



Request for Quote

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
 ONE CAPITOL HILL
 PROVIDENCE RI 02908

BUYER: Melillo, Charlotte A
 PHONE #: 401-574-8110

CREATION DATE : 27-MAR-12
 BID NUMBER: 7449589
 TITLE: MULTI-MEDIA SUPPORT FOR URI
 COMMENCEMENT CEREMONIES 2012
 BID CLOSING DATE AND TIME: 23-APR-2012 10:00:00

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 URI ACCOUNTS PAYABLE
 CARLOTTI ADMINISTRATION BLDG
 75 LOWER COLLEGE ROAD, SUITE 1
 KINGSTON, RI 02881
 US

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 URI SPECIAL INSTRUCTIONS
 SEE BELOW
 SEE BELOW, RI N/A
 US

Requisition Number: 1263719

Line	Description	Quantity	Unit	Unit Price	Total
1	URI Contact: Tim Tierney, URI ITMS 401-874-4273 Buyer email: charlotte melillo@purchasing ri.gov Deliver to: URI Public Programming and Special Events Alumni Center room 201 73 Upper College Road Kingston, RI 02881 * THERE WILL BE A MANDATORY PRE-BID CONFERENCE ON 4/10/12 AT 9:30 AM. VENDORS TO MEET AT THE UNIVERSITY OF RHODE ISLAND, KINGSTON, RI, IN THE TV STUDIO (ROOM 217 - CHAFEE SOCIAL SCIENCE CENTER). * Multi-media support for URI Commencement Ceremonies 2012 per the attached bid specifications	1 00	Total		
2	Alternate #1: Addition of Enhanced and expanded video treatment as described in the attached	1 00	Total		
3	Alternate #2: Addition of Real Time Captioning as described in the attached	1.00	Total		
4	Alternate #3: Addition of enhancements for the main site outdoor ceremony as described in the attached	1 00	Total		

Delivery: _____

Terms of Payment: _____

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer.

Requirements for combined audio and video support systems and crews
For the May 19 and 20, 2012
University of Rhode Island Commencement Exercises

The University is seeking one contractor capable of providing a comprehensive service for audio and video support needed for the 2012 Commencement activities. Public address, teleproduction, video streaming, display, and projection are the specific services being sought. The successful contractor will bring the needed expertise, experience, ability and capability to the situation. Substantial professional experience will be required to solve the technical challenges of providing professional caliber AV support in a variety of environments. At least one AV professional Certified Technology Specialist (CTS) should be on site.

Public Address

A contractor will be employed by the University of Rhode Island for two days of sound reinforcement activity in various locations on the Kingston campus.

The overall goal of this project is to provide appropriate sound levels to each person in all of the audience areas of the Undergraduate Commencement Ceremony, The President's Student Excellence Awards Ceremony, the ROTC Commissioning Ceremony, and the individual college Mini-Commencements. It is essential that the contractor for these services provide professional expertise in the design, set-up, and operation of high-quality public address systems while smoothly integrating with other crews involved in the overall staging of these events.

The contractor will set up equipment in accordance to floor plans or layout drawings provided by the University for each site and will complete these set-ups at the times agreed upon.

On Saturday May 19, a sound system will be setup and operated for the President's Student Excellence Awards Ceremony in Edwards Auditorium. This event begins at 4PM and lasts approximately two hours.

On Commencement day, Sunday May 20, the contractor will park any required service vehicles only in spaces designated as acceptable by the campus police traffic detail.

The Contractor hired for this job will be somewhat independent in setting up and operating large public address sound systems used for the 2012 University of Rhode Island Commencement activities, but will be required to coordinate with various campus representatives. The project calls for some audio recording, CD playback, and in some cases the ability to accept a line level feed from the videostream in addition to microphone mixing and the setting of appropriate levels of amplification in various locations over a two-day period. Assisted listening devices will also be required as noted in the requirements listed below.

Assisted listening devices for the hearing impaired will be made available and be operational throughout the Undergraduate Commencement ceremony. 24 headsets will be needed. In addition, each of the seven mini commencement sites and the Excellence Ceremonies will require assisted listening with two headsets. The distribution of these headsets to audience members will be coordinated through the assistance of the Office of Student Life, Disability Services for Students. The listening headsets must be capable of multiple channels and have volume controls (batteries must be fully charged). In some cases these systems may be operated indoors while others will be operated at outdoor locations.

At all sites used an entire system must be put in place, checked for quality, operated during the event, and then broken down and removed after the event. All systems should be removed immediately upon completion of the event.

The Contractor will be integrating these services within the context of a complex event involving numerous University departments, external contractors and other entities in a coordinated team effort. The supplier of these services will recognize the need to cooperate with other units involved in staging this event.

An audio recording on CD will be made of the speaker program during the Undergraduate Commencement.

It is understood that any recordings made by the contractor through this project will be considered a work for hire and as such will be the property of the University of Rhode Island.

The name of the contact for the University's electrical services area is Wayne Baskins. He can be contacted at (401) 874-2092. This information is provided in order to allow for direct consultation with this important member of the team staging these events.

The response date for the quotation will be established by Rhode Island State Purchasing.

Because the Main Commencement ceremony on Sunday, May 20, 2012 is planned to be outdoors, it must include a fail-safe design in terms of power to the public address system. A back-up power generator is required for this event with enough amperage to service the entire sound system

Event	Contact
Main Commencement	Marty Koski and Diana Blanda
Graduate Commencement	Megan Yakey and Keith Killingbeck
Arts and Sciences	Robert Bullock
Business Administration	Peg Boyd
Continuing Education	Betty Izzo-Ricci
Engineering	Annie Jones
Human Sciences and Services	Nancy Kelly
Nursing	Nancy Tucker
Pharmacy	Denise Gorenski
Environment and Life Sciences	Kim Anderson
ROTC Commissioning	Major Troy Edward Kennedy

An on-site visit and meeting is **required prior to the commencement** Payment will be made after services are rendered and an invoice has been submitted.

The person coordinating sound for the University, as designated by the Chair of the Commencement Committee, is:

Timothy Tierney
Assistant Director for Audiovisual Production Services
Instructional Technology and Media Services
217 Chafee Social Science Center
University of Rhode Island
Kingston, RI 02881-0808
(401) 874-4273
timt@uri.edu

The successful Contractor for the sound system will provide staging, microphones, mixers, amplifiers, speakers and personnel coverage for the University of Rhode Island's 2011 Undergraduate Commencement Exercises on Sunday May 20, starting at 12:15 p.m. There must be no obstructed views of the platform. The Main Ceremony is expected to attract a live audience of approximately 15,000 people

In the event of rain, the ceremony on the Quadrangle will be relocated to the Ryan Center and no services will be required from this contractor for the main ceremony outdoor site. However, the systems for the mini-commencements will be needed regardless of weather and must be operational by 12 noon, except for the ROTC Commissioning Ceremony and the ASFCCE mini ceremony which both start earlier. The rain plan calls for a live streamed video link between the Ryan Center and the mini commencement rain sites. The sound systems at these sites must be able to accept a standard line level audio feed coming from the videostreaming equipment. At the conclusion of the streamed video portion of the event the remaining activity will involve live microphones and CD audio playback.

The following is a list of all requirements for the individual ceremonies:

Saturday, May 19

STUDENT EXCELLENCE AWARDS:

Edwards Auditorium: 4 p.m.

On Saturday, May 19, the Student Excellence Awards will require an operating sound system capable of providing sound to an audience of 1,000. A sound system with one microphone and an operator will be needed. The system needs to be operational by 3:00 p.m. The sound technician must stay on the premises of Edwards Auditorium from 2:30 until the completion of the event. The ceremony will be over around 6:00 p.m.

Sunday, May 20

All Mini-Commencement sites will require playback of "Pomp and Circumstance" to be provided by this contractor.

