Procurement and Contracting Services

Request for Proposals for provision of a special event rental service to perform designated functions for The University of Arizona, Department of Intercollegiate Athletics on Arizona Wildcat game days, including turnkey tailgate services on Bear Down Field and center mall area for Football game days.

ADDENDUM #1

Please mark all proposal submission Envelopes with the following information

Sealed RFP # L192013
Due on April 21, 2020 no later than 2:00 PM, MST
The following questions were received before the technical question/inquiry due date of April 7, 2020 at 12:00PM MST:

1. **Statement of Work 1.2 Coverage and Participation** - Does this agreement propose to distribute pricing and hold the vendor to contract pricing with all universities and colleges listed? PRO EM is already contracted with a rate schedule under another ABOR RFP with a different university. Are multiple awards with different rate schedules to different ABOR institutions allowed?

   This RFP would not supersede and agreement that you have with another ABOR University, however, if they elect to use the resulting agreement from this RFP, pricing would need to be consistent with the University of Arizona contract pricing.

2. **Service Protocol 5.1.2.2** - Is this statement specifically for alternative ballasting of tents? Or to provide artificial turf?

   This is for setup of tents on Bear Down Field. Not for providing artificial turf.

3. **Rain plan and strategies 5.1.7.1** - Is the question requesting a plan for communication to U of A participants or to discuss increase in tent quantities/tent sizes? Please elaborate.

   How will you as a vendor plan around inclement weather to ensure that all tents are in place for gameday.

4. **Method of Award 3.9.8** - Under the “B” and “C” heading you have requested a Rights Fee/Revenue Split. Is this financial remuneration currently in place with the current ICA contract or contracts associated with the athletic RFP? If so, can you give specific examples of how this is being done?

   The university/athletics have not previously contracted with a vendor in the past to execute B & C.

5. **Rights Fee/Revenue Split 5.2.4** - Same question as #4. See answer to #4

6. **Rights Fee/Revenue Split 5.3.4** - Same question as #4. See answer to #4

7. **Inventory 5.3.1.1** - Can other small tents (for example 10x10 Festival style-tents) be substituted in place of the Pop Up 9x9 tents listed?

   This will limit the number of tents that can be installed on Bear Down Field. We would allow an alternative size if this is all the vendor would be able to provide.

8. **Special Event Rental Services 5.1.1.1.1** - Can concrete blocks be used in place of water barrels to expedite set up and strike of tents?
Yes, as long as they do not damage anything. As a reminder the selected vendor will be responsible for any damage done.

9. **Financial Package 5.1.4.1**- Will price increases be allowed that mirror national cost of living adjustments? Will they be allowed more than 1 time if it is determined that a national cost of allowance is recommended or mandated?

Any cost adjustments will need to be agreed upon between the athletic department and the vendor and are typically only accepted once per year.

10. **Terms of Agreement 5.5**- Same question as #9.

See answer to #9 regarding price adjustments.

11. **Referencing of Orders 4.38**- If a non-athletic department orders equipment for a college game day tailgate will the pricing agreed upon have to be honored with all other departments?

The RFP is for Athletics, however, pricing would need to be honored campus wide.

12. **3.8.7** - How does the evaluation committee determine what can be considered proprietary and what cannot? For example, if a proposer responds with an idea for revenue generation that they feel is unique to them and will give them an advantage under the evaluation criteria outlined in Section 3.8.9, may that be considered proprietary?

References and proprietary business practices may remain confidential. See section 2.8. RFP responses will not be released until after Intent to Award is issued.

13. How many people are you anticipating will be in attendance for the Fan Fiesta, Wildcat Club area? Is this number included 5.1.1.2.1 Reserved tailgates or in addition?

Roughly 2,500 attendees per game in the DSC. This is in addition to the reserved tailgates.

14. For the evaluation criteria listed on Page 11-12, is it possible to participate in the bid if we are only interested in all of the 3 criteria being chosen for one company?

All vendors are encouraged to bid on any of the 3 areas. If a vendor wants to bid on 1 area, 2 areas or all 3 they can do so.
15. For section 5.1, do you have a list of all equipment/inventory that is requested pricing for in order to keep everything consistent?

Please provide any pricing/inventory that you as the vendor currently have be available/would make available for a football game day. Each vendors offering will differ.

In response to the current COVID-19 Pandemic, an exception will be made for RFP L192014 section 3.8. Email proposal responses will be accepted until the due date and time of April 21, 2020 no later than 2:00PM. Proposals may be emailed to CDKanzig@arizona.edu and should be titled in the following format:

RFP L192013 (Vendor Name) Response

End of addendum, all else remains the same.