



**To: All Vendors Bidding on The College of New Jersey
2015 Commencement Ceremony Audio Visual Services (AB150027)**

**From: Roselle Horodeski
Finance & Business Services**

Date: March 11, 2015

ADDENDUM NO. 1

ISSUE DATE: March 11, 2015

REFERENCE: The College of New Jersey
2015 Commencement Ceremony Audio Visual Services (AB150027)
Bid No. AB150027

Date of Original Bidding Documents: February 26, 2015

INTENT: This Addendum forms a part of the Contract Documents and modifies the original Bidding Documents and Prior Addenda, if any, as identified above.

VENDOR QUESTIONS:

Question 1: Please clarify if Prevailing Wage rates apply to this project.

Response: Prevailing Wage Rates do not apply.

Question 2: Regarding the requirement for scaled drawings of equipment setup locations, will the College provide background drawings for each location? Is the College able to provide drawings that include tables, chairs and other non-AV event items?

Response: No. The College is not able to provide drawings that include tables, chairs and non-AV event items.

Question 3: Should the cost of the Lions Stadium rain date equipment and labor be included in the project total, or shown as a separate line item?

Response: The cost of the rain date equipment and labor should be included in the project total.

Question 4: Regarding the Main Ceremony at Lions Stadium, the schedule does not show any activity on 5/20. Please confirm that the system will not need to be staffed on that date.

Response: Sound checks will happen on Wednesday 5/20 in the afternoon. 5/20 should be used to complete audio setup as necessary, finish staging, etc. They must be ready for sound checks to be scheduled between 12:00 – 2:30pm. On 5/20, the College also would like to see a test web stream with video playback generated using all IMAG cameras and TCNJ created video content.



Question 5: Regarding the Rec Center location, the schedule does not show any activity on 5/20. Please confirm that the system will not need to be staffed on that date.

Response: Yes, the Recreation Center does not need to be staffed on 5/20. This will be final prep. Please be prepared to have the vendor's project manager walk the sites with the TCNJ rep for final review.

Question 6: If the main ceremony occurs on the rain date, will the ceremony happen concurrently with the other department events already scheduled for that date and time?

Response: In the event of potentially dangerous weather or unsafe conditions for guests to sit outside on Thursday, the Main Ceremony in Lions Stadium will be held the following day, Friday, with the academic processional beginning at 10:30 a.m. Departmental ceremonies scheduled for 11:30 a.m. ("Session E") will be held at 1 p.m. All locations remain the same.

Lions Stadium will open to guests at 9:30 a.m. and families and guests are encouraged to find their seats by 10:15 a.m. Guest seating is available in the stadium bleachers and on field level.

Question 7: For all sites: Do audio, video, and staging setups need to be fully completed by designated sound check times?

Response: Yes

Question 8: According to the bid document, the setup time allowed for the Packer Hall location is limited to 6 hours prior to sound check. We are concerned about the amount of time designated for setup. Can you confirm the setup date and time?

Response: Due to the availability of the space, yes this time frame is correct. Please plan the staffing accordingly.

Question 9: According to the bid document, the setup time allowed for the Lions Stadium location is limited to 6 hours prior to sound check. We are concerned about the amount of time designated for setup. Can you confirm the setup date and time?

Response: The correct sound check date for the TCNJ President & the senior class speaker is May 20th @ 2:00pm. Setup will begin on May 19th.

Question 10: Regarding the Rec Center location, the bid document shows set-up on the 18th and sound check on the 19th. Please verify the setup date and time for the Rec Center location.

Response: This time is currently correct. However if the vendor is prepared for an earlier sound check, it may be requested and will be scheduled on staff availability.

Question 11: For sites with video cameras, will a full video crew including camera operators be required for sound check?

Response: No. However during the scheduled sound check times, please be prepared to demo all cameras, and TCNJ prepared video content.



Question 12: For all sites, will there be any sound or video tests on the day of the events, prior to the event times listed?

Response: There will be a sound check with the TCNJ wind ensemble in Lions Stadium on Thursday, May 21st. We anticipate it to be scheduled from 1:00-4:00pm. Please have the audio staff prepared for this. All other spaces should be tested by vendor's staff before the starting ceremonies.

Question 13: Can any of the audio and video technicians be shared between events occurring on the same day?

Response: That is to the discretion of the vendor. At no point, should any AV services suffer due to sharing staff.

Question 14: Please provide a date and time by which all equipment must be removed from each location.

Response: The scheduling of the spaces and ceremonies is being finalized and will be provided once it is completed. We cannot provide it currently as there are potential changes to the finish times.

Regarding the Lions Stadium Audio Equipment Summary:

15. Regarding item #D.3, are the eight JBL Control speakers in addition to the twelve low-profile stage monitors in item D.2 ?

Response: Yes. The twelve low profile stage monitors are to be used for side fills, the TCNJ band, front fills, stage monitors, etc. In the past, we've used 2 monitors, 1 on either side of the podium.

Question 16: Regarding item D.14, are the six full-range back stage loudspeakers in addition to the twelve low-profile stage monitors mention in item D.2?

Response: Yes. These are used for out fill speakers.

