



CITY OF SAN ANTONIO

Convention, Sports and Entertainment Facilities Department
Purchasing and General Services Department

P.O. Box 839966
SAN ANTONIO, TEXAS 78205

ADDENDUM II

SUBJECT: Request for Proposals for Audio Visual and Rigging Services, dated December 23, 2010

DATE: January 25, 2010

A. THE ABOVE MENTIONED RFP IS HEREBY AMENDED AS FOLLOWS:

1. Page 6, RFP Exhibit 2 - Agreement, Section 4.6, **Change to Read:** "Provide up to **eighty** (80) hours per year of qualified audio visual and rigging assistance to City for maintenance and/or improvements to the Facility's audio visual and rigging systems and equipment."
2. **Add:** RFP Exhibit 2 – Agreement (Microsoft Word Version), which is posted as a separate document immediately following Addendum II.
3. **Add:** RFP Exhibit 4 – Current Provider's 2010 City Events, which is posted as a separate document immediately following Addendum II.
4. **Add:** RFP Exhibit 5 – Current Provider's Price List, which is posted as a separate document immediately following Addendum II.
5. **Add:** RFP Exhibit 6 – Current Provider's 2010 Events Greater than \$50,000, which is posted as a separate document immediately following Addendum II.
6. **Add:** RFP Exhibit 7 – Current Provider's Larger Events, which is posted as a separate document immediately following Addendum II.
7. **Add:** RFP Exhibit 8 – Current Provider's Sample Invoice, which is posted as a separate document immediately following Addendum II.
8. **Add:** RFP Exhibit 9 – 2010 – 2015 Event Calendar, which is posted as a separate document immediately following Addendum II.

B. WRITTEN QUESTIONS RECEIVED BY CITY STAFF ARE ANSWERED AS FOLLOWS:

Question 1: Page 6, RFP Exhibit 2 – Agreement, Section 4.8, states that the selected Respondent would need to hire a structural engineer to provide a full structural analysis of the facility. In RFP Exhibit 3 – Drawings, however, you provide this information. Is there a reason why the selected Respondent would be required to provide this again?

Response: The internet links and RFP Exhibit 3 – Drawings, incorporated into Addendum I, only pertain to Exhibit Halls C and D, Bridge Hall, and the Lila Cockrell Theatre. The City does not have a current structural analysis for Exhibit Halls A and B and Ballrooms A, B and C. Since the selected Respondent will assume responsibility for establishing and attaching to rigging points in the structural steel in these areas, the City is requiring the selected Respondent to have the structural analysis performed and/or updated in all areas, as applicable.

Question 2. Regarding page 9, RFP Exhibit 2 – Agreement, Section 7.3, in the event that City requires AV and Rigging Services, Equipment or Labor in support of City events, City-sponsored events, and non-revenue generating events, Contractor shall provide such Services, Equipment or Labor at no-cost to the City at the request of Director or his designee. Could you please provide a historical listing of events, including size and scope that the current in-house A/V contractor has provided over the last three years?

Response: Yes. See RFP Exhibit 4 – Current Provider’s 2010 City Events, which is posted as a separate document immediately following Addendum II. Annual historical volume has been relatively consistent; however, annual volume under the new Agreement may increase or decrease depending on such factors as number of City events held in the Facility. Provision of such services is part of the selected Respondent’s consideration to the City and will continue to be the responsibility of the selected Respondent per the Agreement, regardless of the volume.

Question 3. In lieu of the historical value for rigging services, what was the total dollar amount the City spent on rigging services for 2010?

Response: As stated on page 3, RFP Section I – Background, paragraph five, the City has never had a contract for Rigging Services; therefore, there is no rigging information. Clients are typically responsible for AV and rigging costs for their events.

Question 4. Was rigging commission paid to the City in 2010, and, if so, what was the amount and what was the commission rate?

Response: No. See also Response to Question 3 above

Question 5. Was any commission for rigging included in the total commissions paid to the City in 2010?

