

**SALEM STATE UNIVERSITY**

 INVITATION TO BID  
 THIS IS NOT AN  
 ORDER

1. The university is an agency of the Commonwealth of Massachusetts and is exempt from any State tax or Federal excise tax
2. Unless otherwise stated, the unit price shall be the net price. Separate unit and total prices must be shown if applicable.
3. Unless otherwise stated, all quoted prices shall be FOB university address inside delivery.
4. Responses must be received on or before **Wednesday, March 1<sup>st</sup> 2017 by 3:00 p.m. in the Purchasing Department, Salem State University, Administration Building, 2<sup>nd</sup> Floor, 352 Lafayette Street, Salem, MA 01970-5353. Fax to 978-542-6164 or Scan copies will be accepted and are preferred at ewilson@salemstae.edu**
5. Salem State University reserves the right to waive informalities and to reject any and all bids; or to accept the bid deemed best for the Commonwealth
6. For additional information:  
**Evelyn Wilson, Director of Purchasing & Vendor Relations**  
**Salem, MA 01970**  
**Phone: 978-542-7321 Email: ewilson@salemstate.edu**
7. Responses must be submitted to:  
**Evelyn Wilson, C.P.M., Director of Purchasing**  
**Salem State University, 352 Lafayette Street, Administration Building, 2<sup>nd</sup> Floor, Salem MA 01970**  
**Phone: 978-542-7321 Email: ewilson@salemstate.edu**
8. Reference: **RFP 2017-09 Special Events Staging and Management and AV Services**

SPECIFICATIONS	UNIT PRICE	TOTAL PRICE
<b>See Attached Specifications</b>		

**EQUAL OPPORTUNITY**

The contractor agrees not to discriminate against any employee or applicant for employment because of race, sex, color, religious creed, national origin, and/or ancestry. The contractor agrees to post in conspicuous places notices to be provided by the Massachusetts Commission Against Discrimination with respect to the Fair Employment Practice laws of the Commonwealth which are herein made of this contract reference.

Vendor Information

 \_\_\_\_\_  
 COMPANY

 \_\_\_\_\_  
 ADDRESS

 \_\_\_\_\_  
 CITY STATE ZIP

 \_\_\_\_\_  
 TELEPHONE

 \_\_\_\_\_  
 AUTHORIZED SIGNATURE

 \_\_\_\_\_  
 NAME TITLE

 \_\_\_\_\_  
 FEDERAL EMPLOYER'S ID CODE 9DIGITS

# **Request for Proposal**

February 1, 2017

RFP 2017-09

**Salem State**  
**University**

Special Events Staging  
and Management of  
Audio Visual Services

## Overview

### **Mission of Salem State University**

Salem State University is a comprehensive, publicly supported institution of higher learning located 21 miles north of Boston. Salem State is a community of learners which, in light of its commitment to teaching, research, and scholarship, fosters the intellectual, aesthetic, and personal development of its members. In the service of the citizens of the Commonwealth and members of the larger global community, Salem State is committed to the discovery and transmission of knowledge.

To accomplish its broad based mission, Salem State adheres to the principle that quality teaching must be supported by the research and scholarship of its faculty. Recognizing the developmental needs of students, the university provides opportunities for personal growth through a variety of academic and student life programs, services, and other activities.

In order to provide the foundation for lifelong learning and development, each of Salem State's programs is grounded in the tradition of a liberal education. Because Salem State seeks to build a community that includes all ages, races, and socioeconomic backgrounds, it offers baccalaureate and graduate degree programs responsive to the needs of a wide spectrum of individuals as well as to the needs of the Commonwealth of Massachusetts. These programs are offered throughout the year and include day, evening, and weekend classes. Additionally, as a cultural, artistic, and educational focal point of the North Shore, Salem State is committed to providing diverse experiences, including a broad range of non-credit programs, for the benefit of the wider community.

### Clarification and Communication Concerning RFP Details

#### For Salem State University

Evelyn Wilson, Director of Purchasing

978-542-6152

ewilson@salemstate.edu

#### For the Salem State Series:

Taylor Dunn, Associate Director, Advancement Events

978-542-7560

tdunn@salemstate.edu

### **Goal**

Salem State University requests a proposal for audio visual staging and production services for our undergraduate and graduate commencements and for the Salem State Series, a speaker series produced by the Salem State University Foundation, and other events throughout the year.

**Scope of Work**

Provide audio, video, lighting production and event management services for Commencement Ceremonies that take place in May on the campus of Salem State University. Each Commencement Ceremony will include a full house setting with 180 degree seating on all seating levels (floor, parquet, mezzanine and balcony). Production Company must own all equipment in the production services and provide employees trained in the operation of all production equipment.

For Commencement there must be a flown concert quality line array speaker system. Full sound support for audience coverage on the front of the stage as stage monitors, and in addition on the stage pointed out for those seated in front of the stage. Two large video projection screens to the right and left of the stage mounted on the wall. Full stage Audio support for dual lecterns on the Main Stage, for musicians and orchestra on the side of stage

**Contract Duration**

The contract duration will be a three-year contract beginning with the 2018 Commencement and Series with three one-year renewals upon mutual agreement between Salem State University and the contractor.

