



CHARLOTTE

## Finance Office - Procurement Management

<b>Addendum 1</b>	<b>Holiday Decoration Services RFP # 269-2018-062</b>
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To: All Prospective Companies

Date: May 24, 2018

**Subject: Addendum 1 – RFP # 269-2018-062 – Holiday Decoration Services**

Please note the specification changes/modifications below for the RFP.

Item #	Page #	Section #	Specification	Modifications and Questions
1	54	Section 7, Exhibit C	Park Location	<b>Notification:</b> Charlotte Center City Partners (CCCP) is currently reviewing the existing locations of the Services for a possible revision to one (1) installation location. If this change does occur, there will be no change to the total quantity of decorations to be installed. We anticipate having a final decision by the end of summer 2018.
2	14	3.4.3.3	Work Schedule	<b>Service Provider Question:</b> Are time restrictions the same for the parks as the rest of the service area?  <b>Answer:</b> Parks are accessible during the same time periods as the rest of the service area. The Company shall be allowed to store equipment in the parks, as long as it is secured and not in the right-of-way of traffic.
3	19	4.1.2	Experience	<b>Service Provider Question:</b> Is a company required to have five (5) years of experience? Does it have to include experience providing similar services to municipal clients?  <b>Answer:</b> The City of Charlotte (City) is interested in seeing examples of work the Company has performed in the previous five (5) years. Experience examples should be comparable in size and/or scope and may include commercial or residential work. A description of the scope of work, along with representative photos of the installation, if available, should be included in your Proposal response.

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4	19	4.1.2	Uniforms	<p><b>Service Provider Question:</b> Are there specific requirements for the uniforms (i.e., long sleeve, short sleeve)? What if the Company does not yet have uniforms for its personnel?</p> <p><b>Answer:</b> The City requires that Company employees are in uniform dress, but the specifications and style of the uniform(s) is at the Company's discretion. The Company should provide a photo of the proposed uniform or a sample mock-up of the proposed uniform/style.</p> <p>Charlotte Business INClusion (CBI) can provide a list of certified MWSBE vendors for possible subcontracting opportunities in a variety of categories (i.e., delivery services, equipment rental, uniform sales).</p>
5	26	Section 6, Form 5	MWSBE Utilization	<p><b>Service Provider Question:</b> If our company is a certified MWSBE with the City, can we include ourselves as subcontractors? If the proposing Company does hold current MWSBE certification(s), can they also propose certified MWSBE subcontractors?</p> <p><b>Answer:</b> Form 5 requires vendors to identify any certifications they currently hold. The proposing company cannot include themselves as a subcontractor.</p> <p>Companies are encouraged to include any and all subcontracting opportunities in their Form 5 response.</p>
6	32	Section 6, Form 8	Storage of Decorations	<p><b>Service Provider Question:</b> Is a specific location required for storage? Does it have to be located in the City of Charlotte, or can it be located outside the City but within Mecklenburg County?</p> <p><b>Answer:</b> A 40-by-8-foot storage container will be provided to the Company to store the Decorations on their own site. The City does not require the storage to be within City or County limits, however the location should not limit the Company's ability to access the storage location in a timely manner at any time during the Contract term.</p> <p>The Company shall notify the City and CCCP of the proposed storage location no later than upon commencement of the Contract.</p>

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7	57	Section 7, Exhibit D	Map of Installation Locations	<p><b>Service Provider Question:</b> Does the service area only include three (3) parks?</p> <p><b>Answer:</b> No. The highlighted area in the map indicates all areas included in the Services. Note that power outlets are at the top of each pole and may not be visible upon normal inspection from the street or sidewalk.</p>
8		General		<p><b>Service Provider Question:</b> Are lifts allowed or are ladders required?</p> <p><b>Answer:</b> Single man-lifts are preferred for the installation of the dark green pole decorations to minimize the possibility of damage to the poles. Companies are required to obtain right-of-way permits from the Charlotte Department of Transportation for any equipment to be used in the right-of-way.</p>
10		General		<p><b>Service Provider Question:</b> Is there a limit to the number of vehicles the Company can park with the parking permits?</p> <p><b>Answer:</b> The Charlotte Department of Transportation (CDOT) sets these limits, which are typically capped at two (2) to three (3) vehicles, including trailers. The Company should park off of the street if possible to avoid using on-street parking. Parked vehicles and equipment cannot impede CATS bus routes. Some loading areas in the Trade/Tryon square area may be used by the Company.</p>
11		General		<p><b>Service Provider Question:</b> On the day that work begins, will there be someone out there from the City or CCCP?</p> <p><b>Answer:</b> The City and CCCP will coordinate to provide the Company with access to a representative(s) during installation and over the course of the Services. Both the City and CCCP assign Project Managers for these Services, and prior to each Holiday Season, all parties will meet to discuss the upcoming season's implementation plan and schedule, including providing the contact information for the project managers for the City, CCCP, and the Company. The City will assist the Company as needed for permitting.</p>
12		General		<p><b>Service Provider Question:</b> Do the Services include the Christmas tree at Trade and Tryon?</p>

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				<b>Answer:</b> No, the tree is provided by Bank of America and located on their property.

In order to constitute a complete proposal response you must acknowledge receipt of this addendum with the Addenda Receipt Confirmation Form in Section 6 of the RFP in your Proposal. ***Any Company not acknowledging receipt of an issued addendum may not be considered.***

In the event additional changes or clarifications to this RFP are warranted, all Companies are responsible for monitoring the City's [Contract Opportunity](#) site or [www.ips.state.nc.us](http://www.ips.state.nc.us) or for additional addenda.

We appreciate your interest in doing business with the City and look forward to receiving a Proposal from your company.

Sincerely,

Krystal King  
Procurement Officer

cc: RFP Team  
RFP File