

Monroe County
Capital Improvement Board of Managers (CIB)
302 South College
Bloomington Indiana
Request for Proposal for:
Bloomington Convention Center (BCC)
Installed Systems Management, Audiovisual/ Event Technology Services
Issued September 30, 2026

RFP Response Due Date and Time
October 29, 2026 before 5:00 pm



TCoppock@bloomingtonconvention.com

Phone# 812-360-3681

Convention Center Management Company

1. Introduction and Purpose of RFP

The Monroe County Capital Improvement Board (CIB) is issuing a Request for Proposal (RFP) for a qualified partner to provide comprehensive Installed Systems Management as well as Audiovisual and Event Technology Services for the Bloomington Convention Center in downtown Bloomington Indiana.

We are seeking a partner to deliver exceptional event technology services and customer experiences while supporting our convention sales and overall destination competitiveness. The selected partner will be responsible for:

- Managing and stewarding venue-wide installed technology systems
- Providing supplemental equipment for client needs as necessary
- Investing in technology, including hybrid and broadcast capabilities
- Client consultation for service quotes and invoicing

Our objective is to partner with an organization that will help Bloomington compete effectively on service, value, and attendee experience at the Bloomington Convention Center.

2. Summary of Key Dates and Milestones

The following timeline is an illustration of the RFP process. Some dates are binding as described within this document and others are subject to change. At the conclusion of the evaluation process, all respondents will be informed of the award.

Activity	Date
Issue of RFP	September 30, 2026
Tour of Buildings	October 6 or 7 (Schedule)
Deadline for written questions	October 8, 2026
Answers to written questions	October 12, 2026
Deadline to Submit RFP Response	October 29, 2026 before 5:00 pm
Interviews	November 2 or 3 (Schedule)
Target Recommendation for Approval	November 18, 2026

3. Project Team

The contract for services at the Bloomington Convention Center will be held with the Owner of the Bloomington Convention Center, the Monroe County Capital Improvement Board of Managers

A. Owner: Monroe County Capital Improvement Board of Managers (CIB)

President John Whitehart

Controller Jeff Underwood

CCMC Executive Director Talisha Coppock

MonroeCIB.com

BloomingtonConvention.com

4. Project Background

Originally opened as a small convention center in 1991 in a historic building in downtown Bloomington, Indiana, the Center currently hosts approximately 400 events per year. The CIB is expanding the Bloomington Convention Center:

- New Building: A new 60,000 sq. ft. facility will open in January 2027.
- Historic Building Renovation: The renovated historic building will reopen in July 2027.

Once fully completed, the venue will consist of a total of 100,000 sq. ft., that features 60,000 sq. ft. of dedicated event space. The expanded Center connected by skybridge is designed to accommodate a wide variety of events, including conventions, conferences, trade shows, banquets, concerts, meetings, sporting events, and community events.

5. Convention Center Overview for Support Requirements:

- Column free exhibit hall, divisible in to 8 sections, 30' ceiling, overhead door entry
- Ballroom and general session space
- Boardroom and executive meeting space
- Pre-function and registration areas
- Banquets, galas and social events
- Tradeshows and expositions
- Skybridge connecting the two buildings

- Concerts, entertainment and sporting events
- Outdoor patio space events
- Hybrid and virtual meeting environments
- Facility-wide digital signage

6. Scope of Services

- Audio systems
- Visual Systems
- Lighting Systems
- Integrated/ Installed Systems
- Production Services
- Hybrid and digital services
- Rigging Services
- Other such as Exhibitor and booth AV service, computer rental, etc.
- Internet and network coordination with the BCC's Internet management company

7. Dante System

A Dante system is featured in the new building beginning in January 2027 and in the historic building when it re-opens in July 2027 connecting the two buildings. Many rooms have installed sound systems, microphones, screens, and projectors. These systems need managed as well as more complex events that require consultation and additional equipment, rigging, etc.

8. Partnership Philosophy

- Customer First
- Technology Leadership
- Collaborative Partnership
- Fiscal Responsibility and Transparency
- Community Commitment

9. Installed Technology Systems Management

A major component of this partnership is managing Bloomington Convention Center's audiovisual and technology infrastructure. The selected provider shall act as a steward of the facility's technology, responsible for maximizing equipment lifespan, uptime, reliability, usability and future readiness and for controlling CIB - BCC's long-term cost of ownership.

Systems within scope include ballroom and exhibit hall technology, meeting room AV, digital signage networks presentation and wireless presentation systems, video conferencing, control systems, equipment racks and infrastructure, and streaming.

10. Financial Model

BCC provides a convenient comprehensive approach to working with customers by creating a BEO identifying their event needs, with a quote prior to the event. This quote includes audiovisual pricing.

Please provide a detailed pricing proposal and address Commercial terms and Revenue Model in your proposal.

Competitive pricing for the Bloomington market as well as Association markets. Discuss approach to Affordability and Pricing Transparency.

11. Term

The initial term will be for a period of 2 years with the ability to renew for two one year terms.

