



ADDENDUM #1 INFORMAL BID 2021-113

Kitsap County Parks Department

Sound and Lighting Services for Events at the Kitsap County Fairgrounds and Event Center

TO: All Respondents

FROM: Vicki Martin, Buyer

CLOSING DATE: Friday, April 23, 2021 at 2:00PM (**UNCHANGED**)

REF NO.: 2021-113 RFP

DATE: April 19, 2021

- 1. Regarding the description of vendor services, there is a line reading, "A percentage of the sales to Kitsap County Parks Department for exclusive rights to Fairgrounds & Event Center." What exactly is meant by exclusive, and how will exclusivity be enforced? As an example, if Gordon Sound were the exclusive provider for audio at the Fairgrounds, and a client brought their own audio/video/lighting, how would the County enforce this, and what remuneration would be recouped by Gordon Sound and how?**

Answer: The definitions and language for the exclusivity of sound and lighting services to the Fairgrounds and Event Center will be negotiated and clearly defined in the contract. For the RFP, the exclusivity of sound and lighting services applies to the Fairgrounds and Event Center (Kitsap Sun Pavilion and Presidents Hall). It is not applicable for the Kitsap County Fair and Stampede Association that operates during August.

- 2. Under the instructions portion of the RFP, item number 29 states that this is a Non-Exclusive Contract. How does this relate, or not, to the description of services of the vendor being an exclusive provider? Is this an error?**

Answer: The definitions and language for the exclusivity of sound and lighting services to the Fairgrounds and Event Center will be negotiated and clearly defined in the contract. For the RFP, the exclusivity of sound and lighting services is only applicable to the Fairgrounds and Event Center (Kitsap Sun Pavilion and Presidents Hall) is not applicable for the Kitsap County Fair and Stampede Association. Item number 29 is suitable for all other facilities.

- 3. Under instructions item number 41 B, it reads, "Describe the offeror's experience in providing public alert and warning and staff notification capabilities." What information specifically is being requested by this?**

Answer: This is requesting information on what experience and procedures does the offeror has when it comes to communicating and notifying staff in the event of a public alert and warning.

- 4. Under the instructions, item number 41 G asks for all attachments, appendices, and addenda to be completed and submitted as required. Is the sample contract, contract review sheet, and Board of Commissioners Meeting agenda item sample part of what should be submitted? Or are those, for example, purposes only? If only portions are desired to be present, what specifically are these portions to include?**

Answer: The documents that are required to be submitted are:

Appendix A

Appendix B

Appendix C

Appendix D

The sample contract, contract review sheet, and the Board of Commissioners Meeting agenda are for sample purposes only and do not need to be submitted.

- 5. On the contractor reference form, there is a box that asks for a "Go live date," is this relevant to this proposal, and if so, what specific information is desired?**

Answer: The "Go live date" would be defined as the date that the offeror begins working for the individual or company cited on the reference form the date the offerors service became available for use.

- 6. Is the Parks Department looking to purchase any new sound or lighting equipment?**

Answer: The Parks Department is not currently looking to purchase new equipment; however, the Parks Department would consider purchase options in the future.

- 7. Would you like maintenance and upkeep of the Parks Departments' current equipment included in the bid?**

Answer: The Parks Department would like maintenance and upkeep included in the bid.

8. What is meant by providing onsite support during an event?

Answer: This would vary depending on the type of event and services being offered. The Parks Department would want the vendor to work closely with each event host and customize services based on the needs of each event. The vendor would clearly define the details through an agreement or contract with the event host and share the information with the Parks Department.

9. Are the event hosts the ones negotiating the onsite support needs?

Answer: Yes, the event hosts and vendor would negotiate the onsite support needs and determine the scope of work needed for the agreement or contract.

10. How many inputs are in the Kitsap Sun Pavilion?

Answer: The Kitsap Sun Pavilion has five total inputs; two of the inputs are located behind the bleachers.

