



**GENESEE COUNTY PURCHASING DEPARTMENT**

ROOM 200, COUNTY ADMINISTRATION BLDG.  
1101 BEACH STREET  
FLINT, MICHIGAN 48502

TELEPHONE  
(810) 257-3030  
FAX  
(810) 257-3380

**ERIC F. HOPSON**  
Purchasing Director

**CINDY CARNES**  
Purchasing Manager

March 31, 2009

**ADDENDUM #1**

**REQUEST FOR PROPOSALS (RFP) #09-009  
FARM ANIMALS ON SITE AT  
CROSSROADS VILLAGE & HUCKLEBERRY RAILROAD  
GENESEE COUNTY PARKS AND RECREATION COMMISSION**

1. Please include the following minutes from the Pre-proposal meeting as part of the above referenced RFP.

**Indicate on the Signature Page item #5 and 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 200  
FLINT, MI 48502**

*Eric F. Hopson*

Eric F. Hopson, Purchasing Director  
G:/bid2/2009/09-009add1

**PRE-PROPOSAL MEETING  
FRIDAY, MARCH 27, 2009**

**#09-009 FARM ANIMALS ON SITE AT  
CROSSROADS VILLAGE & HUCKLEBERRY RAILROAD  
GENESEE COUNTY PARKS AND RECREATION COMMISSION**

Genesee County Staff Present:

Cindy Carnes, Genesee County Purchasing  
Ron Walker, Deputy Director, Genesee County Parks  
Kathi Whitcomb, Crossroads Village Program Coordinator  
Cindy Kimber, Volunteer Coordinator  
Deborah Wilkes, Recording Secretary, Genesee County Parks  
Belinda Estertin, Celebrations Farm  
Charles Hardaker, Party Ponies, Inc.  
Tammy Iacoalli, Carousel Acres, Inc.  
Carol Weaver, Party Animals

Ron Walker, Deputy Director of Genesee County Parks, introduced the staff and offered a temporary brochure of the Summer 2009 programming at Crossroads Village, complete with dates and hours of operation to anyone interested. He explained that notes will be taken and any questions you have today will be recorded and posted on-line so everybody has access to the same information before submitting a proposal. After this meeting, everyone in attendance will be invited to tour Crossroads Village and ask questions about the site and the proposal.

Ms. Carnes explained that this meeting is mandatory and only those companies with representatives in attendance today will be allowed to submit a proposal. Everyone must sign in. You are welcome to take a business card in case you need to contact her with additional questions as well as a green sticker that you may attach to your proposal to assist in making sure it arrives at the correct office. All proposals must be submitted by Tuesday, April 7, 2009, at 3:00 pm. After 3:00 pm proposals will not be accepted. **ALL PROPOSALS MUST BE RETURNED TO THE GENESEE COUNTY PURCHASING DEPARTMENT.** *Do not mail your proposals to Genesee County Parks or Crossroads Village* You may submit them early and they will be opened on the due date.

Ms. Carnes explained that she will be going over the regulations and what needs to be submitted in order to have your proposal considered. She will review and explain some of the items necessary to submit a responsive proposal. However, you should review the entire Request for Proposal in its entirety and ask questions if you need to. Kathi Whitcomb and Ron Walker will then answer questions specific to the animals and the site.

**Instructions for Proposers, Page 3:**

#3 You must submit one original proposal (page 1-30) with an original signature page (see page 17). Mark the cover "Original". Two additional copies must be submitted and one electronic version as well.

#4 A "Certificate to do Business with Genesee County" must be attached to the proposal. If you do not have one of these certificates already please see pg 31. You should submit a Model Equity & Diversity plan to the Genesee County Office of Equity and Diversity office, and you will be issued a Certificate to do Business with Genesee County. If you do not receive it back in time to submit your proposal, please put a note with your proposal (on your letterhead) stating the date you submitted your Model Equity & Diversity plan to the County. You may need to do a renewal if you have a previous certificate.

#5 A Standard Proposed Services Contract is attached for you to read through to see what our expectations are with regard to a contract.

#6 The addendum to this meeting will be posted on our website. You must check the website for any additional addenda that may be added pertaining to this Request for Proposal prior to your submittal of a proposal.

#7 Bidders Insurance Checklist. You should go over this checklist with your insurance agent and return the form with the signature of your insurance agent and your company representative. This is the insurance coverage that will be required from you as the successful proposer. Your agent may want to give you a certificate to show you have the coverage that would be required, which you may attach to your proposal.

