



ADDENDUM #1

To: All Companies Interested in Submitting a Proposal
From: Diane Muench, CPPB, Purchasing Agent
Proposal: Best Western Coopers Mill Hotel FF&E Liquidation, RFP #PUR1016-85
Dated: November 21, 2016
Subject: Addendum #1 (1 page)
Date: December 12, 2016

Please note the following specification changes/additions/clarifications relative to the above Request for Proposal.

- 1) **Question:** Wondering why we can't have an onsite sale at the Best Western? Onsite sales generally bring in 2-3 times more money than removing the items and selling them.
Answer: The City will allow a controlled public sale onsite at The Best Western Coopers Mill Hotel. Liquidators shall include with their proposal response the estimated timeline for conducting an onsite sale (number of days, days of the week, hours for sale, etc.). Liquidator will be responsible for removal of all items not sold at the end of the onsite sale.
- 2) **Change:** Due to the change in the Scope of Services, the timeline for site visits and proposal submittal has changed:
 - a) Site visits will be by appointment only on December 19, 20 and 21, 2016. Contact Karen Downs at (319) 286-5867 for appointment
 - b) Deadline for questions will be December 22, 2016 at 1:00 pm CST.
 - c) Proposal submittals will be due on Tuesday, January 10, 2017. They must be received in the City Clerk's Office, date and time stamped, prior to 3:00 pm CST on January 10. See Page 3 of the Request for Proposal for details on how to submit proposals.

All addenda that you receive shall become a part of the contract documents and shall be acknowledged and dated on the bottom of the Signature Page (Attachment B). The deadline for sealed proposals is Tuesday, January 10, 2017, before 3:00 pm CST at the Office of the City Clerk, 101 First Street SE, Cedar Rapids, IA 52401.