



COORDINATING COMMITTEE

PUR-1693

ADDENDUM NO. 1  
REQUEST FOR PROPOSALS  
REGARDING QUALIFICATIONS AND EXPERIENCE/  
TECHNICAL AND PRICE PROPOSALS  
EVENT PLANNING CONSULTANT

DATE: Monday, August 12, 2024

BIDS DUE: Wednesday, August 21, 2024  
4:00 P.M.(EDT/EST)

To Proposers:

This Addendum is hereby made a part of the Contract Documents on which all proposals will be based and is issued to correct and clarify the original documents.

Please acknowledge receipt of this Addendum at the appropriate space on the Proposal Form. This Addendum consists of four (4) pages.

**NOTE:** All Bidders must enter the Washington County Administration Complex through either the front door at the 100 West Washington Street entrance or through the rear entrance (w/blue canopy roof) which is handicap accessible and must use the elevator to access the Purchasing Department to submit their proposal and/or to attend the Pre-Proposal Conference. Alternate routes are controlled by a door access system. The general public will be subject to wand search and will be required to remove any unauthorized items from the building prior to entry. Prohibited items include but are not limited to: Weapons of any type; Firearms, ammunition, and explosive devices; Cutting instruments of any type - including knives, scissors, box cutters, work tools, knitting needles, or anything with a cutting edge, etc.; Pepper spray, mace, or any other chemical defense sprays; and Illegal substances.

**ITEM NO. 1:** *Inquiry:* What are the contracted move-in and tear down times at the venue? What are the event hours?

*Response:* Part 1 of Item No. 1 herein: That will be discussed with the successful vendor.

*Response:* Part 2 of Item No. 1 herein: That will be discussed with the successful vendor.

**ITEM NO. 2:** *Inquiry:* Are the pre-and post-productions meetings part of the committee meetings or separate (separate audience). Please confirm the frequency of committee meetings if they are separate.

*Response:* These meetings are separate. The Event Planning Committee currently meets once a month. As we get closer to the event these meetings may become more frequent if necessary.

**ITEM NO. 3:** *Inquiry:* Does the county have an existing database of volunteers?

*Response:* No, the County does not have an existing database of volunteers.

**ITEM NO. 4:** *Inquiry:* Page 10: Liquidated Damages – It states that the County will add this amount (\$100) to the monthly rent due as an amount equal to \$100 per calendar day until such time as the proper work is performed IAW the resulting contract. What is meant by monthly rent? Does the County intend for the contract to work from the County site or Contractor’s site? Is the Contractor renting space from the County?

*Response:* Refer to the RFP document, Page 10, Liquidated Damages, **CHANGE**, this paragraph to read as follows:

**Liquidated damages of one hundred dollars (\$100) per calendar day may be assessed at the County’s discretion, against the Consultant for failure to meet the schedule established. It is imperative that the Public Relations Department be contacted immediately should circumstances beyond the Consultant’s control adversely affect their ability to meet the established schedule. All schedule modifications will require written approval from the County. Liquidated Damages will not automatically apply to all project assignments. The County will designate if liquidated damages apply to an assignment at the time of communicating the scope of services**

**ITEM NO. 5:** *Inquiry:* Page 10: Bonding and Insurance Required: Paragraph A states “when calculating the bid bond, the proposed shall use the provided estimated number of meals multiplied by the cost per meal for the one-year period?” Can you clarify the relationship between meals and the cost of the bid bond? Is the number of meals based upon registration numbers?

*Response:* Refer to the RFP document, Page 10, Bonding and Insurance Required; **CHANGE**, this paragraph to read as follows:

**Proposals shall be accompanied by a bid bond signed by a surety company licensed to do business in the State of Maryland, or by a cashier’s check, certified check or Treasurer’s check drawn on a responsible bank doing business in the United States in the amount of five (5%) percent of the total Bid and shall be made payable to the Board of County Commissioners of Washington County, Maryland. U.S. Postal Money Orders are acceptable in lieu of checks.**

**ITEM NO. 6:** *Inquiry:* Do attendees need to register and receive tickets to attend the event?

*Response:* To ensure we don’t exceed capacity we should have a ticketing system in place. The event is free, but we will need to have a way to control how many people are entering the grounds.

*(NOTE: The wording of all “Inquiries” submitted are displayed exactly as received.)*

**ITEM NO. 7:** *Inquiry:* To ensure proper liability insurance coverage is adequate, are there any Washington County entities that the contractor must add as a carrier?

*Response:* Refer to the RFP document, Page 26, Item No. 2, Comprehensive General Liability Insurance. The Board of County Commissioners of Washington County, Maryland on the policy as additional insured against liability, loss or expense due to damaged property (including loss of use), injury to or death of any person or persons and for care and loss of services arising in any way, out of, or in connection with or resulting from the work of service performed on behalf of Washington County, Maryland.

**ITEM NO. 8:** *Inquiry:* Will Washington County provide an AV company or will the contractor be required to provide an AV company?

*Response:* The contractor will be required to provide the entertainment and AV equipment necessary to hold the event.

**ITEM NO. 9:** *Inquiry:* Will the county require security or fencing for the event? If yes, who is responsible for securing fencing?

*Response:* Yes, security will need to be provided for the event. We would work with our Sheriff's Department, but additional security will most likely be needed to supplement staff. There is fencing in place, but it may be possible to need additional fencing. That would be determined based off event layout and for crowd control. There should be one location people go to enter and exit the grounds.

**ITEM NO. 10:** *Inquiry:* What date has been set for the site visit?

*Response:* You can visit the site at your convience. The address is 7313 Sharpsburg Pike, Boonsboro, MD 21713

**ITEM NO. 11:** *Inquiry:* Are contractors and exhibitors considered vendors? For example, is the local health department and a T-shirt company both considered vendors.

*Response:* Yes, they are considered vendors

**ITEM NO. 12:** *Inquiry:* Does Washington County have ideas on the type of entertainment or will the proposer be responsible for searching and suggesting entertainment?

*Response:* This will be a collaboration between the Consultant and the committee/staff. The Consultant would be responsible for booking all entertainment.

**ITEM NO. 13:** *Inquiry:* Who will be signing contracts with the selected vendors, the selected contractor of Washington County?

*Response:* President of the Board of County Commissioners of Washington County, Maryland.

**ITEM NO. 14:** Inquiry: Will hotel accommodations for staff be provided by you?

Response: No, that would be the responsibility of the consultant.

**ITEM NO. 15:** Inquiry: Will the contractors that I bring in to support the event manager area be paid by me, you, or the county?

Response: If you need to bring in additional staff to support you that would be covered by you.

**ITEM NO. 16:** Inquiry: Is this event rain or shine? I don't want to assume, that it is.

Response: Yes, the event would be held rain or shine.

**ITEM NO. 17:** Inquiry: Is the area leading to the venue in a flood plain?

Response: No

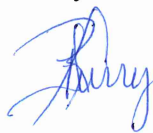
**ITEM NO. 18:** Inquiry: When will the county have a map of the proposed event space, or is it the track, horse show arena, or all of the grounds open for even space?

Response: All of the grounds will be available.

**ITEM NO. 19:** Inquiry: Is the water source for event use or does water need to be brought in?

Response: The site has water for use. Anything over 400 people will require party pots to be brought in. These will need to have hand washing stations in which water would need to be provided to those stations.

By Authority of:



Rick F. Curry, CPPO  
Director of Purchasing