



State of Rhode Island  
Department of Administration / Division of Purchases  
One Capitol Hill, Providence, Rhode Island 02908-5855  
Tel: (401) 574-8100 Fax: (401) 574-8387

**ADDENDUM # 1**

RFQ #7458093 –

**Combined Audio and Visual Support Systems & Crews for the URI Open House.**

**Bid Opening Date & Time 10/10/12 @ 10:15 AM (EDT)**

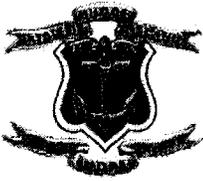
**Pre-Bid Questions, Clarifications, Vendor Sign-in Sheet, Revised Bid Form & Attachment “A”.  
(See attached)**

**NOTICE:**

**PLEASE REFER TO ATTACHED REVISED BID FOR WITH ADDITIONAL LINE ITEM ADDED TO BID. THE FORM ATTACHED WITHIN THIS ADDENDUM MUST BE USED WHEN SUBMITTING BID.**

*Interested parties should monitor this website, on a regular basis, for any additional information that may be posted.*

Gary P. Mosca  
Buyer



# Request for Quote

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

**CREATION DATE :** 28-SEP-12  
**BID NUMBER:** 7458093,1  
**TITLE:** COMBINED AUDIO AND VIDEO SUPPORT SYSTEMS AND CREWS FOR THE URI FALL OPEN HOUSE  
**BID CLOSING DATE AND TIME:**10-OCT-2012 10:15:00

**BUYER:** Mosca, Gary  
**PHONE #:** 401-574-8124

**B I L L T O**  
**URI ACCOUNTS PAYABLE**  
**CARLOTTI ADMINISTRATION BLDG**  
**75 LOWER COLLEGE ROAD, SUITE 1**  
**KINGSTON, RI 02881**  
**US**

**S H I P T O**  
**URI SPECIAL INSTRUCTIONS**  
**SEE BELOW**  
**SEE BELOW, RI N/A**  
**US**

**Requisition Number: 1283272**  
**Amendment Description: LINE ITEM #2 ADDED TO BID**

Line	Description	Quantity	Unit	Unit Price	Total
1	<p>Questions concerning this solicitation may be emailed to gary.mosca@purchasing.ri.gov no later than 10/01/12 @ 12:00 NOON (EST). Questions should be submitted in a Microsoft word attachment. Please reference the RFQ # on all correspondence. Questions received if any, will be posted on the internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information</p> <p>* * A PRE-BID CONFERENCE WILL BE HELD FRIDAY, SEPTEMBER 28TH @ 9:00 AM (EDT).</p> <p>PLEASE REPORT TO: URI - Kingston Campus                      Mackal Field House 2nd floor Conference Room.                      3 Keaney Road                      Kingston, RI 02881</p> <p>Combined audio and video support systems and crews for the URI Fall Open House Programs on 10/20/12 and 10/28/12.                      For Delivery please refer to the attached.</p>	1.00	Total		
2	<p>PROVIDE A PER SYSTEM PRICE FOR TOUR GUIDE HEARING IMPAIRED SYSTEMS FOR CAMPUS TOURS. SYSTEMS MUST INCLUDE (1) ONE TRANSMITTER FOR TOUR GUIDE AND (2) TWO RECEIVERS. VENDOR MUST HAVE CAPABILITY TO PROVIDE PREVISION WITHIN A (3) DAY NOTICE PRIOR TO EVENT.</p>	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



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**BID #7458093 – COMBINED AUDIO AND VISUAL SUPPORT SYSTEMS & CREWS FOR THE URI OPEN HOUSE.**

**ATTACHMENT "A"**

**OPENING DATE & TIME 10/10/12 @ 10:15 AM (EDT)**

**SITE VISIT FORM**

**IN ACCORDANCE WITH BID SPECIFICATIONS AT LEAST ONE ON-SITE VISIT AND MEETING WITH THE EVENT COORDINATOR AND THE MARKETING COORDINATOR IS REQUIRED PRIOR TO BID OPENING. ANY BIDDER THAT DID NOT ATTEND PRE-BID CONFERENCE 9/28/12 MUST SUBMIT A SITE VISIT FORM WITH BID PROPOSAL.**

