

LETTER TO REQUEST BIDS
#15-600

August 11, 2015

The Washington State Office of Financial Management (OFM) is soliciting bids to provide Audio Visual Services, including setup, equipment, lighting, and support for the 2015 Lean Transformation Conference in Tacoma at the Tacoma Convention & Trade Center, October 19, 2015 – October 21, 2015. Contractor will be expected to outfit nine (9) conference rooms with video and audio services.

The period of performance of any contract awarded as a result of this *Letter to Request Bids* (LRB) is tentatively scheduled to begin on or about October 19, 2015 and be in force through October 21, 2015 with possible amendments extending the period of performance. OFM does not anticipate the selected contractor's involvement beyond October 21, 2015. However if OFM determines it is necessary to increase the contractor's involvement, OFM may amend any awarded contract to increase the contractor's involvement. Such an amendment, if any, to increase or decrease the dollar value and extend the period of performance shall be at the sole discretion of OFM.

The bidding is open to individuals or organizations that meet the following minimum criteria:

- Bidder must be licensed to perform work in Washington State.
- Bidder must have at least three (3) non-Bidder owned customer references for whom the Bidder has provided similar services during the past thirty-six (36) months preceding the bid due date.
- Bidder must be insured as follows:
 - Commercial General Liability Insurance Policy. Provide a Commercial General Liability Insurance Policy, including contractual liability, in adequate quantity to protect against legal liability arising out of contract activity but no less than \$1,000,000 per occurrence.
 - Additionally, the CONTRACTOR is responsible for ensuring that any subcontractors provide adequate insurance coverage for the activities arising out of subcontracts.
 - Automobile Liability. In the event that services delivered pursuant to this contract involve the use of vehicles, either owned or unowned by the CONTRACTOR, automobile liability insurance shall be required. The minimum limit for automobile liability is:
 - \$1,000,000 per occurrence, using a Combined Single Limit for bodily injury and property damage.
 - The insurance required shall be issued by an insurance company/ies authorized to do business within the state of Washington, and shall name the state of Washington, its agents and employees as additional insureds under the insurance policy/ies.
- **If a bidder does not carry coverage in the amount required, bidder should note in their response the insurance & limits that they *do* carry.**

With the exception of the Insurance requirements, bidders who do not meet these minimum qualifications shall be deemed to be non-responsive and will not be reviewed.

The bid is to be brief but should include:

1. Names, addresses and telephone numbers of three business references.
2. Costs or fees. Bidder should complete Attachment A, providing prices/fees.

Bids will be reviewed by OFM based on the response to the information requested above. The deadline for submission of responses is August 24, 2015, 3:30 PM local time, in Olympia, WA. **LATE BIDS WILL NOT BE ACCEPTED AND WILL BE AUTOMATICALLY DISQUALIFIED FROM FURTHER CONSIDERATION.** OFM assumes no responsibility for delays caused by any delivery service or for problems with Bidder's email.

Bids are to be e-mailed to:

Office of Financial Management
Bonnie Lindstrom, Procurement Coordinator
Email: bonnie.lindstrom@ofm.wa.gov
Phone: 360/902.0568

The Procurement Coordinator is the sole point of contact in OFM for this procurement. All communication between the Bidder and OFM upon receipt of this LRB shall be with the Procurement Coordinator. Any other communication will be considered unofficial and non-binding on OFM. Bidders are to rely on written statements issued by the Procurement Coordinator. ***Communication directed to parties other than the Procurement Coordinator will result in disqualification of the Bidder.***

OFM reserves the right at its sole discretion to reject any or all bids prior to the execution of a contract. This LRB does not obligate OFM to contract for the services specified herein. The final selection, if any, will be the bid that in the opinion of OFM best meets the requirements set forth in the LRB and is in the best interest of the state of Washington. OFM is not obligated to select the lowest price bid. OFM shall not be responsible for any costs associated with a bidder's preparation of a bid in response to this LRB.

A complaint procedure is available to potential Bidders who are contemplating submitting a bid in response to this LRB. Only complaints concerning the following subjects shall be considered:

- A claim that the LRB unnecessarily restricts competition;
- A claim the LRB evaluation process is unfair or flawed, or
- A claim the LRB requirements are inadequate or insufficient to prepare a response.

