

## City of San Antonio

### ADDENDUM VII

**SUBJECT:** Request for Proposals (RFP) for Concessions and Catering for the Alamodome (RFP 015-026) Scheduled to Open: **October 16, 2015**; Date of Issue: **July 31, 2015**

**FROM:** Denise D. Gallegos, CPM, CPPB  
Procurement Administrator

**DATE:** **September 9, 2015**

**THIS NOTICE SHALL SERVE AS ADDENDUM NO. VII TO THE ABOVE REFERENCED  
REQUEST FOR PROPOSALS**

### **QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 011, RESTRICTIONS ON COMMUNICATION:**

**Question 1:** Please identify the section numbers that you would foresee being served by an in-seat concessions service program.

**Response:** Per RFP Attachment A, Part Three, Proposed Plan, 13. Service Plan, pg. 190, respondents should provide a plan for increased sales to in-seat customers, including in-seat servers on the Club Level. The Club Level consists of seating Sections 201-244.

**Question 2:** Please identify the Plaza Level renovated concessions stands by Section that will have ventilated cooking stands.

**Response:** The Plaza Level concessions stands that will be cooking stands after the renovations are C3 near Sect. 110-111 (northeast), C4 near Sect. 113-114 (southeast), C10 near Sect. 132-133 (southwest), and C11 near Sect. 135-136 (northwest).

**Question 3:** Please clarify the wiring for the new POS system. Where will the cabling be terminated and what is the responsibility of the concessionaire?

**Response:** Per RFP Section 004 Scope of Service, Investment & Compensation to City, 1. POS, pgs. 4-5, and Miscellaneous, 2nd paragraph, pg. 7, the City will provide telecommunications infrastructure to food service areas, but the successful Respondent is responsible for distribution of all telecommunications lines inside food service areas. The City will install CAT6 cable to a demarc inside each food service area. The selected Respondent is then responsible for the distribution of telecommunication lines from the demarc to each POS terminal.

**Question 4:** On RFP Attachment D Compensation and Investment, Compensation, pg. 194, there is one commission for each revenue category. Will you allow "tiered" commission structure/rates for any of the

categories?

**Response:** Yes, the City will consider “tiered” commission rates/structure for any revenue category except the Major Event Bonus Commission and Merchandise Sales Commission.

**Question 5:** Are respondents required to submit edits or proposed changes to RFP Exhibit 14 Draft Agreement?

**Response:** No. If respondents have any exceptions to the RFP, including RFP Exhibit 14 Draft Agreement, they should be included as RFP Attachment L Exceptions to RFP, as indicated on pg. 220. If respondents do not have any exceptions, they are still required to submit RFP Attachment L with the statement “Respondent has no exceptions to the City’s RFP terms and conditions.”

**Question 6:** RFP Section 004 Scope of Service, Cleaning & Maintenance, 2<sup>nd</sup> paragraph, pg. 6, states “The successful Respondent is responsible for the cost of repairing City-owned equipment damaged as a result of acts or omissions of Respondent. If the City-owned equipment is unable to be repaired, the successful Respondent is responsible for replacing the equipment with equipment of equal value and quality at Respondent’s expense”. Can you confirm that the selected Respondent is only responsible for the cost of replacing equipment that cannot be repaired due to misuse and not all City equipment replacement?

**Response:** Per RFP Exhibit 14 Draft Agreement, Article XXXIII, pgs. 175-176, the selected Respondent is responsible at its expense for:

- maintaining all of City’s Food Service Equipment in the same condition, normal wear and tear excepted, which is supplied in good condition by City;
- establishing and maintaining an Equipment Maintenance & Replacement Accrual Fund for maintenance, repair and replacement of the City’s Food Service Equipment equal to 2% of Gross Receipts, excluding Merchandise Sales;
- repairing the City’s Food Service Equipment damaged as a result of the acts or omissions of the selected Respondent, and if such equipment is unable to be repaired, replacing such equipment with equipment of equal value and quality – the Equipment Maintenance & Replacement Accrual Fund cannot be used for this cost; and
- maintaining the Capital Investment in a good state of repair, including maintenance, replacement or repair.

**Question 7:** RFP Section 004 Scope of Service, Investment & Compensation to City, last paragraph, pg. 5, states “The concessionaire will be required to provide food service at a 15% discount to other City entities”. Can you please provide a scope regarding the frequency of the events, as well as an average of the total number of people that City entities would host events for?

**Response:** RFP Exhibit 12 Historic Sales and Commissions provides the gross sales and commissions associated with this 15% discount.

**Question 8:** The selected Respondent’s one-time cash payment of \$1,600,000 is defined as providing the selected Respondent with a “turnkey” operation of all existing food service areas, including the eight Plaza Level concessions stands being renovated and expanded and portables. If that is the case, in Revised RFP Attachment D Compensation & Investment, Capital Investment – Miscellaneous, pg. 195, can you define “Final Utility Connections” and “Design and Engineering Fees”? What connections, design or engineering fees would be outside of what’s included in the \$1,600,000 investment?

**Response:** The one-time cash payment and the Capital Investment are separate requirements of the selected Respondent. Per RFP Section 004 Scope of Service, Investment & Compensation to City, 1st paragraph, pg. 4

(as amended in RFP Addendum IV, Item # 1), the selected Respondent will provide the City with a minimum \$1,600,000 one-time cash payment for the rights to this agreement. In addition to this cash payment, the selected Respondent will provide a Capital Investment consisting of: 1) a new POS (and installation); 2) new smallwares; 3) new place settings and serviceware; 4) new uniforms; 5) commissary/transportation equipment; 6) Respondent's office furniture, equipment and computers, and; 7) any other equipment necessary.

The individual cost line items in Revised RFP Attachment D Compensation & Investment, Capital Investment, pg. 195, are provided for respondents to detail their Capital Investment by sales and investment/expense category. The "Final Utility Connections" and "Design and Engineering Fees" cost line items would include costs associated with the selected Respondent's Capital Investment, such as the distribution of data telecommunications lines within food service areas, and design and development of the POS system.

**Question 9:** Is the TABC gross receipts tax that isn't collected from customers and an expense for the concessionaire an allowable deduction to commissionable sales?

**Response:** Yes. Per RFP Exhibit 14 Draft Agreement, 1.15 "Gross Receipts", pg. 148, applicable sales and TABC taxes are excluded from Gross Receipts, including mixed beverage gross receipts taxes.

**Question 10:** Is only the service charge retained and not paid out commissionable?

**Response:** No. Per RFP Exhibit 14 Draft Agreement, 1.24 "Service Charge", pg. 149, Service Charges are included in Gross Receipts, whether paid to employees or not.

**Question 11:** Would the City consider extending the proposal due date to October 16, 2015?

**Response:** See Addendum VI, Items 1-5.

**Question 12:** Addendum IV, Response to Question 4 lists the S/M/WBE subcontractors for the current concessionaire. The subcontractors the City listed are SCTRCA-certified, but they can't be found on the Central Vendor Registry (CVR) to confirm eligibility.

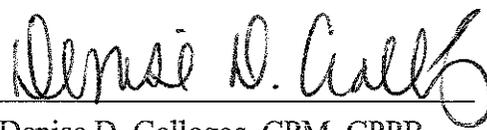
**Response:** SBEDA eligibility can only be confirmed once a firm is registered in the Central Vendor Registry (CVR). Firms must register in the CVR via the following website: <http://www.sanantonio.gov/purchasing/saeps.aspx>.

**Question 13:** What is the process for helping any vendors register for SBEDA if they are only SCTRCA-certified and what is the specific timeframe?

**Response:** The following website guides vendors through the registration process: <http://www.sanantonio.gov/purchasing/saeps.aspx>.

**Question 14:** On RFP Attachment H Joint Venture Information Form, Item VIII, pg. 205, can you provide more information on what the City is requesting for the number of operative personnel? Is this non-management, purely operations personnel?

**Response:** Yes. Please list them by trade, if possible.



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