

**A REQUEST FOR PROPOSALS
FOR
FOODSERVICE MANAGEMENT
AT THE
RENO-SPARKS CONVENTION CENTER
RENO EVENTS CENTER
RENO-SPARKS LIVESTOCK EVENTS CENTER
AND
THE NATIONAL BOWLING STADIUM
RENO, NEVADA**

MANDATORY PRE-PROPOSAL MEETING FEBRUARY 16, 2022 AT 10:00 AM

PROPOSALS DUE MARCH 17, 2022 AT 10:00 AM

REQUEST FOR PROPOSAL 2022-01

THIS COPYRIGHTED REQUEST FOR PROPOSALS DOCUMENT HAS BEEN PREPARED BY BIGELOW CONSULTING FOR THE SOLE USE OF THE RENO-SPARKS CONVENTION & VISITORS AUTHORITY IN SECURING A FOODSERVICE CONTRACTOR FOR THE RENO-SPARKS CONVENTION CENTER, RENO EVENTS CENTER, RENO-SPARKS LIVESTOCK EVENTS CENTER, AND THE NATIONAL BOWLING STADIUM.

TABLE OF CONTENTS

| CHAPTER | Page |
|--|------|
| I. DEFINITIONS..... | 1 |
| II. PROJECT OVERVIEW | 4 |
| III. FACILITIES DESCRIPTION..... | 6 |
| IV. PROPOSAL PROCESS..... | 8 |
| V. REQUIRED SUBMITTALS..... | 10 |
| VI. PROPOSAL EVALUATION PROCESS..... | 14 |
| VII. FINANCIAL TERMS..... | 17 |
| VIII. PERSONNEL | 19 |
| IX. AFFIRMATIVE ACTION..... | 20 |
| X. QUALITY OF SERVICES AND PRODUCTS..... | 21 |
| XI. ALCOHOLIC BEVERAGES..... | 22 |
| XII. OPERATING REQUIREMENTS | 23 |
| XIII. RECORD KEEPING AND ACCOUNTABILITY | 25 |
| XIV. SANITATION AND EQUIPMENT MAINTENANCE | 27 |
| XV. UTILITIES..... | 28 |
| XVI. BONDS/INSURANCE/INDEMNIFICATION | 29 |
| XVII. DEFAULT..... | 29 |
| XVIII. PROTESTS..... | 35 |
| EXHIBITS | |
| I. Exhibit A - Proposal Form - Financial Proposal | |
| II. Exhibit B - Proposal Form – Financial Projections | |
| III. Exhibit C - Proposal Form – Capital Improvements | |
| IV. Exhibit D – Proposal Form – Management Staffing | |
| V. Exhibit E - Historical Financials | |
| VI. Exhibit F – Projected Events and Attendance | |
| VII. Exhibit G - Current Menus Will be Distributed at Pre-Proposal Meeting | |

I. DEFINITIONS

1. "Accounting Period" shall refer to the Contractor's four or five-week fiscal periods of which there must be twelve within each calendar year.
2. "Accrual Fund" shall refer to the fund equal to two percent (2%) of Gross Receipts to be used for marketing, repair, maintenance, replacements, and improvements to the Foodservice operation, based on the mutual agreement of the parties.
3. "Agreement" shall refer to the contract executed between the Contractor and the Authority in accordance with these specifications and the Contractor's Proposal submitted and accepted by the Authority, all of which will be incorporated into the Agreement.
4. "Agreement Year" shall refer to the period between June 1, 2022, and May 31, 2023, and every June 1st through July 31st for every year thereafter until the Agreement terminates.
5. "Alcoholic Beverages" shall refer to all alcoholic drinks, beers, and wines, regardless of where they are provided, in what packaging or format, or to whom they are provided.
6. "Authority" shall refer to the Reno-Sparks Convention & Visitors Authority, a political subdivision of the County of Washoe, the State of Nevada, or its designee. Except as otherwise expressly directed herein, all correspondence should be addressed to Mike Larragueta, Vice President of Sales, Reno-Sparks Convention & Visitors Authority, 4065 South Virginia Street, Suite 100, Reno, NV 89502. Telephone (775) 827-7737, Email mlarragueta@renotahoeusa.com
7. "Branded Products" shall refer to those Foodservice items which are advertised, marketed, and sold as part of a franchise or license agreement and with respect to which Contractor is required to pay royalty fees and/or shared advertising costs to the franchiser in consideration of the right to sell such items in the Facilities.
8. "Catering Sales" shall refer to any pre-arranged food and beverage function of multiple customers, such as receptions and banquets, where payment for the entire function rests with one individual or company.
9. "Commission" shall refer to the applicable percentage of Gross Receipts earned by the Authority each Accounting Period.
10. "Concession Sales" shall refer to all sales of Foodservice sold from permanent or portable concession stands or roving vendors to individual customers.
11. "Consultant" shall refer to Chris Bigelow, President, Bigelow Consulting, 649 Fifth Avenue South, Suite 222, Naples, FL 34102; Telephone (816) 985-5326, Email chrisbigelow@bigelowcompanies.com

12. "Contractor" shall refer to that party selected by the Authority to provide the services set forth herein.
13. "Direct Operating Costs" are the actual out-of-pocket costs of the Foodservice operation incurred at the Facilities and paid for by the Contractor. These costs include the actual expense of the product, including corporate rebates, on-site payroll, payroll taxes, fringe benefits, depreciation, and other operating expenses, such as repairs and maintenance, cleaning and office supplies, and the Contractor's Management Fee. Direct Operating Costs do not include any corporate overhead or corporate administrative expenses.
14. "Equipment" shall refer to all Foodservice furniture and machinery, except Smallwares and Leasehold Improvements, used for the receiving, storing, transportation, preparation, merchandising, selling, and accounting of product. Equipment shall be not be affixed to the building except by electrical or gas connections.
15. "Facilities" shall refer to the National Bowling Stadium ("NBS"), 300 North Center Street, Reno, NV 89501; the Reno Events Center ("REC"), 400 North Center Street, Reno, NV 89501; Reno-Sparks Convention Center ("RSCC"), 4590 South Virginia Street, Reno, NV 89502; and Reno-Sparks Livestock Events Center ("RSLEC"), 1350 N. Wells Avenue, Reno, NV 89512.
16. "Food Court/Cafe" shall refer to all food and beverage sales originating in the food court area located in Concourse B at the RSCC.
17. "Foodservice" shall refer to all exclusive food and beverage sales and operations at the Facilities, whether Alcoholic Beverages, Branded Products, Catering Sales or Concessions Sales.
18. "Gross Receipts" shall refer to the total amount of money, gratuities, service, and rental charges received or charged by the Contractor, its agents and employees, or the Subcontractor Income of its Authority-approved subcontractors for all sales, cash, or credit (whether collected or not), made as a result of the service rights granted under the Agreement, excluding only applicable sales taxes. No other deductions of any kind may be taken from Gross Receipts, including bad debts (unless credit was requested by the Authority).
19. "Late Fee" is the charge assessed to any payments due to the Authority from the Contractor after the specified date in the Agreement. Late Fees shall be prorated daily based on an annual rate of eighteen percent (18%).
20. "Leasehold Improvements" shall refer to all Equipment, fixtures, furnishings, finishes, and construction affixed to the building by more than an electrical or gas connection.
21. "Licensee" shall refer to any person or entity that may from time to time enter into any agreement for the use of the Facilities for a particular purpose.
22. "Management Fee" shall refer to the percentage of Gross Receipts earned by the Contractor each Accounting Period.

23. "MBE/WBE/DBE" shall refer to minority business enterprises, women business enterprises, and disadvantaged business enterprises certified by the City of Reno.
24. "Net Profits" shall refer to Gross Receipts less Direct Operating Costs.
25. "Pre-opening Expense" shall refer to the Direct Operating Costs incurred by the Contractor between the execution of the Agreement and the first Accounting Period with Gross Receipts.
26. "Profit Split" shall refer to the percentage of Net Profits earned by the RSCVA.
27. "Proposer" shall refer to any person or entity submitting a proposal to provide the services as defined by and in accordance with this Request for Proposals ("RFP").
28. "Smallwares" shall refer to the serviceware, utensils, crockery, glassware, dishware, and cutlery used in the Foodservice operation.
29. "Subcontractor Gross Sales" shall refer to the total receipts of Authority-approved subcontractors paid to them from individual customers.
30. "Subcontractor Income" shall refer to the Commissions of Subcontractor Gross Sales paid to the Contractor from Authority-approved subcontractors.
31. "Vending Machine Sales" shall refer to all food and beverage sales derived from mechanical merchandisers, which the Authority reserves the right to provide or contract for from another party and are excluded from this Agreement.

II. PROJECT OVERVIEW

1. The Agreement is for a seven-year initial term commencing June 1, 2022, and terminating May 31, 2029. The Agreement may be extended for an additional three one-year terms upon mutual agreement of the parties. This is an Agreement for the Foodservice rights at the Facilities and does not include Merchandise sales.
2. Except as expressly excluded herein, Contractor shall have the exclusive right to prepare, present, sell and dispense within the Facilities all food and beverage sales from any and all fixed foodservice facilities. With the exception of the RSCC and certain events at the NBS, Catering at the venues is on a non-exclusive basis. The selling of specialty ethnic foods sold by local charitable organizations at community festivals and the selling of cotton candy and Sno-Kones at any Field Production event will also be excluded from the exclusive rights granted herein. To the extent that the management company retained by Authority which currently operates the Facilities has granted licensees the right to provide their own food and/or beverage service or catering for a future event which would otherwise violate the exclusive rights granted to Contractor, Contractor shall propose an objective method/formula for the Contractor to be paid a reasonable fee to allow the licensee to provide its own food and/or beverage service or catering at such future event notwithstanding any exclusive rights granted to Contractor.
3. Annual suite holders in the REC may provide their own catering (food and alcohol) and service personnel in their specific suites. Food and beverage in suites rented for a single event must be purchased from the Contractor.
4. Offices, locker rooms, and backstage dressing rooms are non-exclusive to the Contractor. However, the Contractor may be required by the Authority to cater on an event by event at cost basis.
5. The Agreement will be developed by the Authority's legal counsel and will detail the standards of performance for the Contractor based on the Contractor's Proposal, generally accepted Foodservice agreement standards, and the Authority's rules and regulations.
6. All Equipment currently in the Facilities remains for use by the Contractor. The Authority does not guarantee the working condition of the Equipment.
7. A schedule of projected events and attendance for the first Agreement Year is attached as Exhibit F. Failure on the part of the Authority to meet event projections shall not relieve the Contractor from the obligation to comply with the Agreement.
8. During the time the RSLEC is licensed to and used by the annual Reno Rodeo & Livestock Association and the Nevada Junior Livestock Association, all Concessions and Alcoholic Beverage services rights to the RSLEC facilities/grounds/midway, EXCLUDING the main arena, will be granted to this Licensee. The Licensee will have full authority to enter into contracts with vendors

for various goods and services during the term of the Licensee's use of the RSLEC.
The Contractor will retain the service rights to the main arena during these events.

III. FACILITIES DESCRIPTION

National Bowling Stadium:

The NBS has 78 lanes for competition bowling, seating for 1,200 spectators, a 177 seat Giant Screen Theater, 6,000 square feet for exhibitions, flat shows, catering and banquets, and 1,000 square feet of meeting space. There is one main cooking concession stand, one bar, and a full-service office and warehouse complex. Additional portable cart locations are provided throughout the Stadium.

The existing pro shop is excluded from this Agreement.

The NBS is home to numerous bowling tournaments and special events throughout the year, including the United States Bowling Congress (USBC) Open Championships. Confirmed events include; 2023 Open Tournament, 2025 Women's Tournament, 2026 Open Tournament.

USBC pending contracts currently being negotiated include; 2029 Open Tournament, 2030 Women's Tournament, and the 2033 Open Tournament.

The USBC Open Championships attract approximately 173,000 bowlers annually, while the USBC Women's Championships attract approximately 70,000 bowlers annually.

Reno Events Center:

The REC opened in 2005 across the street from the NBS.

The REC has 7,276 seats; four concession stands, each with eight points of sale, and ten suites. The REC hosts a wide variety of sporting events, boxing matches, concerts, family shows, and flat shows.

Reno-Sparks Convention Center:

The RSCC offers more than 500,000 square feet of exhibition, meeting room, and pre-function space. A total of 381,000 square feet of exhibit space is available in five contiguous halls.

The facility provides 81,000 sq ft of concourse and pre-function space – 17,500 sq ft of which serves as a central registration area.

The Mt. Rose Ballroom affords 30,000 sq ft of multi-purpose swing space for formal dining functions, general sessions, seminars, and/or exhibits. The Mt. Rose Ballroom subdivides into seven smaller breakout rooms.

Forty-six meeting rooms (excluding seven ballroom breakout rooms) encompassing 72,000 sq ft, afford clients with flexible space to meet the unique requirements of each show.

The RSCC offers more than 1,900 parking spaces on site. The west entrance serves as the primary terminal for major events requiring bus and/or shuttle service.

There are two kitchens in the RSCC. Kitchen #1 includes a dish room, walk-in refrigerators/freezers, full production cook line designed for the production of 14,000 meals, employee check-in, and locker rooms. Kitchen #2 is adjacent to the Food Court/Cafes and Mt. Rose Ballroom. It has a full production cook line designed for the production of 3,000 meals plus a bakeshop area, dish room, walk-in refrigerators/freezers, and access to the ballroom via service corridor.

There are two permanent cooking concession stands. One is located at the intersection of Exhibit Halls 4 & 5 and offers a common concession area which can be cordoned off to support two separate events or used as one large food and beverage service outlet. The other stand is located on Concourse A directly across from Halls 1 & 2.

There is a Food Court located in Concourse B adjacent to Kitchen #2 and directly across from Hall 3. This area was designed to offer three distinct cafes and offers a grill, stoves, coffee, warming, and cooking front counters. The seating area can accommodate up to 200 people.

The Contractor shall be provided four office spaces totaling approximately 500 square feet for its operation in RSCC. Contractor shall provide all of its own office Equipment.

All Equipment and Smallwares on-site are owned by the Authority and will be provided to the Contractor for its use.

Reno-Sparks Livestock Events Center

The RSLEC encompasses 43+ acres and is the home of the world-famous Reno Rodeo and the Nevada Junior Livestock Show.

The climate-controlled main arena has seating for 6,200 people. There is a VIP lounge that includes a bar and seating for 250. There are four permanent concession stands in the Main Arena and one in the Livestock Pavilion.

The Contractor shall be provided one office space totaling approximately 100 square feet for its operation in RSLEC. Contractor shall provide all of its own office Equipment.

IV. PROPOSAL PROCESS

1. A **mandatory** pre-proposal conference will be held on Wednesday, February 16, 2022, at 10:00 am at the RSCC, Administration Office, 4590 S. Virginia Street, Reno, NV 89502. During the pre-proposal conference all Proposers will receive a supervised tour of the Facilities.
2. Call or e-mail the Consultant if you intend to be at the pre-proposal meeting and indicate the number of company representatives that you will have.
3. After the pre-proposal meeting, all questions concerning this RFP must be submitted via email to the Consultant and will be answered in writing to all of the pre-proposal attendees. Questions must be submitted no later than ten days prior to the Proposal due date.
4. Each Proposer shall carefully examine all proposal documents and any and all addenda or other revisions and thoroughly familiarize themselves with all requirements prior to submitting a proposal. Should a Proposer find discrepancies or ambiguities in or omissions from the proposal documents, or should the Proposer be in doubt as to their meaning, Proposer shall at once and in any event, no later than ten (10) days prior to proposal date, submit to the Authority a written request for interpretation or correction thereof. The person submitting the request will be responsible for its prompt delivery. Any interpretation or correction of the RFP will be made only by written addenda to all persons who have attended the pre-proposal conference. Any addenda issued will forthwith become an integral part of this RFP. Each Proposer is required to acknowledge receipt of same by signing and returning the addenda with their respective Proposal.
5. Before submitting a proposal, each Proposer shall make all investigations and examinations necessary to ascertain conditions and requirements affecting operation of the proposed services. Failure to make such investigations and examinations will be Proposer's risk and shall not relieve the successful Proposer from the obligation to comply, in every detail, with all provisions and requirements, nor shall it be a basis for any claim whatsoever for alteration in any term of or payment required by the Agreement. No allowance will be made after proposals are received for oversight, omission, error, or mistake by Proposer
6. Proposer will submit its response to this RFP on the letterhead of its company attached to the original RFP 2022-01 document. Proposer will sign and return the entire RFP document marked as **ORIGINAL**, with eight (8) duplicate copies, together with any addenda. Responses are due by 10:00 am PST on Thursday, March 17, 2022. The response shall be enclosed in a sealed envelope addressed to: Myrra Estrellado, Executive Systems and Sales Administrator, Reno-Sparks Convention and Visitors Authority, 4065 S. Virginia St, Suite 100, Reno, NV 89502; phone (775) 827-7737, e-mail mestrelladoi@renotahoeusa.com

RESPONSE ENVELOPE MUST INDICATE NAME AND ADDRESS OF BIDDER, RFP NUMBER, AND OPENING DATE.

7. No proposals will be accepted after the due date and time. The Authority assumes no responsibility for errant delivery of a proposal, including those relegated to a courier agent who fails to deliver in accordance with the time and receiving point specified.
8. This RFP is designed to encourage the Proposer to exhibit the greatest amount of creativity in maximizing the Authority's service levels to its customers and revenues to the Authority. However, alternative financial proposals will not be considered by the Authority.
9. The expense of developing and presenting the Proposal is the sole expense of the Proposer, regardless of the results of the subsequent selection process of Contractor.
10. Proposals may be withdrawn by written or facsimile notice received prior to the exact hour and date specified for receipt of proposals. A bid/proposal may also be withdrawn in person by a proposer, or proposer's authorized representative, prior to the exact hour and date set for receipt of proposals. Telephone withdrawals are not permitted.
11. Any information deemed confidential or proprietary should be clearly identified by the Proposer as such. It may then be protected and treated with confidentiality only to the extent permitted by applicable law. Otherwise the information shall be considered a public record. Information or data submitted with a bid will not be returned.

V. REQUIRED SUBMITTALS

All proposals shall be submitted with an original and eight (8) copies, including the Consultant's copy.

To simplify the review process and to obtain the maximum degree of comparability, the Proposal shall follow the outline as set forth below and, at a minimum, contain the information as requested. Statements such as "understand and will comply" are not acceptable without supporting explanation and may be grounds for rejection of the entire Proposal. Proposers are encouraged to include additional relevant information. Each Proposer shall submit, at a minimum, all of the following:

1. Proposal Bond: The Proposer shall attach to the original Proposal submitted a proposal bond in the amount of twenty-five thousand dollars (\$25,000.00) made payable to the Authority. A certified check in the same amount is also acceptable.
2. Letter of Transmittal

A letter of transmittal should be limited to one or two pages to include the following:

- 1) Brief description of your organization.
- 2) Brief history of your organization's experience with food and beverage operations of similar scope and nature.
- 3) A statement that the Proposal will remain in effect for 180 calendar days after the deadline for receipt of the Proposal by the Authority.
- 4) Acknowledgment indicating Proposer's ability to begin full operations at the Facilities no later than June 1, 2022, if selected as the Contractor;
- 5) Contact person, phone number, and email address for questions relating to the Proposal.
- 6) Business Form of Proposer: Signature of person authorized to contractually bind the company.
 - i. If the Proposer is a corporation, the Proposal shall be signed by an officer of the corporation, with the designation of the signer's official capacity. The Proposal shall show the State in which the corporation is chartered. The Proposal shall show that the corporation is in good standing, qualified and authorized to do business in the State of Nevada.
 - ii. If the Proposer is a partnership, the Proposal shall be signed in the name of the partnership by a general partner or other person duly authorized to bind the partnership. The capacity and title of the person signing shall be shown. A copy of the partnership agreement and a full explanation of the job-related duties of each member of the partnership must be included.
 - iii. If the Proposer is an individual or sole proprietorship, the Proposal shall be signed by the individual in person, stating the name or style, if any, under which the Proposer is doing business.
 - iv. If the Proposer is a joint venture, the Proposal shall be signed by an officer of the joint venture. A copy of the joint venture agreement and

a full explanation of the job-related duties of each member of the joint venture must be included.

Tab A Company & Address

Name of the company and address of corporate offices.

Tab B Principals and Corporate Officers – Organizational Chart

Provide a list of the Proposer's principals or corporate officers and their respective experience in the food service industry, together with a narrative description and organizational chart outlining Proposer's operational structure and the support services to be provided by Proposer's principal or corporate offices.

Tab C Disclosure of Agreements

Statements disclosing any current or anticipated agreements that will impact the Foodservice operations at the Facilities, such as subcontractors, joint ventures, or partnerships of any nature.

Tab D Financial Statement

A current audited financial statement for the two most recent fiscal years of the Proposer, including balance sheet and profit and loss statements, prepared and certified by an independent Certified Public Accountant. The statement should also indicate the source and amount of financing required to fulfill the terms and conditions of this Agreement.

Tab E Client List - History

A list of other facilities similar to the Facilities that Proposer serves or has served within the past five (5) years specifically including, but not necessarily limited to, the following:

1. The name, address, and telephone number of each facility listed;
2. The name of Proposer's contact at each such facility;
3. Length of time served; and
4. Nature of services performed at each such facility.

Tab F Experience in Food & Beverage

A verifiable statement of the Proposer's experience in providing concessions, catering, and banquet services to large assemblies of people in convention and civic centers and in banquet halls serving 2,000 people or more, specifically including, but not necessarily limited to, the following:

1. The name of each function, event, or convention at which Proposer provided such concessions, catering, and banquet services during the last three years;
2. The name, address, and telephone number of each facility at which each such function, event, or convention was held;
3. The name, address, and telephone number of Proposer's contact at each such facility;
4. The name, address, and telephone number of the organization or entity served; and
5. The name, address, and telephone number of Proposer's contact with such organization or entity.

Tab G Meetings

A list of convention-type meetings in which full-service food functions were provided to a minimum of 1,000 persons over three (3) continuous days, specifically including, but not necessarily limited to, the following:

1. The name of each convention-type meeting at which Proposer provided such full-service food functions;
2. The name, address, and telephone number of each facility at which such convention-type meetings were held;
3. The name, address, and telephone number of Proposer's contact at each such facility;
4. The name, address, and telephone number of the organization or entity served; and
5. The name, address, and telephone number of Proposer's contact with such organization or entity.

Tab H Transition Plan

The details of a transitional plan ("Transitional Plan") must be presented in both narrative form and on a timeline. At a minimum, the Transition Plan must cover the following topics:

1. Hiring of personnel;
2. Training and Personnel Plan, including any training manuals or guidelines;
3. Introduction and implementation of sales and marketing plan;
4. Client notification;
5. Coordination with the general manager, the incumbent Foodservice provider, and Facilities patrons and clients;
6. Operational issues identifying licensing, permitting, purchasing, and inventory verification;
7. Handling contracts for events previously recorded and committed to by the incumbent Foodservice provider at the RSCC; and
8. Securing required bonds, permits, and licenses, specifically including all food and alcoholic beverage licenses.

Note: the Transition Plan should demonstrate a smooth and timely transition for staff while providing excellent services to the Facilities and its patrons, clients, and Licensees.

Tab I Operational Plan

1. An organizational chart showing all full-time and part-time positions planned for the Foodservice operations at the Facilities denoting the salary range or wage scale and employee benefits for each such position;
2. A detailed resume of the experience, education, and performance record in the food service business of the proposed, three general manager candidates, one executive chef, one catering sales manager, one concession/bar manager, one banquet manager, and one controller, each of which persons (and their successors) must be acceptable to and approved by the Authority, and any other full-time personnel proposed to be assigned to the Facilities;
3. Recommended staffing guidelines for each job; i.e., 1 server per 16 attendees for sit-down banquets, 1 concession server per 100 seats, 1 bartender per 75

guests, etc. Indicate proposed pay scales and gratuity allocation for all hourly employees;

4. Proposed menus and concession products for each venue of the Facilities, identifying the brand name of each such product, its manufacturer and supplier, the portion sizes, cost, and proposed selling prices for the first year of operation, excluding sales taxes from the menu prices;

5. A marketing program defining how Proposer plans to promote the Foodservice at the RSCC;

6. The identification of all additional Equipment needed to accomplish this goal including, but not necessarily limited to, (a) fixed and portable concession stand equipment, (b) rolling stock, (c) flatware, (d) portable bars, (e) portable stands, (f) cleaning equipment, (g) serving equipment, (h) miscellaneous loose equipment, (i) office furniture and computers, (j) uniforms, etc.; Detail cost in Exhibit C

Tab J Letters of Commendation

Copies of recent letters of commendation (within the past year) from clients and Licensees served by Proposer at facilities listed in Tabs "E", "F", and "G" above.

