

CHATHAM COUNTY PURCHASING DEPARTMENT  
ADDENDUM NO. 2 TO RFP # 16-0081-7

FOR: Annual Contract for Youth Sports Photography

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PLEASE SEE THE FOLLOWING ADDITIONS, CLARIFICATIONS AND/OR CHANGES:

1.     **Question:**    Is proposer required to submit proof of the following insurance requirements at time of Proposal Deadline, at time of interview or upon award?

**Response:**    A Certificate of Insurance will be required at time of contract.
  
2.     **Question:**    Ref. Section 2.11.4 addresses additional coverage for special projects. Is proposer required to carry professional liability in addition to all other insurance requirements such as general liability, business Auto and Workman's comp?

**Response:**    Professional Liability insurance is not applicable to this project.
  
3.     **Question:**    Ref. Section 5.3.10 states to provide each head coach with a plaque and Section 5.3.11 states to provide one assistant coach per team with a 5x7 team photo. Who is responsible for costs of both plaques and 5x7 team photos and will county expect those costs to be factored into photographer gross sales calculations with a percentage going towards travel funding initiative?

**Response:**    The cost of the plaque and the team photo will be incurred by the contractor. Since it will not be a sale it would not be included in gross sales.
  
4.     **Question:**    Ref. Section 5.3.13 states to provide proof of background checks. At what stage in the RFP process are those background checks expected to be provided to Chatham County?

**Response:**    Be expected if interviewed to provide proof of background check at that time.
  
5.     **Question:**    Ref. Section 5.4.1 states the County would be responsible for providing schedules to photographer for days of photo session. Does this refer to game and events schedules? If not, please clarify.

**Response:**    Section 5.4.1 refers to games and events.
  
6.     **Question:**    Ref. Section 5.4.2 States that the County will deliver photo information to coaches prior to team photo sessions. However, in an earlier section, the RFP states that the photographer will deliver price sheets to teams two weeks prior to photo sessions. Please clarify who will be responsible for getting price sheets to teams.

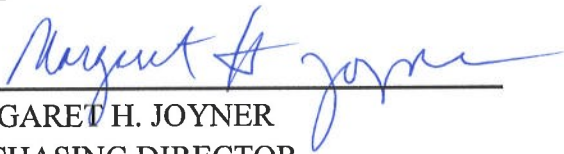
**Response:** The contractor will be responsible to get the price sheets to Parks and Recreation staff. Parks and Recreation will then distribute information to the coaches.

**THE PROPOSAL DUE DATE REMAINS  
5:00PM, OCTOBER 4, 2016.**

**PROPOSER IS RESPONSIBLE FOR MAKING THE NECESSARY CHANGES.**

September 28, 2016

DATE



MARGARET H. JOYNER  
PURCHASING DIRECTOR  
CHATHAM COUNTY