



SUPREME COURT OF APPEALS OF WEST VIRGINIA

Request for Quote ("RFQ")

Administrative Office - Division of Technology Services

RFQ: Field Recorders and Microphones - Modified

Release Date: Tuesday, February 17, 2026

Deadline to Respond: Monday, March 2, 2026 at 12:00 p.m. (EST)

Ship To: 4700 MacCorkle Ave SE, 8th Floor, Charleston, WV 25304

Other Requirements: Must be new and not refurbished or used. Availability may impact award

Specifications:

Qty 20: Zoom F3 2-input Field Recorder - P/N: ZF3

Qty 40: Shure MX393/O Microflex Omnidirectional Boundary Microphone - P/N: MX393/O

Submit Responses and All Related Correspondence To: DTFS@courtswv.gov

Notice: All RFQ responses must adhere to the [Request for Quote Standards and Requirements](#) available on the RFP/RFQ webpage of the West Virginia Judiciary website. Failure to adhere to these Standards and Requirements and/or failure to provide all requested information contained within this RFQ may result in a response being considered a **"No Bid."**



SUPREME COURT OF APPEALS OF WEST VIRGINIA

Request for Quote ("RFQ") Response Cover Page
Administrative Office - Division of Technology Services

Submit this completed Cover Page along with the RFQ Response and all related information to: DTFS@courtswv.gov

Vendor's Name (registered business name): _____

Vendor's Business Address: _____

Vendor's Business Phone Number: _____

Vendor Representative's Name: _____

Vendor Representative's Contact Email: _____

Vendor Representative's Contact Phone Number: _____

Response Date: _____

Please verify the following. Failure to fully complete this cover page may result in this response being considered a "No Bid."

Vendor is registered to do business with the State of West Virginia. If not, please complete and submit the WV-9 form with your response.

By checking this box, I hereby certify that this submittal contains all documents and information required and I acknowledge that failure to do so may result in rejection of this submittal.

Signature

Date

Notice: All RFQ responses must adhere to the [Request for Quote Standards and Requirements](#) available on the RFP/RFQ webpage of the West Virginia Judiciary website. Failure to adhere to these Standards and Requirements and/or failure to provide all requested information contained within this RFQ may result in a response being considered a "No Bid."