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May 14, 2021

To: All Interested Parties

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

Re: RFP# 2021-12-009  
Concession Stand Management & Operations – Palmetto Bay Park

**ADDENDUM NO. 1**

Prospective Contractor,

This Addendum forms a part of the RFP Package Document dated May 24<sup>th</sup>, 2021, with the amendments and additions noted below (deletions are shown by strikethrough and additions are underlined.)

**Question: What vision does the Village have for the concession stand?**

**Village-Answer:** Our vision for the concession stand is simple; to provide food and beverage services to park visitors and patrons. There are limitations regarding cooking within the Palmetto Bay Park concession, e.g., no open grills, fryers, etc. which would require a hood and suppression system as compliance to all Miami-Dade Health Department rules and regulations is essential. We are open to learning of your vision for the park concession and will consider implementation of such visionary ideas if they do not conflict with legal use of the facility.

**Question: What are the required opening days & hours or is it up to the vendor? e.g. opened only Saturday and Sunday 10-5pm and weekdays during special sporting events.**

**Village-Answer:** At a minimum, we require that the concession be open during prime activities hours, i.e., afternoon /evening Monday thru Friday; Saturdays and Sundays. Should both the Village and the Concessionaire agree on days/times when no reasonable justification can be arrived at to open; the Village may allow the concession to close.

**Question: Can a food trailer be used and stored at the park in conjunction with the concession?**

**Village-Answer:** No. The concession includes the main concession area and the rear inside store area accessible only through the concession. But as discussed at the Mandatory Pre-Bid Meeting a small mobile cart can be used to supply small purchases of beverages or snacks during large events.

**Question: Can rents be paid semiannually 6months upfront at a time?**

**Village-Answer:** Pursuant to review and approval by the Village's Finance Department, semi-annual payments may be made; however, this in no way shall revise or modify the intent regarding possible notice or termination for lack of performance and/or violations of terms and conditions.

**Question: What concerns does the Village have for the future vendor at the stand?**

**Village-Answer** *To be honest, the Village is concerned that it might be difficult, but not impossible, to generate the required volume to support the business. It would take a visionary and motivated entrepreneur to be successful.*

**Question: What issues or concerns did the previous vendor have with the stand?**

**Village-Answer:** *Unknown.*

**Question: Why was the RFP changed from gross sales in 2017 to flat rent in 2021?**

**Village-Answer:** *Avoids the necessity to verify the concessionaires' gross sales; simplified to flat rental rate.*

#### **Village Statement (Add or Deletion)**

*After review, there are certain items on the scope that the Village is moving forward in deleting and amending. Here are the changes:*

1. Section 4.01.1 Menu on page 17 of the RFP, line 3 read as follows:

*"Pricing of each menu item will remain firm and fixed for the duration of the Contract" this line will be **deleted**.*

2. Section 4.01.1 Menu on page 17...adding line # 11 to include no plastic straws per Village Ordinance No. 2019-12.

3. Section 4.02 The Village's Responsibilities, line (a) page 17 reads as follows:

*" The Village will pay all utilities, such as electrical, gas and phone (including hookups if required for new service as related fixtures and connections, however, the Village reserves the right to inspect the concession stand to ensure conservation of the resources is being practiced by the Company."*

Correction: "The Village will pay for electricity... deletion of all utilities, gas, and phone.

**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 rejection of your proposal.**

Thank you for your participation in our solicitation process.

A handwritten signature in blue ink, appearing to read "Litsy C. Pittser", with a long horizontal line extending to the right.

Litsy C. Pittser, Procurement Specialist  
Village of Palmetto Bay



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**Acknowledgement of**

**Addendum of Solicitation**

Amendment/Modification No.: 1

Amendment of RFP# No.: 2021-12-009

Title of RFP: Concession Stand Management and Operations – Palmetto Bay Park

Name of Bidder \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date Addendum Received \_\_\_\_\_

Total Pages of Addendum including Acknowledgement 4

\_\_\_\_\_  
Signature

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