Invitation to Bid: Audiovisual and Staging Services

INSTRUCTIONS/GENERAL CONDITIONS

BID Number: 40016_20121206 DUE DATE/TIME 01/18/12

TITLE  Audio Visual and Staging Services

1. The Bid is subject to the conditions stated herein and attached hereto, are hereby invited and will be received at this office until the above noted due date and time for furnishing the items and/or services as specified. **BIDS MUST BE SIGNED.**

2. **ALL PRICES MUST BE FIRM AND ARE TO BE QUOTED AS COMPLETE**

3. Do not include State Sales Tax or Federal Excise Tax; same will be added if applicable.

4. The Agency reserves the right to award the order by individual items, related items, or by total, whichever it deems to be in its best interest and the Agency also reserves the right to reject any and all quotations and to waive informalities.

5. Contractor shall furnish LCTCS with certificates of insurance effecting coverage(s) required by Attachment 1. The successful Bidder shall carry a minimum of $1 million of General Liability insurance. The certificate(s) for the insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificate(s) are to be received and approved by LCTCS before work commences. LCTCS reserves the right to require complete certified copies of all required policies.

6. Bidders should be registered with the Secretary of State and be in good standing.

7. Successful Bidder is responsible to inspect any site required for the services and have acquainted himself with all of the conditions under which the work will be performed. No additional compensation will be granted because of unusual difficulties which may be encountered in the execution of the work or services.

8. Bidders are responsible to verify measurements and amount of supplies prior to submitting a bid.

9. Successful Bidder shall furnish all necessary permits, licenses and certifications as may be required for the performance of the required services.
10. Indemnity. Contractor agrees, upon receipt of written notice of a claim or action, to defend the claim or action or to take other appropriate measures to indemnify, and hold harmless, the LCTCS, and its members, its officers, its agents and its employees from and against all claims and actions for bodily injury, death or property damages cause by the fault of a contractor, its officers, its agents, or its employees. Contractor is obligated to indemnify only to the extent of the fault of the contractor, its officers, its agents, or its employees. However, contractor shall have no obligation as set forth above with respect to any claim or action from bodily injury, death or property damages arising out of the fault of the LCTCS, its members, its officers, its agents or its employees.

11. The purpose of this contract is to provide the specified services. The terms and conditions of this specification are incorporated into and an essential part of the services. The contractor shall perform all services in a safe manner, in a manner to conform to the highest standard of good trade practices, in accordance with applicable laws and regulations and in accordance with manufacturer’s performance specifications.

12. By accepting a purchase order resulting from this Invitation to Bid, non-resident firms certify they have paid all taxes duly assessed by the State of Louisiana and its political subdivisions, including franchise taxes, privilege taxes, sales taxes, and all other taxes for which they are liable, to the state and its political subdivisions.

13. Applicable Law. All contracts shall be construed in accordance with and governed by the laws of the State of Louisiana.

14. If unable to quote, return only cover sheet marked “No Quote” with signature in order to assure remaining on bidder’s list.

15. Email inquiries may be directed to the System Advancement Office with above quotation number for reference at akimbrell@lctcs.edu

16. Detailed Specifications are below.
ATTACHMENT 1

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Louisiana Community and Technical College System
Professional Development Conference

The Louisiana Community and Technical College System (“LCTCS”) hereby invites bidders to submit itemized bids for AUDIOVISUAL AND STAGING GOODS AND SERVICES for the duration of the above-listed Event. To be given consideration, Bidder must specify and guarantee they are the principal provider of goods and services, and should disclose all sub-contractors, outside labor and third-party equipment provided by others to complete the package of said goods and services. Bidder shall be registered with the Secretary of State and be in good standing. A tax identification number should be provided in order for LCTCS to confirm the contractor’s status with the state. The successful bidder shall also provide certification of adequate minimum coverage of $1 Million in General Liability Insurance. A bidder should provide a convincing narrative, which describes why their services should be chosen over the competition.

ALL BIDDERS ARE TO SUBMIT QUOTATIONS BY MAIL OR HAND DELIVER TO:
Ashley Lindsay, Associate Director of System Advancement
LCTCS
265 South Foster Drive
Baton Rouge, LA 70806

ALL BIDDERS ARE TO SUBMIT QUESTIONS BY EMAIL TO: akimbrell@lctcs.edu no later than 5:00pm Friday, December 21, 2012. Answers to questions will be posted on the conference website at www.lctcs.edu/2013conference by January 04, 2012.

SERVICES SUMMARY:
The LCTCS Conference plenary sessions are to be staged in a large ballroom with an expected attendance of 1,000–1,200 persons. Bidders may expect an audience of up to 100 persons in each of the ten breakout rooms. It is advised that each Bidder be familiar with the capabilities and limitations of these venues at the Baton Rouge River Center. There is the possibility of additional meetings at the Belle of Baton Rouge, where AV support will be needed. Please note the schedule under number “one (1)”.

The very nature of advanced bidding for services cannot anticipate needs that may arise during the course of the Event. We therefore stipulate that the successful bidder should be willing to accommodate minor changes as may occur, without incurring extra charges to LCTCS as long as the amount of equipment and materials used does not appreciably change.

In general, Bidders should assume the following when preparing and submitting their proposals:

1. **Submit your bid in a fully itemized form similar to the invoice you will present for payment at the end of the Event.** Be sure to list which equipment will be used in which room on which days. This is the schedule for use of ballrooms and breakout rooms requiring audiovisuals:

   **Wednesday, March 13**— Ballroom, TEN meeting rooms, ONE in Exhibitor Area; FOUR meeting rooms at Belle of Baton Rouge**

   **Thursday, March 14**— Ballroom, TWELVE meeting rooms, and ONE in Exhibitor Area; FOUR meeting rooms at Belle of Baton Rouge**

   **Friday, March 15**— Ballroom, TWELVE meeting rooms, and ONE in Exhibitor Area; TWO meeting rooms at Belle of Baton Rouge**
Meetings at Belle of Baton Rouge are not yet confirmed. Confirmation will occur by February 13, 2013.

2. Provide professional-level, superior quality using instruments and materials appropriately matched to the size and use of each meeting space, with sound levels and projection light intensity beyond merely adequate capability. Include the goods and services your experience dictates are necessary to flawlessly execute the A/V needs of this multi-venue event.

3. In particular, the Ballroom is used for general sessions, and will require TWO 7,000-lumen (minimum) projectors and 15’ x 20’ rear-projection screens plus TWO 5,000-lumen (minimum) projectors and 8’ x 12’ rear projection screens (all with valances, wing drapes and skirts). **NOTE:** Be prepared to adjust the aspect ratio of each ballroom projector to 16:9 using additional matching valance material.

4. There will be simultaneous use of all venues. In other words, equipment packages are static and should not be shared between rooms unless special needs arise.

5. You guarantee to provide adequate engineering and operations personnel to independently execute the ongoing, and sometimes changing, audiovisual and staging needs of the Event.

6. Bidders must agree to liaise with Baton Rouge River Center engineering staff to provide “public address audio” to common areas for announcements and plenary session coverage.

7. Standard package for each room should consist of a minimum 3,000-lumen video projector and screen; a sound system— independent of “house sound”—with mixers, and at least two handheld mics (one wired and one wireless), and one wireless lavalier. At this time, it is assumed that FRONT projection will be used in the smaller breakout rooms, and REAR projection will be used in the larger ballroom. *NOTE:* Wherever “panel discussion formats” are needed, such will require 6 mics (3 panel, 1 podium, 1 wireless lavalier, 1 wireless handheld).

8. In the ballroom, successful Bidder must provide a professional-level camera package to record and project live action occurring on stage during speeches and presentations. **The camera package/switcher/projector system should deliver native resolution of 1,920 x 1,080 pixels to the audience, NOT merely standard definition in 16:9 aspect. This is a change from prior conferences. State equipment specs in your bid.**

9. Provide a minimum of EIGHT ellipsoidal-type spotlights plus controller for use in the ballroom, plus additional stage lighting that you determine will further enhance the quality of the presentations.

10. Also provide a smaller lighting package of at least TWELVE PAR fixtures, gels and electrical cables for use as “specials” for up-lighting or other uses as may be required.

11. There is one off-site reception-type event within five (5) miles of the Baton Rouge River Center, and successful Bidder may have to “cover” this event with equipment and technician as needed. Additional A/V equipment is not anticipated in reception or tradeshow areas.

12. Assume to provide your own staff communication and at least THREE “Clear-Com”-type units for use by LCTCS personnel.

13. Include 200’ of standard pipe and 16’ drape in a single color (black).

14. To ensure 100% performance, Bidder guarantees to provide on-site redundancy in case of equipment failure.

15. All load-in, set-up and strike is your responsibility.

16. Travel expenses, lodging and meals for your staff are your responsibility.

17. LCTCS reserves the right to reject any and all bids.

*Thank you for your time and consideration.*