

METROPOLITAN PIER AND EXPOSITION AUTHORITY



McCORMICK
SQUARE • PLACE • MPEA

REQUEST FOR PROPOSALS #2024-03-M
WINDOW COVERING PURCHASE AND INSTALLATION

ADDENDUM NO. (2)

February 1, 2024

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

Item #1: Per section IV. RFP Process and Submission Requirements – MPEA is offering a second site visit date and extension to the questions and RFP submittal dates. Please see all the revised dates below. All parties interested in attending the site tour is strongly encouraged to register [HERE](#).

The second site visit meeting will be held on **Wednesday, February 7, 2024, at 11:00 AM.**

The Authority will accept additional questions, in writing, via e-mail until **12:00 PM Central Time on Tuesday, February 13, 2024.**

RFP submittals are due no later than **Friday, March 8, 2024, by 12:00 noon Central Time.**

RFP Timeline

The anticipated timeline for the RFP process is set forth below. These are target dates and are subject to change.

Request for Proposals (RFP) issued	Tuesday, January 16, 2024
Site Visit	Wednesday, January 24, 2024
Questions due	Thursday, February 1, 2024 by 12:00 noon Central Time
SECOND SITE VISIT	Wednesday, February 7, 2024
Question Submittal Extension	Tuesday, February 13, 2024 by 12:00 noon Central Time
Answers Posted	Tuesday, February 20, 2024
Proposal Due Date	Friday, March 8, 2024 by 12:00 noon Central Time
Board Approval and notification of selection	April 2024