



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

4/17/13
RFQ #7461377

**Title: Audio/Video Production Services – University of Rhode Island
Commencement**

Submission Deadline: April 22, 2013 at 9:30 AM Local Prevailing Time

Per the issuance of ADDENDUM #1 the following are noted:

- Response to Questions / Clarifications
- Pre-bid attendance sheet
- Drawings - floor plan & layouts

This addendum, in its entirety is available on-line on the Rhode Island, Division of Purchases website at www.purchasing.ri.gov

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

Gary P. Mosca
Buyer

Audio/Video Production Services for University of Rhode Island Commencement

Company	Representative	Address	Email	Phone
1. Rhode Island State Purchasing	GARY MOSCA	1 Capital Hill, Prov. RI 02906	gary.mosca@purchasing.ri.gov	401-574-8124
2. ATR/TREEHOUSE	Bill Murray	512 Amherst Row, Bristol, RI 02809	bmurray@atr-treehouse.com	401-751-3121
3. PMA INDUSTRIES	BARRY MARTIN	681 Killively St, Johnston, RI 02881	bmartin@pma.com	401-431-6331
4. PMA Industries	Peter Archambault	681 Killively St, Johnston, RI 02881	pete@pma.com	401-431-6331
5. APR - FACILITIES	KAYNE BASKINS	SHERMAN	wbaskins@mail.uri.edu	401-874-2892
6. MAR - Facilities	Bernie Tuck	Sherman	BTuck@uri.edu	401-874-7593
7. Unistrud Fillsters	Michael	Sherman	michael@unistrud.com	401-874-8688
8. URI Purchasing	Troy Angell	URI	tanganell@uri.edu	401-874-2171
9. WLT Public Program	Diana Bouda	URI	dbouda@uri.edu	874-2222
10.				
11.				
12.				

Pre-Bid #7461377

4/10/13

Audio/Video Production Services for University of Rhode Island Commencement
Bid Closing – April 22, 2013 @ 9:30 AM (ET)

Questions & Clarifications

<p>Does URI provide stream to go over the internet? Is URI handling all public streams?</p>	<p>NO. This is provided by the Contractor</p> <p>NO. This is provided by the Contractor. Response: This is embeddable player, viewable on the URI website. NOTE: Radio stream is being provided by URI As stated in the bid on page 14, Section Teleproduction/Video Streaming 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 ceremony 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.</p> <p>The Contractor must provide an embeddable player to receive the live stream to be put on the URI website. The embeddable player must accommodate multiple concurrent viewers with a minimum expectation of 1000. The embeddable player must be received on or before May 15, 2013</p>
<p>Approximately how many viewers</p>	<p>Response: Minimum of 1000 (as noted in text above from bid).</p>
<p>Is Memorial Union (Rams Den Dining) wireless?</p>	<p>Response: Yes. But New Media believes that it is <u>not reliable</u> enough for a video stream. NOTE: Vendor can use network drop located in Rams Den. In previous years, office 218Q was identified. Alternative, vendor can interface with Memorial Union drop.</p>
<p>Are the same personnel managing the Memorial Union facility?</p>	<p>There has been no change in the management personnel of the Ram's Den.</p> <p>As noted on page 1 of the specs, Contractor is to work independently but will be required to cooperate with campus representatives, other external contractors/entities in a coordinated team effort</p>
<p>Would Memorial Union (Rams Den) be in use Saturday evening for dining?</p>	<p>RESPONSE There are currently no Commencement related events scheduled in the Rams Den. However, they are open for operation from 9:00 – 5:00 PM. After 5 PM, the building is locked and alarmed. The Contractor may have access to the space after 5 PM. Arrangements must be made prior to May 14 to gain access to the space on Saturday evening. The awarded contractor will need to provide the approximate length of time required for set up as staff will need to be present. All work must conclude by 10 PM. Sunday morning the space is accessible at 8:00 AM and 7:00</p>

