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Charleston, West Virginia 25305
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**WEST VIRGINIA DEPARTMENT OF TOURISM
REQUEST FOR QUOTATION
GOVERNOR'S CONFERENCE 2026 - AUDIO / VISUAL SERVICES
ARFQ TOR270000005**

Issued by:

The West Virginia Department of Tourism
1900 Kanawha Boulevard, East
State Capitol Complex, Building 9, Suite 106
Charleston, WV 25305

Date Issued: September 9, 2026

Solicitation Closes: September 16, 2026

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Department of Tourism (Agency) is soliciting bids to establish a contract with a qualified Vendor to provide all labor, equipment, materials, supervision, transportation, delivery, setup, operation, and removal necessary to furnish complete audiovisual services for the Governor's Conference scheduled for September 20-23, 2026, located at the Charleston Coliseum and Convention Center, 200 Civic Center Dr, Charleston, WV 25301.
2. **DEFINITIONS:** The definitions provided below will have the meanings specified. Further definitions are available in the General Terms and Conditions.
 - 2.1. **Contract Services** means all labor, equipment, materials, staging, lighting, sound systems, communications, and related services required herein.
 - 2.2. **Pricing Pages** means the schedule of prices, estimated order quantity, and totals contained in wvOASIS and attached hereto as Exhibit A, and used to evaluate the Solicitation responses.
 - 2.3. **Agency** means the West Virginia Department of Tourism, or its authorized representative.
 - 2.4. **Mandatory Requirements** will be indicated by the use of the words *must*, *will*, and *shall*, and are required.
 - 2.5. **Total Bid Cost** means the sum of the bid total column on the Pricing Pages shown below the bid total column and identified as the total bid cost.
3. **QUALIFICATIONS:**
 - 3.1. Vendor must be registered with the State of West Virginia and must possess all licenses, permits, authorizations, and experience required to lawfully perform the Contract Services.
 - 3.2. Vendor must maintain all licenses, permits, certifications, and authorizations required by applicable federal, state, and local law for the duration of the Contract



4. VENUE CONDITIONS AND RESPONSIBILITIES

- 4.1. The Convention Center will provide the stage and any risers needed for duration of this event.
- 4.2. The Convention Center will supply electricity. Vendor is responsible for all equipment, power distribution, cabling, and connections required for Vendor-provided equipment.
- 4.3. The Convention Center has in-house PA systems in Ballrooms A, B, and C (with overhead system and wall panels), plus Rooms 216/217. Vendor must supply all specified equipment and services and coordinate with house systems as needed.
- 4.4. The venue has an in-house audiovisual provider; however, no event-specific contract with that provider exists for this event. Vendor is not required to use the venue's preferred provider. Vendor remains responsible for all equipment, labor, rigging, audio, lighting, setup, operation, technical support, and teardown required by this Solicitation.

5. MANDATORY AUDIOVISUAL EQUIPMENT NEEDED FOR THE DURATION OF THE EVENT

5.1. Atrium

- 5.1.1. Two (2) 65-inch televisions on truss totems.
- 5.1.2. Two (2) SDI-to-HDMI conversion.
- 5.1.3. One (1) laptop for content looping.

5.2. Ballroom C

- 5.2.1. Two (2) 16 ft. x 9 ft. front-projection screens.
- 5.2.2. Two (2) 12,000-lumen laser projectors with long-throw lenses on 8-foot truss totems.
- 5.2.3. One (1) HD-SDI switcher.
- 5.2.4. Two (2) production laptops.
- 5.2.5. One (1) 55-inch confidence monitor for presenter notes.
- 5.2.6. One (1) wireless-capable digital audio mixer/console with router and control surface. A modern digital console or rack-mounted digital mixer with wireless router/tablet control is acceptable as an equivalent or upgrade if it provides the required functionality.
- 5.2.7. Six (6) wireless microphones and one (1) over-ear microphone.
- 5.2.8. One (1) PC patch to the house PA.
- 5.2.9. One (1) presentation remote.
- 5.2.10. One (1) 13 ft. x 24 ft. LED wall with processor, on ground support.
- 5.2.11. DAC 70



