Overview:
This Event is issued by the Research Foundation for the State University of New York at Stony Brook (University) to solicit proposals to provide Audio Visual and Staging Service to the State University for New York at Stony Brook, Stony Brook, NY 11794 services, in accordance with Research Foundation of the State University of New York at Stony Brook RFQ 23/24-069RF and Exhibit X and attached hereto and made part of this proposal.

This is needed to begin on May 13, 2024.

Background:
Stony Brook University, part of the State University of New York system, is located 60 miles from New York City on Long Island's North Shore. Our 1,100-acre campus is home to almost 26,000 undergraduate, graduate, and doctoral students and more than 14,500 faculty and staff. Stony Brook University is a comprehensive research-intensive university and a member of the prestigious Association of American Universities (AAU). It consists of 12 schools and colleges and a teaching hospital that provides state-of-the-art healthcare in the Long Island region. The University consists of approximately 4,962,878 square feet of building space and over 16 miles of roadway.

Links to recent commencement ceremonies:
• Arena (2023 Doctoral Graduation and Hooding): https://www.youtube.com/watch?v=YBRjzBr_sgs
• LaValle Stadium (2023 Spring Commencement): https://www.youtube.com/watch?v=DXT-vGli1_8

Key Events:

<table>
<thead>
<tr>
<th>Pre-Bid Optional Site Visit Conference</th>
<th>01/10/2024, 1:00-3:00 pm EST</th>
</tr>
</thead>
<tbody>
<tr>
<td>LaValle Stadium 100 Nichols Road, Stony Brook, NY 11794</td>
<td>01/10/2024, 1:00-3:00 pm EST</td>
</tr>
<tr>
<td>Bidders Questions</td>
<td>01/16/2024, 12:00 pm EST</td>
</tr>
<tr>
<td>RFQ Due Date and Time (Any proposal received after the deadline will not be considered)</td>
<td>01/22/2024, 12:00 pm EST</td>
</tr>
</tbody>
</table>

Acceptance of Bid Content: The contents of the Bid and the Bidder’s response to this Bid shall become contractual obligations if a contract ensues. Failure of the Bidder to accept these obligations may result in the rejection of the Bidder’s response.

Any additional vendor terms which are attached or referenced with a submission shall not be considered part of the bid or proposal but shall be deemed included for informational purposes only.

Research Foundation of the State University of New York at Stony Brook reserves the right, in its sole discretion, to modify the above schedule. Bidders will be notified via email of any changes in a timely manner.

Bidder Questions:
Questions regarding the electronic bidding process should be directed to:

**DESIGNATED CONTACT:**

Julie Gradilone

Last Updated 12/7/21
Contracts Officer
631-632-4308

All questions should be submitted on the Q&A Board citing the particular event section where applicable. Bidders should make efforts to ensure all questions are submitted no later than the date listed in the Key Events section as questions received after the closing date for questions may not be responded to prior to the proposal due date.

Bidder identifying information will not be included in the response.

Only answers posted on the Q&A Board are official. Responses to inquiries that substantially change or clarify the event in a substantial manner will be posted as an addendum.

It is the responsibility of the Bidder to inquire about any requirement of this event that is not understood.

Research Foundation of the State University of New York at Stony Brook will not be bound by oral responses to inquiries or written responses other than addenda.

Optional Pre-Bid Conference:
Bidders are encouraged to attend the optional Pre-Bid Conference which is scheduled for 01/10/2024 1:00-3:00 PM at La Valle Stadium 100 Nichols Road, Stony Brook, NY 11794. Bidders must register for the event by sending an email to the Designated contact Julie.Gradilone@stonybrook.edu no later than 1/04/2024 - 3:00 PM. Bidders are required to attend in person.

Official responses to all questions posed will be answered through the Q&A Board.

Bid Opening:
Research Foundation of the State University of New York at Stony Brook reserves the right to not hold a public bid opening or at any time to postpone or cancel a scheduled bid opening. In the event a public bid opening is scheduled, Bidders will be notified.

References: Bidders must submit the following with his/her bid response:

- Bidders will be required to provide (3) three references to substantiate that bidder has performed similar services of equal or greater magnitude with a minimum of three (3) to five (5) consecutive years of commencement production experience in a facility of similar size, scope and complexity and in a satisfactory manner. Bidder should also have been in business a minimum of (3) years.
- Reference listing should include customers’ name, address, contact name of an individual, contact telephone number and years serviced. SUNY Stony Brook reserves the right to contact, make inquiries and visit any bidder’s customer so listed by bidder.
- Upon University Request, Prospective Bidder shall provide certified financial statements as evidence of its ability to meet the service and requirements of the SUNY Stony Brook.
- Bidder must possess and provide all licenses, permits and any other certification required to engage and perform the required services. Successful vendor must assure that licenses will not expire during the contract period.

The vendor will be responsible for offloading and loading all equipment from their vehicles and bringing equipment to the venues. If this requires the use of a forklift, the vendor must provide the forklift and

Commented [MLC1]: Who is the primary contact and what is their email address?
the operator at own expense, and also must provide the model of the forklift that is being used at least 2 weeks prior to the event date. The only exception is when moving equipment to the Kenneth P. LaValle Stadium turf, as the Department of Athletics is the only entity that can use a forklift on the turf. Any equipment that needs to be forklifted onto or off the turf must be placed at the bottom of the Stadium Ramp, and be forklifted by Athletics personnel only with department machines. The time period in which Athletics:

- will assist with this process must be established 2 weeks prior to the event, and will be a 4 hour only window during both load in and load out. At no time should a non -athletics forklift be on the Stadium turf.
- Vendor must have a proven track record or setting up and producing multi-day ceremonies for large scale University with upwards of 4,000-5,000 graduates and 10,000 plus attendees. Vendor should have a minimum of three (3) to five (5) consecutive years of commencement, ceremonial, and/or live stage production experience for a University the same or greater in size to Stony Brook University.
- The vendor must represent and warrant that they maintain satisfactory procedures and policies, including fire safety, all stages and set ups must be ADA compliant and subject to University Approval. Vendor must be compliant with policy and procedures according to New York State laws and remain compliant with Stony Brook University campus Operations Management On-site Staff and regulations.
- Stony Brook University will provide overnight security of the venue. Stony Brook University will not be responsible for any lost or damaged equipment. Vendor will be responsible for any additional security requirements not provided.
- Vendor must participate in all commencement production meetings held at the University at their own expense. Vendor will be responsible for their own travel, food and incidentals.
- Access to the loading docks and stadium/arena ramps are limited. Vendor must coordinate delivery/pick up and set up/strike times and truck dimensions with the Conference Services Department two weeks prior to scheduled dates.
- Vendor staff is responsible to remain professional at all times and compliant with Stony Brook University codes of conduct.
- Breakdown immediately following final ceremony. No equipment or rentals left behind. All equipment must be removed from the University the same day. The Arena and or Stadium and surrounding areas should be left as found.

Miscellaneous:

A. Failure of contractor to familiarize him/herself with each separate location will not relieve contractor from responsibilities under the resulting contract award.
B. Security of contractors material and equipment shall be the responsibility of the contractor.

Important Notes:

The vendor is required to assign a 24/7 accessible phone contact for any emergencies concerning their equipment or services.

Upon the contract award, the selected vendor will be provided with the schematics for Island Federal Credit Union Arena and LaValle Stadium. Subsequently, the vendor is required to submit stage design renderings for approval. It is imperative that vendors strictly adhere to the University’s production schedule and collaborate seamlessly with any other vendors engaged by the University. This collaborative effort is essential to guarantee the successful completion of the overall production.

Video Wall Requirements
The vendor is required to submit comprehensive documentation for their proposal. Approval, and necessary, permits for construction, should be sought. The University must review all structural aspects, including designs for video walls. Sign and sealed drawings may be required based on the scope of work.

The AV Vendor is responsible for providing appropriate insurance coverage. The AV Vendor needs to conduct field verification to identify necessary services. Design drawings, including a potential Life Safety Drawing Egress Plan, must be prepared and submitted. These submissions should be made well in advance to allow for thorough review, comments, and timely replies.

All stages/lighting towers/speakers towers must have plans submitted and approved by the CPDC.

All generators must be facing away from crowds, a minimum of 25’ away, fenced off with appropriate fire extinguishers installed.

Any sort of theatrical effects, such as confetti cannons, shall be set up in an area away from crowds, CO2 cylinders secured and have locations on drawing submitted for approval. Other ideas shall be brought forth early in the planning process for discussion.

All polytechnics inside the venue are strictly prohibited.

No vehicles of any kind are permitted on either the Stadium turn or Arena hardwood court. For offloading/getting equipment to designated areas, please contact the Department of Athletics for coordination.

Proper floor covering/protection must be used, and provided by the vendor to protect all points where stage and other equipment is touching the Stadium turf or Arena floor. All methods and materials used to do this must be approved by the Department of Athletics.

Load-in and load-out schedules must be reviewed and approved by the Department of Athletics, and the vendor must do everything in their power to stick to these windows to ensure the timeline of both the setup and breakdown.

After the breakdown, it is the vendor's responsibility to do a visual inspection of all areas of the turf where equipment/staging was. As a reminder, the Stadium turf is an athletic practice and game area, and any debris/nails/stakes of any kind could severely injure an athlete if they were to step on or fall on it. We ask your extreme attention to this.

Generators must be supplied by the vendor to power all A/V equipment during Outdoor events, (even setup) and responsible for any issues to the generator.

- Limited 20 amp circuits 120 volts are available along turf behind the stage.
- Cable Ramps must be provided to avoid any tripping hazards.
- Campus electrical staff will assist with set up if needed.

Special note: Campus electrical staff will assist with cords or electrical setup/breakdown within the field. The University doesn’t have the power to support all the equipment.

Professional Attire: Vendor staff are required to wear professional attire during scheduled show times.

Equipment and Material Presentation: All equipment and materials must be in a clean and presentable condition.

Fire-Resistant Fabrics: All fabrics used must be fire-resistant. A certificate verifying the fire resistance of fabrics must be provided.

University will provide a production tent near the stage.
The winning vendor will receive the Island Federal Credit Union Arena and La Valle Stadium schematics upon contract award and is expected to submit stage design renderings for approval.

Vendors must adhere to the University production schedule and collaborate seamlessly with any other vendors procured by the University to ensure the successful completion of the overall production.

All Stages/lighting towers/speaker towers must have plans submitted and approved by CPDC.

If using stakes directly into the Stadium turf, stakes must be approved by the Department of Athletics and all stakes must be removed and accounted for after breakdown.

Method of Award (RFQ):
Bidder must bid as requested using the Pricing Page enclosed in this bid package. One (1) vendor will be awarded. Award will go to the lowest, qualified firm. The Research Foundation of the State of New York at Stony Brook University reserves the right to award in its best interest.

If a public bid opening is not held, the University will release the names of the companies that submitted a bid and the unaudited total of each bid.

Administrative Review: Each proposal received by the due date and time will be screened for completeness and conformance with requirements for proposal submission as set forth in this RFQ.

Bidder’s References Review:
Information provided in the proposal will be used to validate Bidder’s References and Research Foundation of the State University of New York at Stony Brook reserves the right to contact client references to validate required experience. If review of responses and reference checks determine the Bidder does not meet the Bidder’s References, the proposal will be deemed inadequate and will not be considered further.

No modifications may be made to the Pricing Page Submission Form. Bidders are encouraged to seek clarification during the question period. Modifications to the Pricing Page Response Form may result in disqualification.