**Confidential Information**

All information pertaining to Salem State University, including but not limited to this RFP and the room plans, constitute a trade secret of Salem State University and is the sole property of Salem State University. You may not disclose or use any such information for any purpose other than the preparation of your response. All, pricing, discounts, and rebate information is to remain confidential and may not be disclosed to any third party.

**Plan of Purchase**

Salem State University wishes to identify a supplier who has the in-house capability to provide all the needs with respect to the all or a portion of the tiered events outlined, including all equipment, labor and the services described in the request for proposal; however, Salem State University reserves the right to issue a contract to one or more than one production company for any reason.

Salem State University also reserves the right to accept or reject any response. The lowest bid or any other response may not be accepted by Salem State University if it is of the opinion that any other response for any reason is preferable.

The equipment and services requested are based on the anticipated needs for all the events. Following the review of proposals received and depending on factors such as, but not limited to, size of commencement, actual registration numbers, new requirements, and of course budget integrity, Salem State University may at its discretion modify the requirements stated in this RFP.

## **Schedule**

- Load in 4 week days prior to the first event to set up the Rigging for the Lighting, projection and sound for the graduation events
- Testing and Rehearsal: There are rehearsals prior to each ceremony: Graduate and Undergraduate.
- Commencement audio, video, lighting and production services.
- Load out after undergraduate commencement ends as required by Salem State's event schedule and/or immediately following the ceremony

## **Purpose**

This document serves to outline the overall room requirements and identify the general categories of equipment that may be needed at the university events. Ultimately, the vendor proposal will include all audio visual/staging costs associated with each scheduled event. For the Salem State University Series, needs change depending on the venue, length of the event and speaker requirements, as well as ticket sales. A detailed explanation of all labor associated with the event, including load in, setup, rigging, operation, teardown, and load out, needs to be shown. Expenses associated with each event needs to be detailed. Each event and the dates are listed in the Schedule of Events section. The proposal should also explain all value added services that you can provide the university that may not be asked for but that are available to enhance our programs if budget permits.

Common meeting space is for audiences of 100-4000 for annual events to include Commencements (both undergraduate and graduate), the Salem State Series, and other events as described.

## **Walk Through**

All bidders must attend a pre-bid walk-through to gain familiarity with the arena gymnasium and overall facility to gain a clear understanding of the project scope. The walk-through will occur on Thursday, February 16, 2017, at 10:00 in the O'Keefe Center meeting in the atrium of the Gassett Fitness Center, then moving to the Rockett Arena and then moving to the Twohig Gymnasium. A question and answer period will follow.

## **Tier One**

### **Minimum Staging/AV Systems for Consideration (i.e. O'Keefe Rockett Arena)**

**Tier one events range in size from 2,000-4,000 and include commencement and the Series.**

#### **Audio Reinforcement:**

- Provide sound coverage to all seating areas 180 degrees with even coverage.
- Provide floor coverage for all attendees. Provide audio for all seating areas.
- All audio needs separate mix and EQ control.

- All house zones need to be fully zoned with a matrix signal routing procedure.
- Matrixed and transformed isolated feeds must be provided to House and recording feeds as needed.
- Concert quality L'Acoustics (or equivalent) line array speaker system for audio support, to include KARA speakers, FOH speakers, monitor speakers
- Amplifier
- Mixing console
- Wireless microphone systems (Wired and Wireless Microphone Systems)
- Wireless ClearCom communication systems
- Power distribution
- All safety equipment

#### **Video Projection Support:**

- High Definition Data Projectors 14,000 lumens or greater (on 11' 3" x 20' screens)
- Long throw lenses
- 11' 3" x 20' Truss screens, flown
- Provide two high definitions video feeds with embedded audio for live streaming encoders.

#### **Video Production:**

- High Definition multicamera system with sports lens for I-MAG and record (Minimum two Cameras)
- Video switching for multiple sources including HD Matrix switching
- Dual Playback Pro recording rack

#### **Stage Lighting Support:**

- Grey Velour Drapery - 120' x 30' high
- All lighting and rigging equipment for Stage Lighting Support including lighting console, dimmer rack and all Source 4 lighting, LED uplights, truss, motors and cable
- All safety equipment
- All cables and motors for rigging

#### **Miscellaneous Equipment:**

- Appropriate Lifts
- Assisted Listening Device System
- Ability to Incorporate on Projection Screens Closed Captioning Input Computer Device

#### **Labor for O'Keefe Arena Events:**

- Project Manager
- Video Director
- Lighting Director
- Camera Operators

- Audio Engineers
- Riggers
- Stagehands

**Miscellaneous Expenses (include if required):**

- Trucking
- Crew meals
- Expendables
- Require within one week of completion a link to a down loadable digital master of event

**Tier Two**

**Minimum Staging/AV Systems for Consideration (i.e. O’Keefe Twohig Gymnasium)**

**Tier two events range in size from 500-2,000 and including the Series, Convocation, accepted student’s day, keynote speakers**

