**TO:** Bid Responders

**FROM:** Jason Resetar

**DATE:** February 21, 2020

**SUBJECT: ACCC AUDIO VISUAL SERVICES – ADDENDUM #2**

1. What is the gross annual revenue for ACCC related to Food & Beverage and Meeting Room Rental for: The average combined gross revenue for ACCC related to Food & Beverage and Meeting Room Rentals for the years 2017 to 2019 ranges from $4,000,000 to $6,000,000. 2020, not available.
2. What was the gross annual AV revenue for ACCC for the years: The average gross revenue for ACCC related to AV for the years 2017 to 2019 ranges from $1,200,000 to $1,500,000. 2020, not available.
3. What was the gross annual rigging revenue for ACCC for the years: Rigging revenue breakout not available.
4. What is the current organizational staffing chart or list of titles for the AV department (vendor) on property? General Manager, Sales Manager.
5. Please confirm that the RFP submission dates listed are accurate. Schedule posted February 14, 2020 is accurate.
6. Please confirm award announcement will take minimum of 30 days, is this accurate? Bid award will be made in approximately 30 days of final submission.
7. What are typical staffing requirements, positions and titles? Are there any additional positions you would like to see? General Manager, Sales Manager plus part time technicians.
8. What are typical responsibilities interfacing with Spectra/venue teams? Working closely with Spectra and MeetAC Sales and Event Teams to provide client estimates, operational schedules and invoicing to meet client needs.
9. If current staff do not represent Spectra’s preferences, what would this look like? Spectra is open to any staffing suggestions aimed at improving operational efficiencies, revenue generation and client satisfaction.
10. May we receive (3) AV invoices from 2019, to better understand the average client spend? Please see below.
11. May we see the average spend for in-house AV services per client from 2018 & 2019? 2018: $29,205.00 2019: $27,094.00
12. What is/has been the average capture for in-house provider; 80% is lost business based on clients brining their own production or pricing issues, or a combination of both? Combination of both.
13. What other costs/expectations if any, other than the required staffing, inventory, office, administrative, etc. are associated with the contract? Other costs may include, but are not limited to cellular, local and long distance telephone, email, training, uniforms, and radios.
14. Are there any pre-existing discounts or agreements in place with legacy clients that the winning vendor would be expected to honor? No.
15. Will the winning provider be free to set the rental, labor and services pricing (based on competitive market rates) or are these rates published and the expectation is to adhere to these? Rates would be determined in conjunction with Spectra based on business needs.
16. May we know the existing and/or preferred commission structure for all services and rentals? And is the current structure agreeable? Commission structure is negotiable and a key business metric.
17. During the meeting, there was great emphasis put on growing sales and supporting Spectra in increasing annual revenue through creative methods; is this based on a revenue deficit, or simply a desire to increase the total sales? Increase sales. Can you provide a percentage amount or revenue number that reflects the desired increase? No target percentage or amount. Looking for all ways to grow combined business.
18. Will the winning vendor be responsible for tradeshow drape; if so, who is responsible for payment? Is this billed directly to the client? Tradeshow drape is not a part of requested scope.
19. Does the ACCC have a separate drayage agreement in place; if so, with whom? There is no drayage associated with AV Production services requested in this contract.
20. Is there a cost for on-site storage, office space, etc.; and if so, how are these rates calculated and what are the actual costs? At the discretion of Spectra, a limited amount of office and storage space will be supplied to vendor at no cost. Square footage and location is not guaranteed.
21. Who provides Wi-Fi services and who bills the client? Wi-Fi and data services are outside of this AV Contract. If this is a responsibility of the awarded vendor, who is responsible for the maintenance of the infrastructure and equipment? NA If the vendor bills the client, is the vendor free to assign rates, or are these assigned by Spectra? NA
22. Who is responsible and bills the client for, power and power related services? This is done through Atlantic City Convention Center Electric (ACCCE) and not through AV vendor.