11. How many zone-outs are in the Kitsap Sun Pavilion?

Answer: The Kitsap Sun Pavilion has three zone-outs.

12. Is the Parks Department looking to stay in control of the staging?

Answer: Yes, the Parks Department will maintain the responsibility of setting up and tearing down the staging equipment.

13. Does the Parks Department require a permit for spider boxes? Does the Parks Department or the vendor handle the permitting of the spider boxes? What about anything bigger than a spider box?

Answer: The Parks Department maintains and permits its spider boxes in compliance with Washington State Labor & Industries guidelines. The Parks Department pays all fees associated with allowing spider boxes and invoices the event hosts for the appropriate equipment rental fees. If the vendor requires anything larger than a spider box, the definitions and language can be negotiated and clearly defined in the contract.

14. The permit for a spider box is applicable for 90 days if it remains plugged in. If the spider box is unplugged, do the 90 days still apply?

Answer: Once unplugged, the permit is nullified for a spider box, even if unplugged within the 90-day timeline.

15. How will the Parks Department notify the vendor that an event will require sound and lighting services?

Answer: The Parks Department will collect this information during the event application process. The Parks Department Event Coordinator will share this information and initiate introductions with the vendor.

16. When does the Parks Department receive its finalized power needs?

Answer: The Parks Department receives all finalized event layouts, including power needs, three weeks prior to the event date. The Parks Department will share this information with the vendor.

17. Does the Parks Department know what the roof beams are rated for in terms of load capacity in the Kitsap Sun Pavilion?

Answer: The Parks Department does not know this information but can obtain this information if needed later.

18. Does the Parks Department allow any onsite storage? Various pieces that Events may use frequently, can these be stored? Requesting approximately three sq. feet of space.

Answer: The Parks Department prefers not to store vendor equipment. If needed, this could be negotiated into the contract. The vendor would need to review its insurance requirements to ensure compliance with the Parks Department policies.

19. Should the free (BOCC Community Sponsored) events be included in our bid?

Answer: Yes, the five free (BOCC Community Sponsored) events should be included in the bids.

20. Are vendors able to limit the number of services provided to the free (BOCC Community Sponsored) events?

Answer: The number of services provided for the free (BOCC Community Sponsored) events can be negotiated, limited, and clearly defined in the contract.

21. Do we have drafts/plans of buildings showing ceiling heights, dimensions, and capacity?

Answer: Yes, this information is included in the addendum.

22. Does the Parks Department manage the power distribution during events?

Answer: Yes, the Parks Department will coordinate with event hosts and all vendors to manage power distribution during events.

23. Does the Van Zee see more independent parties than trade shows?

Answer: Yes, the Van Zee tends to have more events such as weddings, parties, and dances.

24. Would exclusivity cover Eagle's Nest as well?

Answer: The definitions and language for the exclusivity of sound and lighting services to the Fairgrounds and Event Center will be negotiated and clearly defined in the contract. For the RFP, the exclusivity of sound and lighting services is only applicable to the Fairgrounds and Event Center (Kitsap Sun Pavilion, Presidents Hall, and Van Zee).

25. For maintenance staff in the Eagles Nest, does that include projectors?

Answer: No, the Parks Department does not have a projector located inside the Eagles Nest.

26. Is there a way to use a forklift to move equipment?

Answer: Parks Department staff is trained and certified to operate the forklift. Outside vendors cannot utilize the forklift; however, this service can be negotiated into the contract.

27. Do you think that the set-up will be managed by loading-in and loading-out in one day (the day of the event)? Or separate days?

Answer: This is dependent on the event. Small events would typically allow for load-in/load-out on the day of the event. More significant events may require multiple days for load-in and load-out due to the complexity of every layout. The vendor will coordinate and negotiate these details directly with the event host.

28. Monthly meetings to go over the schedule? With/without the client? Would the vendor have individual meetings with the client?