Question 17: Are Genie Super Tower ST-25 lifts an acceptable substitute for the Applied LA-12-25 lifts at the Lions Stadium Location?

Response: No. TCNJ does not approve of using Genie ST-25 Super Towers in outdoor spaces due to the unpredictable weather that may be experienced. The recommended Applied LA-12-25 has an approved wind rating of 45mph with speakers flown.

Question 18: Please specify the minimum audio crew requirement.

Response: Our recommended **minimum** staffing is as follows:

(1) Project Manager onsite every day

Main Ceremony :

A1 Lead Audio Engineer (1)

A2 Audio Assist (2)

V1 Lead Video Engineer (1)

V2 Camera Switch Engineer (1)

Camera Operators (4)

Plus any additional staff needed for setup and strike



Rec Center:

A1 Lead Audio Engineer (1)

V1 Lead Video Engineer (1)

Camera Operator (1)

Packer Hall Gym :

Lead Audio/Video Tech (1)

Reception Tent and Green Lawn Reception :

This technician may also be used to assist other event locations as needed

Lead Audio/Video Tech (1)

Question 19: Is an audio input list available for this location?

Response: There is no input list available at this time. One will be created in coordination with TCNJ staff and the vendor after award.

Regarding the Lions Stadium Video Equipment Summary:

Question 20: Please define the minimum acceptable LED pixel pitch and aspect ratio.

Response: The TCNJ acceptable aspect ratio is 16x9. The acceptable pixel pitch is 8mm.

Question 21: Will the graphics package for the video switching system be provided by the College?

Response: Yes. We do expect that the vendor is able to generate and display the names of the speakers on the LED display.

Question 22: Please clarify “Scalable web streaming solution”. What is the source of the content that will be streamed? Will the webstream content be identical to the content of the LED display? Will the stream need to be embedded onto a webpage, or will a link to a stream suffice? Does the webstream need to be password protected? What is the minimum audio and video resolution required? What is the anticipated number of stream viewers? Will the College provide a dedicated hard-wired high-speed internet connection at the video switching location?

Response: The source of the content is identical to the LED display. We expect the vendor to provide TCNJ a link so that TCNJ can embed it into their web page. The web stream is not to be password protected. Based on last years’ data, please plan for between 800-2000 people watching the stream. Yes, the College will provide a dedicated hard wired video connection. Minimum resolution is 720p.

Question 23: Please provide approximate camera locations and/or approximate distances from the stage.

Response: Past Commencements have had 1 camera location at the front of the crowd for the fixed podium shot, 1 camera located on each side of the stage for graduates & presidents party processional, 1 “wireless” camera that is used while graduates are outside of the stadium lining up and then can be re-purposed into being used for the TCNJ wind ensemble. Anticipate cable runs of 250ft and longer.



Question 24: Regarding the “wireless camera”, please define the operational location and minimum resolution of the wireless broadcast video camera.

Response: The wireless camera is used while graduates are outside of the stadium lining up and then can be repurposed into being used for the TCNJ wind ensemble. “C” street is located along side of the stadium. Minimum resolution of camera is 720p

Question 25: Besides the four cameras, what other video sources will be present? Will any of the video sources be provided by the College, or does the vendor need to provide them?

Response: The College will create and provide “pre-show” slides & videos. The College radio station will also be responsible for providing “pre-show” music.

Question 26: Will the program video feed need to be recorded? Will the individual camera feeds need to be recorded? If video recording is required, please specify required video resolution and file format.

Response: Yes, the College requires the event to be recorded in its’ entirety. We do not require ISO recordings, but ask that the recordings mirror the content that is on the LED display and the web stream. TCNJ expects the recording in HD resolution.

Question 27: Please define minimum required video and playback labor positions during event times.

Response: Please reference #18

Question 28: Does the vendor need to provide labor to operate video playback and graphics equipment?

Response: Yes

Question 29: Is a floor plan available of the commencement setup?

Response: Yes, a limited floor plan is available

Regarding the Rec Center Audio Summary

Question 30: Please specify the minimum audio crew requirement.

Response: Please reference #18

Question 31: Is an audio input list available for this location?

Response: There is no input list available at this time. One will be created in coordination with TCNJ staff and the vendor after award.

Regarding the Rec Center Video Summary:

Question 32: Is a modular LCD video wall an acceptable solution for the 6’ x 10’ HD video display? How far from the ground must the bottom edge of the video display be? Is there a minimum acceptable thickness for the bezel frames of the LCD modules?

Response: No. TCNJ request a tile based LED display in a 6’ft x 10ft size with a minimum pixel pitch of 4mm.



Question 33: Will the graphics package for the video switching system be provided by the College?

Response: Yes

Question 34: Please clarify “Scalable web streaming solution”. What is the source of the content that will be streamed? Will the webstream content be identical to the content of the LED display? Will the stream need to be embedded on to a webpage, or will a link to a stream suffice? Does the webstream need to be password protected? What is the minimum audio and video resolution required? What is the anticipated number of stream viewers? Will the College provide a dedicated hard-wired high-speed internet connection at the video switching location?

