



**Request for Proposal  
24-47**

**for**

**Volleyball Recreational Programming and Camp**

**ADDENDUM No. 1**

**Thursday, September 26, 2024**

Any and all changes to the Request for Proposal are valid only if they are included by written addendum to all potential respondents, which will be emailed prior to the proposal due date. Each respondent must acknowledge receipt of any addenda by indicating in its proposal. Each respondent, by acknowledging receipt of addenda, is responsible for the contents of the addenda and any changes to the bid therein. Failure to acknowledge receipt of addenda may cause the submittal to be rejected. If any language or figures contained in this addendum are in conflict with the original document, this addendum shall prevail.

This addendum consists of the following:

1. Addendum No. 1 is attached and consists of a total of two (2) pages including this cover sheet.

Please contact me at 847-866-2935 or [lithomas@cityofevanston.org](mailto:lithomas@cityofevanston.org) with any further questions or comments.

Sincerely,

Linda Thomas  
Purchasing Specialist

**RFP No. 24-47**

**Volleyball Recreational Programming and Camp**

**Addendum No. 1**

**Thursday, September 26, 2024**

This addendum forms a part of the RFP Documents for RFP # 24-47 and modifies these documents. This addendum consists of the following:

1. **Question:** I read the RFP and I can't seem to understand if this is an ongoing commitment or an as needed commitment. For example, will we report to the facility M-F or will you request our program, camp or clinic at different times throughout the year?

**Answer:** During the summer months, this is an ongoing commitment. Typically, the City of Evanston follows the summer schedule of local School District 65. In the past, the City has run three 3-week Beach Volleyball summer camp sessions, for a total of 9 weeks. Clinics, classes, lessons, are held throughout the year on evenings and weekends based on instructor and facility availability. The potential contractor must be able to provide beach volleyball camps from Monday through Friday, 9am to 4:30pm.

2. **Question:** Under bid amount, what do I put since its 70/30 split?

**Answer:** For bids involving a contractual split, please indicate the total estimated value of the contract, and clearly state that this amount is subject to the 70/30 revenue-sharing arrangement. The bidder may choose to breakdown this split with specifics in the amount the potential vendor/contactor charges per person, per class, etc.

**Note: Acknowledgment of this Addendum is required in the Submittal.**