



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**  
**EVENTS SOUND PRODUCTION SERVICES**  
**ARFQ TOR260000025**

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

Date Issued: June 5, 2026

Solicitation Closes: June 12, 2026

- PURPOSE AND SCOPE:** The West Virginia Department of Tourism (“Agency”) is soliciting bids to establish a contract for event sound production services, including sound reinforcement, lighting, technicians, installation, operation, maintenance, and removal for the America 250th Anniversary Celebration, located on the State Capitol Complex at 1900 Kanawha Boulevard East, Charleston, WV 25305.

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

- 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. Load-In** means the delivery, setup, testing, and commissioning.
- 2.4. Load-Out** means the removal of all equipment and restoration of the site.

- CONTRACT TERM AND LOCATION**

- 3.1. Location:**  
State Capitol Complex  
1900 Kanawha Boulevard East  
Charleston, WV 25305

- 3.2. Mandatory Schedule:**

- 3.2.1.** July 1, 2026 through July 6, 2026 - Daily Operations



- 3.2.2. Load-In shall be completed by 10:00 PM on July 1, 2026.
- 3.2.3. Vendor shall provide a minimum of two (2) qualified sound technicians onsite during all setup, event operations, and teardown activities from July 1 through July 6, 2026.
  - 3.2.3.1. Anticipated technician staffing hours are as follows:
    - July 1, 2026: 12:00 PM – 10:00 PM
    - July 2 through July 5, 2026: 10:00 AM – 10:00 PM
  - 3.2.3.2. Sound Technicians set up stage one and stage two, 10:00 AM - 10:00 PM daily from July 2 through July 5, 2026
- 3.2.4. Vendor shall provide sufficient staffing for load-out and equipment removal activities through completion of teardown operations on Monday, July 6, 2026.

#### 4. LABOR REQUIREMENTS

- 4.1. Vendor shall provide all labor, supervision, technical support, equipment operation, setup, and teardown services necessary for successful event operations.
  - 4.1.1. Qualified sound technicians and system operators are on-site throughout setup, event operations, and teardown activities.
  - 4.1.2. Continuous staffing coverage during all scheduled event operations.
  - 4.1.3. Backup personnel sufficient to maintain uninterrupted operations in the event of staffing or equipment issues.
  - 4.1.4. Vendor must be properly registered with the State of West Virginia and maintain all required registrations and fees in current status.
  - 4.1.5. Vendor must submit a current W-9 with its bid response.

#### 5. STAGE ONE

- 5.1. Vendor shall provide all labor, equipment, technical support, setup, operation, and teardown necessary for Stage One event operations and live musical performances.
- 5.2. Anticipated Stage One performance hours are as follows:
  - July 2, 2026:
    - Live Bands 5:00 PM - 8:30 PM
    - House Music 8:30 PM - 10:00 PM



July 3, 2026:

House Music 10:00 AM - 12:00 PM

Live Bands 12:00 PM - 8:30 PM

House Music 8:30 PM - 10:00 PM

July 4, 2026:

House Music 10:00 AM - 12:00 PM

Live Bands 12:00 PM - 6:00 PM

House Music 6:00 PM - 10:00 PM

**(Rotate to Stage Two for Ceremony and Performance)**

July 5, 2026:

House Music 10:00 AM - 12:00 PM

Live Bands 12:00 PM - 8:30 PM

House Music 8:30 PM - 10:00 PM

- 5.3.** Vendor shall provide the following minimum sound and production support for Stage One operations:
- 5.3.1.** Front-of-House Sound Reinforcement to provide consistent coverage of the direct audience at 98dba, weighted.
  - 5.3.2.** Minimum of six (6) monitor wedges with separate auxiliary mixes.
  - 5.3.3.** Time-delay speakers to be positioned off stage to support transient listening areas and public announcements.
  - 5.3.4.** Minimum of fourteen (14) professional-grade dynamic microphones suitable for drums, guitar amplifiers, bass amplifiers, vocals, and auxiliary instruments.
  - 5.3.5.** Minimum of four (4) instrument direct boxes.
  - 5.3.6.** Adequate microphone stands, cabling, cable snakes, and related support equipment are necessary for uninterrupted operations.
  - 5.3.7.** Qualified sound technicians and operational personnel are on-site throughout performances, setup, and teardown activities.



