



COMMUNITY COLLEGE
OF RHODE ISLAND

Purchasing Office

BID/PROPOSAL

PUBLIC BID NO. **BB003470**

COMMODITY: **AUDIO/VIDEO SERVICES FOR CCRI COMMENCEMENT 2016**

DATE & TIME BID TO BE RECEIVED IN CCRI PURCHASING OFFICE:
MARCH 25, 2016 AT 11:00AM. THIS IS A SEALED BID. SUBMIT IN A SEALED ENVELOPE WITH THE SPECIFIC BID/RFP NUMBER, DATE & TIME OF BID CLOSING NOTED ON THE ENVELOPE. MAIL OR DELIVER TO PURCHASING OFFICE, COMMUNITY COLLEGE OF RI, 400 EAST AVE, WARWICK, RI 02886.

QUESTIONS MAY BE EMAILED TO THE PURCHASING OFFICE AT PURCHASING@CCRI.EDU NO LATER THAN FRIDAY, MARCH 18, 2016 BY 10:00AM OR CONTACT MS. LINDA RICHARD, DIRECTOR OF ACADEMIC SUPPORT, AT 401-333-7164. SITE VISIT MAY BE SCHEDULED WITH MR. KEN MCCABE, ACTING DIRECTOR OF ADMINISTRATION, AT 401-825-2111.

PRE-BID CONFERENCE: NO

SURETY: NOT REQUIRED: ☒ REQUIRED: ☐

PLEASE COMPLETE THE ATTACHED W-9 AND SUBMIT WITH THIS COVER SHEET AND ATTACHED BID.

CCRI VENDOR ID: _____ FEIN: _____

COMPANY NAME: _____

STREET AND NUMBER: _____

CITY, STATE & ZIP CODE: _____

ORDERING E-MAIL ADDRESS: _____

No offer will be considered that is not accompanied by the attached three-page Bidder Certification Form/Contract Offer completed and signed by the offeror.

Print Name and Title

Telephone Number/E-Mail Address

Signature

Date

Community College of Rhode Island Bidder Certification Form/Contract Offer

NOTICE TO OFFERORS

This two-page Community College of Rhode Island (CCRI) Bidder Certification Form/Contract Offer **must** be attached to the front of the offer and shall be considered an integral part of each offer made by a vendor to enter into a contract with CCRI. As such, submittal of the entire Community College of Rhode Island Bidder Certification Form/Contract Offer, signed by a duly authorized representative of the offeror attesting to the accuracy of the information provided and the offer extended, is a mandatory part of any contract award. Offers received without the entire completed two-page form attached may result in offer disqualification.

Other Provisions and Procedures

To assure maximum access opportunities for users, public bid/RFP notices shall be posted on the Rhode Island Division of Purchases Website (www.purchasing.ri.gov/) for a minimum of seven days and no amendments shall be made within the last five days before the date an offer is due.

Offers are irrevocable for sixty (60) days from the opening date (or such other extended period set forth in the solicitation), and may not be withdrawn, except with the express permission of the College Purchasing Agent. All pricing will be considered to be firm and fixed unless otherwise indicated. All offers must define delivery dates for all items; if no delivery date is specified, it is assumed that immediate delivery from stock will be made. After an award has been made, failure to meet all requirements of this invitation may result in a determination of default. Payments for partial delivery will not be made, except where expressly provided herein.

Unless specified "no substitute," product offerings equivalent in quality and performance will be considered (at the sole option of the College) on the condition that the offer is accompanied by detailed product specifications.

The College reserves the right to (a) make awards on the basis that best serves the interest of CCRI, individual items, total low, etc., and (b) reject any and all bids in whole or in part. Prices quoted are N30, FOB DESTINATION, less federal/state tax.

VENDOR AUTHORIZATION TO PROCEED. When a purchase order or change order is issued by the Community College of Rhode Island, no claim for payment for services rendered or goods delivered contrary to or in excess of the contract terms and scope shall be considered valid unless the vendor has obtained a written change order issued by the Community College of Rhode Island PRIOR TO delivery.

Any offer, whether in response to a solicitation for proposals or bids, or made without a solicitation, which is accepted in the form of a purchase order made in writing by the Purchasing Agent, or a state official with purchasing authority delegated by the Purchasing Agent, shall be considered a binding contract.