**NO EXCEPTION.**

I (NAME) \_\_\_\_\_, REPRESENTING

(COMPANY) \_\_\_\_\_, OF

(CITY/STATE) \_\_\_\_\_, HAVE VIEWED THE SITE

(NAME OF SITE AS IT IS LISTED ON BID) \_\_\_\_\_

**AND ARE FULLY AWARE AND UNDERSTAND ALL BID REQUIREMENTS.**

DATE OF SITE VISIT/INSPECTION \_\_\_\_\_

VENDOR (PRINT NAME) \_\_\_\_\_ DATE \_\_\_\_\_

VENDOR (SIGNATURE) \_\_\_\_\_ DATE \_\_\_\_\_

AUTHORIZED AGENCY REPRESENTATIVE (PRINT NAME) \_\_\_\_\_ DATE \_\_\_\_\_

AUTHORIZED AGENCY REPRESENTATIVE (SIGNATURE) \_\_\_\_\_ DATE \_\_\_\_\_

**IT IS THE VENDORS RESPONSIBILITY TO ACQUIRE THE PROPER AGENCY SIGNATURE**



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9/28/12

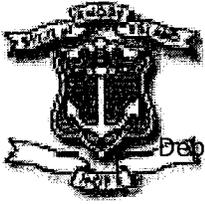
## PRE-BID CONFERENCE

**BID #7458093 – COMBINED AUDIO AND VIDEO SUPPORT SYSTEMS AND CREWS FOR THE URI OPEN HOUSE.**

### PRE-BID QUESTIONS AND CLARIFICATIONS:

- 1) ARE THERE TWO (2) SCREENS? – YES
  
- 2) ARE BOTH SCREENS BEING USED FOR VIDEO AND POWER POINT? – YES
  
- 3) IS ANY LIGHTING SPECIFIED FOR THE STAGE AREA? – BASIC LIGHTING FOR STAGE AREA TO BE DETERMINED BY VENDORS PROFESSIONAL OPINION. VENDOR IS RESPONSIBLE TO PROVIDE ANY/ALL NECESSARY LIGHTING FOR STAGE AREA.
  
- 4) IS VENDOR RECORDING VIDEO? – THERE IS NO RECORDING OF VIDEO OR AUDIO, NOR IS THERE FEEDING TO ANY OTHER LOCATION OR OVERFLOW ROOM.
  
- 5) WHAT IS THE STAGE SIZE? – APPROXIMATELY 24" X 8" WITH TWO PODIUMS.

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6) CLARIFICATION FOR ANY SPECIAL REQUESTS FOR ASSISTED LISTENING DEVICES?

**PER SPECIFICATION THE VENDOR MUST BE PREPARED IN THE EVENT COORDINATOR RECEIVES ANY SPECIAL REQUEST FOR ASSISTED LISTENING DEVICES. URI WILL PROVIDE NOTICE OF THIS REQUEST NO LATER THAN THREE (3) DAYS PRIOR TO EVENT. THERE IS A POSSIBILITY THAT THESE SYSTEMS MAY BE OPERATED OUT DOORS FOR ATTENDEES ON CAMPUS TOURS. A SEPARATE LINE ITEM WILL BE ADDED TO BID FOR A PER SYSTEM PRICE. THIS CAPABILITY IS A MUST PROVISION TO THE VENDOR.**

**FOR THE MAIN PROGRAM THE VENDOR IS RESPONSIBLE TO PROVIDE A HEARING IMPAIRED SYSTEM WITH A MINIMUM OF 8 RECEIVERS. THERE IS ALSO THE POSSIBILITY OF NEEDING TOUR GUIDE HEARING IMPAIRED SYSTEMS FOR THE CAMPUS TOURS. FOR THOSE REQUESTS WE WILL REQUIRE A PER SYSTEM PRICE. THE VENDOR WILL THEN BE TOLD 3 DAYS PRIOR HOW MANY SYSTEMS THEY NEED TO PROVIDE. SYSTEMS MUST INCLUDE ONE (1) TRANSMITTER AND TWO (2) RECEIVERS'. \*\*\* (SEE REVISED BID FORM WITH ADDITIONAL LINE ITEM) \*\*\***

Combined Audio and Video Support Systems and Crews for the URI Fall Open House

	Company	Representative	Address	Email	Phone
1.	ATR/TREESTHOUSE	Bill Murnay	812 CHARLES ST PROV.	bmurnay@atr-treehouse.com	901-751-3121
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