5.3. Breakout Rooms – Three (3) Total

- 5.3.1. Three (3) 10 ft. x 5.5 ft. front-projection screens on 12-foot pipe and drape.
- 5.3.2. Three (3) 3,500-lumen short-throw portable projectors on specified AV carts, operated at standard or reduced throw distances. Floor-mounted Ultra-Short-Throw (UST) projectors are not required.
- 5.3.3. Three (3) AV carts with skirts.
- 5.3.4. Three (3) 50-foot HDMI cables.
- 5.3.5. Three (3) production laptops.
- 5.3.6. Three (3) analog mixers, or compliant modern digital equivalents/upgrades that meet the functional requirements.
- 5.3.7. Eleven (11) wireless microphones.
- 5.3.8. Three (3) PC patches for computer audio.
- 5.3.9. Three (3) presentation remotes.

5.4. LIGHTING PACKAGE

- 5.4.1. Two (2) Source Four lighting fixtures for GOBO.
- 5.4.2. Eight (8) Martin MAC Aura LED moving-head wash lights, or equivalent.
- 5.4.3. Four (4) Chauvet Maverick Force S Spot fixtures, or equivalent.
- 5.4.4. One (1) GrandMA2 Light console, including road case and UPS, or equivalent.
- 5.4.5. One (1) Complete cabling package, including 5-pin DMX and True1 PowerCON or equivalent.

5.5. MISCELLANEOUS

- 5.5.1. L16 Lift
- 5.5.2. Analog Mixer
- 5.5.3. PC Patch for Laptop Audio
- 5.5.4. Concert Series Speakers

6. MINIMUM MOUNTAIN STAGE EQUIPMENT FOR SEPTEMBER 22, 2026 PERFORMANCE

6.1. MANDATORY EQUIPMENT

Item	Min Qty	Notes
Headphone Amplifiers	6	For channels 8, 17, 18, 19, 20, 21; Vendor shall provide appropriate channel capacity.
Monitor Mixes	8	
IEM Mixes	4	



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Tall Boom/Straight Mic Stands	12	For overhead pair, Guest Voc, Host, Egit 1, Audience pair, Announcer.
Short Mic Stands	8	For Kick, Harp, Egit 2, Km184 pair.
3-Way Audio System	1	3-way audio system with sub woofers on auxiliary front fill speakers
Secondary Speakers	1	Appropriate Delay and Fills to Ensure Balanced Sound through the Venue (additional speakers maybe required)
Quad Boxes	8	Quad Boxes on Stage for Band Power Only

6.2. AUDIO INPUT LIST

Channel	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



6.3. OUTPUT / MONITOR REQUIREMENTS

- 6.3.1. Eight (8) monitor mixes, Mix 1 through Mix 8, using wedges and/or IEM packs. Vendor shall confirm the proposed configuration for each position.
- 6.3.2. Headphone amplifier feeds for outputs 8, 17, 18, 19, 20, and 21.
- 6.3.3. Output 8: Drum headphone amplifier feed.
- 6.3.4. Output 17: Aco 1 Band headphone amplifier feed.
- 6.3.5. Output 18: Piano headphone amplifier feed.
- 6.3.6. Output 19: Egit Band headphone amplifier feed.
- 6.3.7. Output 20: Egit 2 Band headphone amplifier feed.
- 6.3.8. Output 21: Bass headphone amplifier feed.
- 6.3.9. All output channels, monitor mixes, and headphone amplifier feeds shall be supported and delivered to the labeled stage positions.

7. TECHNICAL STAFFING

- 7.1. Minimum required staffing: one (1) on-site technician and one (1) Lighting Director for the duration of the event. One (1) additional lighting technician, Two (2) technicians for setup assistance, Two (2) stagehands for loadin and out for the Mountain Stage performance.
- 7.2. Minimum staffing is not the maximum; Vendor shall provide additional personnel (technicians, operators, audiovisual personnel, stagehands) as necessary to support concurrent activity in Ballroom C, the Atrium, and three breakout rooms.
- 7.3. Dedicated personnel are not required in each breakout room at all times, but Vendor must provide staff for initial presentation setup, microphone testing, and prompt issue resolution.
- 7.4. All labor costs must be included in the Total Bid Price. No separate labor charges will be accepted.