Tab K Exceptions/Assumptions

If your company takes exception to the services and/or terms and conditions within this RFP, please state your specific objection with your response. Any objections of Proposer not then raised shall be deemed waived. The response should also clearly identify and describe any assumptions that impact the overall project approach or cost proposal.

Tab L Revenues and Operating Profits

1. One (1) year pro-forma of revenues and operating expenses broken out by appropriate category of Proposer's sales projections for Foodservice at each of the Facilities;

2. Any other information Proposer feels is pertinent to the success of the Foodservice at the Facilities; and

3. Completed Exhibits A, B, C, and D.

3. **Branded Products:** Describe how Branded Products should be handled and how they will impact sales and profits. Detail other Facilities where Proposer uses Branded Products and any unique financial arrangements with the subject brands.
4. **Training Programs:** Describe all of Proposer's available training programs, including Proposer's current Alcohol Management and Customer Service Training Programs that are regularly used at other accounts. Indicate the proposed general manager's experience in administering these training programs.
5. **Event Information Recaps:** Provide samples of event information recaps, daily and monthly statements, etc., that will be furnished to the Authority during the term of this Agreement. Include forms from computerized cash registers.
6. Describe Proposer's capability for meeting planners using the RSCC to access your company online and integrate your services into the Authority's website.

VI. PROPOSAL EVALUATION PROCESS

1. Following receipt of written proposals, the Authority may thereafter select those Proposers which, in the judgment of Authority staff, qualify as finalists and request those Proposers to make oral presentations prior to the final selection of the Contractor. It is anticipated that if applicable, those presentations will occur on or around the week of March 28th, with a final selection to be made by the Board of Directors at a special meeting in early April. If representatives of the Authority experience difficulty on the part of any Proposer in scheduling a time for a presentation, it may result in disqualification from further consideration. The Authority reserves the right to modify the process and timing for evaluation and final selection.
2. Authority reserves the right to reject any and all proposals and to operate the Foodservices internally.
3. Proposers are advised that the Authority intends to select the Contractor that the Authority determines is responsive and responsible and will provide the Authority with the highest quality products, efficient services, and highest revenues, based on the criteria set out below. The Authority reserves the right to select a company based on objective and/or subjective criteria. **The decision made by the board of directors of the Authority will be final.**
4. In order to determine this, the Authority will consider the following factors, none of which will, standing alone, be conclusive:
 - a) Creativity reflected in the Proposal for unique operational plans, point of sale areas, menu, personnel training, uniforms, and related marketing and promotional ideas.
 - b) The experience, training, and past performance of those persons designated by the Proposer as proposed management personnel.
 - c) The Proposer's performance at other facilities, as shown by contacts with representatives of those facilities by phone or mail which have been or may be made by the Authority.
 - d) Proposer's general reputation for performance and service.
 - e) Proposer's financial condition, including the ability to provide required performance bond and capital investments.
 - f) Proposer's financial return to the Authority.
 - g) The quality and scope of the Proposer's investment.
 - h) The best interests of the public.
5. Authority reserves the right, at its discretion:

- a) To reject proposals that contain omissions or otherwise fail to comply with these specifications.
 - b) To reject proposals that are not accompanied by proper proposal bond or deposit.
 - c) To reject all proposals when the Authority reasonably determines that such a procedure would be in the best interest of the Authority.
 - d) To waive technical or insubstantial irregularities in the Proposal of any Proposer.
 - e) To reject proposals that contain any conditions and/or contingencies which, in the Authority's judgment, make the Proposal indefinite or incomplete.
 - f) To amend or modify the provisions of this RFP if it is in the best interest of the Authority to do so.
 - g) To operate all or part of the Foodservice itself.
 - h) To award a contract to the Proposer who has in the judgment of the Authority, submitted the best bid in accordance with the provisions contained herein.
6. Once a final selection has been made as described above, the Authority will work with the selected Contractor on preparing an Agreement (the "Agreement") for execution, which will set forth the terms and scope of the engagement of the selected Proposer, including, but not be limited to, the terms set forth in this RFP. If the Authority and the selected Contractor have not executed a negotiated agreement within fifteen (15) business days after selection by the Authority, the Authority may terminate negotiations with that selected Contractor and may initiate negotiations with an alternative Contractor.
7. Proposal bonds or checks will be returned by mail within 48 hours after the Authority, and a Contractor have executed an Agreement and executed the performance bond, and the required certificates have been delivered to and approved by the Authority. If no award has been made within 180 days after opening of proposals, upon demand of a Proposer at any time thereafter, proposal bonds or checks will be returned, provided that the Proposer has not been notified of acceptance of his Proposal. In consideration for the Authority's agreement to consider the Proposer's Proposal, the Proposer agrees that in the event it withdraws its Proposal from consideration prematurely, or refuses to enter into an Agreement containing the basic financial terms contained in the Proposal that has been accepted by the Authority, the Proposer will be liable to the Authority for damages in the sum of twenty-five thousand dollars (\$25,000), which sum is set forth herein as liquidated damages. It being expressly understood between the Authority and Proposer that unwarranted withdrawal of Proposal or refusal to perform shall damage the Authority in an undetermined amount, and said liquidated damages amount is reasonable compensation for default.

8. A registered letter of award will be sent to notify all Proposers.

VII. FINANCIAL TERMS

1. The Proposer will propose their financial terms in Exhibit A. It is anticipated that the Agreement will be in the form of a Management Fee-Profit Split arrangement with the Contractor.
2. The Proposer will also indicate, in Exhibits A and C, the capital investment (“Capital Investment”) that will be provided by the Contractor to make the Facilities fully operational.
3. Contractor shall pay, as a part of their initial Capital Investment, any necessary improvements or upgrades of utility service to the Foodservice areas, and the cost of connecting any equipment or improvements to the utility services based on improvements that the Contractor is recommending.
4. At the termination of this Agreement, for any reason, the Authority will purchase items purchased as a part of the Contractor's approved Capital Investment at book value, after reasonable inspection of assets by the Authority and inventory of capital investments is taken by an external audit firm. The Contractor will amortize their Capital Investment as follows.
 - a) Pre-Opening Expenses - 36 months, straight line method
 - b) Equipment - 84 months, straight line method
 - c) Leasehold Improvements - 84 months, straight-line method
 - d) Uniforms and Smallwares - 36 months, straight-line method

Any capital improvements with related cost estimates must be approved by the Authority in advance of purchase.

5. The Contractor will provide all working capital and inventory necessary to effectively manage the Foodservices.
6. The Contractor will prepare a Profit and Loss statement, in a format directed by the Authority, for each Accounting Period and submit same with payment of Net Profits for the Authority no later than 15 days following the close of the preceding Accounting Period.
7. In any Accounting Period without sufficient funds to have a Net Profit, the Contractor will accrue such losses until sufficient Net Profits are available to pay the Authority.
8. The Concessionaire shall establish and maintain a reserve account for marketing, Equipment repair, maintenance, and replacement in an amount equal to two percent (2%) of Gross Receipts as a Direct Operating Cost. All expenditures from the reserve account shall only occur with the prior written approval of the Authority. Any money left in the Accrual Account at the end of the Agreement will belong to the Authority.

9. The Contractor will be required to buy the current usable inventory from the current concessionaire at its invoice cost after the receipt of a report from an independent external auditor verifying the inventory quantities and costs via an inventory observation.

VIII. PERSONNEL

1. Contractor shall employ the necessary personnel to conduct the operations at the Facilities in accordance with the terms and conditions of this RFP and the Agreement.
2. All Foodservice employees shall be employees of the Contractor and not the Authority. The Contractor shall at all times be an independent contractor, and the Agreement shall not in any way create or form a partnership or joint venture with the Authority. No agent, servant, or employee of the Contractor shall under any circumstances be deemed an agent, servant, or employee of the Authority.
3. Accurate records must be kept of the names, addresses, and other legal identification of those to whom badges are issued to assure proper identification and legal working status of employees at any time required by the Authority or any other proper agency. Upon request by the Authority, the Contractor shall immediately dismiss from the Contractor's employment any employee deemed unsuitable for any reason by the Authority. Any employee so dismissed shall never again be employed by Contractor at the Facilities without the prior written consent of the Authority.
4. Contractor's minimum full-time management staff (collectively referred to as the "Management") shall include a General Manager to oversee all of the Facilities; three managers (one for REC and NBS, one for RSCC, and one for RSLEC); a catering sales manager, executive chef, banquet manager, and a controller.
5. The Authority shall approve Contractor's proposed on-site Management throughout the term of the Agreement. Contractor's on-site Management shall have no job-related responsibilities at other venues and must have a full-time office at the Facilities. If the Authority requests a replacement for the on-site Management or any of the staff, Contractor shall have five (5) business days to provide a temporary replacement approved by the Authority, and fifteen (15) business days to provide the Authority with at least three (3) resumes of suitable candidates for permanent replacement.
6. Contractor must conduct regularly scheduled training sessions, as approved by the Authority, throughout the year, for all personnel. At a minimum, the training will consist of customer service, alcohol awareness and skills training for each position.
7. Contractor's training will incorporate Authority's customer service, quality control programs, systems, and management.
8. Contractor's employees shall be at all times neatly and cleanly uniformed in Authority approved uniforms and must meet grooming guidelines and appearance standards prescribed for such employees.
9. Free parking is available at the Facilities for Contractor's employees.

IX. NON-DISCRIMINATION

1. The Authority is an Affirmative Action/Equal Opportunity Employer. Proposers shall be cognizant of the requirements for compliance with Executive Order 11246, entitled "Equal Employment Opportunity" as amended by Executive Order 11375 and as supplemented in regulations of the U.S. Department of Labor (41 CFR part 60)
2. Any Contractor doing business with the Authority shall develop a written policy statement to inform all employees, job applicants, service recipients, and applicants for services of the Contractor's commitment to ensuring equal opportunity. The policy statement must be consistent with the Contractor's Corporate Equal Opportunity/Affirmative Action and Nondiscrimination Policy Statements. The policy statement shall be signed by the Contractor's executive officer prior to commencement of this Agreement.
3. Contractor will and will require its contractors and subcontractors to comply with all applicable federal, state, and local laws, ordinances, rules, and regulations, including, but not limited to, the Americans with Disabilities Act ("ADA") and all regulations promulgated thereunder. By submitting a Proposal, the Contractor agrees to indemnify the Authority, their agents, and employees from and against all claims, suits, damages, costs, losses, and expenses in any manner arising out of, or connected with, any alleged failure of the Contractor, its subcontractors, agents, successors, assigns, officers, or employees to comply with any applicable federal, state, and local laws, ordinances, rules, and regulations.
4. The Contractor shall not discriminate against any employee or applicant for employment or against any service recipient or applicant for services because of race, color, ethnic status, religion, sex, age, national origin, disabled veteran status, Vietnam era veteran status, or disability. Upon final determination by a tribunal of competent jurisdiction that Contractor has discriminated against any employee or applicant for employment or against any service recipient or applicant for services because of race, color, ethnic status, religion, sex, age, national origin, disabled veteran status, Vietnam era veteran status, or disability, the Agreement may be deemed terminated and Contractor's further rights under the Agreement forfeited.