12. On-site Staffing

The BCC's hours vary by event. In the event world this could mean opening at 7 am and closing at midnight with set up and tear down before and after those hours. It could mean there are events 7 days a week or 1 day a week. The expectation would be to have on-site staffing when there are events with audiovisual needs and prompt response for customer consultations and quotes pre- event and post event wrap-up. The building is closed on major holidays.

Respondents need to address mobilization plan and time line for staffing and client communication.

13. Submission Instructions Due Date and Time

Written questions should be submitted by October 8 at 5 pm and to schedule tour on October 6 or 7 to tcoppock@bloomingtonconvention.com.

Proposals are due Thursday, October 29 before 5:00 pm

Submit one hard copy of proposal to 302 South College Avenue, Bloomington Indiana 47403 and one electronic copy to tcoppock@bloomingtonconvention.com

14. Proposal Format

To facilitate the timely evaluation of RFP Responses, a standard format for RFP Submission has been developed and is described in this section. The response shall be limited to 20 pages. All respondents are required to format their proposals in a manner consistent with the guidelines describe below:

- A. Letter of Introduction
- B. Company Experience, Team Qualifications
- C. Examples of Comparable Small/ Medium Convention Center and Event experience
- D. Customer Experience and Service Guarantees
- E. Installed Systems Management and Asset Stewardship
- F. Technology Investment and Equipment Management
- G. Staffing, Culture, Workforce Development
- H. Risk Management, Safety Training and Business Continuity
- I. Hybrid, Broadcast, and Digital Services
- J. Rigging, Safety
- K. Sustainability
- L. Exhibitor and Event Organizer Services
- M. Marketing, Sales Partnership, Strategic Partnerships, Community Partnerships
- N. Innovation and Readiness
- O. Financial Proposal, Pricing, Onsite Rep to meet with clients, manage existing assets, additional rentals when necessary, invoicing, payment etc.

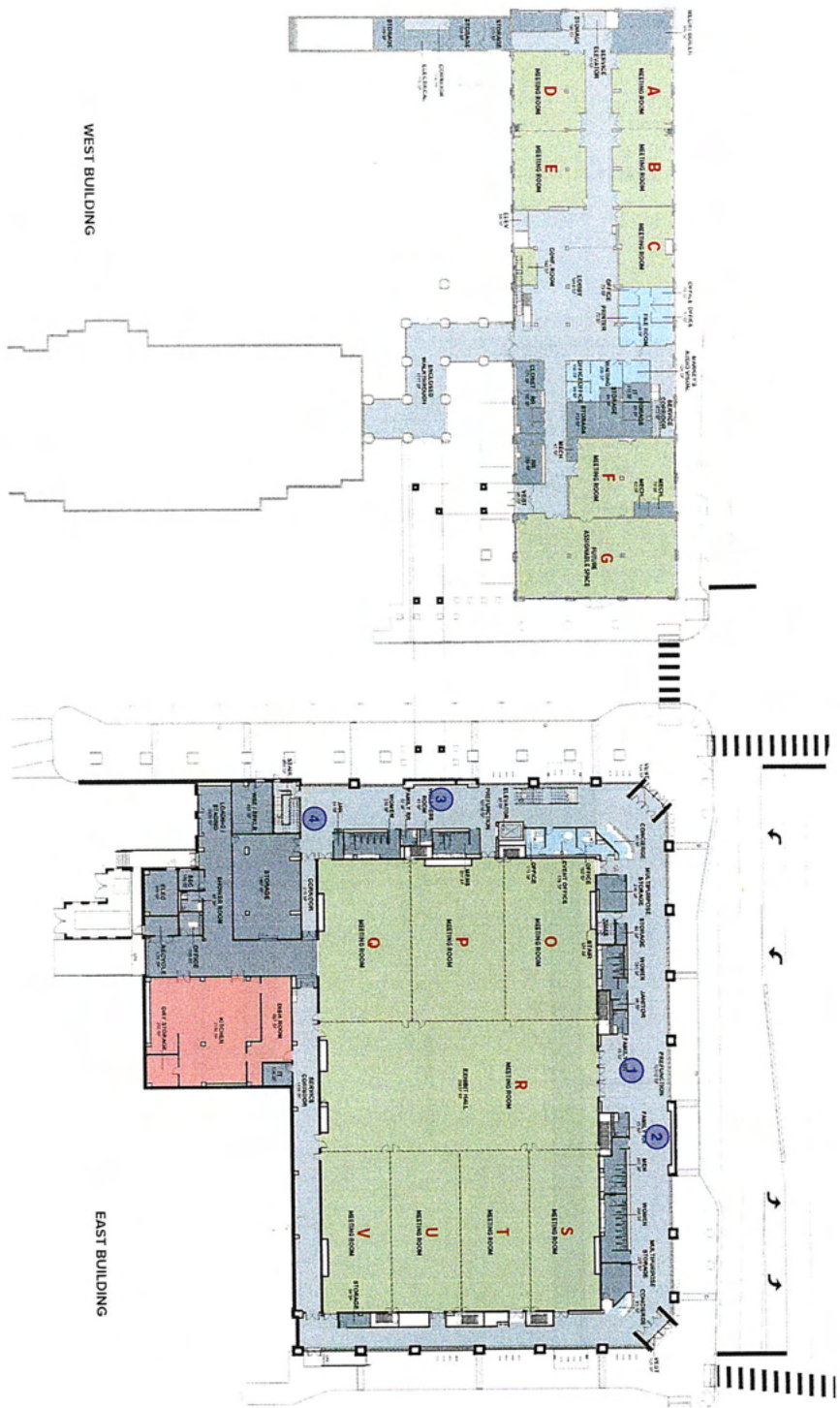
16. Evaluation Criteria

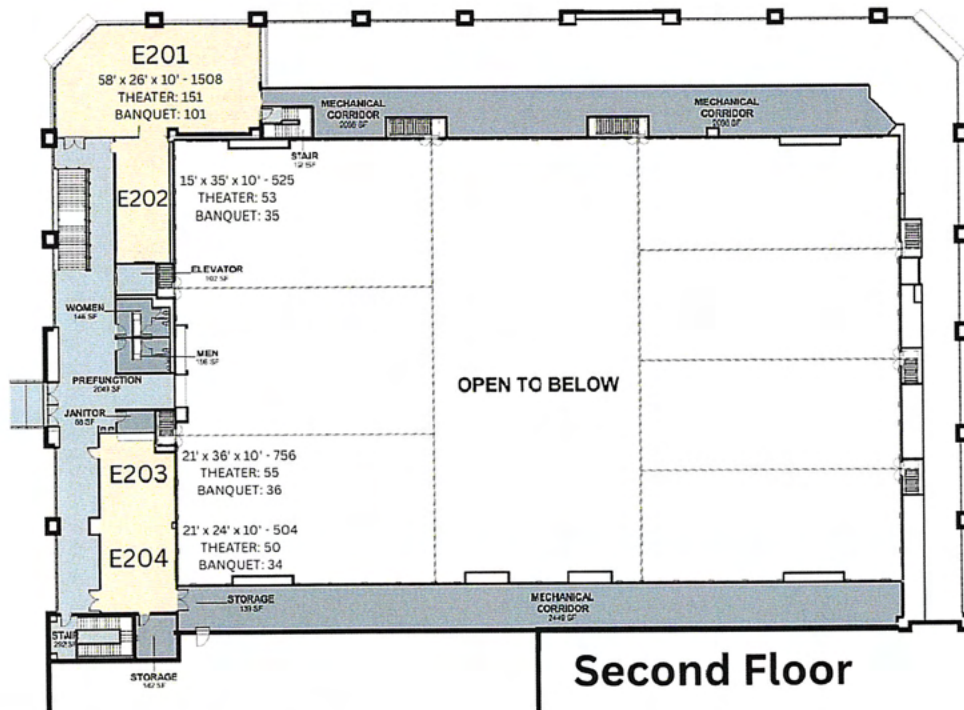
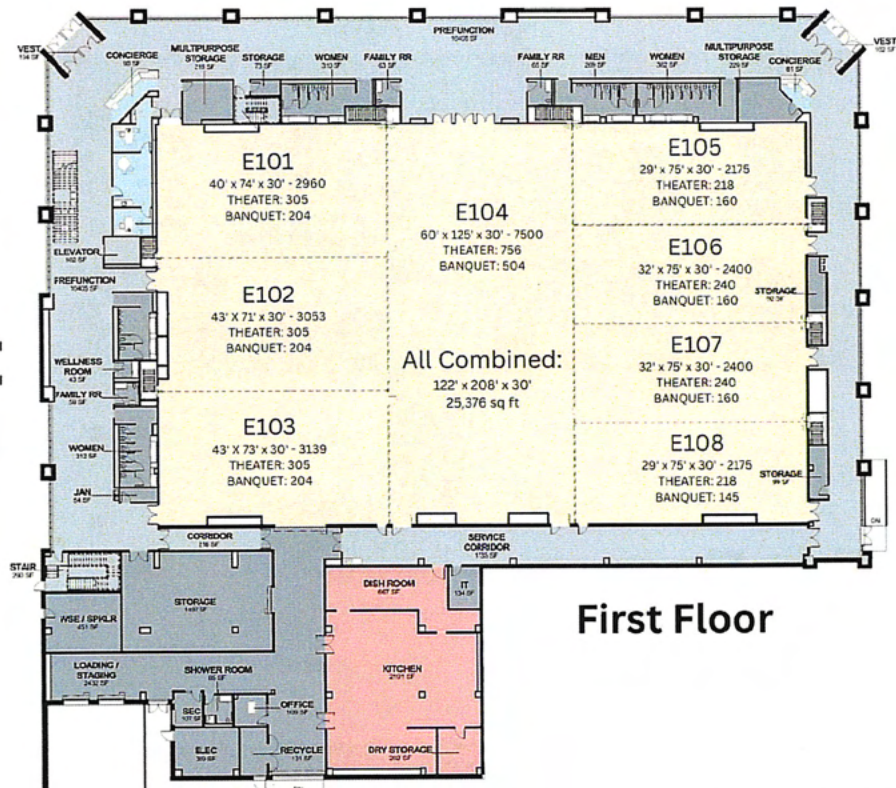
The owner will evaluate each of the responses against this request for proposal information. We reserve the right to request clarification, conduct interviews, and negotiate terms.

The CIB reserves the right to accept or reject any responses.

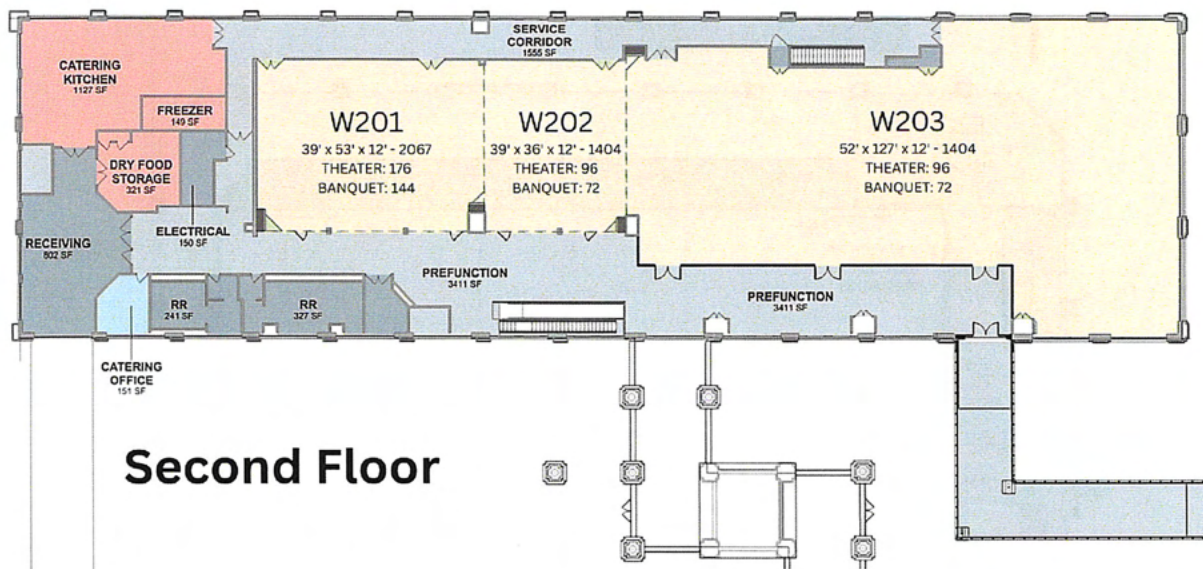
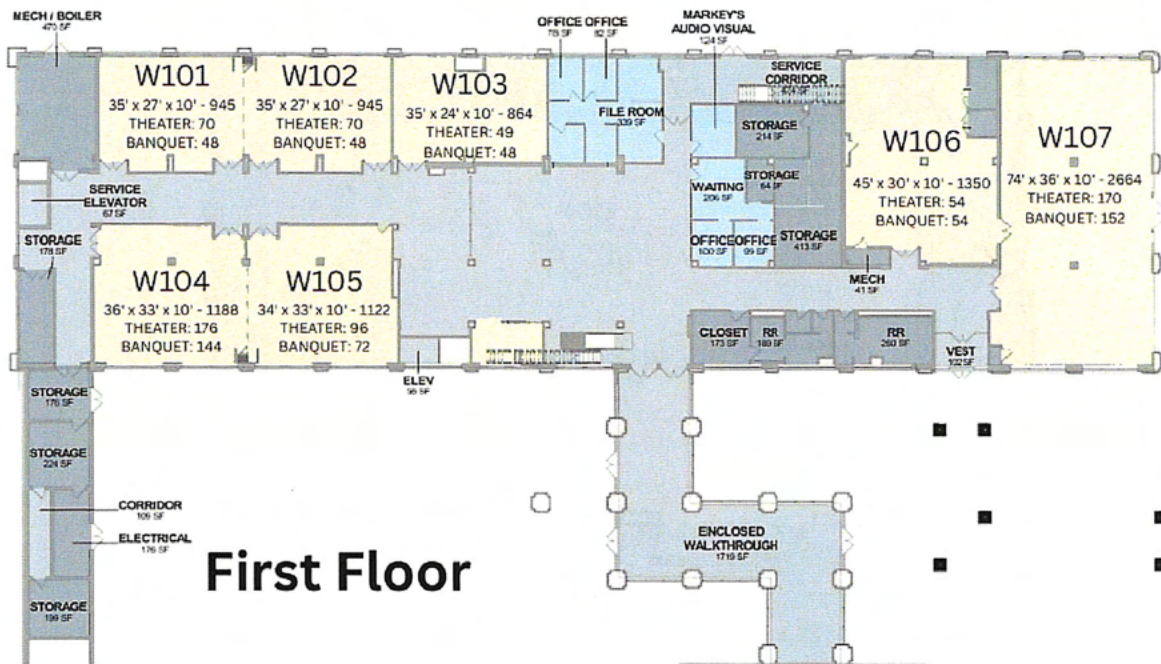
XII Appendix

- A. Floorplan
- B. Sample Room Layouts
- C. Rigging Description and Diagram
- D. Sound and Acoustics

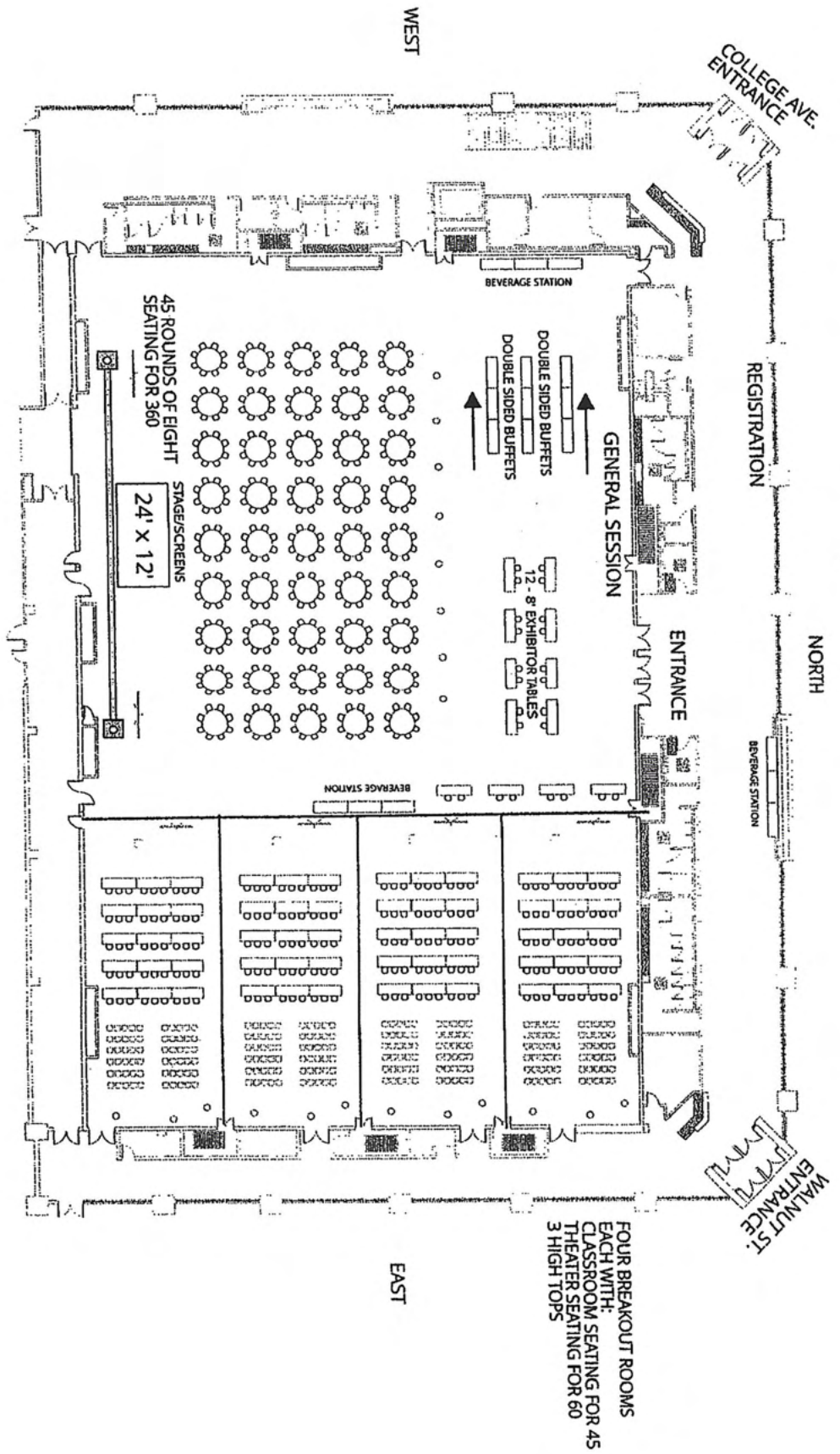




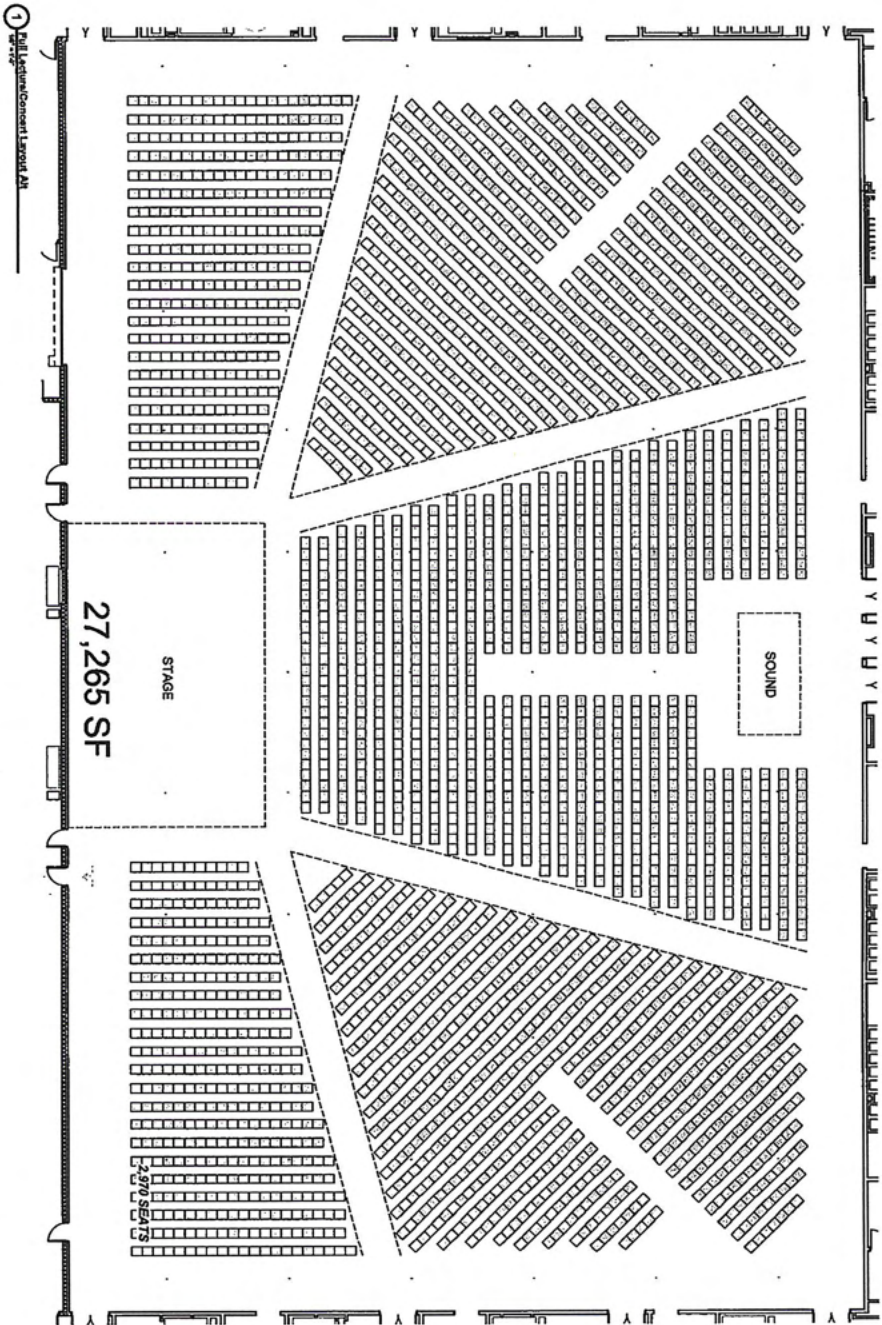
East Campus



West Campus



MONROE COUNTY CAPITAL IMPROVEMENT BOARD
MONROE CONVENTION CENTER EXPANSION
Great Hall Layout | 01.07.2025



SCHMIDT
ASSOCIATES