ROTC COMMISSIONING CEREMONY:

This ceremony starts at 9:00 AM on the plaza in front of Keaney Gym, and set-up should be completed by 8 a.m. Two (2) microphones will be needed as well as capability to playback audio CD. A qualified technician must be present to operate the system during the event. The rain site for this event will be the interior of The Ryan Center and in that case will not be part of this contract. (This site is obviously not part of the plan for streamed video).

ASF COLLEGE OF CONTINUING EDUCATION--ROBING CEREMONY:

This Mini-Commencement ceremony starts before the main ceremony at 10:00 AM under a tent on the lawn in front of Roosevelt Hall. Two (2) microphones and CD audio playback are needed. A videographer will be present and may request a line level feed (cables included) from the mixing board. The rain site for this event is the tent itself which will be positioned in front of Roosevelt Hall. (This site is obviously not part of the plan for streamed video).

MAIN CEREMONY:

On Sunday May 20, 2012, the Undergraduate Commencement will take place on the quadrangle, weather permitting. This public address system must be able to provide even sound coverage over a wide area expected to have approximately 15,000 people in attendance. A crew will be needed to set up, test and then operate the sound system during Commencement activities.

Event begins at 12:15 PM. Three (3) microphones will be needed on platform--2 for podiums, one free standing. Sound system and personnel must be in place by 10:00 a.m. All testing must be done prior to 10:00 a.m. due to the start of ASF-CCE ceremony nearby as well as to allow for time for the canine security sweep of the site.

The components expected to be involved would be speakers with staging, multiple microphones, a mixing board, an audiocassette or CD recorder, CD player, assisted listening devices for the hearing impaired, stage monitors, equalizers, amplifiers, digital delays and other related equipment.

Whenever speaker staging platforms are set up either inside or outdoors, clearly readable signs should be attached which read, "DO NOT CLIMB".

The contractor will provide skilled equipment operators at all designated locations during the times specified.

The sound pressure levels will fall within acceptable professional standards for all areas identified as audience or platform

The contractor will provide sufficient back-up equipment, troubleshooting expertise, and manpower to be able to overcome any equipment failures or malfunctions on an immediate basis. It would be highly desirable to have suitable back-up equipment and/or on-site repair capacity along with the ability to quickly troubleshoot problems.

A mixer operator must be in place for the main ceremony on the quadrangle and must precisely follow a script which will be provided.

The main quadrangle ceremony will also need a limited amount of sound projected into the area directly behind the ceremonial platform.

At the main Commencement ceremony, a portable power generator supplied by successful contractor must be on-site and be ready for use should any interruption in electrical service occur.

At the main ceremony the contractor will integrate a microphone-level distribution amplifier for use by various news media.

The contractor will provide a neck-loop system for the hearing impaired with two dozen individual headsets.

By 12 noon on this date, the mixing board operator will be in place and ready to activate microphones, as outlined in the provided script.

The placement of speaker stacks and other related equipment will be determined in consultation with a University representative designated by the Chair of the University Commencement Committee and the A/V Coordinator for the committee.

There must be no obstructed views in no case will any speakers be located within 20 feet of the VIP seating area.

The sound system used for the main Commencement may be used to play classical or modern jazz music during the period between the end of the ASF-CCE Ceremony and the start of the Carillon concert.

Eight microphones need to be provided for the 45-piece Commencement Band. These microphones need to be in front of the ensemble and also distributed within the group.

The main Commencement sound system amplifiers must be located up against the rear of the ceremonial platform.

At the main Commencement on Sunday, May 20, the sound system's main electrical block must be attached to the back of the main platform.

At the main Commencement ceremony, a switchable press patch will be needed to provide mike-level audio feed from the podium, with a distribution amp to be located toward the front, between the band and the main platform. For more information on this call Jhodi Redlich or Nancy Gillespie at the URI News Bureau 874-2116.

This ceremony requires a Loop System and 24 FM Systems to be provided for the hearing impaired. For more information on this call, the Coordinator of Disability Services, Rosemary Lavigne, at 874-2098.

