

Department of Cultural Affairs and Special Events (“DCASE”)

April 10, 2025

Addendum No. 1

TO

REQUEST FOR PROPOSALS (“RFP”)

FOR

ART TRANSPORTATION AND STORAGE SERVICES

Specification No.: 120023

For which proposals are scheduled to be received no later than 3:00 p.m. Central Standard Time on Monday, April 28, 2025. (pursuant to the Request for Proposals advertised on Monday, March 24, 2025) through the Department of Cultural Affairs and Special Events (Room 400, Chicago Cultural Center).

Respondents must acknowledge receipt of this Addendum No. 1 in the Cover Letter of the Proposal.

Complete and return attached Acknowledgement via email to joshua.schwimer@cityofchicago.org – Attn: JT Schwimer, Contracts Coordinator

This document contains:

- 1. Response to questions received during Pre-Proposal Conference**
- 2. Addendum Receipt Acknowledgement.**

This information contained in this addendum No. 1 is incorporated by reference into the original Request For Proposal (RFP) issued on Monday, March 24, 2025.

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The following questions /answers will be incorporated in the above referenced Request For Proposal. All other provisions and requirements as originally set forth remain in force and are binding.

SECTION 1: Questions Received during Pre-Proposal Conference

QUESTION 1	How much notice is typically given when transportation services are needed ?
RESPONSE 1	<i>Contractor is typically notified at least 4 weeks before services are required. There may be instances where services are required on shorter notice (emergencies).</i>
QUESTION 2	What is the frequency of service that is anticipated?
RESPONSE 2	<i>Typically, there are 6-12 Public Art transportation requests and 4-10 Exhibition transportation requests per year. Additionally, there may be one-off requests.</i>
QUESTION 3	Are rigging and hoisting services for oversized/heavy pieces included at no additional cost?
RESPONSE 3	<i>No, these services will be quoted by the Contractor on a project-by-project basis. The Scope of Services is updated and attached. Section III, i. ART TRANSPORTATION SERVICES is hereby amended to read as follow:</i> <i>i. ART TRANSPORTATION SERVICES</i> Contractor shall coordinate with DCASE the transportation of Exhibition materials locally, nationally and internationally. Contractor shall provide, as needed, custom packing for artwork including

custom crate construction, custom travel frame construction, shadow boxing, soft packing and speed packing.

If required, Contractor shall provide light cleaning of artwork prior to packing (dusting, cleaning glazing, etc.) at no additional cost to the City.

If required, Contractor shall provide rigging and hoisting for oversized or heavy pieces. These services shall be quoted to DCASE and must be approved before scheduling the service.

Contractor shall coordinate with DCASE and any customs brokers for international artwork.

If artwork is stored in connection with transportation services (for example, at a transit hub) then the artwork must be stored in a secure climate-controlled facility.

DCASE requires the use of 24-foot straight truck for transportation needs.

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Consisting of Sections 1 and 2 including this Acknowledgement.

SECTION 2: ADDENDUM RECEIPT ACKNOWLEDGEMENT

I hereby acknowledge receipt of Addendum No. 1 to the RFP named above and further state that I am authorized to execute the Acknowledgement on behalf of the company listed below.

_____	_____
Signature of Authorized Individual	Title
_____	_____
Name of Authorized Individual (Print)	Company Name

	Business Phone

Complete and return attached Acknowledgement by email to joshua.schwimer@cityofchicago.org – Attn: JT Schwimer, Contracts Coordinator