317.259.8226
schmidt-va.com
415.555.0000
7211 Depot St. #200
Columbia, MD 21046

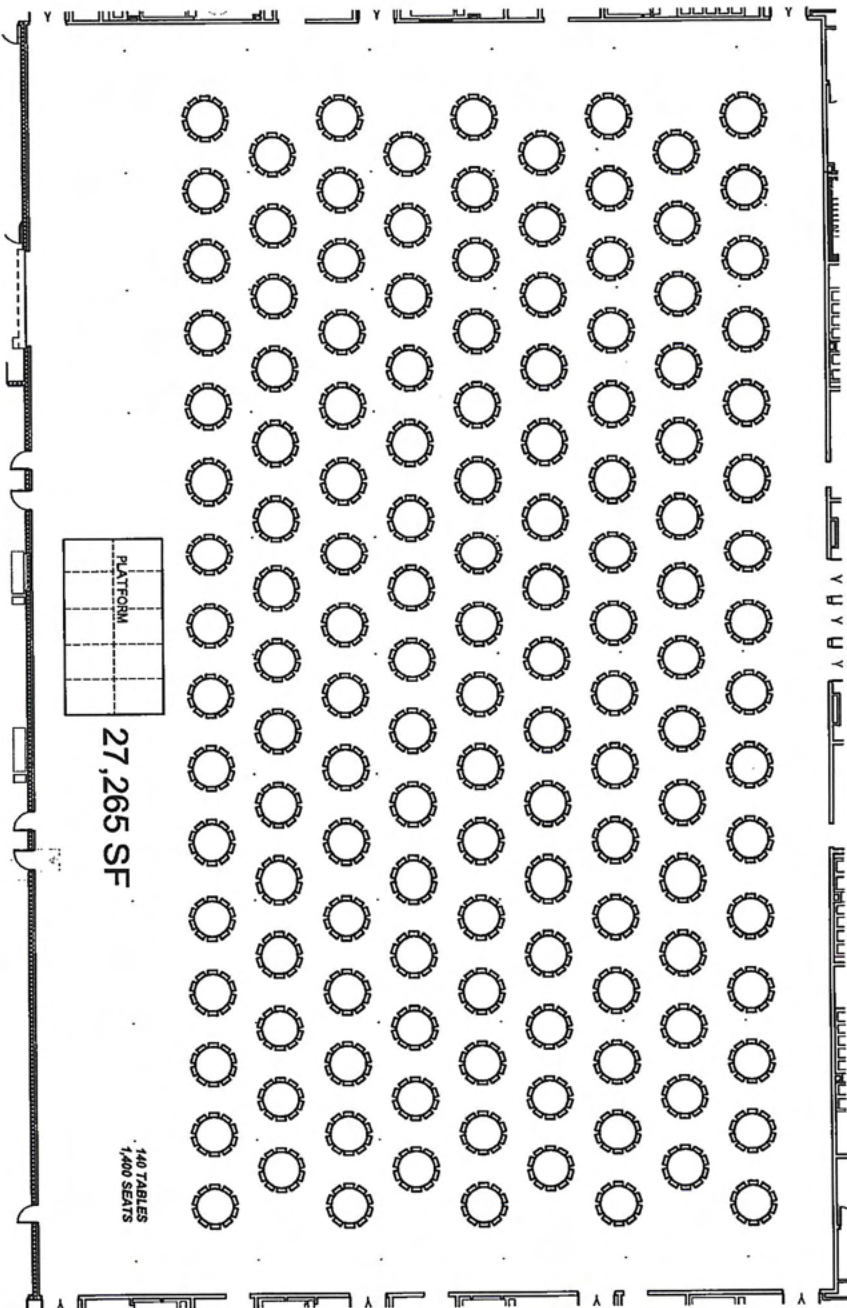
MONROE COUNTY CAPITAL IMPROVEMENT BOARD
MONROE CONVENTION CENTER EXPANSION
Great Hall Layout | 01.07.2025

CONVERGENCE
GROUP

SCHMIDT
ASSOCIATES

317.263.6226
schmidt@cvgr.com
415 Hudson Avenue
Hightstown, NJ 08520
Louisville, KY 40204

