



1900 Kanawha Blvd. East | Building 3 | Suite 100
Charleston, West Virginia 25305
(304) 558-2200 | WVtourism.com

Request for Quotations
West Virginia Department of Tourism
Window Film Installation
ARFQ TOR2600000019

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

Date Issued: April 17, 2026

Solicitation Closes: May 5, 2026

SPECIFICATIONS

- 1. PURPOSE AND SCOPE:** The West Virginia Department of Tourism ("Agency") is soliciting bids for the provision of all necessary labor, materials, equipment, supervision, lifts, and ancillary items required for the complete, turnkey installation of commercial-grade safety/security window film on all specified glazing panels located at the Culture Center, 1900 Kanawha Blvd E, Charleston, West Virginia.

The completion deadline for this project is May 18, 2026.

- 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 Department of Tourism or any designated representative thereof.
 - 2.2. Contract** means the binding agreement that is entered into between the Department of Tourism and the Vendor to provide the goods or services requested in this Solicitation.
 - 2.3. Pricing Pages** means the schedule of prices attached hereto as Exhibit A, and used to evaluate the Solicitation responses.
 - 2.4. Solicitation** means the official notice of an opportunity to supply Agency with goods or services that is published by the Department of Tourism.
 - 2.5. Mandatory Requirements** will be indicated by the use of the words *must*, *will*, and *shall*, and are required. Failure to comply with a mandatory term in the Solicitation will result in bid disqualification.

- 3. GENERAL REQUIREMENTS:**

- 3.1. Contract Items and Mandatory Requirements:** Vendor shall provide Agency with the Contract Items listed below. Contract Items must meet or exceed the mandatory requirements as shown below.
 - 3.1.1.** Vendor shall comply with OSHA and safety standards.



3.1.2. Vendor shall maintain:

- 3.1.2.1. Commercial General Liability:** \$1,000,000 per occurrence
- 3.1.2.2. Workers' Compensation** as required by WV law
- 3.1.2.3. West Virginia Department of Tourism** listed as additional insured

3.2. Scope of Work:

- 3.2.1. Site verification and field measurements.** Failure to verify shall not relieve Vendor of responsibility for full performance at the contracted price.
- 3.2.2. Surface preparation** per manufacturer standards
- 3.2.3. Supply and installation** of specified window film
- 3.2.4. Edge sealing** where required
- 3.2.5. Protection** of adjacent finishes
- 3.2.6. Final cleaning and inspection**
- 3.2.7. Disposal** of all debris

3.3. Window Panels: All glass surfaces, including door panels, shall receive film on both interior and exterior sides.

- 3.3.1. Thirteen (13) panels:** 8' x 21'
- 3.3.2. Four (4) panels:** 5'10" x 13'2"
- 3.3.3. Eight (8) door panels:** 2'9" x 6'4"

3.4. Material Requirements: Window film shall be professional-grade and suitable for large commercial glazing systems.

- 3.4.1. Minimum 8 mil safety / security film** equivalent to Armourcoat 8mil Clear HC. Any proposed equal must be submitted and approved in writing by Agency.
- 3.4.2. Must provide 99% UV rejection**
- 3.4.3. Visible light transmittance 88%**
- 3.4.4. Visible light reflectance (exterior) 9%**
- 3.4.5. Visible light reflectance (interior) 9%**
- 3.4.6. Total solar energy rejected 21%**
- 3.4.7. UV Tdw-ISO @ 300 to 700 nm 63%**
- 3.4.8. UV light blocked (300 to 380 nm) >99%**



- 3.4.9. Fade Reduction 23%
- 3.4.10. Safety/security film capable of holding shattered glass in place
- 3.4.11. Optically clear
- 3.4.12. Manufacturer-certified product with documented performance data
- 3.4.13. Compatible with existing glass and framing systems
- 3.5. **Installation Requirements:** Installation shall be performed by trained and certified installers in accordance with manufacturer specifications on both interior and exterior sides of the panels.
 - 3.5.1. No bubbling, peeling, creasing, or visual distortion
 - 3.5.2. Uniform appearance across all panels
 - 3.5.3. Proper curing time observed
 - 3.5.4. Work shall be scheduled to minimize disruption to facility operations. Work shall be coordinated with Agency staff. Work hours may be restricted to minimize disruption to public operations. Vendor shall comply with all security requirements for the Capitol Complex.
 - 3.5.5. All work is subject to inspection by Agency. Agency reserves the right to reject defective work. Vendor shall correct deficiencies at no cost within a reasonable timeframe.
 - 3.5.6. Vendor shall protect all existing surfaces, glass, frames, and adjacent finishes. Any damage caused by Vendor shall be repaired or replaced at Vendor's expense.
- 3.6. **Safety Requirements:** Vendor shall comply with all applicable OSHA standards and site safety requirements.
 - 3.6.1. Fall protection required for elevated work
 - 3.6.2. Barricades and signage for public safety
 - 3.6.3. Coordination with facility staff for secure work zones
- 3.7. **Warranty Requirements:** Vendor shall provide a minimum ten (10) year manufacturer and installation warranty covering defects, peeling, bubbling, and discoloration.
- 3.8. **Vendor Qualifications:** Vendor must demonstrate experience with large-scale commercial window film installations and provide references for similar projects upon request.
- 4. **Submittals:** Vendor shall provide the following prior to installation:
 - 4.1. Product data sheets





DEPARTMENT OF TOURISM

1900 Kanawha Blvd. East | Building 3 | Suite 100
Charleston, West Virginia 25305
(304) 558-2200 | WVtourism.com

- 4.2. Manufacturer specifications
 - 4.3. Installer certifications
 - 4.4. Warranty documentation
 - 4.5. Installation plan and schedule
 - 4.6. All documents produced shall become the property of the Department of Tourism
5. **CONTRACT AWARD:**
- 5.1. **Contract Award:** The Contract is intended to provide Agency with a purchase price for the Contract Services. The Contract shall be awarded to the Vendor that provides the Contract Services meeting the required specifications, at the lowest overall total cost, as shown on the Pricing Pages.
 - 5.2. **Pricing Pages:** Vendor must 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.
6. **PERFORMANCE:** Vendor shall complete all work within the agreed schedule and coordinate with Agency. Failure to restore service within the stipulated timeframes may result in payment reductions, the removal of personnel, the requirement of replacement equipment, or other remedies deemed appropriate by Agency. Vendor and Agency shall mutually agree upon a schedule for the performance of Contract Services and Contract Services Deliverables, unless such a schedule is already incorporated herein by Agency. Should this Contract be designated as an open-end contract, Vendor shall perform in accordance with the release orders that may be subsequently issued against this Contract.
7. **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

All pricing shall be all-inclusive. No additional costs for labor, equipment, mobilization, travel, or incidentals shall be permitted.

Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly provided for in the solicitation published by the West Virginia Department of Tourism,, included in the Contract, or included in the unit price or lump sum bid amount that Vendor provides during the price negotiation step. Including such fees or charges as notes to the solicitation may result in rejection of Vendor's bid. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract.

