

UNIVERSITY OF NEBRASKA-LINCOLN  
Office of University Services  
Purchasing Department  
1700 "Y" Street  
Lincoln, Nebraska 68588-0645

June 12, 2008

Invitation Number 050244

**ADDENDUM NO. 1**  
Request for Proposal #050244  
Display/Exhibit System for Husker Harvest Days  
For  
Institute of Agriculture and Natural Resources

The following questions and corresponding responses and/or clarifications relate to the Request for Proposal #050244 "Display/Exhibit System for Husker Harvest Days" For Institute of Agriculture and Natural Resources, that is scheduled for public receipt on June 30, 2008 at 3:00 PM Local Time:

**NOTE: THIS IS ADDENDA: 1 OF 1**

**The Bidder is to acknowledge receipt of this Addendum No. 1 on Bid Proposal Form in space provided on proposal page 1 in the RFP document.**

**\*Example from proposal page 1:** "The bidder acknowledges its receipt of addenda numbered \_\_through \_\_ and further agrees ..."

**1. QUESTION:** What is the height of the lowest part of the building?

**RESPONSE:** Approximately 14'

**2. QUESTION:** What is the minimum booth space the exhibits will require when used individually? 10' x 10'? 10' x 20'?

**RESPONSE:** 10'X10', beyond that size and shape could vary as proposed by vendor. We are looking for the most efficient/effective use of space.

**3. QUESTION:** Is there a need for any other type of signage at the exterior, other than the large sliding doors?

**RESPONSE:** No

**4. QUESTION:** Is the only egress/ exit the large sliding doors?

**RESPONSE:** No. There is another set of large doors on the west side along with a small entry door on the east side.

**5. QUESTION:** What is the current floor finish and can it be finished, i.e. concrete stain or treated with applied floor graphics?

**RESPONSE:** It is concrete. Yes it can be treated, and if refinishing the floor is important to your concept, or traffic flow, include it in the design and break out your pricing for this separately. The University reserves the right to bid out this refinishing separately from this RFP.

**6. QUESTION:** What is the current interior lighting system? Will it remain or are upgrades planned separate from this RFP?

**RESPONSE:** System of mercury vapor lights. They will remain, or if upgraded will be bid out separately from this RFP.

**7. QUESTION:** Would an entirely new lighting system, more flexible, theatrical based be entertained as part of our proposal?

**RESPONSE:** It could be. Vendor focus should be on display area. Vendor to provide their lighting requirements as part of their proposal. NOTE: The University will provide any required electrical system upgrades.

**8. QUESTION:** What is the existing electrical service size?

**RESPONSE:** 100 amp.

**9. QUESTION:** If the displays "float" within the space, can the perimeter wall receive treatment as a unifying backdrop, i.e. paint, graphics, scrim?

**RESPONSE:** This is not planned at this time, but we will entertain concepts. You may include this in your proposal, but you will need to break out your pricing for this item separately. The University reserves the right to bid out this item separately from this RFP.

**10. QUESTION:** Nine individual displays will be developed, is there a need to merchandise products for sale within these displays? If so, please describe typical products?

**RESPONSE:** No merchandising....but there will probably be some giveaways. My need places for pamphlets, bulletins, and display of small items.

**11. QUESTION:** Please provide examples of the nine displays/programs that will be exhibiting? Are they departments within IANR?

**RESPONSE:** They are units in IANR. The theme will change on an annual basis. This year it is Water resources. Student recruiting will be a constant. Hydrologic cycle, groundwater flow model, weather station and instrumentation and severe weather footage, conservation buffer strips, drinking water and wastewater treatment, irrigation and water use monitoring, subsurface drip irrigation, digital maps showing legislative districts. Some equipment will be shown but must fit in available space parameters.

**12. QUESTION:** Will exhibitors need floor space to display items, separate from the graphic display? If so, please provide examples.

**RESPONSE:** Yes, reference response to questions 10 and 11.

**13. QUESTION:** Would there be an independent display required for promoting global University of Nebraska programs?

**RESPONSE:** The greeting area might be used for this, but the focus will still be on IANR as part of the University.

**14. QUESTION:** Would physical interactive or visual interactive, or both be desired?

**RESPONSE:** Both, but will be determined by exhibitor (department representative) and how they see their exhibit. A display coordinator will tie the elements together.

**15. QUESTION:** Under 1.2 Background of Project paragraph in the RFP it states “we want to elevate the importance and value of those that are there and take this opportunity to challenge IANR staff to provide compelling, memorable displays and demonstrations that underscore the position of INAR.” Will the demonstrations require power or special provisions that should be included in our proposal?

**RESPONSE:** Yes, there will be a need for power for computers and LCD panels. Infrastructure should be equipped to hang LCD panels/flat screens, etc. Also, please reference response to question 7.

**16. QUESTION:** The RFP states that the University will be using a third party to develop artwork, graphics and visual concepts. Will one entity be responsible for developing the artwork/graphics for all exhibitors? Has this third party been identified and contracted? Would the University entertain the graphic design development as part of our proposal?

**RESPONSE:** An entity has already been selected and will be responsible for developing the artwork/graphics for all exhibitors in the first/initial year. The vendor will not need to provide graphic design development as part of their proposal.

