

REQUEST FOR BIDS

Sound, Lighting & Technical Production Services

Commencement, Orientation & Convocation

Newport, Rhode Island

I. PURPOSE OF THE BID

Salve Regina University is seeking bids from qualified and experienced event production companies to provide professional sound reinforcement, lighting, technical production, equipment, staffing, setup, operation, and strike services for University events.

The University intends to establish a **three-year agreement** for services associated with Commencement, Orientation, and Convocation.

The successful bidder will be expected to provide all labor, equipment, technical expertise, setup, operation, and removal necessary to successfully support the University's events.

II. BID TIMELINE

Milestone	Date
RFP/Bid Issued	Thursday, October 15, 2026
Deadline for Vendor Questions	Friday, October 30, 2026
University Responses to Vendor Questions	Thursday, November 5, 2026
Proposal Submission Deadline	Friday, November 20, 2026
Evaluation of Proposals	Monday November 23- December 4, 2026
Vendor Selection/Notification	Thursday December 10, 2026
Contract Finalization	Friday December 18, 2026
Anticipated Contract Start	TBD

All proposals must be received by the deadline identified above. Questions regarding this solicitation must be submitted in writing to the University contact identified in this RFP by the stated deadline. Responses to substantive questions will be provided to all participating vendors to ensure that all bidders have access to the same information.

The University reserves the right to modify the timeline as necessary. Any changes to the solicitation schedule will be communicated to participating vendors.

III. EVENTS

Services under this agreement include the following University events:

Commencement Events

- Graduate Commencement
- Nursing Pinning
- Undergraduate Commencement

University Events

- Orientation
- University Convocation

Event dates and schedules will be provided by the University and may be subject to change.

Event	Year I	Year II	Year III
Undergraduate Commencement	Sunday, May 16, 2027	Sunday , May 21, 2028	TBD
Graduate Commencement	Thursday, May 13, 2027	Thursday, May 18, 2028	TBD
Nursing Pinning	Saturday, May 15, 2027	Saturday, May 20, 2028	TBD
Orientation Week	Saturday, September 4 - Wednesday, September 8, 2027	TBD	TBD
Convocation	Wednesday, September 8, 2027	TBD	TBD

IV. SCOPE OF SERVICES

The successful bidder shall provide professional sound reinforcement, lighting, power distribution, technical staffing, equipment setup, operation, troubleshooting, and strike for the University's scheduled events.

The bidder shall provide equipment that is appropriate for the size, location, attendance, and technical requirements of each event.

Equipment listed in this bid represents the University's anticipated requirements. Vendors may propose comparable or superior equipment that meets or exceeds the University's requirements.

Site Review and Technical Information

Before proposals are finalized, the University will arrange a common pre-bid site review with Facilities and the tent provider. The University will make the same available site information to all bidders, including tent and stage dimensions, expected attendance, seating and overflow areas, working heights, tent attachment restrictions, ground or floor conditions, access routes, available power information, and setup and strike schedules. Bidders shall identify any additional information needed to finalize their proposals.

Bidders shall provide a technical plan showing speaker placement and audience coverage, stage monitoring, fill-speaker timing/alignment, lighting coverage, microphone and input requirements, and any feeds required for livestreaming, recording, overflow sound, or assistive listening. The system shall provide clear, intelligible speech throughout the designated audience areas at appropriate levels. Vendors shall participate in a walk-through, sound check, and functional test before attendees arrive.

V. ORIENTATION / CONVOCATION

For Orientation and Convocation events, the vendor shall provide sound reinforcement, lighting, power distribution, technical staffing, setup, and strike.