**Audio Reinforcement:**

- Concert quality L’Acoustics ( or equivalent) line array speaker system for audio support Amplifier
- Mixing console
- Wireless microphone systems (Wired and Wireless Microphone Systems)
- Wireless ClearCom communication systems
- Power distribution
- All safety equipment

**Stage Lighting Support:**

- Black Velour Drapery – 12’ x 20’ high
- All lighting and rigging equipment for Stage Lighting Support including lighting console, dimmer rack and all Source 4 lighting, truss, motors and cable
- All safety equipment
- All cables and motors for rigging

**Labor:**

- Project Manager
- Audio Engineers
- Lighting Engineer
- Riggers
- Stagehands

**Miscellaneous Equipment**

- Assisted Listening Device System

**Miscellaneous Expenses (include if required):**

- Trucking

- Crew meals
- Expendables
- Require within one week of completion a link to a down loadable digital master of event

### **Tier Three**

#### **Minimum Staging/AV Systems for Consideration (i.e. Outdoor spaces)**

**Tier three events range in size from 100-500 and including Party on McKeown Plaza, Youth at Risk conference, and outdoor dedications ceremonies.**

#### **Audio Reinforcement:**

- Audio line array speaker system for audio support
- Amplifier
- Mixing console
- Wireless microphone systems
- Power distribution
- All safety equipment

#### **Stage Lighting Support:**

- Bistro lights
- LED Uplighting
- All lighting and rigging equipment for Stage Lighting Support including truss, motors and cable
- All safety equipment
- All cables and motors for rigging, if applicable

#### **Labor:**

- Audio Engineers
- Lighting Engineer
- Stagehands

#### **Miscellaneous Expenses (include if required):**

- Trucking
- Crew meals
- Expendables
- Require within one week of completion a link to a down loadable digital master of event

*Please indicate if your company can provide other event services such as:*

#### **Event Production Services above Statement of Work:**

- Closed Captioning Input from Computer Device
- Piano rental
- Teleprompter



**PRODUCTION SERVICES: requires additional Budget.**

- Webcasting – Allows those who cannot attend the Ceremony to view it online and create an on-demand archive.
- Specialty Lighting – such as GoBos and color washes
- Opening Video Production-Capability to produce a short video that will open the Commencement, Video Interviews –
- Capability to film student and family pre-commencement.

**Schedule of Events**

**Commencements and Series**

Examples:

Commencement Undergraduate Salem State May 2018, O’Keefe Arena

Commencement Graduate Salem State May 2018

Commencement North Shore Community University May 2018

Salem State Series 1 per calendar year, but not required

Dates for the 2018 Series, and years beyond, are yet to be determined. For planning purposes, we are projecting one speaker in 2018. Set-in and strike timetables and capacity would be based on the venue chosen for each speaker. If in the O’Keefe Arena (capacity 4,060), set-in would be the day before (generally 8 a.m. - 6 p.m.) and the day of the event (generally 12 noon - 6:30 p.m. event start time). If in the O’Keefe Gymnasium (capacity 1,735), set-in would be the day of the event (generally 8 a.m.-6:30 p.m. event start time). Doors open for the Series at 6:30 p.m.; the lecture begins at 7:30 p.m. and is completed by 8:30 p.m. Strike times are immediately following the end of the lecture and flowing into the next morning, if necessary. For purposes of this RFP, please propose one event in the O’Keefe Rockett Arena, one event in the O’Keefe Twohig Gymnasium, and one event outdoors without a tent.

**Venues**

McKeown Plaza

O’Keefe Twohig Gymnasium

O’Keefe Rockett Arena

**Evaluation of Responses**

Salem State University reserves the right to evaluate all RFP responses against criteria specific to the application. Such criteria are considered to be proprietary information, and as such, will not be released to any supplier.

## **References**

Bidders must provide a minimum of three references from customers for whom the bidder has performed work **similar to that listed in this RFP**. Include company name, contact person, address, telephone number, fax number and email address.

## **Award of Contract**

Salem State University reserves the right to award the contract to the supplier who best meets the combined technical and financial criteria as determined, at its discretion, by Salem State University. Furthermore, Salem State University reserves the right not to award any contract and/or to nullify all RFP responses and/or to re-issue the RFP in a revised form. Minority, women-owned, veteran owned or small business proposals are desirable.

## **Signing of State Contract**

The contractor awarded the contract will be required to sign a Commonwealth of Massachusetts state contract and state terms and conditions.

## **Supplier Obligations and Requirements**

- Assist in event pre-planning, attend site inspections/meetings as required, and provide quotes and revised budgets when requested.
- Obtain and manage labor sources, for load in/out and the assignment of any additional technical personnel for special functions.
- Provide prompt, detailed billing, clearly outlining all charges.
- Provide company brochure, website information and other pertinent marketing material which will provide Salem State an overview of bidder's qualifications.
- Provide any other pertinent information, such as size and scope of company (revenue and number of technical staff). For example, minimum size \$5-10 million in revenue with a minimum of 25 direct and support staff.

## **Technical Staff**

Personnel must have extensive experience (minimum 5 years) in data projection, computer interfacing, audio, lighting, and IT support, and be fully qualified in their assigned areas of technical responsibilities. Company must provide the resume of the Account Executive, the Project Manager or any other key personnel who will manage the events.

