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City Manager
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April 29, 2008

**CITY OF NORTH LAS VEGAS
REQUEST FOR PROPOSAL 007-012
PARKS AND RECREATION AUDIO SERVICES AND SOUND EQUIPMENT
ADDENDUM NO. 1**

Proposals will be received in the Office of the City Clerk, 2200 Civic Center Drive, North Las Vegas, Nevada, 89030 **until 2:00 p.m. on May 8, 2008** and will be publicly opened and read shortly thereafter in the Office of the Purchasing Manager at the previous address in City Hall.

A Pre-Proposal Conference will be held on **April 29, 2008 at 2:00 p.m.** in the **City Council Conference Room** located in City Hall at 2200 Civic Center Drive, North Las Vegas, Nevada 89030. The purpose of this conference is to discuss the Request for Proposal requirements and answer any questions or concerns. Attendees should submit their questions and/or concerns by mail to Renee' Swanson-Buyer, 2200 Civic Center Drive, North Las Vegas, NV 89030 or by e-mail at swansonr@cityofnorthlasvegas.com . ***The cutoff for questions and answers will be April 29, 2008 at 1:00 p.m.***

PROPOSAL documents can be picked up in the Purchasing & Risk Management Office, Monday through Thursday, 8:00 a.m. - 4:00 p.m. at the address above. Proposal documents may also be accessed at www.rfpdepot.com, www.demandstar.com or under the Purchasing/Risk Management Web page www.cityofnorthlasvegas.com.

The City reserves the right to reject any and all Proposals, waive any informality or technicality or to otherwise accept Proposals deemed in the best interest of the City.

Renee' Swanson
Buyer

**PUBLISHED LAS VEGAS REVIEW JOURNAL
APRIL 18, 2008**

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The purpose of this addendum is to explain how the Request for Proposal will be **evaluated**.

7. METHOD OF EVALUATION AND AWARD:

The evaluation criteria are listed below by each category and how the percentages will be applied.

8. SUBMITTAL REQUIREMENTS:

Submit one original and three copies of the proposal.

All proposals shall be on 8-1/2" X 11" paper, with tabbed dividers labeled by sections to correspond with the format below:

A. Section I - Experience (30%)

This section should include a brief resume of all similar projects that your firm has performed over the past 10 years. Each project listed shall include the name and telephone number of a contact person of the project for follow-up purposes.

- Years of service in Southern Nevada
- Years of experience working with Southern Nevada public agencies
- Years of experience working with the City of North Las Vegas
- Experience with outdoor venues
- Experience with event audience over 30,000

B. Section II – Qualifications (20%)

List firm and contributor qualifications.

- List the number and types of events conducted locally
- Repeat customers – multiple years of service per organization
- Staff education, certifications, training

C. Section III – Understanding of the Project (20%)

Indicate how your firm will go about meeting the objectives of this project. Include charts, time frames, number of personnel assigned to the project and any other pertinent information regarding the fulfillment of our requirements.

- List what portion of the work, if any will be sub-contracted
- Demonstrates sound knowledge of the Scope:
 - Nature
 - Quality
 - Quantity work to be performed

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- Understanding of the detailed requirements and conditions under which the work is to be performed.

D. Section IV – Exceptions to Scope of Work (10%)

Indicate any exceptions that your firm would have to take in order to accept the agreement.

- Ability to provide experienced, qualified staff
- Ability to provide specific, high quality equipment
- State of the art equipment with minimal hours
- Copies of certifications/licenses, qualifications, equipment descriptions (attach copies of certification/licenses)

E. Section V – Project Fee (20%)

Costs you will be charging for your services, and a breakdown of the areas covered by these costs, as well as any incidental expenses.

By Signing below I acknowledge receipt of Addendum No. 1 to RFP 007-0012 PARKS AND RECREATION AUDIO SERVICES.

YOUR PRINTED NAME	TITLE	SIGNATURE
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COMPANY NAME	ADDRESS
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CITY, STATE	ZIP CODE	E-MAIL ADDRESS
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TELEPHONE	CELL	DATE
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