Helpers, and Patchers will be explained. Each of these sections will begin with a full screen slate to separate individual jobs. A concluding section that will reinforce highlights of the process in general and a reminder to communicate with supervisors, will end the production.

---

*the total source for audio/visual production*



841.8383

849-2500

Q

Ken Knaga - Riverdale X

ext. - 2295 -

Out of town & back  
Monday.

John Zale - April 3-95

Audio Visual Productions  
to get a promotional video available  
for us to see some of their work.

3,000

Mike Goody

April 3-95

Pro-Comm Media

to send a video production  
to my home.

He wants it back.

3,500





# ACME STEEL COMPANY

Vendor Number: 51449

**SELLER**  
 CHUCK KOZAR

**SHIP TO**

BUYER	REQUISITIONER	REQUISITION NO.	CONFIRMING TO	TAX STATUS
F.O.B. POINT	SHIP VIA	PREPAID	PAYMENT TERMS	

ITEM NUMBER	ORDER QUANTITY	U/M	DESCRIPTION	UNIT PRICE	EXTENDED AMOUNT
			OUT AT OUR PLANT GATE. NOTE: ITEMIZE LABOR AND MATERIALS IN DETAIL ON INVOICE. NOTE: PURCHASE ORDER NUMBER X1-61275-95 MUST BE SHOWN ON ALL INVOICES, TIME SHEETS, CORRESPONDENCE, ETC. NOTE: A COPY OF THE ACCEPTANCE MUST BE SENT TO THE PURCHASING DEPARTMENT AT ACME STEEL CO. NOTE: ALL WORK TICKETS MUST BE SIGNED BY OUR DICK OHEANR OR HIS DESIGNATE. VENDDR DELIVERY DATE 02/08/95 DIST ACCT ASASC 706691 C2900 CONFIRMING ** DO NOT DUPLICATE		

**INVOICE TO:** ACME STEEL COMPANY  
 ATTN: ACCOUNTS PAYABLE  
 13500 SOUTH PERRY AVENUE  
 RIVERDALE, IL 60627-1182  
 (708) 849-2500

**TOTAL AMOUNT** .01

**NONDISCRIMINATION** — Unless this purchase order is exempted by the Secretary of Labor under the provisions of Section 204 of Executive Order 11246 as amended, there is incorporated herein by reference, paragraphs (1) through (7) of the contract clause set forth in Section 202 of Executive Order 11246, provided that where necessary the term "Contractor" shall mean the Seller and the term "Contract" shall mean this purchase order.

- INSTRUCTIONS TO SELLER**
- Buyer hereby requests that seller furnish the goods, materials, work and/or services listed above, upon and subject to the terms and conditions contained hereon and printed on the reverse side of this sheet.
  - Seller must acknowledge this order promptly.
  - Seller must render triplicate invoices for each order to the address indicated above.
  - Buyer's purchase order number must appear on all invoices, bills of lading, packages and correspondence.
  - All packages must include packing slip, and must include ACME commodity numbers.

**ACME STEEL COMPANY**

DIRECTOR OF PURCHASING

*John R. Hickman*  
 MANAGER OF PURCHASING

BUYER





# ACME STEEL COMPANY

PURCHASE ORDER NO.

X16127595

PURCHASE ORDER DATE

02/08/95

Vendor Number: 51449

**SELLER**  
CHUCK KOZAR  
8330 W 135TH ST  
ORLAND PARK IL 60411

**SHIP TO**  
ACME STEEL CO.  
11236 S. TORRENCE AVE.  
CHICAGO, ILLINOIS

60617-6440

BUYER	REQUISITIONER	REQUISITION NO.	CONFIRMING TO	TAX STATUS
J. HICKMAN		12320	1/27/95	NO TAX
F.O.B. POINT	SHIP VIA	PREPAID	PAYMENT TERMS	

