

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

February 3, 2025

Addendum No. 2

TO

REQUEST FOR PROPOSALS (“RFP”)

FOR

POINT-OF-SALE SYSTEM FOR TASTE OF CHICAGO

Specification No.: 116023

For which proposals are scheduled to be received no later than 3:00 p.m. Central Standard Time on Friday, February 14, 2025. (pursuant to the Request for Proposals advertised on Monday, January 13, 2025) through the Department of Cultural Affairs and Special Events (Room 400, Chicago Cultural Center).

Respondents must acknowledge receipt of this Addendum No. 2 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.**
- 2. Addendum Receipt Acknowledgement.**

This information contained in this addendum No. 2 is incorporated by reference into the original Request For Proposal (RFP) issued on Monday, January 13, 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	Does the Contractor have to print receipts over \$50 if they have the ability to email receipts?
RESPONSE 1	<i>No, the Contractor may email the receipts. DCASE will provide the Contractor with the email address for the receipts.</i>
QUESTION 2	Does the Contractor have to supply printers to each food vendor?
RESPONSE 2	<i>The Contractor will be required to provide printers if they elect not to email receipts over \$50.</i>
QUESTION 3	How far will each of the food booths be from one another?
RESPONSE 3	<i>Last year’s Taste Map has been uploaded to the solicitation website for reference.</i>
QUESTION 4	Food trucks often times have their POS hooked up to inside printers for cooks and screens to let customers know when their food is ready. Are you looking for the Contractor to tap into that system or offer something similar to what they use?
RESPONSE 4	<i>The Contractor shall offer something similar.</i>
QUESTION 5	Please confirm that the City will provide power via spider boxes, but the Contractor shall provide any and all cables, extension cords, power strips, etc.
RESPONSE 5	<i>This is confirmed.</i>

QUESTION 6	To clarify, the Management Fee shall be all inclusive and include the pricing for the POS Rental, staff, onsite training, power strips/cords and anything else needed? Does this need to be broken out?
RESPONSE 6	<i>Yes, the Management Fee shall be all inclusive. Although not required, submitters may itemize the Management Fee if they find it to be beneficial. DCASE reserves the right to request an itemized Management Fee.</i>
QUESTION 7	Do the following items need to be included in the RFP submission: Audited Financial Statements and Legal Actions?
RESPONSE 7	<i>Yes, these are required components of the RFP submission.</i>

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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. 2 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