Where bid surety is required, bidder must furnish a bid bond or certified check for 5% of the bid total with the bid, or for such other amount as may be specified. Where indicated, successful bidder must furnish a 100% performance bond and labor and payment bond for contracts subject to Title 37 Chapters 12 and 13 of the Rhode Island General Laws. All bonds must be furnished by a surety company authorized to conduct business in the State of Rhode Island.

This solicitation and any contract or purchase order arising from it is issued in accordance with the specific requirements described herein, and the State's Purchasing Laws and Regulations and other applicable State Laws, including the Board of Governors for Higher Education General Terms and Conditions of Purchase. The regulations, General Terms and Conditions are incorporated into all Community College of Rhode Island contracts and can be viewed at www.ribghe.org/procurementregs113006.pdf.

Offerors are advised that all materials submitted to the College for consideration in response to this solicitation will be considered without exception to be Public Records pursuant to Title 38 Chapter 2 of the Rhode Island General Laws, and will be released for inspection upon written request once an award has been made. Bidders are encouraged to attend Public Bid Openings to obtain competitive pricing information. Bid tabulations may be reviewed after award(s) have been made at the Community College of Rhode Island Purchasing Office Mondays through Fridays between the hours of 9:00 a.m. and 3:30 p.m. – telephone requests for bid results will not be honored.

Provisions of State labor laws concerning payment of prevailing wage rates, issued by the R.I. Department of Labor and Training, shall apply for contracts involving public works construction, alteration, or building repair work.

In accordance with Title 7 Chapter 1.1-99 of the Rhode Island General Laws, foreign corporations (a corporation established other than in Rhode Island) must be qualified to transact business in this state.

State Equal Employment Opportunity Compliance certificate and agreement procedures will apply to all awards for supplies or services valued at \$10,000 and more. Minority Business Enterprise policies and procedures, including subcontracting opportunities as described in Title 37 Chapter 14.1 of the Rhode Island General Laws, also apply. For further information, contact the State MBE Administrator at (401) 574-8253 or charles.newton@doa.ri.gov, visit the website <http://www.mbe.ri.gov/>.

ALL CONTRACT AWARDS ARE SUBJECT TO THE FOLLOWING DISCLOSURES & CERTIFICATIONS

Offerors must respond to every disclosure statement. A person authorized to enter into contracts must sign the offer and attest to the accuracy of all statements. Incomplete certification forms are grounds for disqualification of offer.

Indicate Yes (Y) or No (N):

- ____ 1 Has your firm (or any principal) been subject to the following findings by the Federal Government, State of Rhode Island or any other jurisdiction? Suspension, Debarment, Indictment, Criminal Conviction. CIRCLE APPROPRIATE ITEM (S).
- ____ 2 Has your firm (or any principal) been fined more than \$5000 for a single violation by the Rhode Island Department of Environmental Management for violation of Rhode Island Wetlands law?
- ____ 3 I/we certify that I/we will immediately disclose, in writing, to the College Purchasing Agent any potential conflict of interest which may occur during the course of the engagement authorized pursuant to this contract.
- ____ 4 I/we acknowledge that, in accordance with (1) RIGL Section 37-2-54(C) “no purchase or contract shall be binding on the state or any agency thereof unless approved by the Department [of Administration] or made under general regulations which the Chief Purchasing Officer may prescribe,” and (2) RIGL section 37-2-7(16) which identifies the Board of Governors for Higher Education as a public agency and gives binding contractual authority to the College Purchasing Agent.
- ____ 5 I/we certify that all of the vendor information provided is correct and complete.
- ____ 6 I/we certify that I or my firm possesses all licenses required by Federal and State law and regulation as they pertain to the requirements of the solicitation and offer made herein and shall maintain such required license(s) during the entire course of the contract resulting from the offer contained herein and, should my/our license lapse or be suspended, I/we shall immediately inform the Community College of Rhode Island Purchasing Agent in writing of such circumstance.
- ____ 7 I/we certify that I/we will maintain required insurance during the entire course of the contract resulting from the offer contained herein and, should my/our insurance lapse or be suspended, I/we shall immediately inform the Community College of Rhode Island Purchasing Agent in writing of such circumstance.
- ____ 8 I/we certify that I/we understand that falsification of any information herein or failure to notify the Community College of Rhode Island Purchasing Agent as certified herein may be grounds for suspension, debarment and/or prosecution for perjury.
- ____ 9 I/we acknowledge that the provisions and procedures set forth in this form apply to any offer contained herein.

IF YOU HAVE ANSWERED “YES” TO QUESTIONS #1 or 2 OR IF YOU ARE UNABLE TO CERTIFY YES TO QUESTIONS #3 – 9 OF THE FOREGOING, PROVIDE DETAILS/EXPLANATION BELOW AND/OR IN AN ATTACHED STATEMENT.

Signature below commits vendor to the attached offer and certifies (1) that the offer reflects all solicitation amendments (2) that the above statements and information are accurate (3) that vendor understands and has complied with the requirements set forth herein

Vendor's

Signature: _____ Bid Number: _____ Date: _____
(Person authorized to enter into contracts; signature must be in ink) (If applicable)

Print Name and Title of Company official signing offer

Telephone Number

State of Rhode Island
**PAYER'S REQUEST FOR TAXPAYER
 IDENTIFICATION NUMBER AND CERTIFICATION**

THE IRS REQUIRES THAT YOU FURNISH YOUR TAXPAYER IDENTIFICATION NUMBER TO US. FAILURE TO PROVIDE THIS INFORMATION CAN RESULT IN A \$50 PENALTY BY THE IRS. IF YOU ARE AN INDIVIDUAL, PLEASE PROVIDE US WITH YOUR SOCIAL SECURITY NUMBER (SSN) IN THE SPACE INDICATED BELOW. IF YOU ARE A COMPANY OR A CORPORATION, PLEASE PROVIDE US WITH YOUR EMPLOYER IDENTIFICATION NUMBER (EIN) WHERE INDICATED.

Taxpayer Identification Number (T.I.N.)

Enter your taxpayer identification number in the appropriate box. For most individuals, this is your social security number.

Social Security No. (SSN)

--	--	--

Employer ID No. (EIN)

--	--

NAME**ADDRESS****(REMITTANCE ADDRESS, IF DIFFERENT)****CITY, STATE AND ZIP CODE****CERTIFICATION:** Under penalties of perjury, I certify that:

- (1) The number shown on this form is my correct Taxpayer Identification Number (or I am waiting for a number to be issued to me), **and**
- (2) I am not subject to backup withholding either because: (A) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (B) the IRS has notified me that I am no longer subject to backup withholding.

Certification Instructions -- You must cross out item (2) above if you have been notified by IRS that you are subject to backup withholding because of under-reporting interest or dividends on your tax return. However, if after being notified by IRS that you were subject to backup withholding you received another notification from IRS that you are no longer subject to backup withholding, do not cross out item (2).

PLEASE SIGN HERE

SIGNATURE _____ TITLE _____ DATE _____ TEL NO. _____

BUSINESS DESIGNATION:

Please Check One: Individual ☐ Medical Services Corporation ☐ Government/Nonprofit Corporation ☐
 Partnership ☐ Corporation ☐ Trust/Estate ☐ Legal Services Corporation ☐

NAME: Be sure to enter your full and correct name as listed in the IRS file for you or your business.

ADDRESS, CITY, STATE, AND ZIP CODE: Enter your primary business address and remittance address if different from your primary address). If you operate a business at more than one location, adhere to the following:

- 1) Same T.I.N. with more than one location -- attach a list of location addresses with remittance address for each location and indicate to which location the year-end tax information return should be mailed.
- 2) Different T.I.N. for each different location -- submit a completed W-9 form for each T.I.N. and location. (One year-end tax information return will be reported for each T.I.N. and remittance address.)

CERTIFICATION -- Sign the certification; enter your title, date, and your telephone number (including area code and extension).**BUSINESS TYPE CHECK-OFF** -- Check the appropriate box for the type of business ownership.**Mail to:** Community College of RI, Purchasing Office, 400 East Avenue, Warwick RI 02886 or Fax to (401) 825-2328**Please provide:****E-Mail address for Bid Solicitation:** _____ **Fax:** _____**E-Mail address for PO processing:** _____ **Fax:** _____

BID SOLICITATION

BID NO. **B0003470**



Community College of Rhode Island

400 East Ave
Warwick RI 02886

Date: 03/10/16

Vendor Info:

Name:

Address:

Phone:

Fax:

Contact Person:

Email:

CONDITIONS OF OFFER:

1. In accordance with Chapter 37-2-54(3) of the Rhode Island General Laws "No purchase or contract shall be binding on the State or any agency thereof unless approved by the Department of Administration or made under general regulations which the Chief Purchasing Officer may prescribe" including change orders and other type of contracts.

"Any alleged oral agreement or arrangements made by a bidder or contractor with any agency or an employee of the Office of Purchases may be disregarded and shall not be binding on the State".

2. I/we certify that I or my firm possesses all licenses and certification required by Federal and State Law and regulation as they pertain to the requirements of this solicitation.

3. I/we certify that I/we will maintain required insurance during the entire course of the contract resulting from this solicitation.

4. Offers must be signed and dated by a person authorized to enter into contracts on behalf of vendor. Signature commits vendor to the terms and prices specified on this contract for a period of 30 calendar days from the bid opening date.

Requisition: R0046157

Ship To: Community College of RI
400 East Ave
Warwick RI 02886

Item	Quantity	UOM	Description	Unit Price	Total
			<p>CLOSING DATE & TIME: MARCH 25, 2016 AT 11:00AM</p> <p>.</p> <p>RULES FOR SUBMITTING OFFERS:</p> <p>.</p> <p>*****IMPORTANT*****</p> <p>BID RESPONSE MUST BE SUBMITTED USING CCRI BID FORM. ANY OTHER FORM SUBMITTED WILL BE CONSIDERED NON-RESPONSIVE AND WILL BE DISQUALIFIED.</p> <p>.</p> <p>VENDOR NAME MUST APPEAR ON ALL PAGES.</p> <p>.</p> <p>IF BIDDING ON ANY ITEM, THE ENTIRE BID MUST BE RETURNED.</p> <p>.</p> <p>A COMPLETE, SIGNED BID/OFFER PACKAGE, INCLUDING A COMPLETED TWO-PAGE COMMUNITY COLLEGE OF RI BIDDER CERTIFICATION FORM/CONTRACT OFFER MUST BE SUBMITTED WITH THE SPECIFIC BID/RFP NUMBER, DATE, AND TIME OF BID CLOSING NOTED ON THE ENVELOPE.</p> <p>.</p> <p>MAIL TO:</p>		
					CONTINUED

NOTE TO VENDOR: The College is a tax-exempt public educational institution.

**THIS IS A SOLICITATION FOR BID
NOT A PURCHASE ORDER.
DO NOT SHIP ANY PRODUCT
BASED ON THIS DOCUMENT.**

Vendor Signature

Date

Not valid unless signed by authorized agent of vendor

BID SOLICITATION

BID NO.

B0003470



Community College of Rhode Island

400 East Ave
Warwick RI 02886

Date: 03/10/16

Vendor Info:

Name:

Address:

Phone:

Fax:

Contact Person:

Email:

Ship To: Community College of RI
400 East Ave
Warwick RI 02886

CONDITIONS OF OFFER:

1. In accordance with Chapter 37-2-54(3) of the Rhode Island General Laws "No purchase or contract shall be binding on the State or any agency thereof unless approved by the Department of Administration or made under general regulations which the Chief Purchasing Officer may prescribe" including change orders and other type of contracts.

"Any alleged oral agreement or arrangements made by a bidder or contractor with any agency or an employee of the Office of Purchases may be disregarded and shall not be binding on the State".

2. I/we certify that I or my firm possesses all licenses and certification required by Federal and State Law and regulation as they pertain to the requirements of this solicitation.

3. I/we certify that I/we will maintain required insurance during the entire course of the contract resulting from this solicitation.

4. Offers must be signed and dated by a person authorized to enter into contracts on behalf of vendor. Signature commits vendor to the terms and prices specified on this contract for a period of 30 calendar days from the bid opening date.

Requisition:

R0046157

Item	Quantity	UOM	Description	Unit Price	Total
1			<p>(Continued...)</p> <p>PURCHASING OFFICE COMMUNITY COLLEGE OF RI 400 EAST AVENUE WARWICK, RI 02886 *****</p> <p>. BIDS MISDIRECTED TO OTHER LOCATIONS OR WHICH ARE NOT PRESENT AT THE COMMUNITY COLLEGE OF RHODE ISLAND PURCHASING OFFICE AT THE TIME OF CLOSING FOR WHATEVER CAUSE WILL BE CONSIDERED TO BE LATE AND WILL NOT BE OPENED. FOR THE PUR- POSE OF THIS REQUIREMENT, THE OFFICIAL TIME AND DATE SHALL BE THAT OF THE TIME CLOCK IN THE PURCHASING OFFICE OF COMMUNITY COLLEGE OF RI. POSTMARKS SHALL NOT BE CONSIDERED PROOF OF TIMELY SUBMISSION.</p> <p>. FAILURE TO COMPLETE FORM AS INSTRUCTED MAY BE GROUNDS FOR "DISQUALIFICATION".</p> <p>.</p>		
					CONTINUED

NOTE TO VENDOR: The College is a tax-exempt public educational institution.

