September 15, 2015

ADDENDUM #1

REQUEST FOR PROPOSALS (RFP) #15-060
Farm Animals on Site at Crossroads Village & Huckleberry Railroad

1. Please include the minutes and questions and answers on attachment 1, as part of the above mentioned RFP.

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 343
FLINT, MI 48502

Cindy Carnes
Cindy Carnes, Purchasing Manager
G:/bid2/2015/15-060 add1
ATTACHMENT #1

MANDATORY PRE-PROPOSAL MEETING
WEDNESDAY, SEPTEMBER 9, 2015, 9:00 AM

#15-060 FARM ANIMALS ON SITE AT CROSSROADS VILLAGE AND
HUCKLEBERRY RAILROAD
ADDENDUM

Staff Present:
Cindy Carnes, Purchasing Manager
Matt Armentrout, Director of Facilities Management
Garry Pringle, Parks Operations Manager
Deborah Wilkes, Recording Secretary

Attending:
Charles Hardaker – Celebration Farms, 9208 E. Vienna Rd, Otisville 48463
Belinda Esterline – Celebration Farms, 9208 E. Vienna Rd, Otisville 48463
Tammy Iaconelli – Carousel Acres, 12749 Nine Mile, South Lyon MI 48178

Garry Pringle:
Thank you for coming today. This is a mandatory pre-bid meeting and all attendees must
sign in. If a company is represented here today and does not sign in, they will not have
the opportunity to submit a proposal. All attendees were asked to leave a business card as
well.

This is a request for proposals for farm animals onsite at Crossroads Village.

Page 3: All sealed bids will be accepted until Wednesday, September 30, 2015 at 3:00
p.m. Hours of the Purchasing Department are listed in the Request for Proposal
document. Bids should be delivered in person or mailed to 1101 Beach St. Room 343,
Third Floor, Flint MI 48502. You cannot send your proposals to Buy4Michigan or MITN.
LATE PROPOSALS, OR PROPOSALS SENT BY FAX OR EMAIL WILL NOT BE ACCEPTED. You
can turn in your bid as early as you want, prior to the deadline.

Most important to know is that you must follow directions and deadlines. If you submit a
proposal and do not follow the directions carefully or do not submit all the necessary
documents and meet the deadline, your proposal will not be forwarded to the Parks for
consideration.

Since the people attending today are familiar with the facility, the site visit is optional.
(Both parties attending chose not to take a tour of the site)
One original proposal with original signatures, two (2) paper photocopies of the entire document and one electronic copy (thumb drive or cd/dvd) must be submitted. Photocopy and electronic copy must be exactly like original copy.

Today we will answer questions and copies of today's questions and answers will be posted in an addendum on the Genesee County Purchasing Department's website where you found the Request for Proposal document. Questions submitted after today's meeting must be submitted directly to the purchasing department purchasing manager, Cindy Carnes, and those questions and answers will be posted in additional addenda on the website address provided in the RFP. You may not contact Mr. Pringle, or any park employee with questions after this meeting. Ms. Carnes' email address and phone number is listed in the RFP. Keep checking the website for any additional addendums, changes, and/or corrections so you have knowledge of these items. All questions must be submitted by noon on September 24, 2015.

Section 4 – Minimum Qualifications
One of the things we will be looking for is a company with financial stability. We want to make sure that the company chosen will be around for a couple years. We don't want to find out the animals are gone one day in the middle of the season.

Our summer season is usually an 80-85 day season (depending on how the calendar falls, in 2016-17 it happens to be 80 days) with Village days and hours of Wednesday through Sunday, usually from 10am to 5pm. Special events, such as Day Out with Thomas may be longer days. We usually open Memorial Day weekend and close on Labor Day.

The Village is a family-orientated park. We have some flexibility with the type of animals, but we date around the late 1800s. The location of the farm animals is obvious, where the pens are. Now is your chance to be creative with the animals you propose. We don't have any preconceived notion or mindset of what they should be but if you have been in the Village you know the kids love to see the farm animals. The only goal is the safety of the animals and safety of our customers. Besides that we are pretty flexible.

The care, feeding, their veterinary care, and the staff you provide is very important. Staffing is especially important because your staff will be interacting with customers 100 percent of the time. If you look at how we evaluate the proposals it explains what we are looking for on page 16.

Bidder's Insurance Checklist - this checklist must be reviewed with your agent and helps you understand what insurances must be in place for the job. Both you and your insurance agent must sign the document and submit the form in your proposal. You must make sure that the liability limits set by the county are met. Whoever is awarded the proposal must provide a certificate showing proof of the necessary coverage.
**Signature Page** - Make sure you read through that and sign it and that is also the cost proposal page. (page 17) Fill this page out completely.

**Standard Contract** - Please read through this carefully so you know what it means to do business with the County. The standard contract is at the very end of the RFP document. It gives you the idea of what type of contract we will have with you. If you have any exceptions to anything in the RFP or contract you must put the explanation of your exception on your letterhead and include it with your proposal.

Q: Is that chicken thing still in effect? They couldn’t have chickens at the Fair.

A: They don’t have them at the Fair because it is mixing different farm chickens with chickens from another farm. This situation would be considered chickens from all one farm so they are not mixed together. They don’t want one sick animal bringing it to the fair and transferring it to another animal from another farm.

Q: Ms. Carnes noted that one question that was asked prior to meeting was: What is the average daily attendance?

A: Average for this summer was just under 600 per day. The highest days are in August, with up to 3000 and the least we’ve had this summer is 100.

The biggest things that would affect the vendor is the number of kids that come out and the hours. It does vary; we have more school kids at the beginning of the season and more family units after that. Our busiest days are in August because people get their last vacation in before school and we have Thomas in there. Next year we will pick up the fourth of July because that falls on a Monday. We’ll have Memorial Day, July 4th and Labor Day, three Monday holidays.

Q: You have to be USDA licensed to show the animals?

A: Yes. Whatever requirements are set by the State must be met.

Q: If we have any questions we contact you (Cindy Carnes)?

A: Yes, contact Cindy in the Purchasing Department and she will get the answers and they will be posted in the addendum online on the Genesee County Purchasing website listed in the RFP.