

DATE: May 22, 2026

ITB # 26-025 IS AMENDED AS FOLLOWS:

- This ITB Schedule of Events updates and confirms scheduled ITB dates. Any revision or new text is highlighted.**

SCHEDULE OF EVENTS

NOTICE: The Institution reserves the right, at its sole discretion, to adjust this schedule, as it deems necessary. The Institution will communicate any adjustment to the Schedule of Events to the potential Bidders.		
EVENT	TIME	DATE (<u>all</u> dates are Institution business days)
1. APSU Issues ITB 26-025		Wednesday, April 29, 2026
2. Written Questions/Comments Deadline	4:30 pm	Monday, May 11, 2026
3. Institution Responds to Written Comments/Questions.	4:30 pm	Monday, May 25, 2026
4. Bid Deadline <u>Hard</u> copies delivered to: 505 York Street Clarksville, TN 37040 The envelope must be marked "ITB 26-031" <u>Electronic</u> copies delivered to: waltonp@apsu.edu Subject line: ITB 26-031 There will be no public bid opening.	4:30 pm	Monday, June 8, 2026
5. Certificate of Insurance with APSU as Certificate Holder Due	4:30 pm	Wednesday, July 1, 2026
6. Anticipated Contract Start Date		Wednesday, July 1, 2026

2. APSU responses to questions and comments in the table below to amend and clarify this ITB.

Any restatement of ITB text below shall NOT be construed as a change in the actual wording of the ITB document.

ITB SECTION		QUESTION / COMMENT	APSU RESPONSE
	1.	Incumbent Vendor Eligibility: Is the current/previous vendor for these services invited to submit a bid for this new contract, or is APSU seeking a new provider?	Yes, the bid went out to all including the current vendor. APSU is seeking multiple vendors through this ITB. See section 3.f. on page 4 of the document for further information. Multiple Awards. The Institution may award contracts to Multiple Bidders . Work may be assigned based on factors including, but not limited to, availability, scheduling, performance, pricing, and specific project requirements . The Institution makes no guarantee that work will be distributed equally among awarded Contractors."
4.3	2.	Contract Term Clarification: Section 4.3.2 states the contract term is "one year," while Attachment A, Section B.1 specifies a five-year term (July 1, 2026 – June 30, 2031). Please confirm the definitive contract length and whether there are renewal options beyond the initial term.	Section 4.3.2 has been updated to read: "The Institution intends to enter into a contract with an expected effective period for commencing on a fully executed contract and ending 5 years thereafter. "
	3.	Single vs. Multiple Vendors: Is APSU seeking a single prime contractor to fulfill all AV needs, or will the university establish a stable of multiple vendors? If multiple vendors are permitted, how will work be distributed among them?	See section 3.f page 4 for details. Multiple Awards. The Institution may award contracts to Multiple Bidders . Work may be assigned based on factors including, but not limited to, availability, scheduling, performance, pricing, and specific project requirements . The Institution makes no guarantee that work will be distributed equally among awarded Contractors."
Attachment A, Section A.2	4.	Third-Party Purchases: Attachment A, Section A.2 allows third-party entities (other universities, government agencies) to purchase under this agreement. Will pricing for third-party entities match the university rate, or can vendors negotiate separate terms?	"Third-party entities may negotiate their own terms with the supplier; however, pricing shall not exceed the awarded contract rates."

