



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

Insurance Building, PO Box 43113 ☐ Olympia, Washington 98504-3113 ☐ (360) 902-0555

LETTER TO REQUEST BIDS #16-1700

August 8, 2016

The Washington State Office of Financial Management (OFM) is soliciting bids to provide Audio Visual Services, including setup, equipment, lighting, and support for the 2016 Lean Transformation Conference at the Greater Tacoma Convention and Trade Center (GTCTC), October 18, 2016 – October 19, 2016. Set-up will happen October 17 and tear-down will happen after 5:00 pm the last session October 19. The Contractor will be expected to outfit nine (9) conference rooms with video and audio services, including Exhibit Hall B where over 2,500 people are scheduled to attend plenary sessions. The goal is to have a successful audio and visual experience for all conference speakers and attendees. Attendees sitting in the back of conference rooms should be able to have as good of audio-visual experience as those in front.

Period of Performance

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 1, 2016 and be in force through October 20, 2016 with possible yearly amendments extending the period of performance not to exceed six years total. The 2016 contract shall not exceed \$30,000. OFM does not anticipate the selected contractor's involvement beyond October 20, 2016. However, if OFM determines it is necessary to increase the contractor's involvement, OFM may amend any awarded contract. 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.

Minimum Requirements

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

1. Bidder must be licensed to perform work in Washington State.
2. Bidder must have at least three (3) non-Bidder owned customer references for whom the Bidder has provided video and audio services during the past thirty-six (36) months preceding the bid due date. At least one of the references must be a customer for whom the Bidder provided video and audio services, in the past eighteen (18) months, to a large audience (between 500 and 2500 people, or more).
3. Bidder must be insured as follows:
 - a. 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.
 - b. Additionally, the CONTRACTOR is responsible for ensuring that any subcontractors provide adequate insurance coverage for the activities arising out of subcontracts.
 - c. 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:

- d. \$1,000,000 per occurrence, using a Combined Single Limit for bodily injury and property damage.
 - e. 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.
4. **If a bidder does not carry coverage in the amount required, bidder should note in their response the insurance & limits that they *do* carry.**

Bidder must be able to provide all required equipment and services in this Letter to Request Bids and as outlined in the Attachments. 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.

Bid Submission and Scoring

The bid is to be brief but should include the following. Note: The table includes maximum points used for scoring.

Bid requirement	Maximum Points
1. Names, addresses and telephone numbers of three (3) non-Bidder owned customer references for whom the Bidder has provided video and audio services during the past thirty-six (36) months preceding the bid due date. At least one of the references must be a customer for whom the Bidder provided video and audio services, in the past eighteen (18) months, to a large audience (between 500 and 2500 people, or more) Indicate the size of the audience for this customer reference.	N/A – Not scored
2. Breakdown of costs or fees for audio visual services including setup, equipment, lighting, and support for a successful conference experience for speakers and attendees. Complete Attachment A with service and equipment descriptions, and costs/fees. Any bid over \$30,000 will not be reviewed.	Cost: up to 40 pts
	Equipment & Services: up to 30 pts
3. Statement about experience: Within the last 36 months, do you have experience providing video and audio services in the Greater Tacoma Convention and Trade Center Exhibit Hall B or a similar venue which seats up to 2,500 attendees and has similar dimensions? Answer Yes or No. If you answered, yes, include the date(s), venue(s), and customer(s).	Yes = 30 pts No = 0 pts

Bids will be reviewed by OFM based on the response to the information requested above. The deadline for submission of responses is **September 2, 2016, 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

Communication

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.

Complaint Procedure

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.

Debrief Procedure

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.

Protest Information

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 A – Bid Template in presenting their bids. Any bids not submitted in the format as shown in Attachment A 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 A – Bid Template

Client	Venue / Site	Bidder (include contact information below)
Office of Financial Management PO Box 43113 Olympia, WA 98504-3113	Greater Tacoma Convention & Trade Center Ex Hall B & Breakouts 1500 Broadway Tacoma, WA 98402	

Venue Video and Audio Information:

For purposes of this bid, the conference venue, GTCTC, provides:

- Complimentary podium mic in each conference room.
- Risers in Exhibition Hall B and breakout rooms.
- Power and connection to house audio with XLR plug at each riser.
- Power supply, chair and table for videographer near the projectors.
- Riser with chair midway between the stage and back wall, with power and connection to house audio with XLR plug.

The conference venue does NOT provide:

- “House” sound systems to an outside AV provider.

More information for GTCTC: GTCTC Rigging Guidelines,
http://www.gtctc.org/images/pdf/Rigging_Guidelines_5.20.15.pdf

IMPORTANT NOTES:

- Exhibit Hall B Audio must be “flown” Line Array or Line Array “type” sound system with additional front fill.
- All other ballrooms and breakout rooms must be self-contained regarding audio.

**The pricing tables below do not include mathematical formulas for automatic calculations. Please calculate and enter total costs manually.

Conference Room	Equipment Description Specify brand, type, etc. for equipment	Qty	Cost/ Unit	Days	Total
EXHIBIT HALL B: Capacity = 2,508 (Plenary Sessions)					
Video Equipment	Notes:				
				2	
				2	
<i>Insert more rows as needed</i>				2	
Audio Equipment	Notes: Standard is one wireless lapel mic per presenter with hand-held mics as back-up. Up to 6 presenters at a time. If TVW participates, they 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. Have several 3-Pin XLR Female to 1/8" (3.5mm) male adapter cables available, if needed.				
				2	
				2	
<i>Insert more rows as needed</i>				2	

Conference Room	Equipment Description Specify brand, type, etc. for equipment	Qty	Cost/ Unit	Days	Total
Lighting Equipment	Notes:				
				2	
				2	
<i>Insert more rows as needed</i>				2	
BALLROOMS A & D: Capacity each = 416					
Video Equipment	Notes: The state-provided videographer will require an XLR audio patch from our mixer.				
				2	
				2	
<i>Insert more rows as needed</i>				2	
Audio Equipment	Notes: Standard is one wireless lapel mic per presenter with hand-held mics as back-up.				
				2	
				2	
<i>Insert more rows as needed</i>				2	
BALLROOM BC: Capacity = 402					
Video Equipment	Notes: The state-provided videographer will require an XLR audio patch from our mixer.				
				2	
				2	
<i>Insert more rows as needed</i>				2	
Audio Equipment	Notes: Standard is one wireless lapel mic per presenter with hand-held mics as back-up.				
				2	
				2	
<i>Insert more rows as needed</i>				2	
ROOMS 315 & 317: Capacity each = 168					
Video Equipment	Notes: The state-provided videographer will require an XLR audio patch from our mixer.				
				2	
				2	
<i>Insert more rows as needed</i>				2	
Audio Equipment	Notes: Standard is one wireless lapel mic per presenter with hand-held mics as back-up.				
				2	
				2	
<i>Insert more rows as needed</i>				2	
ROOM 316: Capacity = 216					
Video Equipment	Notes: The state-provided videographer will require an XLR audio patch from our mixer.				
				2	
				2	
<i>Insert more rows as needed</i>				2	
Audio Equipment	Notes: Standard is one wireless lapel mic per presenter with hand-held mics as back-up.				
				2	
				2	
<i>Insert more rows as needed</i>				2	
ROOM 318: Capacity = 175					
Video Equipment	Notes: The state-provided videographer will require an XLR audio patch from our mixer.				
				2	
				2	
<i>Insert more rows as needed</i>				2	

Conference Room	Equipment Description Specify brand, type, etc. for equipment	Qty	Cost/ Unit	Days	Total
Audio Equipment	Notes: Standard is one wireless lapel mic per presenter with hand-held mics as back-up.				
				2	
				2	
<i>Insert more rows as needed</i>					
ROOM 407: Capacity = 152					
Video Equipment	Notes: The state-provided videographer will require an XLR audio patch from our mixer.				
				2	
				2	
<i>Insert more rows as needed</i>					
Audio Equipment	Notes: Standard is one wireless lapel mic per presenter with hand-held mics as back-up.				
				2	
				2	
<i>Insert more rows as needed</i>					

LABOR:

