

# Attachment A – Bid Template

## AMENDED

Client	Venue / Site	Bidder (include contact information below)
Office of Financial Management PO Box 43113 Olympia, WA 98504-3113	Greater Tacoma Convention & Trade Center Ex Hall B & Breakouts 1500 Broadway Tacoma, WA 98402	

### Venue ~~Video and Audio~~ Audio-Visual Information:

For purposes of this bid, the conference venue, GTCTC, provides:

- ~~Complimentary podium mic in each conference room.~~
- Risers in Exhibition Hall B, ballrooms, and breakout rooms.
- Power ~~and connection to house audio with XLR plug~~ at each riser.
- Power supply source, chair and table for videographer near the projectors, if needed. AV bidder will need to run power to locations.
- Riser with chair approximately midway between the stage and back wall, with power, if needed, and ~~connection to house audio with XLR plug.~~

Note: Power is available throughout the venue. Once a contractor is hired, GTCTC will sort out the contractor's full power needs.

The conference venue does NOT provide:

- "House" sound systems to an outside AV provider.
- XLR audio lines or connections to the risers.

**More information for GTCTC:** GTCTC Rigging Guidelines,  
[http://www.gtctc.org/images/pdf/Rigging\\_Guidelines\\_5.20.15.pdf](http://www.gtctc.org/images/pdf/Rigging_Guidelines_5.20.15.pdf)

### IMPORTANT NOTES:

- Exhibit Hall B Audio must be "flown" Line Array or Line Array "type" sound system with additional front fill.
- All other ballrooms and breakout rooms must be self-contained regarding audio.

\*\*The pricing tables below do not include mathematical formulas for automatic calculations. Please calculate and enter total costs manually.

Conference Room <b>Bidder list all equipment below</b>	Equipment Description <b>Specify brand, type, etc for equipment</b>	Qty	Cost/ Unit	Days	Total
<b>EXHIBIT HALL B: Capacity = 2,508 (Plenary Sessions)</b>					
<del>Video-Visual</del> Equipment	<b>Notes:</b> Bidder shall provide 100 feet of VGA cable.				
				2	
				2	
<i>Insert more rows as needed</i>				2	
<b>Audio Equipment</b>	<b>Notes:</b> Standard is <u>one podium mic</u> , one wireless lapel mic per presenter with <u>6 hand-held wireless mics as back up</u> . Up to 6 presenters at a time <u>for a total of 6 lapel mics</u> . If TVW participates, they will require an XLR audio patch from our mixer. TVW is a Washington State Public Affairs Network that films the				

Conference Room Bidder list all equipment below	Equipment Description Specify brand, type, etc for equipment	Qty	Cost/ Unit	Days	Total
	Washington State Legislature and other public affairs events. Have several 3-Pin XLR Female to 1/8" (3.5mm) male adapter cables available, if needed. <u>Bidder shall provide an XLR audio line to the riser.</u>				
				2	
				2	
<i>Insert more rows as needed</i>				2	
<b>Lighting Equipment</b>	<b>Notes:</b> <u>No special notes.</u>				
				2	
				2	
<i>Insert more rows as needed</i>				2	
<b>BALLROOMS A &amp; D: Capacity each = 416</b>					
<b>Video-Visual Equipment</b>	<b>Notes:</b> <u>No special notes</u> <del>The state-provided videographer will require an XLR audio patch from our mixer.</del>				
				2	
				2	
<i>Insert more rows as needed</i>				2	
<b>Audio Equipment</b>	<b>Notes:</b> <u>Standard is one podium mic, one wireless lapel mic per presenter and two wireless hand-held mics as back-up.</u> <u>The Bidder shall provide an XLR line to the riser.</u>				
				2	
				2	
<i>Insert more rows as needed</i>				2	
<b>Lighting Equipment</b>	<b>Notes:</b> <u>We want Bidders to respond to this section for one of the Ballrooms (A or D) for us to consider as an option.</u>				
				2	
				2	
<i>Insert more rows as needed</i>				2	
<b>BALLROOM BC: Capacity = 402</b>					
<b>Video-Visual Equipment</b>	<b>Notes:</b> <u>The state-provided videographer will require an XLR audio patch from our mixer.</u> <u>No special notes.</u>				
				2	
				2	
<i>Insert more rows as needed</i>				2	
<b>Audio Equipment</b>	<b>Notes:</b> <u>Standard is one podium mic, one wireless lapel mic and two wireless hand-held mics.</u> <del>Standard is one wireless lapel mic per presenter with hand-held mics as back-up.</del> <u>Bidder shall provide an XLR audio line to the riser.</u>				
				2	
				2	
<i>Insert more rows as needed</i>				2	
<b>ROOMS 315 &amp; 317: Capacity each = 168</b>					
<b>Video-Visual Equipment</b>	<b>Notes:</b> <u>The state-provided ideographer will require an XLR audio patch from our mixer.</u> <u>No special notes.</u>				
				2	
				2	
<i>Insert more rows as needed</i>				2	

Conference Room Bidder list all equipment below	Equipment Description Specify brand, type, etc for equipment	Qty	Cost/ Unit	Days	Total
<b>Audio Equipment</b>	<b>Notes:</b> <u>Standard is one podium mic, one wireless lapel mic and two wireless hand-held mics. Standard is one wireless lapel mic per presenter with hand-held mics as back-up.</u>				
				2	
				2	
<i>Insert more rows as needed</i>				2	
<b>ROOM 316: Capacity = 216</b>					
<b>Video Visual Equipment</b>	<b>Notes:</b> <u>The state-provided videographer will require an XLR audio patch from our mixer. No special notes.</u>				
				2	
				2	
<i>Insert more rows as needed</i>				2	
<b>Audio Equipment</b>	<b>Notes:</b> <u>Standard is one podium mic, one wireless lapel mic and two wireless hand-held mics. Standard is one wireless lapel mic per presenter with hand-held mics as back-up.</u>				
				2	
				2	
<i>Insert more rows as needed</i>				2	
<b>ROOM 318: Capacity = 175</b>					
<b>Video Visual Equipment</b>	<b>Notes:</b> <u>The state-provided videographer will require an XLR audio patch from our mixer. No special notes.</u>				
				2	
				2	
<i>Insert more rows as needed</i>				2	
<b>Audio Equipment</b>	<b>Notes:</b> <u>Standard is one wireless lapel mic and two wireless hand-held mics. Standard is one wireless lapel mic per presenter with hand-held mics as back-up.</u>				
				2	
				2	
<i>Insert more rows as needed</i>				2	
<b>ROOM 407: Capacity = 152</b>					
<b>Video Equipment</b>	<b>Notes:</b> <u>The state-provided videographer will require an XLR audio patch from our mixer. No special notes.</u>				
				2	
				2	
<i>Insert more rows as needed</i>				2	
<b>Audio Equipment</b>	<b>Notes:</b> <u>Standard is one podium mic, one wireless lapel mic and two wireless hand-held mics. Standard is one wireless lapel mic per presenter with hand-held mics as back-up.</u>				
				2	
				2	
<i>Insert more rows as needed</i>				2	

**LABOR:**

<b>Description</b>	<b>QTY</b>	<b>RATE</b>	<b>HOURS</b>	<b>TOTAL</b>
Set Up (October 17, 2016)				
Event Day 1 on-site support (October 18, 2016)				
Event Day 2 and <del>Strike</del> on-site support (October 19, 2016)				
Tear Down (October 19, 2016)				
<i>Insert more rows as needed for various rates and hours.</i>				
			<b>Labor:</b>	

Subtotal:	
Discount:	
Subtotal:	
Sales Tax:	
<b>Total</b>	