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LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

Invitation to Bid: Audiovisual and Staging Services

INSTRUCTIONS / GENERAL CONDITIONS

BID Number: 40016-20260303

DUE DATE/TIME: MARCH 24, 2026

TITLE: Audio Visual and Staging Services

1. The Bid is subject to the conditions stated herein and attached hereto, are hereby invited and will be received at this office until the above noted due date and time for furnishing the items and/or services as specified. **BIDS MUST BE SIGNED.**
2. ALL PRICES MUST BE FIRM AND ARE TO BE QUOTED AS COMPLETE.
3. Do not include State Sales Tax or Federal Excise Tax; same will be added if applicable.
4. The Agency reserves the right to award the order by individual items, related items, or by total, whichever it deems to be in its best interest and the Agency also reserves the right to reject any and all quotations and to waive informalities.
5. Contractor shall furnish LCTCS with certificates of insurance effecting coverage(s) required by **Attachment 1**. The successful Bidder shall carry a minimum of \$1 million of General Liability insurance. The certificate(s) for the insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificate(s) are to be received and approved by LCTCS before work commences. LCTCS reserves the right to require complete certified copies of all required policies.
6. Bidders should be registered with the Secretary of State and be in good standing.
7. Successful Bidder is responsible to inspect any site required for the services and have acquainted himself with all of the conditions under which the work will be performed. No additional compensation will be granted because of unusual difficulties that may be encountered in the execution of the work or services.
8. Bidders are responsible to verify measurements and amount of supplies prior to submitting a bid.
9. Successful Bidder shall furnish all necessary permits, licenses and certifications as may be required for the performance of the required services.
10. Indemnity. Contractor agrees, upon receipt of written notice of a claim or action, to defend the claim or action or to take other appropriate measures to indemnify, and hold harmless, the LCTCS, and its members, its officers, its agents and its employees from and against all claims and actions for bodily injury, death or property damages cause by the fault of a contractor, its officers, its agents, or its employees. Contractor is obligated to indemnify only to the extent of the fault of the contractor, its officers, its agents, or its employees. However, contractor shall have no obligation as set forth above with respect to any claim or action from bodily injury, death or property damages arising out of the fault of the LCTCS, its members, its officers, its agents or its employees.

11. The purpose of this contract is to provide the specified services. The terms and conditions of this specification are incorporated into and an essential part of the services. The contractor shall perform all services in a safe manner, in a manner to conform to the highest standard of good trade practices, in accordance with applicable laws and regulations and in accordance with manufacturer's performance specifications.
12. By accepting a purchase order resulting from this Invitation to Bid, non-resident firms certify they have paid all taxes duly assessed by the State of Louisiana and its political subdivisions, including franchise taxes, privilege taxes, sales taxes, and all other taxes for which they are liable, to the state and its political subdivisions.
13. Applicable Law. All contracts shall be construed in accordance with and governed by the laws of the State of Louisiana.
14. If unable to quote, return only cover sheet marked "No Quote" with signature in order to assure remaining on bidder's list.
15. Email inquiries may be directed to the Office of Professional Development with above quotation number for reference at jenniferdaly@lctcs.edu.
16. Detailed Specifications follow below in Attachments 1 and 2.

ATTACHMENT 1

Invitation to Bid: Audiovisual and Staging Goods and Services

Louisiana Community and Technical College System
Professional Development Conference
Hyatt Regency New Orleans, September 21-25, 2026

The Louisiana Community and Technical College System (“LCTCS”) hereby invites bidders to submit itemized bids for AUDIOVISUAL AND STAGING GOODS AND SERVICES for the duration of the above-listed Event. To be given consideration, Bidder must specify and guarantee they are the principal provider of goods and services, and should disclose all sub-contractors, outside labor and third-party equipment provided by others to complete the package of said goods and services. Bidder shall be registered with the Secretary of State and be in good standing. A tax identification number should be provided in order for LCTCS to confirm the contractor’s status with the state. The successful bidder shall also provide certification of adequate minimum coverage of \$1 Million in General Liability Insurance. A bidder should provide a convincing narrative, which describes why their services should be chosen over the competition.

