

BID SOLICITATION



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

BID NUMBER: B06136
TITLE: COMMENCEMENT VIDEO
BID OPENING DATE AND TIME:
04/04/2006 11:00 AM

BUYER: LISA HILL
 PHONE #: (401) 222 - 2142 ext. 116

B UNIVERSITY OF RHODE ISLAND
I URI ACCOUNTS PAYABLE
L 103 ALBERT CARLOTTI BLDG
L KINGSTON RI 02881
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Requisition Number(s): R86A069041

Item	Class-Item	Quantity	Unit	Unit Price	Total
	<p>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.</p>				

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.

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	<p>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:</p> <ul style="list-style-type: none"> * 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. <p>OFFERORS MUST PROVIDE EVIDENCE OF LICENSURE AS A TELECOMMUNICATIONS SYSTEM CONTRACTOR, IN COMPLIANCE WITH TITLE 5 CHAPTER 70 (RIGL), WITH THEIR OFFERS.</p>				

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Item	Class-Item	Quantity	Unit	Unit Price	Total
1.0	915-00 TO PROVIDE A FULL BROADCAST QUALITY TELEPRODUCTION CREW AND RELATED EQUIPMENT FOR LIVE COVERAGE OF THE MAIN CEREMONY OF THE URI COMMENCEMENT EXERCISE ON SUNDAY, MAY 21, 2006. IN ADDITION TO MAKING A HIGH GRADE DIGITAL VIDEO RECORDING OF THE EVENT, THE SIGNAL WILL BE DISTRIBUTED TO PROVIDE LIVE FEEDS TO A STREAMING ENCODER, TWO VIDEO CONFERENCING SYSTEMS, A FIBER OPTIC TRANSMITTER AND AN AUDIO ONLY FEED FOR THE CAMPUS RADIO STATION (WRIU)	1.00	TOTAL		
2.0	915-00 ALTERNATE: TO PROVIDE VIDEO RECORDING AT THE INDIVIDUAL COLLEGE MINI COMMENCEMENTS AS WELL AS THE ROTC COMMISSIONING CEREMONY ON SUNDAY, MAY 21, 2006. NINE EVENTS ARE INVOLVED IN VARIOUS LOCATIONS AROUND THE CAMPUS WITH TWO HAPPENING BEFORE THE MAIN CEREMONY AND SEVEN AFTERWARD. SOME EVENTS ARE INDOORS WHILE OTHERS ARE OUTDOORS WITH INTERIOR RAIN SITES READY IF NEEDED. A MINIMAL POST PRODUCTION ELEMENT WILL BE INVOLVED SO THAT EACH RECORDING WILL HAVE A TITLE SEQUENCE ADDED. CONTACT PERSON: TIM TIERNEY (401) 874-4273 EMAIL: TIMT@URI.EDU	1.00	TOTAL		

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Item	Class-Item	Quantity	Unit	Unit Price	Total
	INVOICE BILLING ADDRESS: URI, OFFICE OF THE PRESIDENT GREEN HALL 35 CAMPUS AVENUE KINGSTON, RI 02881 URI, IITS / ITMS DEPARTMENT 217 CHAFEE KINGSTON, RI 02881				
				TOTAL:	

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Item #1

Requirements for the recording and transmitting of live multi-camera video for the May 21, 2006 University of Rhode Island Undergraduate Commencement

The overall goal of this project is to create a live television program before and during the URI graduation exercise. Some type of enclosure will be needed to house the production equipment and crew, presumably a teleproduction truck. The contractor will need to provide a full mobile unit or equivalent with six video cameras on tripods with long cable runs back to a video production switcher to allow for switching among camera feeds during the event. A camera operator will need to be assigned to each camera with two-way intercoms for communication. One camera will need to be mounted on a 18' Jib boom and be operated by a skilled jib-camera videographer. A producer familiar with live events will coordinate the production and be available for a reasonable amount of pre-production meetings. A director will lead the crew by selecting camera shots and by following the show rundown to instruct the live crew. A technical director will be needed to operate the switching equipment and video effects to also provide instructions as to technical quality to the camera crew. A technical manager should coordinate the tech needs and have crew and equipment safety in mind. An audio technician will operate an audio mixer to control sound from prerecorded and live sources to ensure consistent levels. A graphics technician will operate a character generator and/or other visual systems to provide on-screen text and graphics. A video engineer will monitor signal quality and make adjustments as necessary to maintain signal standards and to cue and calibrate video tape playback. A floor director will be needed to cue talent at the stage set. Two field producers or floor directors will be needed for the project, one to operate from within the teleproduction truck and the other to direct activity at the stage set used for interviewing. These producers will coordinate all production activities of this team according to a script and shooting plan created through collaboration with the URI Commencement Committee.

