



BOONE COUNTY, MISSOURI
Request for Proposal #: 10-06MAR14 – Central Missouri Events Center –
Facility Management Services

ADDENDUM #4 - Issued February 25, 2014

This addendum is issued in accordance with the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror's Proposal Response.

Scope of Work for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

- I. The last date for questions is 5:00 p.m. central time, February 27, 2014.
- II. Pre-Proposal Sign-In sheet attached for informational purpose.
- III. Delete Paragraph 3.4.1.18. from Contractor Requirements which reads:
Contractor shall secure HVAC system preventive maintenance agreements and provide proof of said agreements within thirty days after possession of the property. The cost of said agreements is to be paid by Contractor.
- IV. The County received the following questions at the pre-proposal conference on February 18 and is providing the following responses:
 1. Will the five free standing food service stands be here during the fair?
Response: These belong to several different groups that do typically operate them during the fair: Optimist, Shriners, 4-H, Grotto.

These groups built the stands, but they are County property. There are no contracts with these groups. The equipment inside those concession stands is owned by the groups that built those buildings. Historically, the management team has not been using those buildings. The County and the Management Team would need to enter into discussions with those groups if the Management Team were interested in using those buildings at other times.
 2. Has your current management had food service sales during the Fair?
Response: Just the inside Concession Stand in the coliseum.
 3. Has the management been paid a percentage from the food sales in the Concession stands?
Response: No. Tag Events has put on the Fair the past two years.

When there is a large event at CMEC, Tag has previously not allowed outside concessions unless it's such a small event they do not want to open the concession stand, then they have allowed the renting organization to have concessions.

4. Could you please provide a clearer answer to question number 58 in Addendum #2?
Will the Contractor be involved in any land use planning, such as recreational facilities in cooperation with the P&R Department of the City of Columbia, or additions to the Atkins tract?

Response: There will be some involvement but not decisional authority. This property will not remain as it is today. The Task Force and the citizens of Boone County want it utilized much more than it is now.

5. What did the Fair Board pay Tag for putting on the Fair?

Response: 50% of the net profit. Tag financed the Fair. Profits totaled circa \$35,000, which Tag gave to the Fair Board.

6. Is the County going to buy the kitchen equipment from Tag? Or is the new Management supposed to buy their own?

Response: The County only owns the hood in the kitchen. The County has no plans to purchase TAG's kitchen equipment. The new management may wish to lease or purchase equipment from TAG.

7. Are we taking over the facility as is with no maintenance included in your budget for such things as the leaking roof, repair of bathrooms, etc.

Response: Routine maintenance will be the responsibility of the management team. It is anticipated that capital repairs and improvements will be financed through the County, the Foundation, and other grants.

V. The County has received the following questions by e-mail and is providing a response:

1. Can you tell me why the TAG Expenses for payroll were around \$220,000 for 2012 and 2013, and why it is increased to \$336,000 for 2014?

Response: Because of the recognition that we are moving to new management, which will be compensated for its work. TAG principals, Mike Teel and Brent Gibson, did not take a salary during their tenure at the CMEC.

2. While the initial contract period is the same in sections 2.1.3.1 and 5.4 of the RFP, the renewal periods appear to differ. It appears to me that 2.1.3.1 says two year renewal periods, and 5.4 says one year renewal periods. Please clarify.

2.1.3.1 "The agreement may be automatically renewed for an additional three (3), two year periods unless canceled by the Purchasing Director in writing prior to a renewal term."

5.4 "The County shall have the sole option to renew the contract in one year increments for a total accumulated period of three additional years."

Response: The agreement may be renewed for an additional three (3), two year periods unless canceled by the Purchasing Director in writing prior to a renewal term.

3. What was the total expenditure from the county for the event center, including the management contract over the last two years?

Response: In 2012, management fees paid to TAG Events were \$200,000.00; utilities paid by the County were \$42,683.59; repairs and other maintenance costs paid to TAG Events or other vendors totaled \$111,441.67. In 2013, management fees paid to TAG Events were \$200,000.00; utilities totaled \$48,713.14 and repairs and other maintenance costs paid to TAG or other vendors totaled \$104,171.58.

