



*"Village with a Past, City with a Future"*

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**ADDENDUM NO. 1**

**This addendum consists of three (3) pages**

**TO:** All RFP Packet Holders  
**FROM:** City of Kenai Administration  
**DATE:** March 13, 2019  
**SUBJECT:** Request for Proposal – Kenai Visitor Center Management Services and/or Kenai Tourism and Marketing Services  
**DUE DATE:** **March 29, 2019, by no later than 5:00 PM**

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**Proposers must acknowledge receipt of this Addendum within their proposal, failure to do so may result in the disqualification or rejection of the proposal.**

Note: Information in this addendum takes precedence over original information. All other provisions of the document remain unchanged.

01-01 Plan Holder Question

Clarify – Tuesday, March 12 or Friday March 15th? The document reads Friday, March 12, 2019

**Response: The Pre-proposal Site Visit (Optional) was Tuesday, March 12, 2019 at 2:00 p.m. An additional Pre-proposal Site Visit (Optional) is scheduled for Friday, March 15, 2019 at 2:00 p.m.**

01-02 Plan Holder Question

Page 6 of 34, 3.1.A: Schedule A, Visitor Center Management, a: Located at 402 Overland Street. 402 Overland is the Chamber Cabin. The address of the building is 11471 Kenai Spur Hwy.

**Response: The Kenai Visitor and Cultural Center is located at 11471 Kenai Spur Highway and not 402 Overland Street as referenced in 3.1 A (a).**

01-03 Plan Holder Question

Can you confirm the delivery address for mailed proposals? The cover page shows an address of 210 Fidalgo Avenue, Kenai, AK 99611?

**Response: 210 Fidalgo Avenue, Kenai, AK 99611 is the correct delivery address.**

01-04 Plan Holder Question

Section 2.8: Alaskan business license – is this required for Schedule B of the RFP?

**Response: Yes, if any portion of a business activity occurs within the State of Alaska then Alaska Statutes require the business to have an Alaska Business License. A Proposer may submit how it will meet the requirement to obtain an Alaska business license in the proposal in lieu of submitting the license.**

01-05 Plan Holder Question

Section 2.8: Certifications – Are copies of marketing certifications required for acceptance under Section B of the RFP? Marketing certifications typically are not issued by the State of Alaska.

**Response: No, only licenses, certificates, registrations and other credentials required for performance under the agreement must be submitted.**

01-06 Plan Holder Question

Section 3.3 C: Insurance – Since we are not maintaining the grounds, is General Liability and Automobile Liability required for the firm providing marketing services if they are not on-site?

**Response: Insurance must meet the General Liability requirements whether or not a business has a physical presence or physical location in the State of Alaska. The Automobile Liability requirements must be met if any employee of the Proposer drives in the furtherance of City business.**

01-07 Plan Holder Question

3.1 B: Schedule B b – Event promotion: I interpret this to mean planning and marketing rather than being on site to participate with the logistics of special events (Silver Salmon Derby and Personal Use Fishery). If on site presence is required, what expectations does the Chamber have of their marketing partner?

**Response: An on-site presence is not required to meet the requirements of Schedule B.**

01-08 Plan Holder Question

3.1 B: Schedule B e – “performs all responsibilities... visitor guides”. Please explain how the visitor guide is designed, managed, funded and delivered. Is the marketing partner responsible for these duties, or does the RFP specifically reference the promotion and marketing of this printed magazine?

**Response: The visitor guide is designed, managed, funded and delivered by the service provider as part of the Tourism and Marketing Services Agreement.**

01-09 Plan Holder Question

3.1 B: Schedule B f – tracking hotel bookings, events, leads... Is that data publicly available, is provided via a data channel, or does it require soliciting data from the public sector?

**Response: Data on hotel bookings, events, and leads is not publically available. It will be the responsibility of the service provider to determine how to obtain the data under the Tourism and Marketing Services Agreement.**

01-10 Plan Holder Question

Non-profit requirement – can you explain this? Is the marketing partner expected to file as a non-profit?

**Response: The Non-Profit Requirement is for Kenai Visitor Center Management and not for Tourism and Marketing Services.**

**END OF ADDENDUM**