X. QUALITY OF SERVICES AND PRODUCTS

1. Contractor shall conduct all of their operations in a first-class, professional, businesslike, and efficient manner consistent with a venue of a type and quality reasonably comparable to the Facilities.
2. The Authority shall have the final approval on what suppliers, portions, and brands are used by the Contractor, and at no time will Contractor offer an exclusive to any supplier without the prior written approval of the Authority.
3. The Authority shall decide, in its sole discretion, any and all questions which may arise as to the acceptability of services rendered, number of service areas required, levels of staffing by area, prices, portions, products, manner of performance, questions which arise as to the interpretation of the terms and conditions of the specifications set forth herein, and all questions as to the acceptable performance of Contractor's obligations under the Agreement.
4. All foods, drinks, beverages, confectionery, refreshments, and the like sold or kept for sale shall be of first quality, wholesome, and pure and shall conform in all respects to the federal, state, and municipal food and other laws, ordinances, and regulations. No imitation, adulterated, or misbranded article shall be sold or kept for sale, and all product kept on hand shall be stored and handled with due regard for sanitation. The leftover perishable product shall not be sold at any time.
5. All product kept for sale shall be subject to inspection and approved by the Authority. Rejected product shall be immediately removed from the Facilities and shall not be returned for sale.
6. It is the intent of the Authority to utilize Branded Products and serving items whenever it is in the best interest of the Authority.
7. Currently, it is anticipated concession stands will utilize disposable plates, cutlery, and cups. However, the Authority reserves the right to require permanent smallwares, dishes, silverware, and glassware for special events.
8. The Authority requires the Contractor to identify local products and vendors to utilize throughout the Facilities, whenever appropriate.

XI. ALCOHOLIC BEVERAGES

1. Alcoholic Beverages are to be offered for sale by the Contractor to the extent permitted by applicable state and local laws and subject to regulations established by the Authority. The final decision as to whether or not Alcoholic Beverages may be sold at an event or in any designated area of the Facilities shall be made by the Authority. The decision to serve or refuse service of Alcoholic Beverages to any individual shall be made by the Contractor.
2. All licenses and permits required for the sale of Alcoholic Beverages for the Foodservices at the Facilities shall be held in the name of the Contractor. The Contractor shall keep the permits in full force and effect and neither party shall take any action which would impair the Contractor's ability to hold the permits. The Contractor shall prepare, file, and process all applications for renewals of the permits.
3. At the termination of the Agreement, Contractor shall surrender all Alcoholic Beverage licenses for the Facilities and transfer same to the succeeding provider of the Foodservice, if allowed by law.

XII. OPERATING REQUIREMENTS

1. The Authority shall issue reasonable rules and regulations for the operation of the Foodservices, and the Contractor shall operate the Foodservices in accordance with such rules and regulations
2. The Contractor shall provide wait staff service to the bowlers during tournaments at the NBS and the RSCC.
3. The Authority shall decide in its sole discretion any and all questions which may arise as to the acceptability of services rendered, levels of staffing, and manner of performance, questions which arise as to the interpretation of the terms and conditions of the specifications set forth herein, and all questions as to the acceptable performance of Contractor's obligations under the Agreement.
4. No off-site or subcontracted sales are permitted from the Facilities unless the prior approval of the Authority is obtained.
5. The Contractor shall not interfere with the free distribution of food or drinks or any other items of any nature whatsoever, where such distribution has been authorized by the Authority. Free samples may be given away by, or on behalf of, or with permission of any person or organization which has properly engaged the Authority at trade shows, cooking schools, exhibitions, and conventions at the discretion of the Authority.
6. The Contractor will be required to provide or modify operations upon the request of any Licensee, when such request has been approved by the Authority, as in the best interest of the Authority or as necessary to comply with the terms of the contract between the Authority and said Licensee, provided that none of Contractor's equipment is utilized when Contractor is excluded from selling.
7. In the event that the Authority shall seek to host a major political convention, NCAA tournament or other similar national or international events, Contractor will make such modifications to the Agreement that are required for the Authority to obtain any such event.
8. Authority shall have the final approval on what suppliers, prices, portions and brands are used, and at no time will Contractor offer an exclusive to any supplier.
9. The Authority may sell advertising and sponsorship packages for the Authority. Therefore, the Authority reserves the final right of approval of Contractor's sources of product supply. This includes but is not limited to items such as food and beverage products, printing companies, exterminators, florists, cleaners, laundries, insurance vendors, business machines, and office supply vendors. The Contractor, however, will not be required to purchase from suppliers whose level of quality, service, and/or prices are not competitive with the marketplace. Contractor will retain no advertising rights in the Agreement. Pepsi Cola is the sponsored soft drink at the NBS, and Coca Cola is the sponsored soft drink at all other venues. Contractor may purchase Pepsi Cola and Coca Cola products at their national pricing. No other products are sponsored at this time.

10. The Contractor must procure and keep in force during the entire period of the contract all permits and licenses required by all laws and regulations of the State of Nevada, County of Washoe, and City of Reno, including but not limited to Alcoholic Beverage licenses.
11. Contractor shall collect and promptly disburse all taxes required by federal, state, and local authorities. Contractor shall pay any applicable taxes relating to Foodservice sales, operations, Equipment, or inventory, as a Direct Operating Cost.
12. Unless otherwise directed by the Authority as set forth below, all sales at the Facilities will be cashless. Contractor shall use currently provided cash registers and accept credit cards using Contractor-provided equipment at all sales locations. This includes portable and permanent Concession stands. The Authority will provide data lines to the permanent concession stands. However, for specific events, the Authority may require the Contractor to accept cash sales, which the Contractor will do.
13. The Authority retains the right to place ATM's in the Facilities.
14. Contractor shall at all times comply with all applicable laws, rules, regulations, and orders of the Federal Government, State of Nevada, County of Washoe, and City of Reno, and also shall abide by all rules, regulations, and directives prescribed by the Authority.
15. Nothing herein contained shall be held to limit or qualify the right of the Authority to free and unrestricted use, occupation, and control of the Facilities and ingress and egress for itself, its Licensees, and the public.
16. Representatives of the Authority shall have the right to enter upon and have access to all spaces occupied by the Contractor during the time events are in operation and all times when Contractor employees are present.
17. The location of all Foodservice areas, whether temporary, portable, or permanent, shall be designated by the Authority. The Contractor shall acquire no right to any location once assigned, and the Authority reserves the right to require the Contractor to move such operations and Equipment to facilitate the needs of the Authority or to accommodate the needs of certain events.
18. The Contractor shall set up and take down Equipment and Smallwares for all Foodservice events.
19. The Authority shall have final approval of all signage and menu boards.
20. Proposer is responsible for complying with all applicable local, State and Federal wage laws, whether or not specifically cited in this RFP.

XIII. RECORDKEEPING AND ACCOUNTABILITY

1. Contractor shall maintain all accounting records for the Authority in a format approved by the Authority at the on-site office. The accounting records shall be available for audit by the Authority at any time throughout the term of the Agreement at the on-site office and for three years following the term of the Agreement at the Contractor's main office.
2. Contractor shall use Authority-approved hardware and Authority-approved accounting software for all Foodservice records, proposals, contracts, invoices, and all accounting functions.
3. Contractor shall submit, for Authority approval, in a format approved by the Authority, a budget for their operation four months prior to the beginning of each Agreement Year, for every year during the term of the Agreement.
4. Contractor shall provide the Authority with a preliminary sales report by 12 noon on the day following each event. Contractor shall provide to the Authority, in a format directed by the Authority, a written summary of each event within 72 hours of that event, indicating where appropriate, customer pricing, guarantees, sales by location, total inventory sales, total register sales, and cash overages and shortages, if cash was accepted. Contractor shall attach the corresponding deposit tickets and credit card transmission reports to all daily sales reports.
5. Contractor shall maintain a separate commercial bank account at a bank approved by the Authority for all sales deposits. An independent audit of the Contractor's Profits and Loss Statement, by an accounting firm approved by the Authority, must be submitted no later than ninety (90) days after the end of each Agreement Year as a Direct Operating Cost.
6. In the event the Authority is not satisfied with the statements submitted by the Contractor, as provided for herein, the Authority shall have the right to make a special audit by auditors selected by the Authority, of the books and records required to be made and preserved, including all sales and expenses, by the Contractor. If such audit shall show a deficiency in payments by the Contractor for any Accounting Period covered, in excess of one percent (1%) of the amount thereof, the amount owed and the Late Fees from the date the error took place and the cost of the audit, shall be paid promptly by Contractor to the Authority.
7. Contractor and the Authority shall inventory all Equipment, Leasehold Improvements, uniforms, and Smallwares on an annual basis to determine what replacements and repairs are required and to adjust the depreciation schedule accordingly.
8. Contractor shall maintain all sales tax licenses and operating permits necessary for the Foodservice.

9. Contractor shall collect and promptly disburse all taxes required by federal, state, and local authorities, and shall pay any and all applicable taxes relating to their operations, employees, Equipment, inventory, or permits.

XIV. SANITATION AND EQUIPMENT MAINTENANCE

1. Contractor must, in accordance with all applicable laws, ordinances, rules, and regulations, maintain, as a Direct Operating Cost, all assigned areas of the Facilities, including the space within a 25-foot radius of each area, including, but not limited to commissaries, cafeterias, concession stands, bars, pantries, condiment stands, storage and prep areas in a clean, sanitary, and orderly fashion.
2. Contractor must provide adequate pest control licensed by the State of Nevada and approved by the Authority for each assigned area.
3. Contractor is responsible for maintaining all grease traps, exhaust hoods, exhaust ductwork, roof fans, and the regularly scheduled cleaning of the foregoing as a Direct Operating Cost.
4. Contractor shall maintain Authority-approved par levels of all Equipment, Leasehold Improvements, uniforms, and Smallwares.
5. Contractor shall maintain, as a Direct Operating Cost, all Equipment, Leasehold Improvements, uniforms, and Smallwares used in performance of its duties, including rolling stock, in a good state of repair, including maintenance or repair necessitated by ordinary wear and tear.
6. Should replacement be necessary, as mutually determined by the Authority and Contractor, then the Accrual Fund will be used to pay for the replacement. If the replacement is due to theft, vandalism, unusual wear, neglect, or negligence by the Contractor, the Contractor will pay for such replacement.
7. The Authority may require the use of their in-house maintenance staff for the foregoing repairs and maintenance if the Authority determines it is in the Authority's best interest.

XV. UTILITIES

1. The Authority shall pay for the usage of HVAC, electricity, gas, and water service for the Contractor's operation. Contractor will utilize prudent energy management.
2. The cost of telephone service, provided by a vendor approved by the Authority, shall be a Direct Operating Cost of the Contractor.
3. The Contractor will be responsible for bringing their trash and garbage from all Foodservice areas to the designated dumpster or recycling areas. The removal of the dumpster and recyclables from the Facilities will be paid for by the Authority.
4. The cost to repair or replace any utility service or lines due to Contractor's negligence shall be the Contractor's expense. Contractor's sewer lines shall be self-maintained by the Contractor and shall be maintained to the satisfaction of the Authority. Contractor shall take all precautionary measures necessary to assure that grease is not discharged into the sewers.
5. The Contractor is responsible for complying with all recycling rules, regulations, and laws of the Authority and/or appropriate governmental bodies.
6. The Authority shall not be liable or responsible for any failure to furnish services, such as electricity, gas, water, or drainage service, which failure is caused or brought about in any manner by strike, act of God or other work stoppage, federal, state, or local government action, the breakdown or failure of apparatus, equipment, or machinery employed in its supply of said services, any temporary stoppage for the repair, improvement, or enlargement thereof, or any act or condition beyond its reasonable control. Further, the Authority shall not be liable or responsible for any consequential economic or property loss or damage caused or brought about by any such occurrence.
7. The Authority shall not be responsible for any goods, merchandise, or Equipment stored at the Authority, nor will it be responsible for damage resulting from a power failure, flood, fire, explosion, and/or other causes.

XVI. BONDS/INSURANCE/INDEMNIFICATION

1. Proposal Bond or Check: A proposal bond or certified check in the amount of twenty-five thousand dollars (\$25,000.00) made payable to the Authority shall be submitted with the Proposer's original Proposal. A Proposer may demand the return of their bond or check any time after 180 days after the opening of proposals unless Proposer has been notified of acceptance of their Proposal. The bond or check of the successful Proposer shall be held until the delivery of the approved Agreement. The bond or check shall be retained by the Authority as liquidated damages if the successful Proposer fails to execute the Agreement after the award.
2. Contractor shall not commence any work under the Agreement until they have obtained all of the prescribed insurance and bonds, and such insurance and bonds have been approved by the Authority.
3. Performance Bond: The provisions of this paragraph shall survive the expiration or early termination of the Agreement. During the Agreement, Contractor shall maintain a performance bond in the amount of one hundred thousand dollars (\$100,000.00) payable to the Authority in the event of default by the Contractor.
4. Required Insurance: During the term of the Agreement, the following insurance coverage shall be kept in full force and effect continually and may be increased to meet the then-current needs of the Authority. These expenses and costs shall be a Direct Operating Cost.
 - a) **Commercial General Liability (CGL) Insurance** and, if necessary, commercial umbrella or excess liability insurance (including contractual, products, and liquor liability) with a limit of not less than \$11,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, shall be written in an amount not less than \$12,000,000 or revised to apply separately to this project or location.

CGL insurance shall be written on ISO occurrence form CG 00 01 04 13 (or a substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, products-completed operations, personal and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

CGL insurance shall also include coverage for all bodily injury and property damage that arises out of Contractor's products even if the bodily injury or damage occurs after Caterer has relinquished possession of those products. Coverage shall be at least as broad as ISO form CG 24 07 01 96 or a substitute providing equivalent coverage.

The Authority, Washoe County (for RSCC and RSLEC), and the City of Reno (for NBS and REC) shall be included as additional insureds with

respect to Contractor's premises, ongoing operations, products, and completed operations. Any umbrella or excess liability shall be written on a following form basis.

This insurance shall apply as primary insurance with respect to any other insurance or self-insurance programs afforded to Authority or any other Indemnitees under this Agreement.

The status of any parties included as an insured under CGL obtained in compliance with this agreement shall not restrict coverage under such CGL with respect to the escape of release of pollutants at or from a site owned or occupied by or rented or loaned to such parties.

- b) **Liquor Liability Insurance** covering operations at the premises, with a limit of not less than \$11,000,000 each common cause and \$12,000,000 in the aggregate, and shall include the Authority, Washoe County (for RSCC and RSLEC), and the City of Reno (for NBS and REC) as additional insureds.
- c) **Commercial Automobile Liability** and, if necessary, commercial umbrella or excess liability insurance with a limit of not less than \$11,000,000 each accident. Such insurance shall cover liability arising out of any auto (including owned, hired, and non-owned autos).

Coverage shall be written on ISO form CA 00 01, CA 00 05, CA 00 25, or a substitute form providing equivalent liability coverage for all owned, leased, hired (rented), and non-owned vehicles.

Contractor waives all rights against the Authority, Washoe County, and City of Reno, along with each of their officers, employees, and volunteers for recovery of damages to the extent these damages are covered by the automobile liability or commercial umbrella liability insurance obtained by Contractor pursuant to this Agreement.

If the project involves the transport of hazardous wastes or other materials that could be considered pollutants, Contractor shall maintain pollution liability coverage equivalent to that provided under the ISO pollution liability-broadened coverage for covered autos endorsement (CA 99 48) shall be provided, and, if applicable, the Motor Carrier Act endorsement (MCS 90) shall be attached.

CGL, commercial auto liability, and any umbrella or excess liability must protect the Contractor and Authority from claims for personal injury (including bodily injury and death) and property damage which may arise from or in connection with the performance of Contractor's services hereunder or from or out of any negligent act or omission of Contractor, its officers, directors, agents or employees. **Blanket Employee Dishonesty or Commercial Crime Insurance** with minimum limits of \$1,000,000 per occurrence. This coverage shall be extended to provide coverage to funds and/or property held by the Contractor on behalf of the Authority. The Authority shall be included as a loss payee with respect to its interests.

d) **Workers' Compensation and Employer's Liability. .**

It is understood and agreed that there shall be no Industrial (Worker's Compensation and Employer's Liability) Insurance coverage provided for Contractor or any of its subcontractors by the Authority. Contractor, and any of its subcontractors, shall procure, pay for and maintain required coverages.

Contractor shall maintain workers' compensation and employer's liability insurance meeting the statutory requirements of the State of Nevada, including but not limited to NRS 616B.627 and NRS 617.210. The employer's liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

Should Contractor be self-funded for Industrial Insurance, Contractor shall so notify Authority in writing prior to the signing of a Contract. Authority reserves the right to accept or reject a self-funded Contractor and to approve the amount of any self-insured retentions. Contractor agrees that Authority is entitled to obtain additional documentation, financial or otherwise, for review prior to entering into a Contract with the self-funded Contractor.

Contractor waives all rights against Authority, Washoe County, City of Reno, and each of their elected officials, officers, employees and agents. for recovery of damages to the extent these damages are covered by the workers compensation and employer's liability or commercial umbrella liability insurance obtained by Contractor pursuant to this agreement. Contractor shall obtain an endorsement equivalent to WC 00 03 13 to affect this waiver.

e) **Personal Property Insurance providing All Risk Coverage on a replacement basis for the appropriate limit to cover all Contractor's personal property to include furniture, fixtures, equipment, inventory, and any other personal property of the Contractor.**

5. All such insurance required above shall be with companies and on forms acceptable to Authority and shall provide that the coverage thereunder may not be reduced or canceled unless thirty (30) days unrestricted prior written notice thereof is furnished to the Authority. Contractor shall be responsible to provide such notice if any insurance policies cannot be endorsed as required.
6. All insurance shall be primary and shall not require contribution from any insurance or self-insurance maintained by any additional insured parties.
7. All insurance shall be written by companies with an A.M. Best Guide rating of A - X or better.
8. Certificates of insurance (or copies of policies, if required by the Authority) shall be furnished to the Authority, with endorsements or policy forms confirming the Authority, Washoe County (for RSCC and RSLEC), and the City of Reno (for NBS

and REC) as additional insureds and contain a waiver of subrogation as required above. The additional insured requirement does not apply to Workers' Compensation or Blanket Employee Dishonesty.

9. Not later than thirty (30) days prior to the date on which coverage is to be provided hereunder, the Contractor shall furnish to the Authority a certificate evidencing the required coverage.
10. Mutual Waiver of Subrogation: Neither the Authority nor the Contractor shall be liable to the other party hereto or to any insurance company (by way of subrogation or otherwise) insuring the other party hereto for any loss or damage to any building, structure, or other tangible property, or any resulting loss of income, or losses under workers' compensation laws and benefits, even though such loss or damage might have been occasioned by the negligence of such party, its agents or employees; provided, however, that this limitation of liability shall only be applicable to the extent of insurance proceeds paid where such loss or damage is covered by insurance benefiting the party suffering such loss or damage.
11. Said mutual limitation shall be in addition to, and not in limitation or derogation of, any other waiver or release contained in any other related agreement with respect to any claim of the Authority or the Contractor. Inasmuch as the said limitation of liability will preclude the assignment of any aforesaid claim by way of subrogation (or otherwise) to an insurance company (or any other person), the Authority and the Contractor agree to give to each insurance company which has issued to it, policies of liability insurance, written notice of the terms of said mutual limitation of liability, and to have such insurance policies properly endorsed, if necessary, to prevent the invalidation of said insurance coverage by reason of said limitation of liability.
12. Indemnification: Contractor shall defend, (if required by Authority) indemnify and hold the Authority, Washoe County (for RSCC and RSLEC) and the City of Reno (for NBS and REC), and each of their officers, directors agents, employees and assigns of each, harmless from and against any and all claims, demands, losses, or expenses, of any nature whatsoever, including attorneys' fees, arising directly or indirectly from or out of any negligent act, error, or omission of Contractor, its officers, directors, agents, subcontractors, invitees or employees; and/or any occupational injury or illness sustained by an employee or agent of the Contractor in furtherance of Contractor's services hereunder, and/or any failure of Contractor to perform its services hereunder in accordance with the highest generally accepted professional standards, and/or any breach of Contractor's representations as set forth herein, and/or any other failure of Contractor to comply with the obligation on its part to be performed hereunder.

XVII. DEFAULT

The Agreement shall contain appropriate provisions defining events of default by the Contractor including, but not limited to, the following:

1. In the event that the Contractor shall fail to perform, keep and observe any of the terms, covenants, and conditions of the Agreement to be performed, kept, or observed, including but not limited to the prompt payment of the correct amount of moneys due the Authority, the Authority shall give the Contractor written notice of such default. In the event such default is not remedied or steps taken to remedy default to the satisfaction and approval of the Authority within fifteen (15) days of receipt of such notice by the Contractor, the Contractor may be declared in default, and all of their rights under the Agreement shall terminate. At the direction of the Authority, the Contractor shall vacate the Facilities and shall have no right to further operate under the Agreement.
2. In the event that the Contractor shall fail to correct any potentially hazardous condition, the Authority shall give written notice of such default. In the event such default is not remedied to the satisfaction and approval of the Authority within twenty-four (24) hours of receipt of such notice by the Contractor, the Contractor may be declared in default, and all of their rights under the Agreement shall terminate.
3. Should the Contractor be placed into bankruptcy either voluntarily or by the courts, or should the Contractor become financially insolvent and unable to perform its duties under the Agreement, the Authority may immediately declare the Contractor in default, terminate the Agreement, and assume the Foodservice operation under the Agreement.
4. Should the Contractor fail to obtain or maintain the necessary licenses and permits, including, but not limited to the Alcoholic Beverage licenses, the Authority may declare the Contractor in default.
5. The Authority may terminate this Agreement if the Contractor allows or suffers a lien to be placed on the Facilities for any work approved by or administered by the Contractor.
6. The Authority shall retain the right to terminate the Agreement if the Authority is generally dissatisfied regarding Contractor's uncured performance, product, or service quality, based on customer surveys or other mutually agreed to rating services. Failure on the part of the Contractor to reach that Authority approved level of customer satisfaction will allow the Authority to terminate the Agreement.
7. The Authority shall retain the right to terminate the Agreement if the Contractor repeatedly fails to work cooperatively with the Authority or its Licensees and/or sub-contractors.
8. In the event the Authority has any funding obligations and fails to obligate requisite funds for the ensuing fiscal year(s) for payment of amounts due against an

agreement resulting from this Request for Proposal, necessitating cancellation of the Agreement, the successful Proposer(s) shall agree to hold the Authority free from any charge or penalty.

9. Any termination of the Agreement is subject to the buyout provision of the Contractor's Authority approved Capital Investment.

XVIII. PROTESTS

1. Any protest based upon restrictive specifications or alleged improprieties, which are apparent prior to proposal opening including without limitation these protest procedures, shall be submitted to the Authority and must be received by the Authority not later than fifteen (15) calendar days prior to the submission opening date. Five (5) copies of any pre-bid protests must be delivered to Reno-Sparks Convention & Visitors Authority, 4065 South Virginia Street, Suite 100, Reno, Nevada 89502, and Attention: Ms. Myrra Estrellado, RSCVA Executive Systems and Sales Administrator. All protests must be in writing to be considered, and shall specify in detail the grounds for the protest and the facts and law supporting the protest. All pre-bid protests will be resolved by the Authority prior to the bid opening. The Authority will issue a written decision specifying the grounds for granting or denying the pre-bid protest. If a protest is granted, the proposed opening date may be postponed and an addendum issued or, at the sole discretion of the Authority, the RFP may be canceled. If the protest is denied, proposals will be received and opened on the scheduled opening date in the same manner as if no protest had been filed.
2. All respondents shall be notified of the recommended award by certified mail addressed to the Proposers at the address contained in the respective Proposal. A proposer may protest such recommended award on any legitimate ground. All protests must be made in writing and shall specify in detail the grounds for the protest and the facts and law supporting the protest. Appellant or person filing a written appeal must post a bond with good and solvent surety authorized to do business in the State of Nevada or submit other security, in a form approved by the Authority, who shall hold the bond or other security until a determination is made on the appeal. Bond posted or other security submitted with a notice of appeal must be in an amount equal to twenty-five percent (25%) of the total value of the projected revenue to be awarded to the Authority in the successful Proposal submitted. Protests must be delivered to and received by Reno-Sparks Convention & Visitors Authority, 4065 South Virginia Street, Suite 100, Reno, Nevada 89502, to the Attention: Ms. Myrra Estrellado, RSCVA Executive Systems and Sales Administrator, no later than three (3) calendar days following receipt of notification by the proposer of the recommended award. Authority will issue a written decision specifying the grounds for granting or denying the protest, and a copy of the written decision shall be mailed, faxed or hand delivered to the protestor prior to issuing the notice of award. All decisions by the Authority on any protest shall be final.
3. If the Authority upholds the appeal and the award is cancelled, the bond posted or other security submitted with the notice of appeal must be returned to the bidder or persons who posted the bond or submitted the security. If the appeal is rejected and the award is upheld, a claim may be made against the bond or other security by the Authority equal to the expenses incurred and other monetary losses suffered by the Authority because of the unsuccessful appeal.

