

SOLICITATION NUMBER: 2026-104 (RFP) Production Labor Provider
Addendum Number: Two (2)

The purpose of this addendum is to modify the Request for Proposal Solicitation identified as **2026-104 (RFP) Production Labor Provider** (“Solicitation”) to reflect the change(s) identified and described below.

Applicable Addendum Category:

- ☐ Modify bid opening date and time
- ☒ Modify specifications of product or service being sought
- ☒ Attachment of vendor questions and responses
- ☐ Attachment of pre-bid sign-in sheet
- ☒ Correction of error
- ☐ Other:

Description of Modification to Solicitation: Addendum 2 is issued to attach vendor questions and responses. The responses below modify the rate exhibit requirements of Section 4, Tab 7 and correct certain section and exhibit references in the Service Agreement, as stated in Answers 1 and 4.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

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Questions and Answers

Q1: Rate format. Section 4, Tab 7 (pages 9–11) provides rate tables listing the same 13 roles for each facility. The Exhibits in Attachment A (pages 28–34) list different roles, including Rigger – Head, High Steel and Low Steel Rigger, Rigger on Lift, and All other Hands. They have no separate lines for Audio Console Operator, Lighting Console Operator, or Carpet Layer / Set Assembly, and the Convention Center exhibit has no Spotlight Operator line. Should proposers complete the Section 4 tables, the Attachment A exhibits, or both? If both, which will be incorporated into the executed Service Agreement?

A1: Proposers shall enter their rates and administrative fee percentages only on the revised Tab 7 rate tables attached to this Addendum, which replace in their entirety the rate tables in Section 4, Tab 7 (pages 9–11). The revised tables use the same position roles as the Exhibits in Attachment A. The Exhibits in Attachment A (pages 28–34) show the estimated hours for each position and shall not be completed by proposers. The completed revised Tab 7 rate tables shall be submitted under Tab 7 of the proposal and will be incorporated into the executed Service Agreement as Exhibits A, B, and C.

Audio console and lighting console operation are included in the “Technical Heads (House/Show Elec, Console, Audio)” role. Carpet laying and set assembly are included in “All other Hands.” The Charleston Convention Center does not require a separate Spotlight Operator rate.

The “Total Hours” figures shown in the Exhibits are cost-estimation assumptions used for evaluation purposes only and do not guarantee any minimum number of hours or amount of work.

Q2: Convention Center hours for 2030. In Exhibit B, the 2030 table (page 32) shows 121 hours for Technical Heads, 86 for Forklift Operator, and 362 for All other Hands. The 2027–2029 tables show 191, 88, and 52 hours for the same roles. Please confirm which hours are correct for 2030.

A2: The correct 2030 Convention Center hours are 191 hours for Technical Heads, 88 hours for Forklift Operator, and 52 hours for All other Hands. Exhibit B in Attachment A is corrected accordingly.

Q3: Theater supervision. The Section 4 Theater rate card (page 11) includes Supervisor and Assistant Supervisor, but the Attachment A Exhibit C tables (pages 33–34) do not. The staffing thresholds in Agreement Sections 3.f and 3.g (Supervisor Above the Call when a Work Call exceeds 12; Assistant Supervisor when it exceeds 32) reference only the Coliseum and Convention Center. Should proposers quote Supervisor and Assistant Supervisor rates for the Theater, and if so, what thresholds apply there?

A3: No. Exhibit C does not include Supervisor or Assistant Supervisor roles, and proposers shall not quote rates for those roles at the Charleston Theater. The Theater, a 770-seat capacity venue, does not have any history of productions that require a labor call that exceeds 12 hands. The Supervisor and Assistant Supervisor provisions in Agreement Sections 3.f, 3.g, and 3.h apply to Work Calls at the Charleston Coliseum and Charleston Convention Center.

Q4: Administrative fee. Agreement Section 7 refers to the administrative service fee "as denoted in Section 3.p," but the fee appears to be defined in Section 3.s. Please confirm. Also, may the administrative fee percentage differ by facility, as the separate fee lines on Exhibits A, B, and C suggest?

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A4: Confirmed. The reference in Agreement Section 7 to “Section 3.p” is corrected to read “Section 3.s.” In addition, the reference in Agreement Section 7 to “Exhibit A or Exhibit B – Rate Cards” is corrected to read “Exhibit A, Exhibit B, or Exhibit C – Rate Cards.”