Answer: Yes, Parks will meet with the vendor to go over the schedule. We will also include the vendor on facility walkthroughs with event hosts to talk layout and needs. We will be mailing out schedules and itineraries for monthly meetings.

29. Must the vendors have to conduct walkthroughs independently with event hosts, or will Parks Department staff be included?

Answer: Parks Department staff will be present and coordinate appropriate site visits and walk-throughs with the event host and invite vendors.

30. Would it be helpful to include specific language in the contract about walkthroughs?

Answer: Yes, the Parks Department will include specific language in the contract about site visits and walkthroughs.

31. Will the vendor have access to spaces and buildings? What hours will the vendor have access to, and will the vendor have keys to the buildings?

Answer: Yes, the Parks Department will coordinate with the vendor to ensure the vendor has appropriate access to the buildings. The Parks Department will also coordinate a schedule to ensure adequate time is given to the vendor to complete the required work.

32. Do the buildings on the fairgrounds provide access to the internet?

Answer: Yes, the Parks Department provides internet access on the fairgrounds. Current internet access is limited, but the Parks Department is updating and improving the quality of internet access across the entire fairgrounds and event center.

33. Will the vendor invoice the Parks Department or the event host for services provided? Does the Parks Department have any specific pricing requirements or packages?

Answer: The vendor will invoice the event host directly for provided services. The vendor can customize packages and create packages based on the needs of each event. The Parks Department would appreciate a brochure or marketing flyer with basic packages or an a la carte menu to share with event hosts.

34. Is the Parks Department working with event requestors to determine if AV needs are needed and then communicating this information to the vendor?

Answer: Yes, the Parks Department collects event details, including AV needs, when an application is submitted. The Parks Department Event Coordinator would provide the event host with an introduction to the vendor.

35. Is April 19th when the addendum is published?

Answer: Yes, written questions are due by April 16th at 12:00 PM, and the addendum will be published by April 19th at 4:00 PM.

36. Do we include serial numbers and brand names in the bid or just equipment that would be utilized?

Answer: It would be preferred to as many details as possible on the equipment in the bid as that applies to Appendix C- Price Proposal Form in the RFP for Sound and Lighting Services.

37. Can the vendor market to other county agencies and entities?

Answer: The Parks Department will communicate this information with other county departments and entities as appropriate.

38. The average number of events in a year?

Answer: The estimated average for a year, prior to Covid-19, would be 150+/- events.

39. Is the original RFP not to include the fair?

Answer: For the RFP, the fair is not to be included in the bid.

40. Has anyone done any rigging to the speaker in the center of the pavilion?

Answer: No, rigging work has not been done on the speakers in the center of the Kitsap Sun Pavilion.

41. How many years are we into the Fair contract, and what facilities are included in this?

Answer: The Kitsap County Fair and Stampede Association is in its second year of a three-year contract. The contract gives the Kitsap County Fair and Stampede Association access to the fairgrounds during August and a lease of the White House and Thunderbird Arena. For the RFP, the exclusivity of sound and lighting services applies to the Fairgrounds and Event Center (Kitsap Sun Pavilion and Presidents Hall). It is not applicable for the Kitsap County Fair and Stampede Association that operates during August.

