



## REQUEST FOR PROPOSAL

<b>RFP #</b>	<b>18-1005</b>
<b>RFP Issued</b>	<b>Thursday December 6, 2018</b>
<b>Title</b>	<b>Audio Visual Production &amp; Management Services</b>
<b>Mandatory Pre-Bid Conference</b>	<b>Monday December 17, 2019 @ 10:00AM PST (Jenny Craig Pavilion)</b>
<b>Questions/Clarifications</b>	<b>Monday January 14, 2019, 5PM PST</b>
<b>Bid Due Date</b>	<b>Thursday January 31, 2019, 5PM PST</b>
<b>Interviews (Tentative)</b>	<b>Week of February 18</b>
<b>Contract Award</b>	<b>March 1, 2019</b>
<b>Term</b>	<b>1 Year Base Plus 2 One -Year Options (Total 3 Years)</b>

Dates are subject to change. All changes will be reflected in Addendum to the RFP which will be posted on the Procurement Services webpage.

### RFP Issued by

USD Procurement Services  
5998 Alcalá Park – PS 116  
San Diego, CA 92110  
Tel: (619) 260-4782  
<https://www.sandiego.edu/procurement/>  
Procurement Contact: Theresa Harris  
Email: [theresaharris@sandiego.edu](mailto:theresaharris@sandiego.edu)

## SECTION I – INFORMATION FOR VENDORS

- 1.1 **PURPOSE:** The purpose of this Request for Proposal (RFP) is to solicit bid proposals from qualified vendors to provide the University with Audio Visual (A/V) Production and Management Services as outlined in this RFP and attachments. The goal of this RFP is to work towards solutions that will minimize cost, while maintaining or improving current services.
- 1.1.2 **INTENT:** Based on this RFP, USD intends to award a single contract to the responsible Vendor whose bid proposal, conforming to this RFP, is most advantageous to the University, price and other factors considered. USD reserves the right to issue multiple contracts or to separately procure individual requirements that are the subject of the contract during the contract term, when deemed by the University to be in its best interest.
- 1.1.3 **TERMS:** USD's standard Terms & Conditions (see attachment marked Terms & Conditions) will apply to all contracts or purchase order. These terms are in addition to the terms and conditions set forth in this RFP and should be read in conjunction with them unless the RFP specifically indicates otherwise.

### 1.2 BACKGROUND

The University of San Diego (USD) is a private Catholic institution of higher education, located on over 180 acres overlooking San Diego's Mission Bay. Chartered in 1949, USD enrolls just over 8900 students who may choose from more than 70 undergraduate and graduate degree programs. The student population has approximately 5,774 undergraduate, 2,138 graduate and 993 law students.

The USD campus supports six schools and one college, with over 909 faculty and over 2,000 administrative, staff and temporary employees. The majority of the University buildings are on the main campus with some residence halls and offices located off-site.

#### 1.2.1 SCOPE OF WORK

USD hosts approximately 12 Commencement Ceremonies per year at the Jenny Craig Pavilion, a 5,100 multi-purpose arena built in 2000. The University is seeking a Vendor to provide A/V Production Management Services for ceremonies held at the Pavilion. Services are categorized as Level 1 or Level 2 production. Please see Exhibit A for a more detailed list of service requirements as well as minimum equipment requirements for each event. **Vendor must provide an updated equipment list with pricing as well as labor rates for the categories listed in "Exhibit A" AND any additional classification required to successfully produce each event.**

**Sample Photos**





The goal of this RFP is to work towards solutions that will minimize cost, while maintaining or improving current service levels. Specifically, this RFP process should:

- Provide high level production services for USD events
- Provide a comprehensive and guaranteed pricing structure for the services
- Increase and optimize the efficiency of device use
- Achieve cost savings for campus users
- Improve overall customer service

All equipment must be approved by the **USD Project Manager, Joshua Lawrence**, in advance, and should be considered up to date technology. Equipment list for each event must be submitted with proposal.

Vendor will be solely responsible for the repair and maintenance of its equipment and for storage and warehousing between events.

All employees of Vendor shall be qualified and properly trained in handling and use of all equipment (i.e. lighting panel, sound system etc.)

Vendor shall be responsible to providing supervisory support during all Move Ins and Move Outs of any third party subcontractors at no cost to the University.

Vendor must understand the University's set up and break down routine before and after each event and coordinate such with the USD Project Manager.

