Listed below are vendor questions that were received and their corresponding answers to RFB# AA14-RH-4878 – Rental of Audio, Video, Lighting Equipment and Production Services for the Undergraduate Commencement 2014. Vendors are required to utilize the information contained in this Addendum.

Failure to include information in this Addendum is grounds for rejection of their response by the University.

**Question # 1:** There are several options that I would like to offer the University. Can I offer the University these options with my bid response or am I able to submit one (1) bid response. Please let me know.

**Answer # 1:** You can offer the University as many bid responses with as many different options available. To do this, you will need to fill out a separate bid response for each option that you are offering. Each bid response needs to be clearly marked – Option # 1; Option # 2, Option # 3, etc. and contain all of the specifications for each option that you are offering. Please be as detailed as possible with each bid response.

The Search Committee will be reviewing each bid response separately and setting up interviews for that specific bid response ONLY.

If you are considering offering multiple bid responses, please DO NOT put them all on one bid response. This will deviate from the stated response parameters and will not be viewed and are grounds for disqualification by the University.

**Question # 2:** Are there parking spots allocated for employees working on this event? If not, how far is the nearest parking and how much does it cost?

**Answer # 2:** Yes. There will be a designated parking area within the fenced area of the stadium. Vendors and their employees must park within this designated area.

Please refer to page 14 – *Parking Regulations and Use of Walkways* – for details on on-campus parking and working with the UMass Amherst Parking Office,

**Question # 3:** Is there a spot for on-site equipment storage during the event?

**Answer # 3:** Due to the construction taking place at the stadium there is limited on-site equipment storage. All requests to store equipment at the stadium will be reviewed by the Commencement team, the construction project manager, and a representative from Athletics.

All non-essential equipment and trucks will be stored/parked at a site designated by the University. There will be no cost to the vendor.
Question # 4: Please provide a CAD drawing of the stadium.

Answer # 4: This is attached to the accompanying E-mail and posted on the Procurement Web-site for easy review.

Question # 5: Are all questions by all bidders going to be made public?

Answer # 5: Yes. As listed in the Request for Bid:

“All questions from prospective vendors regarding this Request for Bid shall be referred to the Purchasing Manager in the Procurement Department by email or fax only, November 18, 2013 at 2:00 PM.

No telephone calls will be entertained.

Inquiries received after the specified date and time will not be accepted. The University will E-Mail its response to all questions to all bidders of record by formal addendum November 20, 2013. The contact information for this individual is:

University of Massachusetts Amherst
Rosemary A. Hassay, Purchasing Manager
Fax: (413) 545-1643
Email: procurement@admin.umass.edu

The University will extend the due date by written addendum if such information significantly amends this request for bid or makes compliance with the original proposed due date impractical. “

Question # 6: Does the bid need to be all inclusive of the three (3) spec sheets that were sent out or should there be a separate bid for staging, flooring and AV?

Answer # 6: At this time the University of Massachusetts Amherst has gone out to bid with three (3) separate bids for Commencement 2014. Each request for bids (RFB) is separate and the response(s) need to be submitted for those services referenced in the RFB. The three (3) bids are:

RFB# AA14-RH-4877 – Rental of Audio, Video, Lighting Equipment and Productions Services for Undergraduate Commencement 2014

RFB# AA14-RH-4878 – Rental and Installation of Portable Protective Flooring for Undergraduate Commencement 2014

RFB# AA14-RH-4879 – Design, Rental, Installation and Removal of the Outdoor Stage and Equipment for Undergraduate Commencement 2014

To access a copy of these RFB’s please go to: www.umass.edu/procurement The bids are listed under Bids: General Bids: click on the appropriated hyperlink to view the bid specifications.

Question # 7: Is the bid response sheet the bid spec sheet that was sent out or is there a separate form that was not attached?

Answer # 7: The bid response sheet is the cover sheet of the bid specification unless noted otherwise in an Addendum or Amendment. Please refer to Amendment # 1 for the revised Bid Response Form for RFB# AA14-
RH-4877 - Rental of Audio, Video, Lighting Equipment and Production Services for the Undergraduate Commencement 2014

Question # 8: Do you need camera positions? Covered? How many?

Answer # 8: Yes. There is a need to have two camera positions located in the main aisle. The positions should be situated on a low platform, so as not to impede the sight line of graduates and guests. The positions need not be covered.

In addition, as listed in the Request for Bid:
“services of the entire ungraduated commencement ceremony, providing simultaneous projection (4) cameras during the student processional.”

Question # 9: Does there need to be a covered platform for the audio front of house position? If so, what size?

Answer # 9: The audio front of house position will be located in the audio/press tent along the 50 yard of the field. The University will be responsible for the rental of the tent.

Question # 10: Does there need to be a covered monitor/video position backstage or will this be done by a tent company?

Answer # 10: The covered monitor/video position will be located outside of the stadium either in a production truck or a structure that is supplied by the vendor.

Question # 11: To keep consistency and for more pleasing aesthetics, can the video support structure be taken out of the AV bid and included in the staging bid?


These Amendments can be viewed by accessing: www.umass.edu/procurement Bids / General Bids

Question # 12: When is the production manager expected to start?

Answer # 12: The production manager will begin working immediately with the designated University project manager as soon as the bid is awarded to begin planning of production meetings with other related vendors and related University departments.
Question # 13: Does the production manager need to be the person that is arranging all of the vendors that are not listed as part of the bid process as well, such as florists, port-o-potties, interpreters, etc.?

Answer # 13: The Commencement office will be responsible for hiring all other contractors such as landscapers, port-o-potties, etc. The production manager will be responsible for the inclusion of other vendors in all phases of the overall production schedule.

Question # 14: Part “C” of the section ‘Minimum Requirements for Video Screens’ specifies that the successful bidder is responsible for constructing the structure to support the video displays and coordinate that construction with the successful bidder who will be erecting the stage structure. For several reasons, we would suggest that the University consider moving the responsibility for the erection of the video support to the contract for the installation and removal of the stage and roof structure. A single structures vendor will be able to provide a seamless, integrated design that cannot only account for all safety factors, but also develop a design that is aesthetically consistent with the University’s desire for a clean appearance. It will also reduce the amount of heavy equipment required on the site, and ensure efficiency in coordinating and constructing such a large structure.

Will the University please consider moving the responsibility for designing and constructing the support structure for the large video displays to the contract that deals with all of the other large-scale, physical construction on the site?

Answer # 14: Please refer to Amendment # 1 listed under RFB# AA14-RH-4877 – Rental, Installation & Removal of Audio, Video, Lighting Equipment and Production Services for Undergraduate Commencement 2014 AND Amendment # 1 listed under RFB# AA14-RH-4879 – Design, Rental, Installation and Removal of the Outdoor Stage for Undergraduate Commencement 2014.

These Amendments can be viewed by accessing:  www.umass.edu/procurement  Bids / General Bids

Question # 15: ‘Minimum Requirements for Video Screen’ – Part “C” specifies “large-format LED video display screens,” and explains the scope of the venue as well as the expected size of the audience. While we will use this information, as well as the site visit, to propose a screen, or screens, that will enhance the presentation clearly for such a large event, we believe that without specifying a minimum dimension for the display, the University leaves itself open to bidders who reduce display size to reduce the total price of their bid. The cost of the LED display is, almost undoubtedly the largest cost-factor for this RFB. Our preliminary professional recommendation is that the University require at least two (2) displays, at a minimum size of 14 feet high, by 24 feet wide.

Without supplying broader technical specifications, would the University consider setting a minimum size for the acceptable video display(s) to ensure parity in the bidding process?

Answer # 15: The University is relying confidently upon the vendor’s skill and judgments regarding the minimum size for the acceptable video display screen(s).

Question # 16: ‘Minimum Requirements for Production Services’ indicates that the awarded vendor will provide a ‘production/stage manager to oversee the entire production process.’ Part “C” indicates that the responsibilities include ‘begin fully aware of ALL operations related to Undergraduate Commencement.’

Does this section require simple awareness of overall operations, or will the person be required for coordinating or facilitating communication beyond the technical scope of the production?
Does this section further require providing a ‘stage manager’ whose responsibilities will include the guidance and coordination of the commencement program – including coordinating faculty, students, stage party participants and speakers?

Answer # 16: As stated in the Bid: The awarded vendor will provide a professional production/stage manager to oversee the entire process from beginning to end. The successful vendor understands that this person will be solely responsible for the production aspect of the ceremony; planning and coordinating prior to the actual ceremony, construction phase of the stage, load-in of the audio and video components, working directly with the soundboard operators, camera operators, the orchestra, the narrator and any other personnel directly related the production of the ceremony.

The Commencement staff will write and coordinate the script for the entire ceremony, working directly with the production/stage manager on this detail. The Commencement staff and volunteers will coordinate faculty, students and stage party.

Question # 17: SUGGESTION: Due to both risk management concerns and overall expediency of planning and site execution, the use of a single staging contractor to provide all supporting structures is preferred.

We therefore ask that you consider having the stage contractor provide ALL construction elements above grade and for the staging contractor to then be providing appropriate structures to support the sound, lighting and video systems as well.

This should lead to a cleaner finished look and safer less cluttered backstage area. Additional benefits to a single staging contractor is in the form of reduced expenses for all other departments, transport and especially site assembly.

I thank you for your consideration for this suggestion.

Answer # 17:

Please refer to Amendment # 1 listed under RFB# AA14-RH-4877 – Rental, Installation & Removal of Audio, Video, Lighting Equipment and Production Services for Undergraduate Commencement 2014 AND Amendment # 1 listed under RFB# AA14-RH-4879 – Design, Rental, Installation and Removal of the Outdoor Stage for Undergraduate Commencement 2014.

These Amendments can be viewed by accessing: www.umass.edu/procurement Bids / General Bids