Request for Quote

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

CREATION DATE : 03-APR-14
BID NUMBER: 7548563,1
TITLE: MULTI-MEDIA SUPPORT FOR URI'S 2014 COMMENCEMENT EXERCISES

BID CLOSING DATE AND TIME:22-APR-2014 11:00:00

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

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

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

Requistion Number: 1358645
Amendment Description: CLOSING DATE AND TIME HAS BEEN CHANGED: FROM: 4/8/14 AT 11:00 AM TO: 4/22/14 AT 11:00 AM TO ALLOW TIME FOR THE AGENCY TO ADDRESS QUESTIONS/CHANGES DISCUSSED AT THE MANDATORY PRE-BID CONFERENCE.

Line	Description	Quantity	Unit	Unit Price	Total
1	THERE WILL BE A MANDATORY PREBID CONFERENCE ON 3/26/14 at 9:00 AM AT THE ALUMNI CENTER, 2ND FLOOR CONFERENCE ROOM, 73 UPPER COLLEGE ROAD, KINGSTON, RI MULTI-MEDIA SUPPORT FOR URI'S 2014 COMMENCEMENT EXERCISES PER ATTACHED SPECIFICATIONS. * Bid a total price for Multi-Media Support for URI's 2014 Commencement Exercises per the attached specifications.	1.00	Total		
2	Alternate 1: Bid a total price for a 2nd Video Screen for Main Commencement as described in the attached.	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

RFQ 7548563

Requirements for combined audio and video support systems and crews
For the May 17 and 18, 2014
University of Rhode Island Commencement Exercises

The Department of Public Programming and Special Events at the University of Rhode Island is seeking bids to provide production quality audio and video services for the 2014 Undergraduate Commencement exercises including the President's Student Excellence Awards Ceremony, Undergraduate Commencement Ceremony and all mini-commencement ceremony locations as outlined in the Contract Terms section. The Contractor will provide:

- Public address
- Television broadcast connectivity, radio broadcast connectivity
- Video/web streaming
- Close caption and display to multiple sources
- Remote/satellite/roaming camera operation/feed
- Video Recording and Audio Recording
- CD Playback
- Microphone mixing and setting amplification levels at each location
- Assisted listening devices as described below
- Individual/teams of technicians assigned to main commencement and each mini-ceremony location.
- Any and all necessary equipment and services of operation per the attached specifications or approved equal.

Contract terms:

This contract shall commence from the date of the award upon completion of all commencement activities in their entirety including any and all services required as a result of the commencement production.

Student Excellence Awards: May 17, 2014, Edwards Hall
Commencement Date: May 18, 2014
Audience size: ~20,000
Main Commencement Venue: The Quadrangle at the University of Rhode Island, Kingston Campus
Proposed Mini-Ceremony Venues: Keaney Gymnasium, Mackel Field House, Formal Gardens (outside), Edwards Auditorium, Fine Arts Recital Hall, and Engineering Quadrangle (outside, no tent).
Live Feed Locations: Keaney Gymnasium, Mackel Field House, Edwards Auditorium, Fine Arts Recital Hall, Rams Den at the Memorial Union and Swan Hall

Compliance:

- Contractor is to work independently but will be required to cooperate with campus representatives, other external contractors/entities in a coordinated team effort as well as take direction from the Director of Public Programming and Special Events, Diana Blanda and technical team.
    - Timothy Tierney – Audiovisual Production Services
    - Betty-Jo Cuigini, Randy Stevenson– New Media
    - Dave LaVallee and Jhodi Reidlich – Marketing & Communications
- A complete list of all necessary Commencement Committee contacts will be provided.

- The Contractor is not to rely on or assume that University resources will be responsible or able to provide to the Contractor inventory, personnel, technical expertise, or supplies of any kind. The awarded contractor is expected to bid with the understanding that they are responsible for all equipment necessary to accomplish the event as described. However, Contractor is requested to include the University inventory, as is practical, to reduce final overall expenses. If this cost savings is achievable and agreed upon by both parties, a credit to the total invoice will be applied.
- Each and every specification and requirement herein shall be fully met. Bidders are requested to submit a proposed equipment list of all ***salient*** items described in the bid (ie.CCU cameras, main speakers, sound table, etc.) Following award of the successful bidder, all substitutions thereafter shall be submitted directly to and obtain final approval from the Director of Public Programming and Special Events, Diana Blanda. All specifications shall be understood to include "or approved equivalent".
- The successful Contractor understands that time is of the essence and further, agrees to indemnify the University for any costs incurred as the result of the Contractor's failure to fully comply with specifications and requirements.