Bidders complaining about this LRB shall follow the procedures described below. Complaints that do not follow these procedures shall not be considered. If a Bidder registers a complaint against this LRB, the complaint cannot be raised again during the protest period. All complaints must be in writing and signed by the complaining party or an authorized Agent. The complaint must be sent to the Procurement Coordinator, or designee, at least 5 business days before the bid due date and must clearly articulate the basis for the complaint. The Bidder submitting the complaint must also include a proposed remedy. Upon receipt of a complaint, a complaint review will be held by OFM. The OFM procurement coordinator will respond to complaints in writing and the OFM director will be notified of all complaints and provided a copy of OFM's response. A copy of the response to the complaint, including any changes to the solicitation, will also be posted to WEBS. The complaint process does not include an appeal process.

Any Bidder who has submitted a bid and been notified that they were not selected as an Apparently Successful Bidder may request a debriefing. The request for a debriefing conference must be received by the Procurement Coordinator within three (3) business days after the Notification of Unsuccessful Bidder Notification letter is e-mailed to the Bidder. Debriefing requests must be received by the Procurement Coordinator no later than 3:30 PM, Pacific Daylight Time, in Olympia, Washington, on the third business day following the transmittal of the Unsuccessful Bidder Notification. Debriefings will be held on a date determined by the Procurement Coordinator. Discussion at the debriefing conference will be limited to the following:

- Evaluation of the Bidder's bid; and
- Critique of the requesting Bidder's bid based on the evaluation; and

Comparisons between bids or evaluations of the other bids will not be allowed. Debriefing conferences may be conducted in person or on the telephone and will be scheduled for a maximum of one hour.

Unsuccessful Bidders may protest an award of a contract only if they have participated in a debriefing conference. Upon completing the debriefing conference, the Bidder is allowed five (5) business days to file a protest of the acquisition with the Procurement Coordinator. Protests must be received by the Procurement Coordinator no later than 3:30 PM., Pacific Daylight Time, in Olympia, Washington on the fifth business day following the debriefing. Protests may be submitted by email, but must then be followed by the document with an original signature.

Bidders protesting this procurement shall follow the procedures described below. Protests that do not follow these procedures shall not be considered. This protest procedure constitutes the sole administrative remedy available to Bidders under this procurement.

All protests must be in writing, addressed to the Procurement Coordinator, and signed by the protesting party or an authorized Agent. The protest must state the LRB number, the grounds for the protest with specific facts and complete statements of the action(s) being protested. A description of the relief or corrective action being requested should also be included.

Only protests stipulating an issue of fact concerning the following subjects shall be considered:

- A matter of bias, discrimination or conflict of interest on the part of the evaluator
- Errors in computing the lowest score
- Non-compliance with procedures described in the LRB document or AGENCY policy

Protests not based on procedural matters will not be considered. Protests will be rejected as without merit if they address issues such as: 1) An evaluator's professional judgment on the quality of a bid, or 2) AGENCY'S assessment of its own and/or other agencies' needs or requirements. Upon receipt of a protest, a protest review will be held by the AGENCY. The AGENCY director or an employee delegated by the Director who was not involved in the procurement, will consider the record and all available facts and issue a decision within five (5) business days of receipt of the protest. If additional time is required, the protesting party will be notified of the delay. In the event a protest may affect the interest of another Bidder that submitted a bid, such Bidder will be given an opportunity to submit its views and any relevant information on the protest to the Procurement Coordinator. The final determination of the protest shall: Find the protest lacking in merit and uphold the AGENCY's action; find only technical or harmless errors in the AGENCY's acquisition process and determine the AGENCY to be in substantial compliance and reject the protest; or find merit in the protest and provide the AGENCY options which may include: Correct the errors and re-evaluate all bids, reissue the solicitation document and begin a new process, make other findings and determine other courses of action as appropriate. If the AGENCY determines that the protest is without merit, the AGENCY will enter into a contract with the Apparently Successful Bidder. If the protest is determined to have merit, one of the alternatives noted in the preceding paragraph will be taken.

In submitting a bid in response to this Letter to Request Bids, the bidder agrees to accept the terms set forth in this Letter to Request Bids. ***All Bidders shall use Attachment 1 – Bid Template in presenting their bids. Any bids not submitted in the format as shown in Attachment will not be considered.***

Any requests for information about this project are to be directed to the Procurement Coordinator named above.

