***Formal Request for Answers to Questions Related to Ford Idaho Center RFP***

1. Is the GM pay included as an operating expense in the FIC financials, and included in the expenses that are paid by the city?
	1. **Yes.**
2. Please confirm that the ticketing hardware (computers, printers, credit card readers) is owned by the city.
	1. **Yes.**
3. What is the ticketing volume over the last 5 years, broken out by:
	1. Paid tickets
	2. Comp tickets
	3. Service chargeable tickets

**Sold Tickets Comp Tickets**

**2014 117,385 33,690**

**2013 111,935 29,374**

**2012 122,905 38,498**

 **(all sold tickets are service chargeable)**

1. What is the service charge revenue generated from the above quantity of service chargeable tickets?
	1. Total Adjusted Service Charge revenue (post tax and net of any promoter or artist bumps)
	2. Total Net Service Charge revenue (retained by the venue) – net of expenses charged against it (credit card fees, mailing fees, promoter rebate or share, etc.)
2. **The annual ticket revenue total number is listed on 3 year income statement under in RFP Exhibit C - account #4400 less 6% state sales tax.**
3. What has the total attendance been per year over the last 5 years? If available, please break out by venue (Amphitheater, Arena, Horse Park or Sports Center).
4. **See attachment: Historical Activity**
5. Please provide the current org chart, specifying
	1. Full-time positions & titles
	2. Part-time positions & titles
	3. Please do not include hourly event workers
6. **A basic organizational chart is provided to the City from SMG and is attached.**
7. Please identify any event specific contracts or agreements that would be in effect following September 30th, 2015. Please include the terms of each of those agreements (dates of use, deal terms, and if each is an annual event or multi-year/auto renewal agreement.)
	1. **Ford Idaho Center**

**Oct 9-11, 2015 Spectra Fall Home Show - annual**

**Nov 7, 2015 Endurocross - annual**

**Nov 20-22, 2015 Spectra Christmas Show - annual**

**Nov 27-30, 2015 Canyon County Festival of Trees - annual**

**Dec 12, 2015 Diocese of Boise**

**Jan 1-4, 2016 Rollie Lane 2 day High School wrestling event - annual**

**Feb 11-14, 2016 Spectra Home and Garden Show - annual**

**Feb 17-20, 2016 Girls Basketball HS State Championship - multi-year**

**Feb 25-27, 2016 Monster Jam annual**

**Feb 24-25, 2017 HS Wrestling State Championship - multi-year, every 3rd year**

**March 2-5, 2016 Boys Basketball HS State Championship - multi-year**

**March 18-19, 2016 Dance and Cheer HS State Championship - multi-year**

**April 8-9, 2016 PBR - annual**

**April 22-24, 2016 Arenacross**

**May , 2016 Boys and Girls Club - annual**

**May 6-7, 23-28, 2016 Graduations - annual**

**June 29, 2016 God & Country – annual (Wed prior to July 4th)**

**July 2nd-3rd week Snake River Stampede Rodeo - multi-year**

 **Oct – March Boise State Indoor Track Multi- year**

* 1. **Ford Idaho Horse Park**

**Sport Horse Nationals**

**Sept. 19-25, 2016**

**Sept. 19-25, 2018**

**Region 6 Dressage**

**Sept. 13-17, 2017**

**Region 4 Arabians**

**June 19-25, 2016**

**June 17-24, 2017**

**June 16-23, 2018**

**Great Western Reining Horse Affiliate Finals**

**Oct. 12-18, 2015**

**Oct. 10-16, 2016**

**Oct. 16-22, 2017**

1. Are there any booking or use agreements in place for the Amphitheater, Arena, Horse Park or Sports Center that will be in effect following September 30, 2015? Please provide terms along with contract end date.
	1. **The City will provide copies of the contract agreements between City of Nampa and the Snake River Stampede (Exhibit F) and Boise State University (attached) for the two ongoing agreements in place. All other agreements signed and contracted between SMG and events are proprietary and not available through the City of Nampa.**
2. Please identify all existing service contracts that would be in effect following September 30th, 2015. Please identify any service contracts held by the current facility manager that would terminate if the current facility manager would cease to operate the Ford Idaho Center.
	1. **These contracts would terminate at the loss of SMG as manager of the facility:**
		* **Event Booking.com**
	2. **These contracts will exist at September 30, 2015:**
		* **ExecuTech – Hotel Reservation Software System**
		* **FiberPipe – Internet Access and server**
		* **HVAC Controls and Services – Preventive Maintenance**
		* **Schindler Elevator – preventive maintenance**
		* **Tickets.com**
		* **Yesco – Marquee sign maintenance**
		* **John Deere – Tractor and Gator lease**
		* **Elwood Staffing – Temp Staffing**
		* **Spaulding Labs – Fly control products**
		* **Synbiont Ag Solutions – Facility sanitation products**
3. Please provide the current Ford Idaho Center labor and equipment rate sheet(s).
	1. **See attachment: FIC Master rate**
4. Please provide the current licensing fees (usage terms) for each of the venue components (Arena, Amphitheatre, Horse Park and Sports Complex).
	1. **See attachment: FIC Master rate and FIHP Rates & Fees**
5. What is currently being spent on local and national marketing, not to include event marketing expenditures? Please identify any sponsorship and/or trade agreements.
	1. **$50,000 annually.**
6. What are the capital projects (enhancements, system renewal, etc) for each venue within the Ford Idaho Center that the city considers top priority? Have funding sources been identified?
	1. **A capital improvement plan has been provided to the City of Nampa and will be attached. There is an annual allotment from the agreement between Idaho Vending and the City of Nampa for revenue from liquor sales to be dedicated to capital improvements. That funding is allocated by the City Council. Any other funds are evaluated on an annual basis in competition with all other City capital needs.**
7. What is the history of attempts to establish an auditorium district for tax as a sustainable funding source for capital investment?
	1. **An auditorium district is not currently being sought. The last attempt to implement an auditorium district was in 2010 and the measure did not receive voter approval.**
8. What is the hard cost associated with a) setting up and b) removing the track?
	1. **Installation - average $16,500**
	2. **Removal - average $6,500**
9. Please describe the current practice for assessing, collecting and allocating the facility fee. Is the facility fee collected for all events, or only certain events? What, if any, portion of the facility fee goes into a protected account for repairs and maintenance, or is it currently all being used to offset operating expense?

* + 1. **Facility Fee is charged to each entertainment event tickets sold, these revenues are retained by the city.**
1. Please provide the current scheduling policy for the Ford Idaho Center. If not available in writing, please describe what types of use / users receive priority, and what bumping rights may exist.
	1. **The City of Nampa has not dictated a scheduling policy. It is at the discretion of the management consultant to prioritize events to maximize users and revenue.**
2. Does the scheduling policy currently maximize net income by placing scheduling priority on the highest netting events across facilities and amongst event types/users?
	1. **The City of Nampa has not dictated a scheduling policy. It is at the discretion of the management consultant to prioritize events to maximize users and revenue. Whatever policy SMG currently uses has not been disclosed to the City.**
3. Are there constraints for holding simultaneous events on the Ford Idaho Center property?  If so, which venues cannot hold events at the same time. What are the limiting factors?
	1. **Constraints depend upon agreements with the events being held and their needs for the facility. There are no city policies in place that would limit the simultaneous use of events on the property.**
4. Are there any event types that the City has declined or considers outside of the venues mission or approved use?
	1. **No.**
5. How is quality of services currently assessed?
	1. **The quality of performance by the management contractor is based on how the facility is performing financially. The city is primarily concerned with the level of the transfer between the City and the Ford Idaho Center.**
6. What is the status of discussions between the Ford Idaho Center/City of Nampa and Canyon County Fair?
	1. **No current discussions are taking place.**
7. Please confirm what financial system/software is currently in place and if it is SMGs or remains with the city?
	1. **SMG owns and maintains their financial system. It will not remain with the City.**
8. What facility maintenance software is currently in use, and is it SMGs or will it remain with the city?
	1. **SMG owns and operates any facility maintenance software. It is not operated or owned by the City.**
9. Who are the members of the RFP evaluation team? Please provide name and relationship to the city and venue, and current place of employment (as applicable). *It is understood that contact is not to be made.*
	1. **The Mayor will appoint an evaluation team to comprise of representation from the Snake River Stampede Board of Directors, Ford Idaho Center Advisory Commission, and city staff.**
10. What does the evaluation team feel are the most critical aspects of management team performance requiring improvement?
	1. **To lower the ongoing financial transfer between the City of Nampa and the Ford Idaho Center.**
11. Just to clarify what was provided after the walk-through, can you please confirm if our fee proposal (and ensuing Management Agreement) needs to conform to IRS Revenue Procedure 97-13?
	1. **There is no debt on the facility and it does not need to conform to IRS Revenue procedures for tax exempt financing.**
12. Can you please provide an organizational chart of the current staff of the Ford Idaho Center facilities to include job title and the current salaries?
	1. **The organizational structure, job titles, duties and salaries are controlled exclusively by SMG. The City of Nampa has no oversight or authorization of positions or pay structures. A basic organizational chart is attached. All other information requested is considered proprietary to SMG.**
13. Can you please provide more detailed financial statements for the facilities for the last 2-3 years (this would include the internal financial statements issued by SMG to the City)? Having these will enable us to better understand the full financial picture of the facilities as assist us in providing the requested pro forma.
	1. **Detailed financial information is provided in the RFP as Exhibit C.**
14. Can you please provide attendance figures for the events included in Exhibit B?
	1. **See attached document: Historical Activity**
15. Can you provide details of any Wi-Fi and/or Distributed Antenna System (DAS) that may be available in any of the facilities?
	1. **Off-the-Shelf portable commercial wi-fi routers are installed as required in the arena.**
	2. **In the Sportscenter, there is one commercially available wi-fi router.**
16. Can you please elaborate on any sustainability initiatives currently in place at the Ford Idaho Center?