Service Schedule

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

- Thursday, May 8, 2014 - Cue to Cue rehearsal and script read for the Main Commencement ceremony 10:00 AM to 12:00 PM **(Date and time TBD)**
- Friday, May 16, 2014 – Edwards Hall – Load in (A.M)
- Saturday, May 17, 2014 – 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.
- Testing of all mini-ceremony locations will conclude on Saturday, May 17 no later than 5:00 PM with the Director of Public Programming and Special Events, Diana Blanda
- Sunday, May 18, 2014 – 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.

Production Team

The Contractor shall include identification of all staff and/or subcontractors proposed as members of the project team, duties, responsibilities, and concentration of effort which apply to each. The Contractor will assign from the award through the duration of the commencement event the following team: Director/Producer, Technical Director, Audio Engineer, Recording Engineer, and Graphic Technician

- At the time the bid is awarded, the Contractor will assign a Production Manager, Audio Engineer and Designer who will consistently remain the point of contact throughout the planning process as well as be the onsite contact during set up and delivery of the commencement activities.
- The Contractor guarantees that those assigned to these positions will have the experience required to deliver an event of this magnitude and complexity. The Contractor will include in their bid response; resumes or bios outlining each identified professional's experience. Evidence of certification of one or more of the proposed team in audiovisual delivery is also to be included. Certification should be equal or similar to a Certified Technology Specialist, AV System Design Specialization, or AV System Installation Specialization.

Director/Producer will provide direction to the camera operators, CG operator and other members of the production team and coordinate all production activities of this team according to a shooting plan created through collaboration with the URI Commencement Committee.
Technical Director will be needed to operate the production switcher and video effects as well as for providing instructions relating to all technical quality for the entire crew.
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.
Tele-production truck will mix sound with other field microphones and tape sources. The final audio mix will then be fed to the interior of Carlotti Hall using audio cable supplied by this contractor.
Graphics technician will operate a character generator and/or other visual systems to provide on-screen text and graphics.
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.

References

Contractors must include with their response a comprehensive listing and description of similar projects undertaken which includes a large outdoor venue (of ~15,000 people) and/or multiple locations. In addition Contractor will supply a list of three (3) recent clients with similar requirements to those of the University whom the University may contact for reference purposes including the company name, contact person, telephone number, address and brief description of business done with the company within the past two (2) years. By submitting this information, the Contractor authorizes the University to contact these clients for the purposes consistent with the review of this bid.

Specifications for Main Commencement Ceremony – Date: Sunday, May 18, 2014

a) The Main Commencement will be attended by ~4000 graduating students and will attract approximately 15- 20,000 spectators. It takes place outside in the Quadrangle. In addition to seating, will include a stage, platform party, 80 piece orchestra in a tent, and media tent.
b) Audio equipment and services will provide a clear, properly delayed and phased signal to the ENTIRE area of the quad, surrounding areas and stage. Components will include but are not limited to: speakers with staging (main speakers, audience and array), multiple microphones, a mixing board, audio-CD recorder, CD player, DVD player, assisted listening devices for the hearing impaired, stage and orchestra monitors, sub-woofers, equalizers, amplifiers, digital delays and other related or necessary equipment.
c) The public address system must be able to provide even sound coverage over a wide area accommodating an audience of ~15K-20K .
d) The Contractor will provide a crew that will set up, test and operate the sound/audio system through to the conclusion of the Commencement activities.
e) The Contractor must include all necessary speakers and mounts. Speakers and delays shall be hung and safely secured and coordinate with the stage set-up.
f) The entire system shall be designed and tuned for proper delay-fill operations in order to produce high fidelity reinforcement for all orchestral presentation, and excellent vocal intelligibility for the ceremony.

