



1112 Manatee Ave. West  
Bradenton, FL 34205  
purchasing@mymanatee.org

## Solicitation Addendum

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**Addendum No.:** 3  
**Solicitation No.:** 18-R068916AJ  
**Project No.:** N/A  
**Solicitation Title:** On-Site Catering Services  
**Addendum Date:** August 10, 2018  
**Procurement Contact:** Abigail Jenkins

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**RFP NO. 18-R068916AJ IS AMENDED AS SET FORTH HEREIN. RESPONSES TO QUESTIONS POSED BY PROSPECTIVE PROPOSERS ARE PROVIDED BELOW. THIS ADDENDUM IS HEREBY INCORPORATED IN AND MADE A PART OF RFP NO. 18-R068916AJ.**

**ADD: EXHIBIT 7 UTILIZATION, FLOOR PLANS, CONTRACT, MENUS**

The attached, Exhibit 7, Utilization, Floor Plans, Contract, Menus, Conference List, is hereby incorporated into this RFP.

**ADD: EXHIBIT 8 ALCOHOL INVENTORY LIST**

The attached Exhibit 8, Alcohol Inventory List, is hereby incorporated into this RFP.

**Add: EXHIBIT 9 MILAN CATERING SERVICES LOG**

The attached Exhibit 9, Milan Catering Services Log, is hereby incorporated into this RFP.

**ADD: EXHIBIT 2, SECTION 2.02 PROPOSAL FORMAT, ITEM H. TAB 8 – APPROACH, ITEM 14.**

14. Provide a transition plan for overlap in responsibilities between the current on-site caterer and any Proposer.

**CHANGE TO:**

**EXHIBIT 2, PROPOSAL RESPONSE, SECTION 2.02 PROPOSAL FORMAT, ITEM G. TAB 7. CAPACITY, PAGE 6, 13.**

~~13.~~15. Submit any additional information not previously requested which Proposer believes would assist County in the evaluation of Proposer's capacity to provide the required services.

## QUESTIONS AND RESPONSES:

**Q1. Tab 2 qualifications Ongoing catering services in past three years for two organizations / facilities, In the five qualifying events, you ask for annual revenues generated. Can you please clarify g.) annual revenues generated? Is this referring to the total amount of CATERING COMMISSION Mattison's paid to the facility? Or is this asking what is the total annual revenue generated by the venue (not just catering)? For example, we are the onsite caterer at Van Wezel. Do you want to know what revenue Mattison's generated in catering only at Van Wezel, or do you also want to know the amount that Van Wezel generated annually for their show ticket sales, preshow dining sales, or do you only want to know what catering commission we paid to the venue annually?**

R1. We are looking for the total amount of revenue generated annually by catering only from your organization. This must include the Convention Center and Crosley as well as all other catering endeavors.

**Q2. If awarded caterer uses the Convention Center as our offsite catering kitchen are we charged an additional fee if the event has nothing to do with the Convention Center or Crosley catering fees?**

R2. Yes, these fees will be negotiated with the successful Proposer.

**Q3. What is our minimum amount of plates, silverware, etc. that we must keep on hand for the Convention Center?**

R3. The caterer is not responsible to keep a minimum amount of equipment on site however, County-owned equipment must remain on site. The caterer must be able to accommodate all equipment needs for catering an event whether that be owned by the caterer or rented for the specific event.

**Q4. Are we responsible for grease trap cleaning, hood inspections and health department permits?**

R4. No, the County oversees grease trap cleaning and hood inspection. The health department inspections are the Caterer's responsibility as they are associated with their food license. See current catering agreement for specifics.

**Q5. I understand we are responsible for keeping equipment clean, but are we also responsible for maintaining floors, etc. in kitchen clean? Or is there a house crew that does floors?**

R5. Yes, the successful Proposer is responsible for cleaning and maintaining the kitchen and concessions in their entirety, including floors.

**Q6. What is the minimum amount of dishes, glasses, etc. that is required to keep on site if any?**

R6. Refer to R3.

**Q7. Are we also required to clean and maintain full facility (restrooms, floors, etc.)?**

R7. Caterer is only responsible for cleaning the kitchen, convention center concession, convention center kitchen restrooms, and catering spaces throughout the facility including pop up buffets for clients. The facility staff maintains and cleans guest spaces and restrooms.

**Q8. May we see the list of equipment that the county owns at BACC? (Ovens, coolers, tables, dishwashing equipment, etc.)**

R8. See RFP Exhibit 4, if the successful Proposer is contracted for alcohol service the attached alcohol inventory list (Exhibit 8) will be negotiated and / or assigned to the caterer as well.

**Q9. Are all caterers required to pay a \$250 application fee to apply for this bid? (Page 1 on Exhibit 3, number 2, application fees.). If that fee is not for this bid, what is it for and when is it due?**

R9. No, the \$250 application fee is part of the sample contract provided in the RFP for the current off-site catering program. This is an application fee to participate in the current Powel Crosley off Site Catering Program paid annually to the County and due in September of each year.

**Q10. Emergency food services are referred to in two locations in this bid. From our meeting on Friday, I understand there is a separate bid for Disaster Relief Catering. Just to clarify, the county is just looking for back up on disaster relief catering in bid #18-R068916AJ.**

R10. Yes, but emergency food services would only be provided.

**Q11. Could we be provided a schematic of the Bradenton Area Convention Center and The Powel Crosley Estate?**

R11. Yes, see attached Exhibit 7.

**Q12. Is there an approximate annual catering revenue report/amount available for prior years of events at both locations?**

R12. Yes, see attached Exhibit 7 Facility Utilization Reports and Exhibit 8 Internal Log tracking of the in-house caterer at Convention Center only.

**Q13. We recognize that the RFP states the number of events held at each facility in FY2016/2017, would it be possible to know the range of guest counts or an average for each location**

R13. The facility does not currently track guest counts.

**Q14. How many events at Powell Crosley Estate (PC) in 2017? How many events handled by resident caterer?**

R14. See attached Exhibit 7.

**Q15. How many events at BACC in 2017? How many events handled by resident caterer?**

R15. Refer to R14.

**Q16. What are the criteria to determine whether the resident caterer will handle liquor sales at both locations?**

R16. Refer to RFP Exhibit 1 Scope of Service, page 3, 1.06, Technical Requirements, B. Serving of Alcoholic Beverages.

**Q17. What is the volume of sales of the concessions at the BACC in 2017? In addition to beverages what other items are typically sold at the concessions?**

R17. See attached Exhibit 9 Internal Log of Convention Center Sales as well as Exhibit 7 Utilization Reports. A typical concession may include, popcorn, nachos, hot dogs, hamburgers, sandwiches, candy, chips, non-alcoholic beverages, and additional items specific to the style of event. These menus can and do change based on the event and the County is open to additional ideas and suggestions.

**Q18. Does the caterer have to provide daily food service for either PC or the BACC even if there are no events scheduled for that day?**

R18. No, food service is for events only.

**Q19. Some years there has been events at the PC such as High Tea Service during holiday season. Was that service required by the PC or was it at the discretion of the food and beverage provider? Or was this contracted for separately?**

R19. The Crosley Foundation has the ability to host events at the facility as a fundraiser for the Foundation. These events are contracted under the Foundation and they have the discretion to partner with an in-house or approved caterer to execute, market, advertise, and produce the event.

**Q20. Are there any events that PC or BACC sponsor that the resident caterer must provide service? If so, how far in advance is the resident caterer notified of them. How is the cost of these events determined?**

R20. Yes, the facilities and CVB do host and/or sponsor a number of events throughout the year needing food service from the in-house caterer. The caterer is contacted and coordinates the event directly with the CVB and/or facilities. There is traditionally adequate time to coordinate with the team; however, some emergency events/meetings may be scheduled with a 48-hour notice given for service.

**Q21. Can the resident caterer decline to handle an event?**

R21. If the County awards to a sole caterer, the in-house caterer will not be able to decline service of an event. If County awards to multiple caterers, the clients can bid service among the multiple caterers.

**Q22. Are there existing staff working at PC or BACC that must be put on the resident caterer's payroll? Example: PC has bartenders currently working PC events. What will be their status if the resident caterer is responsible for alcohol sales?**

R22. No. The County currently employs part-time on call employees for bar service, these employees would be released from job duties should the County outsource the management of alcohol sales. The County is not looking to mandate the hire of any current staff to the successful Proposer.

**Q23. Are their similar positions at BACC and what are they?**

R23. Refer to R22

**Q24. In the first 18 months of the contract there will probably be an overlap in responsibilities between the former resident caterer and the new one, especially in regard to use of facilities and storage. How will this overlap be resolved?**

R24. Exhibit 2 Tab 8 Approach; provide transition plan. The successful Proposer at the convention center will have complete access to the kitchen and concessions upon execution of the agreement and the current on-site caterer would continue the execution of their catering agreements with clients under the off-site catering program. All concession agreements at the convention center will be handled by the awarded in-house caterer.

