ADDENDUM NO. 4

RFP 191902
EVENT MANAGEMENT, SECURITY, PARKING SERVICES, AND EVENT EQUIPMENT RENTAL FOR ARIZONA STATE UNIVERSITY INCLUDING THE 365 COMMUNITY UNION AND ATHLETICS

Questions and Answers:

1. Section V, 2.1 Compliance with Laws, Permits and Licenses
   a. Q. What exactly is ASU looking for in the financials to determine the financial capability of a company?
      A. ASU is reviewing financials to ensure that the company is not a potential going concern or is so highly leveraged that it will be constrained by significant market disruptions.
   b. Q. If ratios, which ones and why?
      A. No specific ratios are employed as part of the review.
   c. Q. If balance sheet, what will be judged and why?
      A. Strength of net assets distribution
   d. Q. If cash flow or income, what is being used to determine and why?
      A. Cash flow: N/A. The income statement is reviewed if multi-year is provided to determine whether EBITDA is reasonable for a company of its relative size/stature. This is not a significant review factor.

2. 3.1.1 Staff and Management Qualifications & 3.4 Employee, Staff and Group Training
   a. Q. Background checks for Staff and Management, does staff mean ALL that will work under this contract to include administrators, delivery drivers, set up crews?
      A. Background checks are for those permanent employees of contractor that will be coming on ASU campuses.
   b. Q. What is ASU looking for in these background checks?
      A. Criminal activity.
   c. Q. What is deemed unacceptable in a person’s background?
      A. Felony criminal behavior.

3. 4.7.1 Guidelines of Arizona State University, the 365 Community Union and Athletics
Q. Where can these guidelines be found?
A. Reference guidelines/policies:
https://www.asu.edu/aad/manuals/pdp/pdp101-01.html
https://www.asu.edu/aad/manuals/pdp/pdp101-04.html
https://www.asu.edu/aad/manuals/pdp/pdp201-05.html
https://www.asu.edu/aad/manuals/pdp/pdp203-02.html
https://www.asu.edu/aad/manuals/pdp/pdp203-03.html
https://www.asu.edu/aad/manuals/pdp/pdp203-05.html
https://www.asu.edu/aad/manuals/pdp/pdp203-06.html
https://www.asu.edu/aad/manuals/pdp/pdp207-01.html
https://www.asu.edu/aad/manuals/ssm/ssm106-03.html
https://www.asu.edu/aad/manuals/acd/acd122.html
https://www.asu.edu/aad/manuals/acd/acd401.html

4. 4.7.7 Company Attire
   a. Q. Can you tell us how many times over the last two years that the vendor had to
      provide Blazers or formal attire?
      A. Do not have this information.

   b. Q. What events where they?
      A. Do not have this information.

   c. Q. How many staff members per event?
      A. Do not have this information.

5. 5.1 Scope of Work – Proof of correct and signed indemnification and endorsable
    insurance must be submitted with your proposal.
    Q. There is a cost associated with getting the endorsement and modifying the coverage.
    Instead of requesting that all Proposals include the insurance information, can the
    Proposer agree to provide upon a successful award?
    A. Please provide a current insurance certificate and if awarded, you will be
       requested to submit an acceptable certificate that meets the RFP requirements.

    Q. Related to the rental WTMD units, what is the present rental costs?
    A. $262.50 per mag per game.

6. Q. What has been the total annual expenditure for this project?
   A. $3,226,133 (approx.)

7. Q. What is the criteria to force an audit? Given the language, it appears an audit doesn't
   need to be cause based.
   A. The University may do their own audit and may need to review your records or
      request copies.

8. Q. Is there a potential for a split award? Is there a benefit or deduction for bidding partial
    supply?
   A. Yes

9. a. Q. What is the historical spend for labor?
   A. $2,828,133 (approx.)
10. b. Q. Equipment rentals?
   A. $398,000 (approx.)

11. Q. Are the insurances listed and umbrella coverage for all segments or is the vendor required to provide separate coverages for each commodity?
   A. Awardee will need to provide the insurance coverage that is the highest. Umbrella coverage, as long as it follows form, can be used to reach the limits. One certificate of insurance is required which covers all commodities/services being provided.

12. Q. What are the historical spends/rates for licensed staff and event staff?
   A. We do not have this information.

Questions regarding this notice, please contact me at 480-965-3270 or karen.ashe@asu.edu. All postings for RFP 191902 can be found at http://www.asu.edu/purchasing/bids/index.html.

Thank you,

Karen S. Ashe
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