



UNIVERSITY OF SOUTH CAROLINA

AMENDMENT NO. 2 TO SOLICITATION

TO: ALL VENDORS

FROM: Charles Johnson, Procurement Manager

SUBJECT: SOLICITATION NUMBER: USC-RFP-2527-CJ

DESCRIPTION: Management Services for the Colonial Center at The University of South Carolina

DATE: February 19, 2014

This Amendment **No.2** modifies the Requests for Proposals only in the manner and to the extent as stated herein.

**The Deadline for Receipt of Proposals has been extended to February 28, 2014 at 11:00 AM.
The Award Posting Date has been changed from March 10, 2014 to March 14, 2014.**

Vendor Questions and Answers

BIDDER SHALL ACKNOWLEDGE RECEIPT OF AMENDMENT **NO. 2** IN THE SPACE PROVIDED BELOW AND RETURN IT WITH THEIR BID RESPONSE. FAILURE TO DO SO MAY SUBJECT BID TO REJECTION.

Authorized Signature

Name of Offeror

Date

THE FOLLOWING QUESTIONS WERE RECEIVED FROM VENDOR A:

QUESTION #1: Regarding the electronic format submittal, is a .pdf file an accepted format?

ANSWER: Yes, while the requirement says, the file format shall be Word 97 or later, a .pdf file format is acceptable. Please refer to the Magnetic Media – Required Format clause in Section II-B of the solicitation.

QUESTION #2: Regarding Article IV, Section 5 (c), please clarify the information requested. Is the intent that only arenas be listed? How does the University define “commercial account”?

ANSWER: Commercial Accounts would be other arenas professional, semi-professional, government or other municipalities and otherwise that would demonstrate experience in the management of facilities. You may list any facility that you manage that may be relevant in the selection process.

QUESTION #3: At the end of section 7, regarding minority participation, is this a separate form that is required for the submittal? Please provide a list of current minority business subcontractors with designations as to category.

ANSWER: Yes. Please refer to the Small and Minority Business Directory on the University of South Carolina Purchasing Department web site (<http://purchasing.sc.edu/smallminority.php>) for a list of currently registered minority businesses with designations as to category. Also, please access the South Carolina Governor’s Office of Small and Minority Business Assistance web site (<http://www.govoepp.state.sc.us/osmba/>) and click on Directory to access the current directory of certified minority businesses with designations as to category..

QUESTION #4: Please provide additional detail for revenues as summarized in Appendix C. For example, do revenue/income totals include all University events? If not answered above, please describe which revenue streams from the operation of the facility (i.e. food & beverage, parking, suites and premium seating, rental/license fee, advertising and sponsorship, ticketing fees, facility fees, naming rights fees, etc.) will flow to the facility budget and which will flow to other University departments?

ANSWER: University Basketball games are rent free with all ticket revenues flowing through Athletics budget. All revenue streams that flow through the facility budget are shown in Appendix C and include suite revenue, rental/license fee, ticketing fees, facility fees, ticketing naming rights, non-university parking revenue and other misc. income. Concessions (separate agreement), parking (University), annual suite leases (Athletics) advertising and sponsorship (Athletics-Action Sports/IMG agreement) and Naming Rights (Athletics-IMG) are excluded from the facility budget.

QUESTION #5: Please provide detailed operating expenses for the Colonial Life Arena for the years included on Appendix C.

ANSWER:

Colonial Life Arena
2006-2013
Expenses

	2006	2007	2008	2009	2010	2011	2012	2013
General Expense	1,222,027	1,343,665	1,319,700	1,025,269	1,420,663	1,350,133	1,246,416	1,614,938
Administrative Expense	1,974,749	2,229,426	2,211,069	2,212,343	2,550,414	2,550,659	2,493,333	2,494,128
General and Administrative	3,198,782	3,575,098	3,532,777	3,239,620	3,973,087	3,902,803	3,741,761	4,111,079

QUESTION #6: If not provided above, and if available, please provide actual operating statements for last three (3) completed fiscal years.

ANSWER: Provided above. See answer to question number 5. The University of South Carolina Athletics Department wishes to have each bidder provide information based on their experiences in the industry and not duplicate the current management firm's historical expenditures in the bid process. Therefore, the University of South Carolina Athletics Department feels that the information in the answer to the previous question provides information that should assist bidders in this process.

QUESTION #7: Please provide a copy of capital improvement budget.

ANSWER: See Capital Budget information attachment in this amendment.

QUESTION #8: The RFP indicates that events/attendance will be provided for 3 to 4 years of operation (back to 2009), however only one year is provided in Appendix B. Please provide the additional years.

