



January 29, 2013

ATTENTION: All Proposers  
SUBJECT: RFP No. 11304P – Yakima Convention Center Food & Beverage Services

### **Addendum No. II**

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Notes from Pre Bid Meeting held on 01/28/13 at Yakima Convention Center (*the Center*) and answers to questions received from potential vendors below:

- The Pre Bid Meeting included a short history, overview, and tour of the facility:
- The south ballroom is 6,000 sq/ft and divides into 6 sections.
- The store room may be used for staging/outside access (roll-up door).
- The Grand Hall (A-H) is approximately 23,500 sq/ft and divides into 8 sections. There is access along the west wall.
- Tour also included the kitchen, catering office, store rooms, coffee area, beverage area, northwest exit (doors), and the Center's large storage area, which may be used for access to the Grand Hall.
- Parking lots are all City owned with the exception of the parking spots on the south side of the Chamber of Commerce building.
- The outdoor areas, including the new plaza host outdoor events and have been well received. The outdoor plaza can seat 400-450 people. Events include beverage service, BBQ's, social hours, etc.

Questions were as follows:

1. Outside catering – extent, preference?

**A:** Yakima Center has no preference with regard to outside catering as long as business is maximized. Outside catering may include, but is not limited to, VIP service at the CW State Fair, weddings, winery events, corporate business, etc.

2. Who maintains the equipment?

**A:** The current caterer maintains the equipment. The Center has a FMV buy-out clause in its current contract, which may or may not be utilized. If the Center declines to act upon the buy-out clause, it would be up to the new contractor to approach the current contractor for purchase options.

3. The kitchen equipment appears to be older. Should capital improvements be addressed in the Proposal response?  
A: Yes.
4. What retail foods are currently sold and what portable stations are used?  
A: Vending machines, portable espresso bar, portable beverage bar. Other stations are set up on tables. Recommendations for improvements may be addressed in the Proposal response.
5. Is the audio/visual system owned by the Center?  
A: Yes, for anything additional the Center works with a local company to provide.
6. What percentage discount is currently offered to non-profit? What has been the utilization by non-profit organizations?  
A: This is negotiated directly between the catering company and the client. Currently the Yakima Rotary meets weekly (225 people). Many other non-profit groups utilize the center for annual meetings and fundraisers.
7. Have there ever been any issues with booking, where the current catering company cannot meet the terms/pricing of the client?  
A: No known issues.
8. Are hotel rooms currently included as a package deal with catering?  
A: Not to our knowledge. The City's first priority is to book hotels and conventions. There are multiple hotels, which have recently been built near the Center.
9. Is business primarily state or regional?  
A: Mostly state. Air service is somewhat limited, but airport management and growth is a top priority with the City. The City and County both support the Center, as shown with multiple upgrades and grants. The commute and weather are good. Clients have reported that attendance has been historically good.
10. Does the current caterer participate in trade shows and marketing for the Center?  
A: The caterer has participated in the Center's "Sales Blitz" and the Center also hosts events for the industry, in which the caterer participates.
11. Is there much per diem business?  
A: Yes, there is a good amount of per diem business.
12. Describe Yakima Valley's wine tourism.  
A: Wine tourism is thriving. Yakima recently joined with Tri-Cities for regional brand marketing of "wine country".
13. Do the Center and the catering company have a unified customer service program?  
A: No. Each currently has their own.
14. Does the Center currently contract with Pepsi or Coke?  
A. The caterer currently contracts with Coke. There are no sponsorships that override.

Closing comments by Connie Upton, General Manager:  
The Center has a very good reputation among associates for good customer service. Groups book multiple years and repeat business is very strong.

**Please acknowledge receipt of this Addendum No. II on page 20 of your proposal.**

NO OTHER CHANGES.

Sincerely,

*Maria Mayhue*

Maria Mayhue, CPPB  
Purchasing Senior Buyer  
On Behalf of Sue Ownby, Purchasing Manager

cc: All vendors receiving proposal package  
John Cooper, YVVCB CEO  
Connie Upton, Yakima Convention Center General Manager  
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