Thank you for considering this solicitation.

Sincerely,

Bonnie Lindstrom

Bonnie Lindstrom
Procurement Coordinator

Attachment 1 – Bid Template

Client

Office of Financial Management
PO Box 43113
Olympia, WA 98504-3113

Venue / Site

Greater Tacoma Convention & Trade Center
Ex Hall B & Breakouts
1500 Broadway
Tacoma, WA 98402

EXHIBIT HALL B:

Type	Qty	Description	Note	Days	Rate	Price	Price Ext.
Note	1	***VIDEO***					
Rental		MEETING PACKAGE: PROJECTION PKG C - 4.5K LCD / 10.5X14 SCREEN - DUAL SCREEN (2 screens)		2			
Note		***AUDIO***					
Rental	1	MEETING PACKAGE: GTCTC - EX HALL - LINE ARRAY - HALF HALL AUDIO NOTE: a flown line array type audio system with additional front fill in the large hall. Audio that hangs from the ceiling so that people all over the large hall can hear the speakers.		2			
Rental	1	PODIUM MIC: SHURE MX412 SLIMLINE		2			
Rental	4	Shure ULXP4 1-Unit W/L Mic Kit	Handheld and Lapel	2			
Rental	1	Computer audio Patch	Laptop	2			
Rental	1	Computer camera Patch	Laptop	2			
Note		TVW will require an XLR audio patch from our mixer. TVW is a Washington State Public Affairs Network that films the Washington State Legislature and other public affairs events					
Note		***LIGHTING***					
Rental	1	MEETING PACKAGE: GTCTC - EX HALL STAGE LIGHTING		1			

BALLROOM A:

Type	Qty	Description	Note	Days	Rate	Price	Price Ext.
Rental	1	MEETING PACKAGE: 2K PROJECTOR & SCREEN		2			
Rental	1	Cradle Screen: 10'		2			
Rental	1	Shure SCM-268 4ch Mixer		2			
Rental	1	MEETING PACKAGE: GTCTC - COMPLIMENTARY PODIUM MIC		2			
Rental	2	Shure ULXP4 1-Unit W/L Mic Kit	Handheld and Lapel	2			
Rental	1	Computer Audio Patch	Laptop	2			
Rental	1	Computer Camera Patch	Laptop	2			

Note		Videographer will require an RCA audio patch from our mixer.					

BALLROOM BC

Type	Qty	Description	Note	Days	Rate	Price	Price Ext.
Rental	1	MEETING PACKAGE: 2K PROJECTOR & SCREEN		2			
Rental	1	Cradle Screen: 10'		2			
Rental	1	Shure SCM-268 4ch Mixer		2			
Rental	1	MEETING PACKAGE: GTCTC - COMPLIMENTARY PODIUM MIC		2			
Rental	2	Shure ULXP4 1-Unit W/L Mic Kit	Handheld and Lapel	2			
Rental	1	Computer audio patch	Laptop	2			
	1	Computer camera patch	Laptop	2			
Note:		Videographer will require an RCA audio patch and camera patch from our mixer.					

BALLROOM D:

Type	Qty	Description	Note	Days	Rate	Price	Price Ext.
Rental	1	MEETING PACKAGE: 2K PROJECTOR & SCREEN		2			
Rental	1	Cradle Screen: 10'		2			
Rental	1	Shure SCM-268 4ch Mixer		2			
Rental	1	MEETING PACKAGE: GTCTC - COMPLIMENTARY PODIUM MIC		2			
Rental	2	Shure ULXP4 1-Unit W/L Mic Kit	Handheld and Lapel	2			
Rental	1	Computer audio patch	Laptop	2			
Rental	1	Computer camera patch	Laptop	2			
Note:		Videographer will require an RCA audio and camera patch from our mixer.					

ROOM 315:

Type	Qty	Description	Note	Days	Rate	Price	Price Ext.
Rental	1	MEETING PACKAGE: 2K PROJECTOR & SCREEN		2			
Rental	1	Tripod Screen: 8'		2			
Rental	1	Shure SCM-268 4ch Mixer		2			
Rental	1	MEETING PACKAGE: GTCTC - COMPLIMENTARY PODIUM MIC		2			
Rental	2	Shure ULXP4 1-Unit W/L Mic Kit	Handheld and Lapel	2			
Rental	1	Computer audio patch	Laptop	2			
Rental	1	Computer cameral patch	Laptop	2			
		Videographer will require an RCA audio and camera patch from our mixer.					

