



PROCUREMENT AND SUPPLIER DIVERSITY SERVICES

*University of Virginia
Procurement and Supplier Diversity Services
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January 18, 2017

ADDENDUM THREE TO ALL FIRMS:

Reference: Request for Proposal (RFP) #KC1799674

Commodity: Event Management Services for the University of Virginia Bicentennial Launch

Dated: December 16, 2016

Proposal Due: January 20, 2017

Greetings:

Please reference the following for clarifications and changes to RFP #KC1799674 issued on December 16, 2016 for Event Management Services for the University of Virginia Bicentennial Launch:

Attachment 3: Question and Answer Summary
The following is being added:

Q: Please provide more financial details on what is and what is not included within JPJ facility use?

A: If the event is moved to John Paul Jones Arena on Friday, October 6, 2017, the University will provide:

- Arena utilities, including existing power and lighting
- Existing non-technical arena equipment such as tables, chairs, barricade, staging, curtains, and rails. Equipment available includes:
 - 1,200 +/- Black Metal Folding Chairs
 - 200 +/- Padded Folding Chairs
 - Stage Right Portable Stage – up to 80' x 48' with a height range of 48" to 78"

- Full-time event management staff for the purposes of scheduling, planning and executing the event at JPJ Arena.
- Full-time engineering staff for the purposes of ensuring access to power and a safe/effective event environment at JPJ Arena.
- Full-time ticketing staff for the purposes of planning the sales, distribution, and operation of the ticketed event at JPJ Arena.
- The following staff: police, security, ushers, ticket takers, ticket sellers, emergency medical, and traffic control officers

Specifically (notably) excluded:

- Hourly labor to setup, operate, and tear down the event as determined by SMG based upon the event producers requirements. This includes, but is not limited to: general labor, stagehands, housekeeping —all of which are exclusively contracted or handled in-house.
- Fixed or temporary house audio/visual equipment (including scoreboards, ribbon boards, monitors, projectors, microphones, speakers, etc.) and associated production staff/labor to operate. The public address system in the Arena bowl is not capable of supporting this type of event, therefore contracted audio support will be required.
- Reimbursable expenses as requested by the event producer or required by SMG for proper/safe event operations.
- Items required by speakers/artists/performers.
- Internet/telecommunication requirements.

If you have any questions concerning this Addendum or the RFP, please contact me at kc5yc@virginia.edu. Thank you for your participation in this RFP Process. I look forward to receiving your proposal.

Sincerely,

Kevin Crabtree
Senior Buyer

Please sign below, acknowledging receipt of this Addendum and return this document with your response to the RFP.

Signature

Name of Firm

Please Print Name of Person Signing Above

Date