

METROPOLITAN PIER AND EXPOSITION AUTHORITY



REQUEST FOR PROPOSALS  
RFP #2023-34-M  
ART SERVICES

**ADDENDUM NO. (1)**

December 12, 2023

This Addendum No. 1 consists of two (2) pages and has the following information to be incorporated into the Request for Proposals (RFP). Proposers must acknowledge receipt of this Addendum No. 1 in their RFP submittal in Required Form A, Form of Transmittal Letter.

**Item #1:** Proposers’ questions and/or requests and the MPEA’s responses are provided below.

**Item #2:** 2023 Value Appraisal Report Attached.

	<b>Proposers’ Question:</b>	<b>MPEA’s Response:</b>
1	Will there be artwork files available either digital or otherwise with previous research on the objects and/or records of restoration?	This is not available.
2	Does all conservation and cleaning need to happen onsite? If so, what are the access restrictions? For example, does all work need to be completed within a certain time window each day?	For insurance purposes, the artwork must be maintained onsite. Maintenance is usually completed during regular business hours (8:30 a.m. – 5:00 p.m.). Special circumstances can be handled on a case-by-case basis depending on building activity.
3	Are there any pieces in the collection that do not need to be cleaned this year?	No more art maintenance is taking place for the remainder of 2023.
4	Can we restrict access to the public for areas that the conservators are working in?	Yes, depending on the area and the activity in the building. This would be discussed on a case-by-case basis.
5	Should the quote include scaffolding? Or is there a preferred provider that will provide scaffolding?	You should include scaffolding in your quote. We do not provide this equipment.
6	Do any works in the collection need to be reframed or installed as part of this proposal?	No.
7	What kind of collection management software is currently being used to manage the collection? Will we have access to those records?	This service is not available.
8	Do updated appraisals need to be completed?	The appraisal is current as of 2023. This will need to be completed yearly.
9	Should the proposal include installation of the collection that is included in Exhibit 2?	No.
10	Should the proposal include sourcing, acquisition, and deaccessioning advisory services? If so, what are the goals over the next 12 months for expanding or decreasing the collection?	This should not be included in your proposal.
11	Should the proposal include research, cataloguing, etc. related to the wall plaques that accompany each work? Will the printing and fabrication of those plaques need to be included?	We are not looking to replace the plaques for the current pieces.
12	Should the proposal include design and layout for installing the collection in Exhibit 2?	No.

13	Should the proposal include storage options?	No. The curator is not responsible for storing any of MPEA's art pieces and MPEA is not responsible for storing any of the curator's equipment.
14	Does a WBE satisfy the conditions for this proposal? Or does each proposal also need to satisfy MBE requirements in addition to WBE?	Per the RFP the goals are listed under Required Form I – Special Conditions Regarding Minority and Women Owned Business Enterprises. Each Bidder or Proposer must commit to utilize MBE and WBE firms to meet the goals stated in the RFP.
15	Is there a preferred format for the proposal?	Per the RFP process outlined: Interested parties must submit an electronic, searchable version (PDF and/or Word) of its proposal via email to <a href="mailto:mpeaprourement@mpea.com">mpeaprourement@mpea.com</a> , or via a secure file sharing platform, such as Dropbox or similar, before the deadline. The email must reference the RFP #2023-34-M. The electronic copy must include Required Form F as a separate PDF.