



UNIVERSITY OF SOUTHERN INDIANA

Request for Proposal

Audio/Stage Lighting Services

RFP # 21-5-10001-02120

Issue Date: October 20, 2020

Due Date: November 20, 2020 / 2:00 pm Local Time

REQUEST FOR PROPOSAL (RFP) - THIS IS NOT AN ORDER

University of Southern Indiana reserves the right to revise the Timeline at its sole discretion

ACTION	DATE
RFP Issue Date	10-20-20
Site Visit To schedule an appointment, contact: Donna Koewler Director of Special Events and Scheduling Services 812-465-1257 dmkoewler@usi.edu	By appointment only: 11-2-20 11-3-20 11-4-20
Bidders Written Questions Due All inquiries regarding clarification to the contents of this RFP will be accepted, in writing only, via e-mail to: Julie Weinzapfel Senior Buyer jweinzap@usi.edu Questions will be received from the time of RFP receipt by prospective bidder to no later than 4:00 p.m. Local Time, Wednesday, November 11, 2020.	11-11-20
USI Response to Written Questions Due	11-13-20
Proposals Due	11-20-20 / 2:00 PM Local Time

Only proposals received by 2:00 Local Time Friday, November 20, 2020 will be considered. Emailed submissions should be sent to:

Jeff Sponn, Interim Director of Procurement
University of Southern Indiana
jsponn@usi.edu

**RFP for Audio Visual Equipment and Services
University of Southern Indiana Screaming Eagles Arena.**

Goal:

The University of Southern Indiana requests a proposal for audio, video and lighting production services for large-scale, non-athletic events in the University of Southern Indiana Screaming Eagles Arena including but not limited to two fall and five spring commencement ceremonies annually, biennial Romain College of Business Speaker Series and annual New Student Convocation. In addition, the University requests technical support for selected athletic events and training for USI Athletics and/or Instructional Technology AV Operations staff on Arena house systems.

Scope of Work:

Each event will include a full house setting with 180 degree seating on all seating levels (lower and upper bowl). Supplier must own all equipment in the production services and provide full time employees trained in the operation of the production equipment. Events frequently require sound and lighting equipment, stage drapery (owned by USI) and two large video projection walls to the right and left of the stage to be suspended from a motorized grid system that can be lowered to floor level for installation. In addition, there is frequent need for some lighting equipment to be attached to rigging along a catwalk system on sides of the areas as well as stage monitors on stands for those seated on stage.

Any supplier providing reinforcing AV to the house Daktronics video display and house audio will ensure that all sources are properly synchronized during live imaging and recorded playback/display across systems.

The ability to provide live open captions is requested, budget permitting. However, providing 2 copies, one with live captions and one without captions, of a high-quality HD digital video recording for each event is required.

Supplier to provide technical support and trouble-shooting services to support Athletics and/or Information Technology AV Operations staff on Arena house systems for selected athletic events. Training Athletics and/or Information Technology AV Operations staff on operation of Arena house systems including Daktronics video board, audio systems, Tricaster (recording and streaming), cameras and graphic creation, may be required.

Contract Duration:

The contract duration will be a 3.5 -year contract beginning January 1, 2021 to June 30, 2024, and includes three one-year renewals upon mutual agreement between the University of Southern Indiana and the supplier.

First Renewal: July 1, 2024 to June 30, 2025

Second Renewal: July 1, 2025 to June 30, 2026

Third Renewal: July 1, 2026 to June 30, 2027

Schedule:

- Load-in two days prior to event
- Rehearsal and final preparations one day prior to event
- Event audio, video and lighting production
- Load-out 30 minutes after event ends

Purpose:

This document serves to outline the overall facility requirements and identify the general categories of equipment that may be needed at University events. Ultimately, the supplier's proposal will include all audio visual/staging costs associated with each scheduled event. Event needs may change depending on the type of event, length of event and program or speaker requirements, as well as possible ticket sales. A detailed explanation of all labor associated with the event, including load in, set up, rigging, operation, teardown, and load out, needs to be shown. Expenses associated with each event need to be detailed. Anticipated events are listed in the Schedule of Events section. Additional events may be added during the contract duration for which the supplier would be given first right of refusal as the preferred vendor. The proposal should also explain all value-added services that could be provided to the University that may not be asked for but may enhance our programs, budget permitting.

Common meeting space is for audiences of 1200-4000 for annual events to include two Fall and five Spring Commencement ceremonies, biennial Romain College of Business Speaker Series and New Student Convocation.

Walk Through:

All bidders may attend a pre-bid walk-through to gain familiarity with the arena and facilitate a clear understanding of the project scope. The walk-through will occur by appointment on 11-2-20, 11-3-20 or 11-4-20 in the Screaming Eagles Arena and will include all areas pertaining to the project. Contact Donna Koewler to schedule a walk-through on the appointed dates listed above in this proposal.