**The City of Nampa has not established any policies or initiatives on sustainability for the Ford Idaho Center. However, the following programs are in place:**

* 1. **Recycling program in place**
	2. **Recycling of shavings in the Horse Park**
	3. **Energy efficiently lighting in the Sport Center**
	4. **Outside building lights being retrofit to LED Lighting**
	5. **All fluorescent lighting retrofit to energy efficient fluorescent lighting**
	6. **Night air intake to cool building with the HVAC programing**
1. Are there any restrictions within the current management contract that govern re-hiring of current employees? If so, what positions/staff are unavailable for re-hire?
	1. **Please refer to the current management agreement between the City of Nampa and SMG for this information. It is attached.**
2. The Idaho Center Strategic Plan included in the RFP supplied document is dated 03/23/11. Have there been any updates or additions to the goals and objectives of the city for the facilities since that time?
	1. **The 2011 document is the most recent adopted effort to capture the goals and objectives for the facility. This strategic plan was completed by the Idaho Center Advisory Commission.**

1. Will the grounds keeping be supplied by the city or the responsibility of the management company?
	1. **The City of Nampa Parks and Recreation Department will maintain the landscaping at the Ford Idaho Center as part of the City’s responsibility in the contract. This is an alteration from the responsibilities originally identified in the RFP document.**
2. Please provide an annual sponsorship total including cash and trade, terms, end date for each sponsor of the property
	1. Please provide totals for the last three years
	2. **This information is not reported to the City by SMG and is not available.**
3. Please provide the naming rights contract
	1. **Contract agreement with Ford is attached.**
4. Please provide number of people involved in sponsorship sales and premium seating sales
	1. Please provide total comp including salary, commissions, bonus if applicable
5. **This information is not reported to the City by SMG and is not available.**
6. Please provide any sponsor exclusivities and end terms on contract
	1. **The only sponsor agreement between the City and the vendor is the Ford contract which is attached.**
7. Please provide total number of premium seating a list of sales and revenue for each
	1. Please provide for the last three years
	2. **This information is not reported to the City by SMG and is not available.**
8. Please provide rate card.
	1. **Please see attached Rate Sheet.**
9. Please provide list of sponsor inventory/signage
	1. **This information is not reported to the City by SMG and is not available.**
10. Please elaborate on the current IC Tickets operation details:
	1. # of ticket outlets currently operating the Tickets.com platform:

**8**

Is the Idaho Center and IC tickets limited annually to the number of outbound emails it can send through your current email marketing platform?

**No**

Do the Idaho Center and IC tickets have access to a data feed from their current ticketing platform to support third party integrations?

**YES**

Does the Idaho Center currently offer online ticket transfers from patron to patron?

**Yes**

* + 1. Can the Idaho Center please share their sales volumes (# of tickets sold) for Calendar year 2014:
			1. # of internet tickets sold **50,034**
			2. # of phone tickets sold **6,172**
			3. # of box office tickets sold **55,764**
			4. # of outlet tickets sold **5,415**
	1. Profile of current ticketing hardware:
		1. Does the Idaho Center own all of the current ticketing hardware operating the Tickets.com platform:

**Yes**

* 1. Can you please specify the type of thermal ticket printer (make & model #) in use by The Idaho Center and IC Tickets?

**(11) Boca Printers Model Mini Plus**

**(8) Boca Printers Model Micro Plus**

* 1. # of current thermal ticket printers in use by Idaho Center and IC Tickets:

**(19) including (8) at Outlets**

* 1. # of ticketing workstations (PC, Monitor, Mouse, Keyboard, Credit Card Swipe) in use by Idaho Center and IC Tickets:

**(11) on-site + (8) outlets**

* 1. # of handheld Access Control scanners in use by Idaho Center and IC Tickets:

**20**