	AM is the earliest the awarded contractor would have access. Prior arrangements must be made prior to May 14.
Is the head end still remaining at Davis or is everything moving to Carlotte Administration Building?	RESPONSE: The best location will be determined and mutually agreed upon by the awarded Contractor and the University.
Are credentials required for vendor to enter buildings?	RESPONSE: Yes. Anyone working this event is required to wear University event specific event badges. The Contactor will need to provide to the Director of Public Programming, no later than May 16, the names of all members of the crew so that individual credentials can be produced. Any last minute changes will incur a delay in obtaining credentials and possibly delay entrance to buildings. All credentials will be provided to the Contractor's Director/Producer on or before May 18 before work begins.
Is there a specified location for LED truck? This is not illustrated on drawing?	RESPONSE: At this time, it would be difficult to ascertain how much space the equipment would require as we do not possess the dimensions. However, the proposed location is stage right of the main stage. The exact location will be determined and mutually agreed upon by the awarded contractor and the University.
Bid includes Alternate #1 – provide price for a second video screen to be included as described in the section “Large video Screen-Main Commencement. If accepted will this change the location of the initial screen within specifications?	RESPONSE: The exact location will be determined and mutually agreed upon by the awarded contractor and the University.
Are site drawing available for all ceremony locations? Are general logistics (stage locations, chairs etc.) available for all sites?	RESPONSE: All available drawings provide approximation for the location of the stage and chairs. The general requirements for each location are outlined in the bid.
If equipment is locked overnight in URI buildings for security purposes, what time can personnel unlock to gain access?	RESPONSE: We do have all night security on the quad on Saturday night. I believe that we should have two officers for that, one on each end of the quad and they are required to stay there all night. We can have a vehicle nearby but we have to make sure that the State Fire Marshal's bomb dog would have access to that prior to the ceremony.
Can a truck be located in a close proximity to lock and secure equipment after a ceremony?	RESPONSE: Yes. There are several options. The location will be discussed, determined and mutually agreed upon by the Contractor and the University.
Is the any restriction for a vendor to bring a small utility vehicle (golf cart type) on campus property?	RESPONSE: Yes there are restrictions as set forth by our Risk Management office. This is not permitted.

Revision: Service Schedule

FROM:

Audio/Visual Production services are requested for the following situations:

- o Thursday, May 16, 2013 - Cue to Cue rehearsal and script read for the Main Commencement ceremony 10:00 AM to 12:00 PM (time to be confirmed)
- o Saturday, May 18, 2013 – Load-in and set-up of all mini-ceremony locations. Load-in and set-up of all large equipment for main ceremony located on the quadrangle.
- o Testing of all mini-ceremony locations will conclude on Saturday, May 18 no later than 5:00 PM with the Director of Public Programming and Special Events, Diana Blanda and.
- o Sunday, May 19, 2013 – Load-in and set-up of all equipment will be completed no later than 9:30 AM. The pre-ceremony production schedule will begin as soon as the security sweep is completed (approximately 10:30 AM). Main Ceremony begins at 12:30 PM. Mini-ceremonies begin at the conclusion of the main ceremony.

Revision: Service Schedule

TO:

Audio/Visual Production services are requested for the following situations:

- o Thursday, May 16, 2013 - Cue to Cue rehearsal and script read for the Main Commencement ceremony 10:00 AM to 12:00 PM (time to be confirmed)
- o Saturday, May 18, 2013 – The awarded Contractor may make arrangements to load-in and set-up of all indoor mini-ceremony locations, Rams Den, Recital Hall, and Carlotti “play-by-play” area. University will arrange for these spaces to be locked. However, the Contractor assumes all responsibility for any and all equipment. The Contractor understands they are leaving their equipment in these spaces “at their own risk”.
- o If the awarded Contractor, chooses to complete set ups in the spaces listed above on Saturday, testing of these locations with the Director of Public Programming and Special Events, Diana Blanda must will conclude on Saturday, May 18 no later than 5:00 PM and Rams Den no later than 9:00 PM.
- o Sunday, May 19, 2013 – Load-in and set-up of all equipment will be completed no later than 9:30 AM. The pre-ceremony production schedule will begin as soon as the security sweep is completed (approximately 10:30 AM). Main Ceremony begins at 12:20 PM. Mini-ceremonies begin at the conclusion of the main ceremony.

Is security provided overnight for equipment that will be set-up, mainly on quad(s), the day before commencement? Also who will take responsibility?

RESPONSE:

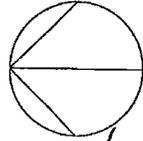
We do have all night security on the quad on Saturday night. We currently plan to have two officers, one on each end of the quad and they are required to stay there all night.

