

Request for Quote

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

CREATION DATE : 04-FEB-16
BID NUMBER: 7550247
TITLE: RIC COMMENCEMENT VIDEO PRODUCTION,
 RECORDING AND LIVE STREAMING FOR MAY 14, 2016

BID CLOSING DATE AND TIME: 21-MAR-2016 10:00:00

BUYER: Mosca, Gary
PHONE #: 401-574-8124

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 RIC-PURCHASING
 600 MOUNT PLEASANT AVENUE
 PROVIDENCE, RI 02908
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 RIC-PURCHASING
 600 MOUNT PLEASANT AVENUE
 PROVIDENCE, RI 02908
 US

Requisition Number: 1448810

Note to Bidders: QUESTIONS about this solicitation must be emailed and received by the Division of Purchases at doa.purquestions3@purchasing.ri.gov no later than Wednesday March 9, 2016, 4:00 PM, in a Microsoft Word attachment with the corresponding solicitation number. Questions, if any, and responses will be posted on the Division of Purchases website at www.purchasing.ri.gov as an addendum to this solicitation

Line	Description	Quantity	Unit	Unit Price	Total
1	<p>There will be a Non-Mandatory Pre-Bid Conference held Monday, March 7, 2016 @ 9:00 am. Conference will take place at Rhode Island College Campus, 600 Mount Pleasant Avenue, Providence RI, 02908. All interested parties report to Roberts Hall (President's Suite) Board of Governor's Conference Room.</p> <p>RIC COMMENCEMENT VIDEO PRODUCTION, RECORDING AND LIVE STREAMING FOR MAY 14, 2016. RIC COMMENCEMENT WILL BE HELD AT THE DUNKIN DONUTS CENTER, PROVIDENCE, RI.</p> <p>UNDERGRADUATE GRADUATION ON MAY 14, 2016 AT 9:00 AM AND GRADUATE GRADUATION AT 2:30: PER ATTACHED SPECIFICATIONS</p>	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



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Administration
DIVISION OF PURCHASES
One Capitol Hill
Providence, RI 02908-5855

Tel: (401) 574-8100
Fax: (401) 574-8387
Website:
www.purchasing.ri.gov

Solicitation 7550247

Requirements for video support systems and crews For the May 14, 2016 Rhode Island College Commencement Exercises

Rhode Island College is seeking one contractor capable of providing a comprehensive service for video support needed for the 2016 Commencement activities. Tele video production, video streaming 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.

Tele video production and Recording

A contractor will be employed by Rhode Island College for video support/production for the 2016 Commencement activities. These activities include two separate graduations, the Undergraduate Graduation on May 14, 2016 at 9:00 AM and Graduate Graduation on May 14, 2016 at 2:30 PM.

The overall goal of this project is to provide a produced video for both streaming and display on site to the audience areas of the Undergraduate Commencement Ceremony and the Graduate Commencement Ceremony. It is essential that the contractor for these services provide professional expertise in the design, setup, and operation of high quality tele video production, 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 the site and will complete these setups at the times agreed upon.

On May 14, 2016, a sound system will be setup and operated for both Undergraduate and Graduate Commencement Ceremony in the Dunkin' Donuts Center. The undergraduate ceremony begins at 9:00 AM and lasts approximately 3 hours. The graduate ceremony begins at 2:30 PM and lasts approximately 2 hours.

The Contractor hired for this job will be somewhat independent in setting up and operating needed tele video production equipment used for the 2016 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 Dunkin' Donuts crew for broadcast through the Dunkin' Donuts Arena cable system and streaming system.

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 Undergraduate Commencement Ceremony on May 14, 2016 and minimum of 4 technicians on site during Graduate Commencement Ceremony on May 14, 2016. Undergraduate Ceremony is scheduled to begin at 9:00 AM and the graduate ceremony begins at 2:30 PM. The technicians shall check in with event coordinator by 7:00 AM, preferably earlier!

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. All rights Reserved- Rhode Island College. All recorded material is the property of Rhode Island College.

The response date for the quotation will be established by Rhode Island State Purchasing.

Event	Contact
Undergraduate Commencement	Patricia Nolin
Graduate Commencement	Patricia Nolin

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 302
600 Mt. Pleasant Ave.
Rhode Island College
Providence, RI 02908
(401) 456-9854
pnolin@ric.edu

all questions regarding this Bid must be addressed to the State Purchasing Buyer @ doa.purquestions3@purchasing.ri.gov no later than 3/1/16 @ 4:00 pm (ET)

The successful contractor for the tele video production will provide cameras, any necessary production equipment and personnel coverage for Rhode Island College 2016 Graduate and Undergraduate Commencement Ceremonies Exercises on May 14, 2016 starting at 9:00 AM. There must be no obstructed views of the platform. The Undergraduate Ceremony is expected to attract a live audience of approximately 9000 people. The Graduate Ceremony is expected to attract a live audience of approximately 2500 people.

