

**REQUEST FOR QUOTATION
WEST VIRGINIA DEPARTMENT OF TOURISM - CAMP WASHINGTON CARVER
EVENT PRODUCTION SERVICES
ARFQ TOR260000008**

Issued by:

**The West Virginia Department of Tourism
1900 Kanawha Boulevard, East
State Capitol Complex, Building 9, Suite 106
Charleston, WV 25305**

Date Issued:

Monday 3/16/2026

Solicitation Closes: Monday 3/30/2026

1. **PURPOSE AND SCOPE:** The West Virginia Department of Tourism (“Agency”) is soliciting bids on behalf of Camp Washington Carver, located at 1277 Washington Carver Road, Clifftop, WV 25831, to establish an open-end contract with a qualified Vendor to provide complete turnkey event production services including staging, lighting, sound reinforcement, communications systems, technicians, transportation, installation, operation, maintenance, and removal.

Vendor shall provide all labor, equipment, materials, supervision, tools, and incidentals necessary for full and operational performance. Agency will not provide supplementary resources.

2. **DEFINITIONS:** The definitions provided below will have the meanings specified. Further definitions are available in the General Terms and Conditions.
 - 2.1. **Agency** means the West Virginia Department of Tourism or its authorized representative.
 - 2.2. **Contract Services** means all labor, equipment, materials, staging, lighting, sound systems, communications, and related services required herein.
 - 2.3. **Turnkey** means fully operational without additional resources from the Agency.
 - 2.4. **Load-In** means the delivery, setup, testing, and commissioning.
 - 2.5. **Load-Out** means the removal of all equipment and restoration of the site.

3. **CONTRACT TERM AND LOCATION**

Location: CAMP WASHINGTON CARVER
1277 WASHINGTON CARVER RD
HC 35 BOX 5
CLIFFTOP, WV 25831

- 3.1. **Mandatory Schedule:**

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- 3.2.1 July 29, 2026 - August 1, 2026 - Daily Operations
- 3.2.2 Load-In complete by 7:00 PM Tuesday, July 28, 2026
- 3.2.3 Working hours of Sound Technicians during events- minimum of three technicians from July 29-August 1, 2026
 - 3.2.3.1 Sound Technicians set up for contest at outdoor stage 8:30 am daily, July 29-August 1, 2026
 - 3.2.3.2 Sound Technicians set up for workshop at indoor stage - 1:30 pm daily, July 29-August 1, 2026
 - 3.2.3.3 Sound Technicians set up for square dance indoor stage - 7:30pm -11pm, daily, July 29-August 1, 2026
- 3.2.4 Load-Out complete by 5:00 PM Sunday, August 2, 2026

4. LABOR REQUIREMENTS

4.1 Vendor shall provide:

- 4.1.1 Qualified system/sound technicians on site for setup, operation, and teardown
- 4.1.2 Licensed/qualified riggers and electricians as required
- 4.1.3 On-site Production Manager
- 4.1.4 Continuous staffing during events
- 4.1.5 Vendor must be registered with the State of WV as a vendor, and registration fees must be up to date.
- 4.1.6 Vendor must submit a current W-9 with their bid.

5. STAGE SYSTEM/COMMUNICATION

- 5.1. Stage minimum 24' x 20', rated for distributed loads and minimum 60 MPH wind resistance. To include 2 sets of stairs, handrail, skirting, and stage deck.
- 5.2. Load-bearing roof minimum 24' x 28' capable of supporting several thousand pounds as a distributed load of lighting and speakers, including a front top banner.
- 5.3. Rainproof back, and side curtains are required for three sides.
- 5.4. If speakers are not suspended from the stage roof structure, then low scaffold platforms measuring 4'x8'x4' in height, adjustable for main speaker placement, must be positioned to the left and right downstage.
- 5.5. All flown items shall include secondary safety cables.

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- 5.6. Communication system necessary - between FOH mixing console and monitor console-Clear-Com or equivalent preferred.
- 5.7. Must be headsets, walkie-talkies not acceptable.

6. LIGHTING SYSTEM FOR OUTDOOR STAGE

6.1 Vendor Shall Provide:

- 6.1.1 Ample lighting shall be provided for adequate stage illumination, preferably LED outdoor-rated.
- 6.1.2 Include lighting console, dimmers/drivers, power distribution, cabling, and rigging hardware.

7. OUTDOOR STAGE - Sound Requirements

7.1 Front of House

- 7.1.1 YAMAHA LS9-32 (or better) digital console
- 7.1.2 Eighteen (18) JBL line array type (or better) main speakers VRX932 (or better); Three (3) per side of stage.
- 7.1.3 At least two (2) front fill speakers of the same type to be provided for a total 8-18" woofers
- 7.1.4 Adequate power for subwoofers
- 7.1.5 Provide all cabling to tie into the Sound System.
- 7.1.6 Minimum one hundred fifty (150) foot snake with monitor split or digital type stage box
- 7.1.5 Crown XLS or XTI (or better) power amplifiers with internal processing suited to speakers used by Vendor.

7.2 MONITORS

- 7.2.1 YAMAHA LS9-32, (or better) digital console
- 7.2.2 Crown XLS or XTI power amplifiers (or better)
- 7.2.3 Six (6) monitor wedges and must have wedge design for proper placement
- 7.2.4 Minimum of three (3) monitor mixes required

7.3. MICROPHONES

- 7.3.1 Twenty (20) Mic stands with booms
- 7.3.2 Ten (10) Beta 58's with windscreens
- 7.3.3 Ten (10) Beta 57's with windscreens

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7.3.4 Two (2) Kick Drum mics AKG D 112 (or better)

7.3.5 Cabling to connect system

8. INDOOR STAGE:

8.1 SOUND SYSTEM:

8.1.1 Four (4) speakers with a minimum of 15" & horn to be safely suspended in rafters of building or standing speakers to be placed so sound is heard throughout room

8.1.2 YAMAHA LS9-24 (or equivalent) digital console

8.1.3 Three (3) monitor mixes

8.1.4 Stage monitors for bands and callers to hear themselves on stage

8.1.5 One hundred (100) foot snake 24 channels with returns

8.2 MICROPHONES

8.2.1. Sixteen (16) mic stands with booms

8.2.2. Eight (8) Beta 58's

8.2.3. Eight (8) Beta 57's

8.2.4. One (1) AKG D112 (or better)

8.2.5. All cabling to connect system

9. COMMUNICATIONS: Professional wired headset intercom between FOH and stage. Two-way radios are not acceptable as primary communications.
10. EQUIPMENT CONDITION: All equipment shall be professional grade, clean, tested, and free from defects. Agency may reject substandard equipment at Vendor expense.
11. PERFORMANCE STANDARDS: Vendor shall maintain uninterrupted system operation and correct issues within five (5) minutes. Backup equipment shall be maintained on-site.
12. INSURANCE: Vendor shall maintain, at its own expense, the following minimum insurance coverage for the duration of the contract:
- 12.1. Commercial General Liability: \$1,000,000 per occurrence
 - 12.2. Workers' Compensation: Statutory limits as required by West Virginia law
 - 12.3. Automobile Liability: \$1,000,000 combined single limit
 - 12.4. The State of West Virginia and the Agency shall be named as Additional Insureds.
 - 12.5. Certificates of Insurance must be provided prior to contract award and upon renewal.

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13. CONTRACT AWARD:

13.1 Contract Award: The Contract is intended to provide Agency with a purchase price for the Contract Services. Award shall be made to the lowest responsible and responsive Vendor meeting all specifications. Agency reserves the right to reject any or all bids, waive minor informalities or irregularities, request clarifications, and determine Vendor responsibility and product equivalency

13.2 Pricing Page: Vendor should complete the Pricing Page by entering their bid where indicated on the Pricing Page and signing the Pricing Page. Vendor should complete the Pricing Page in full as failure to complete the Pricing Page in its entirety may result in Vendor's bid being disqualified.

14. PERFORMANCE: Vendor and Agency shall agree upon a schedule for performance of Contract Services and Contract Services Deliverables, unless such a schedule is already included herein by Agency. In the event that this Contract is designated as an open-end contract, Vendor shall perform in accordance with the release orders that may be issued against this Contract.

Vendor shall maintain continuous operational capability during events. Failure to restore service within required timeframes may result in payment reductions, removal of personnel, requirement of replacement equipment, or other remedies deemed appropriate by the Agency.

15. PAYMENT: Agency shall pay a flat fee, as shown on the Pricing Pages, for all Contract Services performed and accepted under this Contract. Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.

