



**University of Massachusetts Amherst
Department of Procurement**

**Request for 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
Bid Opening Date – April 11, 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. Successful vendor shall meet with FAC Production Services within seven (7) days of award of bid to review Production Schedule and system set up and cabling.
- b. Installation/equipment load in to commence at 8:00 a.m., on Friday preceding the senior celebration ceremony (see dates above). Installation complete and operational prior to UMass representative inspection/demonstration at 2:00 p.m., on the Friday preceding the senior celebration ceremony.
- c. Operators and system onsite from 9:00 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. 4 each – Video Projectors – 10,000 Lumens Each
- b. 4 each – Screens – Size: 7 ½' x 10' with Drape Kit
- c. 2 Lifts
- d. Camera with Operator
- e. Video Rack (to include – switcher, monitors and DVD's)
- f. Sound System to include: speakers to cover 300' x 100' space, podium mics, mixer, amps and processing, podium.
- g. All required overnight and weather protection for all equipment.
- h. All required electrical distribution equipment and cable.
- i. Two (2) experienced, professional sound board operators herein called A1 and A2. One such operator (A1) shall be responsible solely for closely monitoring the event without distraction or interruption, concentrating only on the event's stage activity and the operation of the sound board. This operator shall specifically NOT be distracted from providing full attention to the stage. The second operator (A2) shall be responsible solely for operation of production intercommunication devices including but not limited to Walkie-Talkies, Radios, Cell Phones, Telephones, Intercoms and any visual or oral cues. The second operator (A2) shall be responsible for insuring that nothing nor anyone distract the sound board operator (A1) from providing full and uninterrupted attention to the immediate task at hand on the stage.

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 Wednesday, May 21, 2008, preceding the senior celebration ceremony at 8:00 a.m.

- 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 Wednesday, May 21, 2008, preceding the senior celebration ceremony (or sooner).
- 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.

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 11, 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

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.

Acceptance/Rejection of Bids:

Only complete bids that are received by the bid deadline date and time will be considered. The University reserves the right to reject any or all bids, wholly or in part, and to make an award in the manner deemed by the Director of Procurement at the Amherst campus to be in the University's best interest.