However, should the awarded Contractor choose to leave any equipment the Contractor assumes all responsibility for any and all equipment. The Contractor understands they are leaving their equipment in these spaces “at their own risk”.

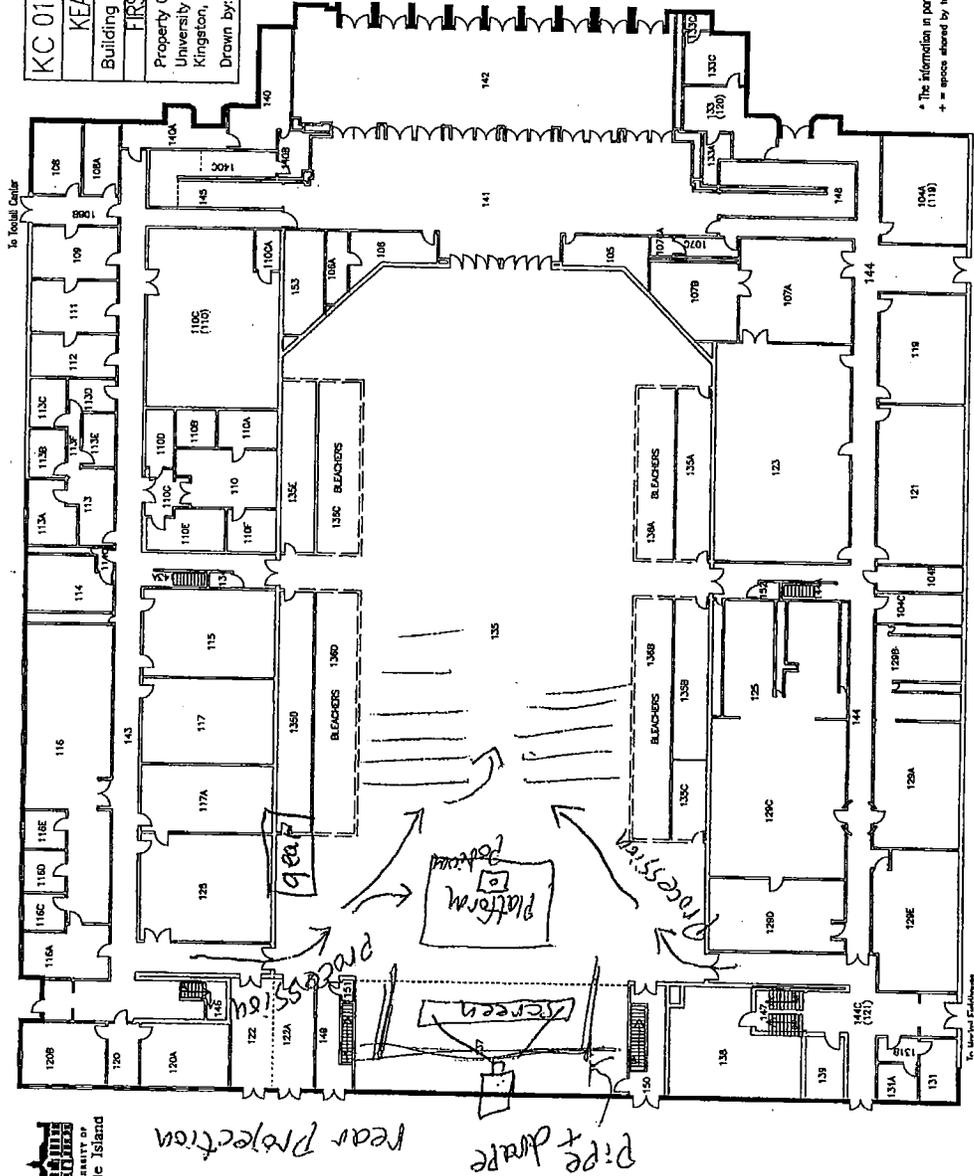
<p>Edward Hall – This is a locked location. Vendors are not allowed to use house system. Video screen can be used. It is the vendor’s responsibility to make sure screen is in functional condition.</p> <p>Is it possible for vendor to use projection booth located in Edward Hall?</p> <p>Can vendor make use of any seating outside projection booth?</p> <p>Is there a layout for Edward Hall?</p> <p>Is an IN & OUT flow chart available for Edward Hall?</p>	<p>Response: See provided charts for room</p> <p>Response: The Contractor will not have access to the Projection Booth.</p> <p>Response: The Seating must remain available for Commencement guests.</p> <p>Response: See chart. – Students march in and enter the stage area and are seated. All other movement takes place on the stage.</p>
<p>Can overtime be approved for appropriate personnel to allow vendor to access both Mackel and Keaney facilities?</p>	<p>RESPONSE: The University will provide the appropriate personnel overtime in order to ensure the awarded Contractor access to the space at the agreed upon time.</p>
<p>On page 10 of the bid, it clearly states 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 the time provided above. This statement is clearly stated on page(s) 3, 10, 11, and 12.</p>	<p>REVISION: Page 3 – (g) ...<i>and drawings agreed upon by the AWARDED Contractor and the University</i> NOTE: Page 9 – College of Human Sciences and Services does not have this language as it is a new set up this year. We have nothing at this time.</p> <p>Revision Page 10. 11. 12 and add 9 FROM: 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 the time provided above.</p> <p>To: – <i>Equipment must be set-up in accordance with floor plans or layout drawings as agreed upon by the Awarded Contractor and the University</i> and the system must be operational no later than the time provided above.</p>
<p>When we asked about these necessary floor plans, and layout drawings yesterday, we were immediately told that we would be given ‘pictures’. We would like to pose the question to you that whether you were an AV technician or not, what exactly would you</p>	<p>See the note above. We are providing what is available.</p>