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4.3	5.	Historical Event Volume: While Section 4.3.5 states no specific amount of services is guaranteed, does APSU have a historical average of events per year (e.g., 20, 50, 100+) or a projected minimum spend that bidders should use for financial modeling?	Varies by event, but typically 500 – 1,000; Convocation is the exception with an average attendance of 1,500
	6.	Event Size Breakdown: Of the historical events, approximately what percentage fall into each category: Small (8x8 stage, <200 attendees), Medium (12x16 stage, 200–500 attendees), and Large (20x30 stage, 500+ attendees)?	20 x 32 for all homecoming events, but Convocation; for Convocation we will need a 12 x 12 stage; stroll off 12 ft x 16 ft outdoor
	7.	Indoor vs Outdoor: Of the historical events, approximately what percentage are indoor versus outdoor?	All events are indoors
	8.	On-Campus vs. Off-Campus: Is the provider expected to support off-campus events (e.g., community partnerships, regional conferences), or is the scope limited to APSU campus locations only?	All events are on-campus
	9.	Notice Period: What is the typical advance notice provided for event requests? Are there expectations for last-minute or emergency events (e.g., <48 hours notice)?	We typically provide notice 6 months in advance; no emergency events
3.2	10.	Subcontracting & Labor Flexibility: Section 3.2 restricts subcontracting without prior written approval. In keeping with standard industry practices for event production, will APSU permit the use of qualified labor houses, freelance technicians, or subcontractors to fulfill labor requirements on a per-event basis? If so, will the approval process for these subcontractors be streamlined for recurring events, or must each individual technician be vetted and approved in advance?	<p>APSU will issue payment solely to the prime Contractor identified in the resulting contract. The Contractor shall be fully responsible for compensating any approved subcontractors. Only subcontractors that have been disclosed in the proposal and subsequently approved by APSU may perform work under the contract.</p> <p>The Contractor shall provide advance notice to APSU of the subcontractors scheduled to be present on campus for specific events, and such subcontractors must be included in the approved subcontractor list.</p>
	11.	Installed Equipment Operation: Will the provider be expected to operate existing installed AV equipment on campus (e.g., fixed lighting, permanent sound systems), or is the scope limited to rented equipment brought to each event?	<p>We have had past vendors plug into the sound system for one event (Convocation). We will be sure to do walk-throughs with facilities staff.</p> <p>No for all other events.</p>

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	12.	Redundancy Requirements: Are there specific redundancy or backup requirements (e.g., hot backups for critical audio/video components, backup generators for outdoor events)?	No.
	13.	Livestreaming/Recording: Is there an expectation for livestreaming, webcasting, or recording of events? If so, please explain typical configuration and what level of quality is required (e.g., HD, 4K, multi-camera)?	No.
	14.	Video Production Services: Does APSU require pre-event or post-production video services (e.g., lead-in videos featuring guest speakers, edited content for website upload)?	No.
	15.	Equipment Definitions: Attachment D lists line items such as "Small/Medium Audio Package," "Basic Lighting Wash," "360° Sound System," "Flown Lighting Package," "Square Stage," and "Full Sound System" without defining the specific gear included.	See attachment D.
	15a.	Can APSU provide sample equipment lists from past events (e.g., "Small" concert or a "Medium" graduation ceremony) to illustrate the expected configurations? Absent detailed equipment lists, can APSU answer the following technical questions:	I cannot provide equipment lists, but included photos in attachment D that show stage setup with lighting.
	15b.	Audio Packages: Can APSU specify the minimum microphone count and other components contemplated in the "Small/Medium" and "Large" packages?	Yes- Small/Medium: 2 microphones Large: 3-4 microphones
	15c.	360° Sound System: What is the specific definition of a "360° Sound System" in this context? Does this refer to a center-cluster array with delay towers for providing consistent sound across a large venue or a specific configuration of speakers (e.g., 4-way surround)? What is the expected coverage area and power output?	Convocation: stage is in the center with people on all four sides; speakers flown from towers at each corner of the stage for 360° sound to reach audience members seated on the basketball floor All other events: sound
	15d.	Full Sound System: What constitutes a "Full Sound System"? Does this imply a high-power line array system suitable for large outdoor crowds (e.g., 1000+ people)? What other components and quantities (i.e., microphones) are contemplated?	Need sound system for ~1,000 attendees to include sound board to plug in [e.g., computers, phones]; microphones;