I, _____ (print name), authorized representative of _____
 (print name of Proposer) have read and understood the terms and conditions of this request for proposal,
 _____ (have/have not) attended the pre-proposal meeting, have received addenda
 _____ (fill in addendum numbers), have made all necessary inspections of the proposed Facilities, agree to
 abide by all terms of this RFP and our attached proposal and agree to commence management of operations by June 1, 2022.

Contractor shall pay the Reno Sparks Convention and Visitors Authority the following Profit Split in accordance with their proposal submitted herewith.

| Seven Year Agreement | | Contractor's Financial Offer |
|--|--|------------------------------|
| Category | | |
| Contractor's Management Fee of Gross Sales | | % |
| Profit Split to RSCVA | | % |
| Profit Split to Contractor | | % |
| Concessionaire's Capital Investment | | \$ |
| Reserve Accrual Account (Marketing, Repairs, Maintenance, and Replacements) | | 2.0% |
| | | |
| | | |
| Date _____ | | |
| Authorized Signature _____ | | |
| Signatory's Title _____ | | |
| Proposer _____ | | |
| Address _____ | | |
| Address _____ | | |
| ____ Corporation ____ Partnership ____ Joint Venture ____ Sole Proprietorship | | |
| ____ Limited Partnership Company | | |
| Incorporated in the State of _____ | | |
| Currently licensed to do business in the State of Nevada? | | ____ Yes ____ No |

EXHIBIT B FINANCIAL PROJECTIONS

| | Fiscal Year Ending May 31, 2023 | | | | | |
|------------------------------------|---------------------------------|-------------|-------------|-------------|-------------|----------------|
| Sales | RSCC | REC | NBS | RSLEC | Totals | % of Sales |
| Concessions Food and N/A Beverages | \$ - | | | | | #DIV/0! |
| Concessions Alcohol | \$ - | | | | | #DIV/0! |
| Concessions Other | \$ - | | | | | #DIV/0! |
| Catering Food and N/A Beverages | \$ - | | | | | #DIV/0! |
| Catering Alcohol | \$ - | | | | | #DIV/0! |
| Catering Service Charges | \$ - | | | | | #DIV/0! |
| Total F&B Sales | \$ - | \$ - | \$ - | \$ - | \$ - | #DIV/0! |
| Product Cost | | | | | | |
| Concessions Food and N/A Beverages | \$ - | | | | | #DIV/0! |
| Concessions Alcohol | \$ - | | | | | #DIV/0! |
| Catering Food and N/A Beverages | \$ - | | | | | #DIV/0! |
| Catering Alcohol | \$ - | | | | | #DIV/0! |
| Total Product Cost | \$ - | \$ - | \$ - | \$ - | \$ - | #DIV/0! |
| Payroll Costs | | | | | | |
| Concessions Direct Labor | \$ - | | | | | #DIV/0! |
| Catering Direct Labor | \$ - | | | | | #DIV/0! |
| Other Direct Labor | \$ - | | | | | #DIV/0! |
| Salaries & Wages | \$ - | | | | | #DIV/0! |
| Payroll Taxes & Benefits | \$ - | | | | | #DIV/0! |
| Labor Allocations to Events | \$ - | | | | | #DIV/0! |
| Total Payroll Costs | \$ - | \$ - | \$ - | \$ - | \$ - | #DIV/0! |
| Other Operating Costs | | | | | | |
| Contract Services | \$ - | \$ - | \$ - | \$ - | \$ - | #DIV/0! |
| General & Administrative | \$ - | \$ - | \$ - | \$ - | \$ - | #DIV/0! |
| Operating | \$ - | \$ - | \$ - | \$ - | \$ - | #DIV/0! |
| Repairs & Maintenance | \$ - | \$ - | \$ - | \$ - | \$ - | #DIV/0! |
| Reserve Accrual | \$ - | \$ - | \$ - | \$ - | \$ - | #DIV/0! |
| Supplies | \$ - | \$ - | \$ - | \$ - | \$ - | #DIV/0! |
| Insurance | \$ - | \$ - | \$ - | \$ - | \$ - | #DIV/0! |
| Utilities | \$ - | \$ - | \$ - | \$ - | \$ - | #DIV/0! |
| Other | \$ - | \$ - | \$ - | \$ - | \$ - | #DIV/0! |
| Total Other Operating Costs | \$ - | \$ - | \$ - | \$ - | \$ - | #DIV/0! |
| Net Profit/(Loss) | \$ - | \$ - | \$ - | \$ - | \$ - | #DIV/0! |
| Contractor Management Fee | \$ - | | | | | #DIV/0! |
| Net Income (Loss) to RSCVA | \$ - | \$ - | \$ - | \$ - | \$ - | #DIV/0! |
| RSCVA Profit Split | \$ - | \$ - | \$ - | \$ - | \$ - | #DIV/0! |
| Contractor Profit Split | \$ - | \$ - | \$ - | \$ - | \$ - | #DIV/0! |

EXHIBIT C CAPITAL IMPROVEMENTS

| | RSCC | REC | NBS | RSLEC | Totals |
|-------------------------|-------------|------------|------------|--------------|---------------|
| Equipment | \$ | \$ | \$ | \$ | \$ |
| Smallwares | \$ | \$ | \$ | \$ | \$ |
| Uniforms | \$ | \$ | \$ | \$ | \$ |
| Office | \$ | \$ | \$ | \$ | \$ |
| Total Investment | \$ | \$ | \$ | \$ | \$ |

EXHIBIT D MANAGEMENT STAFFING

| Position | Annual Salary and/or Allocation | | | | |
|-------------------------------|---------------------------------|-------------|-------------|-------------|-------------|
| | RSCC | REC | NBS | RSLEC | Totals |
| General Manager | \$ - | \$ - | \$ - | \$ - | \$ - |
| Assistant General Manager | \$ - | \$ - | \$ - | \$ - | \$ - |
| Convention Center Manager | \$ - | \$ - | \$ - | \$ - | \$ - |
| Event Center Manager | \$ - | \$ - | \$ - | \$ - | \$ - |
| National Bowling Stadium | \$ - | \$ - | \$ - | \$ - | \$ - |
| Livestock Events Center | \$ - | \$ - | \$ - | \$ - | \$ - |
| Catering Manager | \$ - | \$ - | \$ - | \$ - | \$ - |
| Assistant Catering Manager | \$ - | \$ - | \$ - | \$ - | \$ - |
| Catering Sales Manager | \$ - | \$ - | \$ - | \$ - | \$ - |
| Banquet Manager | \$ - | \$ - | \$ - | \$ - | \$ - |
| Concessions Manager | \$ - | \$ - | \$ - | \$ - | \$ - |
| Assistant Concessions Manager | \$ - | \$ - | \$ - | \$ - | \$ - |
| Executive Chef | \$ - | \$ - | \$ - | \$ - | \$ - |
| Sous Chef | \$ - | \$ - | \$ - | \$ - | \$ - |
| Kitchen Steward | \$ - | \$ - | \$ - | \$ - | \$ - |
| Purchasing Manager | \$ - | \$ - | \$ - | \$ - | \$ - |
| Warehouse Manager | \$ - | \$ - | \$ - | \$ - | \$ - |
| Controller | \$ - | \$ - | \$ - | \$ - | \$ - |
| Office Manager | \$ - | \$ - | \$ - | \$ - | \$ - |
| Payroll/Clerical Staff | \$ - | \$ - | \$ - | \$ - | \$ - |
| Others | \$ - | \$ - | \$ - | \$ - | \$ - |
| Others | \$ - | \$ - | \$ - | \$ - | \$ - |
| | | | | | |
| | | | | | |
| Totals | \$ - | \$ - | \$ - | \$ - | \$ - |

| Sales | Fiscal Year Ending June 30, 2020 | | | | | | Fiscal Year Ending June 30, 2021 | | | | | |
|------------------------------------|----------------------------------|-------------------|---------------------|-------------------|---------------------|---------------|----------------------------------|---------------------|-------------------|-------------------|---------------------|---------------|
| | RSCC | REC | NBS | RSLEC | Totals | % of Sales | RSCC | REC | NBS | RSLEC | Totals | % of Sales |
| Concessions Food and N/A Beverages | \$ 512,394 | \$ 161,018 | \$ 6,802 | \$ 197,407 | \$ 877,621 | 27.0% | \$ 240,689 | \$ 16,726 | \$ 73,429 | \$ 105,963 | \$ 436,807 | 63.5% |
| Concessions Alcohol | \$ 247,413 | \$ 331,858 | \$ 10,940 | \$ 114,320 | \$ 704,531 | 21.7% | \$ 972 | \$ - | \$ 88,190 | \$ 66,473 | \$ 155,635 | 22.6% |
| Concessions Other | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% |
| Catering Food and N/A Beverages | \$ 1,270,076 | \$ 30,083 | \$ 47,010 | \$ 15,994 | \$ 1,363,163 | 41.9% | \$ 78,312 | \$ 793 | \$ 2,446 | \$ 4,564 | \$ 86,115 | 12.5% |
| Catering Alcohol | \$ 272,375 | \$ 3,437 | \$ 27,885 | \$ 500 | \$ 304,197 | 9.4% | \$ 7,847 | \$ - | \$ - | \$ 1,556 | \$ 9,403 | 1.4% |
| Catering Service Charges | \$ 682 | \$ - | \$ - | \$ - | \$ 682 | 0.0% | \$ 130 | \$ - | \$ - | \$ - | \$ 130 | 0.0% |
| Total F&B Sales | \$ 2,302,940 | \$ 526,396 | \$ 92,637 | \$ 328,221 | \$ 3,250,194 | 100.0% | \$ 327,950 | \$ 17,519 | \$ 164,065 | \$ 178,556 | \$ 688,090 | 100.0% |
| Product Cost | | | | | | | | | | | | |
| Concessions Food and N/A Beverages | \$ 100,488 | \$ 63,985 | \$ 6,301 | \$ 22,711 | \$ 193,485 | 22.0% | \$ 99,580 | \$ 13,050 | \$ 41,870 | \$ 23,738 | \$ 178,238 | 40.8% |
| Concessions Alcohol | \$ 30,510 | \$ 47,419 | \$ 1,586 | \$ 17,277 | \$ 96,792 | 13.7% | \$ 25,919 | \$ 996 | \$ 11,000 | \$ 6,410 | \$ 44,325 | 28.5% |
| Catering Food and N/A Beverages | \$ 259,642 | \$ 6,006 | \$ 10,794 | \$ 1,952 | \$ 278,394 | 20.4% | \$ 22,469 | \$ 157 | \$ 7,934 | \$ 967 | \$ 31,527 | 36.6% |
| Catering Alcohol | \$ 64,055 | \$ 295 | \$ 4,099 | \$ 163 | \$ 68,612 | 22.6% | \$ 3,494 | \$ 19 | \$ 804 | \$ 115 | \$ 4,432 | 47.1% |
| Total Product Cost | \$ 454,695 | \$ 117,705 | \$ 22,780 | \$ 42,103 | \$ 637,283 | 19.6% | \$ 151,462 | \$ 14,222 | \$ 61,608 | \$ 31,230 | \$ 258,522 | 37.6% |
| Payroll Costs | | | | | | | | | | | | |
| Concessions Direct Labor | \$ 74,752 | \$ 42,069 | \$ 2,367 | \$ 25,906 | \$ 145,094 | 4.5% | \$ 26,838 | \$ - | \$ 55,702 | \$ 29,189 | \$ 111,729 | 16.2% |
| Catering Direct Labor | \$ (207,434) | \$ (1,337) | \$ (9,126) | \$ 4,336 | \$ (213,561) | -6.6% | \$ (10,892) | \$ 1,682 | \$ 410 | \$ 8,415 | \$ (385) | -0.1% |
| Other Direct Labor | \$ 92,511 | \$ 40,253 | \$ - | \$ 26,097 | \$ 158,861 | 4.9% | \$ 66,289 | \$ 3,975 | \$ - | \$ 17,946 | \$ 88,210 | 12.8% |
| Salaries & Wages | \$ 608,572 | \$ 172,091 | \$ 169,678 | \$ 170,899 | \$ 1,121,240 | 34.5% | \$ 238,875 | \$ 64,084 | \$ 64,084 | \$ 64,084 | \$ 431,127 | 62.7% |
| Payroll Taxes & Benefits | \$ 158,718 | \$ 45,431 | \$ 45,427 | \$ 45,431 | \$ 295,007 | 9.1% | \$ 136,542 | \$ 32,243 | \$ 32,244 | \$ 32,243 | \$ 233,272 | 33.9% |
| Labor Allocations to Events | \$ (186,222) | \$ (47,704) | \$ (8,292) | \$ (32,345) | \$ (274,563) | -8.4% | \$ (33,102) | \$ (1,841) | \$ (56,600) | \$ (38,570) | \$ (130,113) | -18.9% |
| Total Payroll Costs | \$ 540,897 | \$ 250,803 | \$ 200,054 | \$ 240,324 | \$ 1,232,078 | 37.9% | \$ 424,550 | \$ 100,143 | \$ 95,840 | \$ 113,307 | \$ 733,840 | 106.6% |
| Other Operating Costs | | | | | | | | | | | | |
| Contract Services | \$ 253,278 | \$ - | \$ - | \$ - | \$ 253,278 | 7.8% | \$ 47,029 | \$ 5,524 | \$ 5,312 | \$ 4,049 | \$ 61,914 | 9.0% |
| General & Administrative | \$ 48,072 | \$ 17,555 | \$ 7,655 | \$ 5,363 | \$ 78,645 | 2.4% | \$ 17,178 | \$ 17,991 | \$ 9,314 | \$ 6,457 | \$ 50,940 | 7.4% |
| Operating | \$ 5,094 | \$ - | \$ - | \$ - | \$ 5,094 | 0.2% | \$ 110 | \$ - | \$ - | \$ - | \$ 110 | 0.0% |
| Repairs & Maintenance | \$ 11,747 | \$ 1,129 | \$ 452 | \$ 1,422 | \$ 14,750 | 0.5% | \$ 4,444 | \$ - | \$ - | \$ 140 | \$ 4,584 | 0.7% |
| Supplies | \$ 49,656 | \$ - | \$ 856 | \$ - | \$ 50,512 | 1.6% | \$ 2,304 | \$ - | \$ - | \$ - | \$ 2,304 | 0.3% |
| Insurance | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% |
| Utilities | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% |
| Other | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% |
| Total Other Operating Costs | \$ 367,847 | \$ 18,684 | \$ 8,963 | \$ 6,785 | \$ 402,279 | 12.4% | \$ 71,065 | \$ 23,515 | \$ 14,626 | \$ 10,646 | \$ 119,852 | 17.4% |
| Operating Profit/(Loss) | \$ 939,501 | \$ 139,204 | \$ (139,160) | \$ 39,009 | \$ 978,554 | 30.1% | \$ (319,127) | \$ (120,361) | \$ (8,009) | \$ 23,373 | \$ (424,124) | -61.6% |
| Caterer Management Fee | \$ 141,269 | \$ 31,600 | \$ 6,643 | \$ 19,333 | \$ 198,845 | 6.1% | \$ 23,575 | \$ - | \$ (6,821) | \$ (3,905) | \$ 12,849 | 1.9% |
| Net Income (Loss) to RSCVA | \$ 798,232 | \$ 107,604 | \$ (145,803) | \$ 19,676 | \$ 779,709 | 24.0% | \$ (342,702) | \$ (120,361) | \$ (1,188) | \$ 27,278 | \$ (436,973) | -63.5% |