### **Additional Requirements**

- (a) Describe the equipment and services available to meet the needs outlined in the RFP as well as any and all associated costs
  - Please provide a descriptive explanation, as well as an itemized price list of equipment you expect to use for our Commencement Ceremonies
  - Please explain all labor needs including set ups and break downs and provide an updated rate sheet
  - Please include a price list of any other commonly used equipment
- (b) Provide any discounts or incentives available to not-for-profit or institutions of higher education (Complete Incentives Form, as appropriate).
- (c) Please explain any service fees or taxes that USD should expect to incur in utilizing your services.

## 2.0 SECTION 2 - KEY EVENTS

- 2.1.1 **PRE-BID CONFERENCE:** A **Mandatory** Pre-Bid Conference will be held on **Monday December 17 at 10:00am**. **Please email the procurement contact on the cover sheet to register for this event.** Quotes will be accepted only from vendors attending the Mandatory Pre-Bid Conference.
- 2.1.2 **QUESTION AND ANSWER PERIOD:** Prospective Vendors are encouraged to submit their questions to the USD procurement team before the deadline. The Question and Answer period will be open through **Monday, January 14, 2019, 5:00PM PST**. The University will accept only written questions from all potential Vendors in accordance with the procedures outlined in this RFP.
- 2.1.3 **SUBMISSION OF BID PROPOSAL:** In order to be considered for award, the bid proposal must be received by the Procurement Services Department before or at the submission deadline indicated on the Cover Sheet. Please submit proposals to

**Procurement Services Department**  
**5998 Alcalá Parkway- PS111**  
**San Diego, CA 92110**

**Ref: RFP 18-1005 AV Production & Management Services**

## 3.0 SECTION 3 - ADDITIONAL INFORMATION

- 3.1.1.1 **ADDENDA:** In the event that it becomes necessary to revise the RFP, such clarification or revision will be by Addendum. All Addenda to this RFP will become part of the RFP and part of any contract awarded as a result of this RFP. Each Addendum will be added, under the RFP or solicitation number, to the Procurement Services website at <https://www.sandiego.edu/procurement/bid-opportunity/>
- 3.1.1.2 Prospective Vendors must acknowledge receipts of all Addenda with each proposal submitted.
- 3.1.1.3 **VENDOR RESPONSIBILITY:** The Vendor assumes sole responsibility for the complete effort required in submitting a bid proposal in response to this RFP. No special consideration will be given after bid closure because of a Vendor's failure to be knowledgeable as to all of the requirements of the RFP.
- 3.1.1.4 **COST LIABILITY:** The University assumes no responsibility and bears no liability for costs incurred by a Vendor in the preparation and submittal of a bid proposal in response to this RFP.

## 4.0 SECTION 4 – PROPOSAL SUBMISSION

- 4.1.1 Five (5) copies of the proposal in addition to an electronic RFP response are required. All data shall be clearly and legibly written, preferably typed, except for signatures. Signatures must be made in the appropriate spaces in compliance with legal requirements. Changes must be initialed by the individual signing the proposal.

4.1.2 Proposals must clearly show the vendor name and address and delivered to the **University of San Diego Procurement Services, 5998 Alcalá Park - RFP # 18-1005, AV Production and Management Services.**

## **5.0 SECTION 5 – VENDOR CONDUCT**

5.1.1 During the RFP process (from release of the RFP to final award), Vendor is not permitted to contact any USD staff or faculty regarding this RFP, unless at the request of the USD designated contact on the title page of the RFP or to fulfill pre-existing contractual obligations. Violation of these conditions may constitute immediate disqualification.

## **6.0 SECTION 6 - BID PROPOSAL PREPARATION AND SUBMISSION**

6.1.1 **GENERAL:** The Vendor is advised to thoroughly read and follow all instructions contained in this RFP, in preparing and submitting its bid proposal.

6.1.2 **DOCUMENTS THAT MUST BE SUBMITTED WITH BID PROPOSAL:** The following must be submitted with all proposals.

6.1.2.1 **COMPANY PROFILE, SIGNATURE PAGE, PRICE SHEET(S), CONTACT INFORMATION, REFERENCES, CERTIFICATE OF INSURANCE, OWNERSHIP DISCLOSURE FORM, CERTIFICATION REGARDING SUSPENSION AND DEBARMENT, SMALL BUSINESS PARTICIPATION, AND CONFLICT OF INTEREST FORM.** The Vendor shall complete and submit all forms as provided in the RFP, including: Signature page, Contact Information, Business References, Disclosure Form, Conflict of Interest Form, and provide proof of insurance as noted.

