



Oregon State University

MASTER CONTRACT FOR OREGON STATE UNIVERSITY COMMENCEMENT

REQUEST FOR PROPOSAL (RFP) #2026-020594

ADDENDUM NO. 2

ISSUE DATE: January 21, 2026

CONTRACT ADMINISTRATOR:

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This Addendum is hereby issued to inform you of the following revisions and/or clarifications to the above-referenced RFP and/or the Contract Documents for the Project, to the extent they have been modified herein. Any conflict or inconsistency between this Addendum and the Solicitation Document or any previous addenda will be resolved in favor of this Addendum. RFP responses shall conform to this Addendum. Unless specifically changed by this Addendum, all other requirements, terms and conditions of the Solicitation Document and or Contract Documents, and any previous addenda, remain unchanged and can be modified only in writing by OSU. The following changes are hereby made:

Questions/Clarifications

Construction-Related Public Improvement Work

- 1 Question** What are the sizes and quantities of the items that would fall under this section of the proposal?

Answer 10k telehandler forklift, 55' reach
5k industrial forklift
1 propane cylinder, 33lb forklift
Fuel for forklifts
- 2 Question** How much of the stadium will be covered in flooring?

Answer Flooring will not be needed for 2026 per new turf going into Reser after the commencement event
Flooring will be needed for 1/2-3/4 of the stadium for every year after the 2026 ceremony
- 3 Question** What are the restrictions for using heavy equipment on the stadium floor and/or around the stadium?

Answer There are few restrictions for using heavy equipment on the stadium floor and/or around the stadium in 2026 including flooring needed at the bottom of the ramp to get onto the stadium floor
There will be more restrictions for using heavy equipment on the stadium floor and/or around the stadium for the years following 2026 because new turf is going onto the stadium field floor after the 2026 commencement ceremony – the restrictions will include covering most of the stadium floor field in flooring to drive larger vehicles on the field

4 Question What is the scope of this contract related to the electrical portion?
Answer Will all A/V equipment be procured outside of this contract or is it included? If included, what are the specs?
A/V equipment will be procured outside of this contract
Are we including power generation and distribution in this contract or is that happening outside of this RFP?
Power generation and distribution is provided by another vendor

5 Question Quantity and size of stages, structures, tents, ramps, etc.

Answer 1 50'x66' structure for main stage tent

24 2000lb concrete ballast block

73 350lb concrete ballast block

10 500lb concrete ballast block

22 700lb concrete ballast block

12 48"x48"ballast plates

1 camera riser

130 4'x4' stage deck

4 1ft tall stage ramp

6 10'x10' white high peak tent

1 10'x20' white gable end tent

9 10'x20' white high peak tent

4 10'x40' white gable end tent

2 15'x20' white high peak tent

12 14' black poly skirt

1 20'x20' white high peak tent

1 20'x40' white gable end tent

20 30"x42" black fit spandex

20 42" tall bistro table

43 6'x30' banquet table

87 8'x30' banquet table

3 8'x8' stage

8 90"x156" table drape

8 21' black banquet skirt

4,000 black dining height chairs

1,000 brown dining height chairs

129 white vinyl block covers

3 4mx5m black vinyl side wall

2 8'x10' solid side wall

30 8'x20' solid side wall

2 9.25'x15' solid side wall

3 9.25'x20 solid side wall

6 Question Quantity and size of trussing systems

Answer 2 35ft truss speaker towers (35' truss with 3' center point from tower)

OSU Project Manager

- 7 Question** Number of meetings and duration of meetings during the planning process to be attended
- Answer** 1-2 60-minute meetings per month leading up to June (once hired in 2026)
Note: Normally it will be 1-2 60-minute meetings ~December-June every year
contracted after 2026
2-3 30-minute onsite walkthroughs between December-June for planning purposes
Fully onsite every day the week of set-up prior to the event
Fully onsite the day of the event beginning at 5am
Fully onsite every day following the event for teardown
- 8 Question** What are the start and end dates for the project manager to be on site coordinating?
- Answer** The below dates are tentative and subject to change upon need
*The Saturday before through the ~Wednesday after of commencement each year
contracted. For example:
June 6-17, 2026; June 5-16, 2027
- 9 Question** List of all departments and vendors to be coordinated by Project Manager
- Answer** Speaker Truss Towers company
Forklift company
Rentals equipment
Labor for set-up and teardown
Custom backdrop for stage décor
Plants for stage décor
Permits for fire department

Non-Construction Commencement Services

- 10 Question** What are the sizes and quantities of the items that would fall under this section?
- Answer** 284 Retractable outdoor belt stanchions
1-2 Speaker towers
16-20 Fire extinguishers
20 Sign holders
9 Gonfalon (pole) holders
84 Skirt clips
2,080 sqft Contender carpet

END OF ADDENDUM NO. 2