No. The administrative fee is not intended to vary by venue and has not historically. The administrative fee percentage may differ by contract year but shall be the same for all Facilities. Proposers shall enter the same administrative fee percentage for each contract year (2027–2030) on each of Exhibits A, B, and C.

Q5: Insurance. RFP Section 6.2 and Agreement Section 10 do not state minimum coverage limits. Please provide any required minimum limits for General Liability and any other required coverage.

A5: The selected PLP shall maintain, at a minimum, the following insurance coverage throughout the term of the Service Agreement:

- (a) Workers’ Compensation – statutory limits as required by West Virginia law;
- (b) Employer’s Liability – \$1,000,000 each accident;
- (c) Commercial General Liability – \$1,000,000 per occurrence and \$2,000,000 general aggregate; and
- (d) Umbrella/Excess Liability – \$2,000,000 per occurrence and aggregate.

The Operator, the City of Charleston, and any sub-contracted management service provider to the Operator shall be named as additional insureds on the General Liability policy, as required by RFP Section 6.2 and Agreement Section 10. Certificates of insurance shall be provided prior to execution of the Service Agreement and annually thereafter.

Q6: Wage requirements. RFP Section 6.3 and Agreement Section 8 reference applicable wage requirements under the Code of the City of Charleston. Does any City wage ordinance or prevailing wage rate apply to these services? If so, please provide the citation.

A6: No prevailing wage rate applies to these services. West Virginia’s prevailing wage law (W. Va. Code §21-5A) was repealed in 2016 and applied only to the construction of public improvements. There is no wage ordinance under the Code of the City of Charleston that applies to these services. The PLP shall comply with all applicable federal and West Virginia wage and hour laws, including the West Virginia Minimum Wage and Maximum Hours Standards (W. Va. Code §21-5C) and the West Virginia Wage Payment and Collection Act (W. Va. Code §21-5).

Q7: May an out-of-state production company submit a proposal using an identified local staffing partner or subcontractor to meet the 24/7 staffing requirements?

A7: Out-of-state firms may submit proposals. However, Agreement Section 2.b requires that the work be performed by PLP Assigned Employees and provides that the PLP’s services “shall not be provided by or assigned to any other person or employer, whether through a temporary agency, subcontract, lease, or other transfer.” Accordingly, a local staffing partner or subcontractor may not be used to meet the staffing requirements of this Solicitation.

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Q8: Are any local office, response-time or minimum local staffing requirements mandatory beyond those expressly stated in the RFP?

A8: No. There are no local office, response-time, or minimum local staffing requirements beyond those expressly stated in the RFP and the Service Agreement, including the 24/7 staffing availability and Work Call notification provisions. The Operator will provide an on-site PLP office within the Facility in accordance with Agreement Section 3.m.

Q9: Must all labor categories be covered by one proposer, and may comparable venue references from an identified staffing partner be included?

A9: Yes. A single proposer must provide all labor categories using its own Assigned Employees, consistent with Agreement Section 2.b. References submitted under Tab 4 must be from venues for which the proposer itself has provided comparable production labor staffing services within the last three (3) years. References for a staffing partner or any other firm will not be considered.

Q10: Which City registrations and tax/fee good-standing requirements must be completed before proposal submission versus contract award?

A10: Prior to proposal submission: Tab 1 of the proposal must include (a) a statement that the firm's Workers' Compensation and Unemployment accounts are in good standing, and (b) a statement that the firm is in good standing with the City Collector's Office regarding its tax and fee obligations to the City of Charleston. A proposer that has no existing account with the City Collector's Office shall so state.

Prior to execution of the Service Agreement: the selected PLP must provide:

- (a) A City of Charleston business license and municipal Business and Occupation (B&O) tax registration;
- (b) Registration with the West Virginia Secretary of State to conduct business in West Virginia (if a foreign entity);
- (c) Registration with the West Virginia State Tax Department; and
- (d) Certificates of insurance meeting the requirements stated in Answer 5 above.

