

**January 21, 2016 – Prescott, AZ - Informational Meeting: 4<sup>th</sup> of July Event**

Questions

1. Will the City accept electronic bids or do they have to be submitted as a hard copy?

**Answer: The City Clerk must receive hard copies (3) of each proposal on or before the time and date specified in the Request For Proposal (RFP).**

2. Will the City accept partial bids or only whole bids that? Example, if a company just wanted to handle the marketing aspect of the event, would that be acceptable?

**Answer: The City will not accept partial proposals. All proposals must be complete.**

3. Will the City be subsidizing any part of the event?

**Answer: The City will not be subsidizing any portion of the event- monetary or in-kind.**

4. Will the City send an invoice for any services provided by City departments during the duration of the event?

**Answer: All services must be contracted out. If any City services are contracted, the City will provide an invoice for those services.**

5. Is there a legend of cost for City services that may be incurred during the event?

**Answer: A copy of the City of Prescott Special Events Policy and Procedures Manual contains a list of proposed fees for City services.**

6. Is there available data from previous years regarding revenue that has been generated from the 4<sup>th</sup> of July event?

**Answer: This question will be addressed in Addendum #1 to be posted on the website no later than 1/27/16.**

7. Is it the intent of the City to continue the Request For Proposal (RFP) process for years to come or just for 2016?

**Answer: City anticipates conducting this process annually.**

8. Are there any licenses that the Proposer must have in order to conduct this event?

**Answer. This question will be addressed in Addendum #1 to be posted on the website no later than 1/27/16**

9. What are the insurance requirements for this event?

**Answer: All insurance requirements are defined in the sample contract provided in the Request for Proposal (RFP).**

10. In the City of Prescott Special Event Policy and Procedures Manual, insurance requirements are listed at \$2 million dollars, but the RFP states \$5 million. Please clarify?

**Answer: The information provided in the RFP sample contract are the insurance requirements for this event. Please refer to the RFP sample contract.**

11. How will taxes be handled for this event? Will there be multiple taxation (i.e., sales tax, amusement tax, vendor tax, etc.

**Answer: This question will be addressed in Addendum #1 to be posted on the website no later than 1/27/16**