



**DATE: April 5, 2017**

Joliet Junior College  
1215 Houbolt Road  
Joliet, IL 60431

**TO:** Prospective Respondents  
**SUBJECT:** Addendum No. 2  
**PROJECT NAME:** Renaissance Center Banquet Operation  
**JJC PROJECT NO.:** R17004

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 Received:**

1. I am concerned by the desire for a fixed monthly fee. I would be interested in a percentage-based fee...So please let me know if the Evaluation Team will reconsider a percentage-based proposal.

***The College will accept proposals regarding alternative compensation arrangements. However, we strongly prefer a fixed monthly fee.***

2. Will the doors that connect the new JJC Culinary building and the existing Renaissance Center be closed/locked when no function/rental is being held in the Renaissance Center, or is this considered public space?

***The Renaissance Center will be secured on the days/times the lessee is occupying the space.***

3. Once the demolition of the hotel takes place, are there any current plans for that space?

***This space has been designated for parking. Due to the uncertainty of the State of Illinois funding, the college is unable to provide a specific date of when this project will be completed.***

4. Are there designated smoking areas for guests of the Renaissance Center (ex: roof top patio, entry doors, side entrance)?

***Guests can smoke on any public sidewalk near the Renaissance Center but not on the roof top patio or at the entry and side doors.***

5. The current door to the coatroom is a 1- panel solid door, would this be able to be changed to a Dutch door? If so, would this be the responsibility of the lessee or JJC?

***JJC will modify the 1- panel solid door to a Dutch door at its own expense.***

6. Does JJC have stipulations on when or where security is staffed? ex: all rentals over 100 guests must have security, security for outside or inside the venue, or both?

***JJC's Police Department must provide security for both the inside and outside of the venue.***

***Prior to finalizing a contract for an event, the lessee shall confer with the JJC Police Department to discuss security needs.***

***The type of event, attendance, and any prior history of the attendees will determine the security requirements. Based on this review, additional or less security may be required. The hourly rate for staffing will be \$45/hour.***

***General Guidelines:***

***Events serving alcohol***

***150 people = 1 Officer***

***150 - 300 = 2 Officers***

***300 + = 3 Officers***

***Events without alcohol***

***200 people = 1 Officer***

***200 + = 2 Officers***

***If the lessee wants to hire additional security, the lessee must confer with the JJC Police Department. Any additional authorized security will be operating under the guidance and control of the JJC Police Department.***

7. Is there currently any designated staff parking for Renaissance Center/Lessee staff? Or will there be parking permits of any kind required for certain lots for staff?

***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.***

When inquiring about Point of Sale System, is this considered, for example: an Aloha system for all on site cash transactions, or the use of programs like Quick Books for events with no cash sales?

***The lessee must provide its own point-of-sale system, like Aloha, for lessee's credit or cash sales.***

**End of Addendum #2**



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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 Reedus  
Director of Business & Auxiliary Services  
Joliet Junior College  
815.280.6643

I acknowledge receipt of Addendum #2.

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

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature