

Project: **Sound & Stage Production
and Equipment Rental
Services**

Date: February 29, 2024

RE: Addendum #1

of Pages: 1

The following revisions and/or clarifications are made to the request for proposal (“RFP”) for Sound & Stage Production and Equipment Rental Services issued February 14, 2024. They are the result of questions received by 4:00 p.m. on February 23, 2024.

Questions: (answers to all question are shown in Italics immediately after the question)

1. How far in advance will these events be booked?

Production services and equipment rental are generally reserved for the entire outdoor season (mid-April through October) prior to April 1st (or, for the first year of this contract, upon contract execution). For late additions to the in-season event calendar or off-season events, BPCA endeavors to reserve services and equipment at least one (1) month prior to the event. On rare occasions, however, BPCA may require services and equipment upon less than one (1) month’s notice.

2. Is there a minimum amount of rental equipment per order?

No

3. What is the typical rental period?

Less than twenty-four (24) hours

4. Are these events rain or shine? If not, how are cancellations / postponed events handled?

BPCA reserves the right to cancel its reservation for production services/equipment rental with no penalty upon three (3) weeks’ notice to the vendor. BPCA will pay fifty percent (50%) of the accepted quote if it cancels a reservation with less than three (3) weeks’ notice but more than one (1) week’s notice. BPCA will pay 100% of the accepted quote if it cancels within one (1) week of the date of the reservation. Decisions to cancel events due to inclement weather will be made by BPCA in its sole discretion and are typically made close to the start time of the event.