

ADDENDUM #1

FOR

BID – AV Rental Equipment Purchase

5/24/2023

Clarifications:

- 1) Bids may be emailed to Lisa Dobbertin (ldobbertin@paconvention.com) and Steve Shepper (sshepper@paconvention.com) in lieu of dropping off hard copies. Please make sure you get an email in reply acknowledging receipt of your bid before 4PM of bid day from Lisa or Steve. Our system often sends emails with attachments to our spam folder. We will also have a Bid box set up at 12th and Arch entrance (East side, across from Reading Terminal Market) if you would like to drop off a hard copy.
- 2) The excel version of the pricing chart has been uploaded to the project website. Please note that there are currently no formulas in the cells for automatic calculations. You'll need to add those or manually calculate. Please make sure your calculations are correct for the bid.

Questions:

- 1) The project has a completion date of 180 days. Although we currently don't see any major issues with back orders from manufacturers which would hinder this, there is always a possibility they push lead times back. How do you anticipate this issue being addressed?
Answer: We would like everything as soon as possible, but understand delays happen. That's not a problem for us if it has to go beyond the 180 days.
- 2) We have worked with PCCA on a project recently in which no bid/security bond was needed. Is this definitely a requirement for this project since this is a box move and no installation is required or could this requirement be waived? **Answer: Bid bond and bid security are not required for this bid.**
- 3) Is product able to ship directly to PCCA? If so, do you have the address to ship to? On the last box move we just had the manufacturers ship direct to site. It looks like everything on the RFP is pretty small and would probably go UPS or Fed Ex. If there is anything larger that would require LTL shipping, can we do dock to dock shipping or would you need inside delivery?
Answer: No direct shipments should be made to the convention center from manufacturers, with the exception of any large freight items that require forklifts. Groups of items should be delivered in bulk to our dock for our sign off (example: 20 items at once). Delivery dates should be coordinated with the center before anything is dropped off to make sure it's not a busy move-in or move-out day for shows.
- 4) For shipping costs we did not see a line item for this, should we include the shipping cost in the item costs? **Answer: Include all shipping costs within the line items.**