Rain site will be The Ryan Center. An announcement will be made early on the morning of May 20. If the Rain Plan goes into effect all activities on the quadrangle will be relocated to the Ryan Center and the need for a sound system on the quadrangle is cancelled. If the Rain Plan goes into effect all mini-commencements will take place at interior locations.

Each of the mini-commencement sites will require a complete system and qualified operator. Most of the sites are already planned for interior spaces. Three colleges (A&S, ENG, & NUR) hope to use outdoor locations, weather permitting. Should the rain plan go into effect these colleges will move their ceremonies to designated spaces.

An on-site visit will be required to determine the acoustical characteristics of the spaces to be used as well as to examine existing sources of power, and particularly verifying active network ports to ensure a clean reception of the

video stream etc.

All of these systems should include redundancy to ensure a fail-safe operation. At least one technician or engineer must be on-site with the capability of identifying the source of any sound system problem and must possess the skill to make adjustments as needed should any malfunction occur.

The Mini-Commencement for The College of Arts and Sciences will take place on the quadrangle immediately after the main ceremony and will use the same equipment set-up (three microphones). One microphone will need to be slightly repositioned to allow for the safe procession of graduates across the stage. Because this site will have been used for the main ceremony some of the video production gear may remain in place during this next event. If the Rain Plan is in effect this event will happen in the Ryan Center which does not require any involvement by this contractor in terms of operating the main sound system.

The Mini-Commencement for the College of Environmental and Life Sciences is held in the Ryan Center immediately following the main Commencement, rain or shine. The in-house crew of the Ryan Center will provide for the operation of the sound system.

The Mini-Commencement for the College of Human Sciences and Services will be located in Keaney Gymnasium rain or shine. This event requires CD playback capacity and two microphones as well as mixing in the audio from the streamed video feed.

The Mini-Commencement for the College of Business will be held at the Mackel Field House rain or shine. Two microphones and CD playback will be required as well as mixing in the sound from the streamed video feed. The sound system to be brought in and set-up should integrate with the existing high-powered public address system with both systems balanced to work together for an even distribution of sound throughout the audience seating area. The contact for access to controls for that system would be the facility coordinator, Jodi Hawkins, Director of Recreational Programs and Services.

The Mini-Commencement for the College of Engineering will take place outdoors at the Engineering Quad, weather permitting. Two (2) microphones and CD audio playback will be needed. In addition to speakers located in the vicinity of the ceremonial platform, two additional sets should be set further back on the quad to ensure good sound quality for those farthest from the platform (total of 6 speakers). Coordination needs to happen with the operators of the sound system at the main site during the Arts and Sciences mini-Commencement to turn off the repeater speakers set furthest away from the ceremonial platform so as to avoid conflict with this nearby College of Engineering mini-commencement site. And, this college wants to be able to tie-in FM radio to their public address system for amplification of the main ceremony activities being carried live on WRIU FM 90.3. The contractor will provide the FM radio and the operator of the system at this site will ensure that the broadcast is properly tuned-in and amplified.

If the Rain Plan goes into effect, this event will be relocated to the Will Theater at the Fine Arts Center. Will Theater will be used as a viewing site for the video stream rain or shine and a temporary public address system will be needed for this sound. The two microphones and CD playback will only be needed in Will Theater if the mini-Commencement gets relocated due to the implementation of the rain plan. Because attendance at this site could exceed the capacity of the theater a 52" (or larger) flat panel video monitor will need to be set-up and tied-in to the video feed in the lobby space in front of the main doors to the theater.

The Mini-Commencement for The College of Nursing will take place in the Formal Gardens, weather permitting. If the rain plan goes into effect the event will be relocated to the Fine Arts Recital Hall. Two microphones and CD playback as well as sound from the streamed video feed will be needed.