JOB SITE	YOU MEN & EQ	FRT PAID	NET 30
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ITEM NUMBER	ORDER QUANTITY	U/M	DESCRIPTION	UNIT PRICE	EXTENDED AMOUNT
001	1	LOT	R. OHEARN - COKE INVOICE APPROVAL R. OHEARN/ J. GARZELLA  UPDATE TRAINING FILM  FURNISH YOUR LABOR, EQUIPMENT AND TOOLS TO UPDATE OVENS TRAINING FILM "SAFETY ON THE BATTERY" FOR CLEAN AIR ACT MODIFICATIONS.  *****ADVISE PRICE*****  NOTE: T&M RATES TO APPLY - \$30.00/HR  COORDINATE ALL WORK WITH OUR DICK OHEARN-(312)933-5102.  NOTE: ALL MEN MUST SIGN IN AND  (CONTINUED NEXT PAGE)	.01	.01

INVOICE TO: ACME STEEL COMPANY  
 ATTN: ACCOUNTS PAYABLE  
 13500 SOUTH PERRY AVENUE  
 RIVERDALE, IL 60627-1182  
 (708) 849-2500

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**ACME STEEL COMPANY**

DIRECTOR OF PURCHASING

MANAGER OF PURCHASING  
 *John R. Hickman*

BUYER



*Copies est 5000 per copies*  
*1-708-448-6993*

*John. Hanrahan*  
*rec'd. this # July 13-95*  
*P.O. X16937395*

*\$3500.00*

**media**

Communications by Design"

*Go with this company 6 or 8 copies*

From: Mike Gooldy, prCOMM media

**QUOTE - \$3,500**

**RE: Coke Plant New Employee Orientation Video, Batteries**

This quote is based on supplying a complete and finished video to orient new employees to battery operations. Target time is 10 to 12 minutes, taken from a script to be completed. Shooting locations will include the 7 to 8 specified during our tour. I estimate shooting can be completed during portions of two days, possibly one day depending on scheduling and smooth battery operations. Finished program will be delivered within two weeks of approval of final script and location shooting.

Finished video will be a voiceover documentary of the various battery jobs as specified by the script. Video will be shot with a professional quality 3-chip camera and a professional voiceover will be added to the finished program. I am prepared and qualified to work with you to produce a script that meets your needs and the needs of your audience.

My general steel industry experience and my particular experience in producing coke operations video programs, makes me uniquely qualified to assist you in meeting your communications objective in this project. The above quote is an estimate based on the target time listed and includes time for script consulting to reach a plan that you feel will do the job.

Services to be provided in delivering a completed video include: script consultation and writing, location shooting, professional narration, editing final program including title graphic and delivery of a master tape and copy.

Please contact me after you've assessed this quote so I can answer any questions you may have. Thank you.

**prCOMM media**

3584 Kingsway Drive, Crown Point, Indiana 46307 ♦ Phone/Fax 219-663-3648

April 3, 1995

TO: Chuck Kozar, Acme Steel Co.  
FM: Mike Gooldy, ProComm Media

RE Enclosed sample videotape

I've enclosed a sample of the kind of program you can expect for the quoted price on the New Employee Orientation for the battery. The video was produced in the mill to train Inland's contracted trucking personnel in proper load protection methods. It runs about 15 minutes.

I chose this program because it is a good example of the voiceover video technique that will be employed in your program. The aerials used in the opening and closing already existed, and this truck loading program probably uses many more graphics and visuals than what I'm expecting from your project. Also you'll note that this is a straightforward video approach, with no fancy video manipulation or dissolves which are more expensive to produce.

The narration quality in the enclosed video is less than you will have in the coke plant project. An in-house employee was used (me) at no cost. The coke plant video will have a professional-quality voiceover.

Aside from good quality video shots and a professional sounding voice, everything else — graphics, what to show when, any special effects, etc. — is determined from what the script calls for. In other words, the script is the plan that guides all aspects of the project. The script should contain your communications objectives for the audience. What is important for the audience to see and hear, and in what order.

Please call me if you need more information. Thank you.