

City of San Antonio

ADDENDUM I

SUBJECT: Request for Proposals for Sound Services for Market Square, (RFP 15-061, 6100006089), Scheduled to Close: June 29, 2015; Date of Issue: June 3, 2015

FROM: Denise D. Gallegos, C.P.M., CPPB
Procurement Administrator

DATE: June 17, 2015

THIS NOTICE SHALL SERVE AS ADDENDUM NO. 1 - TO THE ABOVE REFERENCED REQUEST FOR PROPOSALS

A. THE ABOVE MENTIONED REQUEST FOR PROPOSALS IS HEREBY AMENDED AS FOLLOWS:

ADD: EXHIBIT 3, "FY15 & FY16 Event Calendar for Market Square"- Exhibit is posted as a separate attachment.

B. QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 011, RESTRICTIONS ON COMMUNICATIONS:

Question 1: Will parking be available for bid winner's vans for gigs that are 2 or more consecutive days?

Response: Unsecured parking should be available for most 2+day events. The City is not responsible for theft or damage of any vehicles or equipment owned or operated by the successful bidder.

Question 2: Will the winning bidder be allowed to display stage marketing banners?

Response: Yes, the winning bidder may place limited signage or banners at front of house (FOH) location. Any signage must be approved by Market Square Manager.

Question 3: Will the winning bidder be in charge of booking any events?

Response: No.

Question 4: Will there be one winning bidder or multiple winning bidders?

Response: There will be one winner. However, the City reserves the right to seek alternative services if the successful bidder services are deemed inadequate or insufficient. This includes the competency and behavior of bidder's staff.

Question 5: Will there be holiday pay and if so which holidays are included?

Response: There is no holiday pay. Events take place on many holidays, including, but not limited to Memorial Day, Labor Day and 4th of July. Events are prohibited on Easter Sunday, Thanksgiving Day, Christmas Day, and New Years Day.

Question 6: In the event that an event is suspended due to weather, will winning bidder be paid in full?

Response: Bidder should include his/her policy for cancelled events as part of the proposal response.

Question 7: Are Fiesta events included or separate?

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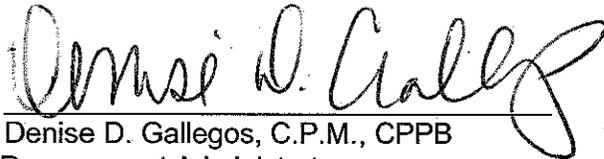
Response: Separate, in some instances, as Fiesta is a third party event. DCCD (Market Square) only provides for PA services for internally sponsored events at Market Square. The stage inside Farmers Market Building is ***not*** a part of third party rentals, so a sound tech may be required during Fiesta or other third party events if entertainment is scheduled for the stage.

Question 8: Will additional funds be paid to winning bidders for costs of additional services requested above and beyond core services?

Response: Additional services can be negotiated on a per event basis.

Question 9: Will we have a deadline extension for questions given difficulties with portal because we may have system questions that we will not know until interacting with the portal?

Response: No, there will not be an extension to the proposal deadline, Monday, June 29, 2015 @ 11:00 am.



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Finance Department – Purchasing Division