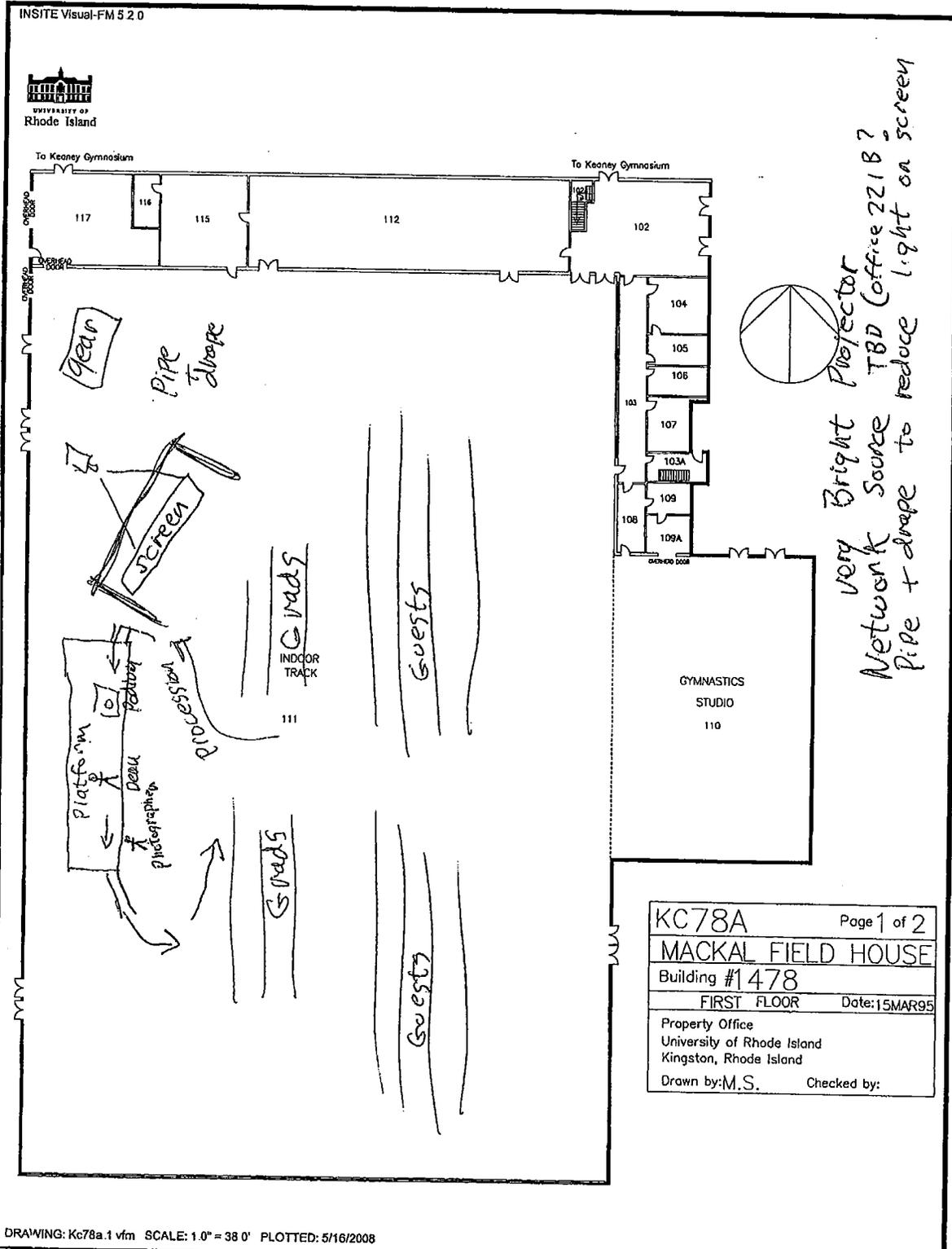
<p>gain by looking at these pictures? We do not understand how it can say in the bid that this information will be provided, but then be told the opposite.</p>	
<p>Another question we would like to pose to you is on page 3 of the bid, it states: The Commencement Band will be located with a 20 x 20 tent on the Quad, stage left of main state. (SEE ATTACHED DIAGRAM) WHAT DIAGRAM?? There was no diagram attached</p>	<p>The Diagram is attached.</p>
<p>Bid states that the contractor must include in their bid response, resume or bios outlining each identified professional's experience, certification, etc. We do not understand how this would be possible for anyone to provide as this is a bid to get the award. One cannot know the individuals that would be used if you do not even have the award.</p>	<p>Page 2 – Wording stands as is.</p>
<p>NOTE: College of Fine Arts – Rain Site: Must be set-up on Saturday. This is a locked down location. If it is determined that the Fine Arts Recital Hall will not be used for the College of Nursing mini ceremony, this location may be broken down.</p>	
<p>NOTE: The Mackel Field location relies on Prison Industries to perform preparations. Due to scheduling the timing may be delayed. Vendors are NOT allowed to set up unit stage is completely constructed. The Contactor and the University will engage in a coordinated effort to determine when load-in and set-up of equipment may begin.</p>	

