



February 26, 2018

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# 1718-12-005
Operations and Management for a Summer Camp Recreational Program to Service the
Palmetto Bay Area

ADDENDUM NO. 1

Prospective Proposers,

This Addendum forms a part of the RFP Package Document dated March 8th 2018, with the amendments and additions noted below (deletions are shown by strikethrough and additions are underlined.)

- 1. Minutes from Pre-Bid Meeting on 02/20/2018:** The mandatory pre-bid meeting started at 10:00am, the introduction was announced by Litsy Pittser, Procurement Specialist, everyone in attendance registered on the sign in sheet provided. Mrs. Pittser went through the schedule of events, explained the requirements to submit the proposals, all the forms required to submit and the calendar of events for this proposal. After, Mrs. Pittser turned the Q & A session to the Director of Parks and Recreation, Ms. Fanny Carmona:
 - Ms. Carmona pointed out some of the points that are important for the RFP, " we are looking for someone to manage, operate, turn-key the summer camp program. The ages are 5-12 Monday through Friday program, 8:00am through 5pm. You can have extended hours to accommodate late pickups, but the earliest that you can get into the school is 8:00am. So, no earlier than 8 and no later than 6. It should include recreational and enrichment activities, a minimum of 1 fieldtrip to a nearby attraction and the transportation must be licensed and insured. You will be working closely with Miami-Dade Schools because you will be using Coral Reef Elementary as your indoor facility. The park for outdoor and the school for indoors. The basketball courts in the school can be used as well. But, you can utilize the entire park which is right next to the school. Please note again this is a turn-key, the awarded proposer will be responsible for all the hiring, staff personnel, all the registrations for the campers. Drop-off, pick-up, all medical history for the campers, incident reports, fieldtrips, entertainment and schedules. We are requiring a 1:15 ratio for your daily camp activities, but for fieldtrips the requirement is 1:10 ratio. The proposer is required to pay \$ 7,500.00 for the cost of use of the school. Please note that this money does not come to the Village it goes directly to the school.

What we are charging is \$ 17.50 per participant per week. That is the fee that comes to the Village. I am going to answer any questions that you might have.”

Steven Spacy – Jane Foreman Sports

Question: How many weeks does the \$ 7,500.00 covers that needs to be paid to Miami-Dade Schools?

Response: The \$ 7,500.00 covers the 8 weeks of summer camp

Question: What are the dates of the summer camp?

Response: June 11th – August 3rd

Gaby Casanas – Camp Unbeatable

Question: What facilities will we be able to use from the school?

Response: We have put in a request to use 10 classrooms, cafeteria, basketball courts and restrooms

Question: Will the cafeteria be in use?

Response: No, the cafeteria we have used it as a holding area. In the morning the kids go there and then walk To their classrooms and after 5:00pm, all the remaining children go to the cafeteria and wait for pickup.

Thomas Anderson – Camp Unbeatable

Question: Is there a maximum amount of kids allowed for this camp?

Response: You will have the use of 10 classrooms, so it depends how you would like to utilize those rooms. In past for us, we utilized 2 classrooms as game rooms and arts and crafts room so really we only used 6 or 5 depending on the amount of kids and no more than 30 kids to a class room. So we have had in the past about 150 campers. You will need to abide by the space capacity in the rooms. We do not know the ratio but we have never put more than 30 in a classroom.

Steven Spacy – Jane Foreman Sports

Question: Speaking of numbers will I be able to receive the last three years of campers there?

Response: Yes, that will not be a problem.

Question: Again do you have the average amount of campers per year?

Response: Again, our lowest amount of campers will be on the 4th of July week on average of 60-70 campers on that week but on the rest of the weeks it can go from 80 to 120 campers.

Question: What was the price of the campers last year?

Response: The price the Village charged was \$ 135.00. It covered the camp T-shirt; it covered the one field trip per week and the 1 swimming fieldtrip per week and snacks daily.

Question: Is the swimming fieldtrip need to be mandatory or not?

Response: No, it is not mandatory. But, there is language on the RFP that if you go to a pool there are requirements that need to be meant. Please refer to the RFP.

Question: If going to pool fieldtrip, what facility do you use?

Response: Cutler Ridge Pool.

Question: Again with the fee of \$ 135.00, does it include registration?

Response: No, there was no registration fee.

Question: Who organized the Camp for the City?

Response: The Parks and Recreation Department.