**Q25. Can the county provide an itemized list of the past twelve months of events to include the following information:**

- **Date**
- **Guest Count**
- **Menu/Itemized Charges**
- **Total Amount Charged**

R25. See attached Exhibit 7 for each facility, this includes a breakdown of catering commissions and liquor sales. The County does not track guest counts and/or maintain menus from the current caterer.

**Q26. Can the county provide a breakdown of sales from 12 months in the following categories:**

- **Food/Catering**
- **Food/Concessions**
- **Food/Vending**
- **Alcohol Sales**

R26. Refer to R25.

**Q27. May we have a copy of the current vendor contract?**

R27. See attached Exhibit 7.

**Q28. May we have a copy of the vendor attendee list?**

R28. See attached Exhibit 7.

**Q29. May we have a copy of current catering menus for both locations?**

R29. See attached Exhibit 7 which includes the publicly advertised sample menus; however, the current caterer works directly with each client to provide a menu specific to their needs, wants, and budget.

**Q30. Is the county looking for a capital investment for BACC and Powell Crosby for equipment and smallwares?**

R30. Refer to Exhibit 1, page 5, K. Maintenance and Clean-up, 5. Proposer shall adhere to the instructions outlined in Exhibit 2 – Form of Proposal, however; if Proposer wishes to invest in capital it shall be at the Proposer's own expense.

**Q31. Does the county pay for utilities, pest control, waste removal and any related expenses for the catering areas?**

R31. Yes, refer to the RFP Exhibit 1, section 1.06 Technical Requirements, item H Utilities and 1.08. County Requirements, Item C.

**Q32. Under Exhibit 2 – Proposal Response- B7: does Pier22 ballroom count as one organization/facility and Pier22 catering (off-premise) count as another organization/facility to generate at least \$ 250,000 annually each OR are we to interpret "organization/facility" to mean a venue/location?**

R32. The County is looking for revenue from only catering events, not revenues generated from a restaurant. If one owner provides on-site catering and off-site catering, the revenues can be submitted separately.

**Q33. How many addenda have there been (we have received one to date – with the tour date change and question submission date?**

R33. Three (3) including this addendum, Addenda are available for download on the County Website at [https://public.mymanatee.org/rfp\\_post/controller](https://public.mymanatee.org/rfp_post/controller).

**Q34. Under Exhibit 1 – Scope of Services- what is meant by "non-catered events at the Facilities as well as some off-site events"? What does that include?**

R34. The County reserves the right to utilize the in-house caterer for event resources even if it is an event or meeting not requiring food service. This is not something that happens often, but the County may utilize the caterer in this manner if needed. For example, the County may host a

meeting at the facility not utilizing catering but request the in-house caterer to provide specialty linen.

**Q35. Under Exhibit 1 – Scope of Services – general requirements section D: since other caterers are allowed to cater regardless of whether they are awarded the contract, is each caterer responsible for set-up of their events?**

R35. Crosley events are set up by caterers and Convention Center only sets up food service tables.

**Q36. Under Service requirements section F/G: can you provide examples of what the 12 in house events include and whether this is in addition to the Foundation Fundraiser? Also, in the last section of Exhibit 1- it indicates that the county staff will be responsible for set-up and tear-down...can you clarify since there is another section that indicates that the caterer is responsible for set-up and tear-down.**

R36. The events will include CVB events and meetings, County events and meetings; an example is the National Tourism Event held each May.

a. Refer to Exhibit 1, Section 1.08, B. The County staff will be responsible for the setup and tear down of all tables and chairs except for those used for food and beverage services and those specifically required by catering needs at the convention center as well as non-wedding events at the Crosley. The caterer is responsible to set all food and beverage equipment needs as well as all wedding events set up at the Crosley.

**Q37. Under Exhibit 3 – (5/General Rules) – “only the Crosley may provide alcoholic beverages on the Crosley property”: is this negotiable?**

R37. Exhibit 3 is a Sample Contract, refer to section 1.06, Technical Requirements, item B, Serving of Alcoholic Beverages, for information pertaining to negotiation of alcoholic beverages.

**Q38. May we request a floor plan for both facilities?**

R38. Refer to R11.

**Q39. Tab 9, Revenue Proposal, should proposers provide a percentage commission based on gross receipt/revenues for all sales to Crosley Clients.**

R39. Commission is due to the County on all sales less sales taxes and minus gratuities.

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NOTE: Items that are ~~struck through~~ are deleted. Items that are underlined have been added or changed. All other terms and conditions remain as stated in the RFP.

**End of Addendum**

**INSTRUCTIONS:**

Receipt of this addendum must be acknowledged as instructed in the solicitation document. Failure to acknowledge receipt of this Addendum may result in the response being deemed non-responsive.

AUTHORIZED FOR RELEASE: 