## **Dress Code**

Proper appearance creates a level of respect, trust and professionalism. All personnel and local labor provided and or managed by the seller are required and expected to maintain a professional image while on the job. Company uniforms preferred dress code.

**Insurance and Indemnification**

The supplier agrees to indemnify and hold harmless Salem State University and all its affiliates, and its officers, directors, agents and employees from any and all liabilities whatsoever, including attorneys’ fees, arising from any or all damages to property or personal injury caused by the seller and/or its agents, representatives, or employees.

**Coverage Limits**

Standard Workers’ Compensation and Employer’s Liability Insurance shall be no less than statutory limits under Massachusetts General Law. Workers’ Compensation and Employer’s Liability Insurance for bodily injury by accident shall be \$100,000 each accident for bodily injury by disease shall be \$100,000 each employee and \$500,000 policy limit.

Commercial General Liability Insurance shall be no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate. Excess Liability limits shall be \$5,000,000 aggregate.

**RFP Closing and Presentation**

You will submit your response to the address below by 3:00 P.M. Wednesday, March 1, 2017.

Evelyn Wilson, Director of Purchasing  
Salem State University  
352 Lafayette St.  
Salem MA 01970  
Electronic submissions are preferred.

**Schedule Timeline – may be subject to change**

<u>Date</u>	<u>Action</u>
2/1/17	RFP distributed on CommBuys and on SSU web site
2/16/17	Walk through of O’Keefe Center 10:00 A.M.
3/1/17	Vendor proposal due <ul style="list-style-type: none"> <li>• Date and time detailed proposal is due 3:00 P. M. in Purchasing Director’s Office, Salem State University, 352 Lafayette St. Salem, MA 01970</li> <li>• It can be hand delivered, faxed, or electronically sent. Electronic submittal is preferred.</li> </ul>
3/15/17	Presentations from finalists
4/3/17	Contract awarded; preliminary master plan & production session begin.

## **Payment Terms**

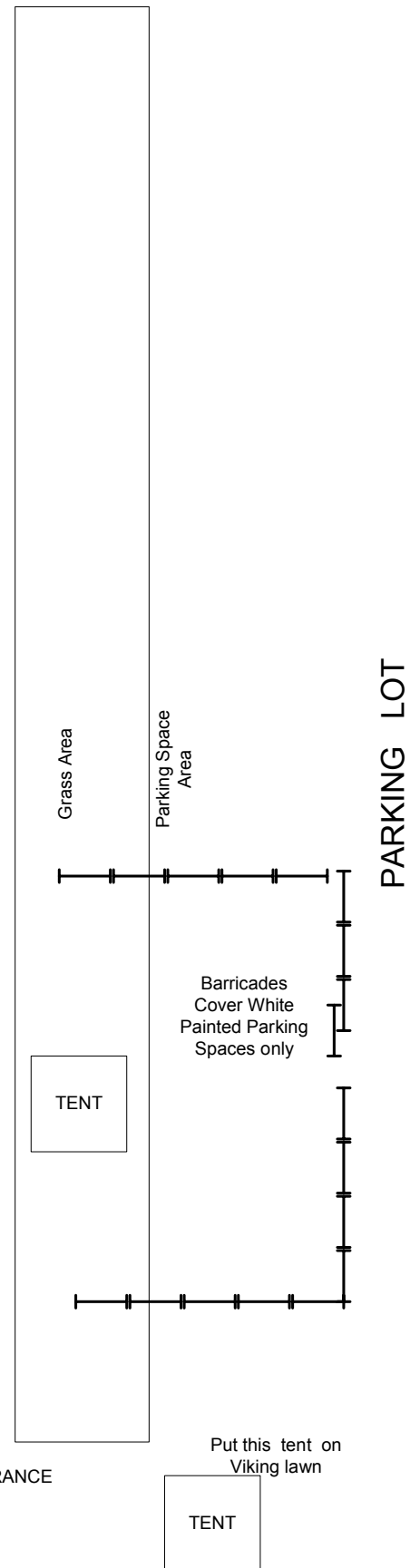
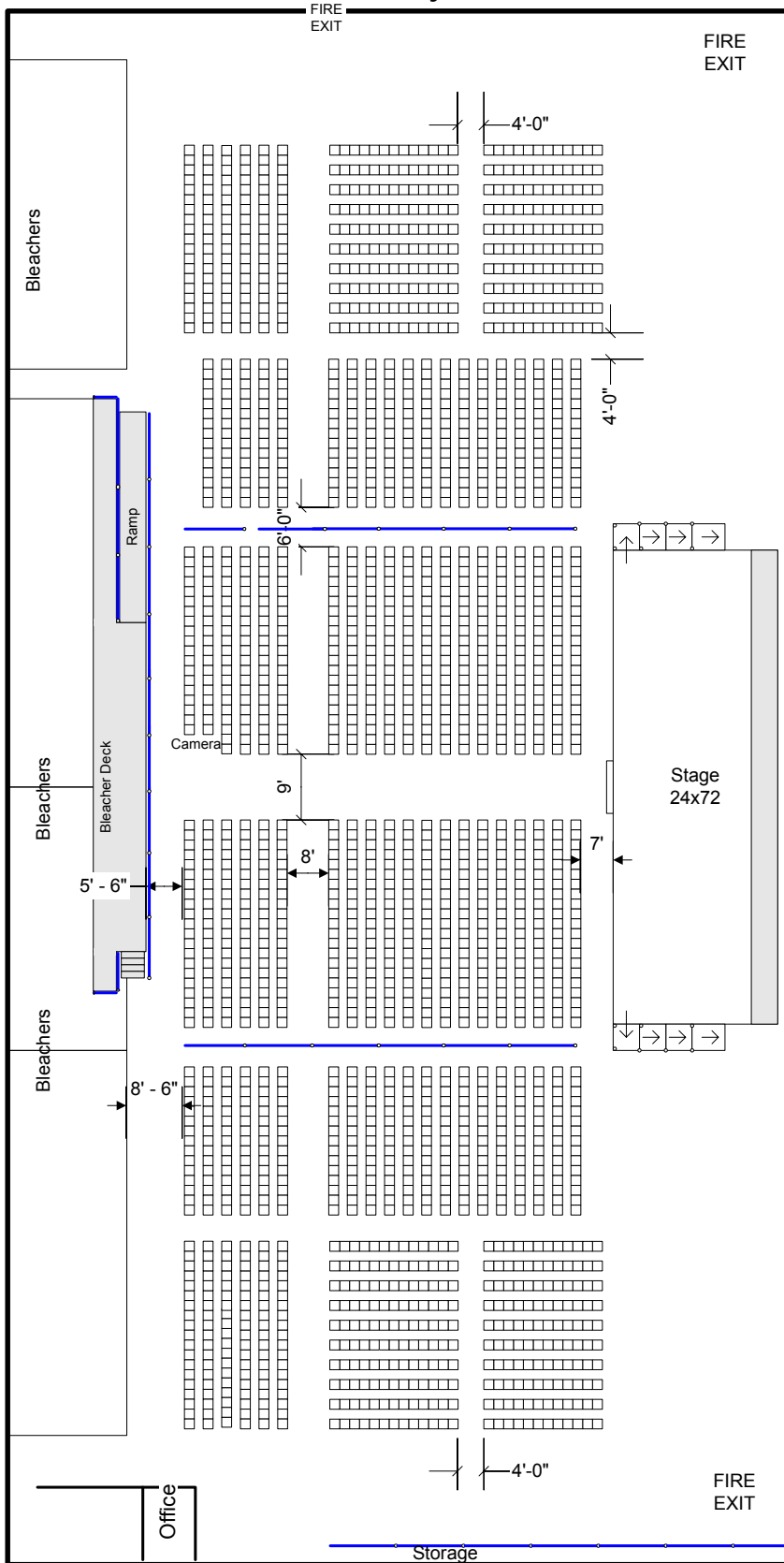
Salem State University will pay based on invoice terms. No prepayment deposit will be given. The invoice must be sent within 10 days of the conclusion of each event. Our preferred terms at 2% 10 net 30 if paying by check. Let us know if you have discounted terms. The University would prefer to pay by credit card. Let us know if you will accept credit cards. The Series cannot pay by credit card.

