

REQUEST FOR PROPOSALS
WEDDING AND SPECIAL EVENT MANAGEMENT SERVICES
Response to Questions (List 2 of 2) as of 8/9/2019 2:30 p.m.

Questions were received on 8/8/19. The response follows the question
Section 1, 1.0:

- a. How is “guest satisfaction” going to be measured and shared with contractor? – Compliments, complaints, concerns, referrals, future bookings and the overall reputation of the service provided by the CONTRACTOR are reflective of guest satisfaction.
 - b. For two-year extension, how will this be defined and/or decided? A contract extension is optional and by mutual agreement of both parties. The extension will be based on CONTRACTOR performance and the CONTRACTOR’s ability to meet City’s standards and expectations as laid out in the contract.
- 2) Section 1, 3.2 (again in Section 3, 3.2), I have a few questions:
- a. From how we read RFP, Command Performance will fulfill all contracted dates, is this accurate? If not, please clarify. Command Performance is the exclusive caterer for weddings and events that have been booked by the Camarillo Ranch Foundation. Command Performance will fulfill any signed agreements.
 - b. What date will City stop private rentals based on current exclusive until new contractor can start? The new contract is estimated to be in place November 1, 2019.
 - c. RFP mentions contractor to “assume, manage, and honor the original terms of existing reservations...”. Can you please share these terms referenced? Are these on existing contracts? Can you please share contract for reference? A spreadsheet, provided by the CRF is attached. The current fee structure and additional fees have been provided in Appendix C.
- 3) Can we be provided copies of contracts between:
- a. Command Performance and Camarillo Ranch Foundation (CRF) or whoever they signed contract with in order to be Exclusive at Camarillo Ranch YES
 - b. Command Performance and contracted client – The City cannot provide a private contract between the client and Command Performance.
- 4) Section 6.0: What are the expectations for non-profit to communicate with contractor film/photography dates/times that could impact calendar? The Designated Nonprofit’s contract with the City will require that the Designated Nonprofit communicate and coordinate events with the CONTRACTOR. This coordination is critical to avoid any scheduling conflicts.
- 5) Section 2, 1.3 (page 8): What office and/or meeting space is CRF currently using and will continue to need? This has not been determined. In the proposal, CONTRACTOR must specify office and/or meeting space needs.

- 6) Section 2.7: What is the difference between “operating procedure” vs. “venue specifications” if any. If different, please provide details for operating procedure. The RFP does not use the term “venue specifications”. Please see Section 4. Proposal Requirements. Operating procedures are not required to be submitted as part of the RFP. CONTRACTOR, under the regular course of business, will be required to establish procedures that “reduce the likelihood of damage to CITY PROPERTY...”
- 7) Section 3.5: For events without dates, what are the blackout expectations of the contractor? The list provided is an example of past and current Community Events and City Events. There is an expectation that these events will continue. Most of the events are held on Thursday evenings. Other than coordinating schedules, the CONTRACTOR is not required to provide any support.
- 8) Section 5.3: Does the City’s amenities include tables, chairs, dance floors, dolly for this equipment and/or any other event furniture contractor can use but not currently itemized on AMENITY list? Should contractor supply tables and chairs, will venue provide sufficient storage? Not at this time. There is no availability of any event furniture or dollies.
- 9) Section 5.5: The equipment referenced for inspection is the equipment listed in 5.8, is this accurate? If not, please specify. Yes.
- 10) Is there any preference of the city for the contractor to employ the current staff at the Camarillo Ranch? If so, can you please include the complete list of employees, titles, full or part-time status, and salaries? There is no preference.
- 11) As far as the business plan requested, do you have criteria you require within that plan to satisfy the City’s request? Please see Section 4. 3.0.
- 12) Contract, page 1, section 2.1, can you please provide exhibits 3 & 4 (scope of services) which appear to be missing from RFP? Exhibit 3 is the actual “Request for Proposal” and Exhibit 4 will be the selected CONTRACTOR’s Proposal.
- 13) Based on booked events to date for 2019-2020 fiscal, is it accurate to say the total venue fees collected are approximately \$290,000? If not accurate, please clarify. Please see attached financial documents provided by the CRF.
- 14) Of the 2019-2020 gross total revenue collected by the venue, can you please provide the breakdown of venue fees, catering commission, additional fees charged to clients, and any other revenue sources? Please see attached reservation list and fees spreadsheet. This can also be cross referenced with the attached financials.
- 15) Can we have a copy of the current contract between the City and Non-Profit? Yes, please see attached.
- 16) Can you please provide the breakdown of the income received by the City, from non-profit based on current contract agreement? N/A
- 17) For RFP requirements, is the contractor required to have a liquor license? A liquor license is required for the entity conducting the catering and/or beverage services when alcohol is being served, per the provisions of the Department of Alcoholic Beverage Control. The City may require an additional Special Event Permit for large events, per the RFP. See Section 2, 5.5-Catering and Equipment Rental.
- 18) For private events (ex. wedding), is it sufficient for contractor to have license to serve alcohol, with all alcohol provided by the contracted client at these private

events? It depends on the established rules and regulations and provisions of the Department of Alcoholic Beverage Control. Currently, the client may provide his/her own alcohol, but self-service is not permitted.

- 19) For public events detailed on page 10 (city or non-profit), is the contractor expected to supply the ABC-license in order for alcohol to be sold at some of these events? No. The Designated Non-Profit and/or the City may obtain a one-day liquor license and is not required to use the CONTRACTOR's exclusive catering service. Community events listed do not involve catering service typical of private events; therefore, the City and the CRF are not required to use the CONTRACTOR's exclusive catering for community events. CONTRACTOR should be aware that the current operator (CRF) has made provisions with their exclusive cater for flexibility of catering services, for large public events (such as the Meadowlark's annual "Taste of Camarillo", by allowing for other models of food service/beverage service
- 20) The detailed spread sheet that provides event details, such as date, hours, and payments. Most recent worksheet provided to the City by the CRF as of July 31, 2019. Names/Parties redacted. (Attachments 3-4).
- 21) We would also appreciate a copy of the current contract that the Foundation has with its current Exclusive Caterer. Attachment 1
- 22) Lastly, the financials for the last fiscal year that breaks down expenses, and profits would be helpful. See Audit Report FY 17-18 Attachment 2
- 23) Since the city will be taking over the cost of maintenance and utilities. Can you please share with us any potential costs the city will incur now that they are taking over these responsibilities from the CRF? (i.e. gardening, electricity, water, trash, gas, restroom materials, etc.) The City is expecting an increase of approximately \$160,000 by taking on the full obligation of custodial, maintenance, utilities and other services for the Property.
- 24) Has the designated NONPROFIT been selected? No, the Designated Nonprofit has not yet been selected. However, the City and the Camarillo Ranch Foundation, Inc. continue making progress on a new operating agreement.