8. EQUIPMENT SUBSTITUTIONS AND FUNCTIONAL EQUIVALENTS

- 8.1. Vendor may propose equipment that is equivalent to or better than specified equipment, provided the proposed equipment meets or exceeds all required capacity, functionality, compatibility, quantity, and performance requirements.
- 8.2. A compliant modern digital audio console may replace a specified analog mixer when all required functions are maintained.
- 8.3. A rack-mounted digital mixer with tablet and wireless-router control is acceptable when the required functionality is maintained and qualified personnel are provided to operate and troubleshoot the system throughout the required service period.
- 8.4. Equipment substitutions must not reduce required capacity, functionality, channel counts, quantities, or performance.



- 8.5. Agency reserves the right to determine whether a proposed substitution is compliant with the Solicitation. An item is not an acceptable equivalent solely because it is described by Vendor as “equivalent.”

9. PERFORMANCE AND SERVICE CONTINUITY

- 9.1. Vendor shall maintain continuous operational capability throughout scheduled event operations and shall promptly address any equipment or service interruption.
- 9.2. Failure to perform the Contract Services in accordance with these Specifications may result in payment reductions, required replacement of equipment or personnel, removal of personnel, cancellation or termination remedies, or other remedies available to the Agency under the Contract and applicable law.
- 9.3. Vendor and Agency shall mutually agree upon a production schedule when a schedule is not already established by the Agency. Vendor shall comply with the event and production schedule in Exhibit B.
- 9.4. Vendor shall coordinate all setup, testing, operation, changes, and teardown with the Agency and venue to minimize disruption to conference activities.

10. **PAYMENT:** Agency shall pay the Total Bid Price, as accepted and awarded, for the Contract Services performed and accepted under the Contract. Payment shall be made in accordance with applicable Tourism payment procedures. The Total Bid Price shall include all costs necessary to perform the Contract Services. Travel, lodging, mileage, travel time, meals, incidental expenses, equipment delivery, setup, operation, technical support, teardown, and removal shall not be reimbursed separately.

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.

12. VENDOR DEFAULT:

- 12.1. The following shall be considered Vendor default under this Contract.

- 12.1.1. Failure to perform Contract Services in accordance with the requirements contained herein.
- 12.1.2. Failure to comply with other specifications and requirements contained herein.
- 12.1.3. Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
- 12.1.4. Failure to remedy deficient performance upon request.
- 12.1.5. The following remedies shall be available to Agency upon default.
- 12.1.6. Immediate cancellation of the Contract.
- 12.1.7. Immediate cancellation of one or more release orders issued under this Contract.
- 12.1.8. Any other remedies available in law or equity.



13. **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.
14. **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.
15. **COMPLIANCE WITH LAW:** Vendor shall comply with all applicable federal, state, and local laws, rules, regulations, licensing and permitting requirements, venue requirements, and applicable safety standards. Vendor is responsible for the safe operation, installation, use, and removal of Vendor-provided equipment and shall coordinate required rigging or venue approvals before installation.
16. **PRICING PAGES:**
 - 16.1. Vendor shall complete Exhibit A in full and shall enter a price for every required line item or category.
 - 16.2. All prices must be all-inclusive. The Total Bid Price must include all labor, equipment, materials, transportation, delivery, setup, operation, technical support, supervision, travel, lodging, teardown, removal, insurance, taxes, overhead, and profit necessary to perform the Contract Services.
 - 16.3. Individual line-item prices are provided for evaluation and pricing transparency. The Total Bid Price is the binding amount used for this award.
 - 16.4. No separate surcharge, service fee, fuel charge, delivery fee, travel charge, overtime charge, setup charge, teardown charge, equipment fee, labor fee, or other additional charge will be accepted unless expressly authorized in the resulting Contract.
 - 16.5. Failure to complete the Pricing Page in its entirety may render the bid nonresponsive and subject to rejection.
 - 16.6. The quantities shown on Exhibit A are minimum required quantities. Vendor shall provide sufficient quantities to meet all mandatory requirements and production needs.



