

MONTGOMERY COLLEGE ▪ OFFICE OF PROCUREMENT
REQUEST FOR PROPOSAL TITLE: Commencement Event Services
RFP NUMBER: 520-018
RFP CLOSING DATE AND TIME: January 16, 2020 AT 3:00 P.M.



ADDENDUM #2
Issued: January 10, 2020

ADDENDUM FOR THE PURPOSE OF:

- Provide the attached questions and answers
- Provide spend history table for 2019 Commencement

All other specifications, terms and conditions remain unchanged.

A handwritten signature in blue ink, appearing to read 'Patrick Johnson', written over a horizontal line.

Patrick Johnson
Director of Procurement

Please **sign** below to acknowledge receipt of this Addendum and return with the proposal. Failure to return this Acknowledgement of Addendum may deem a proposal nonresponsive.

NOTE: ACKNOWLEDGEMENT OF RECEIPT OF BID ADDENDA WILL NOT BE ACCEPTED BY FACSIMILE OR E-MAIL.

Company Name

Authorized Signature

Date

Printed/Typed Signature

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Questions and Answers

Question	MC Response
1. Will MC accept concrete ballast vs water ballast for tents? (The water ballast presents a safety concern)	Yes, Concrete ballast is acceptable
2. If awarded, what is the payment schedule?	Terms are net 30 days after receipt of invoice.
3. How far in advance can set up begin?	Set Up can begin as early as Monday May 4, 2020
4. What is the expected time frame for the breakdown of all tents and equipment?	All Equipment must be removed from College premises by Friday, May 29, 2020
5. Will MC be providing supplies for First Aid tent?	Yes
6. Will MC be providing staff for a stroller tent?	Yes
7. Is there a preference for Maryland based subcontractors or will outside vendors (DC and VA) be considered equally?	No Preference
8. Is Party Plus the point of contact for contractors, per Attachment H-2020 Commencement Week Production Schedule?	No, they were the supplier of the tent last year.
9. Is there an incumbent? If so who was it and what was the base year price on the previous contract?	Yes, we had multiple contracts (reference spend history table in this addendum)
10. Was the scope of work for the previous RFP the same? Were new services added/removed?	No, We previously had separate contracts for Commencement (reference spend history table in this addendum)
11. Will the production services vendor from 2019 be the same for 2020?	No, the purpose of this RFP is to establish a new contract.
12. What are the musical performance needs (I see National Anthem but no other details)? On Monday the 18 th	The National Anthem only requires a single microphone (a capella)
13. Is all AV inside the large main tent or is there an overflow tent?	Yes
14. What are the needs for Drug testing, background screening etc? Is this for all people working onsite, just key personnel, etc? If checks such as these are conducted by the individual employers are these suitable? Will records need to be shown to prove these tests complete and passed?	The contractor is responsible for proper screening of all employees. Records are not required.
15. Are there any guidelines concerning providing protection to the track and field concerning vehicles?	We do not specify the type of protection. The contractor will be financially responsible for any repairs to the track as result of negligence or failure to properly protect the track from damage during the installation and striking of the event.

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Questions and Answers - continued

Question	MC Response
16. Does the HVAC system need to be as specific, or can it be fulfilled with the equivalency as contractor sees fit. AKA use air conditioners instead of chillers, etc but produce the same amount of cooling.	The HVAC does not have to be specific to chillers. Offeror must successfully demonstrate in their proposal that an alternate method of cooling will be adequate for the event.
17. Can the power be provided by different size generators as long as it fulfills all requirements? For example provide one larger generator to accommodate multiple air conditioners?	Yes
18. Does the college have the ability to adapt the fire hydrant into garden hose spigots for restroom trailer water supplies?	Yes
19. Additional events: Can you specify the additional events the institution would like us to service throughout the year?	At this time we do not have any other large events scheduled.
20. Additional details: Are there any other pertinent details or nuaunces involving these commencement events and/or other details we should be aware of?	The RFP document and associated addendums provides all the pertinent details.

END OF QUESTIONS AND ANSWERS

2019 Commencement Event Services Spend History Table

VENDOR	DESCRIPTION	AMOUNT
Party Plus Tents & Events	Tenting, Stage and chairs	\$132,402.42
Visual Sound	AV and Stage Production	\$45,565.71
Herc Rentals	Temporary Air Conditioning	\$38,794.00
Gotogo	Portable Restrooms	\$8,498.00
Plants Alive	Plant Rental	\$1,956