KC 01 Page 1 of 3
 KEANEY GYMNASIUM
 Building # 1001
 FIRST FLOOR Date: 10MAY95
 Property Office
 University of Rhode Island
 Kingston, Rhode Island
 Drawn by: M.S. Checked by:



*Remove Screen + Projector after
 Maria Ceremony
 Bright Projector*





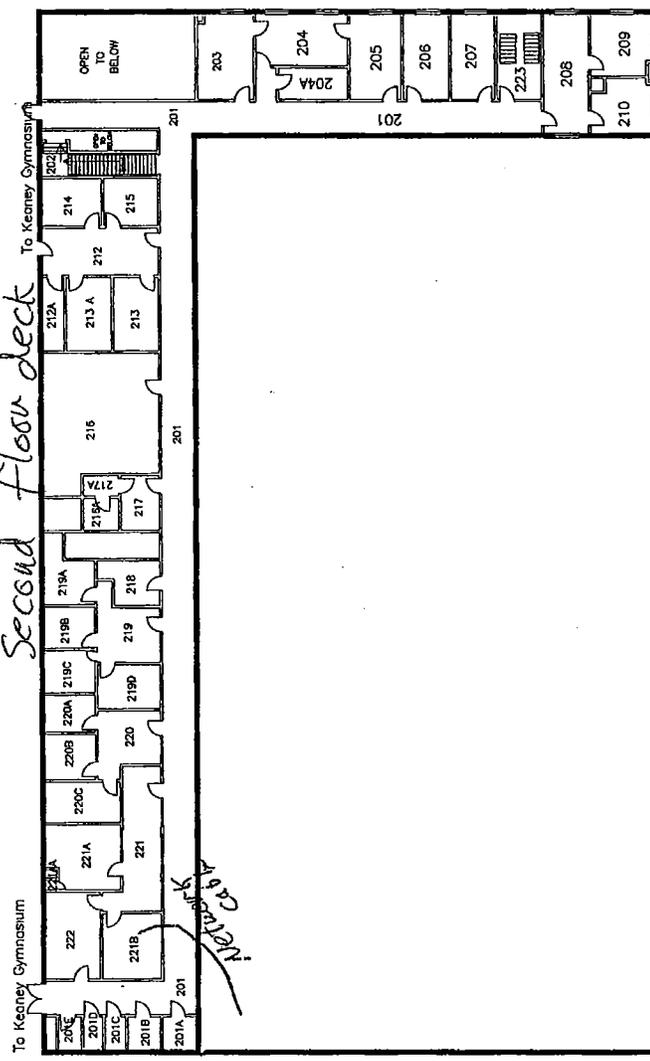
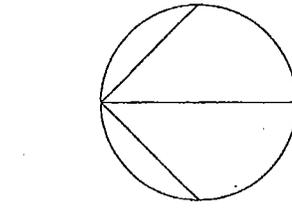
KC78A	Page 1 of 2
MACKAL FIELD HOUSE	
Building #1478	
FIRST FLOOR	Date: 15MAR95
Property Office University of Rhode Island Kingston, Rhode Island	
Drawn by: M.S.	Checked by:

drop cable down to ground level from 221B

Mackal Field House
(enlarged)



Second floor deck



Network

Visual-FM 5.2.0

DRAWING: c7/ba.2.vfm SCALE: 1/8" = 30.0' PLOTTED: 5/16/2008

ROOSEVELT HALL

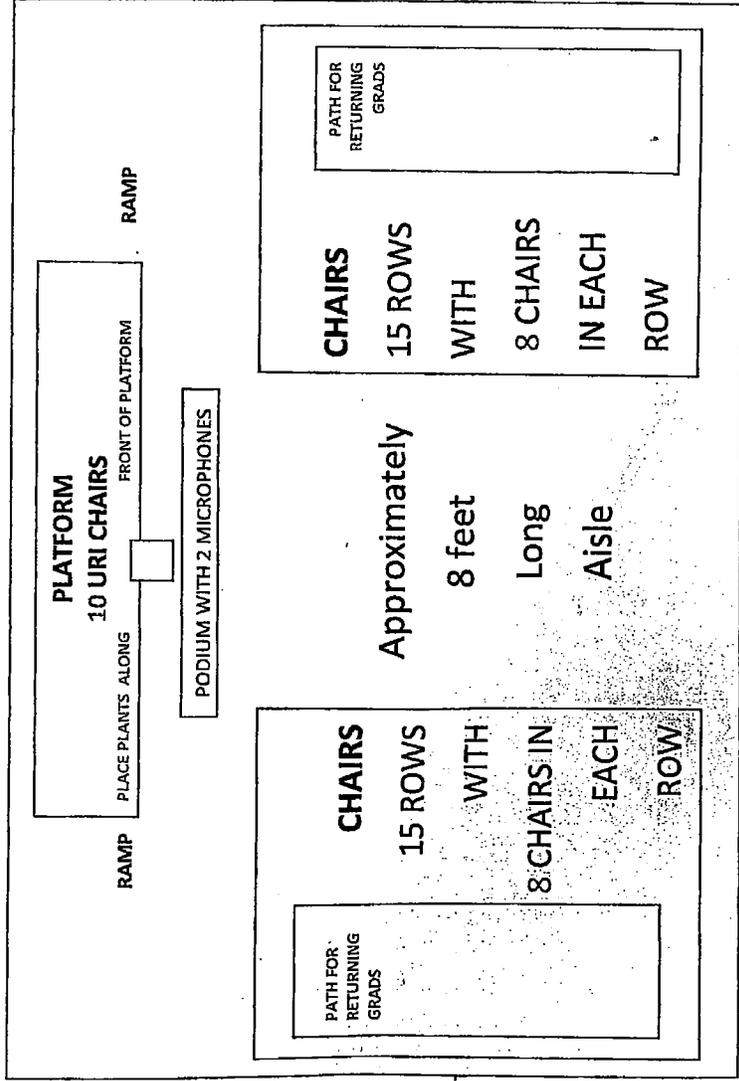
