

STATE OF RHODE ISLAND

DIVISION OF PURCHASES

RFQ 7548929

ADDENDUM #1

Addendum to Bid 7548929:

- Attached is the sign-in sheet from the mandatory pre-bid held on 8/21/14 at 9:00 AM.
- Please note that bids are to be delivered to the RI Division of Purchases, the address is included in the RIVIP Certification form. Reference to a Deliver to on the bid document was intended only as an indication of the University Department requiring these services.
- Vendors are advised that the Keaney Gymnasium is currently utilized primarily by the URI Volleyball teams and their schedule for games, practices; exhibition matches, etc. are not available at this time. While there will be no conflict with the scheduled dates of the events covered by this bid, access to the gym prior to the events is still TBD. The successful bidder must be able to make themselves available for set-up, including all required time for testing, coordination with URI staff, etc. whether it is the evening before the event or the morning of the event as stated in the bid.
- Coordination with the University Facilities staff will also be necessary to gain access to the required power source. A meeting or additional meetings will be made to coordinate all of these specifics. Contact information will be given to the successful bidder who, again, will need to work with the University to ensure ample time is provided for all set-up and testing.
- It is the University's intent to provide a laptop to be used which will include the necessary Powerpoint and video presentation, however, as stated in the bid, the successful bidder should have a fully tested back-up on hand in the event of any compatibility issues with the vendor's other supplied equipment that will be utilized in combination with the laptop (ie. projector, etc.). This includes having pre-loaded the specific font utilized by the University; Trajan Pro as noted in the bid.
- The successful vendor must include a separate cameraman, control technician, and sound technician to assist with set up, and throughout both events
- The 9x12 screen size listed in the original bid was incorrect. Specifications of this bid call for certain minimum deliverables including a single viewing screen to be utilized with a minimum size of **9 height by 16 wide**, window draping, a projector with a minimum 6K brightness, etc. These are only a few of minimum stated requirements in the bid. These minimum specifications are intended to guide the successful bidder and ensure a proper viewing and listening experience for a full audience. It will be the responsibility of the successful bidder, whose expertise in this area of event production, to make adjustments as necessary to ensure the event itself is at the highest level of professional quality. The successful bidder is also expected to provide redundancy for any technical or equipment failures that may occur to ensure the event proceeds without delay or disruption.
- Three days prior to the event, the vendor must be prepared with equipment for the hearing impaired, if needed. We may not know whether or not this additional service will be used for each event.

The Following Questions were asked to be clarified from the pre bid meeting:

- Page 1 of the bid spec mentions video streaming; please explain what the needs are and where the video will be streamed to, internet, breakout sites etc...? The cameraman records the live presentation in real time and streams video to the projectorAnd then have a technician who will use a captured image to switch back and forth between the live feed and PowerPoint presentations.
- Page 1 of the bid spec mentions the stage being flanked on both sides with jumbo screens, the site visit discussion required 1-projector and 1-9x 12 screen center stages, please clarify. On screen show is 16:9 or (9 height by 16 wide), on one jumbo screen. The original bid was stated incorrectly.
- Are floor plans or layout drawings available for this event before the bid is due? No, the floor plan will be given to the successful vendor in a meeting with the Admission Team prior to the event.
- Page 2 of the bid spec mentions up to 8 cordless mics may be required, the information discussed at the site visit required 1 cordless mic, please clarify. 4 mic's is required for this event, however, we may need up to 8.
- Page 2 of the bid spec requires a dual line feed from the video stream, please clarify where both streams are being sent. To the projector
- Is this event being video taped? If so what format is needed for the deliverable media? No
- Is there a requirement to have the audio for this event recorded? No



State of Rhode Island
Division of Purchases
One Capital Hill
Providence, RI 02880

"MANDATORY" PRE-BID CONFERENCE SIGN IN SHEET

Mandatory Prebid Conference. Any vendor who intends to submit a bid proposal in response to this solicitation must have its representative attend this mandatory prebid conference, sign, and complete all required information on this Sign-In Sheet. Failure to comply with this requirement will result in the rejection of any bid proposal.

BID NUMBER: TS48929
 BID TITLE: Audio & Video Support
 PRE-BID DATE AND TIME: 8/14 @ 9:00 AM

Purchasing Representative: URI - T. Angell
 PRE-BID DATE AND TIME: 8:59 AM
 PRE-BID DATE AND TIME: 9:10 AM

COMPANY NAME	COMPANY REPRESENTATIVE	SIGNATURE	ADDRESS	CONTACT EMAIL	CONTACT PHONE NUMBER AND FAX NUMBER	PROPOSAL SUBMITTING PURCHASING OFFICER
1 ANA INDUSTRIES	BARRY MARTIN	<i>[Signature]</i>	681 KILBUCK ST JOHANSTON RI	BARRY@pmtab.com	401-421-6221	
2 ATR TREEHOUSE	CHRIS SENKINS	<i>[Signature]</i>	812 CHARLES ST PROVIDENCE	csenkins@atr-treehouse.com	751-3121	
3 TRACY ANGELL	URI PURCHASING	<i>[Signature]</i>		tangell@uri.edu	878-2322	
4 ERIC SIMONELLI	ADMISSIONS	<i>[Signature]</i>		esimonelli@mail.uri.edu	878-5357	
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