| Name | Start | End | Venues | Status | Type | Estimated Attendance | Comments |
|---|------------|------------|--------------------------------------|-------------------|-----------------------------------|----------------------|------------------------------|
| Wayne Hong | 7/2/2022 | 7/3/2022 | Reno Events Center | Hold 1 | Concert - 704 | 3,800 | |
| Liberado Brothers Summer Meeting | 7/7/2022 | 7/10/2022 | Reno Events Center | Hold 1 | Convention - 705 | | |
| Trolls | 7/19/2022 | 7/20/2022 | Reno Events Center | Hold 1 | Family Entertainment - 707 | 3,200 | |
| Hot August Nights | 8/2/2022 | 8/7/2022 | Reno Events Center | Hold 1 | Spectator Event | 10,000 | |
| Korn | 8/14/2022 | 9/19/2022 | Reno Events Center | Hold 1 | Concert - 704 | 6,000 | |
| Slightly Stoopid | 8/17/2022 | 9/10/2022 | Reno Events Center | Hold 1 | Concert - 704 | 4,500 | |
| Wayne Hong | 9/3/2022 | 9/4/2022 | Reno Events Center | Hold 1 | Concert - 704 | 3,800 | |
| Casting Crowns | 9/22/2022 | 10/2/2022 | Reno Events Center | Hold 2 | Concert - 704 | 4,000 | |
| L&L Nursery | 10/1/2022 | 10/7/2022 | Reno Events Center | Definite | Trade Show - 710 | 8,000 | |
| Beck | 10/21/2022 | 10/21/2022 | Reno Events Center | Hold 1 | Concert - 704 | 6,500 | |
| Slander | 10/27/2022 | 10/31/2022 | Reno Events Center | Hold 1 | Concert - 704 | | |
| Jerry Seinfeld | 11/12/2022 | 11/12/2022 | Reno Events Center | Hold 1 | Comedy Show | 6,500 | |
| Wayne Hong | 11/25/2022 | 11/26/2022 | Reno Events Center | Hold 1 | Concert - 704 | 3,800 | |
| Reno Tournament of Champions | 12/14/2022 | 12/19/2022 | Reno Events Center | Hold 1 | Sporting Event | 10,000 | |
| Sierra Nevada Classic Wrestling Tournament 2022 | 12/27/2022 | 12/29/2022 | Reno Events Center | Definite | Sporting Event | 4,000 | |
| Western Winter Sports Reps | 1/2/2023 | 1/20/2023 | Reno Events Center | Hold 1 | Trade Show - 710 | | |
| Mountain Madness 2023 Parachute Industry Assn. | 1/13/2023 | 1/16/2023 | Reno Events Center | Hold 1 | Competition - 709 | 800 | |
| 2023 Symposium | 2/26/2023 | 3/3/2023 | Reno Events Center | Hold 1 | Trade Show | 800 | |
| NWPPA E&O Conference and Tradeshow 2023 | 4/2/2023 | 4/7/2023 | Reno Events Center | Definite | Convention | 0 | |
| Brent Faiyaz | 4/18/2023 | 4/24/2023 | Reno Events Center | Hold 2 | Concert - 704 | 5,000 | |
| NCVA Far Western Tournament | 4/19/2023 | 5/3/2023 | Reno Events Center | Hold 1 | Competition | 10,000 | |
| Power League | 5/11/2023 | 5/14/2023 | Reno Events Center | Hold 1 | Competition | 4,000 | |
| | | | | | | | |
| | | | | | | | |
| NCET Biz Bite | 1/26/2022 | 11/9/2022 | Reno-Sparks Convention Center | Definite | Banquet - 702 | 50 | *Lunch is once a month |
| Panasonic New Hire Training | 5/9/2022 | 11/2/2022 | Reno-Sparks Convention Center | Hold 2 | Banquet - 702 | 80 | *Continental Bkfst 3x a week |
| State Farm | 6/27/2022 | 7/1/2022 | Reno-Sparks Convention Center | Hold 1 | Convention - 705 | 8,000 | |
| Tails of the West Rally & Obedience Trial | 7/14/2022 | 7/17/2022 | Reno-Sparks Convention Center | Definite | Hobby/Special Interest Show - 703 | 300 | |
| Princess Symphony | 7/16/2022 | 7/16/2022 | Reno-Sparks Convention Center | Hold 1 | Family Entertainment - 707 | 250 | |
| Atlantis Casino Resort Spa Boxing Event | 7/20/2022 | 7/24/2022 | Reno-Sparks Convention Center | Hold 1 | Boxing Event - 709 | 2,200 | |
| Crossroads of the West Gun Show | 7/21/2022 | 7/24/2022 | Reno-Sparks Convention Center | Definite | Hobby/Special Interest Show - 703 | 2,500 | |
| BJJ GI & NOGI Round Robin Tournament | 7/22/2022 | 7/23/2022 | Reno-Sparks Convention Center | Definite | Sporting Event - 709 | 1,300 | |
| UNR Med PA Studies Hooding Ceremony | 7/26/2022 | 7/27/2022 | Reno-Sparks Convention Center | Definite | Graduation - 701 | 200 | |
| RSCVA BOD meeting (Tentative) | 7/28/2022 | 7/28/2022 | Reno-Sparks Convention Center | Hold 1 - Internal | Internal | 20 | |
| 2022 Hot August Nights Auto Auction | 7/29/2022 | 8/8/2022 | Reno-Sparks Convention Center | Definite | Auto Show - 703 | 20,000 | |
| Van Gogh Immersive Experience Reno | 8/9/2022 | 11/9/2022 | Reno-Sparks Convention Center | Definite | Hobby/Special Interest Show - 703 | 8,000 | |
| Worldwide Trade Show Fall 2022 | 8/25/2022 | 9/2/2022 | Reno-Sparks Convention Center | Definite | Convention w/ Trade Show - 705 | 1,500 | |
| Reno Tahoe International Arts Show | 9/7/2022 | 9/12/2022 | Reno-Sparks Convention Center | Hold 1 | Trade Show - 710 | 2,000 | |
| Stylish Woman Expo | 9/9/2022 | 9/11/2022 | Reno-Sparks Convention Center | Definite | Hobby/Special Interest Show - 703 | 5,000 | |
| World Wide Group, LLC | 9/10/2022 | 9/10/2022 | Reno-Sparks Convention Center | Definite | Meeting - 701 | 350 | |
| TMQ Quilt Show 2022 | 9/15/2022 | 9/17/2022 | Reno-Sparks Convention Center | Hold 1 | Trade Show - 710 | 1,500 | |
| New Frontier Show- The New Reno Gun Show | 9/22/2022 | 9/25/2022 | Reno-Sparks Convention Center | Definite | Hobby/Special Interest Show - 703 | 1,000 | |