- **Items:** Price shall be in accordance with the items listed or on the Cost Proposal Submission Form. No other charges, other than those listed in the items or on the Financial Proposal Submission Form shall be allowable under the agreement.
- **Preparation Costs:** Bidder is responsible for all costs, direct or indirect, that it incurs related to the preparation and submission of a proposal in response to this event.
- **Pricing:** All prices and conditions must be included in the original proposal. Prices and conditions not included in the original proposal will be rejected.
- **Quote Hold:** The submission of a proposal constitutes a non-revocable, binding offer to perform and provide said services. Such binding offer shall be firm and not revocable for a period of one hundred twenty (120) days from event close date. Subsequent to such One hundred twenty (120) days, the proposal is subject to withdrawal communicated in writing and signed by the Bidder.
- **Tax Exempt:** Research Foundation of the State University of New York at Stony Brook is exempt from sales tax. All prices should be quoted without the sales tax.

**Contract Term:**
**Contract Term:** The term of this agreement shall be for a period of one (1) year with the option to renew for four (4) additional one (1) year periods commencing upon May 1, 2024 through and including May 31, 2028.
Responsibility: The Research Foundation will not be held responsible for any service made without prior authorization of the Foundation via a purchase order number. Successful firm will obtain purchase order prior to beginning any work.

Contract: The issuance of a signed purchase order shall constitute the full and complete contract between the successful firm and the Research Foundation for the State University of New York at Stony Brook.

Termination of Contract: Failure of firm to meet the requirements of the contract shall constitute default. In such event, the Research Foundation for the State of New York at Stony Brook University reserves the right to cancel the contract on written notice. University by 30 day written notice, the agreement may be cancelled for convenience. If the agreement is so terminated, the Research Foundation of the State of New York at Stony Brook shall be liable only for payment in accordance with the payment provisions of the agreement for services rendered prior to the effective date of termination. The Research Foundation of the State of New York at Stony Brook may also terminate the agreement IMMEDIATELY FOR CAUSE.

Payment Terms: Payments to contractor will be made upon completion of service and receipt of properly detailed invoices with appropriate purchase order number indicated and submitted to the attention of Accounts Payable at the Research Foundation of the State University of New York at Stony Brook for payment. All instructions to the successful firm shall come from an authorized University representative/s, who shall approve invoices for payment. Work not specified in the contract shall not be authorized except by specific approval of the Procurement Department of the Research Foundation of the State University of New York at Stony Brook. Invoices shall be original invoices on the firm’s letterhead making reference to purchase order number.

Research Foundation’s PO terms and conditions can be found at:

Reserved Rights:
Research Foundation of the State University of New York at Stony Brook reserves the right to:
1. Reject any and all bids and to award in its best interests. Purchasing will be the interpreter of the contract documents.
2. Request any additional information which will help determine the bidder that will best fit the needs of the University, as defined in the Invitation for Bid.

Miscellaneous Instructions:
Delivery: Deliveries made to the University departments must be pre-established with the departments prior to orders being submitted to suppliers.

Locations: Failure of contractor to familiarize him/herself with each separate location will not relieve contractor from responsibilities under the resulting contract award

Installation: Delivery shall include unloading, moving to point of use, uncrating, assembling, complete installation, adjusting, connecting all services, testing, demonstrating and leaving ready to operate to the full extent of its design capabilities.

Debris Removal: All accumulated debris, cartons, packing, etc. stemming from the installation shall be removed and disposed daily in the Contractor’s trash receptacles. Use of SUNY trash receptacles will not be allowed.

Ordering: SUNY must be able to return, change, or cancel orders at any time before shipment without penalty or up to seven (7) days of receipt of delivery for any reason including, but not limited to, contractor
error, damaged goods, “decided we don’t need,” etc. The terms of goods returned after seven (7) days will be mutually agreed upon by both parties. The Contractor shall honor all manufacturers’ guarantees.

**Inventory:** The Contractor shall stock adequate inventories to service SUNY.

**Material and Equipment:** Security of contractor’s material and equipment shall be the responsibility of the contractor.

**Substitutions:** During the contract, substitutions will not be made without the approval of SUNY Facilities.

In order to access the bid documents you will need to register your company on our web-based solution powered by Jaggaer:

**Jaggaer Supplier Registration:**
https://solutions.sciquest.com/apps/Router/SupplierLogin

**Public Site URL:**

**Tutorial Video on registration process**
https://www.youtube.com/watch?v=EPwSanSotkw