



Request for Quote

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

CREATION DATE : 12-AUG-14
BID NUMBER: 7548929
TITLE: COMBINED AUDIO AND VIDEO SUPPORT SYSTEMS AND CREWS FOR URI FALL OPEN HOUSE
BLANKET START : 18-OCT-14
BLANKET END : 02-NOV-14
BID CLOSING DATE AND TIME: 08-SEP-2014 10:30:00

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

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 URI ACCOUNTS PAYABLE
 CARLOTTI ADMINISTRATION BLDG
 75 LOWER COLLEGE ROAD, SUITE 1
 KINGSTON, RI 02881
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 URI SPECIAL INSTRUCTIONS
 SEE BELOW
 SEE BELOW, RI N/A
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Requisition Number: 1377482

Line	Description	Quantity	Unit	Unit Price	Total
1	10/18/14 - 11/2/14 COMBINED AUDIO AND VIDEO SUPPORT SYSTEMS AND CREWS FOR THE URI FALL OPEN HOUSE ON 10/18/14 AND 11/2/14 PER ATTACHED SPECIFICATIONS. THERE WILL BE A MANDATORY PRE-BID CONFERENCE ON AUGUST 21, 2014 AT 9 AM AT THE URI KEANEY GYMNASIUM, 75 KEANEY ROAD, KINGSTON, RI 02881. ALL QUESTIONS SHOULD BE EMAILED TO: questions7@purchasing.ri.gov before 8/26/14 at Noon. Bid a Total price for combined audio and video support systems and crews for the URI Fall Open House on 10/18/2014 and 11/2/2014 Deliver to: University of Rhode Island Office of Admission Newman Hall, 14 Upper College Rd. Kingston, RI 02881	1.00	Total		

Delivery: _____

Terms of Payment: _____

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

Requirements for combined audio and video support systems and crews

University of Rhode Island Fall Open House Programs
Two event dates: Saturday October 18, and Sunday November 2, 2014

The University is seeking one contractor capable of providing a comprehensive service for audio and video support needed for the 2014 Fall Open House programs. Public address, video streaming, display, and projection are the specific services being sought, along with set up of piping and drapes for both the stage and as needed to buffer sound. The successful contractor will bring the needed expertise, experience, ability and capability to the situation. Substantial professional experience will be required to solve the technical challenges of providing professional caliber AV support. At least one AV professional Certified Technology Specialist (CTS) should be on site for both set up and the events.

Overview

A contractor will be employed by the University of Rhode Island for two event days (Saturday October 18 and Saturday November 2, 2014) for sound, live video feed (including camera operator), and projection in Keaney Gymnasium on the Kingston Campus.

The overall goal of this project is to provide appropriate sound levels to each person in all of the audience areas of Keaney Gymnasium. Speakers will include the President, the Dean of Admission, and up to six students. It is essential that the contractor for these services provide professional expertise in the design, set-up, and operation of high-quality public address systems while smoothly integrating with other crews involved in the overall staging of these events. The program involves the stage being flanked on both sides with jumbo screens on which to live video stream the entire speaking program. A technician is needed to follow the script and switch the live feed to a image-capture that will project while speakers change places on the stage.

The contractor will set up equipment in accordance to floor plans or layout drawings provided by the University for each site and will complete these set-ups at the times agreed upon. The set up for each event is currently planned for 4:00 a.m. to 7:00 a.m., on the day of each event, or 9pm-12midnight on the day prior to each event, leaving sufficient time for load in and rehearsal with the sound technician, camera operator, and projection operator. The vendor must provide adequate staff to load in, set up, and load out with no assistance from university staff. While these are the current plans, the vendor must remain flexible in case load in times change due to scheduling conflicts with URI Athletics.

The contractor hired for this job must be independent in setting up and operating public address sound systems, projection systems, and screens used for the 2014 University of Rhode Island Fall Open House activities, but will also be required to coordinate with both the event coordinator and the marketing coordinator from the Office of Admission.

At least one on-site visit and meeting with the event coordinator and the marketing coordinator is required prior to the events. Payment will be made after services are rendered and an invoice has been submitted.

The successful contractor for the sound and projection systems will provide staging, microphones, mixers, amplifiers, speakers and personnel coverage for both Open House Dates (Saturday October 18 and Saturday November 2, 2014).

