



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 : 10-JAN-13
 BID NUMBER: 7459233
 TITLE: AUDIO AND VIDEOGRAPHY SVCS FOR RI COLLEGE COMMENCEMENT EXERCISES
 BLANKET START : 01-MAY-13
 BLANKET END : 31-MAY-13
 BID CLOSING DATE AND TIME:19-FEB-2013 10:00:00

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Requstion Number: 1299875

| Line | Description | Quantity | Unit | Unit Price | Total |
|------|--|----------|------|------------|-------|
| 1 | <p>5/1/13 - 5/31/13</p> <p>AUDIO AND VIDEOGRAPHY SERVICES FOR RHODE ISLAND COLLEGE COMMENCEMENT EXERCISES ON MAY 16, 2013 A(GRADUATE GRADUATION) AND MAY 18, 2013 (UNDERGRADUATE GRADUATION).</p> <p>THERE WILL BE A PRE-BID SITE VISIT SCHEDULED ON 2/5/13 AT 9:00 AM. VENDORS'S TO MEET AT RHODE ISLAND COLLEGE, COMMENCEMENT AND CONVOCATIONS OFFICE - ROBERTS HALL, RM 114. ALL VENDORS WILL NEED TO CHECK IN WITH SECURITY AND SAFETY LOCATED IN BROWNE HALL FOR A TEMPORARY PARKING PERMIT. *</p> <p>AUDIO AND VIDEOGRAPHY SERVICES FOR RHODE ISLAND COLLEGE COMMENCEMENT EXERCISES ON MAY 16, 2013 (GRADUATE GRADUATION) AND MAY 18, 2013 (UNDERGRADUATE GRADUATION)(BID A TOTAL PRICE TO INCLUDE BOTH COMMENCEMENTS)</p> | 1.00 | Each | | |
| 2 | ADD ALTERNATE #1 - OUTDOOR TV SCREEN | 1.00 | Each | | |
| 3 | ADD ALTERNATE #2 - HD RECORDING/BROADCAST | 1.00 | Each | | |
| 4 | ADD ALTERNATE #3 - ON DEMAND STREAMING SERVICE | 1.00 | Each | | |

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 16 and May 18, 2013
Rhode Island College Commencement Exercises

Rhode Island College is seeking one contractor capable of providing a comprehensive service for audio and video support needed for the 2013 Commencement activities. Public address, televideo production, video streaming, display, and projection are the specific services being sought. The successful contractor will bring the necessary expertise, experience, ability and capability to the project. 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) must be on site during Commencement exercises.

Public Address and Recording

A contractor will be employed by Rhode Island College for audio and video support/production for the 2013 Commencement activities. These activities include two separate graduations, the Graduate Graduation on May 16, 2013 and Undergraduate Graduation on May 18, 2013.

The overall goal of this project is to provide appropriate sound levels to each person in all of the audience areas of the Graduate Commencement Ceremony and the Undergraduate Commencement Ceremony. It is essential that the contractor for these services provide professional expertise in the design, setup, 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 with floor plans and layout drawings provided by Rhode Island College for each site and will complete these setups at the times agreed upon.

On Thursday May 16, 2013, a sound system will be setup and operated for the Graduate Commencement Ceremony in Murray Center. This event begins at 5:30 PM and lasts approximately two hours.

On Saturday May 18, 2013, a sound system will be setup and operated for the Undergraduate Commencement Ceremony on the Campus Quad. This event begins at 9:30 AM and lasts approximately 3 hours.

On Undergraduate Commencement day, Saturday May 18, 2013, 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 2013 Rhode Island College Commencement activities, but will be required to coordinate with various campus representatives. The project calls for audio and video recording, CD playback, providing a final production feed to RIC for broadcast through the RIC closed circuit cable system and the ability to accept a line level feed from the video stream in addition to microphone mixing and the setting of appropriate levels of amplification in various locations over the course of the events.