5.3.8. Vendor shall provide qualified sound technicians onsite during all Stage One operations.

**6. STAGE TWO**

6.1. The official ceremony will begin at 6:00 PM on July 4, 2026, followed by approximately two (2) hours of live musical performances.

6.2. Vendor shall provide all labor, equipment, technical support, setup, operation, and teardown necessary for Stage Two performances and ceremony operations, including but not limited to the following:

6.2.1. 48+ Channel Console (Front of House). Additionally: 48+ Channel Stage Monitor Console.

6.2.2. Line Array to include a minimum of twelve 18" subs total. 6-8 Monitor/Sidefill mixes. Dual 15" Sub for drum monitor. Time-delay speaker systems positioned along Kanawha Boulevard and surrounding event areas to support crowd audio coverage and public announcements.

6.2.3. Dynamic, Condenser and/or Area Microphones suitable for Symphony Orchestra and Headliner.

6.2.4. Minimum of four (4) instrument direct boxes for symphony keyboards and auxiliary instruments.

6.2.5. Adequate microphone stands, cabling, cable snakes, and support equipment are necessary for full operational performance.

6.2.6. Qualified sound technicians and operational personnel are on-site throughout setup, performance, operations, and teardown.

6.2.7. Vendor shall provide qualified sound technicians onsite during Stage Two operations.

7. **EQUIPMENT CONDITION:** All equipment shall be professional grade, clean, tested, and free from defects. The agency may reject substandard equipment at the vendor's expense.

8. **PERFORMANCE STANDARDS:** Vendor shall maintain uninterrupted system operation.

9. **INSURANCE:** Vendor shall maintain, at its own expense, the following minimum insurance coverage for the duration of the contract:

9.1. Commercial General Liability: \$1,000,000 per occurrence

9.2. Workers' Compensation: Statutory limits as required by West Virginia law

9.3. The State of West Virginia and the Agency shall be named as Additional Insureds.

9.4. Certificates of Insurance must be provided prior to contract award and upon renewal.



**10. CONTRACT AWARD:**

**10.1.** Contract Award: The Contract is intended to provide the 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

**10.2.** 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.

**11. PERFORMANCE:** Vendor and Agency shall agree upon a schedule for performance of Contract Services unless otherwise specified herein. 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.

Agency reserves the right to modify event schedules, staffing hours, operational periods, or technical requirements as necessary. Any material increase in scope beyond the specifications herein shall require a written change order executed by the Agency and Vendor prior to additional work being performed. Vendor shall provide hourly rates for additional labor, technician time, equipment or operational support upon request by the Agency.

**12. PAYMENT:** Agency shall pay Vendor the base contract amount, as shown on the Pricing Pages, for Contract Services performed and accepted under this Contract. Additional services authorized through approved written change orders shall be compensated in accordance with the hourly rates or pricing structure provided by Vendor on the Pricing Pages.

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. Travel, lodging, mileage, administrative, and incidental expenses shall be included in the Vendor's pricing and shall not be reimbursed separately unless specifically authorized through an executed written change order.

**13. TRAVEL:** Vendor shall be responsible for all travel, lodging, mileage, fuel, and related expenses associated with performance of the Contract unless otherwise approved through a written change order executed by Agency and Vendor.