1A Full Banquet Layout



MONROE COUNTY CAPITAL IMPROVEMENT BOARD MONROE CONVENTION CENTER EXPANSION

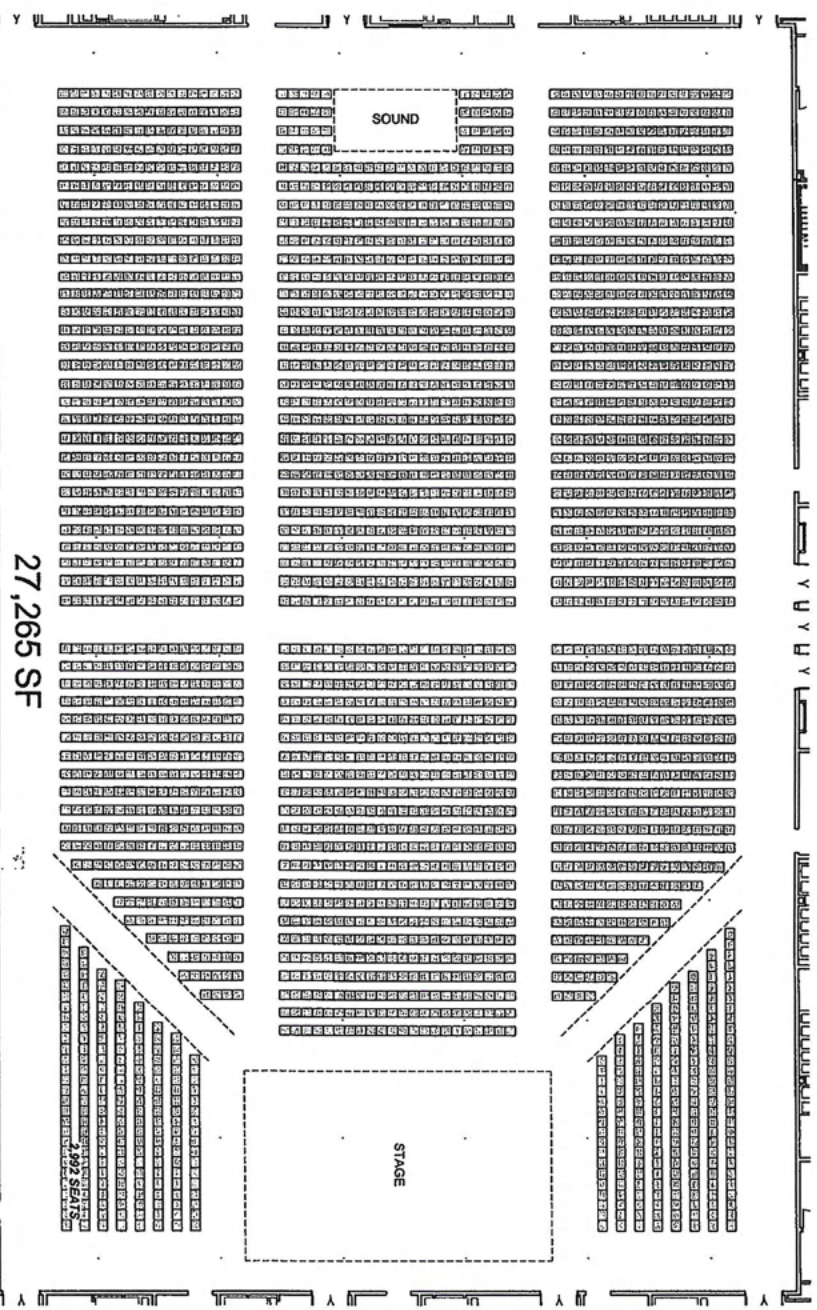
CONVERGENCE
51148



SCHMIDT
ASSOCIATES

317.263.6226
schmidt-arc.com
416 W. Monroe Ave.
Suite 200
Tomball, TX 77375

1. Ballroom/Convention Layout



27,265 SF

26816

÷ 7 (five (5) code storage)
2682

 Rigging Description.pdf
358K

Eddie A. Layton <ELayton@schmidt-arch.com>
To: Talisha Coppock <tcoppock@bloomingtonconvention.com>

Tue, Sep 29, 2026 at 1:46 PM

Here's what that text states:

RIGGING LOAD CRITERIA:

1. ALL RIGGING LOADS SHALL BE SUSPENDED ONLY FROM THE LOCATIONS INDICATED ON THE RIGGING LOAD PLAN AND THE NOTES BELOW. OTHER FRAMING MEMBERS SUCH AS ROOF OPENING FRAMING, JOIST BRIDGING, SHALL NOT BE USED FOR THE SUPPORT OF RIGGING LOADS.
2. RIGGING CONNECTION POINT MAXIMUM LOAD = 1,000 LBS
3. MAXIMUM TOTAL RIGGING LOAD PER JOIST = 5,000 LBS (ANY FIVE RIGGING CONNECTION POINTS AT A TIME).
4. MAXIMUM TOTAL RIGGING LOAD TO THE HIGH ROOF = 95,000 LBS.
5. SEE 2/S-010.2 FOR REDUCTION IN ALLOWABLE LOADS, FOR NON-VERTICAL RIGGING LOADS.

Eddie Layton, AIA, LEED AP BD+C
Project Manager | Associate



OFFICE 317.263.6226
CELL 804.894.0279
WEB schmidt-arch.com

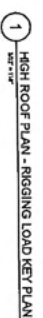
    WBE

From: Talisha Coppock <tcoppock@bloomingtonconvention.com>
Sent: Tuesday, September 29, 2026 1:00 PM
To: Eddie A. Layton <ELayton@schmidt-arch.com>
Subject: Rigging Description

1



2 RIGGING LOAD DETAIL



CAUTION-EXTERNAL

Talisha Coppock <tcoppock@bloomingtonconvention.com>
Draft To: Mary Krupinski <Mary.Krupinski@jsheld.com>
Cc: Deb Kunce <DKunce@jsheld.com>, "Eddie A. Layton" <elayton@schmidt-arch.com>

Mon, Feb 23, 2026 at 12:21 PM

Thanks. I have very basic questions and will
[Quoted text hidden]

Eddie A. Layton <ELayton@schmidt-arch.com>

Mon, Feb 23, 2026 at 12:24 PM

To: Mary Krupinski <Mary.Krupinski@jsheld.com>, Talisha Coppock <tcoppock@bloomingtonconvention.com>, Deb Kunce <DKunce@jsheld.com>

I am not able to make a call at 2.

However, there is flexibility to rigging locations. Basically every 10' running east/west in the exhibit hall is a gap in the ceiling panels where there is the roof truss that things can be attached to. For the south stage option, there are three tracks shown in the drawings with lighting – these can be shifted north easily if required, but it's also a track, so it's flexible inherently. Below is a snip from the overall ceiling plan of that central area. Ignore the heavy green dashed line – that shows how the drawings are split up for the enlarged views.

