



**SALVE REGINA
UNIVERSITY**

Salve Regina University

100 Ochre Point Avenue Newport, RI 02840

www.Salve.edu

Bid Release Date: 10/27/2023

Deadline for Bid Submission: 12/1/2023

Point of Contact: Salve Regina Purchasing Office

Email Address: purchasingoffice@salve.edu

Phone Number: 401-341-2343

Introduction

Salve Regina University, herein after referred to as the "University," invites qualified and experienced vendors to submit their proposals for the procurement and installation of audio and visual equipment within multiple historic mansion buildings on campus. This Request for Bid ("RFB") outlines the requirements and specifications for the audio and visual equipment and the associated installation services.

From our cornerstone mercy mission to the classic ideals of our liberal arts approach, tradition matters at Salve Regina. It's woven throughout our 80-acre campus, embedded in our historic buildings, and infused in the culture of Newport, Rhode Island.

Tradition at Salve Regina means we remember where we began. Since our founding by the Sisters of Mercy in 1934, we have grown to a community of more than 2,800 undergraduate and graduate students who proudly carry forward our mission in their personal and professional lives. Fully accredited by the New England Commission of Higher Education, we are committed to fueling the imagination and encouraging the academic ambitions of our bright and curious students.

Project Overview

Project Name: [Pell Technology Grant](#)

Project Locations: Ochre Court-100 Ochre Point Avenue Newport RI, Young Building-518 Bellevue Avenue Newport RI, O'Hare Academic Center-162 Webster Street Newport RI

Project Duration: January 2024 to July 2024

Scope of Work

In 2022, Salve Regina was awarded funding through the Consolidated Appropriations Act, 2022 from the US Department of Education, under Award Number P116Z220090. The award's purpose is directed towards technological enhancement to the University's Pell Center for International Relations and Public Policy, which is a multidisciplinary research center. The funding, totaling \$850,000, represents 100% of the total costs of the entire project. At this time, it is anticipated no non-government sources will be used to complete the award's scope of work. The award will enable the University to invest in the technology needed to improve communication and programming to a minimum technological threshold in all the campus venues used frequently by the Pell Center.

This RFB represents a portion of the project and not the entirety of the award. The selected vendor is expected to provide the following audio and visual equipment and services. We encourage potential vendors to consider bids on any or all of the content of this document:

Technical Specifications

IT Equipment Procurement:

- Requirements Documentation (See Appendix 1).
- Current vendors and equipment partners used on Campus include:
 - Cisco
 - Crestron

Design and Consultation:

- Conduct a comprehensive needs assessment and design the audio, visual, and lighting systems to meet the project's objectives.
- Provide expert advice on equipment selection and placement.
- Building Layout and Initial Needs Analysis (see Appendix 2).

Installation Services:

- Procure and install all necessary equipment and technology.
- Installation of audio and visual Equipment.
- Installation of lighting.
- Cable management and labeling of the audio/visual equipment and lighting.
- Configuration of audio, visual, and lighting systems for seamless operation.
- Testing and validation of all installed equipment.
- Documentation of installation procedures and configurations.
- Training of Salve Regina staff on the newly installed equipment.

Warranty and Support:

- Provide comprehensive documentation, including system manuals and warranty information for equipment and services.
- Specify the support and maintenance services offered during the warranty period and length of warranty period.
- Specify long-term support plans after the warranty period.

Submission Requirements

- Vendors are required to submit the following information/documents in a detailed proposal:
 - Optimal Design Documentation for all areas specified.
 - Description of the proposed audio and visual equipment and its compliance with the specifications.
 - A breakdown of all costs including equipment, labor, and any other associated expenses.
 - Item/net unit price and an extended total for the item, listed in US dollars.
 - Any available financing options or discounts for the grant project.
 - Any additional services or features offered.
 - If subcontractors are to be used, the bidder must identify subcontractor and clearly explain their participation, deliverables, and project milestones.
 - Proposed project timeline.
- Collaboration with Current Partners
 - Validation that the company can become a partner or has a current partnership with our equipment provider, Crestron.
- Company Profile:
 - Company background and history.
 - Relevant experience in providing similar audio and visual equipment and installation services.
 - References from previous clients.
- Proof of Insurance:

- Provide certificate of insurance coverage.
- Compliance:
 - Confirm your company's compliance with all applicable laws, licensing, and regulations.

