



**RFP 1019-16-HC
HOBBY CLASSES**

November 2, 2016

ADDENDUM #1

To: ALL PROSPECTIVE OFFERORS

THIS ADDENDUM MUST BE SIGNED AND RETURNED WITH YOUR PROPOSAL.

QUESTIONS AND ANSWERS:

Q1. I already have a contract with the City for classes. Do I need to submit another proposal under the RFP?

A1. It depends on the current/future cumulative dollar value and status of your Hobby Class contract as explained below. The cumulative dollar value is defined as the total amount paid under the initial contract term plus all amendments.

You should check your contract number and expiration date to determine which of the following scenarios are applicable to you.

1. If your contract number starts with 0617-14-HC:

- Your contract was awarded under a Request for Proposals (RFP) and is effective through August 30, 2017.
- As long as the cumulative dollar value of your contract has not exceeded \$100,000, the City will have the option to renew the contract as the expiration date approaches unless a renewal will take the cumulative contract dollar value over \$100,000. The Hobby Class Coordinator will be in touch with the holders of these contracts as the expiration date approaches.
- Unless otherwise approved in advance, the cumulative contract dollar value of a Hobby Class contract should not exceed \$100,000.

2. For all other contracts:

- Your contract was awarded under a Request for Quotation (RFQ) and the expiration dates vary. The maximum cumulative dollar value of a contract resulting from an RFQ is \$50,000.
- As long as the cumulative dollar value of your contract has not exceeded \$50,000, the City will have the option to renew the contract as the expiration date approaches unless a renewal will take the cumulative dollar value over \$50,000.
- If your contract has expired, has no remaining options to extend, or is approaching the \$50,000 cumulative dollar value, you will need to submit another proposal in response to the above referenced RFP.

Q2. I do not have access to a CD burner. Will you all accept a pdf file of the document sent via e-mail or stored on a USB drive?

A2. You may submit a flash drive in lieu of a CD. See Revision to RFP Below.

REVISION TO THE RFP:

Under Section XVII "PROPOSAL SUBMISSION REQUIREMENTS", Paragraph A "Specific Requirements", sentences 2, 4 and 5 are modified to add the option to submit a flash drive in lieu of a CD as follows:

A. Specific Requirements

1. Offerors should submit three (3) complete hard copy, sealed proposal packages consisting of one (1) original (clearly marked as such on the cover of the proposal package) and two (2) copies of each proposal to include the information and format described herein.
2. In addition to the hard copies, each Offeror is requested to submit one (1) searchable, indexed PDF copy of their complete Proposal on CD or flash drive in the Proposal package.
3. If the Proposal contains proprietary or confidential information in accordance with the section "Trade Secrets or Proprietary Information" herein, the Offeror shall also submit one (1) separate, sealed redacted hardcopy of the proposal along with a separate, redacted version of the searchable, indexed PDF both clearly marked as such.
4. The CD(s) or flash drive(s) shall be clearly marked with the RFP number, Offeror's name, date of Proposal and redacted ID if applicable.
5. The hard copy proposal shall be the Offeror's "official" Proposal and shall meet all requirements for submission. The CD or flash drive copy will not be accepted in lieu of the hard copy Proposal.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED AND IN FULL FORCE & EFFECT.

Contractor must take due notice and be governed accordingly. This Addendum is considered a part of the above referenced solicitation.

Acknowledged by:

Legal Name of Firm

Authorized Signature

Date