

MONTGOMERY COLLEGE - OFFICE OF PROCUREMENT  
REQUEST FOR PROPOSAL TITLE: Commencement Event Services  
RFP NUMBER: 520-018  
RFP CLOSING DATE AND TIME: January 16, 2020 AT 3:00 P.M.



**ADDENDUM #1**

Issued: December 17, 2019

**ADDENDUM FOR THE PURPOSE OF:**

- Replace existing Sections 2 and 3 with revised attached Sections 2 and 3
- Replace existing Section 6 Price Proposal with revised attached Section 6 Price Proposal
- Provide updated Detailed Price Proposal (Attachment D: Detailed Price Proposal)

**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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**SECTION 2 – BACKGROUND AND GENERAL SCOPE OF WORK - REVISED**

**2.1 Introduction**

Montgomery College is Maryland's second oldest community college. The College serves roughly 55,000 students each year, through credit and noncredit programs, in more than 100 areas of study at nonresidential campuses located in Germantown, Rockville, and Takoma Park/Silver Spring and at off-campus sites throughout Montgomery County. To support students' academic and professional goals, the College employs more than 3,100 faculty, administrators, and staff.

**2.2 Background**

The purpose of this RFP is to select a qualified contractor to provide Montgomery College with Special Event Services to include but no limited to event management, hiring and management of sub-contractors, design and planning, installation and technical services in accordance with specifications listed herein for Montgomery College's Annual Commencement Ceremony **and for any future projects during the contract term referenced in section 1.18.**

The College's Commencement Ceremonies are scheduled for Monday May 18<sup>th</sup>, 2020 until Friday, May 22, 2019. This college-wide ceremony, held once yearly celebrates the achievements of our students, as well as several deserving honorary degree recipients. This unifying event is held on the Rockville Campus Athletic Field under a clear span tent designed to house participants and their guests. The event is well attended with nearly 6,000 guests from across the community and is televised on our cable television station and is live streamed as well as posted on YouTube after the event. In addition, an active social media campaign is employed to generate excitement. A dedicated committee with representation from across the College is involved in the planning, production and execution of this, the most important annual academic occasion held by Montgomery College. The programming for this event includes three campus Grad Finales, an honors student celebration, and a college-wide student rehearsal in addition to a separate rehearsal for program participants, ushers and technical production crew. The following link is to the College's YouTube Commencement video playlist

[https://www.youtube.com/playlist?list=PL32wEiPova8LID9sgGv8HpLAB9LVn-M\\_B](https://www.youtube.com/playlist?list=PL32wEiPova8LID9sgGv8HpLAB9LVn-M_B)

**2.3 General Scope of Work**

The contractor will provide staff and equipment to install and manage a large capacity clear span tent, air-conditioning, staging, seating, audio, **lighting**, video displays, portable restrooms and other items as listed herein for the Montgomery College Annual Commencement Ceremonies which will take place during the week of Monday, May 18, 2019 through Friday, May 22, 2019. Order of events are as follows:

Monday, 05/18/20 4:00 PM – 6:00 PM	Dr. Harry Harden Jr. Student Academic Excellence Awards – 1,000 guests
Tuesday, 05/19/20 2:00 PM – 5:30 PM	Student Commencement Rehearsal - 1,000 guest
Wednesday, 05/20/20	Dark
Thursday, 05/21/20 9:00 AM – 4:30 PM	Commencement Technical Rehearsal and Video Production Setup– 100 guest
Friday, 05/22/20 10:00 AM – 1:00 PM	Commencement Ceremony – 6,000 guest

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**SECTION 2 – BACKGROUND AND GENERAL SCOPE OF WORK – continued - REVISED**

**2.4 Contractors Responsibility for Employees/Subcontractors**

The contractor shall be responsible for the acts and omissions of all the firm's employees and all Subcontractor employees, their agents and all other persons performing any of the work under a contract with the contractor. The contractor shall at all times enforce strict discipline and good order among the contractor's employees and shall not employ on the work site any unfit person or anyone not skilled in the task assigned.

