



Addendum # 1

Issue Date: 7/20/2020

**Photo Booth Program RFP 2020**

From: Saint Louis Zoo  
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**Specifications:**

1. Where is the 2<sup>nd</sup> photo booth located? The RFP only notes the one at the North entrance.
  - There is currently not a second booth on the grounds, but we are interested in having one. However it would have to be located outside and it would have to meet ADA requirements. The Zoo would be reserving the right to suggest locations, for which the RFP allows the bidders to also do. If a mutually agreed upon outdoor site could not be selected by the winning bidder than one in door unit would be the only thing we could do. If no bidder has an outdoor ADA option we would make the decision solely based on the offer for one unit.
2. Would the suggestion of additional booths be entertained?
  - Presently the Zoo has authorized two units, we would consider entertaining more, but the bidder should present to us an offer based on what I described in answer 1. Meaning if they need more than two units to make the venture work, we cannot promise we would expand beyond two units.
3. What do you like or not like about the current photo booths?
  - We like the size, appearance, that it takes credit cards, rarely has any service issues, meets ADA and essentially requires no work for the Zoo.
4. What size of photo booth does the Zoo currently have? Would you entertain other sizes? Are the size requirements due to space?
  - Our current booth is a foot print roughly 2 to 4 square feet. The indoor unit could be no bigger than this, but we would consider a larger option outdoors, all be it, within reason.
5. What is the annual revenue? Commission? Is this public knowledge?
  - The revenue for the photo booth could be attained publicly. For the purposes of this question, depending on the year, revenue would fall between \$10,000 and \$20,000 for a year. The current commission is a private contract that can't be shared.
6. The RFP references the Zoo currently collects the money out of the machines? Can the vendor collect the money instead?
  - No. The current overall Zoo directive is cash spent on anything in the Zoo, such as vending, must be collected and counted by the Zoo Finance department. This policy may change in the future, but for the purposes of this RFP it will be the way it is noted.
7. On page 3, section 4- 2<sup>nd</sup> point. Please clarify.
  - Assuming this is in reference to the vendor is to have their booths open in accordance with the Zoo hours. This essentially means that the booths must be on and available to the public when the Zoo is open to the public and that we would agree on that. It does also note that either part has the right to amend the hours with notice. So for example if the vendor wanted to shut down the machine for maintenance for a few days it is possible, but the Zoo would need the notice.