

10/18/18

City of Sioux Falls

Addendum No. 1

Request 18-0155

Audiovisual equipment upgrades to the Sioux Falls Convention Center

Please add the following information to the Scope of Work in the RFP:

1. Proposers shall be responsible for all licensing, necessary racks in the IT closets, electrical work, drywall repairs, paint, equipment rentals, shipping, applicable taxes and any other items needed to complete the audiovisual upgrade at the Convention Center.
2. The size of the large projector screens shall be 10' 6" x 14'.
3. Upon completion of the project the awarded proposer shall provide up to four hours of employee training on how to operate the system.
4. Awarded proposer shall provide a complete operational guide of the system.
5. Proposer shall breakout programming hours in the cost proposal and the cost per hour if additional hours are needed for out of scope work.

Please make the following change:

1.04 Currently reads:

1.04 Return Mailing Address and Deadline for Receipt of Proposals

Firms must submit one (1) original hard copy (marked "Original") and four (4) hard copies of the proposal in a sealed envelope or package. Please include one electronic copy on a flash drive.

One Cost Proposal is to be submitted in a separate sealed envelope or package, clearly labeled "Cost Proposal."

Envelopes or packages containing proposals must be clearly addressed as described below to ensure proper delivery and to avoid being opened by the City before the deadline for receipt. Envelopes or packages must be addressed as follows:

City of Sioux Falls Purchasing Office
Attention: Scott Rust
Audio Visual Upgrades at the Sioux Falls Convention Center
RFP No. 18-0158
224 West Ninth Street
P.O. Box 7402
Sioux Falls, SD 57117-7402

Proposals must be received by the Purchasing Office at the location specified no later than **2 p.m., Central Standard Time, on November 1, 2018**. Proposals will not be publicly read at the opening.

Proposals may not be delivered orally, by facsimile transmission, by other telecommunication, or electronic means.

Firms assume the risk of the method of dispatch chosen. The City assumes no responsibility for delays caused by any delivery service. Postmarking by the due date will not substitute for actual proposal receipt by the City. A Firm's failure to submit its proposal prior to the deadline will cause the proposal to be rejected. Late proposals or amendments will not be opened or accepted for evaluation.

Change to:

1.04 Return Mailing Address and Deadline for Receipt of Proposals

Firms must submit one (1) original hard copy (marked "Original") and four (4) hard copies of the proposal in a sealed envelope or package. Please include one electronic copy on a flash drive.

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Attention: Scott Rust
Audio Visual Upgrades at the Sioux Falls Convention Center
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224 West Ninth Street
P.O. Box 7402
Sioux Falls, SD 57117-7402

Proposals must be received by the Purchasing Office at the location specified no later than **2 p.m., Central Standard Time, on November 15, 2018**. Proposals will not be publicly read at the opening.

Proposals may not be delivered orally, by facsimile transmission, by other telecommunication, or electronic means.

Firms assume the risk of the method of dispatch chosen. The City assumes no responsibility for delays caused by any delivery service. Postmarking by the due date will not substitute for actual proposal receipt by the City. A Firm's failure to submit its proposal prior to the deadline will cause the proposal to be rejected. Late proposals or amendments will not be opened or accepted for evaluation.

Sign this form and include with your proposal response.

Signature

Company

Date