

**ADDENDUM NO. 2
MODIFICATION TO SCOPE OF WORK
WEST VIRGINIA DEPARTMENT OF TOURISM
AUDIO / VISUAL – GOVERNOR’S CONFERENCE 2026
ARFQ TOR2700000002**

Date Issued: August 24, 2026

The West Virginia Department of Tourism hereby issues Addendum No. 2 to ARFQ TOR2700000002, Audio / Visual – Governor’s Conference 2026.

This Addendum incorporates additional and detailed technical specifications for the audiovisual services required under the Solicitation.

The information contained in this Addendum is hereby made a part of the Solicitation. Vendors shall review and consider all requirements contained herein when preparing and submitting their quotations.

Except as expressly modified or supplemented by this Addendum, all other terms, conditions, specifications, requirements, and provisions of ARFQ TOR2700000002 remain unchanged and in full force and effect.

The bid closing deadline has been deferred to September 3, 2026.

1. AUDIO-VISUAL TECHNICAL SPECIFICATION

1.1 Scope of Work

The awarded Audio-Visual Vendor shall provide, install, configure, and operate a complete live-sound reinforcement system supporting all input channels, output/monitor mixes, and stage equipment described in this Addendum.

The Vendor’s proposed system must meet or exceed the channel counts, device types, and equipment quantities identified herein.

The attached stage plot referenced in the original technical specification shall be used as the reference for physical placement of inputs and equipment on stage.



2. AUDIO INPUT LIST

The following input channels must be supported by the Vendor's console/system, with the corresponding microphone or DI type and stand/mounting hardware provided by the Vendor unless otherwise noted.

Ch. #	Source / Label	Type	Stand / Mount	Stage Location
2	Kick Out	Mic	Short stand/boom	Drum riser
3	Snare	Mic	Clip mount	Drum riser
4	Hat	Mic	Clip mount	Drum riser
9/10	Overhead (pair)	Mic x2	Tall boom	Drum riser
13	Mtn Stage Bass	DI	—	Stage
14	Guest Bass	DI	—	Stage
15/16	DPA (pair)	Mic x2 (clip-on)	Piano-mount clip	Piano
49	Band Aco 2	DI	—	Stage Left
50	Harp	Mic	Short stand	Stage Left
51	Guest Voc	Mic	Tall stand	Stage Right

52	Host	Mic	Tall stand	Stage Right
53	Egit 2 Band	Mic	Short stand	Stage
54	Aco 1 Band	DI	—	Stage Left
55	Egit 1 Band	Mic	Tall stand	Stage Right (angled riser)
56	98 Pno	Mic (clip-on)	Piano-mount clip	Piano
57/58	Audience (pair)	Mic x2	Tall stand	House
59/60	Km184 (pair)	Mic x2	Short stand	Stage
62	Announcer	Mic	Tall stand	House/Booth

3. OUTPUT / MONITOR LIST

Out #	Label	Notes
1	Mix 1	Monitor mix (wedge/IEM – TBD)
2	Mix 2	Monitor mix (wedge/IEM – TBD)
3	Mix 3	Monitor mix (wedge/IEM – TBD)
4	Mix 4	Monitor mix (wedge/IEM – TBD)
5	Mix 5	Monitor mix (wedge/IEM – TBD)
6	Mix 6	Monitor mix (wedge/IEM – TBD)
7	Mix 7	Monitor mix (wedge/IEM – TBD)
8	Drm (Drum HP Amp)	Headphone amp feed
17	Aco 1 Band (HP Amp)	Headphone amp feed
18	Piano (HP Amp)	Headphone amp feed
19	Egit Band (HP Amp)	Headphone amp feed

20	Egit 2 Band (HP Amp)	Headphone amp feed
21	Bass (HP Amp)	Headphone amp feed

The output channels, including monitor mixes and headphone amplifier feeds, must be supported and delivered to the labeled stage positions.

4. MINIMUM EQUIPMENT REQUIREMENTS

The quantities below represent the minimum equipment the Vendor must supply. Vendor may substitute equivalent-or-better models; any substitutions must be identified in the Vendor's proposal.

