



## NOTICE TO ALL FIRMS

Date: May 17, 2022  
To: All Prospective Bidders  
From: Candida Poinsette  
Purchasing Agent  
Re: Addendum Number 1  
RFP # C1531 – MFIT Lighting Designer

The following questions have been received from Firms indicating an intent to bid on the FIT RFP C1531 MFIT Lighting Designer. These questions and answers are made available to all bidders.

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- Q1. Are we redesigning the lighting system to upgrade it to current technologies and a relevant layout, or do we have to use the existing system and fixtures?  
**A1. No lighting upgrades. You will use existing lighting fixtures.**
- Q2. RFP indicates designer would refocus every month, but based on discussions during the site walk it appears there are multiple times per year MFIT needs design/labor support. Please confirm?  
**A2. Yes, refocusing multiple times a year is required.**
- Q3. If design firm is using the existing system please provide plan drawings and equipment list (including accessories) for us to review?  
**A3. This information is currently not available.**
- Q4. During site walk, MFIT staff indicated design firm would have anywhere from 3 days to 3 weeks to refocus the system for "new shows". Please confirm allotted time to setup/strike as this can affect pricing with respect to labor.  
**A4. 10-day installation, including relamping.**
- Q5. How many years is the design firm expected to support MFIT?  
**A5. 10 Years' experience as outlined in RFP Section IV The Assignment**
- Q6. Does the scope of work include upgrading/redesigning in case lighting systems?  
**A6. No**
- Q7. Does the scope of work include upgrading/redesigning exhibit lighting power distribution and control systems?  
**A7. No**

- Q8. RFP indicates opening receptions must be taken down the following morning. Does the design firm have the option of taking down the reception the same night after the reception is over?  
**A8. Yes.**
- Q9. What is the budget for opening night reception? Is labor and equipment budget separate?  
**A9. No budget information available. Cost of lighting the reception should be included in the bid.**
- Q10. How long does the stairs to the lower gallery lighting set-up last? Is it just for opening reception or does it go through the entire period of the exhibition?  
**A10. Yes, lighting stays us for the duration of the exhibition.**

**THIS ADDENDUM IS PART OF THE RFP DOCUMENT AND SHALL BE INCLUDED WITH YOUR PROPOSAL SUBMITTAL. YOUR SIGNATURE BELOW WARRANTS THAT YOU UNDERSTAND THIS ADDENDUM AND THAT YOU HAVE MADE THE APPROPRIATE ADJUSTMENTS IN YOUR PROPOSAL AND CALCULATIONS.**

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Print Name and Title of Authorized Representative

\_\_\_\_\_  
 Print Name of Company/Partnership/Individual

\_\_\_\_\_  
 Date

*Proposals shall be submitted on or before **May 23, 2022 at 12:00 P.M.** to:*

**Candida Poinsette  
 Purchasing Agent  
 Fashion Institute of Technology  
 Purchasing Office  
 333 Seventh Avenue, 15<sup>th</sup> Floor  
 New York, NY 10001-5992**

*Envelopes shall clearly be marked:*

**MFIT Lighting Designer  
 Request for Proposal No. C1531  
 Due on or Before May 23, 2022, 12:00PM**