ROOM 316:

Type	Qty	Description	Note	Days	Rate	Price	Price Ext.
Rental	1	MEETING PACKAGE: 2K		2			

		PROJECTOR & SCREEN					
Rental	1	Tripod Screen: 8'		2			
Rental	1	Shure SCM-268 4ch Mixer		2			
Rental	1	MEETING PACKAGE: GTCTC - COMPLIMENTARY PODIUM MIC		2			
Rental	2	Shure ULXP4 1-Unit W/L Mic Kit	Handheld and Lapel	2			
Rental	1	Computer audio patch	Laptop	2			
Rental	1	Computer camera patch	Laptop	2			
Note:		Videographer will require an RCA audio patch from our mixer					

ROOM 317:

Type	Qty	Description	Note	Days	Rate	Price	Price Ext.
Rental	1	MEETING PACKAGE: 2K PROJECTOR & SCREEN		2			
Rental	1	Tripod Screen: 8'		2			
Rental	1	Shure SCM-268 4ch Mixer		2			
Rental	1	MEETING PACKAGE: GTCTC – COMPLIMENTARY PODIUM MIC		2			
Rental	2	Shure ULXP4 1-Unit W/L Mic Kit	Handheld and Lapel	2			
Rental	1	Computer audio patch	Laptop	2			
Rental	1	Computer camera patch	Laptop	2			
Rental		Videographer will require an RCA audio patch from our mixer					

ROOM 318:

Type	Qty	Description	Note	Days	Rate	Price	Price Ext.
Rental	1	MEETING PACKAGE: 2K PROJECTOR & SCREEN		2			
Rental	1	Tripod Screen: 8'		2			
Rental	1	Shure SCM-268 4ch Mixer		2			
Rental	1	MEETING PACKAGE: GTCTC - COMPLIMENTARY PODIUM MIC		2			
Rental	1	Shure ULXP4 1-Unit W/L Mic Kit	Handheld and Lapel	2			
Rental	1	Computer audio patch	Laptop	2			
Rental	1	Computer camera patch	Laptop	2			
Note:		Videographer will require an RCA audio and camera patch from our mixer					

ROOM 407:

Type	Qty	Description	Note	Days	Rate	Price	Price Ext.
Rental	1	MEETING PACKAGE: 2K PROJECTOR & SCREEN		2			
Rental	1	Tripod Screen: 6'		2			
Rental	1	Shure SCM-268 4ch Mixer		2			
Rental	1	MEETING PACKAGE: GTCTC - COMPLIMENTARY PODIUM MIC		2			
Rental	1	Shure ULXP4 1-Unit W/L Mic Kit		2			
Rental	1	Computer audio patch		2			

Rental	1	Computer camera patch		2		
		Videographer will require an RCA audio and camera patch from our mixer				

LABOR

Type	Qty	Description	Note	Days	Rate	Price	Price Ext.
Note:		10/19 – Set Up					
Labor	1	A1: Audio Engineer 10/19/2015 10:00 AM - 3:00 PM	Set Up				
Labor	1	A2: Audio Technician 10/19/2015 10:00 AM - 3:00 PM	Set Up				
Labor	2	AVT: AV Technician 10/19/2015 10:00 AM - 9:00 PM	Set Up				
Note:		10/20 – Event Day 1					
Labor	1	A1: Audio Engineers 10/20/2015 7:00 AM - 5:00 PM	Operate				
Note:		10/21 – Event Day 2 and Strike					
Labor	1	A1: Audio Engineer 10/21/2015 8:00 AM - 8:00 PM	Op/Strike				
Labor	1	A2: Audio Technician 10/21/2015 5:00 PM - 8:00 PM	Strike				
		Onsite AV technical coverage and assistance 10/21/2015 5:00 PM - 10/22/2015 12:00 AM		2			
							Labor:

Subtotal:	
Discount:	
Subtotal:	
Sales Tax:	
Total	