g) All equipment, including but not limited to, generators, production trucks, personal transportation, microphones, sound table, speakers, and CCU cameras will be set up in accordance with floor plans, layouts, and drawings agreed upon by the Contractor and the University.

h) Installation/equipment load-in to main commence will begin no later than 6:00 AM on Sunday, May 18.
    a. Arrangements for a Saturday load-in for large equipment will be coordinated with the Commencement Chair (Diana Blanda, Director, Public Programming and Special Events) or designee.

i) Installation must be completed and fully operational by 9:30 AM.
    a. 9:30 AM – URI representative inspection/demonstration of all camera angles/sound checks.
    b. 9:50 AM – All testing and adjustment must be complete due to graduation exercises for the College of Continuing Education taking place nearby.
    c. 10:00 AM – Safety and security inspection.

j) All cameras must be securely mounted and angles must be unobstructed.

k) All equipment must be placed in such a manner that there are no obstructed views of the platform.

l) Any equipment with a highly reflective surface must be masked or draped.

m) The Contractor will provide all required overnight and weather protection for all equipment.

n) The Contractor will provide electrical distribution equipment and cable, protection to prevent trip hazards.

o) The Contractor will provide Audio and Video recording of the speaker program during the Main Commencement. The Contractor will provide all components necessary to deliver on the required format.
    a. The unedited audio recording will be provided on agreed upon format.
    b. The unedited video recording will be provided on agreed upon format.
    c. All recordings are property of the University of Rhode Island.

p) All equipment provided by the Contractor shall be promptly removed at the completion of the event.

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

r) 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.

s) A mixer operator must be in place for the main ceremony on the quadrangle and must precisely follow the provided script.

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

u) 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.

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

w) 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.

x) 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. In no case will any speakers be located within 20 feet of the VIP seating area.

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

z) The main Commencement sound system amplifiers must be located up against the rear of the ceremonial platform. The sound system's main electrical block must be attached to the back *of* the main platform.

aa) 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.
bb) 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.

In the event of rain, the Main Commencement Ceremony will be relocated to the Ryan Center and contractor will be required to collaborate with Ryan Center staff for the production of the Live Video (and feed) relative to the Main Ceremony. The contractor will be responsible for providing closed captioning and titling before the video leaves the Ryan Center. The Contractor will assign a director or producer to assist in the video control room to ensure smooth transitions for cut aways and coordinate shots that are being displayed. (Services will still be required for the mini-ceremony sites rain plan and Live Feed locations. Refer to the individual site requirements.)

Commencement Band – Main Commencement

At least eight (8) microphones need to be provided for the 80-piece Commencement Band. These microphones need to be strategically placed in front of the ensemble and distributed within the band. The Commencement Band will be located within a 20 x 20 tent on the Quad, stage left of main stage. (See attached diagram)

Back-up Generator – Main Commencement

The Contractor's design and delivery must include a power fail-safe. A back-up generator that provides necessary AMPS to all equipment required for the main ceremony.

a. The location of the generator will be agreed upon by the Contractor and University officials.
b. Such location will take into consideration noise, fumes, risk and safety.

Assisted Listening Devices – Main Commencement

In accordance with ADA Compliance, the Contractor must provide Assisted Listening Devices for the hearing impaired that are fully operational at the following events: the Excellence Ceremony (Saturday, May 17 3:00 in Edwards Hall), Main Commencement Ceremony (Sunday, May 18, 2014) as well as all mini ceremony locations (see list). The distribution of headsets to the audience members will be coordinated through the Office of Student Life, Disability Services .

a) 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.

    a. All headsets must be capable of multiple channels with individual volume control.
    b. Batteries must be fully charged and in working order.
    c. Capable operating both indoors /outdoors and receive a signal within reserved seating area.
    d. **Inventory: 24 headsets - ADA Compliant listening devices**

Close Captioning – Main Commencement

Real time captioning is needed as a lower third superimposition over the running video being generated by the tele-production 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.

Large Video Screen – Main Commencement

We request that bidders provide separate options and costs for the following video services. Event video production with the rental of a temporary, large format, color, LED video display and related services for live-multi-camera production of the entire undergraduate commencement ceremony. The video screen will be located on the quadrangle, near the ceremonial platform. A screen designed for exterior use will display the live feed from the video stream and consequently need the equipment required to receive this signal. The precise location of the screens will be determined through consultation between the Contractor, the Chair of the Commencement Committee, and URI Commencement technical team during the required on-site meeting.