Response: The web stream will only be used if due to severe weather, we are required to move the Main Ceremony into the Rec Center. In the event of good weather, we will not web stream this location. The source of the content is identical to the LED display. We expect the vendor to provide TCNJ a link so that TCNJ can embed it into their web page. The web stream is not to be password protected. Please plan for between 3000 - 5000 people watching the stream. Yes, the College will provide a dedicated hard wired video connection. Minimum resolution is 720p.

Question 35: Please provide approximate camera locations and approximate distances from the stage.

Response: Historically, one camera has been located at FOH for the stage shot, and one camera is located at the stage for the crowd shot on a movable tripod. Estimated cable length is 250ft.

Question 36: Besides the two cameras, what other video sources will be present? Will any of the video sources be provided by the College, or does the vendor need to provide them?

Response: The College will create and provide “pre-show” slides & videos. The College radio station will also be responsible for providing “pre-show” music. The different departments may provide a slide show/video that will be displayed. This will be determined in upcoming meetings.

Question 37: Will the program video feed need to be recorded? Will the individual camera feeds need to be recorded? If video recording is required, please specify required video resolution and transfer format.

Response: In the event that the Main Ceremony is moved indoors, then the event must be recorded. We do not require ISO recordings, but ask that the recordings mirror the content that is on the LED display and the web stream. TCNJ expects the recording in HD resolution. We do not expect the different department ceremonies to be recorded.

Question 38: Please defined minimum required video and playback labor positions during event times.

Response: Please reference #18

Question 39: Does the vendor need to provide labor to operate video playback and graphics equipment?

Response: Yes



Regarding the President's Tent:

Question 40: Please specify the number of stage monitor loudspeakers needed, and clarify number of monitor mixes required.

Response: No monitors and or monitor mixes are needed. This space will use pre-recorded background music.

Question 41: Is a floor plan available of the commencement setup?

Response: Yes a floor plan is available

Question 42: Is an audio input list available for this location?

Response: The inputs at this location consist of a music playback device, a microphone for general announcements and audio from the Commencement web stream.

Question 43: Please define minimum required video and audio labor positions during event times.

Response: Please reference #18

Question 44: Please specify the format in which the video content will be provided for the video display screens.

Response: All content shall be displayed in 16x9 format. The College will provide video/slides that will loop throughout the day with information & pictures. We require the vendor to provide the playback devices. This space will also be used as a web stream viewing location for the Main Ceremony. TCNJ will provide a hard wired internet connection.

Regarding the Packer Hall Summary:

Question 45: Please specify the number of house side fill loudspeakers needed.

Response: TCNJ requires a minimum of 2 low profile speakers to be used for side fills. However we will defer to the vendors recommendations if more should be used. Also include 2 monitors for the stage and 2 monitors for the soloist locations.

Question 46: Is a floor plan available of the commencement setup?

Response: Yes, a floor plan is available.

Question 47: Is an audio input list available for this location?

Response: Please plan for a podium microphone, audio playback for processional music, video playback support and up to 2 soloist microphones.

Question 48: Please define minimum required video and audio labor positions during event times.

Response: Please reference #18



Question 49: A 4:3 aspect ratio screen has been specified. Please specify the aspect ratio and resolution of the video projector.

Response: The reference to a 4x3 screen was historical. TCNJ would prefer a 16x9 format in close relations to mentioned size.

Question 50: Is a DLP projector an acceptable substitute to the LCD projector?

Response: Yes. Again, a minimum of 12,000 lumens with a short throw lens that can operate on 120v is our recommended minimum.

Question 51: How far is the Laptop video source from the video projector?

Response: The laptop resides within 25 ft. of the projector and is under control of both the A/V technician and or College staff.

Regarding Brower Student Center:

Question 52: Is a floor plan available of the commencement setup?

Response: Yes, a floor plan is available

Question 53: What are the video sources for the display system?

Response: A laptop viewing the web stream

Question 54: Will the video processor be connected to any other outputs besides the four video displays?

Response: We anticipate the video processor also driving the installed Panasonic HD projector installed in the Food Court.

Regarding the Green Lawn Location:

Question 55: Can you please provide a setup, event and removal schedule for this location?

Response: The event space is setup during the day on May 20th, the reception area opens at 7pm on May 21st. In the event of good weather, this space will be used the evening of May 21 only and can be removed at the end of the evening. In the event of poor weather, this space will be used on Friday and can be removed at the end of the day.

Question 56: Will there be any live audio sources?

Response: No. Vendor provided, College approved instrumental jazz music.

Question 57: Please define minimum required audio technician positions during event times.

Response: Please reference #18

Regarding Section O:

Question 58: How many radios are needed, and over what distance will the system be required to operate?

Response: The College expectation is that the production team is communicating via two-way radio. In the event that they are, the College requests to be provided one so that we are reachable via vendor staff. 1 radio is needed.



Question 59: Do we need to provide our procedural information with regards to severe weather at the time of bidding?

Response: Yes. The College would like to review the vendor procedural information at the time of bidding.

Regarding Cost Sheet:

Question 60: The cost sheet only shows one line item for the event total. Is any additional cost breakdown required?

Response: No

END OF ADDENDUM NO. 1