Payment shall be made only for services satisfactorily rendered and accepted, in accordance with the payment procedures of the State of West Virginia. Travel, lodging, and incidental expenses shall be included in the bid price and shall not be reimbursed separately.

16. TRAVEL: Vendor shall be responsible for all mileage and travel costs, including travel time, associated with performance of this Contract. Any anticipated mileage or travel costs may be included in the Flat Fee listed on the Vendor's bid, but such costs will not be paid by Agency separately.

17. VENDOR DEFAULT:

17.1. The following shall be considered Vendor default under this Contract.

17.1.1. Failure to perform Contract Services in accordance with the requirements contained herein.

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- 17.1.2. Failure to comply with other specifications and requirements contained herein.
- 17.1.3. Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
- 17.1.4. Failure to remedy deficient performance upon request.
- 17.2. The following remedies shall be available to Agency upon default.
 - 17.2.1. Immediate cancellation of the Contract.
 - 17.2.2. Immediate cancellation of one or more release orders issued under this Contract.
 - 17.2.3. Any other remedies available in law or equity.
- 18. INDEMNIFICATION: Vendor shall indemnify, defend, and hold harmless the State of West Virginia, the Agency, and their officers, employees, and agents from and against any and all claims, damages, losses, liabilities, costs, and expenses, including reasonable attorney fees, arising out of or resulting from Vendor's performance of the Contract, including but not limited to bodily injury, property damage, or failure to comply with applicable laws or regulations.
- 19. FORCE MAJEURE: Neither party shall be liable for delays or failures in performance resulting from causes beyond reasonable control, including but not limited to acts of God, weather events, fire, flood, government action, or other unforeseeable events. Vendor shall promptly notify the Agency of any such occurrence.
- 20. COMPLIANCE WITH LAW: Vendor shall comply with all applicable federal, state, and local laws, rules, regulations, licensing requirements, and safety standards.
- 21. MISCELLANEOUS:
 - 21.1. Questions: Any questions submitted concerning the RFQ must be received no later than 3/19/2026 at 12 pm ET. Questions must be submitted via email to Mary Kemper at Mary.R.Kemper@wv.gov.
 - 21.2. Answers will be provided via the website (<https://wvtourism.com/purchasing/>) to all vendors no later than 3/20/2026 at 4 pm ET.
 - 21.3. Bid Submissions: Bids must be submitted by 3/30/2026 at 12pm via email to Mary Kemper at Mary.R.Kemper@wv.gov.

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21.4. Contract Manager: Vendor shall designate a primary contract manager authorized to act on behalf of the Vendor. The contract manager must be available during normal business hours and during event operations. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: _____

Telephone Number: _____

Email Address: _____

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PRICING PAGE CERTIFICATION

Vendor must provide a single, all-inclusive flat fee covering all labor, materials, equipment, supervision, transportation, installation, operation, maintenance, removal, travel, overhead, profit, and any other incidental costs necessary to provide complete turnkey services as specified. No additional charges will be accepted or paid outside the flat fee.

1. FLAT FEE PRICING

Description	Unit	Qty	Unit Price
Complete Turnkey Event Production Services per Specifications	Lump Sum	1	\$ _____

TOTAL BID PRICE (ALL-INCLUSIVE FLAT FEE): \$ _____

2. PRICING REQUIREMENTS (MANDATORY)

- 2.1 All labor and technicians
 - 2.2 Production manager and supervision
 - 2.3 All staging, lighting, sound, and communications equipment
 - 2.4 Installation, setup, testing, operation, and teardown
 - 2.5 Transportation, delivery, and fuel
 - 2.6 Travel time and mileage
 - 2.7 Insurance and compliance costs
 - 2.8 Backup equipment
 - 2.9 Overhead and profit
 - 2.10 Any other incidental or required costs
3. No separate reimbursement for travel, lodging, mileage, or incidentals will be allowed.
4. Failure to provide an all-inclusive price may result in bid disqualification.

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3. VENDOR CERTIFICATION

By signing below, Vendor certifies that pricing includes all costs necessary for full performance of the Contract and no additional fees will be charged. Pricing shall remain firm for the contract term.

Vendor Name: _____

Name: (Print): _____

Signature: _____

Title: _____

Date: _____

Phone: _____

Email: _____