## **Attachments**

1. A schematic of the power supplies in each venue.
2. Information about the size of the stages in each venue.
3. Photos of the commencement stage and how it is set up can be found at <https://www.flickr.com/photos/salemstateuniversity/sets/72157668607904831/>
4. Architectural blueprints for each venue.

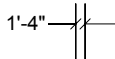
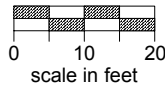
# 2016 COMMENCEMENT

## Salem State University - O'Keefe Center



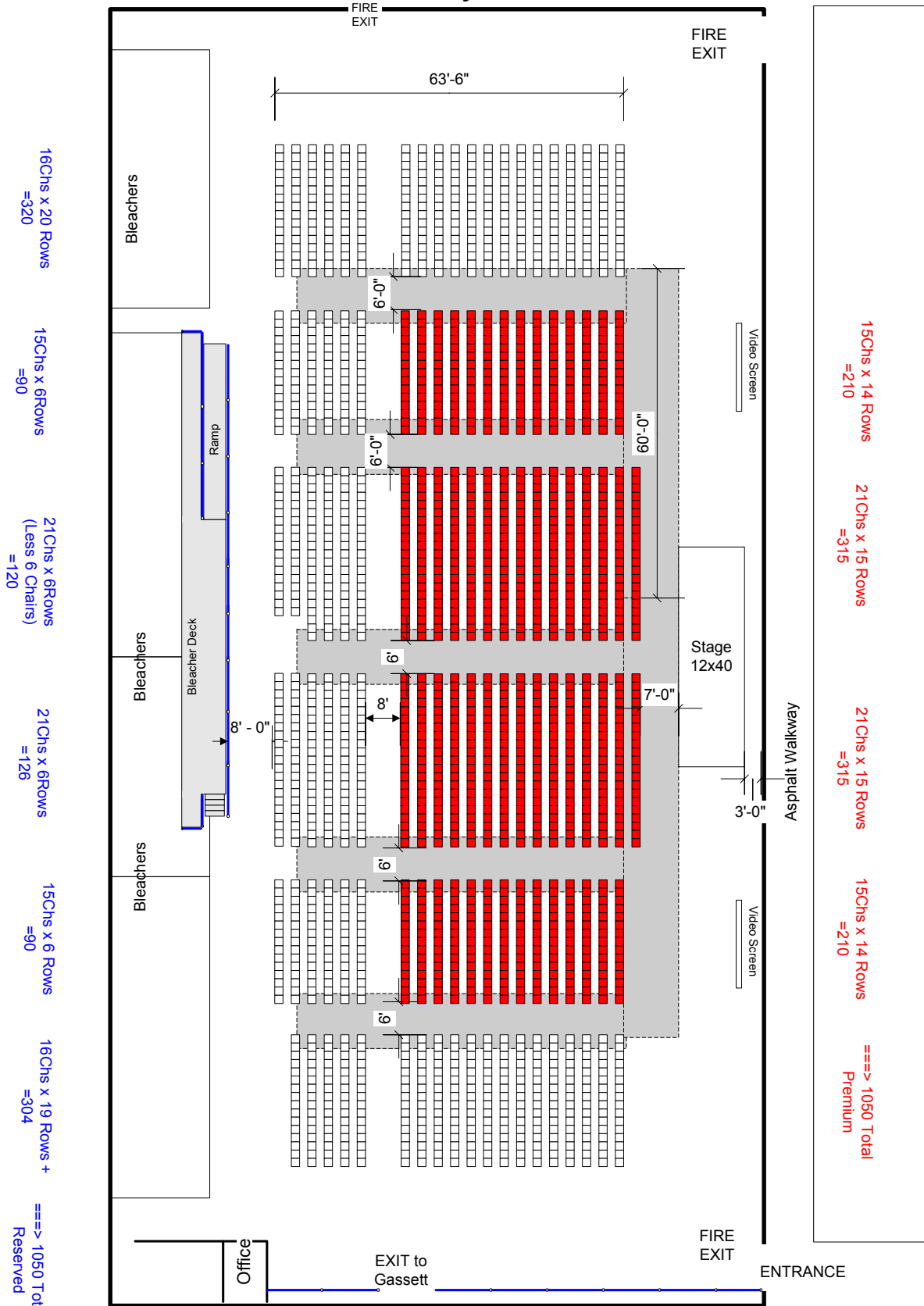
BY: **CAMELOT SPECIAL EVENTS**  
781-246-0101 & **TENTS, INC.**

[www.camelotspecialevents.com](http://www.camelotspecialevents.com)



# 2015 SERIES

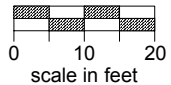
## Salem State University - O'Keefe Center