Assisted listening devices for the hearing impaired will be made available and be operational throughout the Undergraduate and Graduate Commencement ceremonies, 6 headsets will be needed. The distribution of these headsets to audience members will be coordinated through the assistance of the Commencement Committee. The listening headsets must be capable of multiple channels and have volume controls (batteries must be fully charged).

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 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.

Labor – A minimum of 4 technicians on site during Graduate Commencement Ceremony on Thursday, May 16, 2013 and minimum of 4 technicians on site during Undergraduate Commencement Ceremony on Saturday, May 18, 2013. Graduate Ceremony is scheduled to begin at 5:30 PM. The technicians shall check in with event coordinator by 4:00 PM. Undergraduate Ceremony is scheduled to begin at 9:30 AM. The technicians shall check in with event coordinator by 7:00 AM, preferably earlier!

A DVD will be made for each of the events during the Undergraduate and Graduate Commencement Ceremonies. This DVD will be for college archives and also available for sale to the graduates.

Additionally, 10 hours of editing for the final product of the DVDs will be included. The breakdown of editing is as follows, Two hours for Graduate Commencement and eight hours for the undergraduate commencement. Editing will be in coordination with the Commencement Coordinator.

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 Rhode Island College.

The name of the contact for Rhode Island College electrical services area is Paul Banna. He can be contacted at (401)456-8262, and this information is provided in order to allow for direct consultation with this important member of the team staging these events.

Because the Undergraduate Commencement ceremony on Saturday, May 18, 2013 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. The contractor shall be prepared to have the sound system and video systems operational during inclement weather. Proper precautions must be in place for the safe operation of the sound system during extended periods of rain! Any and all tarps, plastic sheeting required / needed shall be supplied by the contractor. Placement of all electrical cords of any type shall be placed on the ground when running from one unit to the next and so on until terminated. Rhode Island College will supply and install a 10' x 10' tent with clear sides to protect your sound board and pop up tents for the camera locations if these need to be larger, please make a note on your proposal!!

Event

Contact

Undergraduate Commencement
Graduate Commencement

ALL QUESTIONS REGARDING THIS BID
MUST BE ADDRESSED TO THE BUYER.

EMAIL QUESTIONS TO:

charlotte.melillo@purchasing.ri.gov

An onsite 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 for Rhode Island College, as designated by the Chair of the Commencement Committee, is:

Patricia Nolin
Office of President
Rhode Island College
Roberts Hall 114
600 Mt. Pleasant Ave.
Rhode Island College
Providence, RI 02908

All questions regarding this bid must be addressed
to the Buyer: Email questions to:
charlotte.melillo@purchasing.ri.gov

The successful Contractor for the sound system will provide staging, microphones, mixers, amplifiers, speakers and personnel coverage for Rhode Island College 2013 Graduate and Undergraduate Commencement Ceremonies Exercises on Thursday May 16, 2013 starting at 5:30 PM and Saturday, May 18, 2013, starting at 9:30 AM. There must be no obstructed views

of the platform. The Undergraduate Ceremony is expected to attract a live audience of approximately 9000 people.

All vehicles can access the Quad in front of the Murray Center from the driveway between Gaige Hall and Adams Library. Vehicle access to the Mall is NOT allowed from parking Lot J, which is on the south side of the Murray Center.

The following is a list of all requirements for ceremonies:

Thursday, May 16, 2013

Graduate Ceremony:

On Thursday, May 16, 2013, the Graduate Commencement will take place in the Murray Center. This public address system must be able to provide even sound coverage throughout the Murray Center Gym. A crew will be needed to set up, test and then operate the sound system and cameras during Commencement activities. A diagram of the room layout is shown in Diagram #1. (See Page 10)

The components expected to be involved would be speakers with staging, multiple microphones, multiple cameras, 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 backup 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 backup equipment and or on-site repair capacity along with the ability to quickly troubleshoot problems.

A mixer operator must be in place for the ceremony in the Murray Center Gym and must precisely follow a script which will be provided.

Additional personnel may be needed to assist operator throughout ceremony. This will be discussed in the planning meetings.