42. For August, when is that Fair agreement finalized and what is included in that?

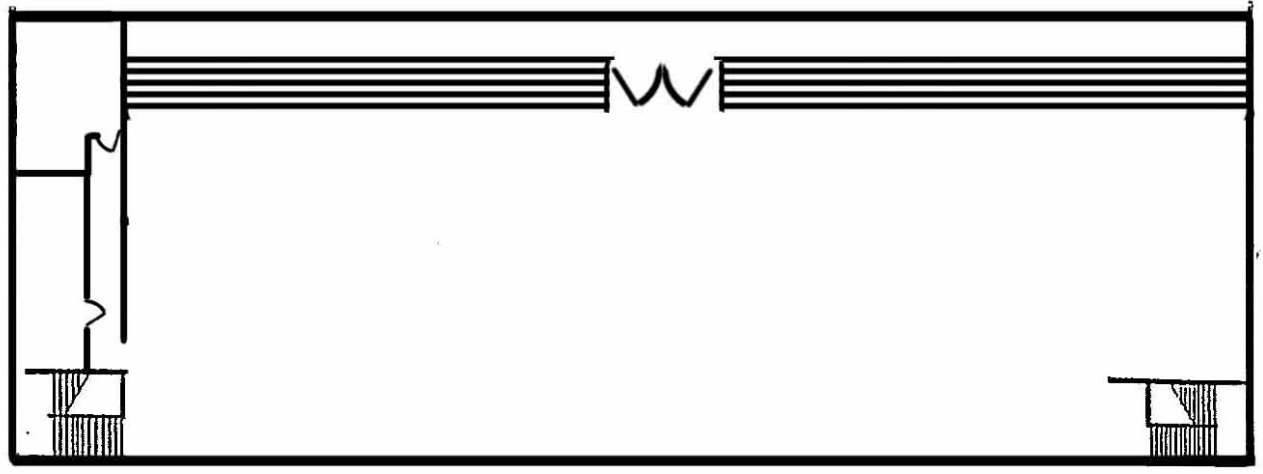
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43. If the Parks speakers are removed and replaced with the vendors' speakers, would these be considered Parks property or the vendors?

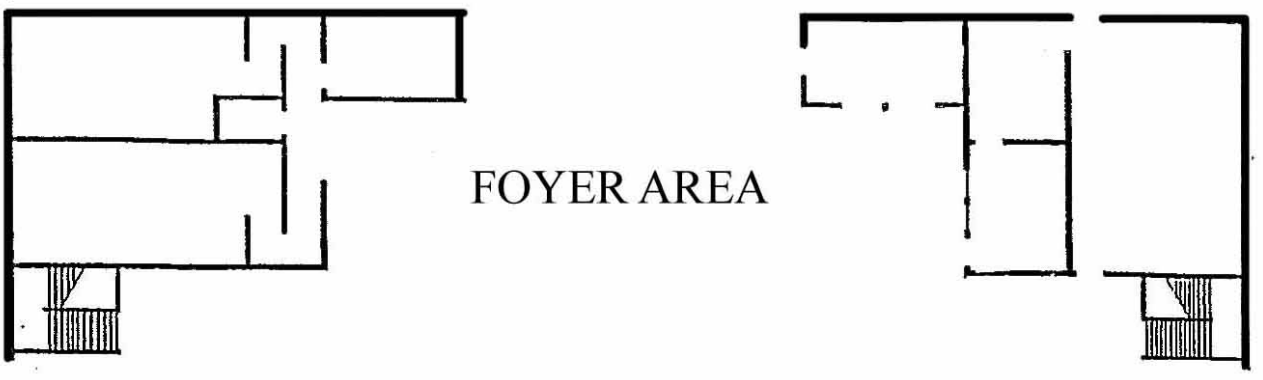
Answer: The speakers would be considered the vendors; however, this would need to be defined in the contract agreement between the vendor and Kitsap County Parks Department.