The following is a list of all requirements for ceremonies:

Saturday, May 14, 2016
Undergraduate Ceremony (9:00 AM):

On Saturday May 14, 2016, the Undergraduate Commencement will take place at the Dunkin' Donuts Center. A crew will be needed to set up, test and then operate the cameras and video production during Commencement activities. A diagram of the layout is shown in Diagram #1. (See page 6)

Event begins at 9:00 AM, Please refer to diagram #1 for layout of cameras and production setup, and personnel must be in place by 7:00 AM.

The components expected to be involved would be multiple cameras and a production setup capable of providing multiple feeds for streaming and on site display. 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

The contractor will provide skilled equipment operators at all designated locations during the times specified.

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 tele video producer must be in place for the ceremony and must precisely follow a script which will be provided.

Saturday, May 14, 2016
Graduate Ceremony (2:30 PM):

On, May 14, 2016, the Graduate Commencement will take place at the Dunkin' Donuts Center at 2:30 PM. A crew will be needed to set up, test and then operate the cameras and video production during Commencement activities. A diagram of the layout is shown in Diagram #1. (See page 6)

The components expected to be involved would be multiple cameras and a production setup capable of providing multiple feeds for streaming and on site display. 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

The contractor will provide skilled equipment operators at all designated locations during the times specified.

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 tele video producer must be in place for the ceremony and must precisely follow a script which will be provided.

Live Video Streaming

Rhode Island College requires a feed from the production location to a location in the Dunkin' Donuts Center for the viewing of streamed video at multiple locations in the Dunkin' Donuts Center and on the college web site.

In addition to the live streaming requirement, the College desires an on-demand streaming service. The contractor will send the feed from the production location 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 up to 1 month after the event. The stream service will provide streams capable of supporting both desktop and mobile devices. The quality of the streams will be 720p (1280x720) or greater with a minimum bit rate of 1500-3000kbps and 25FPS. The streams also need unlimited views for the 1 month that the streams are available.

The Undergraduate Commencement ceremonies are planned to take place starting at 9:00 am on Saturday, May 14, 2016 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 inside the Dunkin' Donuts Center to provide a better view of the event. This signal will also be broadcast over the college web site via a streaming service.

The Graduate Commencement ceremonies are planned to take place starting at 2:30 PM on May 14, 2016, a live video feed from a multi-camera switcher (including audio from the main sound board) will be the content of the stream.

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

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. 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 21 days of the ceremony with a college representative and a representative from the Dunkin' Donuts Center prior to the actual event for the purposes of identifying and checking on active network ports and sources of power.

Tele production

Four broadcast quality video cameras on tripods with experienced operators are needed to document the activities on the ceremonial platform at the Graduate Commencement on May 14, 2016, along with a director for the shoot.

Four broadcast quality video cameras on tripods with experienced operators are needed to document the activities on the ceremonial platform at the Undergraduate Commencement on May 14, 2016, along with a director for the shoot.

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.