**2.5 Request for Proposal and Award Schedule:** These dates are subject to change

Wednesday, 12/04/19	RFP issued to eMaryland Market Place and MC website
Wednesday, 12/11/19	Pre-Proposal Meeting
Wednesday, 01/08/20	Last Day for bidders to submit questions
Friday, 01/10/20	MC provides answers to bidders
Thursday, 01/16/20	DUE DATE for bidder responses to RFP (closing date)
Friday 01/17/20 – Fri 01/31/19	MC staff evaluate and score proposals
Monday 02/03/20	MC Procurement staff prepare materials and recommend contractor for award to MC Board of Trustees, contractor notified of award intention.
Monday 02/24/20	MC Board of Trustees Meeting – Award of Contract
Wednesday 02/26/20	Purchase Order and contract award letter issued to contractor

**2.6 Project Schedule/Timeline**

The College anticipates that a purchase order and contract award letter will be issued to the contractor by February 26, 2020. All tenting, staging, air conditioning, audio, lighting, video displays and portable restrooms are expected to be installed and completely functional by 8:00 AM on Monday, May 18, 2020. Breakdown and removal of all equipment will not be permitted until the conclusion of the Commencement Ceremony (2:00 PM on Friday, May 22, 2020.) All equipment shall be completely removed from College property by Friday, May 29, 2020 or sooner. Refer to Attachment G (2020 Commencement Events Production Schedule.) Attachment G is provided for reference only and schedule may change.

**2.7 Location**

All events associated with Commencement will be held on the Rockville Campus Athletic Field. The address is 51 Mannakee Street, Rockville, MD 20850. The following link provides directions and a campus map for the Rockville Campus <https://www.montgomerycollege.edu/about-mc/campuses-and-locations/rockville-campus/index.html#maps-directions>

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**SECTION 3 – OFFEROR QUALIFICATIONS AND SERVICE REQUIREMENTS - REVISED**

**3.1 General Qualification Requirements**

The Offeror 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 Offeror Mandatory Minimum Qualifications**

Proposer must have successfully engaged in professional services of this type for a minimum of five (5) years. Experience in providing services to higher education institutions are preferred but not required. Indicate any experience with institutions similar in size to Montgomery College.

**3.3 Staffing Requirements**

The Contractor shall furnish a competent, qualified and adequate staff as necessary to administer coordinate, supervise, **operate** and superintend the Work; to organize the procurement of all materials and equipment so that they will be available at the time they are needed for the Work; and to keep an adequate force of skilled workers on the job to complete the Work in accordance with all requirements listed herein and to the entire satisfaction of the College's Project Manager. Key members of the staff shall not be changed without the consent of the College's Project Manager.

**3.3.1 Project Representative:**

Prior to commencement of the Work, the Contractor shall select a project representative who will have full responsibility for the prosecution of the Work, with full authority to act in all matters as necessary for the proper coordination, direction and technical administration of the Work and who shall attend meetings at such place or places as determined by the College's Project Manager in order to render reports on the progress of the Work.

**3.3.1.1 Project Representative Expectations:**

The Project Representative must attend the following Commencement-related meetings and be on-site for the week of Monday May 18, 2019 through Friday May, 22, 2019

- February 27, 2020 – 2:00 PM – 5:00 PM
- March 12, 2020 – 2:00 PM – 5:00 PM
- April 16, 2020 - 2:00 PM – 5:00 PM
- April 23, 2020 – 2:00 PM – 5:00 PM
- April 30, 2020 – 2:00 PM – 5:00 PM
- May 7, 2020 – 2:00 PM – 5:00 PM
- May 14, 2020 – 2:00 PM – 5:00 PM

