

**Department of Cultural Affairs and Special Events (“DCASE”)**

**March 27, 2024**

**Addendum No. 1**

**TO**

**REQUEST FOR PROPOSALS (“RFP”)**

**FOR**

**RENTAL OF STAGE LIGHTING EQUIPMENT FOR CITY FESTIVALS**

**Specification No.: 112023**

**For which proposals are scheduled to be received no later than 3:00 p.m. Central Standard Time on Tuesday, April 16, 2024. (pursuant to the Request for Proposals advertised on Monday, March 18, 2024) through the Department of Cultural Affairs and Special Events (Room 400, Chicago Cultural Center).**

**Respondents must acknowledge receipt of this Addendum No. 1 in the Cover Letter of the Proposal.**

**Complete and return attached Acknowledgement via email to [joshua.schwimer@cityofchicago.org](mailto:joshua.schwimer@cityofchicago.org) – Attn: JT Schwimer, Contracts Coordinator**

**This document contains:**

- 1. Information Regarding Rescheduled Pre-Proposal Conference**
- 2. Revised Section III GENERAL INFORMATION AND GUIDELINES**
- 3. Addendum Receipt Acknowledgement.**

This information contained in this addendum No. 1 is incorporated by reference into the original Request For Proposal (RFP) issued on Monday, March 18, 2024.

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**The following questions /answers will be incorporated in the above referenced Request For Proposal. All other provisions and requirements as originally set forth remain in force and are binding.**

**SECTION 1 Information Regarding Rescheduled Pre-Proposal Conference**

A Pre-Proposal Conference will be held virtually on **April 2, 2024** at 11:00 A.M. Central Standard Time. Pre-registration must be arranged by email to [joshua.schwimer@cityofchicago.org](mailto:joshua.schwimer@cityofchicago.org) in advance of the scheduled Pre-Proposal Conference. Registrants will receive directions and a link to access the Pre-Proposal Conference.

Attendance is Non-Mandatory, but encouraged.

**SECTION 2: Revised Section III GENERAL INFORMATION AND GUIDELINES**

**III. GENERAL INFORMATION AND GUIDELINES**

**3.1 Communications between the City of Chicago and Respondents**

**A. Submission of Questions or Requests for Clarifications**

**Respondents must communicate only with the Department of Cultural Affairs and Special Events. All questions or requests for clarification must be in**

writing, sent by email to [joshua.schwimer@cityofchicago.org](mailto:joshua.schwimer@cityofchicago.org), and directed to the attention of JT Schwimer, Department of Cultural Affairs and Special Events, Room 400 of Chicago Cultural Center and **must be received no later than April 11, 2024** at 4:00 p.m. Central Standard Time. Respondents are encouraged, but not required, to submit questions 1 week prior to the scheduled Pre-Proposal Conference. The email must clearly indicate that the contents are “Questions and Request for Clarification” about the RFP, and are “Not a Proposal” and must refer to “Request for Proposal (“RFP”) for Rental of Stage Lighting Equipment for City Festivals No. 112023.” No telephone calls will be accepted unless the questions are general in nature.

**B. Pre-Proposal Conference**

The City will hold a Pre-Proposal Conference that will be conducted via a conference call on an online or virtual platform. All interested attendees must register in advance of the Pre-Proposal Conference. Pre-Registration must be arranged in advance of the scheduled **April 2, 2024** Pre-Proposal Conference. Attendees must send an e-mail to JT Schwimer at [joshua.schwimer@cityofchicago.org](mailto:joshua.schwimer@cityofchicago.org) to register. Registered attendees will receive e-mail confirmation with directions and the link to access the Pre-Proposal Conference.

All parties interested in attending submitting a Proposal in response to this RFP are urged to attend. The City will answer questions and clarify the terms of the RFP at the Pre-Proposal Conference. The City may respond both to questions raised on the day of the conference and to questions emailed or mailed prior to the deadline for receipt of questions per Section 3.1.A.

**3.2 Deadline and Procedures for Submitting Proposals**

- A. To be assured of consideration, Proposals must be received by the City of Chicago, Department of Cultural Affairs and Special Events via email submission to [joshua.schwimer@cityofchicago.org](mailto:joshua.schwimer@cityofchicago.org) no later than 3:00 p.m. Central Standard Time on **April 23, 2024**.
- B. The City may, but is not required to accept Proposals that are not received by the date and time set forth in Section 3.2.A above. Only the Commissioner is empowered to determine whether to accept or return late Proposals. No additional or missing documents will be accepted after the due date and time, except as may be requested by the Commissioner.

Failure to meet the deadline due to electronic delivery or other issues will not excuse the Respondent from the deadline requirement. It is Respondent's sole responsibility to ensure that the Proposal is received as required.

- C. Proposals must be delivered to the following address:

**Clinée Hedspeth, Commissioner**

City of Chicago

Department of Cultural Affairs and Special Events

Attention: JT Schwimer

joshua.schwimer@cityofchicago.org

- D. Respondent must submit 1 electronic copy of the Proposal. The documents must be clearly marked as “ORIGINAL”, and must bear the signature of an authorized corporate agent on all documents requiring a signature.

### **3.3 RFP Information Resources**

Respondents are solely responsible for acquiring the necessary information or materials. Information for preparing a response to this RFP can be located in the following areas of the City’s website:

- [www.cityofchicago.org](http://www.cityofchicago.org)
- Search MBE/WBE Directory Database
- [www.cityofchicago.org/dcase](http://www.cityofchicago.org/dcase)
- Take out list
- Pre-Bid/Proposal Conference Attendees
- Addendums and Exhibits, if any

### **3.4 Procurement Timetable**

The timetable for the RFP solicitation process is summarized below. Note that these are target dates and are subject to change by the City.

| <b>Key Activity</b>                    | <b>Target Date</b> |
|--|--------------------|
| City Issues RFP                        | March 18           |
| Non-Mandatory Pre-Proposal Conference  | <b>April 2</b>     |
| Pre-Proposal Questions Due             | <b>April 11</b>    |
| Addendum to Answer Questions Available | <b>April 15</b>    |
| Proposals Due                          | <b>April 23</b>    |

### **3.5 Confidentiality**

Respondent may designate those portions of the Proposal, which contain trade secrets or other proprietary data that must remain confidential. If a Respondent includes data that is not to be disclosed to the public for any purpose or used by the City except for evaluation purposes, the Respondent must:

- A. Mark the title page as follows: “This RFP proposal includes trade secrets or other proprietary data (“data”) that may not be disclosed outside the City and may not be duplicated, used or disclosed in whole or in part for any purpose other than to evaluate this Proposal. The data subject to this restriction are contained in sheets (insert page numbers or other identification).” The City, for purposes of this provision, will include any consultants assisting in the evaluation of Proposals. If, however, a contract is awarded to this Respondent as a result of or in connection with the submission of this data, the City has the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the City’s right to use information contained in the data if it is obtained from another source without restriction.
- B. Mark each sheet or data to be restricted with the following legend: “Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this Proposal.”

**All submissions are subject to the Illinois Freedom of Information Act (FOIA).**

Department of Cultural Affairs and Special Events (“DCASE”)

March 27, 2024

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TO

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FOR

RENTAL OF STAGE LIGHTING EQUIPMENT FOR CITY FESTIVALS

Specification No.: 112023

Consisting of Sections 1, 2 and 3 including this Acknowledgement.

**SECTION 3: ADDENDUM RECEIPT ACKNOWLEDGEMENT**

I hereby acknowledge receipt of Addendum No. 1 to the RFP named above and further state that I am authorized to execute the Acknowledgement on behalf of the company listed below.

|                                       |                |
|---------------------------------------|----------------|
| _____                                 | _____          |
| Signature of Authorized Individual    | Title          |
| _____                                 | _____          |
| Name of Authorized Individual (Print) | Company Name   |
|                                       | _____          |
|                                       | Business Phone |

**Complete and return attached Acknowledgement by email to [joshua.schwimer@cityofchicago.org](mailto:joshua.schwimer@cityofchicago.org) – Attn: JT Schwimer, Contracts Coordinator**