

Request for Proposal Q00897
Conference Center, Room and Dining Accommodations for
Harper College Leadership Institute Immersion Experience
Addendum #1
May 19, 2017

All changes to the Request for Proposal (RFP) are valid only if they are issued by written addendum. Each respondent must acknowledge receipt of any addenda in their proposal submission. Each respondent, by acknowledging receipt of any addenda, is responsible for the contents of the addenda and any changes to the proposal therein. Failure to acknowledge receipt of any addenda may cause the proposal to be rejected. If any language or figures contained in this addendum are in conflict with the original document this addendum shall prevail.

This addendum consists of responses to the following questions received to date:

1. For the Dining/Hospitality section it asks for buffet or plated options for all 3 meals a day. Would you just like me to use an average of the 2 types of meals?
Response: We would prefer buffet for all meals with the exception of the following:
 - Replace dinner the first evening with heavy hors d'oeuvres for the reception
 - Replace lunch the last day with a plated lunch
2. When you are looking for Refreshment packages – would you like just beverages or snacks included in this as well?
Response: Beverages and snacks.
3. Currently checking on the bringing in outside beverages for the social networking event.
Response: If we are unable to bring in outside beverages, please note that in your response and/or any cost associated with bringing in outside beverages.
4. What type of food would you be looking for with the social networking event? It is not listed.
Response: No food, just looking to have access to a cash bar.
5. Audio visual – we have 2 types of LCD projectors – 4000 Lumens is \$XXX.XX and 5000 Lumens is \$XXX.XX – which would you prefer?
Response: Please make a judgment call on Lumens based on the layout and windows in the room. I have attached a Lumen guide: <https://www.projectorpeople.com/resources/lumen-guide.asp>
6. A/V – you requested microphones and speakers. Would you like wired mic on a podium or wireless lavalier?
Response: Wireless lavalier is preferred.
7. Are the dates at all flexible?
Response: No.
8. How large does the second conference room need to be? What is the setup, how many attendees?
Response: 40 people at minimum. An amphitheater style setup is preferred as this will be the location for our panels.
9. For the 6 breakout rooms, what set up do you require and how many should it seat?
Response: Small rooms okay, 5-6 people, lockable or private all-day access close to main meeting space. No A/V requirements, just WiFi.

10. With regards to page 17, do you need this chart completed with the package broken out? Or is the total cost at the bottom with description sufficient? (Our package includes guestroom, all F/B, meeting space, A/V)
Response: Please complete the form and break out the costs.
11. If you prefer that I complete the entire chart with prices broken out, I have a question on the RFQ referencing page 17 pricing estimate chart. When stating the "room cost per guest" column and then the "total" column at the bottom, it seems as if this is the total cost for guestrooms; however, each line must be multiplied by the "# of guests" (except the Suite column which is only by 1), to receive the true cost for that line and, in turn, the actual total for all guestrooms.
Response: Please multiply each line by the number of guest to provide the total per line item. Please address the out of pocket total cost on the Total Package Cost line. Feel free to provide additional detail on attached pages.

Sincerely,

Jewell M. Jackson
Purchasing Manager
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