Schedule of Events for this Invitation to Bid

Action/Event	Date & Time
ITB mailed to prospective bidders; posted to LaPAC and LCTCS website	March 3, 2026
Deadline to receive written inquiries from bidders	March 10, 2026 (4:30 PM CST)
Deadline to respond to written inquiries from bidders	March 17, 2026 (4:30 PM CST)
Bid Due Date (Opening Date)	March 24, 2026 (4:30 PM CST)
Notice of Intent to Award to be mailed	April 7, 2026
Purchase Order Issued	April 21, 2026

ALL BIDDERS ARE TO SUBMIT INQUIRIES BY EMAIL TO: mnardini@lctcs.edu no later than **4:30pm CST on March 10, 2026**. Answers to questions will be posted on the conference website at <https://www.lctcs.edu/rfp> and at the Office of State Purchasing web site – LaPAC Online Solicitations & Award Information Section (<http://wwwprdl.doa.louisiana.gov/osp/lapac/pubmain.cfm>) no later than 4:30 pm CST March 17, 2026.

ALL BIDS ARE DUE TO LCTCS BY 4:30PM CST March 24, 2026. Bids may be submitted to LCTCS by mail or by email.

If by mail: LCTCS
ATTN: Michele Nardini
265 South Foster Drive
Baton Rouge, LA 70806

If by email: mnardini@lctcs.edu

SERVICES SUMMARY:

The LCTCS Annual Conference will take place in the Celestin Ballroom, Storyville Hall, and the Imperial meeting rooms (breakout rooms) and surrounding foyers and corridors with an expected overall attendance of 1,300 persons. Bidders may expect an audience of up to 100 persons in each of the meeting rooms and 900 during the plenary sessions. It is advised that each Bidder be familiar with the capabilities and limitations of these venues at the Hyatt Regency New Orleans.

The very nature of advanced bidding for services cannot anticipate needs that may arise during the course of the Event. We therefore stipulate that the successful bidder should be willing to accommodate minor changes as they may occur, without incurring extra charges to LCTCS as long as the amount of equipment and materials used does not appreciably change.

In general, Bidders should assume the following particulars when preparing and submitting their proposals.

1. **Submit your bid in a fully itemized form.** Be sure to list which equipment will be used in which room on which days. AV load-in will take place on Monday, September 21, 2026, beginning at 6:00am.
2. Provide professional-level, superior quality using instruments and materials appropriately matched to the size and use of each meeting space, with sound levels and projection light intensity beyond merely adequate capability. Include the goods and services your experience dictates are necessary to flawlessly execute the A/V needs of this multi-venue event.
3. There will be simultaneous use of all venues. In other words, equipment packages are static and should not be shared between rooms unless special needs arise.
4. You guarantee to provide adequate engineering and operations personnel to independently execute the ongoing, and sometimes changing, audiovisual and staging needs of the Event.
5. Bidders must agree to liaise with Hyatt Regency New Orleans engineering staff to provide “public address audio” to common areas for announcements and plenary sessions coverage.
6. To ensure 100% performance, Bidder guarantees to provide on-site redundancy in case of equipment failure.
7. All load-in, set-up and strike is your responsibility. Please take into consideration that the Hyatt Regency New Orleans requires you to cover the floor with paper/plastic during load-in/out.
8. Travel and lodging expenses for your staff are your responsibility.
9. LCTCS reserves the right to reject any and all bids.
10. Provide three (3) professional references.

