Department of Cultural Affairs and Special Events ("DCASE")

April 14, 2021

Addendum No. 1

TO

REQUEST FOR PROPOSALS ("RFP")

FOR

INFLATABLE AMUSEMENT SERVICES FOR CITY JUMPING JACK PROGRAM

Specification No.: 023156

For which proposals are scheduled to be received no later than 4:00 p.m. Central Standard Time on Wednesday, April 28, 2021. (pursuant to the Request for Proposals advertised on Friday, March 19, 2021) through the Department of Cultural Affairs and Special Events (Chicago Cultural Center, Garland Court Loading Dock).

Respondents must acknowledge receipt of this Addendum No. 1 in the Cover Letter of the Proposal.

Complete and return attached Acknowledgement by email to anne.davis@cityofchicago.org – Attn: Anne Davis, Contract Coordinator

This document contains:

1. Notice of Revisions and Changes including following documents:
   a. CONFIDENTIALITY, SECTION 3.5
   b. SCOPE OF SERVICES, EXHIBIT 8, SECTION II
2. Answers to 5 questions submitted for clarification of the RFP.
3. Addendum Receipt Acknowledgement.

This information contained in this addendum No. 1 is incorporated by reference into the original Request for Proposal (RFP) issued on Friday, March 19, 2021.
April 14, 2021

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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: NOTICE OF REVISIONS/CHANGES

1. SECTION 3.5 of the RFP -- Remove the entire section labeled Confidentiality and replace with:

   3.5 Transparency Website: Trade Secrets

   Consistent with the City's practice of making available all information submitted in response to a public procurement, all proposals, any information and documentation contained therein, any additional information or documentation submitted to the City as part of this solicitation, and any information or documentation presented to City as part of negotiation of a contract or other agreement may be made publicly available through the City's Internet website. However, Respondents may designate those portions of the Proposal which contain trade secrets, confidential information or other proprietary data ("Data") which Respondents desire remain confidential.

   To designate portions of the Proposal as confidential, Respondent must:

   1. Mark the cover page as follows: "This Proposal includes trade secrets or other proprietary data."
2. Mark each sheet or Data to be restricted with the following legend: "Confidential: Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this RFP."

3. Provide a USB drive with your Proposal Submittal that contains a redacted copy of the entire Proposal or Submission as one .pdf format file for posting on the City's website. Respondent is responsible for properly and adequately redacting any Data which Respondent desires remain confidential. If entire pages or sections are removed, they must be represented by a page indicating that the page or section has been redacted. Failure to provide a redacted copy may result in the posting of an un-redacted copy.

Indiscriminate labeling of material as "Confidential" may be grounds for deeming a Proposal as non-responsive.

All Proposals submitted to the City are subject to the Freedom of Information Act. The City will make the final determination as to whether information, even if marked "Confidential," will be disclosed pursuant to a request under the Freedom of Information Act or valid subpoena. Respondent agrees not to pursue any cause of action against the City with regard to disclosure of information.

2. EXHIBIT 8, Scope of Services, SECTION II -- Add the below underlined language.

II. Summary of the Jumping Jack Grant Program

DCASE manages an online portal to collect Program applications from Residents. DCASE and the Contractor will collectively review the applications to ensure compliance with the Program guidelines. Once DCASE approves the application, the Contractor is responsible for all aspects related to the fulfillment of the Residents’ schedule site visit orders (“Orders”). The duties may include but are not limited to reviewing Order requests, corresponding with Residents and delivering, installing and removing the Inflatables to/from approved delivery sites on the scheduled Order date. The Residents will accept the Inflatable by providing their signature on the Verification of Placement Report at time of delivery. Any additional forms required by the Contractor must be approved in writing by DCASE at least 15 days prior to the first delivery of the year. The Contractor will submit a Verification of Placement Report (“Report”) per delivery and invoices monthly to the City for payment. DCASE and the Contractor will mutually agree upon the Report’s format, and the Report must be approved in writing by DCASE at least 15 days prior to the first delivery of the year.
**SECTION 2: ANSWERS TO 5 QUESTIONS SUBMITTED FOR CLARIFICATION OF THE RFP.**

<table>
<thead>
<tr>
<th>Question 1</th>
<th>Has the 2021 budget been approved? What is the budget? When will the program start?</th>
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<tbody>
<tr>
<td>Answer 1</td>
<td>$100,000 has been earmarked for the 2021 program however 2021 program details (e.g. program start date, duration, budget, etc.) are contingent on City and State health and safety guidelines.</td>
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<tr>
<th>Question 2</th>
<th>Can the Contractor rent other equipment to the client? Can the Contractor upsell?</th>
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<tbody>
<tr>
<td>Answer 2</td>
<td>Not as part of the Jumping Jack Program services. No.</td>
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<tr>
<th>Question 3</th>
<th>What if we can’t get the units inspected by the State before the start of the program? Can we still provide the units for the program?</th>
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<tr>
<td>Answer 3</td>
<td>No. Page 1 of the RFP states: “It is understood that the selected Respondent acting as an individual, partnership, corporation or other legal entity, is of professional status, licensed to perform in the State of Illinois and the CITY OF CHICAGO for all applicable professional discipline(s) requiring licensing and will be governed by the professional ethics in its relationship to the City.”</td>
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<tr>
<th>Question 4</th>
<th>How long has the Jumping Jack program been running? How long has it been outsourced to a Contractor?</th>
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<th>Question 5</th>
<th>Can the Contractor subcontract services?</th>
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<td>Answer 5</td>
<td>Please see section 4.2.C, Professional Qualifications and Specialized Experience of Respondent and Team Members Committed to this Project, which states, “If Respondent proposes that major portions of the work will be performed by different team members (joint venture partners, subcontractors, etc.), Respondent must provide the required information as described in the following four subsections for each such team member.”</td>
</tr>
</tbody>
</table>
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INFLATABLE AMUSEMENT SERVICES FOR CITY JUMPING JACK PROGRAM Specification No.: 023156

Consisting of Sections 1, 2 and 3 including this Acknowledgement.

SECTION 3: ADDENDUM RECEIPT ACKNOWLEDGEMENT

I hereby acknowledge receipt of Addendum No. 1 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 anne.davis@cityofchicago.org – Attn: Anne Davis, Contract Coordinator