

Connecticut Convention Center RFP

Addendum #1

Responses to Questions

1. Would you be able to provide yearly sales numbers for the past 5 years for the CCC? If possible, alcohol numbers separate from food?
 - a. FY2019 provided as a pre-pandemic reference. FY2022 and FY2023 provided as pandemic-recovery periods.

	FY2019	FY2022	FY2023
Rent	2,381,134	1,529,404	3,324,459
Event Services Income	789,656	344,887	252,086
Other Income	125,983	203,259	80,465
F&B Revenue			
Catering Revenue ^a	4,585,001	1,326,880	3,766,813
Concessions Revenue ^b	787,265	772,132	1,235,021
Other Revenue	71,020	52,088	147,547
F&B Expenses			
Cost of Sales	1,467,501	603,704	1,349,919
Salaries & Benefits	2,376,636	1,658,559	2,039,575
Department Expenses	671,241	490,005	1,009,992
Notes:			
a - Beverage Income consists 10% of Catering Revenue on average.			
b - Beverage Income consists of 25% of Concessions Revenue on average.			

2. Can you provide scoring for the selection of respondents for this RFP?
 - a. No. Selection criteria is provided in Section V of the RFP.
3. Please provide 2-3 years of sales history for concessions and catering at the Convention Center along with financial statements, if available.
 - a. See response to question #1 and financial statements found at crdact.net.
4. Please confirm that the current service/administrative charge on catering is 22% and whether it is included in sales history.
 - a. Current service/administrative charge on catering is 22%. It is included in F&B salaries/benefits expenses.

5. Are foodservice employees' part of a collective bargaining unit? (union)
 - a. Yes, all full-time line-level associates in operating departments use LIUNA.
6. Can you provide historical event counts and/or attendance?

	FY2019	FY2022	FY2023
Number of events	178	71	108
Attendance	327,913	215,705	406,822

7. How many salaried foodservice staff are currently employed by the convention center?
 - a. Eight
8. While the RFP references IRS 97-13, is it fair to assume that respondents can follow IRS 2017-13 as well for purposes of structuring a financial offer?
 - a. Rev. Proc. IRS 2017-13 applies to non-existing contract respondents.
9. Could we receive a copy brand guideline high-res logos?
 - a. No.
10. Are there any sponsorship agreements that effect food and beverage?
 - a. Yes, PepsiCo commitment.
11. Is there a required event ordering system, such as Ungerboeck?
 - a. Yes, DayForce.
12. Who owns the Square POS system? If facility, how many are in inventory?
 - a. CRDA owns the system. 38 registers are available.
13. Is the F&B Contractor responsible for supplying engineering and maintenance of equipment?
 - a. The building manager performs and oversees equipment maintenance.
14. Is the F&B Contractor responsible for table and chair set? Who supplies?
 - a. CRDA owns facility furniture. Set-up is performed by the building management staff and F&B staff.
15. Who owns and operates the physical data ports and network switches that the Contractor POS/DMB/Operations will utilize?
 - a. CRDA owns the equipment. The building manager operates it.
16. Will the Contractor be able to have multiple VLAN's for our POS/DMB/Operations?
 - a. Yes
17. Who owns and operates the Janus Digital Signage system?
 - a. CRDA owns the equipment. The building manager operates it.
18. Are there any composting programs or initiatives?
 - a. Yes, through the recycling contractor.