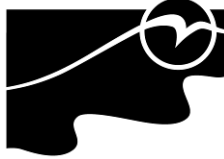


**LAKE METROPARKS**



**LAKE METROPARKS**  
11211 SPEAR ROAD  
CONCORD TOWNSHIP, OHIO 44077

**ADDENDUM NO. 1**

Addendum Date: 1/11/2018

Project Name: ONLINE TICKETING SERVICES PROVIDER  
Proposal Opening Date: 12/20/2017  
Request for Proposal Due Date: 1/23/2018  
Proposal Number: RFP 2017-068

This addendum supplements and amends the original Bid Form and is hereby made a part of the Contract Drawings. Receipt of this Addendum must be noted on the “Bid Form”.

**ITEM 1: Page 10 – NON-COLLUSION AFFIDAVIT**

-Please see the attached document and submit this with your proposal

**ITEM 2: Page 8 – DOCUMENTS TO BE RETURNED WITH PROPOSAL**

-There are NO ‘Proposal Documents to be Returned’ as a form or template. Please use your own format for documents to meet the requirements of the proposal

**ITEM 3: Page 14 – RULES FOR SUBMITTING PROPOSALS – line ‘e’**

-There are no forms furnished by the Lake Metroparks. Please use your own format for documents to meet the requirements of the proposal

**ITEM 4: Regarding ‘memberships’**

-We do not need the online ticketing services provider to integrate with our existing membership system. Instead, we just need a way to identify members (through the use of their unique member number or other similar data point) to provide them access to early ticket sales and reduced ticket prices. We will continue using our existing membership management system to handle all membership sales and management.

All questions concerning the Project and Addendum shall be referred to the Lake Metroparks Representative as listed in the Supplemental Instructions to Bidder.

Last Day & Time for questions: Tuesday January 16, 2018 no later than 10:00 AM

Please be sure to acknowledge you received this addendum in your submitted proposal documents.