Alternate: The University also requests separate pricing for a 2nd video screen to be included at the same location. Acceptance of this second screen will be based on funding availability at the time of award.

a) The minimum acceptable size would be 12 feet wide and 6 ½ feet high with brightness of 6500 Nits or above.
b) Safety will be paramount to this aspect of the project to ensure that the screen, modules, scaffold, or truck mount can withstand the stress of wind up to 60 MPH.
c) Special attention must be given to the power requirements and the coordination needed with the University's Facilities and Operations electrical crew. Power to operate the video screen and equipment be provided by the successful Contractor (generator).
d) Installation shall include all phase 4 or appropriate cable necessary to properly operate the video screens; labored required for the installation and dismantling of the cable/unit; labor and materials required for scaffolding to properly mount the video screens in a position that is safe for attendees as well as in a position high enough to provide viewing by the audience.
e) Contractor fully understands the specific production requirements and the University is relying confidently upon the Contractor's skills and judgment for the rental and selection of suitable equipment which will produce an image visible during the hours of the ceremonies 12:00 – 6:00 PM
f) Dismantling of the all video screens may begin on Sunday, May 18, 2014 at the conclusion of the Arts & Sciences Mini-Commencement ceremony and when all guests have departed the quadrangle.
g) Labor: Successful contractor will provide supervision and labor for the installation and dismantling of video screens and related equipment for the live video production.

Rain Plan – Main Commencement

a) **In the event of rain**, the Main Commencement Ceremony will be relocated to the Ryan Center and no services will be required from this Contractor relative to the Main Ceremony.
b) Services will still be required for each of the mini-ceremony sites rain plan. (Refer to the individual site for specific requirements.)
c) The rain plan calls for a live streamed video link from the Ryan Center and the mini commencement rain sites. The sound systems at the mini-sites must be able to accept a standard line level audio feed coming from the video streaming equipment

Video Streaming and Production

A contractor will be employed by The University of Rhode Island to provide for the live feed viewing of the main commencement ceremony for at least 6 sites on the Kingston campus.

The University facilities involved as commencement viewing sites are: The Mackel Field House, Keaney Gymnasium, Edwards Auditorium, Fine Arts Recital Hall, The Rams Den, Memorial Union and Swan Hall. (The University reserves the right to modify these locations.)

A feed is also needed for the outdoor screen near the ceremonial platform on the quad.

Using the existing campus data network, a contractor will set-up and operate the equipment needed to provide 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.

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 and Swan Hall.

a) The Rams Den in the Memorial Union already has three existing wall-mounted flat panel monitors which are available to display the streamed video.
b) 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.
c) A (15 ft.) ladder will be needed to reach the individual VGA inputs on the monitors.
d) Swan Hall has an existing projection screen

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.

a) Edwards Auditorium has an existing projection screen which will be used
b) Other sites will call for the set-up of appropriately sized temporary projection screens.
c) 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 receiving 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.

Site Visit

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.

Safety

All work will be performed in accordance with federal and Rhode Island State safety and health standards and guidelines and be responsible for providing healthful and safe work conditions.
Should the University deem that the Contractor is not abiding by the provisions of SAFTEY and HEALTH or that serious unsafe conditions exist that threaten the health, lives or safety of the University Community, an immediate suspension of operation may be ordered until such unsafe acts or conditions are corrected at the Contractors own expense.

- Wherever staging platforms are used (indoors or outdoors), clearly readable signs should be attached which read "DO NOT CLIMB".
- Any cables that cross a roadway, timbers (or industry equivalent) will be needed to create a cable trough.
- Any cables in the vicinity of the ceremonial platform will be covered by a mat to eliminate any trip hazard.

Parking

All contractors' vehicles and those of its employees working on Commencement will park only in designated parking locations as identified by Parking Services or University Police. All costs, including fines and towing fees are the responsibility of the Contractor.

a. Parking spaces for service vehicles and personal vehicles will be identified and designated for the exclusive use for the Contractor by University Police. The Contractor will provide to the University no later than May 16 the number and size of vehicles that will be present on both May 17 and May 18.