Evaluation Criteria

The University will evaluate proposals based on the following criteria:

- Compliance with specifications and requirements.
- Cost competitiveness.
- Vendor's experience and references.
- Proposed timeline.
- Warranty and support offerings.
- Vendor able to accommodate constraints as identified in the requirements document (Appendix 1, #4).

Timeline

- Bid Release Date: 10/27/2023
- Deadline for Bid Submission: 12/01/2023
- Vendor Selection: 12/22/2023
- Contract Award: 01/12/2024
- Project Commencement: January 2024
- Project Completion Date: 07/31/2024

How to Submit a Proposal

Interested vendors should submit their proposals electronically in PDF format to purchasingoffice@salve.edu no later than December 1, 2023. Please include "Pell Technology Grant Equipment and Installation RFB – Salve Regina University" in the subject line. Late responses may not be accepted.

Clarifications and Questions

All inquiries and requests for clarifications must be submitted in writing via email to purchasingoffice@salve.edu by 11/10/2023. The University will respond to all questions by 11/20/2023. Due to schedule constraints, Salve would be able to offer a walkthrough on 11/03/2023, from 10:30am-12:30pm, starting at 100 Ochre Point Ave., Newport RI. R.S.V.P. to purchasingoffice@salve.edu by 11/2/2023 to confirm participation in walkthrough. No additional charges shall be allowed by the University for lack of information or misunderstanding information if the Bidder does not attend the walkthrough.

Confidentiality

All information submitted in response to this RFB will be treated as confidential and used solely for the purpose of evaluating vendor bids.

Bid Review/Right to Reject

Bids will be reviewed to verify they meet all specified criteria in this RFB. This may include contacting references furnished in the vendor's bid, requesting reports on the vendor's financial stability, conducting demonstrations of the vendor's proposed product(s) and service(s) and reviewing results of past awards to the vendor by the University. The University reserves the right to reject any or all bid received and to waive any irregularities or informalities in the bids.

Contractual Agreement

The selected vendor will be required to enter into a formal cost reimbursable contract with Salve Regina University that outlines the terms and conditions of the engagement.

Conclusion

The University looks forward to receiving competitive bids from qualified vendors. By submitting a bid, vendors acknowledge their understanding and acceptance of the terms and conditions outlined in this RFB. The awarded contract terms and conditions will be separately documented.

Salve Regina University

Appendix 1: Equipment Procurement and Requirements

Requirements

1) Young Building

a) Boardroom

- i) Seamless virtual and in person collaboration.
- ii) The ability to teleconference with one to many/many to many both onsite and off-site.
- iii) Integration to include tracking camera, speakers, microphones, 3 digital displays, and dedicated touch panel for audio/video controls.
- iv) Adjustable/targeted Lighting to ensure visibility and versatility for different types of events and conferences.
- v) Placement Suggestions
 - (1) Display 1: confidence monitor, mounted on the entrance wall facing the presenter.
 - (2) Display 2: the right-hand side atop the credenza.
 - (3) Display 3: presentation display.
 - (4) Speakers to be mounted on the walls based on vendor expertise and to ensure integrity of the building remains intact.
 - (5) Camera to be mounted on the walls based on vendor expertise and to ensure integrity of the building remains intact.
 - (6) Microphones: should be adaptable to space needs (lavalier or wireless/arrays).
 - (7) Dedicated Touch Panel
- vi) Podium exists in this space. Based on new design requirements, Podium may need replacement to meet the technical needs.

