

MONTGOMERY COLLEGE - OFFICE OF PROCUREMENT
REQUEST FOR PROPOSAL TITLE: Commencement Stage Production Services
RFP NUMBER: 519-010
RFP DATE AND TIME: February 7, 2019 @ 3:00 p.m.



ADDENDUM #2
Issued: January 31, 2019

ADDENDUM FOR THE PURPOSE OF:

- Change the opening date of the RFP from 3:00 PM February 1, 2019 to 3:00 PM February 7, 2019
- Provide the attached questions and answers
- Replace Section 3 Specifications and Requirements of the RFP with revised Section 3 Specifications and Requirements

All other specifications, terms and conditions remain unchanged.

A handwritten signature in blue ink, appearing to read 'Patrick Johnson', written over a horizontal line.

Patrick Johnson
Director of Procurement

Please **sign** below to acknowledge receipt of this Addendum and return with the proposal. Failure to return this Acknowledgement of Addendum may deem a proposal nonresponsive.

NOTE: ACKNOWLEDGEMENT OF RECEIPT OF BID ADDENDA WILL NOT BE ACCEPTED BY FACSIMILE OR E-MAIL.

Company Name

Authorized Signature

Date

Printed/Typed Signature

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Questions and Answers

Question	MC Response
1. Will the vendor receive confirmation of receipt from Procurement of receipt of the proposal?	When a proposal is hand delivered directly to the Procurement Office then a receipt will be issued at that time. If a proposal is delivered via USPS, UPS, Fed Ex then it will be up to the vendor to follow up with the Purchasing Agent to confirm receipt.
2. Who is providing production headsets to communicate between contractor and MCTV?	MCTV uses Clear-Com communications headsets, with a 2 channel base-station in our mobile truck and a wireless base station with 12 belt packs and headsets. Vendor communication system should be Clear-Com or 2-wire Clear-Com compatible.
3. Does the contract renewals have any allowance for inflation cost?	Yes, refer to section 1.17 Contract Pricing in the RFP document.
4. Is Wednesday a dark day?	Yes, refer to revised Section 3 Specifications and Requirements.
5. What is the MC Seal made of and do we have to fly it?	The MC Seal is made of non-iridescent fabric, is approximately 71" x 67" and is flown.
6. Are there specific areas for ellipsoidal lights?	Full stage wash (Keys, Fills, and Backlights); 2nd Student and VIP Section of Audience; 3rd All of the Processional Entrances; 4th the First 3rd and the Last 3rd of the Main Aisle.
7. How many audio inputs are required for MCTV?	Two complete and separate audio lines to MCTV
8. How many audio relays are required?	MCTV feeds vendor XLR line with all of the playback sources from the production truck; vendor provides MCTV two XLR lines (primary and backup) with a mix-minus from vendor with all tent mics minus MCTV playback feed.
9. How many channels and or press mults are required?	Two Press Mults; 1-@ The VOG Position (Back of House), 2nd-@ The Camera Position (House Front-Left Position)
10. Are there any special needs to talent or entertainment? i.e wireless microphones	Four wireless microphones. Two Wireless Handheld Mics w/Mic Stands to place at designated areas on Staging Area (for use by anthem singer and on-stage name readers) and backups for each.
11. What is the video connection coming from the MCTV truck?	The signal is HD/SDI 1080i (1920x1080) coaxial with a BNC connector.
12. What are the dimensions of the run-off drape for projection screens?	The dimensions of the run-off drape depends on the screen used. The proposal must also include run-off drape on each side of the front jumbo screens.

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Questions and Answers - continued

Question		MC Response
13.	Is Tuesday schedule correct? Provide more detail	Yes, refer to revised Section 3 Specifications and Requirements.
14.	Are there lights pointing to the flags? Are they lit?	The Flags are lit by the Stage wash and the up-light for the Stage Curtains.
15.	Are lifts supplied by college or vendor?	Contractor must supply appropriate lifts.
16.	Who provides the rigging clamps?	Contractor must supply rigging clamps and tools.
17.	What is flown and what is secure? i.e. drapes, screens, lights etc.	All are flown on truss or pipe And drape.
18.	What is the weight limit or hang point capacity?	Reference the attached Tent drawings and specifications that were provided in addendum #1
19.	Can we get a CAD drawing of the tent?	Reference the attached tent drawings and specifications that were provided in addendum #1
20.	Are the marquees open, are lights needed?	Refer to response to question #6
21.	Is a video switcher required?	Yes, the vendors will need to bring a small switcher and a couple of video splitters, for the 3 projector and two DSMs. MCTV will provide a multi-camera switched feed of the events for distribution to the projectors and DSMs.
22.	How far away is MCTV truck from the tent?	The MCTV truck will be parked outside of the tent next to the production area.
23.	Will MCTV be handling all the cameras?	Yes, all cameras.
24.	Is the same signal being sent to all three projectors?	Yes, refer to response to question # 21
25.	Is MCTV truck controlling all video switching?	MCTV will be controlling all of the video switching from the cameras to the truck. Vendor is responsible for the signal getting to the 3 projector and two DSMs.
26.	What is the video connectivity?	MCTV outputs an HD-SDI program feed to an on-site open captioning station (provided by and crewed by MCTV); the HD-SDI captioned program feed is fed to vendor for distribution within the tent. Signal is 1920x1080 (1080i).
27.	Can you please share what the total expenditure was on this portion of your commencement last year?	For 2018 Commencement Stage Production Services Montgomery College paid \$50,000

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Questions and Answers - continued

Question		MC Response
28.	Would you happen to have a general timeline of when the tent is built and accessible for us to begin work if we are awarded the contract?	Once the contract is awarded, a meeting will be scheduled with Montgomery College Department of Special Events, Facilities, Procurement, contractor for Stage Production Services and Party Plus of Baltimore (Current Tent and Chair provider) to create a time line for setup and teardown.
29.	In Sections 3.2.6 and a redundant section 3.2.6 (supposed to be 3.2.7?), the requirements list a - lighting- technician must be on site per the schedule provided. These sections reference Audio and Video production, not lighting. I was wondering if the RFP meant to request Audio and Video technicians under their respective sections, instead of 3 lighting technicians.	Refer to revised Section 3 Specifications and Requirements.
30.	What time on Monday will we have access to bring in the generator and begin loading in?	Refer to response to question # 28
31.	What time on Friday will the chairs be removed after the program; and can we ask that the chairs directly under the rigging areas be removed first?	Refer to response to question # 28
32.	Can the generator be removed on Monday, May 20th?	Refer to response to question # 28
33.	Thursday rehearsal; is the 1:00 pm start time the crew call, or actual time the rehearsals start on stage?	Refer to revised Section 3 Specifications and Requirements.
34.	What lighting is required for the Special Honors areas?	Refer to response to question #6
35.	Please confirm that MCTV will provide clear-com belt packs, headsets and base	Refer to response to question #2
36.	Is there flexibility in the screen sizes?	Yes, vendor will suggest appropriate screen size in their proposal.

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SECTION 3 – REVISED SPECIFICATIONS AND REQUIREMENTS

3.1 Minimum Qualifications Requirements

The Contractor must have the necessary personnel, experience, certification, knowledge, skills, abilities, licenses, facilities, equipment, supplies, insurance, and technology in place to fulfill the requirements of the resulting contract and to provide the requested services on a timely basis and in compliance with all municipal, county, state, and federal codes, ordinances, regulations, and laws and industry best practices and standards.

3.2 Service Requirements

3.2.1 EQUIPMENT: Electrical power is not available and the vendor will be required to obtain all portable power generators, outdoor power lifts associated with the lighting, video and sound production. No allowance will be made at a later date for additional charges due to the Bidder's omission.

3.2.2 PERMITS: The contractor will be required to obtain all permits associated with the lighting, video and sound production. No allowance will be made at a later date for additional charges due to the Bidder's omission.

3.2.3 CABLE PROTECTION: Contractor is required to provide cable ramps for all cable that will be laid on the ground so that fire code issues

3.2.4 STAGE BACKDROP: Contractor will provide and install approximately 60' wide of 20' tall drape hung from the lighting truss behind the stage, a combination of black, purple and silver (reference pictures at available at this link [Insert new picture from last year](#) Vendor will install 1 (one) 10' diameter seal provided by the college onto the stage backdrop. Stage backdrop must be completely installed by 5:00 PM on Monday 05/13/19. All materials used in the Stage backdrop must be certified flame retardant and the vendor must submit a copy of the Flame Retardant Certificate with this RFP response.