ANSWER: See Fourteen page document (the full Appendix B) attachment in Amendment #3 to the solicitation. It was intended to be part of the information provided in the solicitation. However, it must have gotten accidentally cut off as the full Appendix B document was not provided in the solicitation.

QUESTION #9: Please provide a list of tentative event bookings for the current and future fiscal year.

ANSWER: Please visit the Colonial Life Arena Website for the current events scheduled:
<http://www.coloniallifearena.com/>

QUESTION #10: Please provide copies of the show settlement/show invoices for three most recent major Concerts, Conventions/Trade Shows/Conferences, Family Shows, Consumer/Public Shows (includes any gated events), Sporting Events.

ANSWER: The event settlements are not maintained within the athletic department records. These reside with the Colonial Life Arena management company and are available only for audit purposes by the University per contract.

QUESTION #11: Please describe in detail those services to the facility which are currently provided by existing University Departments versus by the management and operations firm and indicate if there is an allocation of costs for services performed by the University included in the Colonial Life Arena operating budget.

ANSWER: The management firm is responsible for oversight of the facility. The current management practice is that the University provides funding for all operating expenses at the Colonial Life Arena. These expenses are included in the Colonial Life Arena budget as approved by the Athletics Department. It is the management firm's responsibility to procure the quality services expected at a competitive rate to maximize the profits for the Colonial Life Arena and the Athletics Department. The University's Athletics Department has several department wide agreements that cover services at the arena that are not included in the facility's budget including: Landscaping, Elevator/Escalator Service, Telephone & Internet Service, and Utilities (Gas, Water, and Electric.)

QUESTION #12: Does the University reimburse the Arena for all University use, including, but not limited to, classroom, recreational, athletic, student programming, graduation, administrative and the like? Does reimbursement include rental/license fees? expenses?

ANSWER: The current management practice is that the University provides funding for all operating expenses at the Colonial Life Arena and is included in the Colonial Life Arena budget as approved by the Athletics Department. The Athletics Department, and in a limited number of cases, the University will reimburse the Arena for expenses only for its events (no profit margin).

QUESTION #13: Please provide an organization chart for the current 22 full-time employees together with job descriptions and salary/wage information and descriptions of and costs of any benefits. In addition to these 22 full-time employees, are any University employees currently employed at the Colonial Life Arena.

ANSWER: The Athletics Department does not maintain an organizational chart for the positions currently held at the Colonial Life Arena. The University of South Carolina Athletics Department wishes to have each bidder provide information based on their experiences in the industry and not duplicate the current management firm's historical expenditures in the bid process. Therefore, we expect each bidder to provide its proposal of personnel needed to run the Colonial Life Arena based on the information provided.

QUESTION #13: Does USC Physical Plant staff handle preventative maintenance, major maintenance and emergency maintenance needs or are they included in the Colonial Life Arena operational budget?

ANSWER: Preventative maintenance is handled in-house; major maintenance is sub-contracted out; USC Physical Plant does assist with electrical maintenance and some emergency maintenance - these expenses are part of the current management company budget.

QUESTION #14: Do the sports teams have 24/7 access? Is there student recreational usage and, if so, do they have 24/7 access?

ANSWER: Men's and Women's Basketball have 24/7 access due to locker rooms & weight room being located in the Arena; there is no student recreational usage

QUESTION #15: Please describe Centerplate's scope of services and provide a copy of their contract with the University? Will the revenues from food & beverage/catering sales flow to the facility operation or to another department of the University? To the Athletic department? Does Centerplate employ and pay its staff from its own budget?

ANSWER: Centerplate provides concessions and catering services for the Colonial Life Arena. They pay the Athletic Department a monthly guarantee and have revenue sharing provisions once a certain threshold has been met. These revenues flow to the Athletics Department. Centerplate employs and staffs its own employees. A copy of the current contract for concessions with Centerplate is an attachment in Amendment #3 to the solicitation.

QUESTION #16: Are alcoholic beverages allowed to be sold in the facility at non-University events? at University events?

ANSWER: Alcoholic beverages can be sold during non-athletic/University events. During athletic and University events alcoholic sales are allowed in premium areas/suites.

QUESTION #17: What is the current status of the non-athletic department ticketing agreement utilized by the current management firm? Please provide a copy of that agreement.

ANSWER: The Athletics Department does not maintain a copy of this agreement. The current agreement is with New Era and is an agreement with Global Spectrum and New Era. Agreements between the current management firm and outside entities will no longer be valid in the instance of a management change. Please provide your bid response based on your company's resources and agreements.

QUESTION #18: Are any collective bargaining agreements currently applicable to the operation of the facility? If so, please provide a copy of same.

ANSWER: The Athletics Department does not maintain any collective bargaining agreements with any outside entity. Agreements between the current management firm and outside entities will no longer be valid in the instance of a management change. Please provide your bid response based on your company's resources and agreements.

