

UK-0934-10
UK HealthCare Gala
Questions and Answers

Section 2.1: Intent and Scope

1. Do you want bottles of wine (red and white) placed on the table throughout the evening?
No. I think we would prefer to have wine poured throughout the event. Placing full bottles of wine at the table may result in a waste of unused wine.

2. You don't have a separate line item for the wine served with dinner. Should this be included in the "Full Hosted Bar" or billed separately?
This should be included in full bar pricing. It is possible that we may have an alcohol sponsor. Additionally, please list pricing for a soft bar (mixers only) as an optional price.

3. The Bar opens when guests arrive at Memorial Coliseum. Do you want waiters to serve drinks during dinner?
In an effort to get our guests seated immediately, full bars will NOT open until all guests are seated and dinner begins. However, wine may be passed at the door. Yes. Waiters should take drink orders at the table.

4. What time should the bar close? **11:30 p.m.**

5. What time will the "Artist Hospitality" dinner be served at Singletary Center? Is that a buffet dinner? Do you want disposable dinnerware for that or real china?
This is a pre-show meal for the Lexington Philharmonic Orchestra and staff. This will begin about two hours before the show. Dinner would be served from 4:00-5:00 p.m. Disposable dinnerware is fine. It's possible that this would be moved until after the show depending on contract negotiations with LPO. Beverages need to be available pre-show and at intermission.

6. Are your suggested prices for catering meant to be just for the food or do you expect your suggested prices to include the service for the same? If the service charge is in addition to your suggested menu prices, then should the service charge be added into the price and designated as such so that there is not an additional line item for service?
The suggested prices are for food only. Any additional service prices should be listed separately.

7. In Memorial Coliseum, how close will the kitchen prep area be to the dinner tables?
It is likely that the food service prep area will be in the lower level hallways near the locker rooms of Memorial Coliseum. This is located very close to dinner location. This is a somewhat narrow, yet long hallway. It is on the same level as the floor. This is directly under the bleachers on the east side of the building nearest to the loading dock.

8. Is it alright to NOT offer price/proposal for the Optional – Rental Items or must our proposal include that?
Yes. Pricing of rental items is only an option. You are not required to offer rental items to submit a proposal.

Section 3.6: Proposal Submission and Deadline

Technical Proposal and Financial Proposal:

9. Should the technical proposal under Criteria 2 – Services Defined (See section 4.6 of the RFP) have no prices at all? If you do want prices listed in the technical proposal, then I am unsure what the difference would be between the two separate proposals. Please explain.
A. All prices must be included in the financial proposals under separate sealed cover than the Technical.

Section 6.20: Insurance

10. Do you need proof of insurance included in the bid material or should that be made available after the bid process is finished?
A. The certificate can be turned in with the intent to award to the successful offer.

Section 6.24: Extending Contract

11. Where do you want this response to be in the proposal?
A. It may be included Criteria 5 Page 18.

Section 7.0: Financial Offer Summary

12. Is this the same thing as the Financial Proposal? Or does the Financial Proposal need to include more info than a summary of prices?
A. Financial Proposal should include all pricing.
13. The “fixed price” for services offered – should it be broken down into sections of the event or one lump sum for everything? And how many choices of menus for each part of the reception/dinner do you want to see?
A. The Pricing should be broken down. The menu choices are what the Offer wants to offer.

14. Would there be one person that would be the overall contact person for us to work with in the planning process should we get this contract? Who would that be?

Yes. The Event Planning Manager, UK HealthCare.

15. As we understand it, you are looking for two vendors and we would be submitting a proposal for the **Event Production Manager** as described in the RFP to include: **Overall Event Design & Décor, Technical Event Design and Management, Entertainment Management, Overall vendor Management and Budget Management** Are you looking for us to provide pricing for this overall Management of the event as a line item?

Management Fee?

We do not see any line item for this overall Event Design and Event Management in your Budget?

Again, are you looking for an idea for the “Design” (style, theme, look?) for the entire event?

If so, there is a Design Fee for this piece. Is there a budget for this?

- A. Any item that your company would offer and charge a fee for should be included in the Financial Proposal.

Once this vendor is selected they will work directly with the Event Planning Manager to determine budget based on design, creative plan, entertainment choices and technical décor selections.

