



Nerahoo Hemraj
Controller

GENESEE COUNTY PURCHASING
A Division of the Genesee County Controller's Office
COUNTY ADMINISTRATION BLDG
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November 19, 2018

ADDENDUM #1

#18-160 CAFETERIA, CATERING AND CONCESSIONS SERVICES AT CROSSROADS VILLAGE

Minutes INFORMATIONAL PRE-PROPOSAL MEETING: Wednesday, November 14, 2018 at 10:00 a.m.

STAFF PRESENT: DERRICK JONES, PURCHASING ADMINISTRATOR; GARRY PRINGLE, OPERATIONS MANAGER (CRV); MELISSA GAGNE, SECRETARY

OTHERS PRESENT: TRACIEY SHERER, DANIELLE SCHLOSSER, TIM SULLIVAN

JONES: This meeting is to go over the bid specifications for cafeteria, catering and concessions services at Crossroads Village. I will go over the specifications and then turn it over to Garry for more information. After that there is a tour of the facilities. The proposal is on the Genesee County website (www.gc4me.com).

JONES: This is proposal number 18-160. Due date for this particular proposal is Thursday, November 29, 2018 at 3:00 P.M. Proposals must be turned into the Controller's Office, in room 361 of the Administration Building. This meeting is informational, not mandatory, so there may be others unavailable to attend but able to submit proposals. Each offeror is responsible for labeling the exterior of their sealed envelope. This should contain the proposal number, proposal name, and due date. We ask that you submit one original proposal and one electronic copy in one envelope, sealed and delivered. Any communications, including questions, should be directed to the Purchasing Department.

SULLIVAN: Are you the contact?

JONES: Yes. We are asking if you have any questions, after you have left this meeting; send those questions to us by Friday, November 16th before 12:00 p.m. That information is on page five. If there are any questions, we will post an addendum that will the answer to the questions. Look at the website frequently for changes and addendums. Once there is an addendum, on the signature page, there is a section you will have to note that you received that addendum. That is number six on the signature page.

JONES: On page 6, it relates to the qualifications, what we are looking for in a restaurant/ catering firm, the intended purposes of managing food service. We are also looking for

experience. The facilities descriptions are on pages seven and eight of the proposal. This highlights the various facilities, so please read this section so you know what they have. On page nine of the proposal, you will see the Scope of Services. The successful offeror shall manage and provide food and beverages, concessions and catering operations at Crossroads Village on behalf of Genesee County. You are representing Genesee County Parks. The contractor's obligations and responsibilities are on pages nine through twelve. Section six, this is what is required in your actual proposal. We ask for a management approach, menu alternative and pricing, marketing approach, customer service approach, design, equipment and furnishing approach, financial arrangement and length of contract approach. On page fourteen, we ask that you fill in the section with percentages in relations to gross sales at all facilities, and also for performance measures. In terms of additional information, if you have any exceptions to any of the RFP, contract, we ask that you list that. The signature page is seventeen and we ask that you execute that, as well as the insurance checklist. There is a section requesting references. Those references will be verified.

Please turn your attention to page twenty where it discusses the cost responsibility detail sheet. This lists the areas of responsibilities. If there are questions, please submit them to us. Are there any general questions?

Q1: Does the County still have the Class C Liquor License in escrow and will it be used in the future?

A1: Yes, we do have it. We are not putting it in escrow, but we do not plan on using it.

Q2: So you are going to renew it?

A2: Yes, we are going to renew it. We talked about putting it in escrow. We have a liquor license here. We haven't used it, except for the one for the Genesee Belle. It is my recommendation to not put it in escrow, because the savings on insurance was negligible. We have the quote from Risk Management and it doesn't make sense to put it away, but we don't plan on using it.

Q3: So, are you turning it back over to Lansing?

A3: No, we are renewing it with no intentions of using it. We can't see what the future will hold or what management will plan, but I do not see us getting into the alcohol business. The license for this building cannot be sold.

Q4: We've had this conversation before. We have a Class C Liquor License that we service banquets, or primarily wedding receptions, and I am trying to understand the potential of other future revenue streams with the liquor license. Is that something that could be researched on and if the park system would be open to suggestion.

A4: You can always put that as part of your proposal, but that would require involvement of Risk Management.

