

Date: September 5, 2025

To: All Interested Respondents

From: AOCCONF.MBX@njcourts.gov

**Re: JUDAO-26-10 RECOVERY COURT AND PROBATION
EDUCATION CONFERENCES**

Recovery Court - September 24, 2025 (Set-up September 23, 2025)

Probation – September 25-26, 2025 (Set-up September 24, 2025)

Amendment #1

The following constitutes Amendment #1 for the above referenced bid:

- Amended RFQ 4.1 **CONFERENCE, ROOM & BANQUET RENTALS** to allow both Recovery Court AND Probation to consider use of an isolated space and no longer requiring all meeting space in the venue for the Recovery Court portion of the event as stated in the following:

The Judiciary prefers to use all available meeting space within the venue; however, the Judiciary may consider the use of an isolated space within the venue depending on the size and layout and event specific requirements.

The Contractor shall ensure the proposed meeting space area shall be used exclusively by the Judiciary and shall not be shared with any other organization or group. **The bidder shall specify location and meeting room name for each space listed on the price sheet, including**

available set up and capacity. The bidder may provide an attachment with the details of the proposed space.

- **PRICE SHEET UPDATE:**
 - The price sheet revised number of LCD projectors for Recovery Court on 9/24 to a quantity of two (2).
 - Updated preference in room set up (Prefer Classroom/Theater OK).
 - Only quote rooms needed – not All Space
 - Remove Banquet and A/V Price lines for Probation Set-Up Day.
 - Judiciary Notes at bottom updated to reflect changes in event requirements.
- **CLARIFICATION of Events:** To clarify the scope, this should be considered a **three-day event** with the following schedule:
 - Set-up: Tuesday, 9/23 – for Recovery Court
 - Recovery Court Event: Wednesday, 9/24
 - Probation Education Event: Thursday and Friday, 9/25–9/26 (Set up 9/24 PM)

Both events will largely utilize the same spaces, with similar A/V and technical requirements. To avoid unnecessary breakdown and setup charges, we ask that you propose the most **cost-effective solution** that minimizes equipment changes and additional costs.

- **Submission Date to Monday, September 8, 2025, at 10:00 am.**