Technical Event Design and Management

16. “**Singletary Center for the Arts** is donating facility and resources” What resources do that include? Is that staffing to handle the entire event/concert?

The Singletary Center will run tickets office, ushers, security, etc. for the concert portion of the evening. They will also have some basic technical staff available to run limited sound and audio. Additional video elements in the concert will be the sole responsibility of this vendor. At the advice of this vendor, we may choose to have some additional audio elements added to enhance the event (gobos, etc.). UK HealthCare will create our own video packages.

17. “Limited amount of décor around main entrances and stage” – What exactly does limited décor mean? How many entrances are there? How large is the stage?

There are two main entrances to the Singletary Center. They are approximately 40 feet wide and consist of a large set of glass doors. One faces Rose Street and one faces Memorial Coliseum. Picture below is the entrance/exit that faces Memorial Coliseum.



18. “Creative technical plans should include video screens to show promotional video during event and close ups of artist and orchestra during the event” What size and how many? May depend on the size of stage? Is this entire Production/Audio/Visual piece including the Video Production something that you would like us to put a quote in from a vendor of our choice? Or are there required vendors that must be used? Do you contract and pay for the actual vendor costs or is that to be included in our financial proposal?

Many of these decisions will be made once the vendor is selected. Currently, we are planning a video screen on each side of the stage. One may be ample. Picture below shows you a view of the stage and the areas around it. There are no required vendors, however UK HealthCare would like to assist in vendor selection.



19. "Processional to the Gala" What is the distance from the Singletary Center for the Arts and the Memorial Coliseum? # of feet? What is the pathway like? How wide? Is this outside and where you need the canopy tenting?

The length from the Singletary Center to Memorial Coliseum is equal to about one city block. See picture below. The left side of the picture is the main entrance to Memorial Coliseum. The right building is the exit from the Singletary Center for the Arts. There is a sidewalk that walks directly between the two entrances that is approximately 8 feet wide (sidewalk blocked by trees in picture).



Memorial Coliseum:

20. "Protective Covering is the responsibility of the UK Athletics". When will they put this down? How long does it take to put down?

We currently have Memorial Coliseum reserved from mid-afternoon on Thursday, April 15th and must be out by Monday, April 19th. The gray colored tarp that Athletics will install will be installed before we move in on the 15th.

21. Is there anything taking place in the Coliseum on Friday or Friday night?

No. See above.

22. What time is the space available for set up? Saturday? Or Friday?

See above. There are no other events in the Coliseum at this time. However, we may need to work in key delivery times, etc. around team practice in the Joe Craft Center which is near the loading dock area.

23. What is the square footage of the Coliseum? The entire space versus the space the Bleachers take up? Do you have a floor plan or diagram of the buildings being used with square footage, where the doors and fire exits are...etc. Where the coliseum is in relation to the kitchen?

When looking at the diagram in the RFP, from the entrance at the bottom of the image to the stage at the top – 155'. The area in front of the bleachers is somewhat curved. From the center of the bleachers on the left side of the image to the center of the bleachers on the right side of the image – 118'. From the left side of the entrance at the bottom of the page to the right side of the entrance at the bottom of the page – 96'. The kitchen area would be located on the same level (no stairs) underneath the bleachers on the right side of the page. This is the hallway nearest and on the same level as the loading dock. I do not have access to the floor plans. Fire exits are located at the bottom of the image near the entrance to the event and on either side of the stage on the top of the image. The image in the RFP was based on the floor area ONLY. The picture below shows you the entire area.



24. “Creative Tenting to house restroom trailers and registration areas” Can you clarify this? The diagram shows three restrooms. Are these permanent restrooms/part of the existing facility? If so, can they accommodate 500 people? If not, is the space on the diagram outside where you are just positioning the restroom trailers?
- The restrooms in Memorial Coliseum are located in the upper part of the arena and are not suitable for a black tie gala. Restroom trailers could be parked at the front entrance of the Coliseum. There are some small trees, planters and light poles in this area that may make it somewhat difficult to tent. See image.