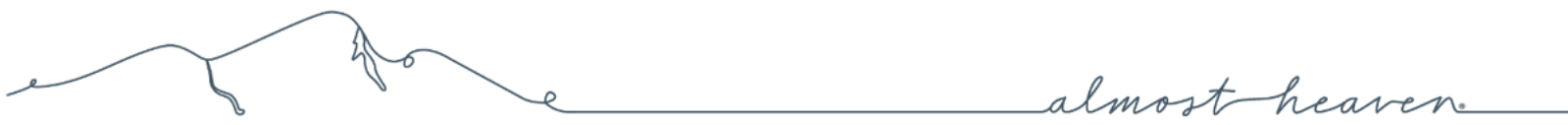




DEPARTMENT OF TOURISM

1900 Kanawha Blvd. East | Building 3 | Suite 100
Charleston, West Virginia 25305
(304) 558-2200 | WVtourism.com

8. **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.
9. **VENDOR DEFAULT:**
 - 9.1. The following shall be considered Vendor default under this Contract.
 - 9.1.1. Failure to perform Contract Services in accordance with the requirements contained herein.
 - 9.1.2. Failure to comply with other specifications and requirements contained herein.
 - 9.1.3. Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
 - 9.1.4. Failure to remedy deficient performance upon request.
 - 9.2. The following remedies shall be available to Agency upon default.
 - 9.2.1. Immediate cancellation of the Contract.
 - 9.2.2. Immediate cancellation of one or more release orders issued under this Contract.
 - 9.2.3. Any other remedies available in law or equity.
10. **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.
11. **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.
12. **COMPLIANCE WITH LAW:** Vendor shall comply with all applicable federal, state, and local laws, rules, regulations, licensing requirements, and safety standards.





1900 Kanawha Blvd. East | Building 3 | Suite 100
Charleston, West Virginia 25305
(304) 558-2200 | WVtourism.com

DEPARTMENT OF TOURISM

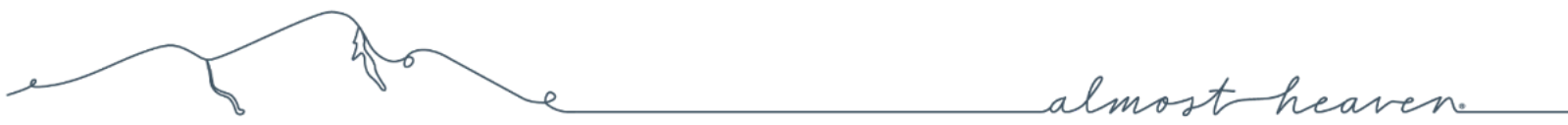
13. MISCELLANEOUS:

- 13.1. Questions: Any questions submitted concerning the RFQ must be received no later than April 22, 2026, at 12:00 pm ET. Questions must be submitted via wvOASIS or email to Mary Kemper at Mary.R.Kemper@wv.gov.
- 13.2. Answers will be provided via the website (<https://wvtourism.com/purchasing/>) to all vendors no later than April 28, 2026, at 4:00 pm ET.
- 13.3. Bid Submissions: Bids must be submitted by May 6, 2026, at 12:00 pm via wvOASIS or email to Mary Kemper at Mary.R.Kemper@wv.gov.
- 13.4. 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: _____



PRICING PAGE

Item	Description	Quantity	Panel Measurement	Unit Cost	Total Cost
1	Supply and Install Security Window Film 8 ML Per Attached Specifications	13	8' x 21'	\$	\$
2	Supply and Install Security Window Film 8 ML Per Attached Specifications	4	5'10" x 13'2"	\$	\$
3	Supply and Install Security Window Film 8 ML Per Attached Specifications	8	2'9" x 6'4"	\$	\$
Proposal Total (Items 1 - 3)			\$		

The unit price and total price provided is to include all necessary labor, materials, equipment, supervision, lifts, and ancillary items required for the complete, turnkey installation of commercial-grade safety/security window film





1900 Kanawha Blvd. East | Building 3 | Suite 100
Charleston, West Virginia 25305
(304) 558-2200 | WVtourism.com

DEPARTMENT OF TOURISM

PRICING CERTIFICATION

By signing below, Vendor certifies that the Total Bid Price includes all labor, equipment, materials, transportation, travel, pumping, disposal, supervision, insurance, taxes, overhead, and profit necessary to provide complete services in accordance with the Specifications. No additional charges will be billed to the Agency.

Vendor Name: _____

Authorized Representative (Print): _____

Signature: _____

Title: _____

Phone: _____

Email: _____

Date: _____