Vehicular traffic and parking on campus walkways, lawns and gardens is restricted. It is the responsibility of the Contractors) to request the proper permits. Unauthorized vehicles may be ticketed and towed and is the responsibility of the Contractor.

Redundancy

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.

Dress and Conduct

All members of the technical crew are to wear dress blacks for the duration of the commencement activities and are to conduct themselves in a professional manner at all times in keeping with such an auspicious occasion.

Payment –

Payment will be made after services are rendered and a detailed invoice is received. The University's payment term for this contract is net 30 days.

1) The invoice must provide an itemization of each key component, service provided, staff fees as they relate to the Student Excellence Awards, broken out by each mini-ceremony location and the main commencement location.

Student Excellence Awards

Date:	**Saturday, May 17, 2014**
Location:	Edwards Hall
Start Time:	3:00 PM
Set-Up Completion:	2:00 PM
Sound Check:	2:30 PM
Conclusion:	6:00 PM

The Student Excellence Awards will require an operating sound system capable of providing sound for an audience of 850. The sound technician must stay on the premises of Edward Auditorium from 2:30 PM to the completion of the event. Audio and sound equipment specifics may include but is not limited to a visual display, pre-recorded music, and microphones. The University will supply the podium. The space is equipped with a screen.

Individual Mini-Commencement Ceremony location requirements

Each of the mini-commencement ceremony locations will require a complete system and an assigned qualified technical crew. At least on technician or engineer must be present at the location for the of the ceremony and have 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. All systems will include redundancy to ensure a fail-safe operation.

ASF College of Continuing Education - Robing Ceremony

Date:	Sunday, May 18, 2014
Location:	Fine Arts Recital Hall
Start Time:	10:00 AM
Set-Up Completion:	8:00 AM
Sound Check:	8:15 AM
Audience:	~600

- Two (2) Microphones
- Playback Audio CD
    - Technician will be required to play the emergency notice (provided by the University) "Pomp and Circumstance" as provided by the Contractor.
- At least one (1) qualified technician must be present for the duration of the event.

- The unedited audio recording will be provided on agreed upon format.
- The unedited video recording will be provided on agreed upon format.
- A videographer hired by the College may be present and will need a line level feed from the mixing board. Coordination with Videographer and technician will be needed for this interface.

In the event of rain, the ASF-CCE Ceremony will remain in Fine Arts. The Contractor services will be required.

****

College of Arts and Sciences

Date:	Sunday, May 18, 2014
Location:	Main Quadrangle
Start Time:	immediately following main commencement
Set-Up Completion:	time will be allotted to make necessary minor technical adjustments
Audience:	~6000

In the event of rain, the Arts and Sciences Ceremony will take place at the Ryan Center. The Contractor sound services will NOT be required.

The Contractor is responsible for all equipment. At the conclusion of the Commencement activities, all equipment must be immediately taken down and removed from the premises.

****

College of Environmental Life Sciences

Date:	Sunday, May 18, 2014
Location:	**Mackal Field House**
Start Time:	~2:00 PM immediately following main commencement

NOTE: This college follows Human Sciences and Services. Same equipment needs.

****

College of Human Sciences and Services

Date:	Sunday, May 18, 2014
Location:	Mackal Field House
Start Time:	~8:00 AM immediately before main commencement
Set-Up Completion:	time will be allotted to make necessary minor technical adjustments
Audience:	~4000
Set-Up Completion:	8:00 AM – Note this is a Main Commencement LIVE FEED* location
Sound Check:	8:15 AM

- Two (2) Microphones
- Playback Audio CD
  - Technician will be required to play the emergency notice (provided by the University) "Pomp and Circumstance" as provided by the Contractor.
- At least one (1) qualified technician must be present for the duration of the event.
- Contractor will provide a screen at least 9' x 12' applicable to capacity, layout, room dimensions for viewing of main Commencement Live Feed and mini-ceremony
- Contractor will provide screen masking (pipe and drape) to create a finished appearance, enhance the viewing experience and control ambient light.
- High intensity projector is necessary in order to overcome ambient light (minimum 12K output)
- The unedited audio recording will be provided on agreed upon format.
- A videographer hired by the College may be present and will need a line level feed from the mixing board and live image to the screen (necessary audio/visual cables provided by Contractor

through this contract. Coordination with Videographer and technician will be needed for this interface.