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- 3.3.2 Background and Reference Checks: The College relies on the Winning Proposer to use its best judgment in providing personnel qualified to the level defined by the general position description for the skill level required. The Winning Proposer shall perform mandatory background, drug screening, and reference checks, as required by the College, on all candidates. Background checks shall include, but may not be limited to the following: criminal background check, drug screening, date of birth, employment, and education verifications. The Winning Proposer shall be financially responsible for the background checks on all candidates. There will be no billing or charge to the College for Proposer fees associated with background checks. The Technical Proposal shall outline the background check process, the types of checks available, the length of time needed to complete the process, and how long the background check is valid. The Winning Proposer will take responsibility for all tests and for determining if candidates are viable for employment.
- 3.3.3 The College’s Project Manager shall not supervise the Work. The means, methods, techniques, sequences, procedures and safety measures utilized in the performance of the Work are the sole responsibility of the Contractor, subject to overall coordination of the College’s Project Manager. Any means, method, techniques, sequences or procedures set forth in the Contract Documents are solely to specify the desired end product; and if the means, methods, techniques, sequences or procedures will not result in the desired end product or is unsafe or illegal because of some inherent defect in the Specifications or the particular conditions under which the Work is being performed, it is the Contractor’s responsibility to select a correct means, method, technique, sequence or procedure. Nothing in the College’s Project Manager’s review of the general quality and progress of the Work, including acceptance of submittals and Work, shall be construed as the assumption of authority or supervision over the performance of the Work, or relieves the Contractor from its obligation to comply with the requirements of the Contract Documents.
- 3.3.4 The Contractor shall efficiently supervise the Work, using its best skill and attention. It shall carefully study and compare all drawings, specifications and other instructions and shall at once report to the College’s Project Manager any error or omission which it may discover, and shall subsequently proceed with the Work in accordance with instructions from the College’s Project Manager concerning such error or omission.
- 3.3.5 The contractor must ensure that there is adequate and proper staffing of technicians and engineers per Attachment H (2020 Commencement Events Production Schedule - Proposed)
- 3.3.6 Parking and Travel Costs: NO reimbursements, including travel and parking. This includes reimbursement for parking passes at MC locations, this cost is the responsibility of the contractor or winning proposer. Dedicated parking will be provided for contractor trailers and contractor employee parking in adjacent parking lot.
- 3.3.7 Portable Toilets are required for workers by the Maryland Occupational Safety and Health Administration.

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**3.4 Design and Installation Requirements**

- 3.4.1 All Offerors must submit detailed drawings implementing the equipment listed herein that provides a visual representation of how all equipment will be installed.
- 3.4.1 All equipment, parts and accessories must be delivered by the contractor at the time of installation. Montgomery College will not accept shipments or take ownership of any equipment, parts and accessories.
- 3.4.2 After the Contract has been executed, the College's Project Manager will issue to the Contractor a "Notice to Proceed" and this notice will stipulate the date on or before which the Contractor is expected to begin Work. The specified Contract time shall begin on the starting date stated in the "Notice to Proceed." Any Work started or materials ordered before the starting date stated in the "Notice to Proceed" shall be at the risk of the Contractor.
- 3.4.3 Contractor must coordinate exact location and installation of equipment and schedule work with College project manager. It is the contractor's responsibility to field verify locations of installation.
- 3.4.6 Contractor must obtain and pay for any and all permits necessary for the execution of any work listed herein. The Contractor will be required to pay all necessary fees to local authorities for permits and inspections and it shall include the cost of the fees in its base price. The College shall not be responsible for the actions or interpretations of county, municipal or other local agencies or officials with respect to the application of Federal, State or local laws, rules, ordinances, regulations, codes or policies to the Work.
- 3.4.7 The Work shall be performed during regular working hours except in the event of emergency, or when required to complete the Work within the time stated in the Contract. What constitutes regular working hours will be agreed upon at the preconstruction conference.
- 3.4.8 The Work may be performed on night shifts, overtime, Sundays and holidays when permission to do so has been obtained from the College, at no additional cost to the College, and provided that Contractor complies with any additional regulations regarding off-hours work mandated by regulatory authorities.
- 3.4.9 All time limits in the Contract Documents are of the essence of the Contract. Contractor and the College agree that the time stated in the Contract for the completion of the Work is a reasonable time, considering the usual climatic range and the usual business conditions prevailing in the locality of the Project. The Contract time shall be the full time allowed or required for completion of every task involved in completion of the Work, including lead-time for ordering and fabrication of equipment and materials.
- 3.4.10 The Contractor shall keep the premises and surrounding area free from accumulation of waste materials or rubbish caused by operations under the Contract and shall remove and dispose of waste and recyclable materials or rubbish prior to the end of each working day in the appropriate

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- 3.4.10 The Contractor shall keep the premises and surrounding area free from accumulation of waste materials or rubbish caused by operations under the Contract and shall remove and dispose of waste and recyclable materials or rubbish prior to the end of each working day in the appropriate waste or recyclable container. All cardboard boxes must be broken down before being placed in recyclable container.
- 3.4.11 If the Contractor fails to clean up as provided in the Contract Documents, the College’s Project Manager may do so and the cost thereof shall be charged to the Contractor.
- 3.4.12 At completion of the Commencement Ceremony, the Contractor shall remove from the site all Work waste materials, rubbish, the Contractor's tools, and equipment.

**3.5 Tent Requirements:** Refer to Attachment F (Commencement Tent and Restroom Layout) for tent locations. Contractor is to provide and install the following tents. All tents should be white in color (unless otherwise noted) and must be clean and free of wholes and or defects. Contractor is required to protect the Athletic track and field from vehicle damage during the installation and uninstallation of all tending and equipment listed herein. Refer to Attachment H (2018 Commencement Week Events Production Schedule) for estimated timeline for tent installation.

<b>Title</b>	<b>Description</b>	<b>U/M</b>	<b>Qty</b>
Large Main Tent	132'x279 296' ClearSpan Tent	EA	1
Entrance Tent	9'x60' Faculty Entrance Tent with Sides	EA	1
Entrance Tent	9'x50' Audience Entrance Tent	EA	1
Entrance Tent	9'x50' Student Entrance Tent (bleacher side)	EA	1
Entrance Tent	9'x75' Student Entrance Tent (Gudelsky side)	EA	1
Fisrt Aid Tent	10'x10' First Aid tent	EA	1
Stroller Tent	16'x16' Stroller tent	EA	1
Gate Entrance Tent	20'x20' guest entrance tent -at the gate	EA	1
Gate Entrance Tent	20'x40' red/white tent w/gutter and walls to enclose long sides and two sides of 20x20 entrance tent	EA	1
TV Production Tent	10'x10' TV Productions Tent with walls	EA	2
Green Room Tent	20'x20' green room tent	EA	1
DJ Tent	9'x10' DJ Tent	EA	1
Reception Tent	30'x45'x7' Reception Tent. white frame tents, w/sides and water ballast	EA	1
Reception Tent	30'x50'x7' Reception Tent. white frame tents, w/sides and water ballast	EA	1
Alumni Tent	20'x40' alumni tent white, frame, tents, w/side s and water ballast	EA	1

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**3.6 Stage Requirements:** Contractor is to provide and install the stage with the dimensions listed below. All staging needs to be carpeted with black AstroTurf style carpeting and black skirting. All skirting must be Fire-retardant commercial-grade black fabric. Refer to Attachment G (2019 Commencement Tent Layout) for stage dimensions and layout.

<b>Title</b>	<b>Description</b>	<b>U/M</b>	<b>Qty</b>
Main Stage	24'x52' Main Stage w/Handrail on three sides – Due to the crown of the field stage is set at a minimum height of 30" on the low side and rising to approximately 60" on the high side. Black carpet and skirting. <b>The Main Stage must be placed 4' from the tent rear of the tent leaving space for walkway.</b>	EA	1
Bump Out Stage	8'x12'x40" +/- Bump Out Stage – Connected and centered along front of main stage, black carpet and skirting	EA	1
Transition Stage	4'x12'x40" +/- Transition Stage with 2 sets of steps and railings to Bridge HVAC ducting. Black Carpet and skirting	EA	1
Stage Ramps	4'x32' ADA Compliant Handicap ramps with railings, black carpet and skirting. <b>At NO time should any equipment be placed or impede access and usage of the Handicap ramps.</b>	EA	2
Stage Stairs	six step stair units with railings, black carpet and skirting	EA	2
Camera Platform	4'x8'x30" Television Film Platform	EA	1



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**3.7 Flooring Requirements:** Contractor is to provide and install red-carpeted, hard surface event flooring with the dimensions listed below. Refer to Attachment G (2019 Commencement Tent Layout) for flooring dimensions and layout.