The Mini-Commencement for the College of Pharmacy will take place in Edwards Auditorium (the same site as will have been used the previous afternoon for The President's Excellence Award Ceremonies). Two microphones, CD playback, as well as the sound from the streamed video feed will be needed. A videographer may be present and if so will need a line level feed (cables included) from the mixing board. Due to space limitations on the stage of this auditorium special coordination is required to ensure that as the graduates process to get their degrees that no visual obstruction is created by the placement of any speakers, nor any safety hazards due to cables across the path of those processing.

The audience size for the mini-commencements varies considerably, depending on the size of the particular college, and therefore power requirements of the systems may also vary. The Roosevelt Hall site needs to be ready before 9:30 AM while all other mini-commencement sites must have sound systems operational by no later than 12 noon.

Contractor will be responsible for identifying the sources of power to be used in each location. Wherever the access to power requires that a locked space be open it should be brought to the attention of the Audiovisual Coordinator for the Commencement Committee, Timothy Tierney, before Commencement Day.

The College of Nursing hopes to hold its mini-commencements in the Formal Gardens and want to be able to tie-in FM radio to their public address system for amplification of the main ceremony activities being carried live on WRIU FM 90.3. The contractor will provide the FM radio and the operator of the system at this site will ensure that the broadcast is properly tuned-in and amplified.

Video streaming and projection

A contractor will be employed by The University of Rhode Island to provide for the viewing of streamed video at 6 (or 8 – see alt #3 & alt # 4) sites on the Kingston campus

Using the existing campus data network, a contractor will set-up and operate the equipment needed to stream video using a signal which will be encoded from the main site. This contractor will also provide a means to receive the stream, as well as the necessary projection equipment, VGA distribution, or monitor needed at each of the viewing sites.

The Undergraduate Commencement ceremonies are planned to take place on the quadrangle starting at 12:15 on Sunday, May 20, 2012. In the event of foul weather the ceremony will be moved to The Ryan Center. In either case a live video feed from a multi-camera switcher (including audio from the main sound board) will be the content of the stream. This signal will be distributed to viewing sites via streaming video technology to provide an opportunity for participants at these sites to both see and hear the live ceremony taking place at the main site.

The sound from the streamed video feed will be heard through the temporary sound system to be set up at a viewing site in the Rams Den, in the Memorial Union (this is not a Mini-Commencement site).

The College of Engineering will hold their Mini-Commencement at the Will Theater in The Fine Arts Center which will also be a viewing site and will therefore need a temporary sound system for the theater.

In addition to the equipment needed to stream the audio and video from the main site as well as the equipment needed to receive the streamed video at each of the viewing sites, video projection or display will also be needed. One of these spaces has an existing projection screen (Edwards Auditorium) which may be used while other sites call for the set-up of appropriately sized temporary projection screens. These Mini Commencement sites may elect to keep the projector and screen in place during their graduation exercise so that the live image from their own videographer's camera can be displayed. Coordination will be needed with the videographer for this interface (video cable to be provided through this contract) if these colleges elect to record and/or stream their event.

Each of the receive sites will require an on-site equipment operator for the duration of the event. Equipment must be set-up in accordance with floor plans or layout drawings provided by the University and the system must be operational no later than 11:30 AM.

At the conclusion of the Commencement activities all equipment must be taken down and removed from the premises.

The contractor hired for this event will be largely independent in setting-up and operating this video streaming and related projection equipment but will be required to coordinate with campus representatives and other contractors hired for the occasion.

While streaming video is perceived to be the most cost efficient means of distributing the signal out to the receive sites, the University is open to other approaches which might combine IP based videoconferencing, closed circuit TV, and/or other methods which can reliably deliver high quality audio and video to the viewing sites. Any alternative method of distribution would need approval by the Commencement Committee Audiovisual Coordinator (Tim Tierney).

The teleproduction portion of this contract provides for the crew and equipment needed to create the audio/video content to be fed to the streaming media encoder. In the event that the rain plan goes into effect the teleproduction crew will attempt to integrate with the in-house video crew for enhanced production value. This contractor will set up the streaming encoder in a nearby space with cables connecting back to the control room.

