



**PURCHASING SECTION**  
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**ADDENDUM No. 1**

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**REQUEST FOR QUOTATIONS (RFQ) NO.:** 1220-040-2017-025

**TITLE:** MAYOR'S CHARITY BALL EVENT

**ADDENDUM ISSUE DATE:** MARCH 6, 2017

**CLOSING DATE:** PREFER TO RECEIVE QUOTATIONS ON OR BEFORE  
**MARCH 13, 2017**

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**INFORMATION FOR CONTRACTORS**

This Addendum is issued to provide answers to questions raised by potential Contractor for the above named project, to the extent referenced and shall become a part thereof. No consideration will be allowed for extras due to the Contractor not being familiar with this addendum. This Addendum No. 1 contains one (1) page in total.

**1. QUESTIONS & ANSWERS**

Q1. Are you looking for detailed production costs? Or outline of Producer Fees?

A1. We are looking for an outline of producer fees including the outlined contract management details and additional production staff as described in the scope of services.

Q2. If Producer Fees, can you give us a sense of the overall budget for the project, it will give us an idea of the time involved, to base our fees.

A2. The overall production budget for this event is approximately \$250,000. This amount does not include the cost of entertainment.

**END OF ADDENDUM**

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**All Addenda will become part of the RFQ Documents.**

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