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

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

At the 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 six individual headsets.

By 4:00 PM 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 college representative designated by the Chair of the College Commencement Committee and the AV Coordinator for the committee.

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

The sound system used for the Commencement may be used to play classical or modern jazz music prior to the start of the event.

Microphones need to be provided for the Rhode Island College Band These microphones need to be in front of the ensemble and also distributed within the group.

Saturday, May 18, 2013
Undergraduate Ceremony:

On Saturday May 18, 2013, the Undergraduate Commencement will take place on the Campus Quad. This public address system must be able to provide even sound coverage over a wide area expected to have approximately 9,000 people in attendance. A crew will be needed to set up, test and then operate the sound system and cameras during Commencement activities. A diagram of the layout is shown in Diagram #2. (See page 10)

Event begins at 9:30 AM, Please refer to diagram #2 for layout of microphones, cameras and sound system, and personnel must be in place by 7:00 AM. The sound system shall be fully

operational for Commencement rehearsal on Friday, May 17, 2013 by 11:00 AM for a Noon rehearsal! This also requires personnel to run sound system during rehearsal. The rehearsal should last approximately 2 hours.

The components expected to be involved would be speakers with staging, multiple microphones, multiple cameras, a mixing board, a 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 backup 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 backup 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 quad and must precisely follow a script which will be provided.

Additional personnel may be needed to assist operator throughout ceremony. This will be discussed in the planning meetings.

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

At the Commencement ceremony, a portable power generator supplied by successful contractor must be on-site and be ready for use should any interruptions 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 six individual headsets.

By 7:00 AM on May 18, 2013, 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 college representative designated by the Chair of the College Commencement Committee and the AV Coordinator for the committee.

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

The sound system used for the Commencement may be used to play classical or modern jazz music prior to the start of the event.

Microphones need to be provided for the Rhode Island College Band. These microphones need to be in front of the ensemble and also distributed within the group.

Live Video Streaming

Rhode Island College requires a feed from the production truck to an office location in the Murray Center for the viewing of streamed video at multiple sites on campus and on the college web site.

The Graduate Commencement ceremonies are planned to take place in the Murray Center Gym starting at 5:30 PM on Thursday, May 16, 2013, a live video feed from a multi-camera switcher (including audio from the main sound board) will be the content of the stream.

The Undergraduate Commencement ceremonies are planned to take place on the quad starting at 9:30 am on Saturday, May 18, 2013 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 closed circuit TV technology to provide an opportunity for participants at these sites to both see and hear the live ceremony taking place at the site. This signal will also be broadcast over the college web site via streaming.

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

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. This contractor will provide the feed to a nearby space with cables connecting back to the control room.

The contractor must visit the sites within 14 days of the ceremony with a college representative prior to the actual event for the purposes of identifying and checking on active network ports and sources of power.

Teleproduction

Three broadcast quality video cameras on tripods with experienced operators are needed to document the activities on the ceremonial platform at the Graduate Commencement on Thursday, May 16, 2013, along with a director for the shoot. A platform approximately 3 - 4 feet high will be needed to raise the camera positions above the graduates standing between the ceremonial platform and the camera itself.

Three broadcast quality video cameras on tripods with experienced operators are needed to document the activities on the ceremonial platform at the Undergraduate Commencement on Saturday, May 18, 2013, along with a director for the shoot. A platform approximately 3 - 4 feet high will be needed to raise the camera positions above the graduates standing between the ceremonial platform and the camera itself.

Also special care must be taken to ensure that any cables in the vicinity of the ceremonial platform or any other walkway be covered by a mat or yellow-jackets to eliminate any trip hazards.

A camera operator, provided with two-way intercoms for communication, will need to be assigned to each camera. 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. 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. 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 record the production. The producer will coordinate all production activities of this team according to a shooting plan created through collaboration with the Rhode Island College 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 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 all cameras be free from vibration due to the possible 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 in the quad.

In addition to making a digital video recording of the commencement ceremonies 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 provided to a feed at the Murray Center for use on the closed circuit system. Audio and video cables of sufficient length need to be provided so that the signals can reach other critical equipment to be located within Murray Center.

ALTERNATES

Alternate #1

Outdoor TV screen

As an enhancement to the main site outdoor ceremony, the college has decided to provide a large video screen on the far end of the quad, the screen designed for exterior use will display the live feed from CCTV 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 feet high with 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. The bottom of the screen should be 4-5 feet off the ground for proper viewing. Special attention must be given to the power requirements and the coordination needed with the Colleges Facilities and Operations electrical crew.

Alternate #2

HD Recording/Broadcast:

As an option to a standard definition recording/broadcast, the college would like to see these events recorded and broadcast in high definition. All cameras, recordings, feeds and streams need to be provided in 720P resolution or higher. The vendor will provide the appropriate equipment needed to produce these events in high definition. Along with the live broadcast, the produced media will be available in both Blu-ray and DVD.

Alternate #3

On-demand Streaming service

In addition to the live streaming requirement, the College desires an on-demand streaming service. The contractor will send the feed from the production truck to a service that will provide a link to Rhode Island College for use on the website. This service should provide both live streaming and a stored copy of the stream for future viewing. This service will be either standard definition or high definition based on the decision of Alternate #2.

Diagrams

Diagram #1
Graduate Commencement layout

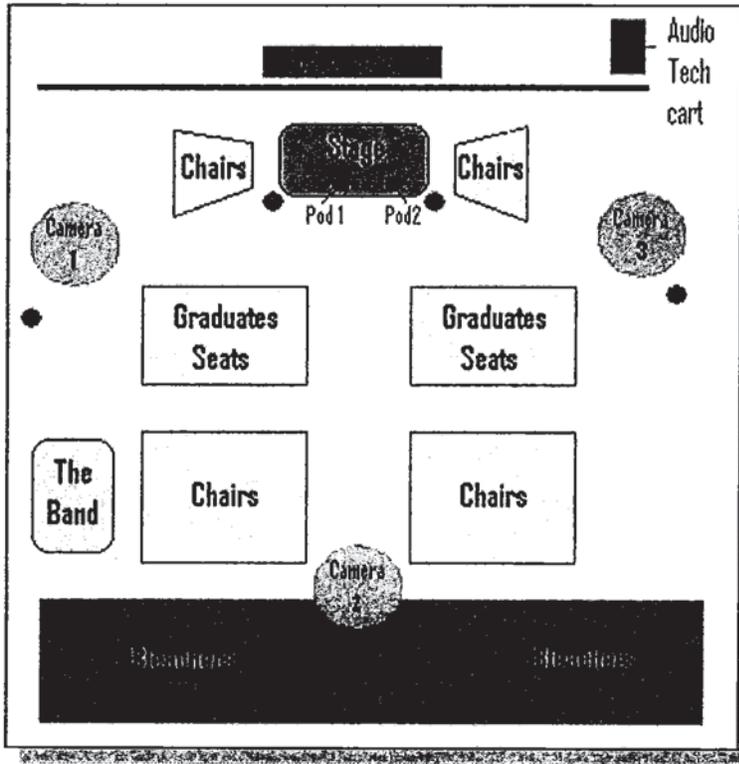
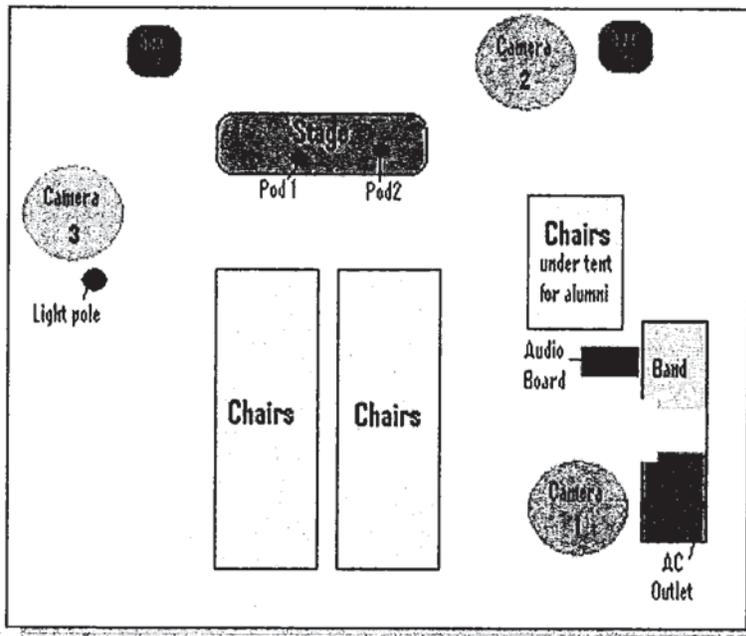


Diagram #2
Undergraduate Commencement layout



REQUEST FOR QUOTE 7459233

BIDDING (a) A single price shall be quoted for each item against which a proposal is submitted. This price will be the maximum in effect during the agreement period. Any price decline at the manufacturer's level shall be reflected in a reduction of the agreement price to the State. (b) Quantities, if any, are estimated only. The agreement shall cover the actual quantities ordered during the period. Deliveries will be billed at the single, firm, awarded unit price quoted regardless of the quantities ordered. (c) Bid price is net F.O.B. destination and shall include inside delivery at no extra cost. (d) Bids for single items and/or a small percentage of total items listed, may, at the State's sole option, be rejected as being non-responsive to the intent of this request. **ORDERING** (a) The User Agency(s) will submit individual orders for the various items and various quantities as may be required during the agreement period. (b) Exception - Regardless of any agreement resulting from this bid, the State reserves the right to solicit prices separately for any extra large requirements for delivery to specific destinations.

INSURANCE

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.

LICENSE

VENDOR (OWNER OF COMPANY) IS RESPONSIBLE TO COMPLY WITH ALL LICENSING OR STATE PERMITS REQUIRED FOR THIS TYPE OF SERVICE. A COPY OF LICENSE/PERMIT SHOULD BE SUBMITTED WITH THIS BID. IN ADDITION TO THESE LICENSE REQUIREMENTS, BIDDER, BY SUBMISSION OF THIS BID, CERTIFIES THAT ANY/ALL WORK RELATED TO THIS BID, AND ANY SUBSEQUENT AWARD WHICH REQUIRES A RHODE ISLAND LICENSE(S), SHALL BE PERFORMED BY AN INDIVIDUAL(S) HOLDING A VALID RHODE ISLAND LICENSE.

RIVIP

IT IS THE VENDOR'S RESPONSIBILITY TO CHECK AND DOWNLOAD ANY AND ALL ADDENDA FROM RIVIP. THIS OFFER MAY NOT BE CONSIDERED UNLESS A SIGNED RIVIP GENERATED BIDDER CERTIFICATION COVER FORM IS ATTACHED AND THE UNIT PRICE COLUMN IS COMPLETE. 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.

THIS OFFER MAY NOT BE CONSIDERED UNLESS 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 DELIVERED OFFERS ON PERSON TO ONE CAPITOL HILL, VENDORS ARE ADVISED TO ALLOW AT LEAST ONE HOUR ADDITIONAL TIME FOR CLEARANCE THROUGH SECURITY CHECKPOINTS.

DELIVERY

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.

INSPECTION: BIDDERS ARE RESPONSIBLE FOR INSPECTION OF EQUIPMENT AND/OR LOCATION, TAKING MEASUREMENTS WHEN REQUIRED AND MAKING THEMSELVES AWARE OF THE TOTAL REQUIREMENT BEFORE SUBMITTING A BID. "MEASUREMENTS PROVIDED WITH ANY BID ARE FOR REFERENCE PURPOSES AND ARE NOT GUARANTEED TO BE COMPLETELY ACCURATE.