



**City of Tacoma  
Tacoma Venues & Events  
Tacoma Dome & Greater Tacoma Convention Center**

**Food & Beverage Services at the Tacoma Dome &  
Greater Tacoma Convention Center  
RFP Specification No. PF17-0463F**

**QUESTIONS and ANSWERS (1)**

All interested parties had the opportunity to submit questions in writing to Joe Parris, Purchasing Division for Q&A one (1). The answers to the questions received are provided below and posted to the City's website at [www.TacomaPurchasing.org](http://www.TacomaPurchasing.org). This information IS NOT considered an addendum. Respondents should consider this information when submitting their proposals.

**Question 1: Would you kindly confirm the 2018 projected revenue for the Tacoma Convention Center Food and Beverage Minimum (Exhibit B)?**

Answer 1: The Greater Tacoma Convention Center Food and Beverage Minimum total for upcoming 2018 events is \$1,771,311.00 as of December 1, 2017. An addendum with revised exhibits outlining these costs will be posted.

**Question 2: Can you provide financial statements for 2015, 2016, and 2017?**

Answer 2: Official Financial Statements for the City of Tacoma may be found online through the City's CAFRs:  
[http://www.cityoftacoma.org/government/city\\_departments/finance/financial\\_reports](http://www.cityoftacoma.org/government/city_departments/finance/financial_reports).

**Question 3: Is the City of Tacoma requesting catering partners to “go out and look for sales?”**

Answer 3: The City intends the catering partner(s) to be representatives of the venues within the associations and other organizations they belong to and participate in, identify opportunities that may be present, and provide those opportunities as leads to the Sales teams at the City venues.

**Question 4: Is there any “push back” from the community with Travel Tacoma (Tacoma Regional Convention & Visitors Bureau) providing long term and short term sales at the Greater Tacoma Convention Center (GTCC)?**

Answer 4: While there was general concern that there may be a conflict with Travel Tacoma providing the sales efforts for the GTCC at the outset of the sales program, there has been no “push back” received from the community after three (3) years of operating in this fashion.

**Question 5: What is the percentage breakdown of GTCC business that is local and non-local?**

Answer 5: 2016: 75% from Washington State, 38% from City of Tacoma. 2017: 71% from Washington State, 39% from City of Tacoma.

**Question 6: What is the percentage breakdown of GTCC business that is repeat versus new?**

Answer 6: 2016: 63% Repeat, 37% New. 2017: 66% Repeat, 34% New.

**Question 7: What are the top reasons provided for Lost Business at the GTCC?**

Answer 7: Hotel Inventory Insufficient, Break-Out Rooms Insufficient and Dates Not Available.

**Question 8: Has a study been conducted on “lost business with hotel rooms” at the GTCC?**

Answer 8: Yes, the last data review specifically on this topic was conducted in 2014. At that time, 23,000 room-nights were associated with lost business with the provided reason for that loss due to lack of hotel inventory.

**Question 9: Does the GTCC track lost business?**

Answer 9: Yes.

**Question 10: Will the Tacoma Convention Center Hotel Project/Marriott Modern Hotel have a Ballroom?**

Answer 10: Yes, the hotel will contain a Ballroom of a little over 10,000 square feet. There will be a little under 9,000 square feet of meeting space within the hotel as well; the largest space other than the Ballroom is 1,500 square feet, the rest being breakout and Boardroom style spaces.