The University facilities involved as commencement viewing sites are: The Mackel Field House, Keaney Gymnasium, Edwards Auditorium, The Will Theater and The Recital Hall at The Fine Arts Center, and The Rams Den in the Memorial Union.

A feed is also needed for the outdoor screen near the ceremonial platform on the quad (see alt #3). The Rams Den in the Memorial Union already has three existing wall-mounted flat panel monitors which are available to display the streamed video. A laptop will be needed there to receive the video stream and then a VGA distribution amplifier with three outputs and the necessary VGA cables of sufficient length to reach these mounted units. A ladder of some type will be needed to reach the individual VGA inputs on the monitors.

The contractor must visit the sites with a university representative prior to the actual event for the purposes of identifying and checking on active network ports, sources of power, as well as pre-planning for projection or viewing requirements. Sites wishing to keep projection in place during the Mini Commencement will require careful planning to allow for the procession of graduates without interference with the projected image. Both the Mackel Field House and Keaney Gymnasium have a high degree of uncontrollable ambient light which necessitates the use of high brightness projectors (minimum 12K output for Mackal and a minimum 6K for Keaney) and the use of a drape, or other means, to reduce the amount of unwanted light reaching the screen. The screen size must be at least 9' X 12' in Mackal and Keaney. Mackal in particular needs special attention in terms of the placement of the viewing screen to enhance the viewing experience and the contractor may elect to use either front surface projection or rear screen.

Teleproduction

A single, broadcast quality video camera on a tripod with an experienced operator is needed to document the activities on the ceremonial platform at the Undergraduate Commencement on Sunday, May 20, 2012. A platform approximately 3 – 4 feet high will be needed to raise the camera position above the graduates standing between the ceremonial platform and the camera itself. A long video cable (and possibly a video amplifier) will be needed to feed the output of this camera to a streaming server (provided by this contractor) located inside of Davis Hall, immediately behind the ceremonial platform.

This contract also calls for the provision for a sound feed to be taken from the main mixing board located at the center of the quadrangle. An audio cable of sufficient length will be needed to reach from the mixer on the quad all the way to the streaming server located inside of Davis Hall. Because these cables cross a roadway, timbers (or industry equivalent) will be needed to create a cable trough. Also special care must be taken to ensure that any cables in the vicinity of the ceremonial platform be covered by a mat to eliminate any trip hazard.

The ceremony takes place outdoors on the university quadrangle starting at 12:15 PM. In the event of inclement weather the event will move indoors by relocating all activity to the Ryan Center. The producer and director will then integrate with the Ryan Center's in-house video production crew. To the extent practical, other members of the teleproduction crew and their related equipment will also merge in with the Ryan video crew or to operate independently on a parallel production.

Substantial professional experience will be required to solve the technical challenges of creating a high quality live audio/video signal for streaming.

ALTERNATES

ALTERNATE #1

The University may wish to have an enhanced and expanded video treatment of the event and this alternate calls for a complete multi-camera production crew and all related technology. The overall goal of this project is to create a live video stream during the URI graduation exercise. This alternative provides for a hosted version of the coverage of the events beyond the mere documentation of activity of the ceremony. Some type of enclosure will be needed to house the production equipment and crew, presumably a teleproduction truck. The contractor will need to provide a full mobile unit or equivalent with five broadcast quality video cameras with active microphones. The main camera assigned to cover the speakers podium on the ceremonial platform will be mounted on a very secure tripod on staging with a long cable run back to a video production switcher. The other four cameras are to be mobile and embedded within the general activity of the event. The audio and video from these cameras are to be received at the production switcher and the audio mixer to allow for live switching and mixing among the fixed and mobile camera/microphone feeds during the event. It is important that the sound from these cameras be mixed into the soundtrack as appropriate whenever these shots are used. One position in particular that needs to be covered is on Ranger Road near to the street corner in front of the Carlotti Building to capture sound and visual of the start of the 50th.class/platform-party /faculty/student/ procession.