Two wireless microphones will be needed for this production, one for the program host at the stage set and another for the roving reporter for man-on-the-street interviews. Each of these talent will also need IFB's (interruptable feedback). Three lavalier microphones will be needed for the program guests. A rectangular canopy (30' X 20') will be needed to create the stage set. A sufficient amount of Bobanet (gray or blue) will be needed on the back side of the canopy to reduce glare during the interviews. HMI lighting will be needed under the canopy along with two 1K's. A character generator with the capacity for full screen graphics will also be required as well as a two channel DVE (digital video effects). The intercom must be a two channel PL (party line). This contractor will also need to provide three video monitors for use by the talent, two at the stage set and one for use by the roving reporter. And, since camera and audio cables

must cross a road, timbers will be needed to create a cable trough. At least one Camera platform should be used so camera shots will not be blocked by the audience

The commencement exercises are on a very large scale and involve numerous contractors and various university entities and will require careful integration by the video production team to ensure a cooperative and positive approach to this important and complex event.

A separate contractor will be providing for public address during the event and as a part of that contract will also provide for line-level stereo audio feed for use by the video production team. This project will therefore include 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 ceremony takes place outdoors on the University quadrangle starting at noon. In the event of inclement weather the event will move indoors by relocating all activity to the Ryan Center. If the Rain Plan goes into effect the production would move indoors and activities would need to be coordinated with the management of the Ryan Center. Reasonable time will be given for the crew to make the change.

In addition to making a digital video recording of the commencement ceremonies (not including any mini-commencement) this contractor will play an important role in a coordinated team effort to stream the event. 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 transmitted. Audio and video cables of sufficient length need to be provided so that the signals can reach other critical equipment to be located within the Davis Building (adjacent to the ceremonial platform). Audio / video distribution amplifiers will be needed to relay the signal to five separate destinations within the building; a streaming server, a fiber optic transmitter, two videoconferencing systems and sound link-up for the University radio station (WRIU). The devices to be used at these destinations are all covered by separate contracts or other arrangements. The streaming server will be used to send the signal to six viewing sites around the campus using the campus data network. The fiber optic transmitter will be used to send the signal upstream to the Rhode Island Statewide Cable TV Interconnect via Cox Cable in Lincoln. RIPBS (Channel 36 WSBE) will tap this feed and will transmit live. The University will use two of it's own Polycom FX videoconferencing systems to provide links to OSHEAN and The Internet 2 Video Commons for simultaneous webcasting (and archiving). A telephone tie-in will be used by WRIU to relay the audio only feed back to their studio for live transmission.

The successful contractor will bring the necessary expertise, experience, and

ability to the situation. Substantial professional experience will be required to solve the technical challenges of creating a high quality audio/video signal for recording, streaming, webcasting, cablecasting and broadcasting.

Item #2

Requirements for the video recording of Mini-site Commencements at The University of Rhode Island on Sunday May 21, 2006

On Sunday May 21, 2006 The University of Rhode Island will engage a contractor for the purpose of making video recordings of individual college commencement ceremonies on the Kingston Campus. A separate contract will cover the recording of the main ceremony held on the quadrangle. After the main ceremony has finished most of the individual colleges hold their mini commencements at various locations around the campus. Two exceptions to this are the ROTC Commissioning Ceremony and The Allen Shawn Feinstien College Of Continuing Education which both hold their ceremonies in the morning prior to the main ceremony. Most of the mini-sites are indoors although two colleges prefer an outdoor location whenever weather permits. Any mini-commencement held outdoors also has a rain site ready if needed. Each of these ceremonies will need an experienced videographer and related equipment to make a high grade digital video recording of the event. Except for The College of Arts and Sciences, each ceremony will be recorded in a single camera style. The site used by Arts and Sciences is the same site that will have been used for the main ceremony. Since this site will already have equipment set-up and in place, this event may use two or even three cameras connected through a production switcher.

Some of the colleges may wish to have a video cable connected between the camera and the video projector already in place from the main ceremony video stream. These recordings should tap into the public address system being used at these locations. Each site is unique and the videographers will need to work closely with other event staff to ensure a smooth integration with other members of the support team. In particular, the location of the videographer must be coordinated for a clear view of the action without inhibiting the procession of graduates.

Each recording will also require post-production. A short title sequence will need to be added to the field recording so that a master tape will be available for duplication purposes.

College	Location	Rain site
Arts and Sciences	Main Quadrangle	
Business	Mackal Field House	
Continuing Education	Roosevelt Hall lawn	The Great Room
Engineering	Will Theater	
Environment and life Sciences	Formal Gardens	tent behind greenhouses
Human Sciences and Services	Keaney Gymnasium	
Nursing	Recital Hall	
Pharmacy	Edwards Auditorium	
ROTC Commissioning Ceremony	Keaney Plaza	Ryan Center