17. MISCELLANEOUS:

- 17.1. Questions: Any questions submitted concerning the RFQ must be received no later than September 11th at 12 pm ET. Questions must be submitted via WVOASIS.
- 17.2. Answers will be provided via the website (<https://wvtourism.com/purchasing/>) and WVOASIS to all vendors no later than September 14th at 4 pm ET.
- 17.3. Bid Submissions: Bids must be submitted by September 16th at 12 pm via WVOASIS.
- 17.4. 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. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: _____

Telephone Number: _____

Email Address: _____



EXHIBIT A – PRICING PAGE
AUDIO / VISUAL SERVICES – GOVERNOR’S CONFERENCE 2026
ARFQ TOR2700000005

Vendor shall provide all-inclusive pricing. Line-item prices must be included in the Total Bid Price. No additional fees, surcharges, or costs will be accepted.

A. ATRIUM

Item	Description	Min. Qty.	Vendor Price
A-1	65-inch televisions on truss totems	2	\$ _____
A-2	SDI-to-HDMI conversion	2	\$ _____
A-3	Content-looping laptop	1	\$ _____

Subtotal: \$ _____

B. BALLROOM C – VIDEO / PRESENTATION

Item	Description	Min. Qty.	Vendor Price
B-1	16 ft. × 9 ft. front-projection screens	2	\$ _____
B-2	12,000-lumen laser projectors with long-throw lenses and 8-foot truss totems	2	\$ _____
B-3	HD-SDI switcher	1	\$ _____
B-4	Production laptops	2	\$ _____
B-5	55-inch confidence monitor	1	\$ _____
B-6	Wireless-capable digital audio mixer/console with router and control surface	1	\$ _____
B-7	Wireless microphones	6	\$ _____
B-8	Over-ear microphone	1	\$ _____
B-9	PC patch to house PA	1	\$ _____
B-10	Presentation remote	1	\$ _____
B-11	13 ft. × 24 ft. LED wall with processor and ground support	1	\$ _____
B-12	DAC 70	1	\$ _____

Subtotal: \$ _____

C. BREAKOUT ROOMS – THREE TOTAL

Item	Description	Min. Qty.	Vendor Price
C-1	10 ft. × 5.5 ft. front-projection screens on 12-foot pipe and drape	3	\$ _____
C-2	3,500-lumen short-throw portable projectors	3	\$ _____
C-3	AV carts with skirts	3	\$ _____
C-4	50-foot HDMI cables	3	\$ _____
C-5	Production laptops	3	\$ _____
C-6	Analog mixers or compliant digital equivalents	3	\$ _____
C-7	Wireless microphones	11	\$ _____
C-8	PC patches for computer audio	3	\$ _____
C-9	Presentation remotes	3	\$ _____

Subtotal: \$ _____

D. LIGHTING

Item	Description	Min. Qty.	Vendor Price
D-1	Source Four lighting fixtures for GOBO	2	\$ _____
D-2	Martin MAC Aura LED moving-head wash lights, or equivalent	8	\$ _____
D-3	Chauvet Maverick Force S Spot fixtures, or equivalent	4	\$ _____
D-4	GrandMA2 Light console with road case and UPS, or equivalent	1	\$ _____
D-5	Complete DMX/PowerCON or equivalent cabling package	1	\$ _____

Subtotal: \$ _____



E. MISCELLANEOUS

Item	Description	Min. Qty.	Vendor Price
E-1	L16 Lift	1	\$ _____
E-2	Analog Mixer	1	\$ _____
E-3	PC Patch for Laptop Audio	1	\$ _____
E-4	Concert Series Speakers	1	\$ _____

Subtotal: \$ _____

F. MOUNTAIN STAGE AUDIO / STAGING

Item	Description	Min. Qty.	Vendor Price
F-1	Headphone amplifiers	6	\$ _____
F-2	Monitor mixes	8	\$ _____
F-3	IEM mixes	4	\$ _____
F-4	Tall boom/straight microphone stands	12	\$ _____
F-5	Short microphone stands	8	\$ _____
F-6	3-way audio system with sub woofers on auxiliary front fill speakers	1	\$ _____
F-7	Secondary Speakers	1	\$ _____
F-8	Quad Boxes on Stage for Band Power	8	\$ _____

