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## ADDENDUM NO. 1

Date: April 10<sup>th</sup>, 2024

To: All Interested Parties

From: Alessia Bencomo, Procurement Specialist  
Village of Palmetto Bay  
9705 E. Hibiscus Street  
Palmetto Bay, Florida 33157

Re: Request for Proposal No. 2024-12-010  
Village of Palmetto Bay - Farmer's Market

This Addendum forms part of the Request for Proposal (RFP) Package advertised on March 19<sup>th</sup>, 2024, and with a proposal opening date of April 19<sup>th</sup>, 2024, with any amendments and/or additions noted below.

**Question No. 1:** Length of Area on 'Option B': Could you kindly provide information on the length of the area designated as 'Option B' on the provided diagram, to be utilized on either side of the walkway?

**Response:** *The length of the trail for Option B may be used.*

**Question No. 2:** Maximum Number of 10x10' Merchant Spots: I would appreciate clarification on the maximum number of 10x10' merchant spots available for vendors participating in the farmer's market.

**Response:** *Without knowing the linear footage, the number of vendor spots cannot be determined. If known, divide the linear footage by ten (10) to determine the number of side by side vendors that would fit. If room in-between, divide by fifteen (15) (for five (5) feet between vendors).*

**Question No. 3:** Market Schedule: Will the market operate on both Saturdays and Sundays?

**Response:** *The farmer's market schedule is Saturdays only. The Holy Rosary St. Richard Catholic Church parking is not available on Sundays, and if parking became available, Market Manager would need to agree to provide overnight security if booths left on site overnight.*

**Question No. 4:** Police Requirements: What are the requirements for police presence at the market? Could you specify the number of hours, pay rate, and under what

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conditions police presence is necessary? Additionally, are sports a deciding factor in determining police requirements?

**Response:** *Please contact the Police Department as it is under the Police Departments discretion.*

**Question No. 5:** Prohibited Items and Activities: Could you outline the items that cannot be sold, offered, or displayed at the market as per the contract?

**Response:** *See question 14 and RFP Section 4.01.*

**Question No. 6:** Parking for Food Trucks and Merchants: Where will the four designated food trucks be allowed to park and sell their products? Following unloading, where will the participating merchants be permitted to park their vehicles?

**Response:** *The food trucks will be allowed to park the vehicles in the designated parking lot near Option A and Option B. The participating vendors will be permitted to park their vehicles at the Holy Rosary St. Richard Catholic Church parking lot located at 7500 SW 152<sup>nd</sup> Street, Palmetto Bay, FL 33157.*

**Question No. 7:** Is there a certain size limit for the food truck?

**Response:** *The food truck will need to be able to fit in the designated parking lot near Option A and Option B.*

**Question No. 8:** Village of Palmetto Bay Tax License: Will merchants be allowed to operate prior to receiving the license upon submitting application? Are one-time merchants allowed to operate without a license?

**Response:** *All vendors must secure and maintain all necessary licenses, registrations, certifications and permits required by local, State or Federal law and/or regulatory agency including a local Business Tax Receipt (BTR).*

**Question No. 9:** Liquidated Damages: Does Liquidated damages under section 3.23 apply to our contract?

**Response:** *No, Liquidated Damages will not apply to the contract.*

**Question No. 10:** Trash Collection: Will recreational staff members of the Coral Reef Park be responsible for collecting trash at the end of each market day?

**Response:** *The vendors must completely clean respective area as assigned, leaving no debris and remove all from the park and dispose offsite. The Proposer must ensure that this occurs and shall follow up in the event vendors fail to do so. This includes any cooking oils, charcoals, briquettes and other disposables, etc. The vendors must clean all equipment off site and not at*

*the park. The Parks and Recreation Department will provide the trash cans for use by the general public.*

**Question No. 11:** Notification of Closed Market: How far in advance are we required to notify the Village of a closed market due to inclement weather?

**Response:** *It is the responsibility of the Proposer to communicate to their vendors of any cancellations including the Police Department and the Village. The public will be notified through the Village's social media platforms.*

**Question No. 12:** Definition of Valid Business License: Could you clarify what the definition of a Valid Business License in Florida is under section 7.0 D?

**Response:** *Please reference the requirements of local, State or Federal law and/or regulatory agency.*

**Question No. 13:** Additional Projects and Activities such as antique car shows, petting zoos, musical events, live street performances, face painting, cooking demonstrations, 5K and 10K races, golf cart and boat parades, fund raisers, donation bins, and more, are all of great interest to us. Could you confirm if these activities will be permitted? Will we be able to locate this activities west of 'Option B'?

**Response:** *Please present all activities and/or special events in the proposal and the Village will later determine if such activities and/or special events may be permitted.*

**Question No. 14:** Permitted Items for Sale: Could you confirm the items permitted for sale at the farmer's market? We plan on continuing to welcome handmade goods, fresh produce, hot food, refreshments, desserts, local businesses and services, and more.

**Response:** *As stated in RFP, organic/local/healthy foods, artisan crafts. All booths/items should be approved in advance by Market Manager and the Parks and Recreation Department.*

**Question No. 15:** Generator Policy: I would like to know information regarding the use of small quiet generators for our merchants?

**Response:** *Small generators are allowed to be used in the farmer's market but a larger generator requiring the completion of a permit will not be permitted.*

**Question No. 16:** Repaving Job Start Date: Could you provide a general start date for the repaving job taking place within the park stated on Page 47 Section 5 and 6, and how it may affect the operation of the farmer's market?

**Response:** *The Village will notify the Proposer of any projects that will affect the farmer's market. Currently, there will be a trail and sidewalk project to be completed during the summer months of 2024.*

**Question No. 17:** *What is the timeframe for the solicitation process after all proposals have been submitted?*

**Response:** *Please be advised that after the proposals have been submitted, the timeframe to review each proposal and present the recommendation to the Village Council may take thirty to sixty (30-60) days.*

**Question No. 18:** *Will the individuals providing a reference letter also need to complete the reference form located in the RFP?*

**Response:** *Yes, all reference letters should also include a completed copy of the reference form located in the RFP on page 24.*

**Question No. 19:** *Does the Proposer need to be present at all times during the farmer's market or can a supervisor be designated in case the Proposer cannot be present?*

**Response:** *If the Proposer cannot be present, the Proposer must have a designated contact person and provide their information to the Village.*

**Question No. 20:** *What will the payment deadline be for the monthly rental fee?*

**Response:** *The Proposer must submit the monthly rental fee before or on the 5<sup>th</sup> of every month.*

**Question No. 21:** *How much does the current market management pay for the spot?*

**Response:** *The current market management paid One Thousand Dollars and Zero Cents (\$1,000.00) for the first year and paid One Thousand Four Hundred Dollars and Zero Cents (\$1,400.00) the second year.*

**Question No. 22:** *Is there an actual limit to the amount of vendors you can have?*

**Response:** *The Proposer must determine the amount of vendors based on Option A and Option B labeled on the map located on page 56 of the RFP.*

Thank you,



Alessia Bencomo  
Procurement Specialist

# ACKNOWLEDGEMENT OF ADDENDUM SOLICITATION



Amendment/Modification No: 1

Amendment of RFP No: 2024-12-010

Title: Village of Palmetto Bay - Farmer's Market

Name of Company \_\_\_\_\_

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

Total Pages of Addendum including Acknowledgement 5

Print Name \_\_\_\_\_

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 rejection of your proposal.**