This contract calls for an entire production crew with experience covering live events so that a live video stream can be created which documents and adds to the event. A simple pre-commencement show is planned during the first half hour of the transmission in which an announcer (supplied by the University) will introduce the viewers to the action taking place and one or more pre-recorded short video segments may also be incorporated into the production.

(University can provide playback VCR). A canopy will be provided on the quad relatively nearby both the teleproduction truck and the ceremonial platform to serve as a base for the announcer. A microphone on a mic stand, an IFB, and a video monitor will be needed at this base of operations for the commentary.

A camera operator will need to be assigned to each camera including two-way intercoms for communication. A producer experienced with live event video production will coordinate the crew activities and will be available for at least two pre-production meetings on-site (one of which will be with representatives of the Ryan Center video crew). A director will provide direction to the camera operators, CG operator and other members of the production team. A technical director will be needed to operate the production switcher and video effects as well as for providing instructions relating to technical quality for the entire crew. An audio technician will operate an audio mixer to control sound from the ceremonial platform, the roaming cameras, as well as any prerecorded sources to ensure consistent levels.

This alternative would change the routing of the audio feed from the main PA sound board to the teleproduction truck instead of going directly to the streaming server. The audio technician in the teleproduction truck will mix this sound with other field microphones and tape sources. The final audio mix will then be fed to the interior of Davis Hall using audio cable supplied by this contractor. A graphics technician will operate a character generator and/or other visual systems to provide on-screen text and graphics. A video engineer will monitor signal quality and make adjustments as necessary to maintain signal standards and to cue and calibrate any video tape playback as well as to record the production. The producer will coordinate all production activities of this team according to a shooting plan created through collaboration with the URI Commencement Committee.

A character generator with the capacity for full screen graphics will also be required as well as a two channel DVE (digital video effects). A VCR capable of playing back miniDV tape will be needed with tie-in to the switcher. And, since camera and audio cables must cross a road, timbers or other suitable enclosure will be needed to create a cable trough. A camera platform should be used for the camera to be used for shots of the podium so that these shots will not be blocked by the audience between this camera position and the ceremonial platform. It is essential that this particular camera be free from vibration due to the need to operate in telephoto range.

This project includes the provision for audio cable of sufficient length to reach from the production truck out to the main audio board for PA to be located near the center of the quadrangle.

In addition to making a digital video recording of the commencement ceremonies (not including any mini-commencement) this contractor will play an important role in a coordinated team effort to transmit the event in various ways. After mixing the sound feed from the main board of the PA with the images selected from the video switcher the signal will be both recorded and streamed. A high grade digital video recording needs to be made while also managing the distribution of the signal. Audio and video cables of sufficient length need to be provided so that the signals can reach other critical equipment to be located within Davis Hall (adjacent to the ceremonial platform). An audio / video distribution amplifier will be needed to relay the signal to two separate destinations located nearby within the building; a streaming encoder, and a sound link-up for the University radio station (WRIU). The streaming server will be used to send the signal to 6 (or up to 7 - see alt #3) viewing sites around the campus using the campus data network and to one off-site streaming server. **This contractor will engage the services of a third party to serve as the main distributor of the stream** to the public audience allowing for enough bandwidth to allow for up to 500 simultaneous connections. An existing telephone tie-in will be used by WRIU to relay an audio-only feed back to their studio for live simulcast transmission.

The ceremony takes place outdoors on the University quadrangle starting at 12:15 PM. In the event of inclement weather the event will move indoors by relocating all ceremonial platform activity to the Ryan Center. If the Rain Plan goes into effect the plan for a production from the quad will be cancelled. In the event that the Rain Plan goes into effect the activity surrounding this event will relocate to the interior of the Ryan Center. The Producer, Director, and as much crew and equipment as is practical will then integrate with the Ryan Center's in-house video production crew. One planning meeting will need to be held with the contractor's producer and director and the Ryan video crew to specify procedures and responsibilities should the Rain Plan go into effect.