b) Ballroom

- i) Seamless virtual and in person collaboration.
- ii) The ability to teleconference with one to many/many to many both onsite and off-site.
- iii) Integration to include camera (tracking requested not required), speakers, audio integrated into central system for building, microphones, 2 digital displays, presentation screen, and dedicated touch panel for audio/video controls.
- iv) Adjustable/targeted Lighting to ensure visibility and versatility for different types of events and conferences.
- v) Timer: Rear of the room for presenters.
- vi) Press Mult Box: Ability to support multiple lines of video feed for press capturing an event.
- vii) Placement Suggestions
 - (1) Display 1: confidence monitor, mounted on a mobile stand.
 - (2) Display 2: On a mobile stand to show the distance collaborators.
 - (3) Display 3: Larger display to be used as a presentation screen/stage to the in-person attendees. Note: Current display considered too small.

- (4) Speakers to be mounted on the walls based on vendor expertise and to ensure integrity of the building remains intact.
 - (5) Camera to be mounted on a tripod based on vendor expertise and to ensure flexibility within the space.
 - (6) Microphones should be adaptable to space needs (lavalier or wireless).
 - (7) Dedicated Touch Panel
- viii) Podium exists in this space. Based on new design requirements, Podium may need replacement to meet the technical needs.
- c) Library
 - i) Seamless virtual and in person collaboration.
 - ii) The ability to teleconference with one to many/many to many both onsite and off-site.
 - iii) Integration to include camera, speakers, microphones, 3 digital displays, and dedicated touch panel for audio/video controls. 2 additional cable paths for future displays.
 - iv) Adjustable/targeted Lighting to ensure visibility and versatility for different types of events and conferences.
 - v) Placement suggestions
 - (1) Display 1: mounted on a mobile stand.
 - (2) Display 2 and 3 Mounted on existing bookcase structure.
 - (3) Speakers to be mounted on the walls based on vendor expertise and to ensure integrity of the building remains intact.
 - (4) Camera to be mounted on the walls based on vendor expertise and to ensure integrity of the building remains intact.
 - (5) Microphones should be adaptable to space needs (lavalier or wireless).
 - (6) Dedicated touch panel.
- d) Senator Pell Office
 - i) Integration to include speakers, administrative capability for building-wide audio/visual system via Xpanel and a laptop.
- e) Lobby
 - i) Integration to include speakers, 1 display and touch panel controls.
- f) Second floor rooms
 - i) Room 201
 - (1) Integration to include speakers, 1 display and touch panel.
 - ii) Room 202
 - (1) Integration to include 1 large display wall mounted, sound bar/speakers, and touch panel, tracking camera.
- g) Room 204
 - (1) Integration to include 1 large display wall mounted, sound bar/speakers, and touch panel.
- h) Room206 Integration to include 1 large display mobile stand mounted, sound bar/speakers, and touch panel.

- i) Room 207 Integration to include 1 large display wall mounted, sound bar/speakers, and touch panel.
- 2) Ochre Court
 - a) Great Hall:
 - i) Comprehensive system that offers a wireless iPad-based mix board.
 - (1) 1 central fixed wall unit touch panel and 1 mobile iPad unit.
 - (2) Capacities include
 - (a) being able to assign certain audio elements to certain speakers.
 - (b) Being able to support different audio controls in different rooms or,
 - (c) Create the same audio source in all the rooms or combination of rooms.
 - ii) Audio controls that are dynamic to the needs of the event. (lecture/meeting/conference/etc.) Irrespective of the event's scale, it is essential that the presenter(s) have clear and audible audio.
 - iii) Exterior port to plug in a more complex mixing board externally, to fit with the mixed-use space needs.
 - iv) Digital signage display and video wall display.
 - (1) Currently displays are on stanchions that are wheeled to where the need is.
 - (2) Desired end state is fixed displays where content/function can be managed remotely/wirelessly.
 - v) 4-Display display with interactivity
 - (1) Request is to include a 4-display video wall affixed in the great hall (near the fireplace) that can be used for.
 - (a) Interactive Campus Mapping.
 - (b) Looping Video.
 - (c) Ability to investigate more information about professors, school history, buildings, etc.
 - vi) Signage upon entry near coat room.
 - vii) Lighting Enhancements: Identify whether we may be able to include lighting that is operational remotely, to improve the visibility of a speaker or of a performance.
 - (1) Most of the events that are held in this space are formal, ceremonial, and wedding.
 - viii) Microphones are needed for integrated Lavalier or Handheld microphones that can be assigned to certain speakers or sources.
 - b) Terrace audio integration: the ability to affix a port/plug in outside on the terrace where speakers can be mounted temporarily, in support of events and functions.
 - c) Ballroom
 - i) Integration into the central system.
 - ii) Equipment to include speaker, microphones, 3 displays
 - (1) Displays would need to be stand mounted.