| Name | Start | End | Venues | Status | Type | Estimated Attendance | Comments |
|--|------------|------------|--|--------------|--------------------------------|----------------------|--------------------------|
| RSCVA BOD meeting (Tentative) | 9/22/2022 | 9/22/2022 | Reno-Sparks Convention Center | Hold 1 - Int | Internal | 20 | |
| Legion Sport Fest | 10/6/2022 | 10/10/2022 | Reno-Sparks Convention Center | Definite | Sporting Event - 709 | 2,000 | |
| NCET Tech Expo | 10/6/2022 | 10/7/2022 | Reno-Sparks Convention Center | Hold 2 | Meeting - 701 | 100 | |
| Time Out for Women 2022 | 10/6/2022 | 10/8/2022 | Reno-Sparks Convention Center | Hold 1 | Seminar - 701 | 2,250 | |
| Kids Artistic Review | 10/9/2022 | 10/9/2022 | Reno-Sparks Convention Center | Hold 1 | Dance (School) - 703 | 500 | |
| Wild West Veterinary Conference 2022 | 10/11/2022 | 10/16/2022 | Reno-Sparks Convention Center | Hold 1 | Convention w/ Trade Show | 3,000 | |
| NSH 2022 | 10/13/2022 | 10/19/2022 | Reno-Sparks Convention Center | Definite | Convention w/ Trade Show | 1,100 | |
| BJJ GI & NOGI Round Robin Tournament | 10/14/2022 | 10/15/2022 | Reno-Sparks Convention Center | Definite | Sporting Event - 709 | 1,100 | |
| NNSL Indoor Soccer Practice | 10/17/2022 | 10/31/2022 | Reno-Sparks Convention Center | Hold 1 | Practice | | *concessions once a week |
| 24 Seven Dance Convention | 10/20/2022 | 10/23/2022 | Reno-Sparks Convention Center | Hold 1 | Sporting Event - 709 | 500 | |
| Crossroads of the West Gun Show | 10/20/2022 | 10/23/2022 | Reno-Sparks Convention Center | Definite | Consumer Show - 703 | 3,500 | |
| UNR Ski & Snowboard Swap & Sale | 10/20/2022 | 10/23/2022 | Reno-Sparks Convention Center | Definite | Trade Show - 710 | 1,500 | |
| Grand Bridal Showcase 2022 | 10/22/2022 | 10/23/2022 | Reno-Sparks Convention Center | Definite | Consumer Show - 703 | 2,500 | |
| National Cavy Rabbit Breeders Show 2022 | 10/26/2022 | 11/3/2022 | Reno-Sparks Convention Center | Definite | Convention w/ Trade Show - 705 | 5,000 | |
| NNSL Indoor Soccer Practice | 11/1/2022 | 11/30/2022 | Reno-Sparks Convention Center | Hold 1 | Practice | 300 | *concessions once a week |
| Reno Championship | 11/4/2022 | 11/6/2022 | Reno-Sparks Convention Center | Hold 1 | Dance (School) - 703 | 400 | |
| NTA 2022 | 11/10/2022 | 11/17/2022 | Reno-Sparks Convention Center | Definite | Convention w/ Trade Show | 1,000 | |
| NNSL Indoor Soccer Practice | 12/1/2022 | 12/30/2022 | Reno-Sparks Convention Center | Hold 1 | Practice | 300 | *concessions once a week |
| RSCVA BOD meeting (Tentative) | 12/1/2022 | 12/1/2022 | Reno-Sparks Convention Center | Hold 1 - Int | Internal | 20 | |
| Crisis Call Center | 12/6/2022 | 12/6/2022 | Reno-Sparks Convention Center | Hold 1 | Banquet - 702 | 100 | |
| Crossroads of the West Gun Show | 12/8/2022 | 12/11/2022 | Reno-Sparks Convention Center | Definite | Consumer Show - 703 | 3,500 | |
| Art In Motion Reno | 12/16/2022 | 12/17/2022 | Reno-Sparks Convention Center | Definite | Dance (School) - 703 | 900 | |
| NNSL Indoor Soccer Practice | 1/1/2023 | 1/30/2023 | Reno-Sparks Convention Center | Hold 2 | Practice | 300 | *concessions once a week |
| Western Skies RV Show | 1/17/2023 | 1/31/2023 | Reno-Sparks Convention Center | Hold 2 | Auto Show - 703 | 250 | |
| Mothers and Daughters - Forever Our Legacy | 1/26/2023 | 1/29/2023 | Reno-Sparks Convention Center | Hold 1 | Spectator Event - 706 | 600 | |
| Worldwide Trade Show Spring 2023 | 2/3/2023 | 2/10/2023 | Reno-Sparks Convention Center | Hold 1 | Convention w/ Trade Show - 705 | 1,500 | |
| HPN #61507 - 2023 Symposium | 2/12/2023 | 2/17/2023 | Reno-Sparks Convention Center | Hold 1 | Convention | 2,500 | |
| FENCETECH 2023 | 2/19/2023 | 2/25/2023 | Reno-Sparks Convention Center | Hold 1 | Convention w/ Trade Show - 705 | 2,500 | |
| Golden State Qualifier (NCVA) | 3/1/2023 | 3/7/2023 | Reno-Sparks Convention Center | Hold 1 | Competition | 3,000 | |
| NCVF National Championships 2023 | 4/10/2023 | 4/15/2023 | Reno-Sparks Convention Center | Hold 1 | Sporting Event | 6,300 | |
| USA Gymnastics West Regional | 4/13/2023 | 4/16/2023 | Reno-Sparks Convention Center | Hold 2 | Sporting Event - 709 | 800 | |
| West Coast Classic 2023 | 4/13/2023 | 4/16/2023 | Reno-Sparks Convention Center | Hold 1 | Convention w/ Trade Show | 1,500 | |
| NCVA - Far Western Tournament 2023 | 4/19/2023 | 5/3/2023 | Reno-Sparks Convention Center | Hold 1 | Competition | 20,000 | |
| Jam On It - District Tournament 2023 | 5/3/2023 | 5/8/2023 | Reno-Sparks Convention Center | Hold 2 | Sporting Event | 850 | |
| NCVA - Power League 2023 | 5/10/2023 | 5/16/2023 | Reno-Sparks Convention Center | Hold 1 | Sporting Event | 1,500 | |
| Jam On It - West Coast Tournament | 5/17/2023 | 5/23/2023 | Reno-Sparks Convention Center | Hold 2 | Sporting Event | 0 | |
| Jam On It - Memorial Tournament | 5/24/2023 | 5/31/2023 | Reno-Sparks Convention Center | Hold 1 | Sporting Event | 10,000 | |
| 36th Electric Vehicle Symposium and Exposition | 6/2/2023 | 6/7/2023 | Reno-Sparks Convention Center | Hold 1 | Convention w/ Trade Show - 705 | 3,500 | |
| NCHA Western Nationals | 5/14/2022 | 5/31/2024 | Reno-Sparks Livestock Events Center | Hold 1 | Equestrian Show - 712 | 2,500 | |
| Western States Dorper Show & Sale | 7/7/2022 | 7/10/2022 | Reno-Sparks Livestock Events Center | Definite | Livestock Show - 712 | 250 | |

| Name | Start | End | Venues | Status | Type | Estimated Attendance | Comments |
|--|------------|------------|---|----------|-----------------------------------|----------------------|----------|
| The Biggest Little Longhorn Show & Sale | 7/13/2022 | 7/17/2022 | Reno-Sparks Livestock Events Center | Hold 1 | Livestock Show - 712 | 1,000 | |
| Hector David Guerrero Zamora | 7/14/2022 | 7/18/2022 | Reno-Sparks Livestock Events Center | Hold 1 | Concert/Dance - 704 | 4,000 | |
| PCCHA Road to Reno '22 | 7/21/2022 | 7/31/2022 | Reno-Sparks Livestock Events Center | Hold 1 | Equestrian Show - 712 | 1,000 | |
| Hot August Nights Cool Car Showroom, Swap Meet & | 8/2/2022 | 8/7/2022 | Reno-Sparks Livestock Events Center | Hold 1 | Hobby/Special Interest Show - 703 | 40,000 | |
| Western States Finals | 8/10/2022 | 8/15/2022 | Reno-Sparks Livestock Events Center | Hold 1 | Equestrian Show - 712 | | |
| Reno Kennel Club All Breed Dog Shows '22 | 8/18/2022 | 8/21/2022 | Reno-Sparks Livestock Events Center | Definite | Hobby/Special Interest Show - 703 | 2,000 | |
| Region 3 Championship Arabian Horse Show '22 | 8/25/2022 | 9/4/2022 | Reno-Sparks Livestock Events Center | Definite | Equestrian Show - 712 | 1,000 | |
| Reno Snaffle Bit Futurity 2022 | 9/8/2022 | 9/19/2022 | Reno-Sparks Livestock Events Center | Hold 1 | Equestrian Show | 7,000 | |
| Monster Jam '22 | 9/22/2022 | 9/25/2022 | Reno-Sparks Livestock Events Center | Definite | Spectator Event | 6,000 | |
| Arbor Fest West 2022 | 9/27/2022 | 10/2/2022 | Reno-Sparks Livestock Events Center | Definite | Convention w/ Trade Show - 705 | 450 | |
| ACTRA Championships '22 | 10/12/2022 | 10/24/2022 | Reno-Sparks Livestock Events Center | Definite | Sporting Event | 10,000 | |
| 2022 IMBA World Finals | 11/7/2022 | 11/13/2022 | Reno-Sparks Livestock Events Center | Hold 1 | Family Entertainment - 707 | 1,000 | |
| Western Nugget National Hereford Show 2022 | 11/27/2022 | 12/4/2022 | Reno-Sparks Livestock Events Center | Hold 1 | Livestock Show - 712 | 500 | |
| UCS Spirit Pole Vault Summit '23 | 1/10/2023 | 1/15/2023 | Reno-Sparks Livestock Events Center | Hold 1 | Sporting Event - 709 | 2,800 | |
| Monster Jam '23 | 1/19/2023 | 3/19/2023 | Reno-Sparks Livestock Events Center | Hold 1 | Family Entertainment - 707 | 6,000 | |
| Reno World of Wrestling Championships | 3/28/2023 | 4/3/2023 | Reno-Sparks Livestock Events Center | Hold 1 | Sporting Event - 709 | 12,000 | |
| Western National Angus Futurity | 4/4/2023 | 4/9/2023 | Reno-Sparks Livestock Events Center | Hold 1 | Livestock Show - 712 | 250 | |
| Comstock Arabian Association Spring Fiesta Horse Show | 5/4/2023 | 5/7/2023 | Reno-Sparks Livestock Events Center | Hold 1 | Equestrian Show - 712 | 150 | |
| 84th Nevada Junior Livestock Show | 5/8/2023 | 5/15/2023 | Reno-Sparks Livestock Events Center | Hold 1 | Livestock Show - 712 | 1,200 | |
| CCC Summer Bash | 5/17/2023 | 5/22/2023 | Reno-Sparks Livestock Events Center | Definite | Equestrian Show - 712 | 1,000 | |
| Reno Rodeo '23 | 6/7/2023 | 6/28/2023 | Reno-Sparks Livestock Events Center | Hold 1 | Equestrian Show | 125,000 | |
| AMHA Western Regional Championship Show '22 | 6/29/2023 | 7/3/2023 | Reno-Sparks Livestock Events Center | Hold 1 | Equestrian Show | 2,000 | |
| | | | | | | | |
| | | | | | | | |
| Sigma lambda gamma National Sorority | 7/1/2022 | 7/1/2022 | Reno-Sparks National Bowling Stadium | Hold 1 | Bowling Event - 710 | | |
| Asian American Bowling Association | 7/14/2022 | 7/16/2022 | Reno-Sparks National Bowling Stadium | Definite | Tournament | 400 | |
| Junior-Adult Invitational Tournament | 7/22/2022 | 7/24/2022 | Reno-Sparks National Bowling Stadium | Hold 1 | Bowling Event | 250 | |
| California Bowlers Tour - Reno Invitational | 7/29/2022 | 7/31/2022 | Reno-Sparks National Bowling Stadium | Hold 1 | Bowling Event - 710 | 1,000 | |
| SIRs Annual Tournament | 8/8/2022 | 8/10/2022 | Reno-Sparks National Bowling Stadium | Definite | Bowling Event - 710 | 100 | |
| California Bowlers Tour - Reno Invitational | 8/12/2022 | 8/14/2022 | Reno-Sparks National Bowling Stadium | Hold 1 | Bowling Event - 710 | 1,000 | |
| Lava Lanes | 8/27/2022 | 8/27/2022 | Reno-Sparks National Bowling Stadium | Definite | Bowling Event - 710 | 160 | |
| 2022 Chinese/Japanese Labor Day Tournament | 9/2/2022 | 9/4/2022 | Reno-Sparks National Bowling Stadium | Hold 1 | Tournament | 300 | |
| Camellia City 500 Club Tournament | 9/9/2022 | 9/11/2022 | Reno-Sparks National Bowling Stadium | Definite | Tournament | 200 | |
| Storm Youth Tournament | 9/16/2022 | 9/18/2022 | Reno-Sparks National Bowling Stadium | Hold 1 | Bowling Event - 710 | 200 | |
| Fallen Fire Fighter Benefit Tournament | 10/1/2022 | 10/16/2022 | Reno-Sparks National Bowling Stadium | Hold 1 | Bowling Event - 710 | 250 | |
| L&L Nursery | 10/4/2022 | 10/5/2022 | Reno-Sparks National Bowling Stadium | Definite | Bowling Event | 1,100 | |
| Storm Tournament | 10/6/2022 | 10/9/2022 | Reno-Sparks National Bowling Stadium | Hold 1 | Bowling Event - 710 | 500 | |
| Lido Match Club | 10/8/2022 | 10/9/2022 | Reno-Sparks National Bowling Stadium | Hold 2 | Bowling Event - 710 | 150 | |
| 52nd Annual California State Senior Open Championships | 10/28/2022 | 11/20/2022 | Reno-Sparks National Bowling Stadium | Hold 1 | Bowling Event - 710 | 1,450 | |
| Northern Nevada Bowling Regional | 12/3/2022 | 12/4/2022 | Reno-Sparks National Bowling Stadium | Hold 1 | Bowling Event - 710 | | |
| USBC Open Championships (United States Bowling | 1/15/2023 | 7/15/2023 | Reno-Sparks National Bowling Stadium | Hold 1 | Bowling Event | 100,000 | |