



BOONE COUNTY, MISSOURI
Request for Proposal #: 17-29APR16 – Short-Term Lease of Real Property – Central Missouri Events Center

ADDENDUM #1 - Issued April 6, 2016

This addendum is issued in accordance with the RFP Response Page in 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 *Response Form*.

Specifications 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.

1) The County received the following questions and is providing a response:

a. **Could you please provide a year of utilities when the CMEC was open?**

Response: The total expense for Gas, Water, Electric, and Trash, combined:

2012: \$94,000

2013: \$106,000

2014: \$116,000

NOTE: These amounts were taken from TAG's financials and then increased by the amount of the County utility subsidy paid to TAG. This adjustment is necessary because TAG treated the utility subsidy as a reduction in utility expense within their financials rather than as revenue. TAG financials do not provide a break-out for gas, water, electric, and trash-- just the combined total.

b. **If multiple people join together to propose a lease, do each have to carry the three million general liability?**

Response: This will be determined during the evaluation/negotiation process.

c. **Who will be responsible to maintain the road in and out of CMEC?**

Response: The County will continue to maintain the road.

d. **Is water for the entire facilities on the same meter?**

Response: The horse barns, coliseum and cattle barns are on different meters. The same is true for electric.

e. **If a horse association wants to rent the Sapp Building and the horse barns, do the fire issues still exist?**

Response: Yes, the fire regulations still exist. These buildings/barns may be used for limited purposes but not assembly of people.

- f. **If a horse association just rented the Sapp Building and the horse barns, what restrooms would we use?**

Response: An arrangement would have to be negotiated with the County and the organization that has leased the coliseum.

- g. **If we prefer to submit a lease for a one year term rather than a three year term, may we do that?**

Response: Yes

- h. **How often are the facilities inspected?**

Response: Boone County Facilities Maintenance inspects the facilities and equipment weekly. The fire extinguishers are inspected quarterly.

- i. **Do the stalls stay in the barn if we propose on the horse barns?**

Response: Yes

- j. **What have the costs been to the Boone County Fair for use of the CMEC for each of the past several years.**

Response: Information pertaining to the financial arrangement between TAG and the Fair Board (or any other entity TAG contracted with) is not available to the County.

- k. **In the RFP's offered in 2014, the HVAC was covered by the County. Is that still the policy?**

Response: This is negotiable, however the introduction to the RFP points out that one of the goals of the County is to find some participation in the costs of the maintenance, which would include the HVAC system.

- l. **The RFP says there is a telephone system in place. What has been the monthly cost of the system, and the cost of phone service.**

Response: TAG's financials show the following annual "telephone expense"; however, we have no way of knowing what detail cost components are included in the annual totals. All amounts rounded.

2012: \$3,300

2013: \$3,500

2014: \$3,600

- m. **The RFP seems to seek only annual leases. Will short term leases be accepted, such as rental of the 22,000 sq of A/C multi-purpose room for one event, or the Coliseum, Sapp building and Ancillary buildings for one horse show?**

Response: One year is the minimum term considered.

- n. **If an offeror proposes to lease just one building for one event, how will utilities be prorated?**

Response: A one year lease is the minimum term considered.

- o. Will all the insurance requirements remain for a one event lease?**

Response: A one year lease is the minimum term considered.

- p. Do the 53 meters include the ones given to campers?**

Response: The number of viable meter locations will need to be verified with Boone Electric, the utility provider. The electric costs will be borne by the individual tenant who requests the meter from Boone Electric, and it is expected each tenant will deal directly with Boone Electric and that all newly-placed meters will be in the name of the tenant.

- q. How many electric meters are there for campers?**

Response: Tenants will need to coordinate directly with Boone Electric to determine what number of individual meters the utility can set for the tenant in the tenant's name. The County does not anticipate allowing any additional meters to be set in the County's name.

- r. Will the location of the 53 electric meters allow for the electric usage for each building or facility to be determined independently?**

Response: This should be investigated by the tenant as precise records are not available.

- s. What is the electric usage in dollars for each building or facility for the last year TAG managed the facility.**

Response: TAG financials do not provide a break-out for gas, water, electric, and trash - just the combined total.

- t. Do the chairs in the multi-purpose room belong to the County and will they be available to the lessor?**

Response: They belong to the county. Specific needs should be referenced in your proposal response for consideration.

- u. How will the charges for water, sewer and trash be allocated among the various buildings and facilities for different contractors?**

Response: Your proposal response should reference what you need for further evaluation.

- v. Will the current minimal expenses paid by the County to continue essential services and water pipes from freezing be continued?**

Response: Your proposal response should contain what you would expect for whatever portion of the facility you are interested in leasing. Your proposal response will be evaluated with your requirements.

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

OFFEROR has examined **Addendum #1** to Request for Proposal# 17-29APR16 – *Short Term Lease of Real Property – Central Missouri Events Center*, receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-mail: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____