Item	Quantity	Notes
Vocal/Instrument Microphones	13	Includes drum mics (Kick, Snare, Hat, OH pair), Harp, Guest Voc, Host, Egit 1 & 2, Km184 pair, Audience pair, Announcer
Clip-on Instrument Mics (Piano)	3	DPA pair (15/16) + 98 Pno clip (56)
Direct Boxes (DI)	4	Channels 13, 14, 49, 54
Headphone Amplifiers	6	Channels 8, 17, 18, 19, 20, 21; confirm channel count per unit needed on-site
Monitor Mixes (wedges or IEM packs)	7	Mix 1–7; Vendor to confirm wedge vs. IEM per position



Tall Boom/Straight Mic Stands	5	Overhead pair, Guest Voc, Host, Egit 1, Audience pair, Announcer
Short Mic Stands	5	Kick, Harp, Egit 2, Km184 pair
Acoustic Riser (12")	1	Per stage plot legend, "Other Items"
Drum Riser (12")	1	Per stage plot legend, "Other Items"
Staging / Riser Items	—	12" riser sections; 4–6" tall riser sections; acoustic riser, 12"; drum riser, 12"

Additional Staging / Riser Requirements

The Vendor shall provide the following staging/riser sections and equipment as required:

- 12" riser sections;
- Four (4) to six (6) inch tall riser sections;
- One (1) acoustic riser, 12";
- One (1) drum riser, 12".



5. STAGE PLOT REFERENCE

The Vendor shall lay out all microphones, DI boxes, headphone amplifiers, and risers in accordance with the official MTN Stage Input/Output 2026 stage plot diagram provided separately by the event producer.

The stage plot diagram governs physical placement.

This Addendum governs channel counts and equipment types.

6. INCORPORATION INTO ARFQ TOR2700000002

The requirements contained in Sections 1 through 6 of this Addendum are hereby incorporated into ARFQ TOR2700000002 and shall be considered part of the Solicitation.

The Vendor's quote shall include all costs necessary to provide the equipment, labor, setup, operation, supervision, installation, teardown, removal, and other services necessary to meet these requirements.

7. NO OTHER CHANGES

Except as specifically modified or supplemented by this Addendum No. 2, all other terms, conditions, specifications, requirements, dates, and provisions of ARFQ TOR2700000002 remain unchanged and in full force and effect.

8. MISCELLANEOUS:

- 1.1. Questions: Any questions submitted concerning the Addendum 2 must be received no later than August 28th at 12 pm ET. Questions must be submitted via WVOASIS.
- 1.2. Answers will be provided via the website (<https://wvtourism.com/purchasing/>) and WVOASIS to all vendors no later than September 1st at 4 pm ET.
- 1.3. Bid Submissions: Bids must be submitted by **September 4, 2026, at 12:00 PM ET** via WVOASIS.





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(304) 558-2200 | WVtourism.com

REVISED EXHIBIT A – PRICING PAGE
AUDIO / VISUAL SERVICES
WEST VIRGINIA DEPARTMENT OF TOURISM
GOVERNOR’S CONFERENCE 2026
ARFQ TOR2700000002

ADDENDUM NO. 2

VENDOR PRICING INSTRUCTIONS

Vendor shall provide all-inclusive pricing for the equipment, labor, materials, transportation, delivery, setup, installation, operation, technical support, teardown, removal, travel, supervision, overhead, profit, and all other costs necessary to fully perform the requirements of the Solicitation and Addendum No. 2.

No additional charges, fees, surcharges, or expenses will be accepted.

Vendor shall provide the requested unit pricing and extended pricing below. The Total Bid Price shall include all items and services necessary to meet the specifications.