Question: Was it a specialized camp or a general camp?

Response: It was a general basic camp, only recreational. Campers played a lot of indoor games and outside games for example: basketball, flag football etc...

Question: Do you have the percentage of how many kids came from the school and how many kids came from the outside?

Response: I don't believe we have that, but I believe that a lot of the kids came from that school; we also had outside kids, if I have to estimate I believe that we had a good mixture of both.

Question: I know that time and time we have parents that give us vouchers and I was wondering if the Village accepted them here as well?

Response: No, the Village did not accept vouchers, but that was us. It will depend on you if you want to honor the vouchers.

Question: So, we will be responsible for all the registrations and everything?

Response: The Village will require a roster of participants every week to be given to the director of parks and recreation department, any incident reports and indemnify form. A good way is to have all the medical and indemnification forms to be part of your registration packet so you will have all the information on hand. The indemnification shall include the Village of Palmetto Bay.

Gaby Casanas – Camp Unbeatable

Question: After March 8th, when will the winner be announced?

Response: The Village will try to move the process quickly in order to give sufficient time for the proposer to set up for summer. We are looking at a timeline to present to Council in April.

Question: I would like to know how the Village will contribute with the Marketing of the Summer Camp?

Response: It can be posted on our website, our park flyer, Facebook and our monthly calendar that we can add to that. Also, we have a play by play publication that we send out to all our residents, I will need to look at the timing for that. But, all of the suggestions stated will need approval by the Village Manager.

Question: Do you have any regulations as to special needs children?

Response: As long as you have the proper personnel that work with special needs children. We did not accept them because we did not have the proper personnel qualified to help special needs.

Steven Spacy – Jane Foreman Sports

Question: I would like to know what else is going on in the park during the summer are there any other camps?

Response: There is a tennis camp, this camp is operated by the Village of Palmetto Bay, the instructors are sub-contracted by the Village. If you would like to incorporate a program with the summer campers and the tennis camp, it will need to be addressed to the Village.

Gaby Casanas – Camp Unbeatable

Question: You have a concession stand there at the park, can it be used?

Response: That concession stand is closed, but we are trying to have it opened by the summer.

Steven Spacy – Jane Foreman Sports

Question: If the concession stand is still closed can we utilize it?

Response: No the Village already has an awarded vendor. Due to hurricane damage and clean-up of the park; it delayed the transition for the new vendor to occupy. But, all has been completed, so it should be open soon.

Thomas Anderson – Camp Unbeatable

Question: In the school cafeteria, what can we utilize?

Response: Only the main room with the tables and chairs, the cafeteria for food or drinks is closed.

Gaby Casanas – Camp Unbeatable

Question: Where do we keep equipment to store?

Response: All equipment can be left in a classroom. These classrooms are locked after 5:00pm. Please be mindful and respectful with the equipment that these teachers have in class, the Village would use a roll of construction paper and blocked off all the areas of the classroom so the kids will not touch. So, we try to push all of their belongings to one-side of the room and block it off.

Steven Spacy – Jane Foreman Sports

Question: Is there any equipment that we can utilize from the school, like TV's...

Response: They do have the smart boards in every classroom, however you do have to be very careful and turn off the equipment. Those bulbs are super expensive and if they see that it was left on, you will need to replace the bulb at your cost.

Question: The \$ 7,500.00 when shall this be paid?

Response: It will need to be paid soon after the contract has been completed, again this fee is not the Villages' but we will need to collect it and in turn send them a check for that same amount.

Question: Looking at these fieldtrips, is there a preferred company that the Village uses for bus services?

Response: We would prefer bus companies that are approved by Miami-Dade County.

Gaby Casanas – Unbeatable

Question: Would you supply the link for the back ground check to go through?

Response: No, but all the responses will need to come to the Director of Parks and Recreation.

Question: It terms of walking the fields and the school will we be allowed?

Response: A walk through? Yes, we usually get the last day of school which is Friday the 8th where the kids are let out at noon and we can go in there to see the facility. But you will need to be prepared, if your camp starts the following Monday, you will need to also be setting up that Friday, remember the school will open for you on Monday at 8:00am. On Friday, the teachers will have everything picked up, you can drop off your equipment, decorate your classrooms, and whatever you need to prepare for Monday morning. You will have a window from 12:00pm to 6:00pm, so you will need your personnel to be ready to do a lot in a short period of time.

Question: Do you do open house for Parents?

Response: That would be part of your advertising.

Steven Spacy – Jane Foreman Sports

Question: Since the cafeteria will be closed, what do you do when the kids come with their lunch boxes, where do you put them?

Response: In their classroom, you advertise that they need to bring a packed lunch just like in school that does not require refrigeration, micro wave or cooking of any type, Room temperature.

Thomas Anderson – Camp Unbeatable

Question: Will we have access to ice? We need to know in case of injuries.

Response: The Village has ice at the park and we would be able to supply, that's not a problem.

Steven Spacy – Jane Foreman Sports

Question: Going back to lunch, all lunches are in the cafeteria?

Response: No, we utilized the cafeteria as a hold area or if it rains, we can put the tables and chairs to the side and play indoors. All children would eat at their classrooms and then pick up after themselves once done. It is up to you if you would like to utilize the cafeteria for lunch.

Question: I have read that you would like educational as well, what did you offer for educational part?

Response: What we have done in the past in conjunction was a reading program. The councils in training would read to the kids and the older kids would read to the younger ones. So we did like a 30 minute reading session. We have also provided in the past water safety classes through a company called Aquaquatics, they provided reading materials, a presentation slide show and workbooks for the kids. At the end, the kids did like a show of what did they learn from water safety. This was conducted in a classroom not in a pool.

Question: What is your estimate of which age group is the largest group.

Response: Last year our older kids, ranging from 8-12 were our biggest group but in prior years, our middle range kids from 5-7 have been the bigger group.

Gaby Casanas – Unbeatable

Question: Do you know where are the closest camps in this area, which would be our closest competitor?

Response: YMCA at 136th has a camp, Cutler Bay has their own camp, Westminster but please do your own research.

Steven Spacy – Jane Foreman Sports

Question: Is there a dress code?

Response: On your RFP you will see that you will need to have at least a T-shirt with the name of your camp and for the kids and STAFF. In the past in order to save money we used the same shirts but the difference is that we had STAFF in big letter on the back so the staff can be easily recognizable.

Question: I know the camp goes from 8:00am to 5:00pm, but what about from 5:00pm to 6:00pm?

Response: You have the facility from 8:00am to 6:00pm, it is up to you the hours of the summer camp program.

Question: So what I would like to clarify, you did not charge any camper for extra hours.

Response: No, our price was \$ 135.00 from 8:00am to 6:00pm. We did however have a late fee for late pickups.

Thomas Anderson – Camp Unbeatable

Question: Did you offer a half day camp?

Response: No, we did not do it for this camp, but we did however do it for our tennis camp.

- **Questions Received After Pre-Bid Meeting**

Jane Foreman – Jane Foreman Sports

Question: Last 3 years of enrollment.

Response: The average is 85 – 95 campers per week.

Question: Last 3 years of profit and loss

Response: Please refer to the .pdf attachment to this addendum for this response.

Question: If the prospective proposer did not attend the mandatory pre-bid meeting, are they still eligible to submit a bid?

Response: No, this was a mandatory pre-bid meeting and therefore, the only companies that can submit are the ones that were in attendance on the date of the mandatory pre-bid meeting.

Question: Please send a copy of last year's registration form.

Response: Please refer to the .pdf attachment to this addendum for this response.

Question: Please send a list of last year's field trips.

Response: Please refer to the .pdf attachment to this addendum for this response.

Question: If awarded, could we utilize last year's camp database for advertising purposes?

Response: We do not have a data base with captured emails or addresses. The individual registration forms do not have that information but I do not believe due to the nature of the information on those forms that we would be able to release them.

Question: Could you please clarify on the definition of a sub-vendor?

Response: Any company or individual aside from your company that you will be contracting to perform a service for the camp which is not part of your company.

STATEMENT: Although it was not mentioned on the RFP nor was it mentioned on the pre-bid meeting, in the past the Village of Palmetto Bay has extended a discount to its employees for their kids. This is not a requirement, but please consider the option.

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 proposals. The form of acknowledgement is included and failure to sign and submit this form may result in your proposal 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.: 1718-12-005

Title of RFP: Operations and Management for a Summer Camp Recreational Program to Service the Palmetto Bay Area

Name of Proposer _____

Date Addendum Received _____

Total Pages of Addendum including Acknowledgement 9

Signature

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 proposals. This acknowledgement form must be included in the response and failure to sign and submit this form may result in your proposal from being rejected.