



Addendum Number 1

Request for Proposal #20-87, Event Management Services for the Terry Trueblood Recreation Area Lodge and Ned Ashton House for the City of Iowa City Parks and Recreation Division

Purchasing Division, City of Iowa City, Iowa
Date of Addendum: November 12, 2019

This Addendum to Request for Proposal #20-87 is being issued to modify dates and facility descriptions included in the Request for Proposal document.

Request for Proposal #20-87 is hereby amended as follows:

Section Two - Specific Conditions and Instructions to this Proposal, D. Contract Term, 1.

Change dates in the following paragraph:

It is anticipated that this contract for Event Management Services will begin on November 28, 2019, for the TTRA Lodge and the Ned Ashton House.

to:

It is anticipated that this contract for Event Management Services will begin on March 2, 2020, for the TTRA Lodge and the Ned Ashton House.

Section Three - Event Management Services Contract Specifications, A. Proposal Overview

Change to remove the following sentence:

This includes two meeting rooms which will accommodate 85 occupants each, or when opened as one room, up to 170 occupants.

Section Three - Event Management Services Contract Specifications, B. Description of Facilities

Change to revise Meeting Room descriptions in Terry Trueblood Recreation Facility from:

Meeting Room A:

40' x 43' with divider
Occupancy: 85

Meeting Room B:

40' x 43' with divider
Occupancy: 85

Meeting Rooms with divider open:

80' x 43'
Maximum Occupancy: 170

to:

Meeting Room:

80' x 43'

Maximum Occupancy: 170

Addendum Number 1 is hereby incorporated and made a part of Request for Proposal #20-87, Event Management Services for the Terry Trueblood Recreation Area Lodge and Ned Ashton House for the City of Iowa City Parks and Recreation Division.

Proposers must fill out the Addendum section to acknowledge receipt of this addendum. Failure to complete the addendum section acknowledging receipt with the submitted proposal may constitute grounds for rejection of the vendor's proposal.

Sarah Betlach
Purchasing Agent