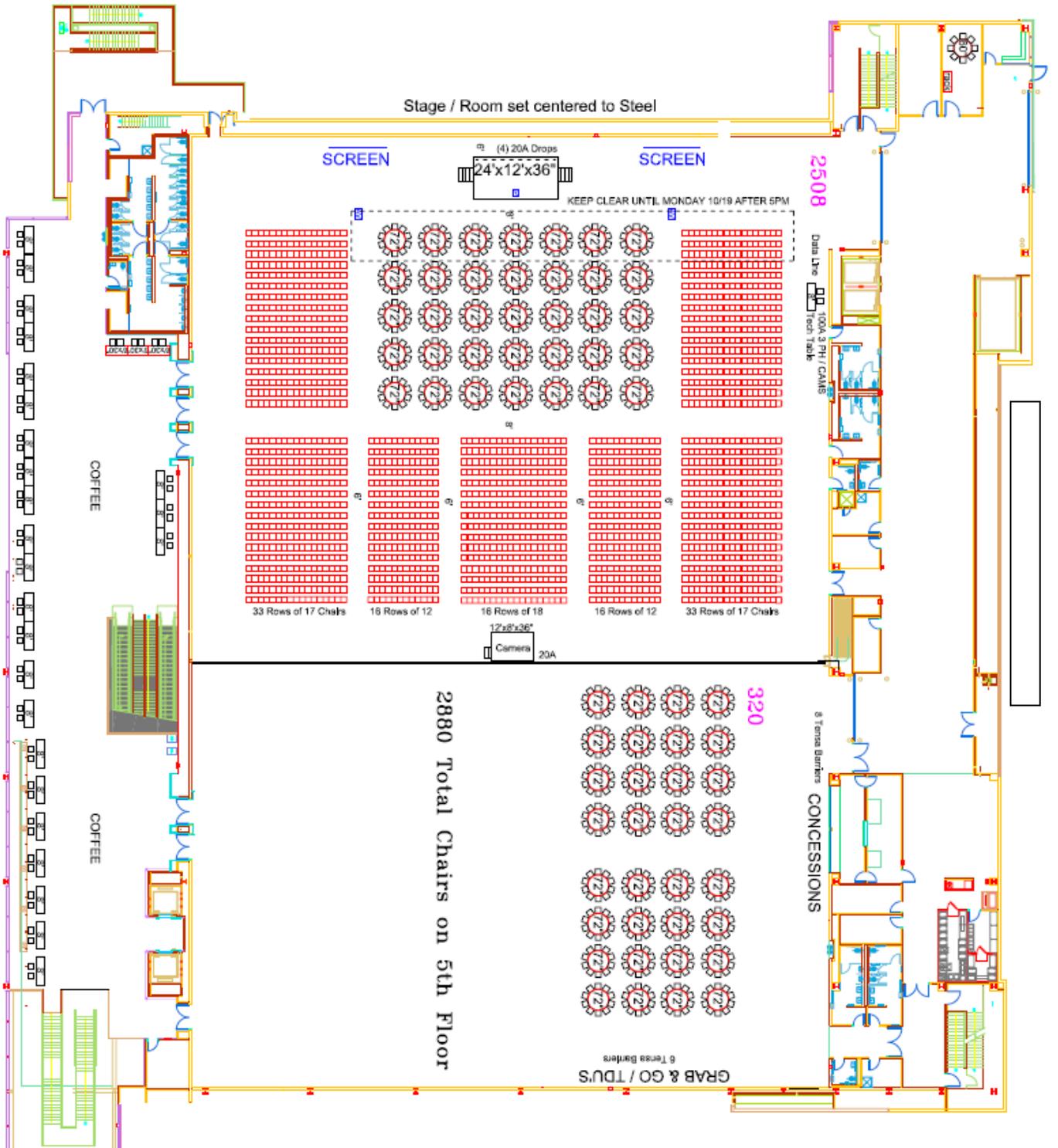
Description	QTY	RATE	HOURS	TOTAL
Set Up (October 17, 2016)				
Event Day 1 on-site support (October 18, 2016)				
Event Day 2 and Strike on-site support (October 19, 2016)				
Tear Down (October 19, 2016)				
<i>Insert more rows as needed for various rates and hours.</i>				
			Labor:	