- iii) Speaker already exists in the space, replace speaker with one that will integrate with the central system.
 - d) Dining Room
 - i) Integration into the central system.
 - ii) Equipment to include speaker, microphones, 1 Display.
 - (1) The display would need to be stand mounted.
 - iii) Podium exists in this space; this may need to be modified or replaced based on modern technology.
 - e) Library
 - i) Integration into the central system.
 - ii) Equipment to include speakers, microphones, 1 display
 - (1) The display would need to be stand mounted.
 - iii) Podium exists in this space; this may need to be modified or replaced based on modern technology.
 - f) Drawing Room
 - i) Equipment to include speaker, 1 display.
 - (1) The display would need to be stand mounted and interactive.
- 3) O'Hare Academic Building
 - a) Bazarsky Lecture Hall, Rooms 160 and 260
 - i) Replace HD cameras (3) in these spaces, which integrate into the current system. Placement/perspective of these cameras needs to be optimal for streaming lecture footage.
 - ii) Current technology features include the ability to integrate the audio/visual in these 2 spaces. This will continue to operate in this fashion.
 - iii) Improved Audio for audience when lecturers are speaking.

Known Challenges

- 1) Scheduling Constraints: Due to the function and events that occur in these buildings throughout the year, working around schedules will be a dependency of this project.
- 2) Ochre Court Great Hall
 - a) Due to the wall and floor materials, wiring, mounting, and acoustics may be challenging.
- 3) Ochre Court Ballroom
 - a) Due to the wall and floor materials, mounting and acoustics may be challenging.
- 4) Young Building Ballroom
 - a) Due to the position of the building and the wall Materials, sufficient lighting solutions will be important and may pose a challenge.
- 5) Electrical capabilities in the Young Building and Ochre Court Building.
- 6) Special Considerations must be made for electrical work that may be required to support installed system.
- 7) Ethernet capabilities in the Young Building and Ochre Court Building.
- 8) Special considerations must be made to account for cabling and capacity work that may be required to support the system installation and integration.