End of Addendum No. 1

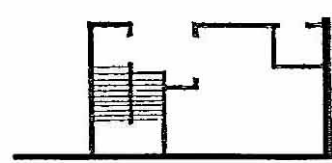
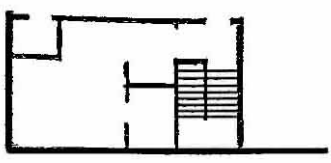
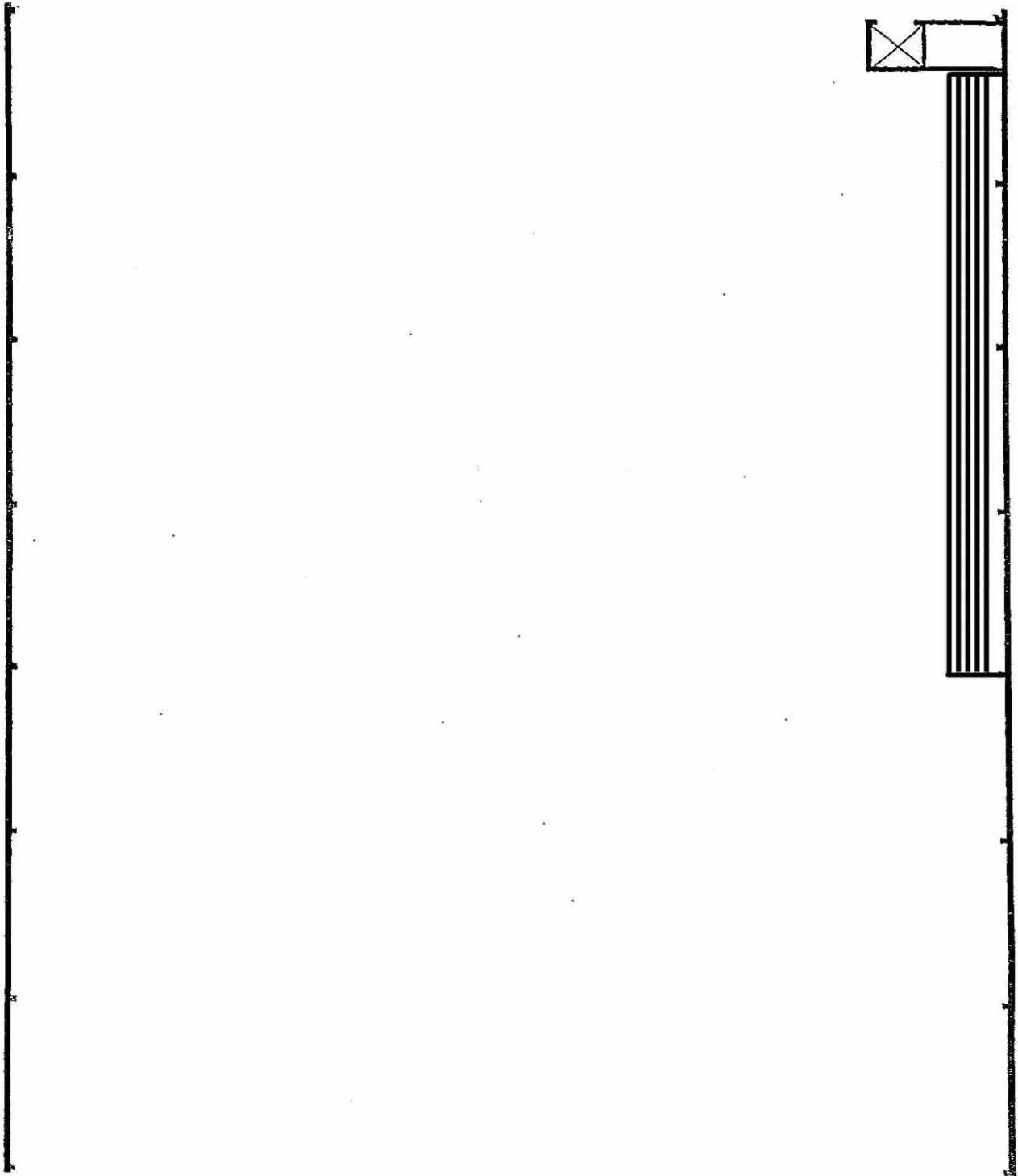
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