QUESTION #19: Please provide copies of any current advertising, sponsorship and/or trade agreements, including the current naming rights agreement and product rights agreements (i.e. pouring rights), whether secured by the University, Action Sports Media or the current management firm.

ANSWER: See Attachments in Amendment #3 to the solicitation.

QUESTION #20: Please provide a copy of the agreement that is in force with the current advertising and sponsorship sales contractor (Action Sports Media).

ANSWER: See Attachments in Amendment #3 to the solicitation.

QUESTION #21: Please provide copies of any other significant service and/or maintenance agreements utilized by the current operator and/or the University for the Colonial Life Arena. Will the new operator be required to work with any contractors (and under the terms of the agreements) currently in place, whether contracted by the current operator and/or the University?

ANSWER: The Athletics Department does not maintain any service or maintenance agreements on file. Agreements between the current management firm and outside entities will no longer be valid in the instance of a management change. Please provide your bid response based on your company's resources and agreements.

QUESTION #22: Please provide a copy of facility rental/license rates and description of any promoter incentive programs being utilized currently.

ANSWER: The Athletics Department does not maintain any agreements on file. Agreements between the current management firm and outside entities will no longer be valid in the instance of a management change. Please provide your bid response based on your company's resources and agreements.

QUESTION #23: Please provide a copy of the formal booking policy for the Arena, if any.

ANSWER: The Athletics Department does not maintain these policies on file. Booking policies are unique from management firm to management firm. Please provide your company's booking policy/philosophy in your bid response.

QUESTION #24: Please provide a list of prices/labor rates for special services.

ANSWER: The Athletics Department does not maintain these rates on file. Agreements between the current management firm and outside entities will no longer be valid in the instance of a management change. Please provide your bid response based on your company's resources and agreements.

QUESTION #25: We also are hopeful that the University will be scheduling interviews as part of the process as we look forward to the opportunity to discuss our proposal and ideas in person.

ANSWER: The University does not plan to schedule interviews with responsive offerors as part of the evaluation process for this solicitation; the University does not plan to provide responsive offerors an opportunity to discuss their proposals and ideas in person with the University during the evaluation process for this solicitation.

ATTACHMENTS

CAPITAL BUDGET:

Colonial Life Arena - Capital Projects Budget Info

Miscellaneous Facilities-Under \$100K

13-14 Proposed Budget

CLA-Banner Replacements	11,200
CLA-Basketball Court Repairs/Maintenance	4,000
CLA - VSD's (2) Replacement	8,000
CLA - Freight Elevator Wall Railings	12,500
CLA-Carpet Extractor/Scrubber & Portable Spotter	12,500
CLA - Circulating Pump/Cooling Tower	11,200
CLA-Greene Street Settlement Remediation - Monitoring & Misc. Repairs & A/E Fees	20,000

Total Fiscal Year - 2013-14

79,400

Miscellaneous Facilities-\$100K & Above

Capital Improvement Plan

CLA - Scoreboard/Video Board Upgrades	750,000
CLA-Entertainment Suites Upgrades	500,000
CLA-Upper Deck Fascia LED Boards	1,200,000
CLA-Main Lobby Elevator	495,000
CLA-Concourse Flooring Replacement	300,000
CLA-Upper Bowl Curtain	500,000
CLA-TV Camera Relocation	170,000
CLA-Carpet Replacement - Recruiting Lounge, Suites, & Office Areas	120,000
CLA-Colonial Life Suite Upgrades	2,000,000
CLA-Restroom Partitions Upgrades	200,000
CLA-Greene Street Settlement Remediation	450,000
CLA-Chair Parts - Upper Bowl	100,000
CLA - Lobby Lighting Replacement/Upgrades	100,000

Sub-Total

6,885,000

Miscellaneous Facilities - Under \$100K

**Capital Improvement
Plan**

CLA-Roof Evaluation	15,000
CLA-Paint Outside Entrance-Steel Overhangs	50,000
CLA-Misc. Sign Replacement/Upgrades	75,000
CLA-Restroom Urinal Partitions	8,500
CLA - Card Access - (3) Entrances	12,000
CLA - New Court Side Seats	23,000
CLA-McGuire Room HOF - Misc. Renovations	9,000
CLA-Landscaping Project-Drainage/Irrigation Phase	60,000
CLA-Professionally Clean Lower Bowl Seating Chairs	30,000
CLA - Arena Floor/Concrete Repair/Expansion Joint Covers	7,500
CLA-Chiller #2 Rebuild	35,000
CLA - Media Seating – Relocation	50,000

Sub-Total

375,000

Total - Capital Improvement Plan Projects

7,260,000