**THIS IS A SOLICITATION FOR BID
NOT A PURCHASE ORDER.
DO NOT SHIP ANY PRODUCT
BASED ON THIS DOCUMENT.**

Vendor Signature

Date

Not valid unless signed by authorized agent of vendor

BID SOLICITATION

BID NO.

B0003470**Community College of Rhode Island**400 East Ave
Warwick RI 02886**Date:** 03/10/16**Vendor
Info:****Name:****Address:****Phone:****Fax:****Contact Person:****Email:****CONDITIONS OF OFFER:**

1. In accordance with Chapter 37-2-54(3) of the Rhode Island General Laws "No purchase or contract shall be binding on the State or any agency thereof unless approved by the Department of Administration or made under general regulations which the Chief Purchasing Officer may prescribe" including change orders and other type of contracts.

"Any alleged oral agreement or arrangements made by a bidder or contractor with any agency or an employee of the Office of Purchases may be disregarded and shall not be binding on the State".

2. I/we certify that I or my firm possesses all licenses and certification required by Federal and State Law and regulation as they pertain to the requirements of this solicitation.

3. I/we certify that I/we will maintain required insurance during the entire course of the contract resulting from this solicitation.

4. Offers must be signed and dated by a person authorized to enter into contracts on behalf of vendor. Signature commits vendor to the terms and prices specified on this contract for a period of 30 calendar days from the bid opening date.

Ship To: Community College of RI
400 East Ave
Warwick RI 02886**Requisition: R0046157**

Item	Quantity	UOM	Description	Unit Price	Total
1			(Continued...) EACH BID/OFFER MUST BE SUBMITTED IN A SEPARATE SEALED ENVELOPE. IF ATTACHMENTS ARE REQUIRED, BE SURE THEY ARE INCLUDED IN THE PACKAGE. (E.G., BID SURETIES, SPECIAL LICENSES, SAMPLES, SPEIFICATIONS THAT DIFFER FROM SOLICITATION). . BID PRICE IS NET F.O.B DESTINATION AND SHALL INCLUDE INSIDE DELIVERY AT NO EXTRA COST. . 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 PURCHASING OFFICE PRIOR TO AWARD. THE INSURANCE CERTIFICATE MUST NAME THE COMMUNITY COLLEGE OF RI AS CERTIFICATE HOLDER AND AS AN ADDITIONAL INSURED. FAILURE TO COMPLY WITH THESE PROVISIONS MAY RESULT IN REJECTION OF THE OFFEROR'S BID.		
					CONTINUED

NOTE TO VENDOR: The College is a tax-exempt public educational institution.

**THIS IS A SOLICITATION FOR BID
NOT A PURCHASE ORDER.
DO NOT SHIP ANY PRODUCT
BASED ON THIS DOCUMENT.**

Vendor Signature

Date

Not valid unless signed by authorized agent of vendor

BID SOLICITATION

BID NO.

B0003470**Community College of Rhode Island**400 East Ave
Warwick RI 02886**Date:** 03/10/16**Vendor Info:****Name:****Address:****Phone:****Fax:****Contact Person:****Email:****Ship To:** Community College of RI
400 East Ave
Warwick RI 02886**CONDITIONS OF OFFER:**

1. In accordance with Chapter 37-2-54(3) of the Rhode Island General Laws "No purchase or contract shall be binding on the State or any agency thereof unless approved by the Department of Administration or made under general regulations which the Chief Purchasing Officer may prescribe" including change orders and other type of contracts.

"Any alleged oral agreement or arrangements made by a bidder or contractor with any agency or an employee of the Office of Purchases may be disregarded and shall not be binding on the State".

2. I/we certify that I or my firm possesses all licenses and certification required by Federal and State Law and regulation as they pertain to the requirements of this solicitation.

3. I/we certify that I/we will maintain required insurance during the entire course of the contract resulting from this solicitation.

4. Offers must be signed and dated by a person authorized to enter into contracts on behalf of vendor. Signature commits vendor to the terms and prices specified on this contract for a period of 30 calendar days from the bid opening date.

Requisition:**R0046157**

Item	Quantity	UOM	Description	Unit Price	Total
1			(Continued...) ANNUAL RENEWAL CERTIFICATES MUST BE SUBMITTED TO THE COMMUNITY COLLEGE OF RHODE ISLAND. 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 PURCHASING OFFICE 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. .		
					CONTINUED

NOTE TO VENDOR: The College is a tax-exempt public educational institution.