The section following entitled “Specific tasks and equipment that must be itemized in your bid:” are hereby made a part of this Invitation to Bid. (ITB)

Specific tasks and equipment that must be itemized in your bid:

1. Breakout Rooms (note the days for each room on the schedule provided). Equipment provided to each breakout session *must* include a minimum of:
 - Handheld mic with podium stand
 - 8 channel audio mixer
 - JBL Eon315 280 Wall Speaker with stand
 - Extension cords, cabling and power strips as required to complete audio connections
 - 4000 lumen (min) DLP HD projector
 - 8'x8' Tripod Projection Screen with Skirt
 - Audio Patch for Laptop/Video playback/cd/iPod
 - AV stand with skirt (extension cords, cabling and power as required to complete audio connections)
 - Laptop equipped with MS Office Suite and connected to conference Wi-Fi

2. Plenary Sessions & Impact Awards Celebration (Celestin Ballroom ED). Equipment provided to each session must include a minimum of:
 - 2 Shure QLX-D Wireless lavalier mics
 - 1 Shure QLX-D Wireless handheld mic
 - 1 Shure Podium Microphone MX418/C Wireless
 - 32 Channel Digital Audio mixer w/digital audio snake and stage boxes
 - SDI distribution/cabling from mix to screen and monitors
 - Production Media Laptop
 - 8 input Blackmagic Design Switcher w/Digital Media Recording Deck
 - Audio Patch for Laptop/Video Playback device (iPod or similar) for music, etc.
 - JBL Line Array sound system to be flown on truss with ground support
 - Rear Speakers for projection to the back of the room
 - Flown (Ground Supported) Light Package as required to illuminate stage, minimum to include:
 - 5 LED wash lights
 - 5 moving lights
 - 30 LED up light kits
 - 6 ETC Source 4 Ellipsoidal Fixtures
 - Necessary cables (extension cords, video cables, power strips, etc.)
 - 60 - 16' heavy black velour drape and pipe/cross bars
 - 2 – Blackmagic Studio Pro Camera with tripod

- Camera spider pod TR2SP2 riser platform
- Cabling from camera to mix
- 1- 20' x 10' LED Wall minimum 3mm pixels with Controller and Operator
- LED Wall – Additional Panels to create 1 64' Wall
- Scaffolding required to position and accommodate screens/projectors
- 3-47" LCD Monitor w/confidence monitor stands (2 confidence monitors & 1 timer/clock with table stand)
- Presenter's podium with space for water (shelf underneath)

3. Digital Showcase Lounge (Storyville Hall)

- LED Monitor Wall - 1- 8' x 8' Curved LED Wall, Ground Support
- 2 - 8'h x 3.3'w LED Wall Column, Ground Support
- 2 – Laptop computers/Processing
- All necessary cables
- 2- JBL or comparable speakers with stand
- 8 channel Mic/Audio Mixer
- Shure UHF Wireless handheld mic
- Audio Patch for Laptop/Video Playback/CD/iPod

4. Large Breakout Room (Celestin BC). Equipment provided to rooms must include a minimum of:

- Shure UHF Wireless Lavalier Microphone (Clip-On)
- 1- 9 X16 Truss Screen w/ Dress Kit
- 7500 Lumens Projector Interchangeable Lenses
- 4 – JBL VRX Powered Speakers
- 8-Channel Audio mixer
- 2 Wireless Handheld mics
- Audio Patch for Laptop/Video Playback/CD/iPod
- 2- Etc source4 Ellipsoidal Fixtures w/Stands and Dimmer packs (Stage Wash)

5. Celestin Foyer. Equipment provided must include a minimum of:

- 20 Black Velour Drape - 16' High Panels & 16' High Uprights with bases for Uprights & Cross-Bars
- 6 - LED Uplights

6. 8 Block Restaurant (Reception)

- 2 - JBL VRX Powered Speakers

- 2- SBL VRX 918p Subs
- 8 Channel Digital Audio Mixer
- Shure UHF Wireless handheld mic

7. Wellness Room (room use 9/23 & 9/24)

- Shure UHF Wireless Lavalier Mic System
- Countryman Mic – Headset
- 2 Shure UHF Wireless handheld mic

