

**STATE OF ALASKA ITB NUMBER 250000004
AMENDMENT NUMBER 1**

RETURN THIS AMENDMENT TO THE ISSUING OFFICE AT:



Department of Military and Veterans Affairs
Division of Administrative Services
49000 Army Guard Rd, Ste B105B
JBER, AK 99505

THIS IS NOT AN ORDER

DATE AMENDMENT ISSUED: September 12, 2024

ITB TITLE: Venue Rental and Audio/Visual Services

ITB OPENING DATE AND TIME: October 1, 2024, at 2:00 P.M. AKST

The following changes/additions are required:

1. Provide two (2) bid schedules for LOT 2 to tailor Emergency Management Conference (EMC) and Rehearsal of Concept (ROC) events.
2. In addition to the SEC 2.01 Scope of Work, EMC event is requiring the following deliverable items:
 - A. Main Conference Room:
 1. Lapel microphone
 2. 3 Handheld microphones
 3. Laptop for presentation
 4. Projector screen
 5. Projector
 6. Podium
 - B. Breakout Rooms:
 1. Podium
 2. Lapel mic
 3. 2 Handheld mics
 4. Projector screen
 5. Projector
 6. Podium
 - C. Last day of the conference needs:
 1. 8 Microphones at the U-shaped tables
 2. 2 Microphones at the presenter table
 3. 1 Projector screen
 4. 1 Laptop
 5. 1 Projector
 6. Transcription services
 7. Record LEPCA and SERC meetings
 8. Provide meeting minutes for both meetings
 9. All meetings on the last day need to be available as hybrid, through the Zoom platform.

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In order for your bid to be considered responsive for Lot(s) 1 & 2 this amendment, in addition to your original bid, must be received by the issuing office of the Division of Administrative Services prior to the time set for the bid opening.

Jannah Cayetano
Procurement Officer
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NAME OF COMPANY

SIGNATURE

DATE

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