

City of Springfield
Office of Procurement
36 Court Street –Room 307
Springfield MA 01103



August 7, 2018

Addendum No. 1 - RFP: Homeless Youth Services
Bid No. 19-025
Bid Due Date: **August 22, 2018 at 2:00 P.M. (SEE CHANGE)**

Ladies and Gentlemen:

This is an addendum to the above bid(s). Special attention should be given to this addendum to preserve the validity of any proposal submitted in response to this request.

- **Date Change:** RFP's will be due at the Office of Procurement on Wednesday, August 29, 2018 at 2:00 PM
- **Addition of Bidder's Conference:** A Bidders' Conference will be held on Friday, August 17, at 10:00 A.M. at the Springfield Municipal Operations Center, 70 Tapley Street, Springfield, MA in the main conference room.

Sincerely,

Lauren Stabilo
Chief Procurement Officer

Please acknowledge receipt of this addendum by signing below and returning to this office via facsimile to (413) 787-6295.

Signed: _____

Company: _____

(please print)

ADDENDUM 1

COST (PRICE) PROPOSAL SHEET:

PRICE (OR COST) INFORMATION MUST BE SUBMITTED SIGNED AND SEALED SEPARATELY FROM THE TECHNICAL (NON-PRICE) PROPOSAL. THE ENVELOPE CONTAINING THE COST PROPOSAL MUST BE MARKED "RFP for CULTURAL DISTRICT PUBLIC ART PROGRAM – BID 19-005" AND THE PROPOSER'S NAME.

(Name of Proposer Firm)

The City plans to make multiple awards in this program, likely ranging from \$1,000 to \$10,000. The program has \$20,000 in total from which to make awards.

Proposers must include a clear budget including ALL costs, and clearly state request amount for City funding. Proposers that show committed match funding of other sources are encouraged.

City funding provided would be related to project costs including, but not limited to, artist fee, installation costs, materials, engineering and design expenses (if needed), shipping, and travel and accommodation expenses. Artists are required to include a proposed, detailed project budget that outlines how the project funds will be spent, total project costs, and any additional project sources. Projects that leverage additional funding sources to contribute to the project budget will be considered favorably.

\$ _____ / Artist Fee

\$ _____ / Installation Costs

\$ _____ / Materials

\$ _____ / Engineering/Design Fees (if applicable)

Any additional costs please list fee(s) and description below or attached additional break down sheet.

\$ _____ /
\$ _____ /
\$ _____ /
\$ _____ /
\$ _____ /
\$ _____ /

Total Project Cost: \$ _____ (in words) _____

_____ dollars.

This Cost sheet is to be signed below by a representative of the Proposer Firm who is authorized by the Chief Executive Officer of that firm to sign:

by: _____

(Signature)

name and title typed or printed: _____