



## ADDENDUM

PROJECT TITLE: Venue Management Services – Saint John Trade and Convention Centre	ADD. NO: 2
RFP NO: 2024-092202P	DATE: February 26, 2024
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Make the following modifications to the above project. Include in the amount of the Proposal, any additions to or deductions from the cost of the work by reason of these instructions.

**Sign and attach this Addendum to the Proposal documents and submit with your Proposal. Failure to do so may result in the rejection of your Proposal.**

**Item No. 1 - Questions and Answers:**

Q1. With the situation surrounding the convention centre, what assignment rights are being permitted?

*A1. If there are specific assignment rights that are relevant to the proposal, proponents should identify those in their proposal.*

Q2. When going to contract, will hotel rooms and the SJTCC be under separate contracts or one contract?

*A2. Hotel rooms and TCC venue rental/services will be under separate contracts.*

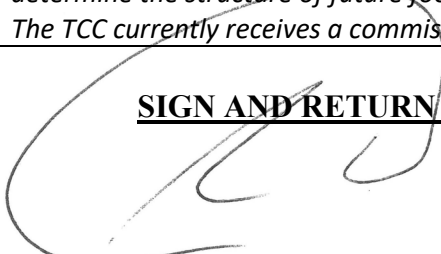
Q3. In the 2022 audited statements, there is an expense line item labelled management fee. What is this related to?

*A3. This is the management fee paid related to the existing venue management agreement, expiring May 31, 2024. All expenses on the financial statements under "Expenses Not Directly Paid to Centre" are not to be considered in proponent's proposals and are specific to the current agreement.*

Q4. In the 2022 Financial Projections Template, it shows existing Food and Beverage revenue. Can we get clarification on how this number was determined? What were the gross sales, and on what percentage of gross sales was this commission based?

*A4. The food and beverage commission revenue is based on the existing venue management agreement, expiring May 31, 2024. The future agreement with the successful proponent will determine the structure of future food and beverage services and associated revenue to the TCC. The TCC currently receives a commission on gross food and beverage revenue and the City is not privy*

**SIGN AND RETURN THIS ADDENDUM WITH YOUR PROPOSAL**

  
Chris Roberts, SCMP, CPPB  
Procurement Manager  
Supply Chain Management

\_\_\_\_\_  
Proponent's Signature



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*to actual gross food and beverage revenue amounts. Approximate Gross food and beverage revenue for each event from 2022-2024 is provided in the data room folder "TCC Event List" in the Event List 2022-2024 pdf. Amounts in the financial statements and financial projections template related to food and beverage commission are based on the current commission structure.*

Q5. In the Financial Projections Template, it is showing a significant increase in "Other Revenue". Can you please offer details as to why there is such a significant increase?

*A5. The change in other revenue is primarily related to an increase in interest income. Budgeted figures for 2024 are unaudited and are based on budgeting by the existing venue manager.*

Q6. Could you please provide a rate card which shows room rental rates?

*A6. Provided in the data room in the "TCC Rate Card" folder.*


Q7. Could you please provide copies of any existing agreements to which the successful proponent would be bound including supplier and labour agreements?

*A7. The existing agreement with Encore (expiring May 31, 2024) is included in the data room. This is the only agreement the City has entered into (outside of the existing management agreement) for the TCC.*

Q8. Is there any advertising and/or sponsorship revenue?

*A8. No, there is no advertising/sponsorship revenue.*

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## CONFIRMATION - RECEIPT OF ADDENDUM

**Upon receipt of this document, fax this page to  
(506) 658-4742 to confirm receipt of this addendum.**

CONSULTANT'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

RECEIVER NAME (PRINT) \_\_\_\_\_

RECEIVER SIGNATURE: \_\_\_\_\_