23. Regarding maintenance of the (installed) house equipment; will the winning vendor be responsible for the cost of any related maintenance and replacement of the venue’s installed equipment? Maintenance cost of current house owned installed equipment will be responsibility of Spectra.
24. Are the one-man lifts/scissor lifts/forklifts on site provided by the venue, or is the expectation that the awarded vendor will supply these? Any lifts or equipment necessary to provide vendor related services will be responsibility of vendor.
25. How much storage and office space are available to the awarded vendor? Is there a fee associated with this space? At the discretion of Spectra, a limited amount of office and storage space will be supplied to vendor at no cost. Square footage and location is not guaranteed.
26. Is there on-site parking for staff and company trucks/vans? There is a limited number of daily parking spaces available for vendor management staff only. Is there a cost associated with this? No.
27. Are freelance and in-house operators (audio, video, lighting, streaming, leads) allowed, or are all positions (operating, set/strike/rigging, etc.) handled exclusively by IATSE? IATSE has jurisdiction over all non-management positions related to services in this contract.
28. Given the cross-functionality of the current provider’s in-house status between the ACCC and the Sheraton, how will this impact a new vendor? All service provided to ACCC is independent of any services provided at Sheraton.
29. Regarding number 21 under the Scope of Services; can you please provide a list of typical events that would be considered a “no cost” complimentary event in a given year? How many events would typically happen within a one-year period? MeetAC Board Meetings, CRDA Presentations and Spectra Client Presentations. Approximately 6 to 8 times a year.
30. Are there any other issues or challenges that could impact the sales and/or operations for an incoming vendor? Nothing Spectra is aware of at this time.
31. Can AV Contractor sell additional items such as pipe & drape and staging? Yes, but only to in conjunction with Audio Visual and Production related services.
32. Who sells the internet/wifi? Wi-Fi and data services are outside of this AV Contract
33. Who maintains the internet/wifi? Wi-Fi and data services are outside of this AV Contract
34. Are there any charges to contractor for office space, storage space, phone, and internet?
35. Is there a man lift usable by AV Contractors labor? No changes anticipated at this time. Square footage and location is not guaranteed.
36. Does this contract have anything to do with the Sheraton Hotel? No.
37. Do outside AV contractors have to obtain labor from the inside AV Contractor? Yes.
38. Are AV billings directly to client or through Spectra? Vendor should be prepared to direct bill clients.
39. What is the commission based on – invoice total before tax and credit card charges? Commission structure is negotiable and a key business metric.
40. Does commission have to be one % or can it be different for equipment rental and labor? Commission structure is negotiable and a key business metric.
41. Can you tell us the total av billings for last year, and/or the total commission paid to Spectra from last year? 2019 Gross Revenue: $1,435,988.00 Commission structure is negotiable and a key business metric.
42. Where are the av contractors offices? Currently located inside Spectra Administrative Office. Square footage and location is not guaranteed.
43. Will the Center update web site contacts etc asap and require the previous av contractor to do the same on their websites? Yes.
44. What conventions are in the works or booked for the remainder of 2020? Please refer to <https://meetac.com/meet/ac/convention-center-calendar> .
45. Specifically what dates are booked for April? Please refer to <https://meetac.com/meet/ac/convention-center-calendar> .
46. When (what date) would the prior av contractor vacate? Dependent on event and service schedule, Spectra would work to ensure smooth transition between contractors.
47. What would be left when the prior contractor would vacate? Shelves, desks, any equipment at all? None.
48. Could the contract be divided between more than 1 contractor? Would it have to be a joint venture? Please refer to ACCC Audio Visual Services RFP, Section 1.2.
49. What licenses are you aware of the av contractor needing? Any licenses required to operate business in State of New Jersey and City of Atlantic City plus all music licenses related to AV services supplied.
50. Can you give an idea of how many and what type of Spectra and CRDA events would need no cost equipment and labor? MeetAC Board Meetings, CRDA Presentations and Spectra Client Presentations. Approximately 6 to 8 times a year.
51. Does item 2.23 infer that the microphone and podium are provided at no cost? Yes.