Anticipated Sound Requirements

- Line-array speaker system appropriate for the event
- Speaker towers as required
- Digital sound console
- Wireless microphones
- Podium with microphones and associated cabling
- All necessary cabling, adapters, stands, and accessories
- Appropriate amplification
- Technical support throughout scheduled events

The University's current anticipated equipment requirements include:

- Eight (8) JBL VRX line-array speakers with power amplifiers and cabling
- Two (2) crank-up speaker towers
- One (1) MIDAS digital sound board



- Four (4) SHURE QLX wireless microphones
- One (1) podium with microphones and cabling

Lighting

The vendor shall provide appropriate event lighting, including:

- Twelve (12) incandescent light fixtures
- Two (2) dimmer packs
- Lighting controller
- Associated cabling
- Appropriate mounting/truss equipment

The University currently anticipates the use of two tent-pole brackets with four-foot truss attached to the tent poles. The tent will be provided by the University's tent vendor.

Power

The vendor shall provide appropriate power distribution and coordinate connections to University-provided power sources.

With its proposal, the vendor shall provide an equipment load schedule listing voltage, amperage, circuit quantities, connection types, and proposed distribution locations. Facilities will confirm available capacity and circuit assignments. Extension-cord drops shall not be assumed to represent independent circuits

The current specifications anticipate that University-provided underground power will be used and that the event electrical permit will be included as part of the power-distribution service.

Staffing

The vendor shall provide a qualified sound technician on site during all scheduled events.

The proposal shall identify the number of technicians assigned to each Orientation and Convocation activity, hours of coverage, responsibilities, and any additional staffing required for simultaneous sessions. Identify an event escalation contact and the person responsible for authorizing changes or stopping unsafe work.

Setup and Strike

The vendor shall be responsible for:

- Delivery of equipment
- Setup

- Testing
- Operation
- Troubleshooting
- Strike and removal of all vendor equipment

These requirements are consistent with the University's existing Orientation/Convocation specifications.

VI. COMMENCEMENT

The successful bidder shall provide sound reinforcement and lighting for all scheduled Commencement events.

A. Sound System

The University's anticipated Commencement sound requirements include:

- Two (2) crank-up speaker towers
- Four (4) JBL VRX line-array speakers on each tower
- One (1) JBL VRX speaker on each side of the stage for side fills
- Four (4) JBL VRX speakers at the rear of the tent for back fills
- Two (2) JBL VRX speakers for stage monitors
- One (1) MIDAS digital sound board
- Digital stage box
- Power amplifiers
- Microphones
- All required cabling and accessories
- Two (2) podiums

The bidder may propose equivalent or superior equipment where appropriate.

B. Lighting

The vendor shall provide focused lighting for the main stage.

Anticipated requirements include:

- Twelve (12) to sixteen (16) ERS or comparable lighting fixtures
- Four (4) dimmer packs
- Appropriate trussing
- Lighting control



- Necessary cabling and accessories

Lighting will be mounted using trussing attached to tent poles, subject to coordination with the University's tent provider.

C. Power

The vendor shall provide power distribution and obtain any applicable permits associated with its equipment and services.

The University's existing specifications anticipate the use of facility power and require coordination with the University's facilities personnel.

The tent company will provide sixteen (16) power-drop extension cords at specified pole locations for lighting.

Security lighting will be provided separately.

D. Tent and Rigging Coordination

The vendor shall coordinate with the University's tent provider regarding all equipment attached to or supported by the tent structure.

The current anticipated requirements include:

- Eight (8) pole clamps
- Four (4) chain-hoist adapters
- Appropriate trussing and mounting equipment

All rigging and equipment installation shall be performed safely and in coordination with the tent provider.

Before installation, the vendor shall obtain written approval from the tent provider for attachment locations and loads, supported by manufacturer information and engineering review where required. The vendor shall document suspended-equipment weights and configurations and use qualified rigging personnel, rated towers, truss, hoists, clamps, and appropriate secondary restraints.

The vendor shall provide a site-specific work-at-height and access plan identifying personnel lifts or other suitable access equipment, reach and platform capacity, access clearances, ground/floor loading, slope, overhead obstructions, tent clearances, delivery and collection, and ground protection or mats where needed. Rental equipment and subcontractors shall be identified, scheduled, and included in pricing. Ladder use is permitted only where the task assessment supports safe access and work.

The plan shall identify trained and authorized equipment operators, pre-use inspections, required guardrails and task-appropriate fall protection, a named work-at-height supervisor, ground support/spotters, barricaded work zones, falling-object and vehicle controls, and an emergency-lowering and rescue procedure. Overhead work shall be scheduled away from attendees and unrelated personnel. The plan shall identify who may stop unsafe work and who authorizes work to resume.

The vendor shall provide a coordinated weather plan addressing wind, rain, lightning, water intrusion, equipment protection, safe shutdown, and inspection/restart responsibilities. Operating limits shall be appropriate to the tent, rigging, and access equipment.

E. Staffing

The vendor shall provide a minimum of **two (2) qualified technicians on site during scheduled Commencement events**, with additional personnel provided as necessary to safely and effectively operate the system.

The current University specifications call for two technicians on site during all events.

F. Audio Playback

The vendor shall provide audio playback services for designated Commencement ceremonies, including the ceremonies identified by the University.

The current specifications identify playback for the May 16 and May 18 ceremonies. Final event dates and schedules will be confirmed by the University.

The vendor shall load and test approved audio files and cues on primary and backup playback devices, with playback available without an internet connection. The proposal shall state who supplies the files, approves versions, and calls cues.

G. Setup and Strike

The vendor shall be responsible for complete setup and strike of all equipment, including:

- Delivery
- Load-in
- Setup
- System testing
- Sound checks
- Lighting focus
- Event operation
- Troubleshooting



- Load-out
- Removal of all vendor equipment

VII. GENERAL VENDOR RESPONSIBILITIES

The successful bidder shall:

1. Provide all equipment necessary to fulfill the requirements of this bid.
2. Provide qualified and experienced technical personnel.
3. Provide setup and strike for all equipment.
4. Perform complete testing and sound checks before each event.
5. Remain on site for the duration of scheduled technical services.
6. Provide backup equipment or contingency plans for critical equipment.

Maintain critical backup equipment on site throughout rehearsals and scheduled events, and provide a documented recovery procedure. Identify a compatible backup mixing solution, microphone and playback spares, provisions for stage-box/audio-transport failure, and provisions for amplifier or powered-speaker failure. State the expected time to restore essential speech reinforcement and any functions unavailable during backup operation. Backup equipment and recovery labor shall be included in event pricing.

Identify required connections and formats for livestreaming, recording, overflow sound, and assistive listening, the receiving equipment and responsible operators, and the joint testing process. The University will confirm accessibility requirements and the division of responsibility for assistive-listening equipment, receivers, accessories, and distribution.

Identify responsibility for electrical connections, qualified electrical personnel, power distribution, permits, inspections, grounding and bonding, required ground-fault protection, and cable protection. Equipment and connections shall be suitable for outdoor conditions, and cable routing shall preserve access and minimize trip hazards. Coordinate with Facilities on circuit assignments and available capacity.

7. Coordinate with University personnel, Facilities, and the University's tent provider.
8. Ensure that all equipment is properly installed and operated.
9. Maintain a safe and orderly work area.
10. Comply with all applicable safety requirements.
11. Identify any equipment or services not included in the proposed bid.
12. Notify the University in advance of any anticipated additional costs.

VIII. VENDOR QUALIFICATIONS



Bidders should provide the following information:

Company Information

- Company name
- Address
- Primary contact
- Telephone number
- Email address
- Years in business

Relevant Experience

Describe experience providing sound, lighting, and technical production services for:

- Colleges and universities
- Commencement ceremonies
- Graduation ceremonies
- Large outdoor events
- Tented events
- Multi-event contracts

References

Provide a minimum of three (3) references for comparable services.

References should include:

- Organization
- Contact name
- Contact information
- Description of services provided
- Length of relationship

Staffing

Identify:

- Proposed project manager
- Lead sound engineer
- Technical staff
- Additional personnel who may be assigned to events

Equipment

Provide a description of the equipment proposed for the University's events.

If equipment differs from the equipment identified in this bid, explain how the proposed equipment meets or exceeds the University's requirements.

Comparable Production and Work-at-Height Experience

Bidders shall demonstrate experience with productions comparable in tent dimensions, working heights, attendance, and technical complexity. Proposals shall identify the production lead, personnel responsible for rigging and work at height, planned access equipment, installation and removal staffing, relevant training, comparable references, and any rental equipment or subcontractors needed to deliver the proposed scope.

IX. PRICING

Bidders shall provide an itemized price for each event.

Event	Year 1	Year 2	Year 3
Graduate Commencement	\$	\$	\$
Nursing Pinning	\$	\$	\$
Undergraduate Commencement	\$	\$	\$
Orientation	\$	\$	\$
Convocation	\$	\$	\$
Annual Total	\$	\$	\$

Additional Services

Service	Proposed Rate
Additional Technician – Hourly	\$
Additional Technician – Daily	\$
Additional Equipment	\$
Additional Sound Check/Rehearsal	\$
Additional Event	\$
Overtime	\$
Emergency/Last-Minute Service	\$



Delivery/Transportation	\$
Other Fees	\$

Bidders shall clearly identify any additional fees, charges, taxes, transportation costs, labor charges, equipment charges, or other expenses not included in the event pricing.

X. THREE-YEAR CONTRACT

The anticipated contract term is three years, renewed annually. If services rendered are deemed inadequate by the University, the contract will be ended prior to the anticipated three year term

The University reserves the right to modify event dates, schedules, locations, equipment requirements, and event quantities during the contract term based on University needs.

The University does not guarantee a minimum number of events or minimum dollar amount of services during the contract term.

The final solicitation shall state the confirmed contract start and end dates, proposal submission method, deadline time, and time zone. Any annual renewal and early termination provisions shall be stated clearly in the final contract.

XI. INSURANCE

The successful bidder shall maintain insurance coverage appropriate for the services provided and shall provide certificates of insurance as part of the RFP documentation.

The University may require additional insured status and/or specific coverage limits as determined by University requirements.

Before issuance, the University shall insert its approved insurance limits and requirements, including any applicable requirements for subcontractors, rigging, lifts, and other work-at-height activities.

XII. PROPOSAL SUBMISSION

Proposals shall include:

1. Company information
2. Relevant experience
3. References
4. Proposed technical approach
5. Proposed equipment
6. Staffing plan
7. Setup and strike plan
8. Safety and contingency plan
9. Pricing proposal
10. Identification of exceptions or exclusions
11. Insurance information
12. Any additional information the bidder believes is relevant

XIII. EVALUATION

Proposals will be evaluated based on factors including

- Demonstrated experience with comparable events
- Technical approach
- Proposed equipment
- Minimum safety and technical capability requirements, including safe work-at-height planning, qualified rigging/access-equipment personnel, and the ability to meet the stated production requirements
- Staffing and qualifications
- Ability to meet University event requirements
- Reliability and contingency planning
- References
- Pricing
- Overall value to the University

The University reserves the right to request clarification or additional information from any bidder.

The University is not obligated to select the lowest-priced proposal and reserves the right to select the proposal that best meets the University's stated requirements and needs.

XIV. UNIVERSITY CONTACT

All questions during the bid process must be submitted to Procurement Operations.

Salve Regina University
Academic Affairs
Newport, Rhode Island

Bid Contact:
Procurement Operations: purchasingoffice@salve.edu

XV. RESERVATION OF RIGHTS

Salve Regina University reserves the right to:

- Reject any or all proposals.
- Request clarification from bidders.
- Negotiate with one or more bidders.
- Modify the scope of services.
- Cancel or postpone the solicitation.
- Award all or portions of the services.
- Select the proposal that, in the University's judgment, best meets its requirements.

Submission of a proposal does not create a contractual obligation between the bidder and Salve Regina University.