Subtotal:	
Discount:	
Subtotal:	
Sales Tax:	
Total	

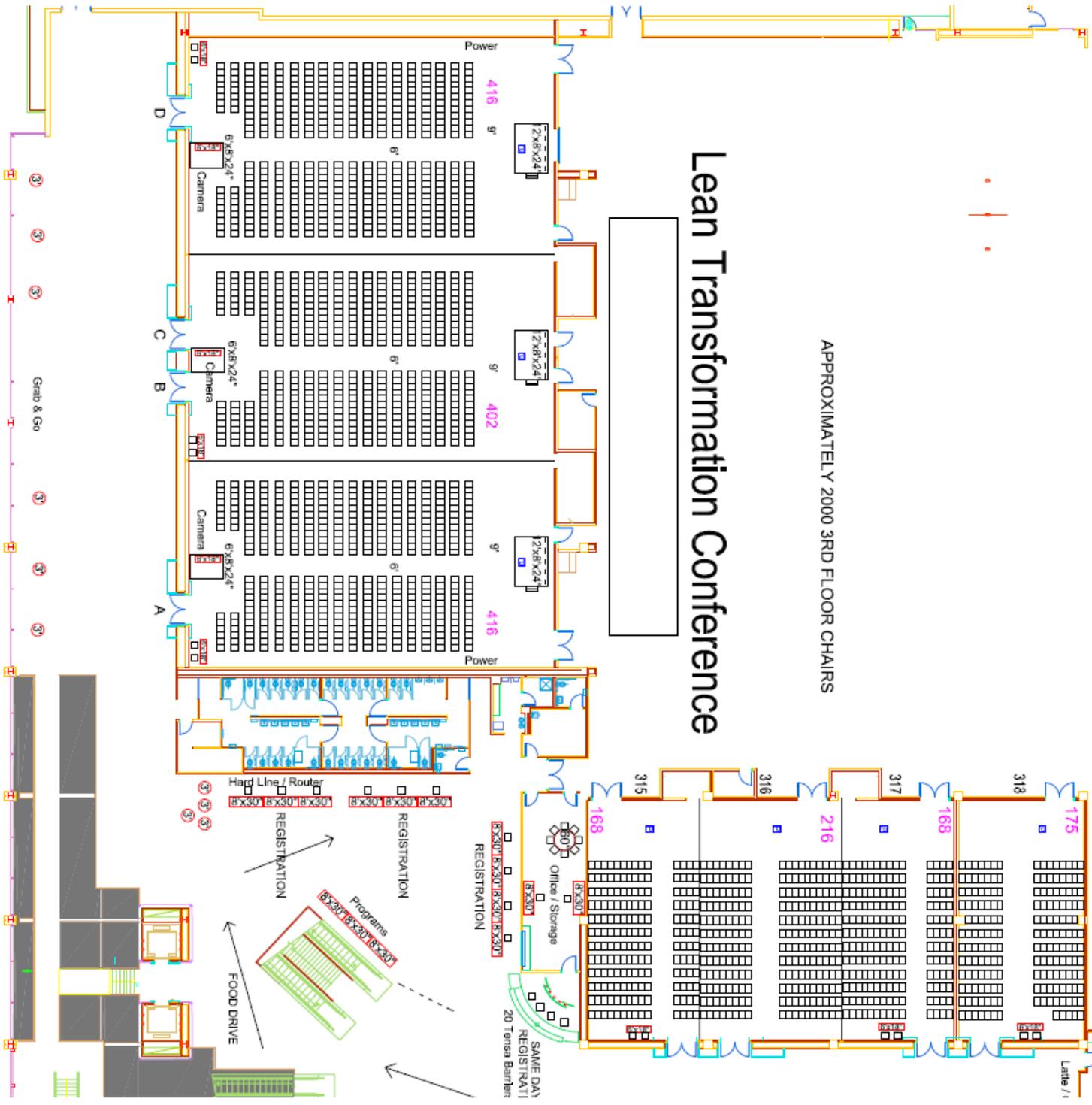
Attachment B – Draft Conference Room Configurations

Exhibit Hall B:

Lean Conference



3rd Floor Breakout Rooms (Ballrooms A-D, Rooms 315-318):



4th Floor Breakout Room 407:

