



February 12, 2020

To: All Interested Parties

From: Litsy C. Pittser, Procurement Specialist
Village of Palmetto Bay
9705 E Hibiscus Street
Palmetto Bay, Florida 33157

Re: Request for Proposal RFP# 1920-12-005
Village of Palmetto Bay – Farmer’s Market

ADDENDUM NO. 1

Prospective Proposers,

This Addendum forms a part of the RFP Package Document dated February 24th, 2020, with the amendments and additions noted below (deletions are shown by strikethrough and additions are underlined.)

Non-Mandatory Pre-Bid Meeting on February 11th, 2020

The meeting started at 10:07am in the chambers of Village Hall. The Village representatives were: Fanny Carmona, Director of Parks and Recreation and Litsy C. Pittser, Procurement Specialist. The Procurement Specialist went through the schedule of events and answered questions relating to the preparation of the bid, after that the meeting was open to related scope of services questions.

Question: Regarding the sheet that you want references, in this particular intense where you are the operator and you have had vendors, it looks as though you are providing the service but what your providing is the space.

Village-Answer: *The references that the Village is requiring are references in relation to the management and operations of a farmers’ market with other public or private entities that your Company controls.*

Question: Is there a start date to this contract?

Village-Answer: *The current contract ends May 23rd of 2020, the recommendation to Council on the awarded proposer will be scheduled for the April 6th Council meeting. So, we will not have any gaps, the contract will start after the May 23rd. date.*

Question: on Section 2.0 where it says your hiring your farmers market vendors, its confusing can you elaborate.

Village-Answer: *To clarify, the awarded Proposer will be recruiting the vendors, the Village's position is to provide the space to conduct the farmers' market. The Proposer will be responsible that the vendors abide by the rules and regulations stated by the Village.*

Question: **The License that is required is from the City, that's just something that we would apply for to have. So, this is basically the local business tax.**

Village-Answer: *The Proposer will need to apply once awarded, the local business tax.*

Question: **Food Trucks or someone preparing food or pre-packaged food?**

Village-Answer: *With regards to the food trucks, it seems that the areas that we are proposing to site the farmers' market, the trucks will not be able to set up there. As to foods, any pre-packaged or prepared foods can be sold i.e. kettle corn, cookies etc...*

Question: **So, is the Village proposing to move the area of the farmers' market where it is right now to another location?**

Village-Answer: *Yes, we would like to free up the parking lot and in May, the Village will be expanding the pathways around the baseball fields and other areas. The Village will work with awarded Proposer to identify the best place to conduct the farmers' market.*

Question: **The reasoning for putting the farmers' market at its current location was the idea of damage to the grass area.**

Village-Answer: *To minimize damage there are several things that can be done, using hand trucks or with the assistance of our park personnel loading the items onto our gator to help move some of the stuff.*

Question: **After looking at the proposed parking area, will the excess cars be allowed to park on the swales.**

Village-Answer: *If the cars are blocking the sidewalks, they will get a ticket. Across the street is permitted.*

Question: **In the proposal it says weekend. Is Saturday or Sunday up for grabs?**

Village-Answer: *Yes*

Question: **Is there anywhere that electricity can have access to? Right now, there is no electricity in the parking lot.**

Village-Answer: *There is no electricity anywhere around here only near the gazebo.*

Question: **What is the liability? Is it still 2 million?**

Village-Answer: *The comprehensive general liability is at 1 million per occurrence and 2 million aggregate.*

Village-Statement: *Whatever site that you propose, make sure that it is ADA compliant. So, the reason why we are suggesting along the path is so anyone with a wheelchair can wheel themselves along the path and be able to see the merchandise. Tables should be flushed against the curb of the path.*

Question: So, if you start in one area and at one point need to move, because construction starts does anything need to be re-submitted.

Village-Answer: *No, any changes that may occur the Proposer will work directly with the Director of Parks and Recreation, Fanny Carmona to agree and accept the re-location.*

Village-Statement: *The Village also sponsors some marketing for the farmers' market. The Village advertises through the website, price calendar, social media, Village weekly news email blast, flyers on the parks bulletin boards. Signage will need prior approvals and Proposer needs to abide by the signage ordinance we have in place.*

Question: When you say there is an ordinance for Styrofoam cups and plastic straws are there any for plastic bags?

Village-Answer: *There is no ordinance for plastic bags.*

Question: Is a corporate seal necessary.

Village-Answer: *Corporate seals are not dry; therefore, the Village can waive this requirement, but all the required submittal forms that address a notary's signature is required.*

Question: Pg 18. of the RFP, the vendor will fill in the proposal sheet and submit with the proposal. Cannot locate the proposal sheet.

Village-Answer: *After checking, proposal sheet was found. It is in the RFP solicitation page 55 under Exhibit "1".*

Question: On pg 20. of the RFP it says submit a sub-vendor list. Please explain.

Village-Answer: *The type of proposal that you will provide deems page 20 non-applicable. The Village will sign a contract with the Proposer for the management and operations of a farmers' market. There will be no re-assignment of the contract to another company.*

Question: Must we need to use the reference forms for references?

Village-Answer: *No, as long as we have the contact information of the source providing the reference, the type of service conducted, and the years' your Company has been in a business relationship with said reference.*

Question: Are we required to pull an event permit with the Village?

Village-Answer: *No, event permit required, the awarded Proposer will be under a contact with the Village. But, signage for banners etc... shall need to be pulled. Please see our website for signage ordinance. Banners will be one per site.*

Question: Is traffic control an in-kind service?

Village-Answer: *No, since the inception of our farmers' market we have not been in a position to require traffic personnel to be assigned for traffic control. If the Farmers' Market is extremely successful and warrants traffic control, I would be confident to say that it would be the responsibility of the Proposer. The Parks has an*

ordinance for special events that if there are more than 75 people in attendance, the event planner will need to hire (2) off duty police officers. If Palmetto Bay has an event at Coral Reef Park during the farmers' market, the Village will be responsible for the off-duty police officers.

Question: Can we receive the current contract, and can it be submitted via email.

Village-Answer: Yes, upon request the current contract will be transmitted via email.

Question: Any marketing paid by us will it need to be approved by the Village?

Village-Answer: Approval of any marketing should be approved by the Village before it goes public.

Question: On the topic of ordinances any other ordinances aside from Styrofoam and straws is there anything else we should know.

Village-Answer: The Village is working on plastic bags in the future and the signage ordinance which is in place and can be read on our website under Parks and Recreation.

Question: Is there no dogs allowed in the park?

Village-Answer: No dogs are allowed.

Question: Is there smoking or vaping allowed?

Village-Answer: No smoking or vaping allowed.

Question: Are generators permitted?

Village-Answer: Yes, generators are permitted.

Question: What is the earliest time a vendor can set up?

Village-Answer: 7:00am will be the earliest time for vendor set-up. If the gates are closed, staff is on site to open the gates.

Question: At what time the vendors need to be off premises?

Village-Answer: Park closes at sunset, that would be your cut-off time.

Question: Going back to wear and tear of the grass area during the farmers' market, I just wanted to know that we would not be held liable if there is damage to the grass.

Village-Answer: The only requirement that the Village has is that the canopies be tied down with sandbags or water buckets. The only people in the grassy areas will be the vendors all the park patrons will be utilizing the pathway trails.

Question: Where are your vendors parking now?

Village-Answer: They are parking in the parking lot that is in between the elementary school and the park.

Question: Does the church accommodate the vendors at all?

Village-Answer: *Not on Sundays. If the farmers' market was held on Saturday, they could park there.*

Question: Is there a dumpster that we can use on sight?


Village-Answer: *The Village has a park dumpster but for purposes of the farmers' market the vendors will need to haul their trash out and leave no trace.*

Question: But, if the patrons make trash on the premise, will you accommodate trash cans?

Village-Answer: *Yes, the Village has trash cans throughout the park. And, if staff sees the need to add more trash cans in more traffic areas, they will accommodate that.*

All other terms and conditions stipulated in the original Village of Palmetto Bay Request for Proposal shall remain in force. All addenda created will be incorporated into the final contract and must be acknowledged in all bids. The form of acknowledgement is included and failure to sign and submit this form may result in your bids from being rejected.

Thank you for your participation in our solicitation process.



Litsy C. Pittser, Procurement Specialist
Village of Palmetto Bay



Acknowledgement of

Addendum of Solicitation

Amendment/Modification No.: 1

Amendment of RFP# No.: 1920-12-005

Title of RFP: Village of Palmetto Bay – Farmers' Market

Name of Bidder _____

Date Addendum Received _____

Total Pages of Addendum including Acknowledgement 6

Signature

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