The Contractor is responsible for all equipment. At the conclusion of the Commencement activities, all equipment must be immediately taken down and removed from the premises.
****

College of Business

Date:	Sunday, May 18, 2014
Location:	Keaney Gym
Start Time:	immediately following main commencement
Set-Up Completion:	time will be allotted to make necessary minor technical adjustments
Audience:	~3000
Set-Up Completion:	8:00 AM – Note this is a Main Commencement LIVE FEED* location
Sound Check:	8:15 AM

- Two (2) Microphones
- Playback Audio CD
    - Technician will be required to play the emergency notice (provided by the University) "Pomp and Circumstance" as provided by the Contractor.
- At least one (1) qualified technician must be present for the duration of the event.
- Contractor will provide a screen applicable to capacity, layout, room dimensions for viewing of main Commencement Live Feed and mini-ceremony
- Contractor will provide screen masking (pipe and drape) to create a finished appearance.
- The unedited audio recording will be provided on agreed upon format.
- A videographer hired by the College may be present and will need a line level feed from the mixing board and live image to the screen (necessary audio/visual cables provided by Contractor through this contract. Coordination with Videographer and technician will be needed for this interface.
- 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.
- Contractor will provide screen masking (pipe and drape) to create a finished appearance, enhance the viewing experience and control ambient light.
- High intensity projector is necessary in order to overcome ambient light (minimum 6K output)

The Contractor is responsible for all equipment. At the conclusion of the Commencement activities, all equipment must be immediately taken down and removed from the premises.
****

College of Engineering

Date:	Sunday, May 18, 2014
Location:	Keaney Gym
Start Time:	9:30 AM Before main commencement
Set-Up Completion:	8:00 AM
Audience:	~1400
Sound Check:	8:15 AM

- Two (2) Microphones

- Playback Audio CD
    - Technician will be required to play the emergency notice (provided by the University) "Pomp and Circumstance" as provided by the Contractor.
- At least one (1) qualified technician must be present for the duration of the event.
- Two (2) Speakers located in the vicinity of the ceremonial platform, two additional sets mid-way, two sets in the rear area of the quad. The Contractor will ensure continuity throughout the location.
- A videographer hired by the College may be present and will need a line level feed from the mixing board. Necessary audio cables provided by Contractor through this contract. Coordination with Videographer and technician will be needed for this interface.
- 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.

In the event of rain, the College of Engineering Ceremony will take place in Keaney Gym. The Contractor services will be required.
The Contractor is responsible for all equipment. At the conclusion of the Commencement activities, all equipment must be immediately taken down and removed from the premises.
****

College of Nursing

Date:	Sunday, May 18, 2014
Location:	Edwards Hall
Start Time:	~2:00 PM following main commencement
Set-Up Completion:	8:00 AM
Audience:	945
Sound Check:	8:15 AM

- Two (2) Microphones
- Playback Audio CD
    - Technician will be required to play the emergency notice (provided by the University) "Pomp and Circumstance" as provided by the Contractor At least one (1) qualified technician must be present for the duration of the event.
- Two (2) Speakers located in the vicinity of the ceremonial platform, two additional sets mid-way, The Contractor will ensure continuity throughout the location.
- The unedited audio recording will be provided on agreed upon format.

.

- Contractor will provide tie-in to FM radio for amplification of the main ceremony activities being carried live on WRIU FM 90.3. The Contractor will provide the FM radio and assigned technician will ensure that the broadcast is properly tuned-in and amplified.
- A videographer hired by the College may be present and will need a line level feed from the mixing board. Necessary audio cables provided by Contractor through this contract. Coordination with Videographer and technician will be needed for this interface.
- 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.