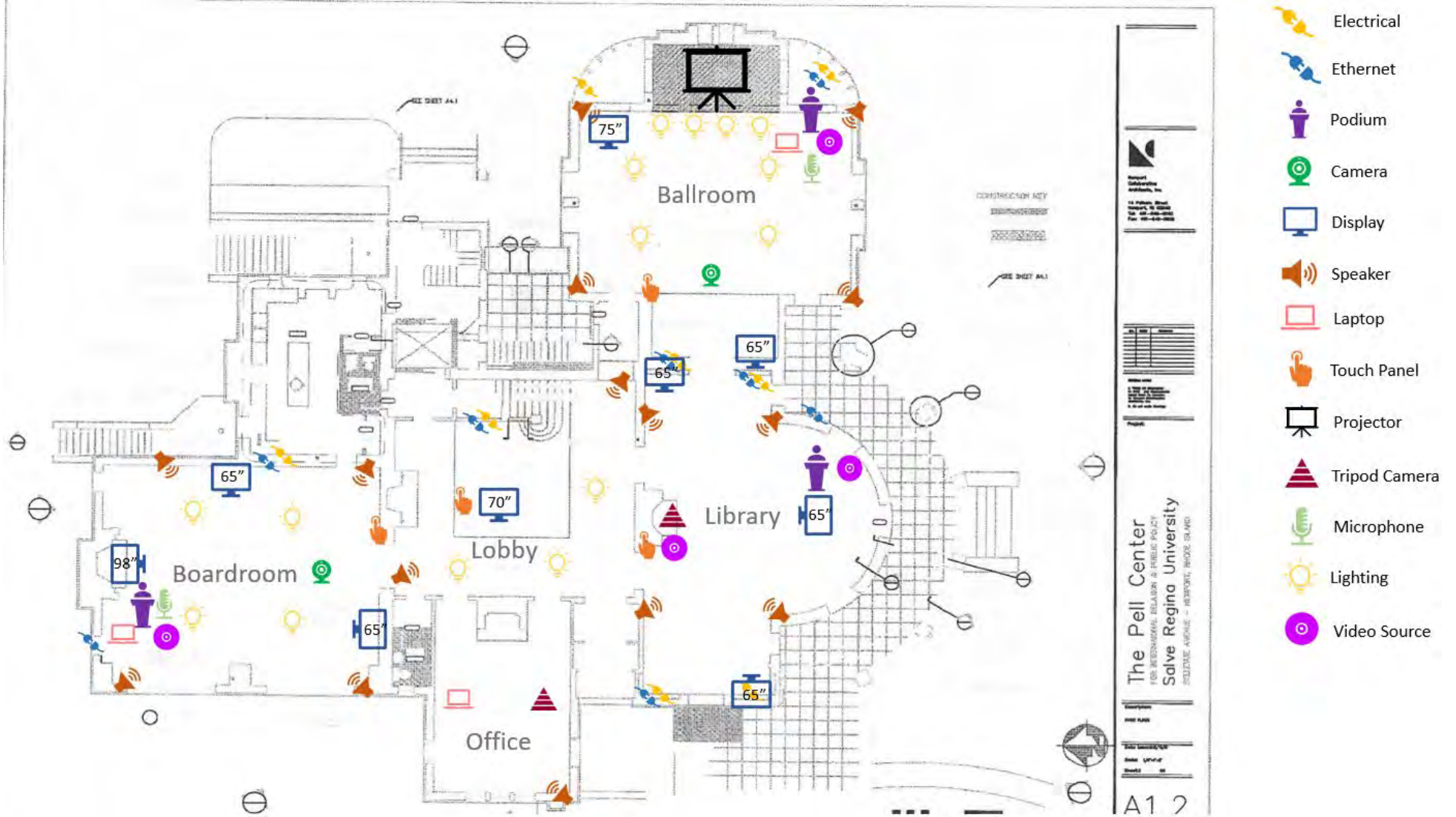
- 9) Historical Integrity: These buildings are a focal point of the campus and are historic to the area. Changes made to integrate technology into these buildings need to be made in a tasteful and aesthetic manner.



Appendix 2

Diagram of the spaces that will be a part of the technology installation.

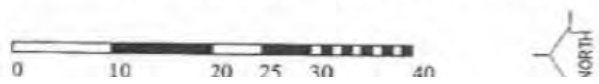
Young Building: Floor 1



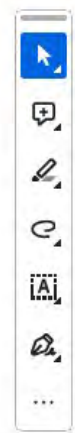
Young Building: Floor 2



O'KEEFE AND YOUNG BUILDING SECOND FLOOR PLAN



- Electrical
- Ethernet
- Podium
- Camera
- Display
- Speaker
- Laptop
- Touch Panel
- Projector
- Tripod Camera
- Microphone
- Lighting
- Video Source



Ochre Point Ave: Floor 1