**THIS IS A SOLICITATION FOR BID
NOT A PURCHASE ORDER.
DO NOT SHIP ANY PRODUCT
BASED ON THIS DOCUMENT.**

Vendor Signature

Date

Not valid unless signed by authorized agent of vendor

BID SOLICITATION

BID NO.

B0003470**Community College of Rhode Island**

400 East Ave
Warwick RI 02886

Date: 03/10/16

Vendor Info:

Name:**Address:****Phone:****Fax:****Contact Person:****Email:**

Ship To: Community College of RI
400 East Ave
Warwick RI 02886

CONDITIONS OF OFFER:

1. In accordance with Chapter 37-2-54(3) of the Rhode Island General Laws "No purchase or contract shall be binding on the State or any agency thereof unless approved by the Department of Administration or made under general regulations which the Chief Purchasing Officer may prescribe" including change orders and other type of contracts.

"Any alleged oral agreement or arrangements made by a bidder or contractor with any agency or an employee of the Office of Purchases may be disregarded and shall not be binding on the State".

2. I/we certify that I or my firm possesses all licenses and certification required by Federal and State Law and regulation as they pertain to the requirements of this solicitation.

3. I/we certify that I/we will maintain required insurance during the entire course of the contract resulting from this solicitation.

4. Offers must be signed and dated by a person authorized to enter into contracts on behalf of vendor. Signature commits vendor to the terms and prices specified on this contract for a period of 30 calendar days from the bid opening date.

Requisition:**R0046157**

Item	Quantity	UOM	Description	Unit Price	Total
1			(Continued...) 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.		
----- 1	1.00	SVC	AV SERVICES FOR COMMENCEMENT MAY 20, 2016:	\$_____	\$_____

NOTE TO VENDOR: The College is a tax-exempt public educational institution.

**THIS IS A SOLICITATION FOR BID
NOT A PURCHASE ORDER.
DO NOT SHIP ANY PRODUCT
BASED ON THIS DOCUMENT.**

Vendor Signature

Date

Not valid unless signed by authorized agent of vendor



2016 Commencement Events

AV/Sound Production, Presentation, Lighting and Streaming Services

SUMMARY OF SERVICES

AV Production and technical services for CCRI Commencement events held in the Vincent A. Cullen Field House at the Knight Campus located in Warwick, Rhode Island.

Vendor will provide specified AV sound and video presentation systems including lighting, theatrical components, captioning and live streaming equipment in addition to a professional installation and setup along with the provision of technical services during Commencement week, May 16-20, 2016.

A. Sound System:

DESCRIPTION

Provide a custom, comprehensive sound system with liberal speaker coverage for the Knight Campus Field House (dimensions: 127.6 feet by 196 feet).

Provide stage fold back speaker monitors (stage size: 864 square feet)

Provide audio feeds to video production switcher and press feeds

Provide microphones at each podium and multiple style microphone-stands

(*for President, dignitaries, guest speakers, announcer, Jazz Ensemble, soloists, pianist, etc.)

Provide wireless lapel microphone for the President and selected dignitaries.

Minimum Requirements:

1. Line-array Powered Speakers:

- A minimum of 2 Line-array speakers with 6 boxes each, flown from the truss
- Speakers should be Tri-amped (3-way operation), with a total capable output of at least 1500 watts, and a horizontal dispersion pattern at least 120 degrees.

2. Stage Fold-back Speaker/Monitors:

- Minimum of 4 full range speakers, flown from the truss, to provide sufficient audio fold-back to efficiently cover full stage.

3. Delay & Fill Speakers:

- Full range speakers on each end of the truss, (minimum of 2) to provide satisfactory side wash coverage for audience members seated at the extreme sides of the stage.
- A minimum of 4 - low profile, full range, center-lip fill speakers to provide coverage for first three rows of seating.
- Delay speakers provided at the discretion of the vendor to provide ample coverage throughout the listening area.