3.2.5 STAGE LIGHTING: Lighting is primarily for video and IMAG presentations. All lighting shall be frosted with color correction as needed. All lighting shall be under hung from drawn trusses. Lighting fixtures MUST also include a safety chain. Primary focus areas are to include two podiums (Double redundancy specials), a stage wash with front and backlight, audience light, and up lighting of the stage drapery. Dimming and control devices are at the discretion of the vendor. All lighting cable shall travel in the air from trusses to dimming. The Vendor is responsible for providing their own power, i.e. Generator. Feeder Cable runs are dependent upon placement of the generators.

Contractor must submit a detailed layout and list of products that will be utilized. stage lighting must be completely installed by 5:00 PM on Monday 05/13/19.

3.2.6 AUDIO PRODUCTION: The contractor shall provide a high quality sound system including all delays, front of house PA, consoles, amps, cables, mics and downstage monitors. This event, will be televised and the vendor will be responsible for providing audio feeds to the College television station as well as press mult boxes. The contractor is responsible for providing all their own power needs. The College will be providing Podiums for the event. Vendor must submit a detailed layout and provide a detailed list of the products that will be utilized. Audio equipment must be completely installed by 5:00 PM on Monday 05/13/19.

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3.2.7 VIDEO PROJECTION: The contractor is responsible for providing a high quality video projection system, to include all screens, projectors, cables, rigging hardware, video switcher and interfaces. A total of three (3) projection screens are required. Quantity of two (2) 16x 9 aspect ratio screens at 11’3” x 20’ to be positioned on the left and right side of the stage, quantity of one (1) 16x 9 aspect ratio screen at 11’3” x 20’ to be flown with near the main entrance of the tent. Projectors shall be of high quality with a minimum output of 15,000 lumens. The video company shall be in direct contact with the MCTV department. Video source will be in 16 x 9 format with HD resolution.

All video switching will be routed via the College's television truck. The vendor is responsible for providing all their own power requirements. The screen shall be attached to the upstage riser.

Contractor is also responsible for providing a quantity of two (2) 42” downstage monitors to placed on the stage for the stage participants.

All video cables must be flown, and attached to the existing roof truss. Vendor must submit a detailed layout and provide a list of products that will be utilized. Video projection screens and equipment must be completely installed by 5:00 PM on Monday 05/13/18.

3.28 SCHEDULE FOR COMMENCEMENT WEEK: The contractor will provide adequate staff including lighting, audio and video projection technicians on-site for the various activities per the following schedule...

Tuesday, 05/14/19	<p>Graduation Student Rehearsal</p> <p>8:00 AM (lights on-staff arrive)</p> <p>10:00 AM Program Start</p> <p>12:30 PM Program Ends</p> <p>12:30-1:30 PM Lunch On-Site</p> <p>Dr. Harry Harden Jr Student Academic Excellence Awards</p> <p>1:30 PM Sound Check</p> <p>2:00 PM Talent arrives for Rehearsal</p> <p>3:00 PM Student Arrival Begin</p> <p>3:30 PM Program Participants Arrive</p> <p>4:00 PM Program Start</p> <p>5:00 PM Program Ends</p> <p>5-6:00 PM Reception (Sound/Music off at 6:00 PM, Lights on during clean-up usually complete by 7:00 PM)</p>
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Wednesday, 05/15/19	Dark day. Tent vendor installs chairs for Commencement.
Thursday, 05/16/19	<p>1:00 PM – 5:00 PM Tech Check & Program Participant Rehearsal</p> <p>1:00 PM (lights on-staff arrive)</p> <p>1:30 PM Tech Check - Area Leaders arrive for Rehearsal</p> <p>2:00 PM Volunteers and Program Participants Arrival</p> <p>2:15 PM Full Rehearsal/Program Walk Through Begins</p> <p>4:30 PM Rehearsal Ends - Last Minute Adjustments with Area Leaders</p> <p>5:00 PM Dismissal (lights out)</p>
Friday, 05/17/19	<p>7:00 AM – 2:00 PM Collegewide Commencement</p> <p>7:00 AM (lights on-staff arrive)</p> <p>8:00 AM Guest Entrance Opens</p> <p>9:50 AM Guest Entrance Closes for Procession</p> <p>10:00 AM Program Start –Procession Begins</p> <p>10:30 AM President’s Welcome—Guest Entrance May Re-open</p> <p>12:50 PM Program Ends</p>