A. AUDIO INPUT EQUIPMENT

Item	Description	Qty.	Unit Price	Extended Price
A-1	Vocal/Instrument Microphones	13	\$ _____	\$ _____
A-2	Clip-on Instrument/Piano Microphones	3	\$ _____	\$ _____
A-3	Direct Boxes (DI)	4	\$ _____	\$ _____
A-4	Microphone Stands – Tall Boom/Straight	TBD	\$ _____	\$ _____
A-5	Microphone Stands – Short	TBD	\$ _____	\$ _____
A-6	Microphone Clip/Mounting Hardware	LS	\$ _____	\$ _____
	Subtotal – Audio Input Equipment			\$ _____

B. OUTPUT / MONITOR EQUIPMENT

Item	Description	Qty.	Unit Price	Extended Price
B-1	Monitor Mixes – Wedges and/or IEMs	7	\$ _____	\$ _____
B-2	Headphone Amplifiers	6	\$ _____	\$ _____
B-3	Headphone Amplifier Cabling/Accessories	LS	\$ _____	\$ _____
B-4	Monitor Cabling and Accessories	LS	\$ _____	\$ _____
	Subtotal – Output/Monitor Equipment			\$ _____

C. STAGING / RISER EQUIPMENT

Item	Description	Qty.	Unit Price	Extended Price
C-1	12" Riser Sections	_____	\$ _____	\$ _____
C-2	4-6" Tall Riser Sections	_____	\$ _____	\$ _____
C-3	Acoustic Riser – 12"	1	\$ _____	\$ _____
C-4	Drum Riser – 12"	1	\$ _____	\$ _____
C-5	Staging/Riser Accessories	LS	\$ _____	\$ _____
	Subtotal – Staging/Riser Equipment			\$ _____

D. TECHNICAL SERVICES / LABOR

Item	Description	Qty.	Unit Price	Extended Price
D-1	Setup and Installation Labor	LS	\$_____	\$_____
D-2	On-Site Audio Technician	—	\$_____	\$_____
D-3	Show Operation / Technical Support	LS	\$_____	\$_____
D-4	Teardown and Removal Labor	LS	\$_____	\$_____
	Subtotal – Technical Services/Labor			\$_____



E. ADDITIONAL REQUIRED SERVICES

Item	Description	Qty.	Unit Price	Extended Price
E-1	Transportation / Delivery	LS	\$_____	\$_____
E-2	Equipment Loading / Unloading	LS	\$_____	\$_____
E-3	Travel / Travel Time	LS	\$_____	\$_____
E-4	Supervision / Project Management	LS	\$_____	\$_____
E-5	Other Required Costs Necessary to Complete the Work	LS	\$_____	\$_____
	Subtotal – Additional Required Services			\$_____

F. TOTAL BID PRICE

Pricing Category	Total
A. Audio Input Equipment	\$ _____
B. Output / Monitor Equipment	\$ _____
C. Staging / Riser Equipment	\$ _____
D. Technical Services / Labor	\$ _____
E. Additional Required Services	\$ _____
TOTAL BID PRICE – ALL INCLUSIVE	\$ _____

VENDOR EQUIPMENT INFORMATION

Vendor shall identify the make and model of the proposed equipment where required by the specifications.

Equipment Category	Manufacturer	Model
Vocal/Instrument Microphones	_____	_____
Clip-on/Piano Microphones	_____	_____
Direct Boxes	_____	_____
Headphone Amplifiers	_____	_____
Monitor/Wedge System	_____	_____
IEM System, if applicable	_____	_____
Other Major Equipment	_____	_____



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PRICING CERTIFICATION

By signing below, Vendor certifies that the **Total Bid Price** includes all labor, equipment, materials, transportation, travel, delivery, installation, setup, operation, technical support, teardown, removal, supervision, insurance, taxes, overhead, profit, and all other costs necessary to provide complete services in accordance with **ARFQ TOR2700000002 and Addendum No. 2.**

Vendor further certifies that no additional charges will be billed to the West Virginia Department of Tourism for services or equipment required by the Solicitation or Addendum.

Vendor Name: _____

Authorized Representative (Print): _____

Signature: _____

Title: _____

Phone: _____

Email: _____

Date: _____





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ADDENDUM TWO
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.

☐ **MODIFICATION TO SCOPE OF WORK**

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 2 -Modification to Scope of Work**

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

