

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

October 23, 2024

Addendum No. 2

TO

REQUEST FOR PROPOSALS (“RFP”)

FOR

GROUND TRANSPORTATION SERVICES (TARGET MARKET)

Specification No.: 113023

For which proposals are scheduled to be received no later than 3:00 p.m. Central Standard Time on Thursday, October 31, 2024. (pursuant to the Request for Proposals advertised on Monday, October 07, 2024) 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, October 07, 2024.

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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: Response to Questions Received

QUESTION 1	If cargo vans need to be sourced, should they be marked or unmarked?
RESPONSE 1	<i>DCASE does not have a preference of marked vs unmarked, however, DCASE will need to be made aware in advance if they are marked or unmarked.</i>
QUESTION 2	Do drivers need to unload cargo vans? Will this include heavy equipment?
RESPONSE 2	<i>This is detailed on page 67 of the RFP. It is not anticipated that there will be heavy equipment.</i>
QUESTION 3	What are the approved equivalents for luxury sedans?
RESPONSE 3	<i>Approved vehicle equivalents have not been determined. It is the Contractor’s responsibility to request what they believe to be an equivalent for DCASE to review/approve.</i>
QUESTION 4	What are the year requirements on the vehicles? Is there any flexibility?
RESPONSE 4	<i>This is detailed on page 72 of the RFP (Vehicle Specific Requirements). DCASE is firm on these requirements.</i>
QUESTION 5	Do you need meet and greets at the airport or just signboards?
RESPONSE 5	<i>Not every transport requires meet and greet at airport or signboards, however, there are cases in which DCASE will make these specific requests with enough lead time to ensure they can be accomplished.</i>
QUESTION 6	How will the Contractor know if the artist is changing their flight information? Will the Contractor have direct communication with the artists?

RESPONSE 6	<i>DCASE will provide changes in flight information to the Contractor. This is independent of the Contractor's responsibility to monitor arrival and departure times.</i>
QUESTION 7	Will the Contractor have a general idea of vehicle needs more than 5 days in advance?
RESPONSE 7	<i>There may be instances where general information may be shared more than 5 business days prior to an event, but this is not guaranteed.</i>
QUESTION 8	At the request of DCASE, is the Contractor required to dispatch a last-minute vehicle within 15 minutes or make the pick up in 15 minutes?
RESPONSE 8	<i>The Contractor shall have 15 minutes to dispatch the vehicle.</i>
QUESTION 9	On page 10, Section E, Item i of the RFP, what is meant by "reporting/recommendation services" and "response time"?
RESPONSE 9	<i>This section is for the Respondent to detail how they will go about executing the scope of services. This includes detailing your response times and reporting or recommended services your firm will provide.</i>
QUESTION 10	Please clarify who is responsible for providing two-way radios.
RESPONSE 10	<i>This is detailed on page 71 Communication System. DCASE will provide the Contractor with a radio for the Contractor Liaison/On-Site Travel Coordinator. The Contractor shall provide DCASE with a radio for a person in addition to the Contractor Liaison/On-Site Travel Coordinator.</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

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