Minimum Staging /AV Systems for Consideration (Screaming Eagles Arena)**Audio Reinforcement:**

- Provide sound coverage to all seating areas 180 degrees with even coverage
- Provide floor coverage for all attendees. Provide foldback for all seating areas
- All foldback 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 EAW (or equivalent) line array speaker system for audio support, to include KF730 (or equivalent) speakers, JF80 speakers (or equivalent), and monitor speakers
- Amplifier
- Mixing console
- Wireless microphone systems (Wired and Wireless Microphone Systems)
- Wireless ClearCom (or equivalent) Communication systems
- Power distribution
- All safety equipment

Video Projection Support:

- 2 screens; 60 Coleder (or equivalent) 4.8 mm video panels each, in addition to interfacing with in-house Daktronics scoreboard video screens
- Flybars

- Nova Processing (or equivalent)
- Tricaster (recording and streaming)
- Switching system
- Accessories, motors and truss

Video Production:

- 2 Sony HD cameras (or equivalent) with tripods
- Camera switching system/cable package

Stage Lighting Support:

- Installation of black satin 60' x 20' drapery backdrop (owned by University)
- All lighting and rigging equipment for Stage Lighting Support including lighting console, dimmer rack, LED mover package, backdrop lighting, truss, motors and cable
- GOBO projection
- All safety equipment
- All cables and motors for rigging

Miscellaneous Equipment:

- Power generation with Generator Technician
- Ability to incorporate on Projection Screens Closed Captioning Input Computer Device

Labor for Screaming Eagles Arena Events *hourly rates requested for each position in order to establish flexibility for varying needs of additional events and technical support and training on house systems for Athletics and/or Instructional Technology AV Operations staff.

- Project Manager
- Video Director
- Video Engineer
- Video Switcher/Tape Operator
- Electricians
- Lighting Engineer
- Camera Operators for 2 cameras
- Audio Engineer
- Riggers
- Stagehands

Miscellaneous Expenses (include if required):

- Trucking
- Fuel
- Crew over-night accommodations
- Crew meals
- Expendables, such as tape stock

Anticipated Schedule of Events in Screaming Eagles Arena: 2021 – 2024:

New Student Convocation: One hour programs; August 2021, 2022 and 2023

Fall Commencement Ceremonies: Two ceremonies per year, each 1 to 1.5 hours; December 2021, 2022 and 2023.

Romain College of Business Speaker Series (biennial): One hour program, March/April 2022 and 2024

Spring Commencement Ceremonies: Five ceremonies per year, each ceremony 1 to 1.5 hours; May, 2021, 2022, 2023 and 2024.

Force Majeure:

If this work cannot be completed in the time period required because of any Force Majeure Event or any event which makes completing the work impossible or impracticable, then USI is not responsible for payment for any work not completed. A Force Majeure Event may include but is not limited to any pandemic or epidemic, an Indiana or Federal state of emergency, an Executive Order issued by the Governor of Indiana or President of the United States preventing performance by either party, or closure of either the USI campus or any facility hosting an event.

Evaluation of Responses:

The University of Southern Indiana 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.

Photos:

Bidders are required to submit photos of previous event set-ups with their bid.

Award of Contract:

The University of Southern Indiana reserves the right to award the contract to the supplier who best meets the combined technical and financial criteria as determined, at its discretion. Furthermore, the University of Southern Indiana 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. **Indiana Department of Administration certified minority, women or veteran-owned small business proposals are desirable. A goal of 8% Minority, women or veteran-owned small business proposals is required for this proposal. Any company not meeting the 8% goal must explain in detail their good-faith-efforts in trying to achieve this goal. Proposals with Tier I and/or Tier II participation will be accepted.**

Signing of State Contract:

The supplier awarded the contract will be required to sign a state contract and meet state terms and conditions, a sample of which is on the University of Southern Indiana web site under Procurement Department Forms.

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 the University of Southern Indiana an overview of the bidder's qualifications.
- Provide any other pertinent information, such as size and scope of company (revenue and number of technical staff). This may include, for example, company's minimum annual revenue and/or minimum number of direct and support staff on payroll.

Technical Staff:

Personnel must have extensive experience (minimum 10 years) in data production, 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, and the 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 supplier are required and expected to maintain a professional image while on the job.

Insurance and Indemnification:

The supplier agrees to indemnify and hold harmless the University of Southern Indiana 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 supplier 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 Indiana General Law. Employer's Liability Insurance for bodily injury by accident shall be \$1,000,000 each accident for bodily injury by disease shall be \$1,000,000 each employee and \$1,000,000 policy limit.

Commercial General Liability Insurance shall be no less than \$1,000,000 each occurrence, \$3,000,000 general aggregate. Excess Liability limits shall be \$5,000,000. University of Southern Indiana must be endorsed as additional insured on the Commercial General Liability policy.

Product Liability Insurance shall be no less than \$1,000,000 per occurrence and University of Southern Indiana must be endorsed as additional insured.

Auto Liability Insurance shall be no less than \$1,000,000 per occurrence/combined single limit. This shall include "Any Autos" including owned, leased, non-owned and hired vehicles.

Employee Dishonesty/Crime insurance coverage is also required to be no less than \$1,000,000 per claim. This would include theft of property, monies and securities of customer, its employees, students, faculty visitors and guests.

Providing USI a certificate of insurance including the above coverages will be required upon selection of vendor and prior to issuance of purchase order.

Submission of Bid:

Bids must be submitted to the address below no later than November 20, 2020, 2:00 PM Local Time:

Jeff Sponn

Interim Director of Procurement Services

University of Southern Indiana

jsponn@usi.edu