

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

April 24, 2025

Addendum No. 3

TO

REQUEST FOR PROPOSALS (“RFP”)

FOR

ART TRANSPORTATION AND STORAGE SERVICES

Specification No.: 120023

For which proposals are scheduled to be received no later than 3:00 p.m. Central Standard Time on Tuesday, May 13, 2025. (pursuant to the Request for Proposals advertised on Monday, March 24, 2025) through the Department of Cultural Affairs and Special Events (Room 400, Chicago Cultural Center).

Respondents must acknowledge receipt of this Addendum No. 3 in the Cover Letter of the Proposal.

Complete and return attached Acknowledgement via email to joshua.schwimer@cityofchicago.org – Attn: JT Schwimer, Contracts Coordinator

This document contains:

- 1. Response to questions received.**
- 2. Addendum Receipt Acknowledgement.**

This information contained in this addendum No. 3 is incorporated by reference into the original Request For Proposal (RFP) issued on Monday, March 24, 2025.

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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: Response to questions received.

QUESTION 1	Is there flexibility with the truck size requirement? Is a 20' climate controlled straight truck acceptable as long as it can accommodate the size of the artworks?
RESPONSE 1	<i>Yes, the Contractor may use a different size truck than specified in the Scope of Services as long as it can accommodate the items being transported.</i>
QUESTION 2	Can you provide an estimated percentage of how much artwork is required to be delivered locally (Chicago), regionally (Midwest), nationally and internationally?
RESPONSE 2	<i>For 2024, the transportation breakdown was as follows:</i> <ul style="list-style-type: none">- <i>Local – 10 projects</i>- <i>Midwest – 1 project</i>- <i>National – 5 projects</i>- <i>International – 1 project</i>
QUESTION 3	Exhibit 3 only requests costs for "Art Transportation Services" and "Storage Services." Would services like artwork deinstallation and packing count as "ancillary services" to transportation?
RESPONSE 3	<i>Deinstallation and packing are to be included in the hourly rates. Any materials required for these services may be invoiced to DCASE at no additional markup.</i>

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Consisting of Sections 1 and 2 including this Acknowledgement.

SECTION 2: ADDENDUM RECEIPT ACKNOWLEDGEMENT

I hereby acknowledge receipt of Addendum No. 3 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 – Attn: JT Schwimer, Contracts Coordinator