REVISED RATE CARDS

Revised Exhibit A – Charleston Coliseum Rate Card

Revised Exhibit B – Charleston Convention Center Rate Card

Revised Exhibit C – Charleston Theater Rate Card

These Revised Exhibits replace in their entirety the rate tables in Section 4, Tab 7 (pages 9–11)

Exhibit A – Charleston Coliseum Rate Card

Administrative Fee: 2027: ____% | 2028: ____% | 2029: ____% | 2030: ____%

Position / Role	2027 Rate (\$/hr)	2028 Rate (\$/hr)	2029 Rate (\$/hr)	2030 Rate (\$/hr)
Supervisor	\$_____	\$_____	\$_____	\$_____
Assistant Supervisor	\$_____	\$_____	\$_____	\$_____
Technical Heads (House/Show Elec, Console, Audio)	\$_____	\$_____	\$_____	\$_____
Rigger - Head	\$_____	\$_____	\$_____	\$_____
High Steel Rigger - Coliseum	\$_____	\$_____	\$_____	\$_____
Low Steel Rigger - Coliseum	\$_____	\$_____	\$_____	\$_____
Ground Rigger	\$_____	\$_____	\$_____	\$_____
Forklift Operator	\$_____	\$_____	\$_____	\$_____
Spotlight Operator	\$_____	\$_____	\$_____	\$_____
Truck Loader / Unloader	\$_____	\$_____	\$_____	\$_____
Camera Operator	\$_____	\$_____	\$_____	\$_____
All other Hands	\$_____	\$_____	\$_____	\$_____
<i>Note: Hourly rates must be stated to \$.00, \$.25, \$.50, or \$.75. Overtime rate (12:00 AM – 6:59 AM) = 1.5x base rate. Holiday rate = 1.5x base rate. Commercial Rate = applicable role rate + \$5.00/hr.</i>				

Exhibit B – Charleston Convention Center Rate Card

Administrative Fee: 2027: ____% | 2028: ____% | 2029: ____% | 2030: ____%

Position / Role	2027 Rate (\$/hr)	2028 Rate (\$/hr)	2029 Rate (\$/hr)	2030 Rate (\$/hr)
Supervisor	\$_____	\$_____	\$_____	\$_____
Assistant Supervisor	\$_____	\$_____	\$_____	\$_____
Technical Heads (House/Show Elec, Console, Audio)	\$_____	\$_____	\$_____	\$_____
Climbing Rigger	\$_____	\$_____	\$_____	\$_____
Rigger on Lift	\$_____	\$_____	\$_____	\$_____
Down Rigger	\$_____	\$_____	\$_____	\$_____
Forklift Operator	\$_____	\$_____	\$_____	\$_____
Truck Loader / Unloader	\$_____	\$_____	\$_____	\$_____
Camera Operator	\$_____	\$_____	\$_____	\$_____
All other Hands	\$_____	\$_____	\$_____	\$_____

Note: Hourly rates must be stated to \$.00, \$.25, \$.50, or \$.75. Overtime rate (12:00 AM – 6:59 AM) = 1.5x base rate. Holiday rate = 1.5x base rate. Commercial Rate = applicable role rate + \$5.00/hr.

Exhibit C – Charleston Theater Rate Card

Administrative Fee: 2027: ____% | 2028: ____% | 2029: ____% | 2030: ____%

Position / Role	2027 Rate (\$/hr)	2028 Rate (\$/hr)	2029 Rate (\$/hr)	2030 Rate (\$/hr)
Technical Heads	\$_____	\$_____	\$_____	\$_____
Up Rigger (on the grid)	\$_____	\$_____	\$_____	\$_____
Down Rigger	\$_____	\$_____	\$_____	\$_____
Truck Loader / Unloader	\$_____	\$_____	\$_____	\$_____
Camera Operator	\$_____	\$_____	\$_____	\$_____
All other Hands	\$_____	\$_____	\$_____	\$_____

Note: Hourly rates must be stated to \$.00, \$.25, \$.50, or \$.75. Overtime rate (12:00 AM – 6:59 AM) = 1.5x base rate. Holiday rate = 1.5x base rate. Commercial Rate = applicable role rate + \$5.00/hr.

Corrected Exhibit B

**SERVICE AGREEMENT FOR PRODUCTION LABOR
SERVICES**

EXHIBIT B

Charleston Convention Center Rate Card

Wages: The proposed rate of pay for all PLP Assigned Employees effective from the execution date of an agreement between the Parties February 1, 2027 through December 31, 2027, with proposed annual increases effective January 1, 2028 through December 31, 2028, and January 1, 2029 through December 31, 2029 and January 1, 2030 through December 31, 2030, as follows:

Hourly Rate should be stated to \$.00, \$.25, \$.50 or \$.75.

