



# LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

## Invitation to Bid: Audiovisual and Staging Services

### INSTRUCTIONS / GENERAL CONDITIONS

*Changing Lives,  
Creating Futures*

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Louisiana  
Community  
& Technical  
College System

265 South Foster Drive  
Baton Rouge, LA 70806

Phone: 225-922-2800  
Fax: 225-922-1185

[www.lctcs.edu](http://www.lctcs.edu)

**BID Number: 40016-20190207      DUE DATE/TIME March 7, 2019  
@ 4:00 p.m. CST**

**TITLE:      Audio Visual and Staging Services**

1. The Bid is subject to the conditions stated herein and attached hereto, are hereby invited and will be received at this office until the above noted due date and time for furnishing the items and/or services as specified. **BIDS MUST BE SIGNED.**
2. ALL PRICES MUST BE FIRM AND ARE TO BE QUOTED AS COMPLETE
3. Do not include State Sales Tax or Federal Excise Tax; same will be added if applicable.
4. The Agency reserves the right to award the order by individual items, related items, or by total, whichever it deems to be in its best interest and the Agency also reserves the right to reject any and all quotations and to waive informalities.
5. Contractor shall furnish LCTCS with certificates of insurance effecting coverage(s) required by **Attachment 1**. The successful Bidder shall carry a minimum of \$1 million of General Liability insurance. The certificate(s) for the insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificate(s) are to be received and approved by LCTCS before work commences. LCTCS reserves the right to require complete certified copies of all required policies
6. Bidders should be registered with the Secretary of State and be in good standing.
7. Successful Bidder is responsible to inspect any site required for the services and have acquainted himself with all of the conditions under which the work will be performed. No additional compensation will be granted because of unusual difficulties that may be encountered in the execution of the work or services.
8. Bidders are responsible to verify measurements and amount of supplies prior to submitting a bid.
9. Successful Bidder shall furnish all necessary permits, licenses and certifications as may be required for the performance of the required services.
10. Indemnity. Contractor agrees, upon receipt of written notice of a claim or action, to defend the claim or action or to take other appropriate measures to indemnify, and hold harmless, the LCTCS, and its members, its officers, its agents and its employees from and against all claims and actions for bodily injury, death or property damages cause by the fault of a contractor, its officers, its agents, or its employees. Contractor is obligated to indemnify only to the extent of the fault of the contractor, its officers, its agents, or its employees. However, contractor shall have no obligation as set forth above with respect to any claim or action from bodily injury,



death or property damages arising out of the fault of the LCTCS, its members, its officers, its agents or its employees.

11. The purpose of this contract is to provide the specified services. The terms and conditions of this specification are incorporated into and an essential part of the services. The contractor shall perform all services in a safe manner, in a manner to conform to the highest standard of good trade practices, in accordance with applicable laws and regulations and in accordance with manufacturer's performance specifications.
12. By accepting a purchase order resulting from this Invitation to Bid, non-resident firms certify they have paid all taxes duly assessed by the State of Louisiana and its political subdivisions, including franchise taxes, privilege taxes, sales taxes, and all other taxes for which they are liable, to the state and its political subdivisions.
13. Applicable Law. All contracts shall be construed in accordance with and governed by the laws of the State of Louisiana.
14. If unable to quote, return only cover sheet marked "No Quote" with signature in order to assure remaining on bidder's list.
15. Email inquiries may be directed to the Office of Professional Development with above quotation number for reference at [jenniferdaly@lctcs.edu](mailto:jenniferdaly@lctcs.edu)
16. Detailed Specifications are below.

# ATTACHMENT 1

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## Invitation to Bid: Audiovisual and Staging Services

Louisiana Community and Technical College System  
*Professional Development Conference*  
Hilton New Orleans Riverside, September 24-27, 2019

The Louisiana Community and Technical College System (“LCTCS”) hereby invites bidders to submit itemized bids for AUDIOVISUAL AND STAGING GOODS AND SERVICES for the duration of the above-listed Event. To be given consideration, Bidder must specify and guarantee they are the principal provider of goods and services, and should disclose all sub-contractors, outside labor and third-party equipment provided by others to complete the package of said goods and services. Bidder shall be registered with the Secretary of State and be in good standing. A tax identification number should be provided in order for LCTCS to confirm the contractor’s status with the state. The successful bidder shall also provide certification of adequate minimum coverage of \$1 Million in General Liability Insurance. A bidder should provide a convincing narrative, which describes why their services should be chosen over the competition.