Subtotal: \$ _____

G. TECHNICAL SERVICES / LABOR

Item	Description	Min. Qty.	Hourly Rate	Estimated Hours	Total Price
G-1	On-site audio technician	1	\$ _____	48	\$ _____
G-2	Lighting Director	1	\$ _____	48	\$ _____
G-3	Stage-hands for Mountain Stage,	2	\$ _____	12	\$ _____



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	September 22, 2026				
G-4	Additional on-site lighting operator for Mountain Stage, September 22, 2026 performance	1	\$ _____	12	\$ _____
G-5	Show operation / technical support	1	\$ _____	48	\$ _____
G-6	Supervision / project management	1	\$ _____	48	\$ _____

Subtotal: \$ _____

H. TOTAL BID PRICE

Component	Amount
A. Atrium	\$ _____
B. Ballroom C – Video / Presentation	\$ _____
C. Breakout Rooms	\$ _____
D. Lighting	\$ _____
E. Miscellaneous	\$ _____
F. Mountain Stage Audio / Staging	\$ _____
G. Technical Services / Labor	\$ _____
TOTAL BID PRICE – ALL INCLUSIVE	\$ _____

The Total Bid Price above is the Vendor's complete and binding price for all Contract Services required by this Solicitation, subject only to changes authorized under the resulting Contract.



EXHIBIT B
EVENT, ACCESS, AND PRODUCTION SCHEDULE
AUDIO / VISUAL SERVICES – GOVERNOR’S CONFERENCE 2026
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Date	Time / Activity	Vendor Requirement
Saturday, Sept. 19, 2026	8:00 a.m.–8:00 p.m.	Vendor load-in and setup.
Sunday, Sept. 20, 2026	8:00 a.m.–10:00 p.m.	Continue setup; setup must be complete by end of day. Ballroom C presentation and sound testing available during afternoon/evening. Registration opens at 3:00 p.m.
Sunday, Sept. 20, 2026	Evening	Ballroom C soundcheck.
Monday, Sept. 21, 2026	8:00 a.m.–5:00 p.m.	Conference operations.
Monday, Sept. 21, 2026	Evening	Soundcheck for following sessions.
Tuesday, Sept. 22, 2026	8:00 a.m.–8:00 p.m.	Conference operations; awards dinner occurs in the evening. Mountain Stage audio is required Tuesday evening.
Wednesday, Sept. 23, 2026	By 10:00 p.m.	Strike/load-out complete.

Breakout session hours are to follow the event schedule provided by Agency. Vendor shall remain sufficiently staffed and technically capable to support simultaneous activity in Ballroom C, the Atrium, and the three breakout rooms as required. See Exhibit C for stage plot.