**14. VENDOR DEFAULT:**

**14.1.** The following shall be considered Vendor default under this Contract.

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



- 14.1.2. Failure to comply with other specifications and requirements contained herein.
  - 14.1.3. Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
  - 14.1.4. Failure to remedy deficient performance upon request.
- 14.2. The following remedies shall be available to Agency upon default.
  - 14.2.1. Immediate cancellation of the Contract.
  - 14.2.2. Immediate cancellation of one or more release orders issued under this Contract.
  - 14.2.3. Any other remedies available in law or equity.
- 15. **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.
- 16. **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.
- 17. **COMPLIANCE WITH LAW:** Vendor shall comply with all applicable labor laws, workforce requirements, federal, state, and local laws, rules, regulations, licensing requirements, and safety standards associated with this contract.
- 18. **MISCELLANEOUS:**
  - 18.1. Bid Submissions: Bids must be submitted by Friday June 12, 2026 at 2:00 PM via wvOASIS or by email to [mary.r.kemper@wv.gov](mailto:mary.r.kemper@wv.gov)
  - 18.2. 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. The vendor should list its Contract manager and his or her contact information below.

Contract Manager: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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



**PRICING PAGE CERTIFICATION**

Vendor must provide comprehensive pricing that encompasses all labor, professional supervision, necessary materials, specialised equipment, transportation, installation, day-to-day operation, ongoing maintenance, final teardown, personnel travel, administrative overhead, profit, and any and all incidental costs required to fully execute the services as detailed within this Request for Quotation (RFQ).

Furthermore, all pricing submitted by the Vendor shall be considered firm and fixed, remaining unchanged for the entire duration of the initial contract term and any subsequent renewal periods, unless otherwise modified by an official written amendment.

**1. BASE CONTRACT PRICING**

Description	Unit	Qty	Hourly Rate
Sound Technician	HR		\$ _____
Production Manager / Supervisor	HR		\$ _____
Lighting Technician	HR		\$ _____
Equipment Support	HR		\$ _____
Operational Support Staff	HR		\$ _____
Event and Production Equipment Rental	Lump Sum		\$ _____
Transportation and Operational Cost	Lump Sum		\$ _____
General and Overhead Costs	Lump Sum		\$ _____

**2. TOTAL BASE BID PRICE: \$ \_\_\_\_\_**

**3. ADDITIONAL SERVICES (CHANGE ORDER WORK ONLY)**

Agency reserves the right to request additional services or technical modifications that fall outside the original defined scope of work. Any such requests must be documented through a formal written change order, which requires the mutual execution and signed approval of both Agency and Vendor before any additional labor is performed or costs are incurred.

To facilitate potential scope or schedule adjustments, change order(s) must reference base contract rates.



#### **4. PRICING REQUIREMENTS (MANDATORY)**

##### **4.1. Labor and Staffing**

- 4.1.1. All technicians and operational personnel
- 4.1.2. Production management and supervision
- 4.1.3. Setup, operation, teardown, and load-out staffing
- 4.1.4. Backup staffing necessary to maintain uninterrupted operations

##### **4.2. Equipment and Production**

- 4.2.1. Sound reinforcement equipment
- 4.2.2. Lighting equipment
- 4.2.3. Microphones, mixers, monitors, and communication systems
- 4.2.4. Time-delay speaker systems
- 4.2.5. Backup equipment

##### **4.3. Transportation and Operational Costs**

- 4.3.1. Delivery and transportation
- 4.3.2. Fuel and mileage
- 4.3.3. Travel time
- 4.3.4. Lodging and incidental expenses
- 4.3.5. Insurance and compliance costs

##### **4.4. General Costs**

- 4.4.1. Overhead
- 4.4.2. Administrative expenses
- 4.4.3. Profit
- 4.4.4. Any other costs necessary for full contract performance

#### **5. CHANGE ORDERS**

Agency retains the formal right to amend event schedules, staffing allocations, operational durations, or technical specifications as deemed necessary.

Any supplemental services requested by the Agency that extend beyond the original scope of work defined herein must be formally authorized via a written change order, duly executed by both Agency and Vendor, prior to the commencement of such work.

No additional compensation shall be disbursed in the absence of a fully approved and executed written change order.





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### 3. VENDOR CERTIFICATION

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

Vendor Name: \_\_\_\_\_

Name: (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

