

Student Success Expo 2016 – Event Management Services (Annual Contract)

Number: RFP 16-16

Addendum: #1

Posting Date: 11/5/2015

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The information contained in this document shall become an official part of the original document and shall be acknowledged as noted on the Certification Form of the Solicitation document. Failure to acknowledge receipt of an addendum may result in a status of non-responsive. Firms are encouraged to review the contents of this document and to respond accordingly.

Addendum No. 1 is being issued to provide a copy of the Register of Firms in attendance at the Pre-Proposal Conference, clarification of Scope of Work, and to answer questions submitted in response to the RFP document.

1. **7.0 Submittal Instructions to Proposers**
One manually signed original (with Pricing) and three (2) photocopies (without pricing) and one (1) CD or diskette containing PDF file of the original proposal must be submitted.
Correction: One manually signed original (with Pricing) and five (5) photocopies (without pricing) and one (1) CD or diskette containing PDF file of the original proposal must be submitted.

2. **12.0 Scope of Work**

Event Booth(s) (10' x 10')

Quantity: 150

Correction: Quantity: 170

Robotics Competition Area Booth

Correction: Add Pipe and drape – 3” on four sides with 36” opening on one of the sides (drape color: black)

Culinary Area Booth

Six (6) 6’ skirted tables (black skirting)

Correction: Eight (8) 6’ skirted tables (black skirting)

Add: 30 chairs

STEM Competition Area Booth

Six (6) 6’ skirted tables (black skirting)

Correction: Eight (8) tables (black skirting)

Add: 30 Chairs

Add: STEM Race Car Area Booth (50' x 50') Quantity – 1

Located in Store #2402 area

Booth to include:

Pipe and drape - 3’ on four sides with 36” opening on one of the sides (drape color: black)

Eight (8) 6’ skirted tables (black skirting)

Thirty (30) Chairs
Four (4) waste cans

Recruitment Competition Area

Delete: Pipe and drape – 3’ on four sides with 36” opening on one of the sides (drape color: black)

Add: 30 Chairs

Community Service Competition Area

Delete: Pipe and drape – 3’ on four sides with 36” opening on one of the sides (drape color: black)

Add: 30 Chairs

Event Stage with Fashion Show Runway (30’ x 30’) (10’ runway)

Three hundred (300) folding chairs for stage audience

Correction: Four hundred (400) folding chairs for stage audience

Add: Public Service Announcements Area

Four (4) 6’ skirted tables (black skirting)

Eight (8) folding chairs

Delete: Booth signs 7” x 44” (black on white lettering) with easel

3. Are there any documents that reflect the floor plan for the booth setup?

Answer: The floor plan for the booth setup will be made available prior to the event.

ALL OTHER TERMS AND CONDITIONS REMAINS UNCHANGED

****End of Addendum No. 1****