EXHIBIT C
STAGE PLOT
AUDIO / VISUAL SERVICES – GOVERNOR’S CONFERENCE 2026
ARFQ TOR2700000005

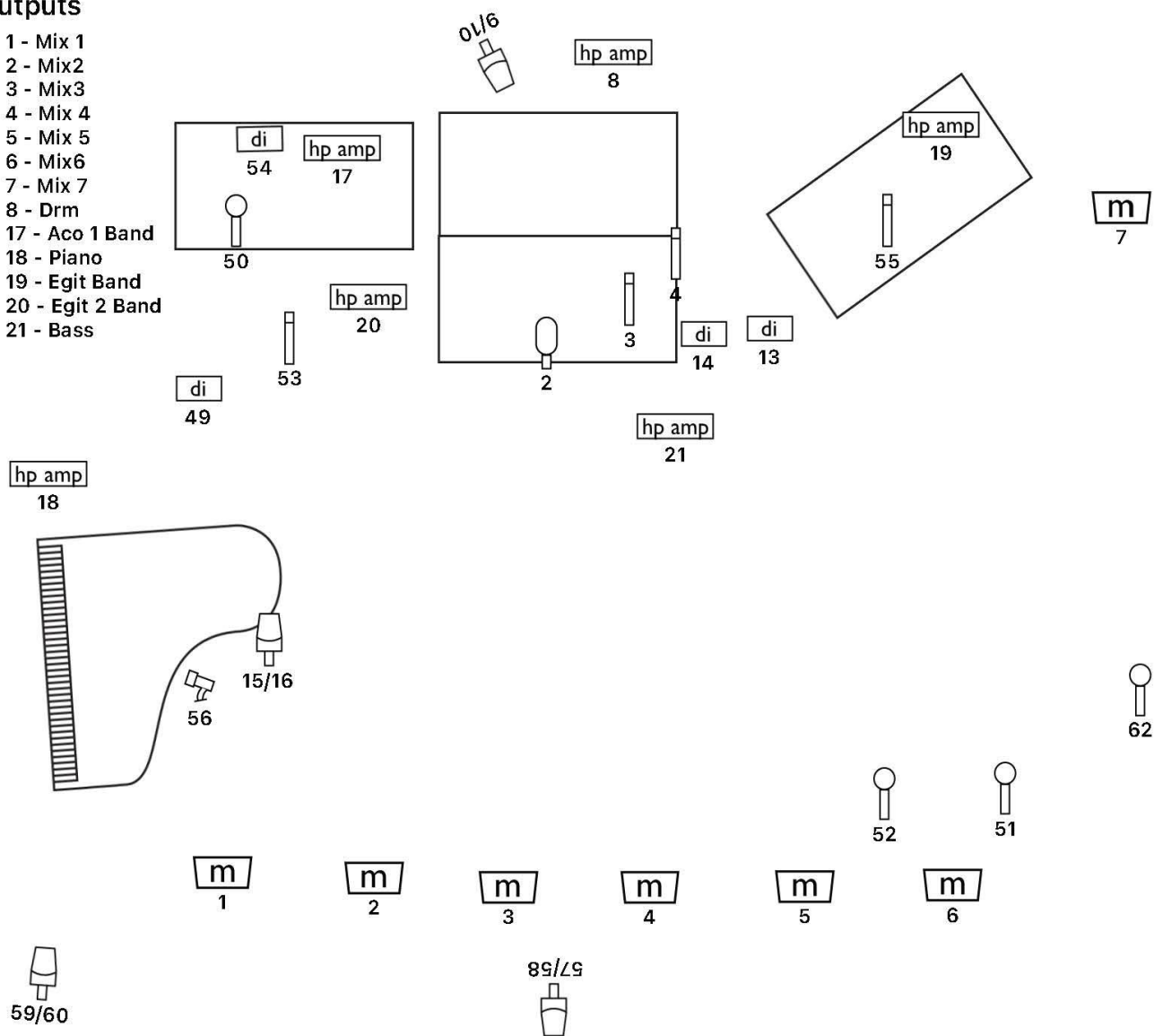
MTN STAGE Input/output 2026

Inputs

- 2 - Kik Out
- 3 - Snare
- 4 - Hat
- 9/10 - Overhead
- 13 - Mtn Stage Bass
- 14 - Guest Bass
- 15/16 - Dpa
- 49 - Band Aco 2
- 50 - Harp
- 51 - Guest Voc
- 52 - Host
- 53 - Egit 2 Band
- 54 - Aco 1 Band
- 55 - Egit 1 Band
- 56 - 98 Pno
- 57/58 - Audienc
- 59/60 - Km184
- 62 - Announcer

Outputs

- 1 - Mix 1
- 2 - Mix2
- 3 - Mix3
- 4 - Mix 4
- 5 - Mix 5
- 6 - Mix6
- 7 - Mix 7
- 8 - Drm
- 17 - Aco 1 Band
- 18 - Piano
- 19 - Egit Band
- 20 - Egit 2 Band
- 21 - Bass



Other Items

- 12 Inch
- 4-6 Inch Tall
- Aco Riser 12 Inch
- Drum Riser 12 Inch





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PRICING CERTIFICATION

By signing below, Vendor certifies that the Total Bid Price includes all labor, equipment, materials, transportation, travel, installation, teardown, supervision, insurance, taxes, overhead, and profit necessary to provide complete services in accordance with the Specifications. No additional charges will be billed to the Agency.

Vendor Name: _____
Authorized Representative (Print): _____
Signature: _____
Title: _____
Phone: _____
Email: _____
Date: _____

