

ADDENDUM NO. 1
WEST VIRGINIA DEPARTMENT OF TOURISM
AUDIO / VISUAL SERVICE'S – GOVERNOR'S CONFERENCE 2026
ARFQ TOR2700000005
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

- For the AUDIO / VISUAL SERVICES – GOVERNOR'S CONFERENCE 2026 bid, should bidders factor trucking costs into the bid, or we that be considered in addition to the total bid price?

Answer: Please include all travel costs, including trucking costs, into the total bid price, per section 11, "TRAVEL: Vendor is responsible for all mileage, travel time, lodging, meals, transportation, and other travel-related or incidental costs associated with performance of the Contract. All such costs must be included in the Total Bid Price and will not be paid separately by Agency."





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

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.