Response: No. Page 4, RFP Section I – Background, Table 2, only contains AV Services sales and commission data. See also Responses to Questions 3 – 4 above.

- Question 6.** If no rigging sales figures were stated in the RFP for 2010, what is the actual gross sales total for 2010?
- Response: As stated on page 4, RFP Section I – Background, Table 2, the current provider’s gross sales of AV Services for the eleven (11) month period of January 1, 2010, through November 30, 2010, were \$1,860,883. See also Responses to Questions 3 – 5 above.
- Question 7.** What is the average rig staffing call for the following event types: trade shows; consumer shows; social events and banquets, and; meetings?
- Response: It is assumed that the various contractors that currently provide rigging services to Clients all have different staffing requirements for rigging of events depending in part on the size and complexity of the rigging. See also Responses to Questions 3 – 6 above.
- Question 8.** What is the average payout amount paid for 2010 for each event type listed above?
- Response: Information is provided in RFP Exhibit 5 – Current Provider’s Price List, which is posted as a separate document immediately following Addendum II. See also Responses to Questions 3 – 7 above.
- Question 9.** Could you please provide a price listing the City pays for the equipment that is provided for each event?
- Response: See Responses to Questions 3 – 8 above.
- Question 10.** Acknowledging the fact that we are to create our own event budget, what is the pricing amount the City was furnished by the current provider for the equipment used at each event or events?
- Response: See Responses to Questions 3 – 9 above.
- Question 11.** Could you please provide a price listing the City pays for the Labor that is provided for each event to include (up rigger, down rigger, stage hand, spot ops, video tech, sound engineer, loaders, A1, A2, fork lift operator and camera ops)?
- Response: With regard to AV Services, the City does not pay the current provider for AV Labor. AV and Rigging Equipment, Services and Labor will be contracted between the selected Respondent and the Client, and the Client will be responsible for all costs charged by the selected Respondent. The selected Respondent will, in turn, pay the City a commission on the gross sales of AV and Rigging Services. See also Responses to Questions 3 – 10 above.
- Question 12.** If no price list is available, what is the pricing amount the City was furnished by the current provider for the Labor used at each event or events to include (up rigger, down rigger, stage hand, spot ops, video tech, sound engineer, loaders, A1, A2, fork lift operator, and camera ops)?
- Response: See Responses to Questions 3 – 11 above.

Question 13. What is the difference between Services and Labor?

Response: As stated on pages 32 – 33, RFP Attachment B – Compensation, Important Information, items 3(a), 3(c), 3(d) and 3(f), Services entails design and operation of AV and Rigging that can include both Equipment and Labor when combined as a package on the Rate Schedule. Individual Equipment and Labor charged to a Client would be classified as either Equipment or Labor as appropriate on the Rate Schedule.

Question 14. Please provide the City’s objective in terms of best value pricing as it pertains to the amount of commission paid to the City and its relationship to pricing of the services and the rate that is charged to the customer?

Response: Customer service and value is the prime objective the City has with any of its service contracts at the Convention Center. The secondary objective is the City’s financial return.

Question 15. What is the settlement date for commission paid to the City after an event has concluded?

Response: As stated on page 10, RFP Exhibit 2 – Agreement, Section 8.5, payment is due within twenty (20) calendar days following the close of each calendar month.

Question 16. What is the settlement date for the Minimum Annual Guarantee (MAG) after an event has concluded?

Response: Depending on whether the selected Respondent proposes a MAG in RFP Attachment B – Compensation Schedule, and any terms the selected Respondent and City may agree to in the executed Agreement, the MAG will likely be evaluated annually on the anniversary date for the prior contract year. If the MAG is not achieved, the difference between the total commission paid to the City for the contract year and the MAG would be immediately due and payable to the City within twenty (20) calendar days of the evaluation.

Question 17. How many events in 2010 did the current provider have invoices for AV Services of at least \$50,000 and what type of events were they?

Response: Information is provided in RFP Exhibit 6 – Current Provider’s 2010 Events Greater than \$50,000, which is posted as a separate document immediately following Addendum II.

Question 18. What was the largest equipment quantity and cost provided by the current provider for any event?

Response: Abstract information for four (4) of the current provider’s larger events is provided in RFP Exhibit 7 – Current Provider’s Larger Events, which is posted as a separate document immediately following Addendum II.

Question 19. What was the largest labor quantity and cost provided by the current provider for any event?

Response: Abstract information is provided in RFP Exhibit 7 – Current Provider’s Larger Events, as well as Response to Questions 18 above.

Question 20. Can you provide a copy of the current provider’s invoice for an event totaling at least \$10,000?

Response: Yes. See RFP Exhibit 8 – Current Provider’s Sample Invoice, which is posted as a separate document immediately following Addendum II. The attached invoice is an abstract from the current provider’s original invoice for this event. The Client and event name have been omitted.

Question 21. Is it possible to get a Word version of RFP Exhibit 2 – Agreement?

Response: Yes. See RFP Exhibit 2 – Agreement (Microsoft Word Version), which is posted as a separate document immediately following Addendum II.

Question 22. Is it possible to obtain a 5 or 10 year calendar of definite event bookings at the Convention Center?

Response: Yes. See RFP Exhibit 9 – 2010–2015 Event Calendar, which is posted as a separate document immediately following Addendum II. This calendar includes events with certainty ranging from definite (contracted) to tentative (3rd option). The exhibit is organized by event type and date, as well as by year, and includes the following: Move-In Date; Start Date; End Date; Move-Out Date; Event Description (Name); Spaces Booked (Used), and; Ordered (Estimated) versus Actual Attendance. Following is a legend of the event types and spaces booked columns provided in the exhibit:

Event Types	Spaces Booked
Competition	001-008/101-103/201-218 – Meeting Rooms
Concert	1019-1109/2089-2098/H1-H62 – Show Offices/Back-of-House
Convention w/ Exhibits	BA/BB/BC – Ballrooms A/B/C
Convention w/out Exhibits	BAL/BBL/BCL – Ballroom A/B/C Lobby
Corporate Tradeshow	BC1/BC2/BC3 – Ballroom C-1/C-2/C-3
Entertainment Show	BR – Board Room
Event Planning Meeting	BRH – Bridge Hall
Food Function	DOM – Alamodome
Meeting	EA – Executive Assembly
Private	EBV – East Bridgeview Patio
Public Show	ERE – East Registration
Religious Event	GLY – Gallery
School	GRO – Grotto
Seminar	LCT – Lila Cockrell Theatre
Social	LDO – Lonesome Dove
Sports	MA – Municipal Auditorium
	PLM – Plaza Mexico
	PVR – Park View Registration
	STE – South Terrace
	THR – Theatre River Patio
	TOW – Tower View Registration
	WAT – Water Fall Patio
	WR – West Registration
	WRI – West River Patio
	XA/XB/XC/XD – Exhibit Halls A/B/C/D
	XCH/XDH – Exhibit Hall C/D Hallway

Question 23. If we partner with another company to respond to the RFP (Option 2 – Preferred AV Services and Exclusive Rigging Services), how does the City want the information (general information, financial information, etc.) presented?

Response: As stated on page 7, RFP Section V – Proposal Requirements, first paragraph, Respondents proposing as a team or joint venture should provide the same information for each member of the team or joint venture. Respondents should comply with any RFP requirements that specifically address joint ventures, such as in the following areas:

- Page 8, RFP Section V – Proposal Requirements, Tab 13 – Litigation Disclosure Form
- Page 18, RFP Attachment A, Part One, General Information & References, General Information, item 1
- Page 23, RFP Attachment A, Part Two, Experience, Background, Qualifications, first paragraph

As a general rule, Respondents should provide consolidated information about the joint venture where required or appropriate, and should provide separate information for each member of the joint venture where required or appropriate. When in doubt, Respondents should provide information about each member of the joint venture.

Question 24. Regarding page 13, RFP Section IX – Evaluation Criteria, item D(1), does the contractor’s headquarters need to be in San Antonio to receive 10 points, as stated on slide 7 (page 4) of the SBEDA program presentation? Do branch offices receive 6 points?

Response: To receive ten (10) points for local, a business must be headquartered within Bexar County for at least one (1) year. For a branch office of a non-headquartered business to qualify as a “Local Branch Office” (or Local Business Enterprise) and to receive six (6) points, the branch office must be located in Bexar County for at least one (1) year and must employ a minimum of ten (10) residents of Bexar County for use at the local branch office.

Question 25. Could we please get a listing of facility bookings for 2010 – 2012?

Response: Yes. See also Response to Question 22 above.

Question 26. Regarding page 28, RFP Attachment A, Part Three – Proposed Plan, Tab 7 – Staffing Plan, item 3, does this mean all riggers need to be certified, or can we have an ETCP certified rigger review all rigging of items over 250 lbs. and then pass the job on to installers? Can this be done from a remote location or do we need a certified rigger in the building?

Response: All of the selected Respondent’s rigging personnel involved with review, installation/removal, and supervision must be certified with ETCP, or an equivalent certification program. As stated on page 8, RFP Exhibit 2 – Agreement, Section 6.7, the selected Respondent must provide a local, full-time Rigging Services Supervisor, who is also licensed or accredited by ETCP or ESTA. Considering these requirements, rigging review can be performed off-site, but all rigging review must still be performed locally by a dedicated and qualified full-time Rigging Services Supervisor. Obviously, all rigging installation and supervision must be performed on-site by qualified rigging personnel.

Question 27. Regarding pages 34 – 37, RFP Exhibit 2 – Agreement, Exhibit C – City’s Rigging Requirements, is it the responsibility of the selected Respondent to enforce these rigging requirements?

Response: Yes. Although the selected Respondent will have exclusivity to establish and attach to rigging points and that will represent the preponderance of the scope of work, the selected Respondent will also have non-exclusivity to solicit Clients to provide all other Rigging Services they may require. The Rigging Requirements in Exhibit C of the Agreement incorporate the requirements to not only establish and attach to rigging points, but to provide all other Rigging Services as well. In addition, the selected Respondent will act as the City’s agent in enforcing these Rigging Requirements with other companies providing rigging services to Clients.

Question 28. Can you provide AutoCAD versions of the floor plans for Exhibit Halls C and D, and Bridge Hall?

Response: Yes. AutoCAD floor plans for Exhibit Halls C and D, and Bridge Hall, (and other areas) may be downloaded from the following internet address <http://www.sanantonio.gov/convfac/general/cad.asp> and clicking on Street Level Floor Plan.

Question 29. Page 6, RFP Exhibit 2 - Agreement, Section 4.6, specifies both 40 and 80 hours. Which is correct?

Response: Eighty (80). The selected Respondent will be required to provide up to eighty (80) hours per year of qualified audio visual and rigging assistance to the City for maintenance and/or improvements to the Facility’s audio visual and rigging systems and equipment. This correction will be made in the final version of the Agreement to be executed with the selected Respondent. See also item A.1 above.

Question 30. Regarding page 9, RFP Exhibit 2 – Agreement, Section 7.2, in order to secure more business, could commissions be adjusted if we offer discounts to prospective customers?

Response: As stated on page 4, RFP Exhibit 2 – Agreement, Section 1.13, Gross Sales, in terms of calculating commissions, excludes discounts. As stated on page 6 of the Agreement, Section 4.3, commissions are payable on the negotiated invoice amount after discounts. As stated on page 9 of the Agreement, Section 7.2, the selected Respondent will have the ability to negotiate discounts of up to thirty-five percent (35%) on AV Services and up to twenty percent (20%) on Rigging Services without prior approval of the City. The City will consider any requests for greater discounts and/or commission reductions on a case-by-case basis with the selected Respondent via Exhibit A to the Agreement, City’s Discount/Waiver Request Form.