PARKING LOT

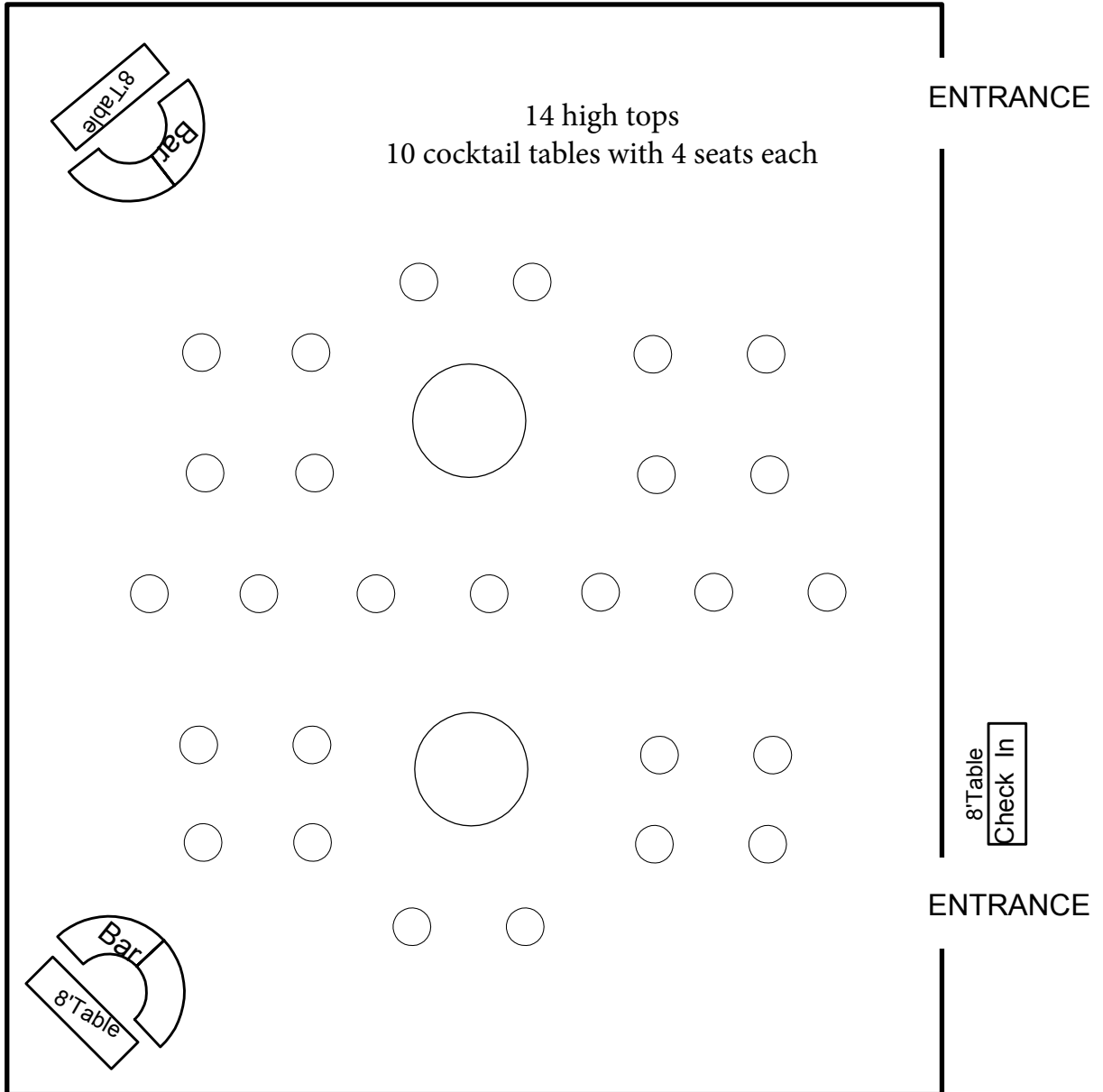
Parking Space Area

BY: **CAMELOT SPECIAL EVENTS & TENTS, INC.**  
 781-246-0101  
[www.camelotspecialevents.com](http://www.camelotspecialevents.com)