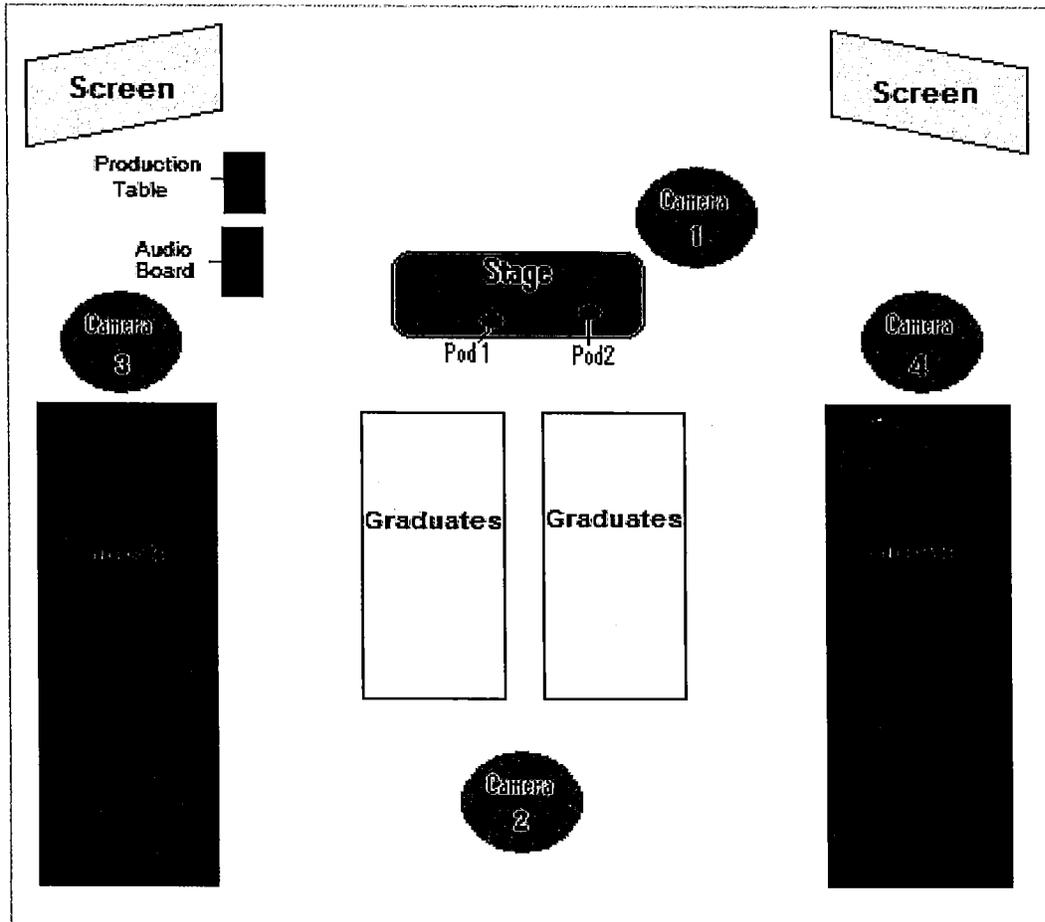
A camera operator, provided with two-way intercoms for communication, will need to be assigned to each camera. A producer experienced with live event video production will coordinate the crew activities and will be available for at least two pre-production meetings on-site. A director will provide direction 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. A graphics technician will operate a character generator and/or other visual systems to provide on-screen text and graphics. All graphics will be provide 5 days prior to event and will need to be approved by a member of the commencement committee. 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). It is essential all cameras be free from vibration due to the possible need to operate in telephoto range.

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 Dunkin' Donuts Center for display and streaming.

Diagrams

Diagram #1 Commencement layout



Contract Terms and Conditions

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Terms and Conditions

BID STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS BID

RIVIP INFO - BID SUBMISSION REQUIREMENTS

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**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 Administration
- 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.

DELIVERY PER AGENCY

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.

INSPECTION REQUIREMENTS

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.

INSURANCE REQUIREMENTS

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.

NOTE: IF THIS BID COVERS CONSTRUCTION, SCHOOL BUSING, HAZARDOUS WASTE, OR VESSEL OPERATION, APPLICABLE COVERAGES FROM THE FOLLOWING LIST MUST ALSO BE SUBMITTED TO THE DIVISION OF PURCHASES PRIOR TO AWARD: * PROFESSIONAL LIABILITY INSURANCE (AKA ERRORS & OMISSIONS) - \$1 MILLION OR 5% OF ESTIMATED PROJECT COST, WHICHEVER IS GREATER. * BUILDER'S RISK INSURANCE - COVERAGE EQUAL TO FACE AMOUNT OF CONTRACT FOR CONSTRUCTION. * SCHOOL BUSING - AUTO LIABILITY COVERAGE IN THE AMOUNT OF \$5 MILLION. * ENVIRONMENTAL IMPAIRMENT (AKA POLLUTION CONTROL) - \$1 MILLION OR 5% OF FACE AMOUNT OF CONTRACT, WHICHEVER IS GREATER. * VESSEL OPERATION - (MARINE OR AIRCRAFT) - PROTECTION & INDEMNITY COVERAGE REQUIRED IN THE AMOUNT OF \$1 MILLION.

LICENSE REQUIREMENTS

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.

PURCHASE AGREEMENT BID

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 ordering 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.

Mailing Address for Bid Proposals issued by the State of Rhode Island, Division of Purchases:

All Bid Proposals must be submitted to the following address:

State of Rhode Island
Department of Administration
Division of Purchases, 2nd Floor
One Capitol Hill
Providence, RI 02908