25. If that is an outside area where registration and restrooms are, would you be looking to tent that entire area? What is the round circle in the diagram?
- See answer above. We would not tent the entire area because of obstacles. The round circle was to represent the planters in that area. It is obviously not to scale in the drawing. See picture above. These decisions can be made once the vendor is selected.
26. Is registration area just to check off names upon arrival or is there another purpose?
- Registration tables will only be used as a help desk for guests who may have lost tickets, etc. Seating assignments will be printed on tickets that will be distributed before the event. There won't be gift bags distributed at this event. Commemorative CD will be in program that will be distributed at the concert by UK HealthCare staff.

27. Coat Check on the diagram, is this a permanent coat check or just the allocated space for coat check? Does facility have coat racks that can be used? (Staffing for the coat check is listed under catering requirement.)

Coat rack rentals will be necessary.

28. “Design should include functional aspects of the event such as back of the house Kitchen area” Is there a kitchen on premises that the caterer can use? Or are they catering from outside?

No. There is not a kitchen on premises. Either a temporary kitchen area can be built or food can be transported.

29. For the performance artists, we would need to know what their riders include before we can give pricing for what their needs will cost??? Again, are these costs paid for by the University and you are looking for us to just manage all the pieces? Or would the costs for the rider go through us?

Currently, we are negotiating contract details with the violinist, Lexington Philharmonic Orchestra and performance artist, Jean Francois. The riders for these artists will be the responsibility of UK HealthCare. Dance band has not been selected.

30. “The design should include opportunities for sponsor recognition” Do you have additional information regarding how many sponsors, how many categories etc.? OR are you just looking for the ideas and the pricing will come after you know exactly how many you need?

We expect to have one presenting sponsor and about 10-15 other significant sponsors. Everyone attending the dinner portion of the evening will be considered a sponsor at some level.

Entertainment Management

31. Dance Band – are you hiring this band and we would just manage the rider and set up etc.?

Yes. We would like assistance with hiring and managing dance band selection, rider and set up.

Overall Vendor Management - Labor

32. Event Staffing – are you providing event staffing and need us to overall manage and coordinate the staff? Are there volunteers? Or are you looking for us to provide Event staffing? What specific areas would fall under this category?
Any staffing that you need to carry out your creative plan will be the vendor's responsibility. There will be a limited number of volunteers with very limited event skills. Staffing pricing should be included in your proposal.

UK Physical Plant Division – ??

Optional Rentals?

33. This section is under both the Event Production Manager and the Full Service Caterer. Who is responsible for these items? Again, are you looking for a quote for these items?

A. Anyone can offer a response on whatever part your company wants offer.

34. Will you give us specific dimensions for the tenting needs? Linens should definitely be part of the design/décor.

Limited tenting requirements will be in front of Memorial Coliseum to house the restrooms. The specific dimensions are TBD

35. Do you have required vendors that must be used for specific pieces of this RFP? It is not clear which vendors will be contracted for by the University of Kentucky versus the Offeror.

We have resources within the University that will want to take advantage of. Physical Plant can provide some electric needs, trash removal, etc. UK Police can help with crowd control while crossing the street, etc. There are no required vendors, however UK HealthCare will want to assist in vendor selection. The Event Production Manager will work directly with the Event Manager at UK HealthCare to select vendors, determine budget and manage vendors.

36. Is the lounge seating in the diagram already in place in this building or is this something you want us to provide as part of the rentals and décor?

There is currently no furniture OR attractive flooring in this area. These will all need to be rented. This is NOT an attractive area.

37. In the budget, we see specialty flooring for \$20,000. Is that for the Coliseum? Is this something you are contracting for?

There is no formal budget at this time. Budgets will be determined once vendors have been selected. Currently the only financial commitments we have made at this point is to the artists. All other budget decisions are up for discussion.

38. We see \$7,000 for Flowers and Décor in the budget. Does this include flowers for centerpieces? This does not appear to be a very large budget for Décor to transform a Coliseum into an elegant reception hall.

Again, formal budget will be determined once vendors have been selected.

39. Is there any way that we could have a call with you to review all of these questions? Preferably a conference call where we could have a few members of our team able to sit in on it. It is very difficult to do a proposal without even having a conversation about the project to walk through some of the questions that undoubtedly will come up once you answer one question.

A. There will not be a walk thru and all questions must come to Naomi Emmons See Section 3.2.

40. What is the procedure if we have more questions after the deadline for questions on Thursday?

A. Any question after the deadline date will try to be answered .There is no guarantees.