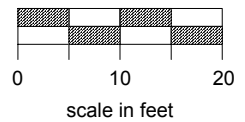


# SALEM STATE UNIVERSITY SERIES - Tom Brady Saturday, May 16, 2015

Multi-purpose GYM, Salem, MA

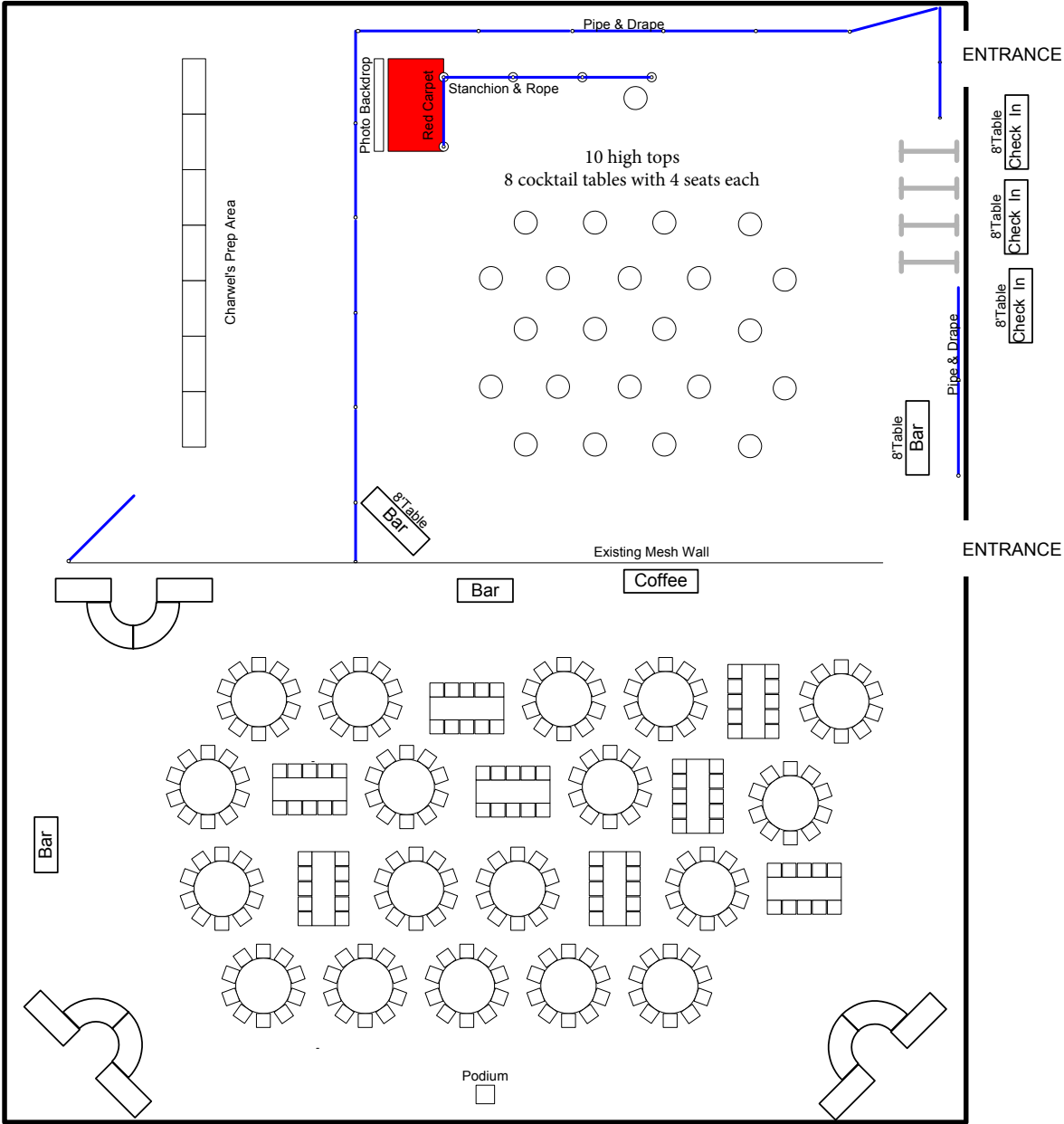


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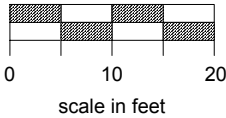


# SALEM STATE UNIVERSITY SERIES: Tom Brady 5-7-2015

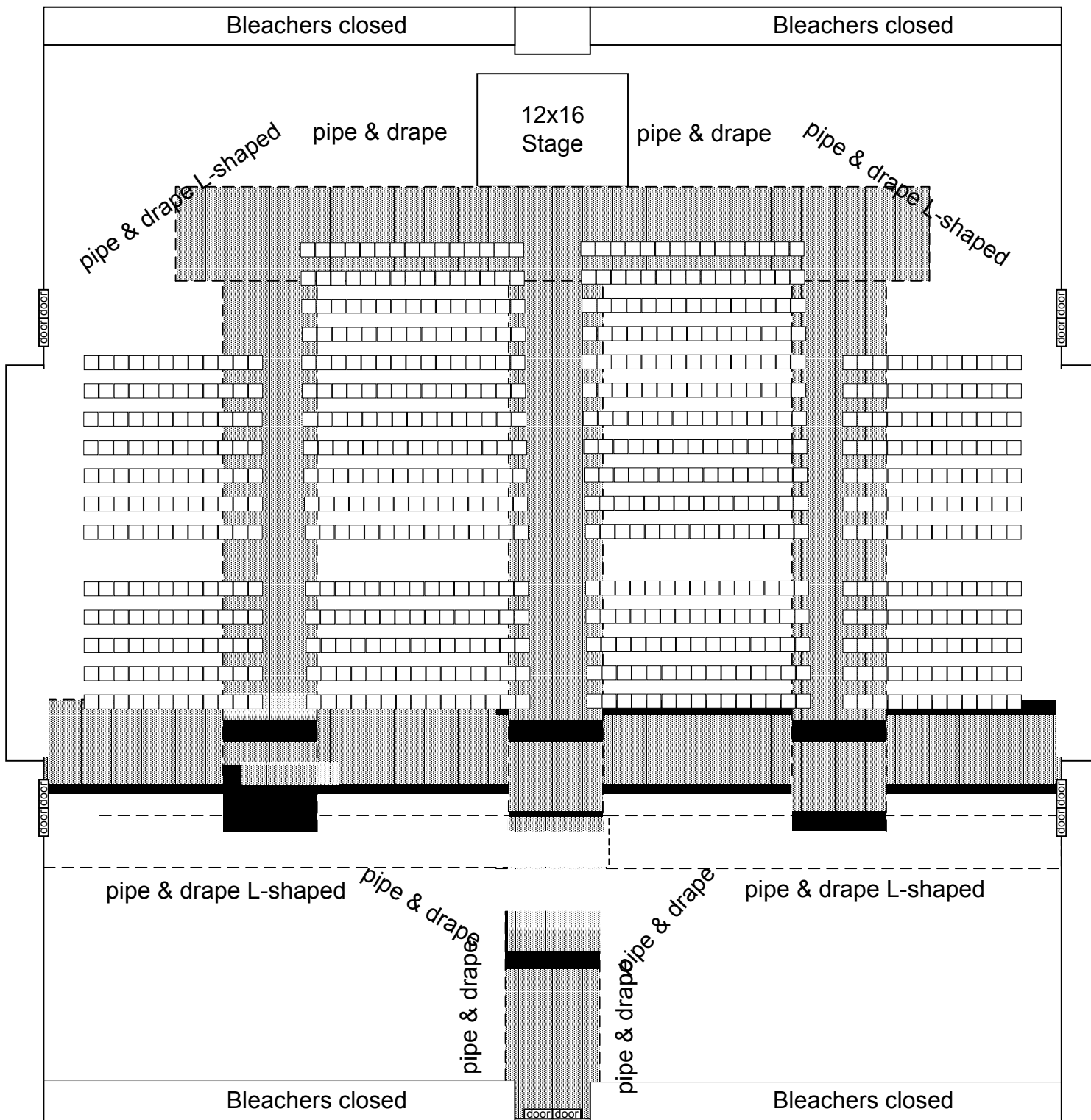
GASSETT GYM, Salem, MA



BY: **CAMELOT SPECIAL EVENTS & TENTS, INC.**  
781-246-0101  
[www.camelotsepevents.com](http://www.camelotsepevents.com)







Seating for 918