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	15c.	Flown Lighting Package: For the "Flown Lighting Package," what is the anticipated quantity and type of fixtures? (e.g., Is this 12 moving heads, 20 PAR cans, or a mix? Are dimmers and truss to be included in the rental price?)	Truss and dimmers with 20 PAR Cans [or similar] for all events; no moving head lighting has been previously used
	15e.	Square Stage: The bid mentions a "Square Stage with Skirting." What are the standard dimensions expected for this item? (e.g., Is this a 12x12, 16x16, or 20x20 platform?)	12 x 12 or 16 x 16 would work; we have a stage on campus that can be used for this event and skirting/lighting can just be provided by vendor
	15f.	Stage Height: What is the standard platform height expected for the stages (e.g., 12 inches, 24 inches, or adjustable)? Are there specific requirements for ramp access or stair configurations?	Square stage is 12 inches and all others are 24 inches; need skirt for all stages and stair/ramp access
	15g.	Lighting Wash: Does "Basic Lighting Wash" include moving heads, or is it static PAR cans?	Static PAR cans
	15h.	VideoDisplayPackage: This is a critical variable cost item. Please clarify Technology: Does this refer to projection systems (projector + screen) or flat-panel displays/LED walls ?	We would like to be quoted for both- we prefer flat-panel displays, but know this may price us out of our budget- if that is the case, we will use a projector
	15i.	Projection Specs: If projection is expected, what are the required brightness levels (lumens) for indoor vs. outdoor use, and what are the standard screen sizes desired (e.g., 12x16, 16x9, 20x12)?	Will only be for indoor events [other than Convocation]- there is ambient lighting [(2,000) to (3,000+) ANSI lumens needed I believe]; 12 x 16 ft We use the score board for Convocation and Stroll off won't have screen
	15j.	Flat Panel/LED Specs: If flat panels or LED are expected, what are the minimum screen sizes (e.g., 75", 85", 4x8 ft LED tile) and resolution requirements (1080p, 4K)? <i>Context:</i> Without these definitions, bidders risk under-quoting (assuming minimal gear) or over-quoting (assuming premium gear), which hinders fair comparison.	1080p; 4 x 8 ft LED tiles

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	16.	<p>Venue Specifications: To properly plan for logistics, staging, and power requirements, please provide a list of the primary on-campus venues where these events will occur. For each venue, please include: Venue Name (e.g., Morgan University Center, Dunn Arena, Outdoor Amphitheater). Maximum Seating/Standing Capacity. Rough Dimensions (Length x Width x Ceiling Height). Power Availability: Location of power drops and available amperage (e.g., 100A 3-phase, 20A 120V). Access Constraints: Any limitations on truck access, loading dock height, or elevator dimensions that might affect equipment delivery.</p>	<p>Convocation: Dunn Arena [12 ft x 12 ft] Homecoming Events: Foy Fitness Center [20 ft x 32 ft] Stroll Off: MUC Plaza [12 ft x 16 ft]</p> <p>University has a black electrical box that can provide additional power to support the requested audio/lighting</p>
	17.	<p>Rigging & Flown Equipment Requirements: Attachment C mentions "Flown Lighting Package" and implies the use of flown arrays. Please clarify:</p>	<p>Previously these were on beams that extended the length of the stage.</p>
	17a.	<p>Structural Points: Are there certified rigging point (truss beams, motorized hoists) available in the primary venues, or must the vendor provide ground-supported truss towers (e.g., 20ft towers) for all flown equipment?</p>	<p>No [past vendors have used towers to fly lighting]</p>
	17b.	<p>Certification: Does APSU require the vendor to provide certified riggers (e.g., ETCP Certified Entertainment Electrician or Rigger) for any flown load, or will university facilities staff handle the structural attachment?</p>	<p>Not that I'm aware</p>
	17c.	<p>Load Limits: Are there specific weight limits for flown loads in the venues?</p>	<p>Not that I'm aware of</p>
	17d.	<p>Expectation: Is "Flown Lighting" or arrays a standard requirement for events of a particular size, or are they an optional add-on?</p>	<p>They are needed for all events</p>

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	18.	Inflation Adjustment Clause: Attachment A, Section C.2 states that "Service Rates... are firm for the duration of the Contract and are not subject to escalation for any reason." Given the five-year term, is APSU open to including a clause for an annual price adjustment based on a recognized index (e.g., CPI-U) to account for inflation in labor and equipment costs? If not, will the university consider a mid-term review for rate adjustments if economic conditions change significantly	Would prefer a mid-term review- our budget fluctuates.
	19.	Target Budget Guidance: Does APSU have a target budget or historical average cost per event that bidders should consider when preparing their cost sheets?	Typically have been \$4,000/event
	20.	Previous Vendor Performance: How were AV needs handled in the past? What worked well with the previous vendor(s), and what areas would APSU like to improve in the new contract?	Vendor provided individual to oversee lighting and audio for the event- worked well; no need for improvement
	21.	Historical Cost Sheet: Can APSU provide the cost sheet or rates from the previous contract winners to assist bidders in benchmarking their proposals? Are annual adjustments commensurate with federally defined inflation acceptable?	May be obtained by open records request
	22.	"Painting Services" Typo: Section 4.1 and Section 4.3.5 reference " Painting Services " instead of "Stage, Sound, and Lighting." Will an official amendment be issued to correct this language, or should bidders proceed assuming this is a clerical error?	4.1 now reads: "Austin Peay State University is seeking quotations for stages, sound, lighting for campus events per bid specifications." Section 4.3.5 Reads as follows: "Entering into this agreement, APSU does not agree or imply that there will be any specific amount of services will be purchased."
	23.	License Information Template Requirement: The Schedule of Events (Page 6) states: "Please note if your bid is over \$25,000 please fill out the License Information Template."	This has been removed.
	23a.	Is this requirement applicable to AV/Production services , or is it a leftover instruction from a Construction/Painter ITB (where contractor licensing is mandatory)?	Not required.