In the event of rain, the College of Nursing Ceremony will take place in Edwards Hall. Equipment needs remain the same. The Contractor services will be required.
The Contractor is responsible for all equipment. At the conclusion of the Commencement activities, all equipment must be immediately taken down and removed from the premises.
****

College of Pharmacy

Date:	Sunday, May 18, 2014
Location:	Edwards Hall
Start Time:	~2:00 PM following main commencement
Set-Up Completion: (Mackel and Keaney)	8:00 AM - Note this is a Main Commencement LIVE FEED* location
Audience:	~800
Sound Check:	8:15 AM

Note: This is the same location as the Student Excellence Awards on Saturday, May 17. It has fixed auditorium seating with main level seating, balcony, fixed stage and screen.

- Two (2) Microphones
- Playback Audio CD
    - Technician will be required to play the emergency notice (provided by the University) "Pomp and Circumstance" as provided by the Contractor.
- At least one (1) qualified technician must be present for the duration of the event.
- The unedited audio recording will be provided on agreed upon format.
- A videographer hired by the College may be present and will need a line level feed from the mixing board and live image to the screen (necessary audio/visual cables provided by Contractor through this contract.) Coordination with Videographer and technician will be needed for this interface.
- Due to space limitations, the Contractor must be aware of all site lines and refrain from creating any visual obstructions whatsoever by the placement of speakers or other equipment.
- Safety hazards due to cables across the path of those processing is not permitted.
- 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.

In the event of rain, the College of Engineering Ceremony will take place in Edwards Hall. The Contractor services will be required.
The Contractor is responsible for all equipment. At the conclusion of the Commencement activities, all equipment must be immediately taken down and removed from the premises.

Participation in Planning Meetings

Within 24 hours of award of the bid and receipt of a purchase order, the Contractor is to contact the Director of Public Programming and Special Events, Diana Blanda, to make arrangement to 1) meet the technical team; 2) conduct a walk-through of all sites identified, 3) evaluate available connections; 4) Identify any/all concerns relative to existing power supply; 5) Verify active network ports to ensure clean reception of the video stream; 6) evaluate the acoustical characteristics of all spaces; 7) identification of access points that are typically locked.

- The Producer is expected to attend all "service provider" commencement planning committee meetings as identified.
    - If any meeting is rescheduled for any reason whatsoever at the sole discretion of the University, the Producer or mutually agreed upon alternate must attend.

- The Producer is expected to attend the script read-through with the University President and Provost which will occur on or before May 16, 2014.
- The Producer, Director, Audio Director, etc is expected to attend a final cue-to-cue rehearsal as arranged by the Director of Public Programming and Special Events, to be held on or before, May 16.

Teleproduction/ Video Streaming

The Contractor is expected to provide to the University a quality video to document the activities on the ceremonial platform at the Undergraduate Commencement on Sunday, May 18, 2014.
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. The Contractor will provide cables and equipment necessary to feed the output of this camera to a streaming server both provided by this contractor and located inside of Carlotti 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 to the streaming server located inside of Carlotti Hall.
For any cables crossing a roadway, timbers (or industry equivalent) will be needed to create a cable trough. Any cables in the vicinity of the ceremonial platform are to 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 main commencement 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 tele-production 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 is required to solve the technical challenges of creating a high quality live audio/video signal for streaming.
The expanded video treatment requires 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.

- A camera operator will 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 three (3) 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 provide 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.
- Contractor will provide a commercial tele-production truck to house the production equipment and crew
- The contractor will 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 (ceremonial platform) will be mounted securely and connected to the production switcher.
    - The other four cameras are to be mobile and embedded within the general activity of the event.

- One position that needs to be covered is on Ranger Road in front of the Carlotti Building to capture sound and visual of the start of the processional - identified by the bagpipers/50th-class/platform-party /faculty/student/ procession
  - The audio and video from the four mobile 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.
  - The sound from all five cameras is to be mixed into the soundtrack as appropriate whenever these shots are used.
  - The University and the contractor will determine and mutually agree upon a location for the production truck.
  - This project includes the provision for audio cable of sufficient length to reach from the production truck out to the main audio board located near the center of the quadrangle.

The tele-production 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 tele-production 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.

LIVE FEED Viewing Locations

The University facilities involved as commencement viewing sites are: The Mackel Field House, Keaney Gymnasium, Edwards Auditorium, and Swan Hall (See "Mini-Commencement Ceremony locations for details.)
In addition, the Fine Arts Rehearsal Hall and the Rams Den in the Memorial Union will be used as a viewing location.
The contractor must visit the sites with a university representative no later than May 2, 2014 (before the actual event) in order to:

- Identify and check on active network ports, sources of power.
- Pre-plan for projection or viewing requirements.
- Evaluate ambient light. Both the Mackel Field House and Keaney Gymnasium have a high degree of uncontrollable ambient light which necessitates the use of high brightness projectors, use of a drape, or other means, to reduce the amount of unwanted light reaching the screen. 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.

Rams Den in the Memorial Union

- 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.
- A VGA distribution amplifier with three outputs and the necessary VGA cables of sufficient length to reach these mounted units
- The Contractor must provide a ladder to reach the individual VGA inputs on the monitors.

Swan Hall

- Swan Hall Auditorium has an existing projection screen, media rack and touch panel
- A laptop will be needed there to receive the video stream.
- Audience size: 235
- This is a new viewing site. The Contractor must schedule a site visit of this location specifically, at least 2 weeks prior to Commencement.

Pre-Commencement Commentary

A simple pre-commencement commentary 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. This may also include one or more pre-recorded short video segments (University can provide playback VCR).

- A canopy will be provided on the quad relatively nearby both the tele-production truck and the ceremonial platform to serve as a base for the announcer. (The University reserves the right to re-locate the announcer to an interior building with sufficient notice to the Contractor to make adjustments.)
- A microphone on a mic stand, an IFB, and a video monitor will be needed at this base of operations for the commentary.
- The audio technician in the tele-production truck will mix this sound with other field microphones and tape sources. The final audio mix will then be fed to the interior of Carlotti 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. The Contractor will provide the character generator with the capacity for full screen graphics and a two-channel DVE (digital video effects).
- 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 Contractor will provide a VCR capable of playing back miniDV tape with tie into the switcher.
- 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 for zoom lens capability and operate in a telephoto range to ensure high quality long focal length shots for the main camera covering the podium
- 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.
- The producer will coordinate all production activities of this team according to a shooting plan created through collaboration with the URI Commencement Committee.

WRIU FM 90.3

The Main ceremony activities will be carried live on WRIU FM 90.3 May 18, 2014. Contractor will provide a connection/tie-in to FM radio relative to the pre-commencement broadcast, as well as amplification of the main ceremony activities being carried live on WRIU FM 90.3 as required.
The Contractor will provide the FM radio and assigned technician at designated locations and will ensure that the broadcast is properly tuned-in and amplified.

Evaluation and Selection

Beginning with the lowest responsive and responsible bid, the University will review the submittals requested to ensure that the vendor has met the criteria set forth in this document. The University may also elect to meet with the low bidder to ensure that all parties understand the responsibilities contained herein. The University will then make a recommendation for award to the State Division of Purchases.

Contract Terms and Conditions

Table of Contents

Terms and Conditions....VI
BID STANDARD TERMS AND CONDITIONS....VI
TERMS AND CONDITIONS FOR THIS BID....VI
AWARD....VI
CHARGES PERMITTED....VI
RIVIP INFO - BID SUBMISSION REQUIREMENTS....VI

Terms and Conditions

BID STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS BID

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.

CHARGES PERMITTED

NO CHARGES OTHER THAN PARTS AND LABOR ON THE JOB - NO TRAVEL, NO MILEAGE, NO MISCELLANEOUS CHARGES, NO PORTAL TO PORTAL.

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.

MAILING ADDRESS FOR BID PROPOSALS ISSUED BY THE STATE OF RHODE ISLAND, DIVISION OF PURCHASES

All Bid Proposals must be submitted by mail or hand delivered to:

- State of Rhode Island
- Department of Administrtion
- Division of Purchases, Second floor
- One Capitol Hill
- Providence, RI 02908-5855

DIVESTITURE OF INVESTMENTS IN IRAN REQUIREMENT:

No vendor engaged in investment activities in Iran as described in R.I. Gen. Laws §37-2.5-2(b) may submit a bid proposal to, or renew a contract with, the Division of Purchases. Each vendor submitting a bid proposal or entering into a renewal of a contract is required to certify that the vendor does not appear on the list maintained by the General Treasurer pursuant to R.I. Gen. Laws §37-2.5-3.