GREAT ROOM

SPEAKER SYSTEM WITH MUSIC

TENT

EXTRA CHAIRS
XXXXXXXXXXXX
XXXXXXXXXXXX
XXXXXXXXXXXX
XXXXXXXXXXXX

Entry
3.2.2011



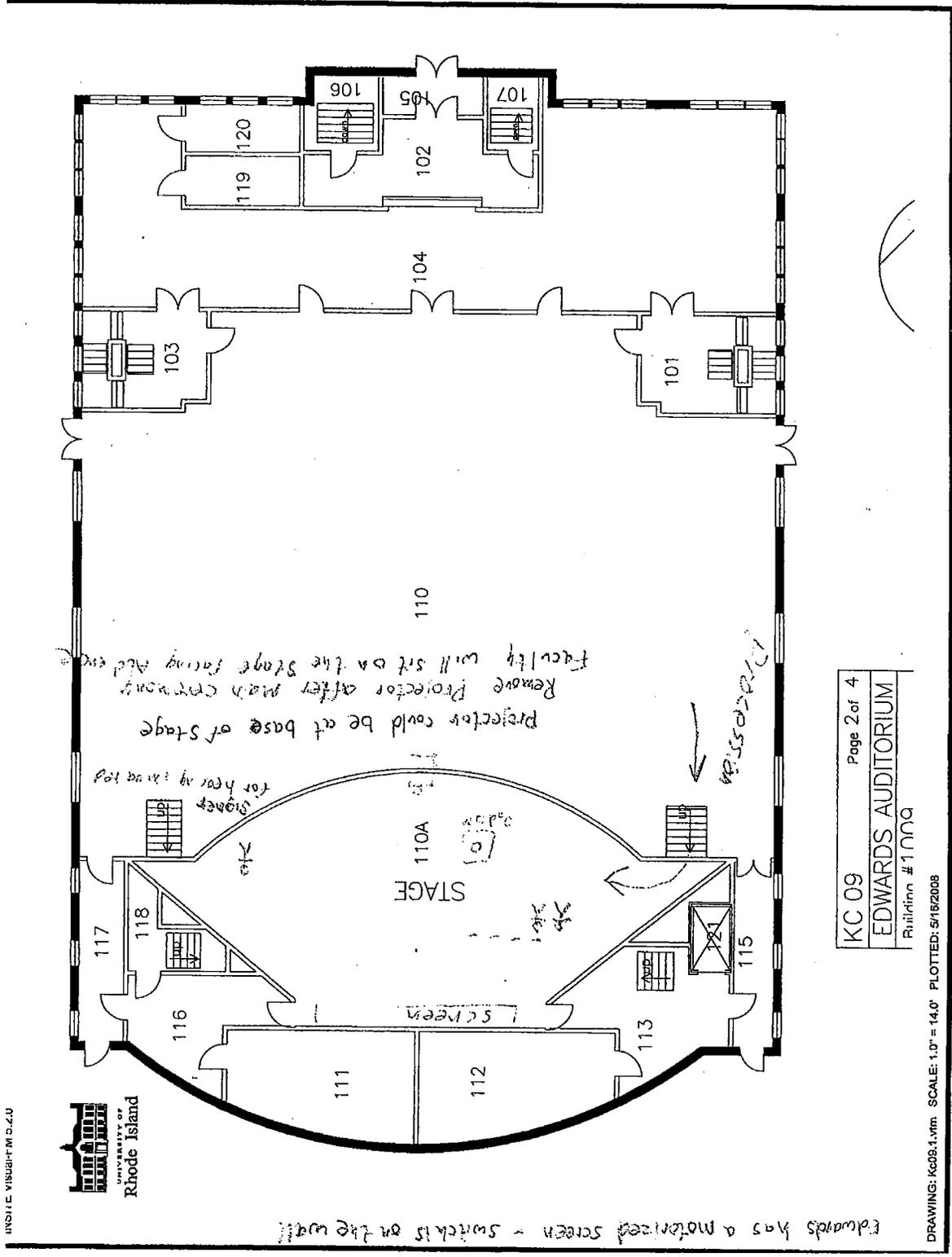
FLOOR PLAN UNDER TENT

10/19/13

6 TRASH BARRELS

