March 11, 2015

ADDENDUM #1 to the University of Florida ITN15CW-118 Event Planning Services for the Samuel P. Harn Museum of Art’s 25 Candles Fundraising Gala is scheduled to open on March 25, 2015 at 3:00 p.m. at the University of Florida, Elmore Hall Conference Room, 971 Elmore Drive, Gainesville, Florida.

This addendum contains the vendor question and answers from the non-mandatory pre-proposal meeting on February 26th and written questions submitted by March 5th, and revised language, and impacts all vendors interested in submitting proposals for this solicitation.

This addendum shall be considered part of the Contract Documents for the above mentioned solicitation, ITN15CW-118, as though it had been issued at the same time and incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original document, this addendum shall govern and take precedence. All other terms, conditions, and regulations will apply.

Sincerely,

Carolyn T. Wimmer
Purchasing Coordinator II
University of Florida

Please acknowledge receipt of Addendum #1 by signing below, and returning this addendum with your proposal. Failure to include addendum with your proposal may result in rejection.

______________________________  ______________________________
Signature                                      Company Name
ITN15CW118 Questions and Answers

1. Can you clarify whether responding Event Planners need to include with customer references the budget/dollar value of events handled by the responding Event Planner?
   Please provide customer references with the size of the job (number of attendees), not the budget/dollar value. (as noted in 4.1.1, Response Format, Tab 5.)

2. Is there a floor plan of the Samuel P. Harn Museum?
The floor plan is Attachment A located on the Purchasing website. http://purchasing.ufl.edu/vendors/schedule.asp
   Scroll to ITN15CW-118
   Event Planning Services for the Samuel P. Harn Museum of Art’s 25 Candles Fundraising Gala

3. Can you Clarify section 4.1.1 Response Format of proposals? How many of which type do we submit?
   - Submit one (1) electronic copy- example (CD or USB flash drive)
   &
   - Submit one (1) original and six (6) hard copies
   Suppliers should submit one electronic copy, one original hard copy and 6 additional copies

4. In Tab 12: Pricing for Services, are we giving our firm’s pricing for all services for future events or just the 25 Candles Fundraising Gala?
   Respond with pricing for this event only (as noted under 1.3, Term of Agreement, pg. 7)

5. Is the Harn Museum booking music, or will the event planner provide music for the event?
   Both. Please provide the markup for entertainment provided through the Event Planner

6. Is Aramark responsible for all china, silverware and glasses?
   This will depend on the design of the event, so please price both ways. 1) with Aramark providing, and 2) with Event Planner either providing or markup for providing through a third party

7. Will the dinner that is being served be buffet service or plated service?
   Plated Service.

8. Is there a proposed budget to stay within for the entire event?
   As noted in 1.2, Scope of Work, Event Logistics, this is a fundraising event, and all proceeds will directly contribute to the Harn’s exhibition budget. It is anticipated that it will exceed our $75,000 bid limit, necessitating this public solicitation, but no firm budget number has been determined.