

ADDENDUM NO. 1

DATE: February 17, 2020

TO: All Proposers 

FROM: Julie Smith Maxwell, Procurement Specialist

SUBJECT: Addendum No. 1 – Sound Engineer

PROPOSALS DUE: February 27, 2020, at 11:00:00 a.m. Eastern Time

This addendum is being published to respond to questions asked by a potential proposer regarding the above-referenced Request for Proposals. This addendum becomes a part of the Contract Document and modifies the original specifications as noted.

Question 1: Is there an estimated number of events for the year?

Response: There is not an estimated amount of events for the year. The Office of Special Events shall give two weeks' notice for upcoming events. There may be times when only a 24 hours' notice is possible should an emergency press event occur in Market Square.

Question 2: Can the city provide a schedule so that the contractor can schedule other jobs around the events at market square?

Response: Yes. The "Events Calendar" provided on the City's website stays regularly updated and is available to the public. Also, the Events Office and the Event Organizer will provide the contracted sound engineer information as events are scheduled.

Question 3: Can you clarify what it means for the contractor to store the equipment?

Response: The City maintains a storage space located in Market Square. The contractor is responsible for moving all equipment necessary for Market Square events from this storage location. The contractor is also responsible for breaking down all equipment and putting it back in storage following the end of events.

END OF ADDENDUM NO. 1