### Schedule of Events for this Invitation to Bid

Action/Event	Date & Time
ITB mailed to prospective bidders; posted to LaPAC and LCTCS website	February 7, 2019
Deadline to receive written inquiries from bidders	February 18, 2019 (4:00 PM CST)
Deadline to respond to written inquiries from bidders	February 25, 2019 (4:00 PM CST)
Bid Due Date (Opening Date)	March 7, 2019 (4:00 PM CST)
Notice of Intent to Award to be mailed	March 11, 2019
Purchase Order Issued	March 25, 2019

ALL BIDDERS ARE TO SUBMIT INQUIRIES BY EMAIL TO: [mnardini@lctcs.edu](mailto:mnardini@lctcs.edu) no later than **4:00pm CST February 18, 2019**. Answers to questions will be posted on the conference website at [www.lctcs.edu/conference](http://www.lctcs.edu/conference) and at the Office of State Purchasing web site – LaPAC Online Solicitations & Award Information Section (<http://wwwprdl.doa.louisiana.gov/osp/lapac/pubmain.cfm>) no later than 4:00pm CST February 25, 2019.

ALL BIDS ARE DUE TO LCTCS BY 4:00PM CST March 7, 2019. Bids may be submitted to LCTCS by mail or by email.

If by mail: LCTCS  
ATTN: Michele Nardini  
265 South Foster Drive  
Baton Rouge, LA 70806

If by email: [mnardini@lctcs.edu](mailto:mnardini@lctcs.edu)

### SERVICES SUMMARY:

The LCTCS Conference sessions will take place in 13 meeting rooms, the Grand Ballroom, and surrounding foyers and corridors with an expected overall attendance of 1,300 persons. Bidders may expect an audience of up to 100 persons in each of the 13 breakout rooms. It is advised that each Bidder be familiar with the capabilities and limitations of these venues at the Hilton New Orleans Riverside Hotel.

The very nature of advanced bidding for services cannot anticipate needs that may arise during the course of the Event. We therefore stipulate that the successful bidder should be willing to accommodate minor changes as may occur, without incurring extra charges to LCTCS as long as the amount of equipment and materials used does not appreciably change.

In general, Bidders should assume the following eleven (11) particulars when preparing and submitting their proposals.

**The section following entitled “Following are specific tasks and equipment that must be itemized in your bid:” which are hereby made a part of this Invitation To Bid. (ITB)**

1. **Submit your bid in a fully itemized form similar to the spreadsheet found at the end of this document.** Be sure to list which equipment will be used in which room on which days.

Below is the schedule for load-in and use of rooms requiring audiovisuals:

Tuesday, September 24 at 3:00pm—AV Vendor to load in  
Wednesday through Friday, September 25-27, with set-ups as specified below, in Grand Ballroom, Social Media Lounge in Grand Salon, and breakout meeting rooms

2. Provide professional-level, superior quality using instruments and materials appropriately matched to the size and use of each meeting space, with sound levels and projection light intensity *beyond merely adequate capability*. Include the goods and services your experience dictates are necessary to flawlessly execute the A/V needs of this multi-venue event.
3. There will be simultaneous use of all venues. In other words, equipment packages are static and should not be shared between rooms unless special needs arise.
4. You guarantee to provide adequate engineering and operations personnel to independently execute the ongoing, and sometimes changing, audiovisual and staging needs of the Event.
5. Bidders must agree to liaise with Hilton New Orleans Riverside engineering staff to provide “public address audio” to common areas for announcements and plenary sessions coverage.
6. Assume to provide your own staff communication, i.e. “Clear-Com”-type units.
7. To ensure 100% performance, Bidder guarantees to provide on-site redundancy in case of equipment failure.
8. All load-in, set-up and strike is your responsibility. Please take into consideration that the Hilton Riverside requires you to cover the floor with paper/plastic during load-in/out.
9. Travel expenses, lodging and meals for your staff are your responsibility.
10. LCTCS reserves the right to reject any and all bids.
11. Provide three (3) professional references.

**Following are specific tasks and equipment that must be itemized in your bid:**

1. Provide audiovisual equipment and on-site support for 13 meeting rooms taking place over 3 days. Equipment provided to each breakout session *must* include a minimum of:

Handheld mic with podium stand

4 channel mic/audio mixer

Eon 10" Powered Speaker

Extension cords, cabling and power strips as required to complete audio connections

3000-lumen (min.) LCD projector

8' Tripod Projection Screen with Skirt

Audio Patch for laptop/video playback/cd/ipod

AV stand with skirt (Extension cords, cabling & power as required to complete audio connections)

Laptop equipped with MS Office Suite and connected to conference wifi

2. Provide audiovisual equipment for 3 general sessions and the Impact Awards Dinner taking place in Grand Ballroom (C-D). Equipment provided to each session *must* include a minimum of:
  - 2 Wireless lavalier mic
  - Wireless handheld mic for podium
  - 20-channel (min.) mixer
  - SDI distribution/cabling from mix to screens and monitors
  - EQ and compressor-limiter to ensure premium control and audio quality
  - Production Media Laptop
  - Digital Media Recording Deck
  - Audio Patch for Laptop/Video Playback device (iPod or similar) for music, etc.
  - Sound System VT Line Array with audio snake and cabling
  - Rear Speakers for projection to the back of the room
  - Flown Light Package as required to illuminate stage, minimum to include:
    - § 5 LED Wash lights
    - § 5 moving lights
    - § 16 LED up-light kits
    - § 4 “worklight”-type incandescent
    - § cabling
  - 16' heavy black velour pipe & drape (at least 60')
  - 2 1080i (min) HD cameras with zoom and tripod
  - camera riser platform
  - cabling from camera to mix
  - 2 14,000 lumen (min.) HD DLP projection – priced individually
  - 2 16' truss screens - 16:9 Rear Projection with dress kits – priced individually
  - Skirted projector stand and power
  - Scaffolding as required to position and accommodate large projectors (rear projection)
  - 2 47” Full HD LED TV/Display (Confidence Monitors)
  - 1 20’x10’ LED Wall minimum 3mm pixels with Controller and Operator
  - Presenter’s podium with space for water, etc., and shelf underneath
  
3. Provide audiovisual equipment for Social Media Lounge. Equipment provided to this area *must* include a minimum of:
  - 4 65in LED HD TV monitors with stands and cabling
  - 4 12" powered speakers
  - 4 channel mic/audio mixer
  - wireless handheld mic
  
4. Provide audiovisual equipment for 1 afternoon event (Women’s Leadership Summit) on Wednesday in Grand Ballroom A. Equipment provided to this area *must* include a minimum of:
  - 8' Tripod projection screen with skirt
  - 3000 lumen video/data projector
  - AV stand with skirt & power
  - Eon 10" Powered Speaker
  - 4-Channel Mic/Audio Mixer
  - 4 Wireless Handheld Microphone
  - Audio Patch for Laptop/Video Playback/CD/iPod
  
5. Provide audiovisual equipment for miscellaneous areas and events:

- 3 Power cables for Registration Area (3 days)
  - 2 Speaker for President's Reception (Wednesday evening Grand Ballroom C)
  - 1 Wireless handheld mic for President's Reception (Wednesday evening Grand Ballroom C)
6. Provide crew of at least EIGHT (8) as stagehands, camera operators, onsite techs, audio production, video production, load in/out labor during entire 3-day event. Bidder understands that your crew will be made available to perform whatever/whenever tasks related to the event are required.
- Your bid must include total labor expense. No add-on or supplemental labor estimates are allowed and will disqualify the bid.**
7. Bidder should provide a convincing narrative, which describes why their services should be chosen over the competition. The narrative must include a description(s) of similarly sized events that help prove the Bidder's capacity to provide the services required herein and demonstrates the Bidder's ability to successfully complete an audiovisual project of this magnitude.

Thank you for your time and consideration.

## LCTCS 2019 Annual Conference

### Program At A Glance

Tuesday, September 24, 2019

3:00-7:00	Move-In/Setup Reg Counters/Name Badge Machines
3:00-7:00	Train Registration Desk Helpers
3:00	AV Set-up Breakout Rooms (5 Royal Rooms)
7:00	AV Set-up Churchill A-D (6 rooms) & Grand Salon (Social Media)

Wednesday, September 25, 2019

7:00	AV Set-up (1 Remaining Royal Room & Ballroom)
8:00-2:00	Conference Planning Team Set-Up
8:00-4:00	Conference Check-In Open
8:00-5:00	Pre-Conference: Special Training Sessions
12:30-4:00	Women's Leadership Seminar
1:00-4:00	Vendor Galleria: Exhibitor Set-up
5:00-6:00	President's Networking Reception (invitation only)
6:00-9:00	Impact Awards Gala (Ticket Required)