Q5: Well, one option would be for us to manage your liquor license. I'm talking about simple, not opening a bar. Do you think that could be a possibility?

A5: I would recommend putting it in your proposal and highlight it. There is no guarantee.

Q6: But you do sell alcohol at banquets, or no?

A6: No. Right now the caterer is Black Forest Catering. They bring their license by the State of Michigan and they can do a host bar for weddings. Not a cash bar.

Q7: We do a host bar here. We service nine to ten weddings per year.

A7: Twelve plus years ago, we had our own in-house chefs, with our own liquor license. We could do a cash bar and host bar. We had it in escrow, but the State only allows you to put it in escrow for five years. We pulled it out and keep it with no intent of using it.

Q8: From our experience, the Day Out with Thomas event has been successful. Is Parks and Recreation looking at similar promotions along those lines?

A8: There is nothing in the works, but we are always looking for stuff during the summer.

Q9: In the years we have been here, there have been one or two services excluded from the exclusivity. The new promotion from the last two years where you brought in outside vendors, that was detrimental. Is that going to continue in the future?

A9: What he is talking about is we won't allow another wedding to come in here with another caterer, but in here there is no exclusivity, no guarantee. He is referring to when UAW used to come in here and bring in another caterer. I won't allow anyone else to do that. UAW was here eighteen years ago and I was not going to change the rules of the process. The other he is referring to is Vintage in the Village, which will not be here next year. I drive as much business to you. I want you to make money. It does me no good if you lose money. But, if someone doesn't like you or something doesn't work, I will listen to the customer. The Sloan Auto Show had their own vendors, and we brought their entire show, including their vendors, here. If we start an event here, like Day Out with Thomas, we have them as the only vendor as long as they can handle the crowd. Vintage in the Village will not be here next year.

Q10: Is that a guarantee?

A10: Yes, that is a guarantee. Sloan has been renewed to come back next year. They will come back the same way. We will revisit that one. They may go back to their location. I'm not going to make them lose their vendors when they may only come out here for one year.

PRINGL: Do not miss the deadline by even one minute.

Q11: How long after the proposals are submitted will we find out?

A11: There is not a timeline in terms of approval, but I believe we will shoot for no later than the middle of January.

SCHLOSSER: That's about the time the bridal shows hit and we promote the Parks as a caterer.

PRINGLE: It will be as soon as possible. He will turn the list over to the Director, which is Barry June, and then we will go from there.

Q12: Is the park open year round?

A12: The park is open approximately one hundred twenty days. If you take a look in there, you will see there is a summer season, a Halloween season and a Christmas

season. The summer season is approximately eighty days, the Halloween season is about fourteen days, and the Christmas season is about twenty days. If you look at the dollars values from the previous years, it doesn't go by the number of days. Some of the busiest days can be Christmas and Halloween versus the summer. He (Sullivan) mentioned certain events like Day Out with Thomas. We partner with Mattel. It brings in a few thousand people for a certain event. Other times it is just the historical village. We always try looking for more events. I'm always looking for something to bring more customers in, but I have to find the right event that fits here.

Q13: But the banquets can be year round?

A13: The banquets go from April through September. The reason why is, if you take a look at the roads, we don't have anyone here to plow or maintain the roads during the winter time. I have been out here at times when the roads were barely passable, so the last thing I would want is a wedding in January here because you can barely get in through these roads.

SULLIVAN: There are times here with Thomas the Train, Halloween and Christmas where these rooms are being used, so you can't sell anything. You lose a couple of good months in wedding season. Neither room is available for that. December has Christmas parties and you lose both of the rooms because of the Christmas promotions.

PRINGLE: If you look at the proposal, you will see all of the dates and figures.

Tour proceeded.

Q14: Does the cooler serving bar in the Warehouse kitchen work?

A14: No, but you can fill it with ice.

Indicate on the Signature Page item #6 and on the exterior of the envelope containing your proposal:

ADDENDUM #1 RECEIVED

**ALL PROPOSALS MUST BE RECEIVED AT:
GENESEE COUNTY PURCHASING DEPARTMENT
1101 BEACH STREET, ROOM 361
FLINT, MI 48502**

Derrick Jones, Purchasing Administrator
G:/bid2/2018/18-160 add1