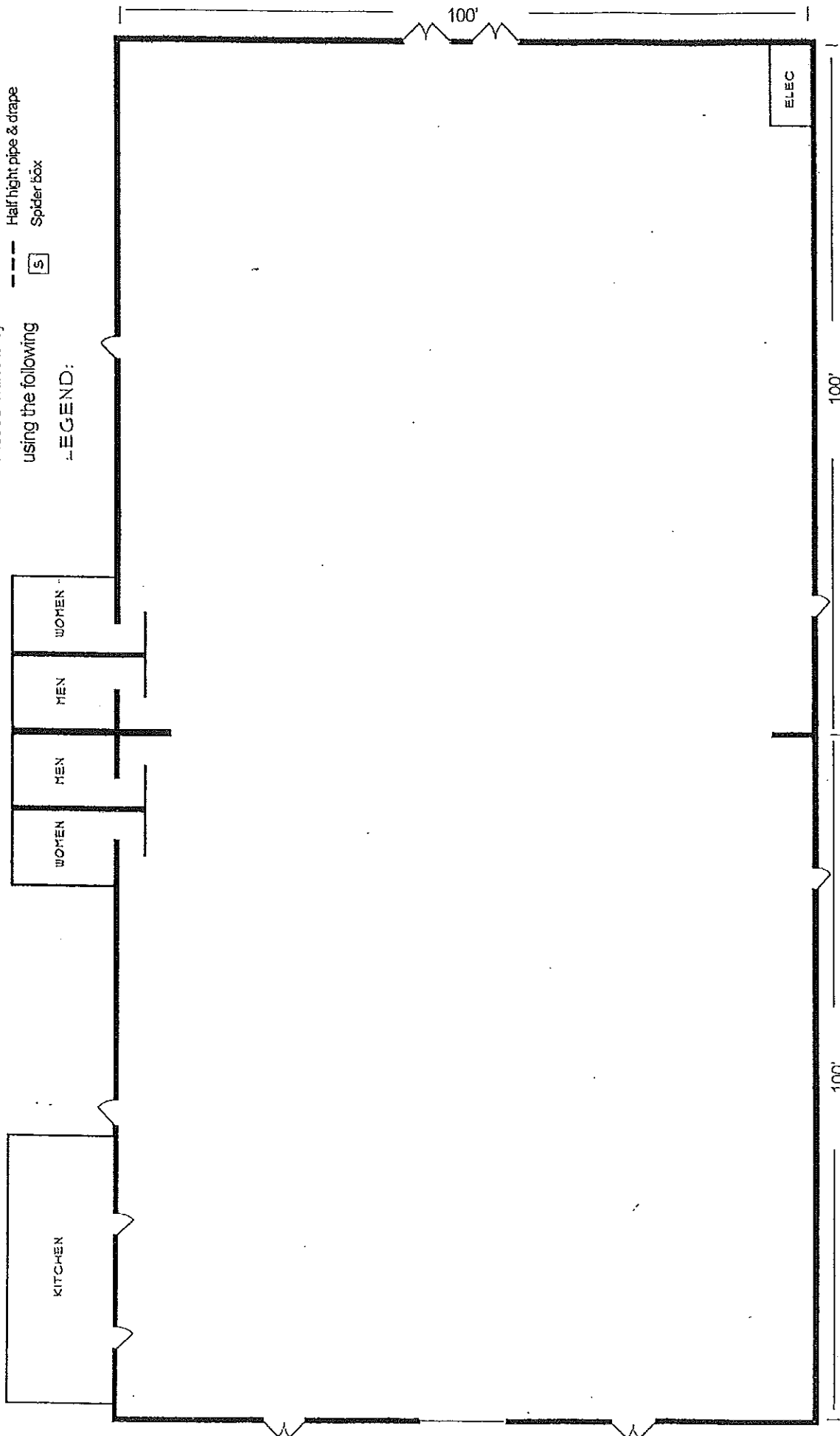


PAVILLION



Please indicate by
using the following
-LEGEND:

- Full height pipe & drape
- - - Half height pipe & drape
- [S] Spider box



PRESIDENT'S HALL-KITSAP