8. Miscellaneous.

- 4-65” LED HD TV monitor with stands plus cabling and 4 Laptops (for Social Media coverage stationed throughout conference space)
- 3-Power cables for registration area
- 1-Power cable for vendor registration area Exhibit Showroom
- 2 laptops for helpdesk (1per desk in Storyville and 4th floor)

9. Provide crew of at least EIGHT (8) as stagehands, camera operators, onsite techs, audio production, video production, load in/out labor during entire 3-day event. Bidder understands that your crew will be made available to perform whatever/whenever tasks related to the event are required. Your bid must include total labor expense. No add-on or supplemental labor estimates are allowed and will disqualify the bid.

10. Bidder should provide a convincing narrative, which describes why their services should be chosen over the competition. The narrative must include a description(s) of similarly sized events that help prove the Bidder’s capacity to provide the services required herein and demonstrates the Bidder’s ability to successfully complete an audiovisual project of this magnitude.

Thank you for your time.

ATTACHMENT 2

Annual Conference Schedule of Meeting Space

*Please note room names are subject to change

Room	Level	Room Use	Access Day	Access Time	9/20/2026	9/21/2026	9/22/2026	9/23/2026	9/24/2026	9/25/2026	Room Use Day for AV
Storyville Hall	3	Exhibit Booths, Social Media Lounge, and F&B	9/21/2026	6:00am		y	y	y	y	y	9/22-9/25
Celestin DE	3	Plenary & Awards	9/21/2026	6:00am		y	y	y	y	y	9/22-9/25
Celestin Foyer	3	Registration/Check-In	9/21/2026	6:00am		y	y	y	y	y	9/22-9/25
8 Block	3	Welcome Reception	9/21/2026	4:00pm			y				9/22
Imperial 5A	4	Breakout	9/21/2026	6:00am		y	y	y	y	y	9/22-9/25
Imperial 5B	4	Breakout	9/21/2026	6:00am		y	y	y	y	y	9/22-9/25
Imperial 5C	4	Breakout	9/21/2026	6:00am		y	y	y	y	y	9/22-9/25
Imperial 5D	4	Breakout	9/21/2026	6:00am		y	y	y	y	y	9/22-9/25
Imperial 9	4	Breakout	9/21/2026	6:00am		y	y	y	y	y	9/22-9/25
Imperial 10	4	Breakout	9/21/2026	6:00am		y	y	y	y	y	9/22-9/25
Imperial 11	4	Wellness Room	9/21/2026	6:00am		y	y	y	y	y	9/23-9/24
Imperial 12	4	Breakout	9/21/2026	6:00am		y	y	y	y	y	9/22-9/25
Celestin F	3	Breakout	9/21/2026	6:00am		y	y	y	y	y	9/22-9/25
Celestin G	3	Breakout	9/21/2026	6:00am		y	y	y	y	y	9/22-9/25
Celestin H	3	Breakout	9/21/2026	6:00am		y	y	y	y	y	9/22-9/25
Celestin BC	3	Large Breakout	9/21/2026	6:00am		y	y	y	y	y	9/22-9/25
Celestin A	3	Staff office	9/21/2026	6:00am		y	y	y	y	y	No AV
Imperial 1	4	Committee office	9/20/2026	6:00am	y	y	y	y	y	y	No AV
Imperial 2	4	President's Office	9/20/2026	6:00am	y	y	y	y	y	y	No AV
Imperial 3	4	Board Rm	9/21/2026	6:00am		y	y	y	y	y	No AV
Imperial 4	4	Chancellor Meeting	9/21/2026	6:00am		y	y	y	y	y	No AV
Imperial 6	4	Business Lounge	9/21/2026	6:00am		y	y	y	y	y	No AV
Imperial 7	4	Board Rm	9/21/2026	6:00am		y	y	y	y	y	No AV
Regency Club	32	Reception	9/23/2026	6:00am				y			No AV