<b>Title</b>	<b>Description</b>	<b>U/M</b>	<b>Qty</b>
Backstage Office	128 Square Feet – Event Director’s Backstage Office Area – 16’x8’	EA	1
Backstage Office	72 Square Feet – Connect Event Director’s Backstage Office Area to Main Walkway – 18’x4’	EA	1
Front of Stage	96 Square Feet Stair Landings – 6’x8’	EA	2
Front of Stage	216 Square Feet Ramp Landings – 6’x18’	EA	2
Front of Stage	624 Square Feet Across Front of Stage – 6’x104’	EA	1
Student Section	192 Square Feet Student Handicap Viewing Area – 16’x12’	EA	1
Student Section	232 Square Feet Side Connection to Student Walkway – 4’x58’	EA	1
Student Section	432 Square Feet Side Connection to Bleacher Side of Track – 6’x72’	EA	1
Student Section	448 Square Feet Side Student Faculty Dividing Aisle/Connection to Entrance Walkways – 4’x112’	EA	1
Guest Section	324 Square Feet Side Connection to Bleacher Side of Track (Rear Tent) – 6’x54’	EA	1
Guest Section	720 Square Feet DSS/Handicap Rear Seating & Entrance Area/Connection to Primary Entrance Walkway – 12’x60’	EA	1
Guest Section	324 Square Feet Side Connection to Bleacher Side of Track (Front Tent) – 6’x54’	EA	1
Guest Section	936 Square Feet Main Aisle – 6’x156’	EA	1
Guest Section	240 Square Feet Main Aisle – Main Aisle Front Transition Area – 12’x20’	EA	1
Guest Section	390 Square Feet Main Aisle – Main Aisle Front Track Area – 6’x65’	EA	1

**3.8 Seating Requirements:** Contractor is to provide and install guest and stage chairs per the list below. Refer to Attachment G (2019 Commencement Tent Layout). All guest chairs must be banded together per City of Rockville Fire Code.

<b>Title</b>	<b>Description</b>	<b>U/M</b>	<b>Qty</b>
Guest Chairs	Folding Chair, White, minimum 275 lb capacity	EA	5000
Cable Ties	8" white cable ties to band guest chairs together	EA	5000
Stage Chairs	White padded folding resin chairs, minimum capacity 300 lbs	EA	50

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**3.9 Safety Requirements:** Contractor is to provide and install the following items to be in compliance with City of Rockville Building Permit Code. Contractor must obtain and pay for any and all permits necessary for the execution of any work listed herein. Details about City of Rockville permit and inspection process can be found at this link <https://www.rockvillemd.gov/165/Permits-Inspections>

Title	Description	U/M	Qty
House Lighting	UL Approved 1000 Watt White High Bay Halogen Fixtures flown from trusses	EA	12
Exit Signs	Exit Signs	EA	12
Emergency Lights	LED Light Fixtures with battery backup	EA	12
Fire Extinguishers	UL Approved 5lb type ABC extinguisher with signage	EA	12
No Smoking Signs	12"x8" no smoking signs, red/white	EA	12
Crowd Control	8 Foot Heavy Duty Steel Barricades with Flat Bases	EA	40
Stanchions	7' black retractable stanchions, single belt	EA	78
Cable Ramps	36", 5 Channel "yellow jacket" style cable protection ramps	EA	120

**3.10 Power Requirements:** : Electrical power is not available and the vendor will be required to obtain all portable power generators and associated permits from the City of Rockville. Contractor is to provide, install and operate the following items to be in compliance with City of Rockville Building Permit Code. Contractor must obtain and pay for any and all permits necessary for the execution of any work listed herein. Details about City of Rockville permit and inspection process can be found at this link. <https://www.rockvillemd.gov/165/Permits-Inspections>. Refer to Attachment F (Generator Tent Entrance and Generator Layout) for generator placement locations.

Title	Description	U/M	Qty
Generator	70KW Generator for House Lighting	EA	1
Generator	25KW Generator Whisper Watt for House Backup	EA	1
Distro Panel	Distribution Panel w/Cabling for tent	EA	8
Generator	25KW Generator for DJ and Reception	EA	1
Distro Panel	Distribution Panel w/Cabling for reception area	EA	8
Permits	City of Rockville inspection permit for all generators	EA	1
Generator	100 KW Generator for Stage Lighting	EA	1
Generator	100 KW Generator for Video and Sound	EA	1
Generator	55 KW Generator for Air Conditioning	EA	2
Generator	100 KW Generator for Air Conditioning	EA	2
Generator	250 KW Generator for Air Conditioning	EA	1
Generator	320 KW Generator for Air Conditioning	EA	1

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**3.11 Air Conditioning Requirements:** Contractor is to provide and install the following the following Air Conditioner equipment to be used for events during the week of Monday, May 18, 2019 through Friday Monday, May 22, 2019. Historically, for the week of Commencement Events, the College has used the Air Conditioner for approximately 24 hours, consuming about 600 gallons of fuel. **All HVAC ducting must be clear or all white.**

<b>Title</b>	<b>Description</b>	<b>U/M</b>	<b>Qty</b>
Fans	20" pedestal fans	EA	12
Air Chiller	60 TON Air Cooled Chiller w/pump	EA	2
Air Chiller	100 TON Air Cooled Chiller w/pump	EA	2
Air Chiller	25 TON Air Cooled Chiller w/pump	EA	1
Air Handler	140 TON Vert Chilled Water Handler	EA	4
Fuel	Fuel for Generators	GAL	600

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**3.12 Audio Equipment Requirements:** Contractor is to provide and install the following Audio Equipment to be used for events during the week of Monday, May 18, 2019 through Friday Monday, May 22, 2019.

The contractor shall provide a high-quality sound system including all delays, front of house PA, **Digital Audio** consoles, amps, cables, mics and downstage monitors. This event, will be televised and the vendor will be responsible for providing **clean** 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.

We need ~~an~~ **a digital** audio console that is able to account for audio delay in the tent up to 300 feet and EQ the sound in the tent and must have the capability to play audio files from the board. In the past, there were 4 speaker arrays on each side of the tent for house sound.

Two complete and separate audio lines to MCTV. 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.

Two Press Mults; 1-@ The VOG Position (Back of House), 2nd-@ The Camera Position (House Front-Left Position)

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.

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. There should probably be 5 headsets for the vendors audio crew. (A1, A2, lighting, projectionist, manager, **vendor stage manager**)

**All General Purpose Trussing used to Hang Audio equipment from the tent roof structure shall be wrapped in Certified Flame Retardant White fabric or spandex so that the Utility truss blends in with the White Tent roofing structure. All flame certificates must be housed on site for inspection.**

Contractor is to provide and install the following Audio Equipment to be used for events during the week of Monday, May 18, 2019 through Friday Monday, May 22, 2019.

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<b>Title</b>	<b>Description</b>	<b>U/M</b>	<b>Qty</b>
Audio Equipment	Loudspeaker JBL VRX932LA (or equivalent)	EA	28
Audio Equipment	Array Frame	EA	12
Audio Equipment	Wedge/Stage Monitors for 52' x 24' stage	EA	8-16
Audio Equipment	Loudspeaker JBL SRX812 (or equivalent)	EA	8
Audio Equipment	Tall Black Speaker Stands	EA	8
Audio Equipment	Amplifier 4CH QSC PLD 4.5-NA (or equivalent)	EA	8
Audio Equipment	Digital Audio Console with delay capability for 300' tent	EA	1
Audio Equipment	FOH Processing Rack	EA	2
Audio Equipment	Podium Mic (MIC-DLX PODIUM AT 857AML?)	EA	4
Audio Equipment	Wireless Microphones with wired backup.	EA	8

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**RFP CLOSING DATE AND TIME: January 16, 2020 AT 3:00 P.M.**

**SECTION 3 – OFFEROR QUALIFICATIONS AND SERVICE REQUIREMENTS – continued - REVISED**

**3.13 Video Equipment Requirements:** Contractor will need provide 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. The MCTV truck will be parked outside of the tent next to the production area. 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. 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) coaxial with a BNC connector.

All General Purpose Trussing used to hang video screens, projectors and equipment from the tent roof structure shall be wrapped in Certified Flame Retardant White fabric or spandex so that the Utility truss blends with the White Tent roofing structure. All flame certificates must be housed on site for inspection.

Contractor is to provide and install the following Video Equipment to be used for events during the week of Monday, May 18, 2019 through Friday Monday, May 22, 2019.

Title	Description	U/M	Qty
Video Equipment	10 X 18 16:9 Screen Kit	EA	<del>6</del> <sup>3</sup>
Video Equipment	10 X 18 16:9 Dress Kit	EA	<del>4</del> <sup>2</sup>
Video Equipment	Equal to or greater than 1080 HD 3DLP Projector Christie HD-M, <span style="color: red;">minimum 20,000 lumens</span>	EA	6
Video Equipment	Back up HD projectors - <span style="color: red;">Equal to or greater than 1080 HD 3DLP Projector Christie HD-M, minimum 20,000 lumens</span>	EA	2
Video Equipment	Projector Flyware	EA	2
Video Equipment	Projection Carts <span style="color: red;">or Scaffolding. At No point should projectors be placed on uneven surfaces or stacked road cases that could result in a "tip over" hazard.</span>	EA	4
Video Equipment	42" LCD Monitor w/ Speakers Nee E425 (or equivalent)	EA	4
Video Equipment	Confidence Monitor Stands (one for audio operator in back)	EA	3
Video Equipment	HD-SDI 1x4 DA	EA	4
Video Equipment	HD-SDI to HDMI Converter	EA	4
Video Equipment	Hi-Res Seamless Switcher (Analog Way Pulse 2 3G PLS350 or equal)	EA	2

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**3.14 Lighting Equipment Requirements:** The College is requesting an entirely LED theatrical lighting system to illuminate the stage and areas of the tent that will be shot by the Colleges television department. Lighting is primarily for video and IMAG presentations but should also be capable of providing general illumination for the stage. All LED Lighting shall be of professional quality, able to mix Color internally (eliminating the skittles effect) and capable of Color Mixing (RGBAW) in order to meet the needs of the television productions desire for adequate color correction and temperature while maintaining adequate intensity in a pleasing tone for the colleges attendees. 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), 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. Also, up lighting of the stage drapery. The Flags are lit by the Stage wash and the up-light for the Stage Curtains. The Vendor shall provide a competent and professional Lighting director capable of taking direction from the Television producer in order to set levels and color temperature for the event. Dimming and control devices are at the discretion of the vendor but must be capable of mixing color and recording Levels set by the television producer. 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. All backlight fixtures shall be flown from the upstage décor truss housing the stage curtains and may be over hung.

All General Purpose Trussing used to hang lighting equipment from the tent roof structure shall be wrapped in Certified Flame Retardant White fabric or spandex so that the utility truss blends with the White Tent roofing structure. All flame certificates must be housed on site for inspection.

Contractor is to provide and install the following Lighting Equipment to be used for events during the week of Monday, May 18, 2019 through Friday Monday, May 22, 2019.

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<b>Title</b>	<b>Description</b>	<b>U/M</b>	<b>Qty</b>
Lighting Equipment	<del>Leko w/ assorted degree lenses</del> LED RGBAW Lekos (575 watt equivalent) w/ assorted degree lenses per the needs of the stage and specials listed above	EA	60
Lighting Equipment	<del>Source 4 Par</del> LED RGBAW Par or Fresnel wash fixtures in appropriate degrees to illuminate the specified areas	EA	40
Lighting Equipment	<del>Freedom PAR Quad</del> 4-up lights or similar for the upstage décor stage curtains.	EA	60
Lighting Equipment	Schedule 40 (8' - 10') Pipe	EA	8
Lighting Equipment	<del>Dimmer 24 X 2.4K</del> Power Distribution 24 X 20 amp to meet the needs of the requested equipment	EA	4
Lighting Equipment	<del>16 CH Lighting Controller</del> NSI MC7516	EA	2
Lighting Equipment	Grand MA 2 lite or High End Hog 4 Lighting control systems	EA	1
Lighting Equipment	Flown Dress Kit to cover the entire truss (white)	EA	1
Lighting Equipment	Lighting control and power cable package	EA	1



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**SECTION 3 – OFFEROR QUALIFICATIONS AND SERVICE REQUIREMENTS – continued - REVISED**

**3.15 Stage and Screen Surround Requirements:** 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](#)) Vendor will install 1 (one) 10’ diameter seal provided by the college onto the stage backdrop. 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. The Contractor will install 20 Montgomery College Flag banners ([see pictures](#)). The flag banners are a visual representation of all the countries represented by Montgomery College Students.

Contractor is to provide and install the following Stage and Screen Surround Drape to be used for events during the week of Monday, May 18, 2019 through Friday Monday, May 22, 2019.

Title	Description	U/M	Qty
Stage and Screen Surround Drape	30 ft. of 22'h BLACK DRAPE	EA	4
Stage and Screen Surround Drape	30 ft. of 22'h PURPLE DRAPE	EA	4
Stage and Screen Surround Drape	30 FT SILVER DRAPE 12' H / 6 panels to swag	EA	1
Stage and Screen Surround Drape	20 ft. of 22' h SILVER DRAPE	EA	2
Stage and Screen Surround Drape	70 ft. of 16'h BLACK DRAPE	EA	2

**3.16 Stage Plant and Decoration Requirements:** Contractor is to provide and install the following plants for Stage Decoration to be used for events during the week of Monday, May 18, 2019 through Friday Monday, May 22, 2019.

Title	Description	U/M	Qty
Stage Plants	3' - 4' Date Palm Foliage - Black Pot	EA	12
Stage Plants	3' boxwood hedge artifical	EA	4
Stage Plants	6" petunias purple/white	EA	8
Stage Plants	Boston Ferns	EA	12
Stage Plants	6" Ivy	EA	12
Stage Plants	10" petunia baskets purple/white	EA	12
Stage Plants	20" black planters for the ivy and 6" petunias	EA	6

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**3.17 Portable Restroom Requirements:** Contractor will provide, operate and maintain 2 large executive restroom trailers and 1 smaller executive restroom trailer and 1 plastic Handicapped unit per the following schedule. Contractor must provide specification sheet for each unit offered. Refer to Attachment F (Commencement Tent and Restroom Layout) for restroom locations. Contractor will be responsible for adequate water hoses and electrical extension cords. Montgomery College will provide access to water hydrant and dedicated 20 amp circuits for each trailer.

<b>Title</b>	<b>Description</b>	<b>U/M</b>	<b>Qty</b>
18' Restroom Trailer	18' Restroom trailer for guest (for use on 05/22/19) only	EA	2
ADA Restroom Trailer	ADA Accessible Restroom Trailer for students (05/18-05/22)	EA	1
18' Restroom Trailer	18' Restroom trailer for students (05/18 - 05/22)	EA	1
ADA Restroom Single unit	ADA single unit with Hand Sanitizer for guest (for use on 05/22/19) only	EA	1
Attendant Service	2 attendants for restroom trailers 8:00 am - 1:00 pm 05/22/19	EA	1

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**SECTION 6– PRICE PROPOSAL - REVISED**

Montgomery College, Commencement Week Event	TOTAL
<p>All costs associated in the fulfillment of all product and service requirements listed herein. <b>Offeror MUST also complete the <a href="#">detailed price proposal sheet, (attachment D)</a></b>  <b><u>Detailed Price Proposal must be submitted electronically via USB thumb drive</u></b></p> <p style="color: red;">In order to be considered for award vendor must bid on all items listed in the detailed price proposal.</p>	<p style="font-size: 2em;">\$</p>

The prices offered on the Price Proposal must include all charges, costs, and fees incurred in the delivery of this procurement. No allowance will be made later for additional charges due to the Offeror’s omission.

**Montgomery College is tax exempt, certification provided upon request**

By signing below, your firm agrees to provide said goods and/or services as specified and that those goods and/or services shall be provided or performed in accordance with the bid specifications, stipulations and terms and conditions specified and that your firm has read and agrees to the College terms, conditions, stipulations, and specifications and any College approved or authorized exceptions and that your firm will adhere to said terms and conditions in any contract resulting.

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Company Name	Name
Title	Authorized Signature and Date