4. What was the revenue return from TAG Events to the county for the last two years?

Response: The revenue return from TAG Events to the County in 2012 was \$53,055.00. In 2013, (received February 2014), the revenue return was \$73,268.25.

5. Is the county paying the management team its half of the utilities or does the management team pay the county for its half?

Response: The County has paid the management team its half of the utilities.

6. Can we see the county budget for the CMEC for 2014?

Response: In its 2014 Budget, the County has allocated \$187,400.00 (Fairground Maintenance Fund 212), and, in the Boone County Fairground Regional District Fund 215, the budget reflects total financial sources as \$1,902.00. The net fund balance in Fund 215 estimated to exist in 2014 is \$7,106.00. The County budget is available online in the County's official website.

7. I assume that after negotiations, a dollar figure will be agreed upon for Boone County's contribution. It appears previously that this contribution was paid monthly to the contractor. If this is the case, when will the first monthly contribution be paid in advance of July 1, 2014, or will it be paid in arrears of July 31, 2014, in which case the contract will need to plan for cash flow for the month to cover payroll expenses etc?

Response: With the previous management, the contract has allowed for the payment from Boone County to either be made in advance of the month's work or to be paid in arrears and the former option has been utilized through the majority of that management team's tenure at the CMEC. The County recognizes that payment may need to be made in advance for the first month in order to give the new management the ability to get cash flow up and running.

8. Do you wish the submitted proposal to be loose leaf clipped, or can it be bound?

Response: The way you submit your proposal is up to you. It may be loose leaf clipped or bound. Just be sure you submit the required amount of copies (the original plus six (6) copies).

9. It is my understanding that no overtime is paid to any employees. I am unable to find any exemption on the National Labor Relations web site, nor when I visited with them on the phone that provides an exemption for agricultural work at the fair, or for that matter any other work on the grounds. Under what exemption is the current contractor working in order not to pay overtime?

Response: The County is not privy to contractual arrangements between TAG Events and its employees and has no direct knowledge of this situation. It is suggested that any management team for the CMEC comply with all applicable state, federal and local laws.

10. Is there any legal justification for an exemption in paying overtime to CMEC workers?

Response: The County has no direct knowledge of the contractual arrangements between TAG and its employees and thus any comments would be purely speculative.

11. At the 2/18 meeting I asked Mike Teel about the management arrangement with Boone County Fair. He said the BCF paid TAG \$40,000 for managing the fair in 2012, but that he returned the money to them as a donation. Some time ago, I thought I remembered something in the press about BCF making a \$5,000 donation to Boone County for management of the Fair. I understand there is an agreement in progress. The difference between \$40,000 and \$5,000 which has already been given is significant. An answer before submitting the proposed budget would be very helpful.

Response: The Fair Board made a donation to the County of \$5,000.00 following the completion of the 2013 Fair.

12. What is the arrangement with BCF for management of their use of the CMEC?

Response: The agreement with the Fair Board was entered into in the late summer of 2013 and presumes that no management team will be in place during the Fair. The Fair Board will be responsible for all set up, clean up and repair of the facilities, and will be responsible for payment of all utilities, and trash pickup during the Fair.

13. How will this be paid out? Is it monthly, quarterly, or yearly? Also, would it be possible to sub lease part of the building to a retail business?

Response: If the agreement between the management team and the County includes payment of a management fee, the arrangement can be made such that the fee will be paid on a monthly basis. That is the arrangement in effect between the County and TAG. Any proposed subleasing of property by the management team will be subject to approval of the County Commission.

By: Melinda Bobbitt
Melinda Bobbitt, CPPO, CPPB
Director of Purchasing

OFFEROR has examined copy of Addendum #4 to Request for Proposal **10-06MAR14 – Central Missouri Events Center – Facility Management Services** receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-mail: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____

**Request for Proposal
10-06NOV14 – Central Missouri Events Center – Facility Management
Services – Pre-proposal Conference**

	Representative Name	Business Name	Telephone Number
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