Alternate #2

Out of consideration for the hearing impaired, the University wishes to extend help in understanding the spoken word during the Commencement exercise. Real time captioning is needed as a lower third superimposition over the running video being generated by the teleproduction team. While some of the speeches to be presented may be available as text files in advance, in general it will be unscripted. A court reporter or other method for transcribing live speech into a stream of on-screen text will be needed. This service will be coordinated through the video

production team to generate readable on-screen text of the spoken word as it happens. All viewing sites need to receive the captioned version of the streamed video.

Alternate #3

As an enhancement to the main site outdoor ceremony the University has decided to provide a large video screen on the quad, near the ceremonial platform. A screen designed for exterior use will display the live feed from the video stream and consequently will also need the equipment required to receive this signal. The precise location of the screen will be determined through consultation between the contractor and the Chair of the Commencement Committee during the required on-site meeting. The minimum acceptable size would be 12 feet wide and 6 ½ feet high with a brightness of 6500 Nits or above. Safety will be paramount to this aspect of the project to ensure that the screen can withstand the stress of wind up to 60 MPH. Special attention must be given to the power requirements and the coordination needed with the University's Facilities and Operations electrical crew.

Contract Terms and Conditions

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RIVIP INFO - BID SUBMISSION REQUIREMENTS

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer. When delivering offers in person to One Capitol Hill, vendors are advised to allow at least one hour additional time for clearance through security checkpoints.

INSURANCE REQUIREMENTS

AN INSURANCE CERTIFICATE IN COMPLIANCE WITH PROVISIONS OF ITEM 31 (INSURANCE) OF THE GENERAL CONDITIONS OF PURCHASE IS REQUIRED FOR COMPREHENSIVE GENERAL LIABILITY, AUTOMOBILE LIABILITY, AND WORKERS' COMPENSATION AND MUST BE SUBMITTED BY THE SUCCESSFUL BIDDER(S) TO THE DIVISION OF PURCHASES PRIOR TO AWARD. THE INSURANCE CERTIFICATE MUST NAME THE STATE OF RHODE ISLAND AS CERTIFICATE HOLDER AND AS AN ADDITIONAL INSURED. FAILURE TO COMPLY WITH THESE PROVISIONS MAY RESULT IN REJECTION OF THE OFFEROR'S BID. ANNUAL RENEWAL CERTIFICATES MUST BE SUBMITTED TO THE AGENCY IDENTIFIED ON THE PURCHASE ORDER. FAILURE TO DO SO MAY BE GROUNDS FOR CANCELLATION OF CONTRACT.

NOTE: IF THIS BID COVERS CONSTRUCTION, SCHOOL BUSING, HAZARDOUS WASTE, OR VESSEL OPERATION, APPLICABLE COVERAGES FROM THE FOLLOWING LIST MUST ALSO BE SUBMITTED TO THE DIVISION OF PURCHASES PRIOR TO AWARD: * PROFESSIONAL LIABILITY INSURANCE (AKA ERRORS & OMISSIONS) - \$1 MILLION OR 5% OF ESTIMATED PROJECT COST, WHICHEVER IS GREATER * BUILDER'S RISK INSURANCE - COVERAGE EQUAL TO FACE AMOUNT OF CONTRACT FOR CONSTRUCTION. * SCHOOL BUSING - AUTO LIABILITY COVERAGE IN THE AMOUNT OF \$5 MILLION * ENVIRONMENTAL IMPAIRMENT (AKA POLLUTION CONTROL) - \$1 MILLION OR 5% OF FACE AMOUNT OF CONTRACT, WHICHEVER IS GREATER. * VESSEL OPERATION - (MARINE OR AIRCRAFT) - PROTECTION & INDEMNITY COVERAGE REQUIRED IN THE AMOUNT OF \$1 MILLION.

AWARD

THE STATE, AT ITS SOLE DISCRETION, SHALL RESERVE THE RIGHT TO MAKE ONE OR MULTIPLE AWARDS FOR THIS REQUIREMENT AND/OR TO REJECT ANY OR ALL BIDS.