Doors to the public for both events will at 9:00 a.m. and the program begins at 10:00 a.m. or as prompted by the event coordinator or marketing coordinator. Two fixed microphones will be needed on the podium(s). An undetermined number (up to eight) of cordless microphones may also be required. All testing must be done prior to 8:30 a.m.

Sound, Video, and Projection

The project calls for the vendor to provide that meets with the approval of the event coordinator and marketing coordinator, to be played as a prelude to the speaking program through their sound system. Simultaneously, the vendor must provide a laptop computer with the latest version of Microsoft PowerPoint and the font "Trajan Pro," which is the university's brand font, installed on the vendor's system.

The vendor is also expected to be on hand to operate the sound, prelude PowerPoint loop, and the speaking program from an inconspicuous location in Keaney Gymnasium, without impeding the lines of vision for a full capacity audience. Keaney Gymnasium has a high degree of uncontrollable ambient light which necessitates the use of high brightness projectors (minimum 6K for Keaney) and the use of a drape, or other means, to reduce the amount of unwanted light reaching the screens. The screen size must be at least 9' X 12' in Keaney, placed with special attention to the viewing experience. Unless a persuasive presentation can be made for the use of front projection, the event will require a rear projection system. A platform may be needed to raise the camera position above the attendees seated in the center of Keaney.

The ability to accept a dual-line feed from the video stream in addition to microphone mixing and the setting of appropriate levels of amplification in various locations will also be required as noted in the requirements listed. Equipment to film the speaking program must include a qualified videographer with extensive experience in live filming. Headsets will be needed for the marketing coordinator and event coordinator.

The components expected to be involved would be speakers with staging, multiple microphones, a mixing board, an audiocassette or CD recorder, CD player, assisted listening devices for the hearing impaired, stage monitors, equalizers, amplifiers, digital delays and other related equipment. The vendor must also provide cordless microphones, the number of which to be determined closer to the event dates. The cordless microphones are expected to work seamlessly with the vendor's sound system.

Professional Support Services

The contractor must work in conjunction with the university's electrician to hook-up to the appropriate power source, all of which must be pre-determined by a walk-through at the pre-event meeting. 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 O1 viewing requirements.

The contractor will provide skilled equipment operators for sound, video streaming, and projection during the times specified (in Overview). The sound pressure levels must fall within acceptable professional standards for all areas identified as audience O1' platform.

The event set-up must be checked for quality, operated during the event, broken down and removed after the event. All systems should be removed immediately upon completion of the event. Flexibility is required in regard to load in, set up, and load out, as the details of URI Athletic practices, games, or other needs, may not be determined (due to the team status of URI sports in various ongoing competitions) until closer to the events.

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

A mixer operator must be in place for speaking program and must follow a script under the direction of the marketing coordinator, who will provide the script and any updates deemed necessary prior to the second event, based on the first event.

The placement of speaker stacks and other related equipment will be determined in consultation with the event coordinator and marketing coordinator at the meeting prior to the event and if needed on the event dates.

The contractor for video streaming and projection will set-up and operate the equipment, including the necessary projection equipment, VGA distribution, and two jumbo screens to be hung with the piping and drapes on either side of the stage.

The vendor must also be prepared in the event coordinator receives any special requests for assisted listening devices. The contractor will provide a neck-loop system. The university requires only three days notice from event attendees. The distribution of assisted listening headsets to audience members will be coordinated through the assistance of the Office of Student Life, Disability Services for Students. The listening headsets must be capable of multiple channels and have volume controls (batteries must be fully charged). These systems may be operated indoors as well as operated at outdoor for attendees on campus tours.

Event Operations

At the conclusion of each Open House, all equipment must be taken down and removed from the premises. The contractor hired for this event will be independent in setting-up and operating this video streaming and related projection equipment but will be required to coordinate with campus representatives.

Any long video or electric cables must be secured to the floor under the supervision of the URI electrician and in compliance with the local fire code. Also special care must be taken to ensure that any cables in the vicinity of the stage be covered by a mat to eliminate any trip hazard.

The event coordinator and marketing coordinator will provide direction to the camera operator, sound mixer, and projection operator and it is expected that a certified audio technician will operate the audio mixer to control sound to ensure consistent levels.