6.1.2.2 **OWNERSHIP DISCLOSURE FORM:** Vendor shall complete and submit with the proposal the Ownership Disclosure form. See attachment titled Ownership Disclosure.

6.1.2.3 **CONFLICT OF INTEREST FORM:** The Vendor shall complete and submit with the proposal the Conflicts of Interest form. See the attachments titled Conflicts of Interest.

6.1.2.4 **CERTIFICATE OF INSURANCE:** The Vendor is required to submit proof of liability insurance in accordance with the University's Insurance Requirements. See attachment titled Insurance Requirements.

6.1.2.5 **TERMS AND CONDITIONS:** Any exception to the terms and conditions must be submitted with the proposal. See attachment titled Standard Terms and Conditions.

## **7.0 SECTION 7 - CONTRACT TERM AND EXTENTION OPTION**

- 7.1.1 **TERM:** The term of the contract shall be for a period of three (3) years consisting of a one year base period and two one year options, beginning February 1, 2019. The contract may be extended for additional one year periods, by mutual written consent of the Vendor and the University.

## **8.0 SECTION 8 - PROPOSAL EVALUATION**

- 8.1.1 **PROPOSAL EVALUATION COMMITTEE:** Bid proposals may be evaluated by a committee composed of members of the College Unit/Department responsible for managing the service, the University's Procurement Department and other employees.
- 8.1.2 **ORAL PRESENTATION AND/OR CLARIFICATION OF BID PROPOSAL:** A Vendor may be required to give oral presentation to the University concerning its bid proposal. The University may also require a Vendor to submit written responses to questions regarding the bid proposal. The purpose of such communication with the Vendor, with through an oral presentation or a letter of clarification, is to provide an opportunity for the Vendor to clarify its bid. Original bid proposals submitted, however, cannot be supplemented, changed or corrected in any way.
- 8.1.3 **EVALUATION CRITERIA:** The University may use, but is not limited to, the following evaluation criteria: (A) The Vendor's general approach and plans in meeting the requirements of the RFP, (B) The Vendors detailed approach and plans to perform the services required, (C) the Vendor' approach to sustainability and sustainable practices in performance of the contract (D) Small business participation; (E) the Vendor's documented experience in successfully performing contracts of a similar size and scope, (F) the qualifications and experience of the Vendor's team, (G) the overall ability of the Vendor to mobilize, undertake and successfully complete the contract and be responsive to the University's needs and (H) the price quoted and all other related costs to be incurred by the University.
- 8.1.4 **REJECTION OF PROPOSAL:** The University reserves the right, in its sole discretion, to reject any or all bids, or to accept a proposal in whole or in part, if deemed to be in the best interest of the University to do so.
- 8.1.5 **NEGOTIATION AND BEST AND FINAL OFFER:** The University may negotiate one or more of the following contractual issues: the technical services offered, the terms and conditions and/or the price of a proposed contract award with any Vendor, and/or solicit a best and final offer (BAFO) from one or more of the Vendors.
- 8.1.6 After receipt of the results of the negotiation and/or BAFO, the University will complete its evaluation and issue an award to the responsible Vendor(s) whose bid proposal, conforming to this RFP, is most advantageous to the University, price and other factored considered.
- 8.1.7 **CONTRACT AWARD:** The University reserves the right to award contracts as a result of this RFP, to more than one Vendor.



**9. SIGNATURE PAGE**

**UNIVERSITY OF SAN DIEGO REQUEST FOR PROPOSAL BID RESPONSE**

RFP No. <b>18-1005</b>	DESCRIPTION: <b>AV Production &amp; Management Services</b>
This bid proposal MUST be received by the University before or at <b>5:00pm on January 31, 2019</b> . Any proposal arriving at the Procurement Department after this submission due date and time will not be accepted.	