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	24b.	If applicable, does APSU require a specific Tennessee Contractor's License for AV work, or is a standard business license sufficient?	Standard business license is acceptable.
	24c.	Given that this is a multi-year contract with a potential total value well over \$25,000, is the threshold based on the total contract value, the estimated first-year spend, or another value?	At this time the final overall value is not known. The department is working off of internal information and the total value will be placed in each awardees contract.
	25.	Stage (20x30) per event Includes Delivery, Setup, and Teardown (this should read 20' x 32' right?)	Yes
	26.	Small/Medium Audio Package per event How many attendees? Inside or outside What application band or speech?	500-750 inside; varied sound- singers, band, pre-recorded
	27.	Large Outdoor Audio Package per event How many attendees? Inside or outside What is the space? What application band or speech?	No longer need a stage for Glowchella [this year] may need it for next year; Stroll off will be the only outdoor event with about 750 attendees; MUC Plaza and it will be pre-recorded music; no live band
	28.	Basic Lighting Wash per event For what size stages what type of event? Inside or outside (Band or Speech?)	Convocation: square 12 x 12; speech Homecoming events: 20 ftx32 ft Band
	29.	Multicolor / Effects Lighting per event For what size stages what type of event? (Band or Speech?)	All above events will need lights that can change colors
	30.	Video Display Package per event How large? I assume that you mean Video Display Wall? Inside or outside	Inside for homecoming events only
	31.	Square Stage with Skirting per event Size?	Skirting [event has over 1,700 attendees], but still need smaller stage- noted above that we have a stage our vendor used last year and they provided skirting/sound
	32.	360° Sound System per event What is the application, Music or speech? How many attendees? Inside or outside	Convocation [speech & music]: 1,700+ attendees; inside Homecoming Events [music primarily]: ~750 attendees; inside Stroll Off [music]: ~500 attendees; outside

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	33.	Flown Lighting Package per event Where and how large of a package?	All events will need flown lighting
	34.	Stage with Skirting per event Is this different than the other stages you are requesting?	Need stage with skirt for all events
	35.	Full Sound System per event How many attendees? What is the space? What application band or speech?	All events need sound system: Convocation [speech & music]: 1,700+ attendees; inside- Dunn Center Arena Homecoming Events [music primarily]: ~750 attendees; inside- Foy Fitness Center Gym Stroll Off [music]: ~500 attendees; outside- MUC Plaza
	36.	Multicolor Lighting Package per event for what size stages what type of event?	Convocation [speech & music]: 1,700+ attendees; inside- Dunn Center Arena; 12 ft x 12 ft Homecoming Events [music primarily]: ~750 attendees; inside- Foy Fitness Center Gym; 20 ft x 32 ft Stroll Off [music]: ~500 attendees; outside- MUC Plaza; 12 ft x 16 ft
	37.	Strobe / Effect Lighting per event for what size stages what type of event?	Don't need effects- just multi-color lights
	38.	Digital Video Board per event Please define On-Site Technician per hour Video? Audio? Lighting?	We typically just have a video board connected to a laptop that we oversee to play videos/post graphics of the event

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360 Sound System: Speakers hung from towers on each corner of the square stage for the square stage at convocation. See photo:



Basic lighting: canned lights that do not move; colors pre-selected and operated by audio/video engineer provided by vendor

Flown Sound/Lighting Package: Lighting was provided via towers the length of the stage. Sound was hung for events as needed. See photos below:



Square stage: We have the stage for this event. Will not need vendor to provide stage for Convocation [only event that needs a square STAGE]

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Full Sound System: Speakers, sound board, all necessary cords, microphones [wireless], audio engineer provided for event to operate equipment

Small/Medium Sound Package: Need speakers for events hosted in large gymnasiums or outdoors.