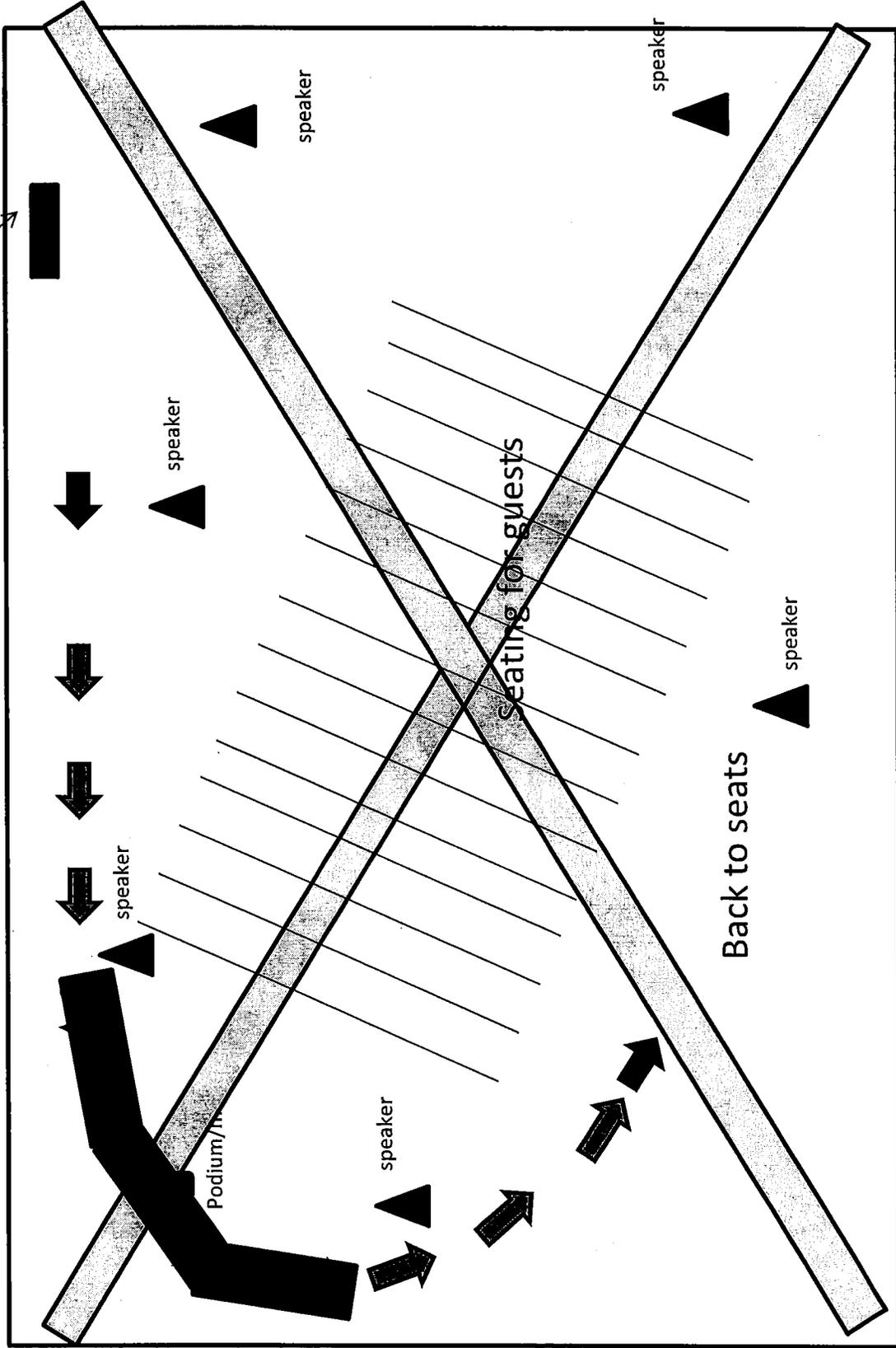
TREE

TENT FOR PRECOMMENCEMENT BRUNCH



College of Engineering Outdoor Location – Engineering Quad

Mixing Operator/
Gear



**College of Nursing – Pinning Ceremony
Outdoor Location – Botanical Garden**