Read the entire Request for Proposal, including all terms, conditions and attachments.  
Documentation below marked with an X must be submitted:

<u>Document</u>	<u>With RFP Submission</u>	<u>Document</u>	<u>With RFP Submission</u>
All Price Sheet	X	Ownership Disclosure Form	X
Vendor Contact Information	X	Conflict of Interest	X
Vendor Business References	X	Proof of Insurance	X
Small Business Form	X	Other	X

**INFORMATION TO BE COMPLETED BY VENDOR**

1. Company Name:	2. Phone Number:	3. Contact Name:	4. Contact Email:
5. Company Address:	6. Tax ID No:		
7. Proposed Price – <i>Please attach updated labor rates and equipment price sheet</i>			

<b>8. SIGNATURE OF VENDOR</b>	<b>9. TITLE</b>
10. NAME (Print)	11. DATE

**10. PRICE SHEET**

**RFP # 18-1005 AV Production & Management Services**

**PRICING**

**In completing and submitting this for, the respondents is certifying that:**

1. He/she has read and fully understands and accepts the scope of services, the terms and conditions, this price sheet or cost submission form, and the other requirements presented in the AV Production Services & Management Request for Proposal (RFP);
2. The quoted equipment price and labor rates will be used for the base year of the contract. Please attach pricing for any optional year(s). The prices and rates indicated constitute the fully burdened rates for the identified products and services, and USD will not be “surprised” with additional or unanticipated charges in conjunction therewith; and
3. USD reserves the right to accept or reject any and all quotes, to waive any irregularities or informalities in any quotes received, to negotiate with the respondent(s) whose quote(s) is deemed most susceptible of contract award, and to award a purchase contract to the respondent(s) whose quote best satisfies USD’s requirements and needs.
4. The contract will be valid for **One (1) year base plus two (2) one-year option periods** for a total of three (3) years and the vendor must state if vendor will allow USD to renew each option upon contract expiration. Each annual contract renewal must be agreed upon by both parties.
5. The pricing, terms and conditions stated in your response must remain valid for a period of ninety (90) days from the date of delivery of the proposal to the University.

The pricings identified in the price/rate sheet(s) will not change for the duration of the contract or any renewal years and no additional charges or surcharges of any kind will be added, unless required by law.

**COMPANY NAME** \_\_\_\_\_

**REPRESENTATIVE SIGNATURE** \_\_\_\_\_

**PRINT NAME** \_\_\_\_\_

**DATE** \_\_\_\_\_

<b>10. COMPANY NAME:</b> _____	<b>SIGNATURE:</b> _____
<b>AV Production &amp; Mgmt Svcs – One Base Year and Two One Year Options (3 Years)</b>	

Event Title	Start Date	Start Time*	End Time	Estimated Event Cost (Labor & Material)
<b>Level I Production</b>				
	See Exhibit A	See Exhibit A	See Exhibit A	
USD School of Law				\$
Mesa Community College				\$
Graduate Program I				\$
Graduate Program II				\$
Baccalaureate Mass				\$
Undergraduate Program I				\$
Undergraduate Program II				\$
Cathedral Catholic HS				\$
<b>Level II Production</b>				
	See Exhibit A	See Exhibit A	See Exhibit A	
Sierra High School				\$
Patrick Henry High School				\$
Scripps Ranch High School				\$
* All times are Pacific - PST			Estimated Total Cost	\$

**11. INCENTIVES**

Vendor should specify any additional services or incentives that will be offered to the University and included in the quoted price. Any incentives must be identified in the response package. The University cannot accept any incentives that are offered post bid.

---

---

---

COMPANY NAME \_\_\_\_\_

REPRESENTATIVE SIGNATURE \_\_\_\_\_

**12. VENDOR CONTACT INFORMATION**

Vendor's Company Name: \_\_\_\_\_

Company Owner: \_\_\_\_\_

Address: \_\_\_\_\_

**Disclosure of Ownership:** (List below the names of all Principals or Joint Owners. Use additional sheet as necessary.)

Name	Position With Company	Percent Ownership (%)

**Please indicate any classification that applies to the company below (select *all* that apply):**

<u>Classification</u>	<u>Indicate with "X" if Applicable</u>	<u>Classification</u>	<u>Indicate with "X" if Applicable</u>
Small Business		Woman-Owned Business	
Small Emerging Business Enterprise		Minority-Owned Business	
Small Locally-Owned Business (SLBE)		HubZone	
Veteran-Owned Business		Other (Please state Classification)	

Number of Years firm has been furnishing services: \_\_\_\_\_

ACCOUNT MANAGER \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

EMERGENCY NUMBER \_\_\_\_\_

EMAIL \_\_\_\_\_

OTHER CONTACT \_\_\_\_\_

**13. VENDOR BUSINESS REFERENCES**

**Please provide three (3) business references for contracts awarded of similar size and scope to the requirements of this RFP:**

**Reference 1.**

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Number of years agreement in place: \_\_\_\_\_

**Reference 2.**

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Number of years agreement in place: \_\_\_\_\_

**Reference 3.**

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Number of years agreement in place: \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

REPRESENTATIVE SIGNATURE \_\_\_\_\_

**14. SMALL BUSINESS UTILIZATION FORM**

Company Name:	RFP # 18-1005
Contact Name	Email:
Phone #	

**Small Business Participation**

<b>Subcontractor Name</b>			
Address			
<b>Scope of Work</b>	<b>Dollar Amount</b>	<b>% Participation</b>	
	\$0.00	%	
	SB Designation: (WOSB, VOSB, SB, MBE)		
<b>Subcontractor Name</b>			
Address			
<b>Scope of Work</b>	<b>Dollar Amount</b>	<b>% Participation</b>	
	\$0.00	%	
	SB Designation: (WOSB, VOSB, SB, MBE)		
<b>Subcontractor Name</b>			
Address			
<b>Scope of Work</b>	<b>Dollar Amount</b>	<b>% Participation</b>	
	\$0.00	%	
	SB Designation: (WOSB, VOSB, SB, MBE)		
<b>Subcontractor Name</b>			
Address			
<b>Scope of Work</b>	<b>Dollar Amount</b>	<b>% Participation</b>	
	\$0.00	%	
	SB Designation: (WOSB, VOSB, SB, MBE)		

I hereby certify that I have made a diligent effort to ascertain the facts with regard to the representation made herein. In making this certification, I certify under penalty of perjury that this information is accurate and correct to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**15. CONFLICT OF INTEREST**

The University of San Diego (USD) has established procedures for reviewing and addressing conflicts of interest between USD employees and suppliers and otherwise ensuring compliance with the University’s Conflict of Interest Policies.

As part of this process, you, the Supplier, are asked to disclose any and all potential conflicts of interest to USD for appropriate review and disposition. Examples include, without limitation, a USD employee having an ownership interest in your business, your business being owned by a relative of a USD employee, and your business sponsoring speaking engagements or other activities with which USD faculty or staff are involved.

Your failure to complete and return this disclosure form may result in a delay of payment, the termination of your contract and/or suspension of your status as a responsive and responsible provider of goods or services to USD.

Your obligation with regard to the disclosure of conflicts of interest is ongoing, therefore we ask that you promptly notify us should you become aware of any potential conflict following the submission of this form. At USD’s discretion you may be asked to update this information periodically.

Supplier Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
Phone No.: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Email: \_\_\_\_\_

**Please select the appropriate statement:**

\_\_\_\_ I AM **NOT** aware of any relationship between the Supplier and a USD employee which could result in potential personal gain for the USD employee or which could enable the USD employee to influence the Supplier relationship for perceived personal gain.

\_\_\_\_ I AM aware of a relationship between the Supplier and a USD employee which could result in potential personal gain for the USD employee or which could enable the USD employee to influence the Supplier relationship for perceived personal gain.

Employee Name: \_\_\_\_\_

Nature of Relationship: \_\_\_\_\_

By signing below, you represent and affirm that you have proper authority to act on behalf of the Supplier and that the foregoing statements are true and correct to the best of your knowledge.

\_\_\_\_\_  
Signature    Date

\_\_\_\_\_  
Printed Name and Title of Signer

**For USD Procurement Use Only**

USD Vendor ID #: \_\_\_\_\_  
Disposition of disclosed potential conflict of interest: \_\_\_\_\_

\_\_\_\_\_  
Reviewed by: Date: \_\_\_\_\_



**16. SUSPENSION AND DEBARMENT**

(1) Vendor certifies to the best of its knowledge and belief that it and its principals:

- a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from doing work under Federal, State or local government award.
- b) Have not within a three-year period preceding this application been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- d) Have not within a three-year period preceding this certification had one or more contracts terminated for cause or default.

(2) Where the Vendor is unable to certify to any of the statements in this certification, such vendor shall attach an explanation to this certificate.

Business Name: \_\_\_\_\_

Date: \_\_\_\_\_ By: \_\_\_\_\_  
Name & Title of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Representative