

**ADDENDUM NO. 1
WEST VIRGINIA DEPARTMENT OF TOURISM
AUDIO / VISUAL – GOVERNOR’S CONFERENCE 2026
ARFQ TOR2700000002**

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

Should vendors bid exactly what is specified in Section 4.1.5 for Line 5 of the Pricing Page and absorb the cost of all other professionally required structural and operational labor into the equipment package line items (Lines 1-4)? Or will the agency issue an addendum to allow for itemized, necessary labor?

Agency Answer:

The staffing identified in Section 4.1.5 represents the minimum required technical staffing. The successful Vendor is responsible for providing any additional technicians, operators, audio/visual personnel, stagehands, or other personnel necessary to successfully perform the services and support the event requirements. This includes providing sufficient staffing to support Ballroom C, the Atrium, and the breakout rooms concurrently, as necessary. All required labor should be included in the Vendor’s Total Bid Price.

Question 2

Please clarify the exact intent of this setup. Are you requesting standard portable 3500-lumen projectors that will sit on the specified AV carts utilizing a standard or slightly shorter throw distance? Or is the agency specifically requesting true, floor-mounted Ultra-Short-Throw (UST) projectors?

Agency Answer:

The requested 3,500-lumen short-throw projectors are intended to be portable projectors mounted on the specified AV carts and operated at a standard or slightly reduced throw distance. True floor-mounted Ultra-Short-Throw (UST) projectors are not required.



Question 3

Will modern, compact digital audio consoles (such as the Yamaha DM3) be accepted as fully compliant functional upgrades for these rooms?

Agency Answer:

Yes. Modern digital audio consoles may be provided as a functional equivalent or upgrade to the specified analog mixers, provided that the equipment meets the functional requirements of the solicitation. The Vendor must ensure that qualified AV personnel are available to operate the equipment and troubleshoot any issues throughout the required service period.

Question 4

Please confirm that a rack-mounted digital mixer controlled via a wireless router and tablet interface (e.g., Behringer X32 Rack) meets this minimum specification.

Agency Answer:

Yes. A rack-mounted digital mixer controlled through a wireless router and tablet or similar wireless control interface will be acceptable, provided that it meets the functional requirements specified and the Vendor provides qualified personnel capable of operating and troubleshooting the system throughout the event.

Question 5

Please advise if these proposed timelines are suitable or if different venue access timelines are required by the Charleston Coliseum and Convention Center.

Agency Answer:

Load-in and setup can occur all day on September 19th, with teardown and removal occurring immediately following the event conclusion on September 23rd at the Charleston Coliseum & Convention Center.

Question 6

Are we providing the house PA, or tying into an existing one?

Agency Answer:

The Charleston Coliseum and Convention Center has a basic in-house PA system. Ballroom C has an overhead system that connects to wall-mounted input panels. Ballroom A, Ballroom B, and Rooms 216/217 also have basic in-house PA systems. Vendors should provide the equipment and services identified in the solicitation and coordinate use of the venue's existing systems as necessary.



Question 7

Is there an existing stage at the venue, or is the expectation that the bidder supplies that, as well?

Agency Answer:

The stage is provided through the Convention Center.

Question 8

Is September 20th the load-in date or the beginning of the event? What time is slated for load-in?

Agency Answer:

September 20, 2026, is the beginning of the event, with registration opening at 3:00 p.m. No sessions are scheduled until 9:00 a.m. on Monday, September 21. Vendor load-in may begin at 8:00 a.m. on September 19 and must be completed by the end of the day on September 20. The Vendor must also be available to conduct presentation and sound testing in Ballroom C during the afternoon/evening of September 20, 2026.

Question 9

What power is available in each of these rooms? Do we need to pay for power hookups?

Agency Answer:

Regular electrical power is available in all required rooms. There is no additional charge for standard power hookups.

Question 10

Are we providing 12' pipe and drape in the 3 breakout rooms?

Agency Answer:

Yes. The awarded vendor will provide 12-foot pipe and drape for the three breakout rooms.

Question 11

RFQ for Ballroom C mentions needing 6 wireless mics and over-ear mic- is that 6 of each or 6 wireless and 1 over-ear?

Agency Answer:

The requirement is for six (6) wireless microphones and one (1) over-ear microphone.



