



September 29, 2015

**ADDENDUM #1
RFP #16-25
SCOREBOARD SPONSORSHIP**

Please include a copy of this addenda with your proposal, to acknowledge receipt.

CLARIFY:

I'm just confirming that the bids (let's say I bid for a \$5,000 sponsorship) cover all (3) years and not \$5,000 a year?

Answer – A sponsorship for \$5,000 would be for all three (3) years

Also, what are the payment terms?

Answer – Sponsorships are to be paid in full

When are monies due?

Answer – Sponsorships payments are to paid by, October 14, 2015, made out to:

- City of Lowell
- Scoreboard Sponsorship
- 375 Merrimack Street
- Lowell, MA 01852

Where do I send by sponsorship payment

- City of Lowell
- Purchasing Office, Room 60
- 375 Merrimack Street
- Lowell, MA 01852

In the event the City receives more sponsorship money than is needed to offset the scoreboard costs, any additional money will be put in an account for Cawley Stadium.

Sincerely,

P. Michael Vaughn
Chief Procurement Officer