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CLARK COUNTY

TO: Holders of Specifications Relating to: RFP #713
RFP: Clark County Fair Concession Audit & Evaluation Services

RELEASE DATE: September 7, 2016
FROM: Priscilla Ricci, C.P.P.B.

SUBJECT: Additional Information/Clarifications to Specifications

Question 1) **Is there an incumbent service provider for this (or similar) scope of work? If so, please provide the name of the firm. Are they eligible to bid on the current scope of work?**

Answer 1) GF Strategies. Yes, they are eligible to bid on the current scope of work.

Question 2) **What have the annual all-inclusive fees been for this project?**

Answer 2) Fees ranged from $12,350 - $20,350 depending on quantity of vendors, work performed and year of contract.

Question 3) **What, if any, opportunities for improvement would the County like to see from a prospective vendor when performing this scope of work- what could be improved?**

Answer 3) All recommendations for improvement will be made by and through the Fairgrounds Site Management Group (FSMG); a private, non-profit corporation contracted to operate the Clark County Event Center.

Question 4) **We would like a copy of the 2016 Fair vendor contract. This will provided how/when the Fair approves menus and pricing, how they are enforced during the Fair. What information is required by each Fair vendor each day, from each register, how & when commission payments are paid. It will show what penalties are imposed if rules are broken, by whom & how the penalties are enforced.**

Answer 4) Please refer to the Fair Concessions contract attached as example.

Question 5) **What types of cash registers are required by all food vendors by the Fair? Provide brand name and model numbers. Do the registers have USB ports to down load report information?**

Answer 5) Please refer to the Food & Percentage Concessions Manual attached.

Question 6) **What specific cash register reports are provided by each food vendors cash register every day of the Fair?**

Answer 6) Please see Food & Percentage Concessions Manual attached.

Question 7) **Are food vendors required to provide cash register receipts to all customers after each transaction?**

Answer 7) Presently no, however, please see Food & Percentage Concessions Manual attached.

Question 8) **Are any credit card reports provided by the food vendors each day of the Fair? If so what reports are provided?**

Answer 8) Yes, please see Food & Percentage Concessions Manual attached.

Question 9) **What were the gross sales for 100% of the food vendors at the 2015 and 2016 Fair seasons?**

Answer 9) 2015 – $1,709,164; 2016 – 1,591,356.

Question 10) **Provide a sample agenda for the concessionaire orientation meetings held 6 weeks prior to the Fair each year. What roll during these meetings will the Audit company be required to fulfill?**

Answer 10) Agenda is simple nature and is targeted at current policy and procedures, introductions, reviews, potential changes, goals and . Open forum meeting with interaction from and with vendors.

Question 11) **Provide a sample agenda for the post-Fair critique meeting held no later than 60 days after the Fair is completed. What roll during this meeting will the Audit company be required to fulfill?**

Answer 11) Agenda is simple nature and is targeted at year-end review and critique. Initial review for future changes as necessary.

Question 12) **What is provided in the office space that the Audit company uses during the Fair? (tables, chairs, power, heater, air conditioner, internet…)**

Answer 12) Desk, chairs, work area including table, 110v power and lighting. Access to copy machine as required.

Question 13) **Is there a trailer space provided for the Audit team in the RV area? How many car parking passes are provided by the Fair for the Audit company staff?**

Answer 13) RV Space: No, however this can be a negotiated point as part of the approved contract.
Parking: As required for necessary employees.

Question 14) **How well does cell phone service within the fairgrounds work during the Fair? Are there any dead spots?**

Answer 14) AT&T coverage is best – nearly 100% due to nearby tower. Dead spots inside and behind buildings

Question 15) **What was the total dollar amount for the "undercover food purchases" and did the Fair reimburse the Audit company for all purchases?**

Answer 15) Amounted will be negotiated as part of the contract.

Question 16) **In the concession manual it provides specific times that the food operations must be open. A time is not listed when the registers have to be in place and ready for the Auditors to take their readings and verify the z, x, or other verifications. What time is proved for this to take place at the beginning and end of each Fair day? It also states that buildings will be secured and locked within thirty (30) minutes after closing, is this adequate time to gather all register readings at the end of each Fair day?**

Answer 16) This is negotiated between the vendors, the Auditor and the FSMG. Typically, tapes are turned in to the Auditor by 11:00am daily for the previous day activities.

Question 17) **Page 11 - 14 Cash Registers. Is it possible to change any of the items listed in Cash register specifications 1-10 and recommended section 10-17?**

Answer 17) Yes, the Vendor manual can be amended to meet requirements and needs of the Fairgrounds and the Auditor.

Question 18) **Page 12 – E. Daily Reporting. Is it possible to change any of the of the rules listed in this section (1-4)?**

Answer 18) Yes, the Vendor manual can be amended to meet requirements and needs of the Fairgrounds, the vendors and the Auditor to meet the best business practices.

Question 19) **Page 12 – 15. Food Vendor Violation Notices. If the changes are approved from the above sections the wording in Level 1, level 11 and level 111 would be suggested. Is this possible?**

Answer 19) Yes, the Vendor manual can be amended to meet requirements and needs of the Fairgrounds, the vendors and the Auditor to meet the best business practices.