



**University of Massachusetts Amherst
Department of Procurement**

**Request for RE-BIDS:
Installation and Removal of Audio-Visual
Equipment and related services for the
Isenberg School of Management
“Senior Celebration”
per the attached specifications**

**RFB# AA08-RH-2724-RE-BID
Bid Opening Date – April 18, 2008 @ 2:00 p.m.**

ISENBERG SENIOR CELEBRATION: May 24, 2008

Duration of contract:

This contract shall commence from the date of award through June 1, 2008 with the option for (3) one-year periods with the mutual agreement of both the University and Supplier. Prices for the three option periods may increase by _____% (Bidder to fill in percentage). All terms and conditions shall remain the same for all option periods. If no percentage is filled in, it is agreed that a zero percent will apply. Future Isenberg “*Senior Celebration*” dates are: May 23, 2009, May 15, 2010 and May 14, 2011.

Compliance with specifications:

- a. Vendors are requested to include UMass Amherst Fine Arts Center (FAC) Audio Inventory as is practical to reduce bid expense.
- b. Each and every specification and requirement below shall be fully met. No exceptions are possible or shall be granted.
- c. Successful vendor understands that time is of the essence and further, agrees to indemnify the University for any costs incurred as the result of vendor's failure to fully comply with specifications and requirements.

Specifications:

- a. Installation/equipment load in to commence according to dates listed under vendor requirements. Installation complete and operational prior to UMass representative inspection/demonstration at 11:00 a.m., on Saturday, May 24, 2008, which precedes the senior celebration ceremony.
- b. Operators and system onsite from 10:00 a.m. until the end of the ceremony (approximately 6:00 pm) and load out on Sunday, May 25, 2008 by 2:00 p.m.

Vendor shall provide the following:

- a. 8 each – Video Projectors – 10,000 lumens, double stacked.
- b. 4 each – Screen – Size: 9’ x 12’ front projection with Drape Kit.
- c. 4 each – Lifts to position the projectors.
- d. 1 each – Professional quality camera with lens equal to Fusion S19x6.5BERM4 38X.
One hundred foot focal distance.
- e. Video Rack – (including switcher, monitors and 2 DVD players)
- f. Sound System: Must cover evenly a 320’ x 100 tent with 4,000 people. System must include speakers, amplifiers, minimum 16-channel mixer. Equalizers, compressors, 2 podium mics, 1 wireless head worn microphone and receiver and a podium. All equipment must be of professional quality.
- g. Generator: min. 20kw, whisper type with fuel. Provide ground rod and distribution panel with 100’ of cable. The generator must be able to handle the amperage requirements of the equipment provided with room to spare.
- h. All necessary cables. Long lengths are required. Tent is 320’ x 100’.
- i. Stage: 20’ x 16’ x 2’ centered against the inside wall on the south side of the tent. Include two sets of stairs and skirting
- j. Mix platform: 8’ x 8’ x 2’ centered on the north side of the tent.
- k. Timing:
 - Stage and mix platform must be in place by 5:00 p.m., Thursday, May 22, 2008 and removed no sooner than 6:00 p.m., Saturday, May 24, 2008.
 - Audio, video and generator must be installed and tested by 10:00 p.m. Friday, May 23, 2008.
 - Sound Check will be promptly at 11:00 a.m., Saturday, May 24, 2008.
 - Senior Celebration is between 2:00 p.m. and 4:00 p.m. on Saturday, May 24, 2008.

Particular care must be taken to provide a clear, intelligible, properly delayed and phased signal to people sitting on the ENTIRE area of the field.

Delivery and Set-Up:

Stage shall be delivered and ready for set-up at the Isenberg tent located on the grass surface of Dallas Mall east of the McGuirk Stadium, beginning on Thursday, May 22, 2008 at 10:00 a.m. (see commencement dates above)

- a. Stage Size: 20’ x 16’ x 2’ with 2 stairs and skirting
- b. Set-up shall be complete by 5 p.m. on the Thursday, May 22, 2008 at 5:00 p.m.
- c. Stage dismantling and removal may begin on Saturday, May 24, 2008, evening after 7:00 p.m., or when the senior celebration ceremony has ended and guests have all left the tent (see dates above); weather and time permitting. (If necessary, stage removal may carry over to Sunday, May 25, 2008 until 2:00 p.m. following the senior celebration)

Labor: Successful bidder must provide supervision and labor for the installation and removal of equipment. Proposal and bid shall include all set up and removal labor. Labor shall be listed separately.

Insurance requirements:

Bodily Injury: Each Person \$500,000 Each Accident: \$1,000,000
Property Damage: Each Accident \$500,000 Aggregate: \$1,000,000

Prior to the contract award, the Vendor shall provide a certificate of insurance evidencing such coverage. The following statement shall appear in each certificate of insurance provided the University by the Vendor hereunder: The University of Massachusetts, Amherst, its trustees, officers, employees and its agents are additional insured.

Prior to contract award, the Vendor shall provide a certificate of insurance showing coverage for Worker's Compensation in accordance with the provisions of Massachusetts General Laws, Chapter 438, Acts of 1938.

Prior to contract award, the Vendor shall provide a certificate of insurance showing motor vehicle insurance coverage, for each vehicle, meeting the compulsory limits required by the Commonwealth of Massachusetts.

Contract for Services:

The successful bidder will be required to enter into a Standard University Contract for Services (Long Form), a copy of which is available on the University of Massachusetts Procurement Web-Site at: www.umass.edu/procurement Click on "Forms" Click on "Contract for Services – Long Form".

Bidders may, at their option, offer to extend this bid for one, two, three, or four additional year(s) with all the same terms, conditions, and price. Future commencement dates:

May 23, 2009 \$_____ Please initial and date_____

May 15, 2010 \$_____ Please initial and date_____

May 14, 2011 \$_____ Please initial and date_____

The winning bid will be required to sign the University's Contract for Services. A copy of the CFS is available on line for you to review at www.umass.edu/procurement/forms. If you take exception to any of the contracts terms and conditions, please so note in your bid response.

Bid Opening Date/Time:

Bidder shall deliver its bid to the following address by 2:00 p.m. on April 18, 2008 at which time the bids will be opened and publicly read:

University of Massachusetts
Procurement Department
407 Goodell Building
140 Hicks Way
Amherst, MA 01003
Attention: Rosemary A. Hassay
RFB# AA08-RH-2724 – RE-BID

It is the sole responsibility of the bidder to insure that his/her bid is received in its entirety at the Procurement Department by the bid opening date/time. Late bids will not be considered and will be placed, unopened, in the bid file.