**17. QUESTION:** Should the cost for the graphic production be included in our proposal?

**RESPONSE:** Yes

**18. QUESTION:** How many people will be manning the Greeters Desk? Is there a need for equipment, video, handouts, merchandising in this area?

**RESPONSE:** One to two people will be staffing the Greeters Desk. And, yes, there will be a need for equipment, video, handouts merchandising in this area. Reference response to questions 10 and 11.

**19. QUESTION:** Will ceiling hung banners/ graphics be entertained as part of our proposal?

**RESPONSE:** Yes

**20. QUESTION:** Does a not to exceed budget exist?

**RESPONSE:** Yes a budget of approximately \$250,000 does exist. However we are looking for the best value for the dollar that we can obtain. NOTE: The University will be the sole judge of what it determines “best value” in regards to vendor proposals and also in what it deems to be the University’s “best interest” in moving forward with the selection of a particular design /proposal for this project.

**21. QUESTION:** Other than student recruitment, what are the target demographics?

**RESPONSE:** Nebraskans from all walks of life. Primarily farmers, ranchers, agribusiness

**22. QUESTION:** Will all vendor questions/answers be posted for review?

**RESPONSE:** Yes

**23. QUESTION:** Who are the nine exhibit groups mentioned in the RFP?

**RESPONSE:** Please reference response to question 11.

**24. QUESTION:** How strongly does each of the nine participants tie to the overall theme?

**RESPONSE:** Strongly

**25. QUESTION:** Is it possible that the successful bidder would also be selected to develop artwork, graphics and visual concepts?

**RESPONSE:** That is a possibility. In this first year, we will develop the art, graphic and visual concepts and provide the selected vendor the file formats to print the work for the display.

**26. QUESTION:** Will the third party developing the artwork and visual concepts work with all nine exhibit groups, or will each utilize its own designer?

**RESPONSE:** The third party will coordinate the work of the nine exhibitors.

**27. QUESTION:** Is it the expectation of the IANR that each individual exhibit/demonstration area be built exactly the same?

**RESPONSE:** Yes

**28. QUESTION:** Is it required that each individual exhibit/demonstration area be 10'x 10' in size?

**RESPONSE:** At least 10' by 10'. The intent is to make most efficient use of area within the building.

**29. QUESTION:** Is the IANR open to flooring options other than a concrete surface?

**RESPONSE:** Reference response to question 5.

**30. QUESTION:** Will the successful bidder be designing the graphics for the main door signage?

**RESPONSE:** Not the design, but the surface and mounting.

**31. QUESTION:** What are the dimensions of each main door?

**RESPONSE:** Approximately 12' x 14'

**32. QUESTION:** When the main doors are open, what are the dimensions of the opening?

**RESPONSE:** Approximately 24' x 14'

**33. QUESTION:** Will the successful bidder be required to install the signage on the exterior doors?

**RESPONSE:** Yes, along with training UNL staff on how to remove/install

**34. QUESTION:** How will each exhibit/demonstration area be divided? Will the successful bidder be required to provide estimates for pole and drape and back wall curtains?

**RESPONSE:** Yes, if that is part of their plan

**35. QUESTION:** Are there seating requirements for individual exhibit/demonstration areas or the visitor center?

**RESPONSE:** We were hoping that there would be room for seating, or a rest area, in addition to the 9 displays

**36. QUESTION:** What is the current power source and what is the capacity of the circuit breaker within the building?

**RESPONSE:** 100 amp.

**37. QUESTION:** Are there union labor restrictions in regard to installing and dismantling any portion of the exhibit?

**RESPONSE:** No, not that we are aware of.

**38. QUESTION:** Has the University identified an estimated budget that it is willing to invest in this project? If so, what is the budget range?

**RESPONSE:** See response to question 20.

**39. QUESTION:** We do not release specific financial information as a company policy. Rather, we would gladly submit a letter from our bank regarding the financial stability of our firm. Please advise us if this policy disqualifies our firm from consideration on this project.

**RESPONSE:** A official letter from you bank will be sufficient

**40. QUESTION:** Should the bid include the graphics (banner, header, etc) with the hardware. Initial answer was that it should. I understand that the design of the graphic would be created by someone else and should not be included in the bid. If this is not correct please elaborate.

**RESPONSE:** That is correct. The graphic design will be done by a third party and files in appropriate formats will be provided to the successful display vendor to manufacture banners etc.

**41. QUESTION:** Are there going to be graphic files available, old or new, to allow us to render (simulate) what the final display might look like for the nine different entities selected for this years Husker Harvest Days event.

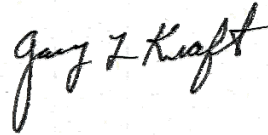
**RESPONSE:** Not at this time.

**42. .NOTE:** We have supplied the plans (via email) of the UNL-Husker Harvest Day building at Grand Island in AutoCAD 2000 format, a CAD exchange file (.DXF) format as well as in .PDF format.

All other specifications remain the same. This addenda # 1 has been posted on the University of Nebraska-Lincoln website:  
<http://purchasing.unl.edu>

For further information, please contact the buyer, Roger Spiels, Purchasing Department, Phone (402) 472-5741.

University of Nebraska-Lincoln  
Board of Regents



Gary L. Kraft, C.P.M.  
Director of Purchasing