



August 13, 2025

To: All Potential Bidders

From: Kelly Vu, Business Services Supervisor

Re: RFI #1, Q & A, RP #: FB-09-25

This RFI (Request for Information) aims to transmit "Questions and Answers" regarding the technical components of the RFP Master Food & Beverage Concessionaire Services. All terms and conditions of the original RFP notice remain unchanged.

Questions and Answers

Questions:

1. Please confirm master concessionaire food and beverage employees are non-union employees.

Answer: Confirmed – All current employees are non-union.

2. How many points of sale does the current master concessionaire utilize?

Answer: All sales locations were visited during the Mandatory Walk-Through session on July 23. Detailed listing of same is also contained in the Zip Folder attachment (Facility and Concessions Equipment Images, Listing and Ownership Information). Please also see Page 51 of RFP document for Attached/Linked Reference Materials. Combined purpose of walk-through and file attachment are meant to provide bidders the opportunity to observe and determine unit/point-related operational needs. During full-scope operations such as at Fair-time, 180-200 POS terminals are actively utilized.

3. There was no mention of providing a proposed improvement plan, please confirm that is not a requirement of the technical proposal.

Answer: While not specified under the Technical Proposal section of the RFP document, observations from the walk-through as well as required response pertaining to utilization of temporary food facilities, mobile containers, etc., provide bidders the opportunity, if taken, to articulate a plan.

4. If a new operator is selected, please explain the process for bringing in new containers and equipment? Does it require approval? How long does that process take?

Answer: Any potential transition to a new operator would require a well-coordinated changeover from/between the current and any newly selected master concessionaire.

5. What would the fair like improved within the current master concessionaire operation?

Answer: The RFP and contractual terms outline the established standards for the OCFEC's F&B program. Bidders are welcome to present their vision for improvements in respective Proposal submittals.

6. Please clarify if the capital provided by the master concessionaire will be spent on food and beverage-related projects or any project stated in the master plan?

Answer: Master Concessionaire-provided capital will be invested in F&B-related projects or mutually agreed upon other initiatives inside the master plan.

7. Is this contract currently required to go out to bid or was there existing opportunity to extend the agreement?

Answer: Yes, the bid process is required. All contractual option periods have been exercised.

8. Please confirm it is expected that the operator bring their current equipment rather than spend the proposed capital on all necessary equipment.

Answer: Confirmed – Installation of current equipment would be expected. Proposed capital is for TBD new projects.

9. Please provide Catering & event revenue on the books for 2025 and 2026

Answer: Please refer to Page 50 of the RFP document for Master Concessionaire Sales Mix Summary. 2025 line item revenue will be similar to outlined 2024 actual activity. 2026 projected revenue is currently anticipated to be in line with 2025 levels.

10. Do you have a breakdown of event types, sizes and spend?

Answer: There is no available breakdown that outlines this information. Again, for purpose of determining bidder's Financial Proposal, please refer to Page 50 of the RFP document for Master Concessionaire Sales Mix Summary. 2025 line item revenue will be similar to outlined 2024 actual activity. 2026 projected revenue is currently anticipated to be in line with 2025 levels. Same should be the benchmark for building out subsequent years on the Financial Proposal Form(s).

11. Are other concessionaires able to sell alcohol?

Answer: As specified on Page 50 of the RFP document for Master Concessionaire Sales Mix Summary, please reference the header which states "Including 3 Independent Beer Locations To Be Added Into New Master Contract." Additionally, please see "Annual OC Fair" on Page 1 of the 2025 Alcohol Beverage Management Policies attachment which states "the OCFEC grants one-year contracts to three (3) independent concessionaires through conclusion of the 2025 OC Fair."

12. Is there any capital hangover that the proposer would need to cover from previous investments or will OVG owned assets be removed by OVG should the contract be awarded to another firm?

Answer: OVG owned assets would be subject to removal should the contract be awarded to another firm. There is no capital hangover obligation.

13. Do the containers need to be removed/stored during non/fair dates?

Answer: Yes, containers need to be removed from Fair-time locations, and stored upon conclusion of Fair. Same containers will also be utilized and placed accordingly for event-specific needs throughout the rest of the event program calendar year.

14. Please confirm that any capital provided will be subject to the following detailed below:

If a project is a design build, a scope of work must be created for each trade that will be executed by a Master Concessionaire and/or subcontractors. If the projected cost of the scope of work exceeds \$10,000, three (3) written bids will be required. The low bidder should be used unless it is mutually agreed upon that another bidder is more appropriate for the work. If the projected cost of the scope of work is less than \$10,000, fair and reasonable pricing will be expected (i.e. Historical, controlled, catalog). If a project manager is needed and or an on-site labor crew, daily rates will be agreed upon by Master Concessionaire and District, subject to all applicable laws, statutes, codes, ordinances, and regulations.

Answer: Confirmed – Relative to a design build project, same is the specified contractual language outlined under “Scope of Work,” and more specifically in the “J. Commissions and Concessions Investment” section of the RFP document on Page 29 (Paragraph 14. g.).

15. The RFP states that the Cover Letter should be the first page of the proposal. Would the District accept a Cover Page and/or Table of Contents before the Cover Letter for clarity and organization purposes?

Answer: Please refer to RFP page 46, Part VII, MANDATORY FORMAT AND CONTENT REQUIREMENTS, Section B. Proposal Format and Content, states “The first page must be a signed cover letter on the letterhead of the Bidder and Contain the following statement verbatim:” Bidders to follow the instruction in the RFP and must submit the signed cover letter as the first page. Same is consistent with standard OCFEC RFP process.

16. Question 3.c. asks about outstanding financial obligations to any other venues. With more than 400 clients, we have various kinds of financial obligations at any given moment, including commissions due, capital investments, etc. Could you please clarify what information you are looking for in this section?

Answer: Your statement, “With over 400 clients, we have various kinds of financial obligations at any given moment, including commissions due, capital investments, etc.” is acceptable, subsequently paired with transparency toward existing non-routine, outstanding financial obligations of a material nature, to avoid omission of information that may become problematic to this RFP process if same unreported information was to surface at a later date.

17. Question 5.d. asks about instruction procedures for equipment such as forklifts and other vehicles. Could you clarify if you are looking for safety and training policies or something else in this section?

Answer: Yes, response to Question 5.d. should cover safety, training and operating guidelines for use of such equipment.

18. On Page 26 of the RFP, it states that the Master Concessionaire will pay commissions on Gross Sales as described below and provides specific percentages. For our proposal, just to confirm, adjustments are able to be made to these percentages to deliver a higher return?

Answer: Confirmed – Adjustments are able to be made to these percentages to deliver a higher return. The Excel file/spreadsheet workbook, separately attached to the RFP document, allows adjusted data entry in the highlighted percentage cells.

19. What are the current subcontractors utilized by the incumbent?

Answer: Various subcontractors providing different concessions equipment and concepts are utilized as needed throughout the calendar year and at Fair-time to fulfill event/show-specific operating requirements.

20. What are the equipment items currently owned by the incumbent utilized on the premises?

Answer: Detailed listing of same is contained in the RFP Zip Folder attachment (Facility and Concessions Equipment Images, Listing and Ownership Information). Please also see Page 51 of RFP document for Attached/Linked Reference Materials.

21. How many current alcohol locations are onsite for the fair and how many POS?

Answer: 49 onsite alcohol locations (including 3 independent units to convert to Master Concessionaire-operated) are in operation during Fair-time. All sales locations were visited during the Mandatory Walk-Through session on July 23. Detailed listing of same is also contained in the Zip Folder attachment (Facility and Concessions Equipment Images, Listing and Ownership Information). During full-scope operations, 180-200 POS terminals are actively utilized by the Master Concessionaire.

22. What is the current POS utilized by incumbent and would this need to be replaced?

Answer: Clover is the system currently utilized and owned by the incumbent. Accordingly, any potential transition would require replacement.

23. Please provide a list of current sponsorships that impact food and beverage.

Answer: Current F&B-related sponsorships include PepsiCo, Constellation Brands, Straub Distributing, Surfside Ice Tea and Voodoo Hard Charge Tea.

24. Is there a comprehensive list of assets that are owned by OC Events Center and will be available to be utilized by the new partner?

Answer: Detailed listing of same is contained in the RFP Zip Folder attachment (Facility and Concessions Equipment Images, Listing and Ownership Information). Please also see Page 51 of RFP document for Attached/Linked Reference Materials.

25. Do historical catering revenues include service charge income?

Answer: Please refer to Page 50 of the RFP document for Master Concessionaire Sales Mix Summary inclusive of separate listing for non-commission service charge activity.

26. Are subcontractor revenues included in historical revenue?

Answer: Please refer to Page 50 of the RFP document for Master Concessionaire Sales Mix Summary inclusive of subcontractor activity.

27. Are the food and beverage employees part of a union? If yes please provide the CBA.

Answer: All current F&B employees are non-union.

28. The RFP appears to be beyond our capacity to be the Master Food & Beverage Concessionaire. However, we are interested in being a subcontractor, providing our unique cuisine for these events. Is there a subcontractor opportunity for a small business to support a Master Concessionaire? And, if so, how would we proceed to express our interest?

Answer: Master Concessionaires do generally utilize subcontractors, but identify concepts that align favorably with specific events, and then book them directly. The District/OCFEC doesn't connect primary bidders with potential subcontractors."

29. Do we need to register or respond our confirmation of attendance?

Answer: You do not need to **pre-register**, however as the walk-through is mandatory if you wish to participate in responding to the RFP, we will be taking attendance of the companies represented.

The above answers will be incorporated as part of the contract.

Please send an email to RFP@ocfair.com to acknowledge in receiving RFI #1 if you intend to bid this project.

-End RFI #1-