Question 12

Who is the incumbent vendor providing these services?

Agency Answer:

This is an annual event held by the Department of Tourism, there is no incumbent vendor.

Question 13

What is the budgeted Not-To-Exceed amount?

Agency Answer:

The maximum not-to-exceed amount is not being disclosed. Vendors should submit their best and most competitive pricing based on the requirements and specifications outlined in the solicitation. Please provide pricing in accordance with the solicitation.

Question 14

To allow for more thoughtful and complete responses to the RFP, can you provide a short 1-week extension to the due date for proposals?

Agency Answer:

Please see addendum 2 for the time extension.

Question 15

Required Technical Staffing, Section 4.1.5 Required Technical Staffing - Section 4.1.5 requires 1 on-site technician and 1 Lighting Director for the duration of the event. Please confirm whether these are the total minimum required technical personnel for the event, or whether the Vendor is expected to provide additional technicians/operators necessary to support Ballroom C, the Atrium, and the three breakout rooms concurrently.

Agency Answer:

This is the minimum required. There will be sessions in Ballroom C in the mornings, breakouts in the afternoons and then an awards dinner in the evening on September 22nd. The vendor is expected to provide additional technicians/operators, as necessary, to support Ballroom C, the atrium and the breakout rooms concurrently. Ballroom C, 2 breakout rooms and the atrium are located on the same level. A third breakout room is located on an upper level.



Question 16

Please confirm that bidders should complete Exhibit A using the five lump-sum amounts and Total Bid Price, and that the catalog price/discount percentage requirements in Section 13 do not apply.

Agency Answer:

Yes. Vendors should complete Exhibit A using the five required lump-sum amounts and Total Bid Price. The catalog pricing/discount percentage requirements referenced in Section 13 do not apply to this solicitation.

Question 17

Section 4.1.5 Please confirm whether each of the three breakout rooms requires a dedicated technician/operator during sessions, or whether the breakout room equipment may operate without dedicated in-room technical staffing.

Agency Answer:

Dedicated technical personnel are not required to remain in each breakout room throughout the sessions. However, the Vendor must provide personnel to assist with the initial setup of presentations and testing of microphones and must provide sufficient technical support to address issues as necessary.

Question 18

Can you please provide the anticipated production schedule, including:

- a. Vendor load-in/access date and time

Agency Answer:

Load-in can begin September 19th at 8:00 am. The setup must be completed by EOD September 20th, with availability to test presentations and sound in Ballroom C on the afternoon/evening of the 20th.

- b. Setup hours

Agency Answer:

8:00 a.m. - 8:00 p.m. September 19th
8:00 a.m. - 10:00 p.m. September 20th



c. Rehearsal or sound-check times

Agency Answer:

Soundchecks will be performed the evening before the sessions:

September 20th - evening

September 21st - evening

d. Daily event/show hours for September 20–23

Agency Answer:

September 20th - soundchecks

September 21st - 8:00 a.m. - 5:00 p.m.

September 22nd - 8:00 a.m. - 8:00 p.m.

See attached schedule

e. Breakout session hours

Agency Answer:

See attached schedule

f. Strike/load-out date and required completion time

Agency Answer:

Load-out must be completed by 10 pm on Wednesday, September 23, 2026.

Question 24

Please confirm whether the Charleston Coliseum and Convention Center has an exclusive or preferred audiovisual provider, and whether the successful Vendor is required to purchase any labor, equipment, power, rigging, audio, or other services from the venue or its in-house audiovisual provider.

Agency Answer:

Yes, they do have a preferred provider, but the successful vendor will be responsible for labor, equipment, rigging, audio and other services. Power is supplied at the Convention Center.





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ADDENDUM ONE
WEST VIRGINIA DEPARTMENT OF TOURISM
GOVERNOR'S CONFERENCE AUDIO VISUAL
ARFQ TOR2700000002

The purpose of this addendum is to modify the solicitation identified as ARFQ TOR2700000002 ("Solicitation") to reflect the change(s) identified and described below.

☐ **AGENCY RESPONSE TO VENDOR QUESTIONS**

This Addendum is issued to answer Vendor Questions. All prospective bidders must acknowledge receipt of this Addendum, as failure to do so may result in disqualification of the bid.

All other terms, conditions, and requirements of the Solicitation remain unchanged.

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 Response 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