2027 - ____ % administrative fee equal to a percentage of the gross billing of labor

2028 - ____ % administrative fee equal to a percentage of the gross billing of labor

2029 - ____ % administrative fee equal to a percentage of the gross billing of labor

2030 - ____ % administrative fee equal to a percentage of the gross billing of labor

PLP Proposed Wage Rate Schedule – February 1, 2027 - December 31, 2027

Convention Center Position Title / Assigned Employees	PLP's Proposed Standard Hourly Rate	Total Hours of the Assigned Employees for Cost Assumption	Extended Total Cost of Assigned Employees for Cost Estimation (rate x hours)
Supervisor	\$	50	\$
Asst. Supervisor	\$	0	\$
Technical Heads (House/Show Elec, Console, Audio)	\$	191	\$
Climbing Rigger (off the lift / above the grid)	\$	8	\$
Rigger on Lift	\$	8	\$
Down Rigger	\$	8	\$
Forklift Operator	\$	88	\$
Truck Loader / Unloader	\$	8	\$
Camera Operator	\$	8	\$
All other Hands	\$	52	\$

PLP Proposed Wage Rate Schedule – January 1, 2028 - December 31, 2028

Convention Center Position Title / Assigned Employees	PLP's Proposed Standard Hourly Rate	Total Hours of the Assigned Employees for Cost Assumption	Extended Total Cost of Assigned Employees for Cost Estimation (rate x hours)
Supervisor	\$	50	\$
Asst. Supervisor	\$	0	\$
Technical Heads (House/Show Elec, Console, Audio)	\$	191	\$
Climbing Rigger (off the lift / above the grid)	\$	8	\$
Rigger on Lift	\$	8	\$
Down Rigger	\$	8	\$
Forklift Operator	\$	88	\$
Truck Loader / Unloader	\$	8	\$
Camera Operator	\$	8	\$
All other Hands	\$	52	\$

PLP Proposed Wage Rate Schedule – January 1, 2029 - December 31, 2029

Convention Center Position Title / Assigned Employees	PLP's Proposed Standard Hourly Rate	Total Hours of the Assigned Employees for Cost Assumption	Extended Total Cost of Assigned Employees for Cost Estimation (rate x hours)
Supervisor	\$	50	\$
Asst. Supervisor	\$	0	\$
Technical Heads (House/Show Elec, Console, Audio)	\$	191	\$
Climbing Rigger (off the lift / above the grid)	\$	8	\$
Rigger on Lift	\$	8	\$
Down Rigger	\$	8	\$
Forklift Operator	\$	88	\$
Truck Loader / Unloader	\$	8	\$
Camera Operator	\$	8	\$
All other Hands	\$	52	\$

PLP Proposed Wage Rate Schedule – January 1, 2030 - December 31, 2030

Convention Center Position Title / Assigned Employees	PLP's Proposed Standard Hourly Rate	Total Hours of the Assigned Employees for Cost Assumption	Extended Total Cost of Assigned Employees for Cost Estimation (rate x hours)
Supervisor	\$	50	\$
Asst. Supervisor	\$	0	\$
Technical Heads (House/Show Elec, Console, Audio)	\$	191	\$
Climbing Rigger (off the lift / above the grid)	\$	8	\$
Rigger on Lift	\$	8	\$
Down Rigger	\$	8	\$
Forklift Operator	\$	88	\$
Truck Loader / Unloader	\$	8	\$
Camera Operator	\$	8	\$
All other Hands	\$	52	\$



ADDENDUM ACKNOWLEDGEMENT FORM

SOLICITATION: 2026-104 (RFP) Production Labor Provider

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received: (Check the box next to each addendum received)

- | | |
|---|--|
| ☐ Addendum No. 1 | ☐ Addendum No. 6 |
| ☐ Addendum No. 2 | ☐ Addendum No. 7 |
| ☐ Addendum No. 3 | ☐ Addendum No. 8 |
| ☐ Addendum No. 4 | ☐ Addendum No. 9 |
| ☐ Addendum No. 5 | ☐ Addendum No. 10 |

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 Name:	
Authorized Signature:	
Printed Name:	
Date:	

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing