



ADDENDUM # 1
RFP # FY 2020-2021-007
CONCESSION SERVICES FOR PETER BLUESTEN AND OB JOHNSON PARKS

Please ensure you check the City's website for the latest addendum released for this project. Below find the link to the City's website: www.cohb.org/solicitations.

Proposing firms must provide this Addendum # 1 form signed by an authorized officer of the firm to acknowledge receipt of Addendum # 1. The form must be provided with firm's response.

Please note:

QUESTION #1.

There are 81 pages in the contract, some of which do not require writing, did you want us to send the entire 81 pages to you in the USB along with any documents required?

ANSWER #1.

See pages 18 – 22 of the RFP solicitation titled: *Proposal Format*. Proposal format must be followed when submitting a response to the RFP.

QUESTION #2.

What are the required hours of operations for all three locations?

ANSWER #2.

See page 21 of the RFP, Item C which states: *Submit an hours of operation plan describing the standard hours of operation plus expected seasonal variances explicitly describing the commencement and duration of such variances. It should be noted that the parks close at or before 9:00 pm.*

QUESTION #3.

What type of food was sold?

ANSWER #3.

The Peter Bluesten Park stands are new and have not been previously operated. The OB Johnson Park stand was previously operated on a limited basis by the police athletic league. The Police Athletic League sold standard concession items including drinks, ice cream, snacks, pre-packaged foods, and also had a food truck with a full kitchen that cooked food onsite.

QUESTION #4.

In the strike zone concession stand, as well as the corner kick concession, are all the equipments a part of the facility? Are we aloud to rearrange the equipment/ tables?

ANSWER #4.

All food service equipment will remain including tables, sinks, ice machines, refrigerators. Laundry equipment and cabinets will be removed. Vendor will be responsible for any damage beyond normal wear and tear and will be responsible for replacing as needed.

QUESTION #5.

The Strike zone and Corner kick name signs, are we able to remove and add our firms name? if so, are we responsible for the removal of the signs? Are we able to post signage of our cafe name, even if strike zone signs must stay? ei: "Super Duper Grub at Corner Kick "?

ANSWER #5.

All signage intended to stay. Vendor may propose alternative naming/ signage as part of their proposal and would be responsible for all removal, remediation, and installation of any pre-approved signage.

QUESTION #6.

Are we able to put signage of our menus items?

ANSWER #6.

Yes, with written City approval.

QUESTION #7.

Are we aloud to paint the interior walls of strike zone?

ANSWER #7.

Yes, with written City approval.

QUESTION #8.

Payments are not given to the city monthly, instead they are given at the end of the year is this correct? in a lump sum?

ANSWER #8.

See page 21 of the RFP solicitation titled: *Financial/ Revenue Proposal*.

QUESTION #9. With regards to the cost proposal section, how do we determine what our five year scope of revenue will be if we do not know what the previous firms revenue was. Do we base it on our revenue from our past scope of work?

ANSWER #9.

See pages 12-14, 21 of the RFP solicitation titled: *Cost Proposal and Financial/Revenue Proposal*.

QUESTION #10.

How is trash and recycling done? The garbage bins outside of the cafe, will they be maintained by the sanitary/maintenance department?

ANSWER #10.

See page 8 of the RFP Solicitation which states: *City will require the Contractor to: Be responsible for all utilities generally provided for the premises such as sewer and water service. Be responsible for all janitorial services, both interior and exterior, servicing and maintenance of facility, garbage removal service, any telephone, electricity and cable services and all other services awarded obtains for the premises.*

QUESTION #11.

There are three attachments. The request for proposal contract, the date of the meeting and the green events policy. Are we only to print out and return via USB. The request for proposals contract?

ANSWER #11.

See pages 18 – 22 of the RFP solicitation titled: *Proposal Format*. The Proposal Format must be followed when submitting a response to the RFP.

QUESTION # 12. Please provide a list of all the vendors that were registered via e-mail for the non-mandatory pre-proposal conference & site visit.

ANSWER # 12. Fort Lauderdale hospitality group, S&W on the Water, Super Duper Grub Café, Ultimate Bakery & Pastry.

QUESTION # 13.

Can a vendor propose to bid on only one or two of the concession stands?

ANSWER # 13.

See page 12 of the RFP Solicitation titled: *Cost Proposal*- Item V states: *The City may award multiple firms as available, by park, by concession stand or in its entirety, as deemed in the best interest of the city.*

QUESTION # 14.

What equipment, if any, will remain in each of the concession stands for the vendor to use?

ANSWER # 14.

Refer to answer 4.

QUESTION # 15.

Have any of the concession stands been run by any operators in the past? if so, are there financial records of the gross sales produced?

ANSWER # 15.

Refer to answer 3.

QUESTION # 16.

Are there fixed hours of operation for any or each of the concession stands?

ANSWER # 16:

Refer to answer # 2.

QUESTION # 17.

Are there any City organized events at the parks for which the chosen vendor has an opportunity to provide catering services? If so, which events? Does the vendor have the right of first refusal for these events?

ANSWER # 17:

The vendor may include catering services in their proposal for the locations of the stands and will consider proposals that include first right of refusal. Various events and rentals are held at each park.

QUESTION # 18.

What is the yearly activity schedule for each concession location and the average attendance the City has observed?

ANSWER # 18:

Peter Bluesten Park hosts programs and activities throughout the year. The YMCA is open daily. The Police Athletic League hosts soccer leagues year round and baseball leagues in the fall and spring. Rentals include weekly athletic rentals, special events, and family gatherings. The park opened just prior to covid.

OB Johnson Park hosts programs and activities throughout the year. The OB Johnson Park Center is open primarily Monday – Friday. The police athletic league hosts football and cheerleading leagues in the summer and fall, volleyball leagues throughout the year, and basketball leagues in the fall.

QUESTION # 19.

What is the rain-out policy (as far as hours or operation of the concession stand) in case of inclement weather?

ANSWER # 19: Operating hour minimums can be reduced for inclement weather, city holidays, etc.

QUESTION # 20.

Do any of the parks have months of extremely limited to no activity?

ANSWER # 20:

Neither of these parks has months of extremely limited activity. OB Johnson's outdoor activities are more busy during football season.

QUESTION # 21.

Who will be responsible for the maintenance and janitorial services of the public restrooms at each park?

ANSWER # 21:

Refer to answer 10. The vendor may include restroom services in their proposal for the locations of the stands.

Please note receipt of Addendum #1 by signing below and include with your firm's submission. I acknowledge receipt of Addendum # 1:

Company	
Name	
Title	
Signature	
Date	

Sincerely,



Andrea Lues, Director, Procurement Department