



STATE OF WASHINGTON
OFFICE OF FINANCIAL MANAGEMENT

**LETTER TO REQUEST BIDS
16-1700**

Audio/Visual Services for the 2016 Lean Transformation Conference

AMENDMENT NO. TWO (2)

OFM RESPONSE TO BIDDER QUESTIONS

08.19.2016

OFM Answers to Bidders' Questions

This OFM Answer to Bidders' Questions may only explain or clarify some aspect that is already addressed in the LRB. However, some of the answers may also supplement or change what was previously stated in the LRB or in an exhibit.

Therefore it is important that bidders review all questions and answers, and not just those which they may have submitted.

1. **Question:** *Is the Greater Tacoma Convention and Trade Center (GTCTC) in-house AV Contractor allowed to bid on this contract utilizing their already installed equipment and personnel?*

OFM Answer: **The GTCTC in-house AV Contractor is allowed to bid on this engagement. The GTCTC in-house AV Contractor does not have installed equipment, but does have staff.**

2. **Question:** *Can you please provide a summary of any roles that GTCTC or its in-house AV Contractor expect to be engaged to perform, notwithstanding other bidders' performance of bid products and services?*

Clarification from Vendor: *We don't understand if the GTCTC in-house vendor is going to be excluded from bidding on Request for Bid #16-700, or will they be bidding on all or some services to the project under that Request for Bid, or whether they are excluded from bidding but will have a role in coordinating with the successful builder – and, if so, what is the scope thereof and who will the costs that they want to pass on need to be borne by bidder or will they be absorbed separately by the State of Washington.*

OFM Answer: **The GTCTC in-house AV Contractor is not excluded from bidding on this engagement and, if they choose to bid, will be bidding the entire project as would any other bidder.**

3. **Question:** *Are other bidders required to compensate GTCTC or its in-house vendor for any products, or services, or access points for rigging as additional costs to be considered by bidders?*

OFM Answer: No.

4. **Question:** *Can you please clarify why connections are provided to, but GTCTC does not provide house sound systems to an outside AV provider?*

OFM Answer: GTCTC loses money when outside AV is brought in. Reminder: No connections are provided. Outside companies are required to operate completely separate from the GTCTC "house" sound systems, with portable audio in all breakout rooms.

5. **Question:** *Can you please provide dimensional drawings with rigging plot(s) for all proposed venues to be serviced by bidders?*

OFM Answer: When the successful bidder is chosen, GTCTC will provide a diagram with steel attached. The only rigging is in Exhibit Hall B.

6. **Question:** *When Conference Room, Ballroom, or Room venues are listed and no "standard" has been identified against listed Equipment (Video, Audio, Lighting), is it up to the bidder to determine what equipment and services will be provided at their discretion?*

OFM Answer: Yes, that is correct.

7. **Question:** *If video, audio, or lighting equipment are not an indicated category in any of the venues, is it to be assumed none is to be bid?*

OFM Answer: Yes, that is correct. All listed rooms have video and audio equipment categories indicated; the bidder is required to list out the equipment needed to provide a successful audio-visual experience for attendees and speakers. The only rooms for which lighting equipment is indicated are Exhibit Hall B and Ballrooms A and D.

8. **Question:** *Is it correct that no staging, pipe or drape or other types of equipment are to be provided by bidders and only audio, video and lighting is to be addressed?*

OFM Answer: Yes, that is correct.

9. **Question:** *Is a walk-through being planned for bidders who would be interested?*

OFM Answer: GTCTC is available to do this on September 1 before noon. If you are interested in participating in a walk-through on one of these days, contact Bonnie Lindstrom by 1:00 pm August 30.

10. **Question:** *Has an agenda been established for the days of operation of the conference and will it be sent to interested parties at least one week prior to bid submittal date so a vendor can determine schedule and concurrence of events for efficient personnel scheduling?*

OFM Answer: Yes, see draft agenda* below.

Day 1 – Tuesday, October 18	
8:30 am	Registration
9:00 am	Welcome & Opening Remarks by Governor Jay Inslee, Exhibit Hall B
9:30 am	Keynote Presentation, Exhibit Hall B
11:00 am	Lunch and Breakout Sessions (all rooms)
12:15 pm	Lunch and Breakout Sessions (all rooms)
1:30 pm	Breakout sessions (all rooms)
2:45 pm	Breakout sessions (all rooms)
3:45 pm	End for day
Day 2 – Wednesday, October 19	
8:30	Keynote Presentation, Exhibit Hall B
9:45	Panel of Experts or Breakout Sessions (TBD - Exhibit Hall B or all rooms)
11:30	Lunch and Breakout Sessions (all rooms)
12:45	Lunch and Breakout Sessions (all rooms)
2:00	Breakout sessions (all rooms)
3:00	End conference

**Note: Agenda is subject to change.*

11. **Question:** *If the agenda is not available, is bidder to provide rates per hour by venue?*

OFM Answer: Not applicable, since the agenda is available.

12. **Question:** *Is it correct that equipment rental \$ only is to indicated on pages 5, 6, and on page 7 above the last section "LABOR" and are such rental amounts to include sales tax?*

OFM Answer: Yes to both questions.

13. **Question:** *In the LABOR section, should the word "Strike" listed after "Event Day 2" be deleted as "Tear Down and Strike are likely the same and Tear Down is indicated on line 4 under Description?"*

OFM Answer: Yes, that is correct. We updated Attachment A and removed the "Strike" from that line as it was redundant with the Tear Down on line 4.

14. **Question:** *Are there any minimum technology requirements such as high definition (16:9) versus standard definition (4:3) formats for video screens?*

OFM Answer: There are not any minimum technology requirements. The goal is to provide a successful audio and visual experience for all conference speakers and attendees (over 2,500 people). Attendees sitting in the back of the rooms should be able to have as good of audio-visual experience as those in front.

15. **Question:** *What are the expected video input connections for each venue/room?*

OFM Answer: The only expected video input connection is 100 feet of VGA cable for Exhibit Hall B to run from podium to riser.

16. **Question:** *What is the maximum number of lapel/back-up microphones needed in each room to accommodate number of speakers?*

OFM Answer: For each breakout room (ballrooms and small rooms), we need one lapel mic and two hand-held wireless mics. For Exhibit Hall B, we need six lapel mics and six hand-held wireless mics.

17. **Question:** *If the GTCTC is providing a podium mic in each room, are bidders expected to provide mixing, amplification/reinforcement and distribution services/equipment?*

OFM Answer: We discovered GTCTC will not be providing a podium mic in each room; this equipment will need to be added to the Bidder's breakdown of equipment costs in Attachment A. Bidders are expected to provide amplification equipment and services in all rooms listed in Attachment A. Attachment A has been revised to reflect this change. Also, see Attachment A-Important Notes.

18. **Question:** *Are any additional amplification/reproduction services required for any venues/rooms - such as music playback or the like?*

OFM Answer: No, we don't need these additional services.