Thursday, September 26, 2019

7:30-3:00	Conference Check-In Open
7:30-8:45	Vendor Galleria: Rise & Shine - Browsing Breakfast
7:30-4:30	Vendor Galleria: Exhibits Open
8:30-9:20	Breakout Sessions
9:20-9:40	Vendor Galleria: Coffee Break
9:40-10:30	Breakout Sessions & Peer/Functional Groups
10:35-11:35	Opening Plenary Session: State of the System
11:35-12:45	Networking Lunch with Browsing Dessert & Coffee
12:45-1:35	Breakout Sessions & Peer/Functional Groups
1:45-2:05	Vendor Galleria: Coffee Break
2:05-2:55	Breakout Sessions & Peer/Functional Groups
3:05-4:30	Afternoon Plenary: Keynote and Awards Ceremony
6:00-8:00	LCTCS -United Way Bowling Tournament at Fulton Alley

Friday, September 27, 2019

7:15-8:15	Faculty Senate
7:30-10:00	Conference Check-In Open
7:30-12:00	Vendor Galleria: Exhibits Open
7:30-8:45	Vendor Galleria: Rise & Shine - Browsing Breakfast
8:15-9:05	Breakout Sessions
9:15-10:05	Breakout Sessions & Peer/Functional Groups
10:05-10:20	Vendor Galleria: Coffee Break
10:20-11:10	Breakout Sessions & Peer/Functional Groups
11:10-12:15	Plenary Session: Closing Keynote Speaker
12:15-1:00	Grab & Go Lunches

**Plenary Sessions (Ballroom)**

Item	Quantity	Price Per Item	Total
Wireless lavalier mic	2		
Wireless handheld mic	1		
20-channel (min.) mixer			
SDI distribution/cabling from mix to screens and monitors			
EQ and compressor-limiter to ensure premium control and audio quality			
Production Media Laptop			
Digital Media Recording Deck			
Audio Patch for Laptop/Video Playback device (iPod or similar) for music, etc.			
Sound System VT Line Array with audio snake and cabling			
Rear Speakers for projection to the back of the room			
Flown Light Package as required to illuminate stage, minimum to include:			
§ 5 LED Wash lights			
§ 5 moving lights			
§ 16 LED up-light kits			
§ 4 “worklight”-type incandescent			
§ cabling			
16' heavy black velour pipe & drape (at least 60')			
1080i (min) HD cameras with zoom and tripod	2		
camera riser platform			
cabling from camera to mix			
14,000 lumen (min.) HD DLP projection – priced individually	2		
16' truss screens - 16:9 Rear Projection with dress kits – priced individually	2		
Skirted projector stand and power			
Scaffolding as required to position and accommodate large projectors (rear projection)			
47" Full HD LED TV/Display (Confidence Monitors)	2		



20'x10' LED Wall minimum 3mm pixels with Controller and Operator  
 Presenter's podium with space for water, etc., and shelf underneath

1

<b>Breakout Rooms (13)</b>			
<b>Item</b>	<b>Quantity</b>	<b>Price Per Item</b>	<b>Total</b>
Handheld mic with podium stand	13		
4 channel mic/audio mixer	13		
Eon 10" Powered Speaker	13		
Extension cords, cabling and power strips as required to complete audio connections	13		
3000-lumen (min.) LCD projector	13		
8' Tripod Projection Screen with Skirt	13		
Audio Patch for laptop/video playback/cd/ipod	13		
AV stand with skirt (Extension cords, cabling & power as required to complete audio connections)	13		
Laptop equipped with MS Office Suite and connected to conference wifi	13		
<b>Social Media Lounge</b>			
<b>Item</b>	<b>Quantity</b>	<b>Price Per Item</b>	<b>Total</b>
65in LED HD TV monitors with stands and cabling	4		
12" powered speakers	4		
4 channel mic/audio mixer	1		
wireless handheld mic	1		
<b>Misc</b>			
<b>Item</b>	<b>Quantity</b>	<b>Price Per Item</b>	<b>Total</b>

Techs/Stagehands (camera operators, onsite techs, audio production, video production, load in/out labor)	8
Power cables for Registration Area	3
Speaker for President's Reception	2
Wireless handheld mic for President's Reception	1

**Women's Leadership Summit**

Item	Quantity	Price Per Item	Total
8' Tripod projection screen with skirt	1		
3000 lumen video/data projector	1		
AV stand with skirt & power	1		
Eon 10" Powered Speaker	2		
4-Channel Mic/Audio Mixer	1		
Wireless Handheld Microphone	4		
Audio Patch for Laptop/Video Playback/CD/iPod	2		