



Request for Quote

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

CREATION DATE : 07-MAR-16
BID NUMBER: 7550247,1
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

Amendment Description: ADDITIONAL INFORMATION per ADDENDUM 1. (SEE ATTACHED).

Line	Description	Quantity	Unit	Unit Price	Total
1	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. RIC COMMENCEMENT VIDEO PRODUCTION, RECORDING AND LIVE STREAMING FOR MAY 14, 2016. RIC COMMENCEMENT WILL BE HELD AT THE DUNKIN DONUTS CENTER, PROVIDENCE, RI. UNDERGRADUATE GRADUATION ON MAY 14, 2016 AT 9:00 AM AND GRADUATE GRADUATION AT 2:30: PER ATTACHED SPECIFICATIONS	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

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

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 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



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

3/8/2016

Solicitation #7550247

Title: Rhode Island College Video Production, Recording and Live Streaming for May 14, 2016.

Submission Deadline: March 21, 2016 @ 10:00 AM (ET)

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

- Non-Mandatory Site Visit
- Question Period Extension
- Added Allowance
- Pre-Bid Attendance Sheet

(See Attached)

Prospective bidders and all concerned are hereby advised of the attached changes/modifications for the above referenced RFQ and are hereby requested to change their copies accordingly.

Bidders must include a signed copy of this addendum with their proposals submission as acknowledgement.

Company Name (print)

Signature of Authorized Representative

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

**Gary P. Mosca
Senior Buyer**



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

Notice to Vendors:

A Non-Mandatory Site Visit is scheduled for **March 10, 2016 at 10:00 AM** at the following location:

**Dunkin Donuts Center Main Lobby
One LaSalle Square
Providence, RI 02903**

Although Non-Mandatory it is highly suggested all interested bidders attend. This will be the only opportunity to view the event location.

Note: Question period has been extended:

From: March 9, 2016 @ 4:00 PM
To: March 11, 2016 @4:00 PM

QUESTIONS about this solicitation with the must be emailed and received by the Division of Purchases at doa.purquestions3@purchasing.ri.gov no later than Friday, March 11, 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

Proposal Pricing:

Due to the Providence Bruins playoff schedule at the Dunkin Donuts Center an exact date for Vendor Set-Up cannot be determined. For this reason Vendors may be required to perform a Late Set-Up with limited notice. In order to accurately evaluate Bid Proposals the Division of Purchasing is adding an Allowance for Late Set-Up.

Allowances

The Base Bid Price **includes** the costs for the following Allowances:

No. 1: Addition cost for Late Set-Up for services with limited notice. \$3,500.00

Total Allowance: \$ 3,500.00

The Bidder must submit a Base Bid Price to perform all of the work specified in the solicitation, including any allowances and addenda.



State of Rhode Island
 Division of Purchases
 One Capitol Hill
 Providence, RI 02908

"NON-MANDATORY" PRE-BID CONFERENCE SIGN IN SHEET

BID NUMBER: 7550247
BID TITLE: RIC Commencement Video Production Recording and Live Streaming
PRE-BID DATE AND TIME: 3/7/2016 @ 9:00 AM

Purchasing Representative: Gary P. Mosca
Pre-bid START TIME: 9:00 AM
Pre-bid END TIME: 9:35 AM

COMPANY NAME	COMPANY REPRESENTATIVE	ADDRESS	CONTACT E-MAIL	CONTACT PHONE NUMBER	CONTACT FAX NUMBER	PROPOSAL SUBMITTED (For Purchasing Use Only)
1 State Of Rhode Island	Gary P. Mosca	One Capitol Hill, Providence, RI 02908	gary.mosca@purchasing.ri.gov	401-574-8124	401-574-8387	
2 video prod. svcs	CAROL WANE	1544 US ROUTE 202 N. MONMOUTH ME	Carol@videops.com	207-712-9700	207-512-1015	
3 Rhode Island College	Patricia - Nolin	600 Mt Pleasant Ave. Providence, RI	pnolin@ric.edu	401-456-9854		
4						
5 RIC	Jessica Chisholm	1000 T. Beaman Ave Providence, RI 02908	Jessica.Chisholm@ric.edu	401-456-8047		
6 PMA THOU'S THINGS	Barry MARTIN	1000 T. Beaman Ave Providence, RI	Barry@pmaarcom.com	401-456-8221		
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