



1900 Kanawha Blvd. East | Building 9 | Suite 106  
Charleston, West Virginia 25305  
(304) 558-2200 | WVtourism.com

REQUEST FOR QUOTATION  
WEST VIRGINIA DEPARTMENT OF TOURISM  
SOUND PRODUCTION SERVICES  
ARFQ TOR2600000020

**Addendum One - Agency Response to Questions**

This Addendum is issued to clarify and supplement the original Request for Quotations (RFQ). The questions below were submitted in writing by prospective proposers, and the responses are provided to ensure consistent interpretation of the solicitation.

Responses to written questions shall become part of the RFQ and be binding upon proposers. All proposers are responsible for reviewing this Addendum and incorporating the clarifications herein into their proposals.

Except as expressly modified by this Addendum, all terms, conditions, and requirements of the RFQ remain unchanged and in full force and effect.

**Question 1**

This bid seems to be a complete package equipment and labor. We are not a complete production company just the labor requested. So, I'm not sure this bid will apply to us. For example: The State of WV Cultural Center has equipment and if they need labor to setup and run and take down then they would request us to take care of there needs. We would usually price out their request and then they would issue a PO for the work

Agency Answer:

The Agency requires the awarded Vendor to provide both the necessary sound reinforcement equipment and qualified staffing required to support the full scope of the project. Due to the operational size and complexity of the event, the Agency's primary concern is the Vendor's demonstrated ability to provide the required production equipment and personnel necessary for successful event execution.

Vendors should ensure their submissions clearly demonstrate their capability to provide all required equipment and staffing resources identified within the solicitation specifications. Vendors unable to provide both the required equipment and staffing may be determined non-responsive to the needs of the project.





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Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form.

Failure to acknowledge addenda may result in bid disqualification.

Addendum 1 - Agency Answers to Vendor Questions

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor’s representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

\_\_\_\_\_  
Company

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing

