



April 16, 2024

**Addendum #1
RP009-24**

Provision of Event Planning and Execution for an Employee/Family Appreciation Day

Revisions

- R1. The due date has changed. The revised due date is as follows:**
Proposals must be returned in a sealed container marked on the outside with the Request for Proposal number and Company Name. Proposals will be received until 2:50 P.M. local time on **April 26, 2024** at the Gwinnett County Purchasing Office, 75 Langley Drive, Lawrenceville, Georgia 30046.
- R2. Page 4, Audio/Visual (AV) Equipment Setup and Management, remove “and live streaming capability” from this requirement.**

Clarifications

- C1. The Exhibit Hall, Carnival Area, and Entertainment Building are the only buildings that will be utilized for this event.**
- C2. This is intended to be a drop-in event.**

Questions

- Q1. How was the \$40,000 budget determined?**
A1. This amount was discussed and determined internally and approved by Human Resources and the Board of Commissioners
- Q2. Please clarify what the \$40,000 budget is expected to cover.**
A2. This budget is expected to cover all services listed in “Section II. Scope of Work” in the request for proposal.
- Q3. Are guests expected to purchase food, or will food be provided? Will the County provide free snacks (popcorn, water, fruit, candy, etc.) to supplement?**
A3. This solicitation includes the service provider supplying drinks, snacks, etc. at no cost to guests. Additional food options are not included as part of this request for proposal.
- Q4. How will the County market/promote the event to the 6,000-person target audience?**
A4. The County has a Communications department that will partner with the awarded service provider with advertising this event. The County may advertise through email, social media, mailings, text messaging, etc.
- Q5. What is the overall max budget for this event?**
A5. There is approved funding for this project. Gwinnett County expects each service provider to propose a competitive price. Award will be made to the highest scoring firm. \$40,000 is budget for the services provided as described in Section II. Scope of Work. There is budget for the service provider fee (lump sum fee) outside of the \$40,000.00 for scope of work.

- Q6. What County staff, and/or Fairgrounds staff will be provided for these specific areas below:
- Parking
 - First Aid
 - Facilities Management (electricity, water, Internet, etc.)
 - Security
 - Waste Management
 - Main Stage Announcements, County Leadership Speakers, Employee Awards
 - Food Concessions
 - Activity Manpower (games, learn zone, etc.)
- A6. **See outlined below:**
- **Parking: The County will provide.**
 - **First Aid: The County will provide.**
 - **Facilities Management: The awarded service provider must provide.**
 - **Security: The County will provide.**
 - **Waste Management: The awarded service provider must provide.**
 - **Main Stage Announcements: County leadership may speak during this event.**
 - **Food Concessions: The awarded service provider must provide.**
 - **Activity Manpower: The awarded service provider must provide.**
- Q7. Can the awarded Service Provider bring sponsors in? Companies like Georgia Power, Coca-Cola, Verizon, etc.
- A7. **No.**
- Q8. What needs to be included as the unbound single sided original (proposal)?
- A8. **The single sided original proposal should be the technical proposal and all required forms, not including cost. This is the portion of the proposal that will be evaluated as outlined on Page 6 of the request for proposal as Part 1 – Technical Criteria. This includes Pages 9 and 21 of the request for proposal. Please also include 5 exact copies of this proposal and a digital copy on a flash drive.**
- Q9. Is there anything else that has to be submitted in the sealed envelope?
- A9. **The cost proposal, Page 8 of the request for proposal, is all that should be included in the separate sealed envelope.**
- Q10. The request for proposal mentions that the fairgrounds will provide 350 8-ft tables and 500 chairs; Later it's mentioned that the service providers can propose on the above and beyond needs for that (and tenting). Please elaborate on any specific tent, table and chair additions that may be needed.
- A10. **Any additional items will be determined by the awarded service provider based upon what is needed for the activities proposed.**
- Q11. The request for proposal also says that the fairgrounds will provide pipe and drape for 50 10x10 booths. Are these being used for something specific?
- A11. **The County does not have any plans for the use of the pipe and drape This was included as items that are available at no additional cost from the Fairgrounds in the event that the awarded service provider would like to utilize them.**

- Q12. Prize coordination: The request for proposal states that the County would like door prizes for each employee in attendance. Is the County just looking for ideas from the service provider or is the service provider required to provide those prizes within the allotted budget?
- A12. The County is looking for ideas from the awarded service provider but would procure those items separately.**
- Q13. Audio Visual: The request for proposal asks for "basic AV setup for music, a projector, and live streaming." Please provide more information about the intended use of projectors and any live-streaming needs the County may have.
- A13. The County does not have an intended use other than County leadership possibly saying a few words. These items were listed as something the service provider would be responsible for if needed as part of the service provider's proposal.**
- Q14. Event Materials: The request for proposal states: "Tables, Chairs, Linen, and or tenting will be needed." "If materials above and beyond what is listed above are needed, the service provider must provide." Please elaborate on what the need is.
- A14. See A10.**
- Q15. What type of staging is required for guest speakers? How elaborate does it need to be? What type of programming does the County envision with guest speakers? Will speakers be speaking inside the exhibit hall or from the entertainment area? Or both?
- A15. The County does not have an intended use other than County leadership possibly saying a few words. These items were listed as something the service provider would be responsible for if needed as part of the service provider's proposal. The fairgrounds does not allow for stage use outside.**
- Q16. Live streaming capabilities? What needs to be live-streamed? Activities may be simultaneously taking place, does everything need to be live-streamed?
- A16. Please disregard. Live streaming is not a requirement of this request for proposal. See R2.**
- Q17. Is there an on-site inventory of what's currently available and can be utilized from the Gwinnett County Fairgrounds? Are there requirements, guidelines/criteria for using the inventory available (i.e., tables, chairs, tents, staging, etc.)?
- A17. See Page 2, B. Location Details, of the request for proposal for the available inventory. The awarded service provider is responsible for setup, takedown, and cleanup of any inventory used.**
- Q18. Does Gwinnett County Fairgrounds have preferred service providers for clean-up and general housekeeping during events?
- A18. The awarded service provider may coordinate with the Fairground after award regarding any preferred vendors. The County was not provided with any requirements regarding vendors that must be utilized.**

- Q19. Does the Gwinnett County Fairgrounds management have any guidelines and/or instructions manual for hosting events on their site? If so, how can we access this information?
- A19. The County was not provided with an instruction manual for hosting events. The awarded service provider must follow requirements as outlined in this request for proposal.**
- Q20. Will the Gwinnett County Fairgrounds be accessible the day before the event for preliminary setup?
- A20. Yes, the facility will be available for set up 8:00AM-4:00PM Friday, September 27, 2024 and starting at 8:00AM on Saturday, September 28, 2024.**
- Q21. Can service provider arrange an on-site event planning walkthrough with Gwinnett County Fairgrounds before submitting a proposal?
- A21. The County is unable to coordinate a walkthrough prior to the proposal deadline. All questions submitted will be addressed with County staff and Fairgrounds staff, as needed.**
- Q22. Is there a primary contact for Gwinnett County Fairgrounds that service provider can reach out to?
- A22. This information will be provided to the awarded service provider.**
- Q23. Will Gwinnett County be serving/providing meals/food to the attendees? Ex. some concessions need to be considered in the budget but since this is an all-day event, will there be meals provided?
- A23. See A3.**
- Q24. What is the total event operations budget which covers the costs of all the required activities?
- A24. See A5.**
- Q25. What challenges did the service provider face in previous years that the agency would like to see addressed this year?
- A25. This is the County's first time hosting this event.**
- Q26. Are carnival style rides required and if so will those entities insurance policies be accepted in addition to the service provider's insurance policy?
- A26. Carnival style rides are not required. The County is looking for the service provider to present creative ideas within the allotted budget. Any outside vendor the service provider arranges to have at this event must meet the insurance requirements included in the request for proposal and submit those certificates to the Gwinnett County Fairgrounds. Gwinnett County will require the certificate of insurance from the awarded service provider only. All others must be coordinated with the Fairgrounds.**
- Q27. Will the awarded service provider be responsible for registration and tracking of employees and guests?
- A27. The County intends to handle the registration and tracking of employees but are open to suggestions from service providers to ensure that the registration/check-in process is a quick and smooth experience.**

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Q28. Is there a weather contingency plan or secondary event date?
A28. **See Page 5, C. Contingency Plans, of the request for proposal.**

Acknowledge receipt of this addendum on Page 16 of the proposal document.

Sincerely,

A handwritten signature in blue ink, appearing to read "Dana Garland".

Dana Garland, CPPB, FOII, NIGP-CPP
Purchasing Division7