



AV Services RFP Questions & Answers

Question: Does the venue or AV company currently charge a service charge for AV services. Does the venue keep 100% of service charge?

Answer: No, we do not charge a service charge for AV services.

Question: Can you please provide the Total topline AV revenue achieved in 2023, 2024 and YTD or budgeted for 2025?

Answer:

	2025 Forecast*	2024	2023
Gross Revenue	\$2,001,547	\$1,720,749	\$1,518,615

*For 2025, we have included our year-to-date actuals through August 2025 and our projections for September – December 2025 based on expected business volume through the end of the year.

Question: Please share the percentage mix by event type (corporate, association, nonprofit, etc.) and any notable seasonality trends (peak and low months).

Answer:

A breakdown of the number of events we host annually per market segment is below.

Association	Community	Corporate	Other
24%	37%	30%	10%

Our business volume is highly seasonal. Our peak periods are typically March 1 – June 15 & September 1 – November 15. We typically see a sharp decline in volume in July & August.

Question: Are there any planned expansions or renovations that could impact AV services during the contract term?

Answer: Yes, in July & August 2026, Center Hall, our 36,000 square foot ballroom, will be closed for renovation precluding any business from being booked in that space.

Question: Is there flexibility, based on the quality of the proposal, to structure the agreement for a three-year initial term instead of the stated two years due to capital expenditures, staffing considerations, etc.

Answer: No, this is our standard professional services contract term. Historically, we have exercised the option to extend the contract for the full three additional years, as outlined in the Expected Performance Period section of the RFP.



Question: *Can you please provide your current AV price list?*

Answer: Below you will find a breakdown of pricing for our basic meeting room packages and supplies. Most events receive a custom quote to meet their specific needs.

Description	2025 Price
AV Equipment	
Computer Audio Patch	50.00
Flipchart (stand only)	20.00
Flipchart w/ pens & paper	50.00
Whiteboard w/ pens & eraser	75.00
Wired Microphone (Handheld)	50.00
Wired Microphone (Standing Mic)	50.00
Wired Microphone (Table Mic)	50.00
Wireless Microphone (Handheld)	165.00
Wireless Microphone (Lavalier)	165.00
Wireless Powerpoint Remote	30.00
AV Meeting Packages (Breakout)	
Dual Projector & Screen Package	1,750.00
Projector & Screen Package	800.00
Projector Assistance Package	250.00
Projector, Screen & Audio Package	1,000.00
Triple Projector & Screen Package	2,400.00
AV Theater Packages	
Theater Projection Pkg- 14'	1,900.00
Theatre Projection Pkg- 16'	2,500.00
Theater Projection Pkg- 20'	3,800.00
Outside AV Support	
Center Hall Audio Patch	400.00
Center Hall Lighting Controller	300.00
Half Hall Audio Patch	200.00
Meeting Room- 4th Floor	125.00
Rigging Review	300.00
Lecterns	
Additional Standing Lectern	75.00
LABOR	
Dedicated Operator	105/hr

Question: *Do you currently have a union agreement with Local 15?*



Answer: Our convention center operation does not have a union agreement with IATSE Local 15; however, they do operate the theatrical equipment in our performing arts center. When convention center events utilize this space, the theatre union crew operates lights, sound and rigging and the AV contractor handles video services.

Question: *The proposal length is not to exceed 30 pages. Are the attachments you require in addition to the 30-page proposal page count?*

Answer: The two example proposals in response to attachment D&E may be in addition to the 30 pages. Please keep the rest of your response within that limit.

Question: *Are electronic submission in landscape (8.5 x 11) format acceptable?*

Answer: Yes

Question: *Regarding the commission structure, are there any preexisting commission structure requirements that you would expect to see? To ensure I properly understand the process at Meydenbauer, do clients pay the AV provider directly, or do they pay Meydenbauer who then in turns pays the AV provider?*

Answer: We are asking respondents to provide their most competitive commission structure. It is up to the bidder to determine the commission structure. Typically, clients pay the AV provider directly. There are rare occasions where the client requires all services be an single invoice, in which case Meydenbauer Center collects payment.

Question: *Is there an expectation that the AV provider will keep and maintain equipment onsite? Or will the provider be able to transport equipment as necessary as each individual event requires?*

Answer: Our expectation is that the AV provider will keep and maintain certain equipment onsite, including flown projectors, microphones, sound boards, and other frequently used items. Equipment that is large, unique, or infrequently required may be transported in as needed for specific events.

Question: *Do you have insurance coverage minimums the AV provider will be required to meet?*

Answer: Yes. Below you will find the insurance requirements typically outlined in our professional services contracts.

INSURANCE



The Contractor shall procure and maintain in full force throughout the duration of the Agreement comprehensive general liability insurance with a minimum coverage of \$1,000,000 per occurrence/\$2,000,000 aggregate for personal injury and property damage. Said policy shall name the Authority as an additional insured and shall include a provision prohibiting cancellation or reduction in the amount of said policy except upon thirty (30) days prior written notice to the Authority. Cancellation of the required insurance shall automatically result in termination of this Agreement.

The Contractor shall procure and maintain automobile liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident. The automobile liability insurance shall cover all owned, non-owned, hired and leased vehicles.

In addition to the insurance provided for in Paragraphs A and B above, the Contractor shall procure and maintain in full force professional liability insurance for those services delivered pursuant to the Agreement that, either directly through Contractor employees or indirectly through contractual or other arrangements with third parties, involve providing professional services. Such professional liability insurance shall be maintained in an amount not less than \$1,000,000 combined single limit per claim/aggregate.

The Contractor, its sub-contractors, if any, and any other employers providing work, labor or materials, under Contractor Agreements, are subject to Workers' Compensation coverage as required by the Industrial Insurance Laws of the State of Washington.

Certificates of coverage as required by Paragraphs A and B above shall be delivered to the Authority within fifteen (15) days of execution of this Agreement, and Contractor shall provide full policy documents to the Authority upon request.

Question: *Are the expectations that the onsite manager and sales representative will be working at the Meydenbauer Center five days per week? Or would they be able to work remotely or from other office locations while still being assigned full-time to Meydenbauer specific work?*

Answer: It is our desire to have the onsite manager and sales representative work predominantly from our facility. Our Meydenbauer Center sales and events staff typically work on site four days a week with an option to work remotely a day a week if it meets the needs of the business. The AV staff is expected to be regularly available for client meetings and site tours.