



**DATE: May 15, 2017**

Joliet Junior College  
1215 Houbolt Road  
Joliet, IL 60431

**TO:** Prospective Respondents  
**SUBJECT:** Addendum No. 1  
**PROJECT NAME:** Renaissance Center Banquet Operation Rebid  
**JJC PROJECT NO.:** R17004R

This Addendum forms a part of the Bidding and Contract Documents and modifies the original bidding document as posted on the JJC website. Acknowledge receipt of this addendum as specified at the end of this addendum. FAILURE TO DO SO MAY SUBJECT BIDDER TO DISQUALIFICATION.

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**Questions Submitted:**

1. Will we be able to obtain a complete detailed inventory of all items being left and able to be utilized? - tables (60" round, 6' & 8' Banquets, highboys, etc.), chairs, staging, stage skirting, china, glassware, silverware, kitchen equipment, other equipment, furniture, & all items being left there, etc.

*Yes.*

2. If there are any inventory items that we do not wish to utilize, will those items be taken out of our area and stored somewhere else?

*Yes.*

3. Will we be able to obtain a complete list of maximum capacities of all classrooms and the ballroom? - Sit-down dining, reception style, classroom, theater, licensed maximum room occupancy, etc.

*Per the City of Joliet, the licensed capacity for each area:*

**Grand Ballroom - maximum of 500 people for all configurations i.e. tables and chairs, chairs only, or standing room.**

**Atrium area**

<b>Tables &amp; Chairs</b>	<b>85 people</b>
<b>Chairs Only</b>	<b>182 people</b>
<b>Standing Room</b>	<b>426</b>

**Classroom                      32 people**  
***(Can only be from the college on Sundays and possibly Saturday afternoons after 3:00 p.m.)***

4. If awarded the contract, can we obtain a copy of the blueprints with measurements to make floor plans?

***Yes.***

5. What specific dates and times will the classrooms be utilized?

***The classrooms are not part of the lease arrangement as the college may utilize them Monday through Saturday afternoon.***

6. Will the ballroom be able to be rented while the classes are going on the first floor?

***Yes.***

7. Will we have access and the possibility to rent the smaller classrooms on the first floor on Saturdays and Sundays?

***The smaller classrooms can be rented from the college separately on Sundays (and possibly Saturdays after 3:00 p.m.) when not being utilized by the college; however, they will not be part of the lease agreement.***

8. There is a first floor storage room that was used previously for a coat room - will we have access to that and use that as a permanent coat room as before? Will this coat room door be replaced with a Dutch door?

***There is a room on the first floor that has been designated as the coatroom. The college will change this solid door to a Dutch door if the tenant so desires.***

9. Will security need to be there the entire event? Normally CEC has security the last 2.5 hours of the event time, but then a half hour after the event - would this be acceptable?

***Security will need to be present for the entire event.***

10. If there ever was an incident there where a customer might damage something, will CEC have access to view the security footage?

***In the event there is damage to the property, JJC's Campus Police Department will work with the tenant to review security footage.***

11. How will keys and keycards be issued and handle?

***Campus Police will arrange for the distribution of keycards (and if necessary keys). Access will be available during regular business hours and additional hours as needed. The lessee will access based Details of times and days of access will be***

12. For loading and unloading, we saw the dock and the service elevator was on the side of JJC's college, will we have access to that during our events?

***Yes.***

Incase of a building emergency (ex: a/c is not working properly, sewage backups), will an emergency contact be provided? Or what would be the line of communication?

***Yes. The tenant will contact the JJC Campus Police staff on duty, who in turn, will contact the appropriate parties.***

13. Does JJC pay for the maintenance and/or inspection for:

- a. - Grease Trap? – ***No, Tenant's responsibility***
- b. - Hoods? – ***No, Tenant's responsibility***
- c. - Ansul System? - ***Yes***
- d. - Health Inspections? – ***No, Tenant's responsibility***
- e. - Fire extinguishers and yearly inspections? - ***Yes***
- f. - Periodic professional floor cleaning in kitchen and carpet in ballroom? –***Yes***

14. Does JJC provide all refuse disposable including grease and is that paid for by JJC?

***No. The tenant will be responsible for all refuse disposal including grease.***

15. Will bathrooms be fully stocked by JJC - toilet paper, soap, hand sanitizer, etc.?

***Yes.***

16. Will the first aid kits be stocked by JJC?

***Yes.***

17. Will all of JJC equipment be maintained by JJC?

***Yes.***

18. Are there any union rules to be followed?

***Security (in the form of JJC's Campus Police Department) is the only function that***

19. Where is parking available for our staff and guests? Are there costs for parking? The RFP only mentions 60 cars available, where would more be available?

***Parking for approximately 60 cars may be available at the north end of the Joliet Historical Museum parking lot at 204 N Ottawa Street on Saturdays and Sundays unless the college is hosting an event. Additional parking is available on the streets and in public surface lots near the Renaissance Center.***

20. After the old hotel is tore down will that be a surface parking lot or a parking garage? And, if so how many parking spots?

***There will be a surface parking lot with approximately 20 spots.***

21. When will demolition be completed on the hotel?

***Mid-August 2017.***

22. Will the office space be furnished? If so, with what furnishings?

***Desk and chair.***

23. Is Wi-Fi installed at JJC and will we have access?

***Wi-Fi is available. The tenant should acquire its own internet service.***

24. Is it possible to rename the Renaissance Center or name the ballroom for marketing purposes?

***No.***

25. On the RFP page 3 mentions in the Lease Space Storage Space. What space is that referring too?

***The room adjacent to the kitchen ballroom.***

26. On the RFP page 4 under III Assumptions and Requirements, C will you elaborate on that?

***If the College wishes to host an event in the ballroom, the College would contact the tenant about reserving the space for that date and time.***

If the meeting rooms are not being utilized by JJC during the week, will they be available to rent for meetings or luncheons?

***No.***

27. Will the meeting rooms be available for rental on Saturday and Sunday when they are not being utilized by the college?

***See question #7.***

28. It is not stated in the current or previous RFP that smallwares are included for the lessee to use. In two previous walk through's, it was verbally stated both times that all smallwares would be left for lessee use. The most recent tour (5-9-17) it was stated that smallwares can be negotiated for lessee use. Can you please clarify the status of smallware use?

***Smallwares are included as part of the lease.***

29. The service elevator that opens to the service hallway behind the ballroom (2nd Floor) is accessible to all public in the building. Is there a way to have that floor on the elevator locked to the public or anyone not affiliated with the lessee?

***No, however the college is open to discussions regarding secured access during events.***

30. Will the lessee have use of the 2nd loading door and storage area off the alley for deliveries? (area used by Renaissance Center in the past) If this is not the case, where will the lessee accept deliveries?

***Yes, the tenant will be able to use the 2<sup>nd</sup> loading door (area used by the Renaissance Center in the past).***

**End of Addendum #1**



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**Please acknowledge receipt of these addenda by including this page with your proposal. Include your company name, printed name, title, and signature in your acknowledgement below. Failure to do so could result in disqualification of your bid.**

Issued by:

Janice Reodus  
Director of Business & Auxiliary Services  
Joliet Junior College  
815.280.6643

I acknowledge receipt of Addendum #1.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

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Signature