4. **Amplification System:** The system should include sufficient processing and amplification in size and number to provide substantial volume, line array shading, and system zoning as described above.
5. **Microphones:** Podium microphones should include a fully redundant back-up at each location.
6. **Mixer System:** A digital mixing console and snake system, capable of at least 32 channels of input and outputs including 8 Auxiliary, 4 Matrix, and LCR. Each channel of input should include a 4-band parametric equalizer and dynamics processing. Each output should include sufficient frequency control to suppress feedback and zone delay.
7. **Wireless Headsets:** 4 channel/4 Headset HME wireless com system with an additional 6 wired Clear-Com stations to include the following components:
 - 1 – HME Base station BS200
 - 4 – HME Belt packs BP200 with batteries
 - 4 – HME single muff headset HS15
 - 4 – HME spare batteries & 1-HME AC40A battery charger
 - 1 – Clear com MS702 Master station
 - 6 – Wired belt packs, Clear Com 501 or Production Intercom BP1
 - 6 – Single Muff Headsets, Production Intercom SMH210
8. **Hearing Impaired System:** One system with at least 12 Receivers and Inductance “Neck Loops”.

B. AV Media Presentation System:

DESCRIPTION

Provide front projection on dual truss frame screens, with projectors “flown” from the truss according to industry safety standards.

At least two projection screens (as specified below) to be flown on each side of the stage.

Live video feeds of Commencement event including processional/recessional to each projector, CCRI will provide composite video signal from multi-camera switched recording for vendor tie-in to the projectors Projection of CCRI logo, various PowerPoint visuals and DVD presentations

Live video streaming of Commencement ceremony to additional site –Bobby Hackett Theatre, rooms 2510-2560.

*Include 500 mbps video-stream for approximately 250 viewers over the CCRI website.

Equipment to include but not limited to:

1. **Projection:** Two identical LCD or DLP projectors, with a minimum of 10,000 lumens of brightness, and XGA resolution, flown from the truss and with the proper lens throw ratio to fill the screens.
2. **Screens:** Two projection screens, a minimum 10.5’ x 14’, hung in front of the CCRI black drapery as described above and drawn in the attached diagram*.
3. **Switcher and Monitors:** A production switcher with a minimum XGA Main output resolution, a Preview out, and at least 6 channels of input including composite video, component video, and VGA. The switcher should also be capable of storing still images. Preview, Program, and cueing monitors should be included.
4. **Video:** 2 - DVD players, primary and back up, for video playback

5. **Computers:** 2 - Laptops, primary and back up, for Power Point and related digital media
6. **Video Streaming:** Encoder to send audio and video to the alternate viewing site, signal should be at least 500Kbps
7. **Laptop:** capable of receiving the video stream and provide output to the CCRI House System at the alternate viewing site.
8. **DA:** Proper signal distribution amplifier, hum buckers, etc., needed to send a clean and clear signal to each projector and the streaming encoder.
9. **Recorder:** 1 AJA KiPro Recorder to enable capture of the commencement video with closed captions for integration into cable TV broadcast.

C. Lighting & Theatrical System:

DESCRIPTION

Provide professional stage lighting to general stage wash (stage dimensions: 864 sq. ft.) including focus locations (specials).

Provide dimming, control, cables and other hardware required for a comprehensive lighting system for these particular events.

1. 18 ETC Source 4 PAR fixtures (or equal) 575 watt, for a general stage wash
2. 8 ETC Source 4 Ellipsoidal fixtures (or equal) 575 watt, for specials
3. 12 Chauvet Color Batten LED strip lights to up light the back drop and banners
4. 24 Channels of dimming at 2400 watts per channel
5. A 36 Channel DMX Control Console, 2 Scene and Programmable

D. Rigging, Motors, and Truss:

1. Provide an estimated 80' x 12" Box Truss, flown at least 4' off the downstage edge of the stage, to provide support for sound, lighting, and projection. Sufficient number and size chain motors to carry the weight of these elements must also be provided.
2. The Projection Screens will be hung in front of the CCRI back-drop, on each side of the stage.
3. Proper cable picks to reduce swag and to certify safety.
4. The chosen vendor will be required to provide the rigging specifications of all flown equipment and mounting hardware, and prove all equipment meets industry standards with proper integrated fly points, as well as drawings that show exact locations equipment is to be flown.
5. *Additional information may be required at the discretion of CCRI to ascertain adherence to proper industry standards for safely flying specified equipment.

E. Electrical Distribution:

Vendor will coordinate with CCRI for all electrical needs and tie-in. There is a 100 Amp-3 Phase Disconnect located in the Field House Equipment room approximately 250' from the back stage area. *Any additional power requirements may necessitate the need for a vendor-provided generator.

F. General Needs:

- Vendor to provide all cables, hardware, and any additional necessities required to complete the Sound, Lighting, and Projection System. It is the vendor's responsibility to provide a presentable and professional working system.
- Crossing walkways with cables should be avoided wherever possible. In the limited areas where this cannot be avoided, the Vendor is responsible for providing proper cable covers, Yellow Jackets, mats, etc., as needed to safely cover cables.
- CCRI has a motorized scissor lift that will be available to the vendor. However, this lift CAN NOT be driven over the Main Basketball Court in the center of the field house. The vendor is responsible for providing a boom lift or other solution to gain access to rigging points above this floor.

G. Closed Captioning Services:

Vendor provides stenographer, captioning encoder and delivery of captions to presentation system including delayed cable TV broadcast.

H. Technical Crewing, Certifications and Services:

The following technical support staff must be on site during the Commencement events and Rehearsals:

Minimum of 2 AUDIO TECHNICIANS

Minimum of 1 AV PROJECTION TECHNICIAN

Minimum of 1 LIGHTING TECHNICIAN

Additional Technicians on hand to operate the systems and solve problems

Technical Certifications & Industry Training requirements

At least one of the Technicians on-site during this project must be an Infocomm CTS Certified Technician. Technicians must have at least five years' experience as well as manufacturer's training/certification on specified equipment as well as general industry products.

Installation and Technical Services (see Section I below for schedule of events):

- Provide delivery of production/event equipment, setup and strike of multiple day event, technician control station, rigging, cabling, mats, and accessories.
- Installation of sound, video, and lighting systems will be completed by the Friday prior to Commencement with a technical rehearsal on Monday afternoon, Nurses Pinning rehearsal on Tuesday afternoon followed by Nurses Pinning on Wednesday evening, Commencement dress rehearsal with students on Thursday evening and Commencement on Friday evening. Same technicians to be available on site at both rehearsals and events.
- A minimum of 4 Technicians must be available for the Technical, Pinning and Commencement Rehearsals.
- A minimum of 4 Technicians to be available on site during the Pinning and Commencement Ceremonies.
- The Audio Technician is to provide proper microphone levels for each speaker, choral group and band members; provide instrumental music at least one hour before events begin; provide

processional and recessional music for dignitaries and graduates' march, National Anthem, and background instrumental music during awarding of degrees (including during Nurses' pinning).

- Video Technician presents graphics, PowerPoint and video presentations as detailed in program.
- Technicians must also provide live video feeds to 'flown' projectors, a news press feed, and live video streaming to alternate viewing location on campus.
- The entire system must be tested and operational prior to the scheduled Technical Rehearsal.
- Vendor is responsible for providing all necessary cable and hardware to make these systems operational and for interfacing with CCRI equipment and network.
- Vendor is responsible for all load-in and load-out of equipment provided.

Vendor Qualifications and Requirements:

The chosen vendor must be a Licensed RI Telecommunications Contractor

Vendor must provide proof of insurances (minimum of \$1M Commercial General Liability and Automobile Insurance required)

Vendor must provide Workers Compensation for all Technicians

Vendor must have proven experience with commencements and public events of this size and scope.

List of references may be required.

A Pre-Bid onsite meeting is required.

I. Schedule of CCRI Commencement Events:

Technical installation, setup and system tests to take place May 9-13, 2016, (the week before the following scheduled events):

- | | |
|---|---|
| • Mon. May 16, 2016, 1:00pm | <u>Tech Rehearsal</u> (Technicians on site by 12:30) |
| • Tues. May 17, 2016, 6-7:00pm | <u>Nurses Pinning Rehearsal</u> (Technicians on site by 5:00) |
| • Wed. May 18, 2016, 6-7:30pm | <u>Nurses Pinning Ceremony</u> (Technicians on site by 4:00) |
| • Thur May 19, 2016, 4:15pm
(Technicians on site by 2:30) | <u>CCRI Rehearsal - Line of March/Rehearsal: 4:15-5:30</u> |
| • Fri. May 20, 2016, 4:15pm | <u>CCRI Commencement :</u>
Jazz Ensemble 3:15-4:15
Line of March 4:15
Ceremony 5:00 - 7:30*
(Technicians on site by 2:00) |

*Note: ceremony duration times are approximate

*Equipment to remain in Field House for the entire duration between setup and all scheduled events.

*Field house drawing layout attached

Ladies & Mens Rest Rooms

Student & Faculty Seating

Family & Friends Seating

Handicap Accessible Seating

CCRI KNIGHT CAMPUS FIELD HOUSE COMMENCEMENT CEREMONIES