#### **Proposal Requirements Content/Format, Page 14**

This can be used as a checklist which your proposal should follow. If you submit all of these items in your proposal it will be considered to be a responsive proposal. If something is missing your proposal will be considered non-responsive. Information to be included:

- A copy of the RFP#09-009 pages 1-30 consisting of:
- A completed signature page acknowledging that all addenda have been reviewed. Who the contact person is that the County will be working with when it is time to award a contract.
- A completed reference page
- A certificate to do business (or a note explaining that you have submitted the information but have not received the certificate as of date of submittal).
- Detail the type of farm animals you will be bringing, the proposed demonstrations/presentations and any alternate accommodations you would require.
- Detail the equipment to be brought and used in the care and presentation of the animals.
- What qualifications and prior experience you have.
- Financial Cost Proposal is how much you will be charging for your services for the period of contract, this summer and next summer.

This is a two year contract with the option to renew for three additional one-year extensions. We are only considering the cost proposal for the initial two-year period. After that time frame, we would be in discussions with you regarding the financial costs if we exercise the extension options.

#### **Standard Terms and Conditions, page 4-7**

Please review these items so you understand the process and what it means to be doing business with the County.

#### **Additional Terms and Conditions, page 7-20**

If you have questions after today's meeting, please submit them by email to Cindy Carnes, Genesee County Purchasing Department and they will be addressed in the addendum, which will be posted on the web site. She may not have the answer if it is specific to the site; however

she will contact the park staff and get the appropriate answer. All questions should be submitted to Cindy after this meeting to insure that everybody has the same opportunity to review the question and answers. The addendum will probably be posted by Tuesday so your questions should be in by Monday.

#### #11 Disclosure

Once the contract is awarded the information submitted is available to the public. All information submitted by proposers is available to the public under the Freedom of Information Act.

#### #13 Best and Final Offer

Best and final offer is available on this proposal meaning that the day the proposals are opened it will not be a public opening. The proposals will be reviewed and we will take the opportunity to interview the proposers if we have additional questions.

#### #14, 15 Prime Contractor Responsibilities, Non-Assignability

The successful offeror(s) shall be required to assume responsibility for all services offered in the proposal regardless of who produces them. Further, the County will consider the successful offeror to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

#### **Scope of Work, page 10**

Ron Walker will be explaining the scope in more detail. We will be interested in learning, in detail from your proposal, what types of farm animals you will be bringing, describe your staff, what equipment you will be bringing in, if it is more than what is on-site, how you will feed and care for the animals. You'll have a better idea of what we are looking for once you see the site as well. Be creative, feel free to submit ideas for demonstrations. We will consider what you submit. However, if the animal or demonstration does not appear to be time-period appropriate we may not use your suggestion. Also in this section, the RFP details the dates and hours of operation for Crossroads Village.

#### Minimum Qualifications of the Successful Offeror, page 13

We will be looking for details about your qualifications to do what is being asked through the proposal, as well as whether you are financially stable to be able to comply with this contract through the seasons, and that your core competency is working with animals.

#### References, page 13.

We would like to see references from people that you have provided these types of services to in the past to show you have experience.

#### Evaluation, Selection and Award Procedure, page 15

The way the selection is made is described. The number one item is the appropriateness of the animals you will be bringing. Are they time-period appropriate to the area.

We will be looking at qualifications and prior experience, references, financial value to Genesee County, including cost for any additional days.

We will review the entire proposal to make sure everything is signed and included. Failure to provide the adequate information, forms, and signatures will result in your proposal being rejected as non-responsive.

Ron Walker addressed the group to explain that we are looking for farm animals that are time-period appropriate; Mr. Walker explained we are not looking for exotic animals. Our Village is set in the 1860s era.

We want to be assured that the animals are healthy, well maintained, and fed properly. If there are any injuries or illness with the animals; that you will be taking care of that appropriately. The animals' health, care, and safety are very important.

He stressed the importance of submitting the proposals on time or early. Please check the Purchasing Department's web site for any updates or changes that may be made through addenda before you submit your proposal.

Kathi Whitcomb, Program Coordinator of Crossroads Village, explained that in the past we have had cows, chickens, bunnies, horses, a miniature horse for the Pony Express (we'd like to have a miniature horse provided by the contractor), goats, sheep for petting and shearing, and even an alpaca. We like to keep the animals time-period appropriate. Our goal is when a customer walks through the gates they are transported to the 1860s and they see and experience life as it was in that time period. They will notice if something doesn't "fit" with the time period and location.

We did not use horses for pulling or farming. We did have some horses on display. We would be looking for a cow-milking demonstration. You or your staff would be expected to interact with the customers to explain your demonstrations, such as cow-milking. We have a chicken coop. Last year the sheep shearing was done by a 4-H group, but it is not limited to them doing the shearing. Last year we did not milk the goats, but that is something she would be interested in seeing in a proposal. The alpaca was very well received last year. Alpacas were rare but they had been introduced to the area during that time period.

The animals are kept near the Salter house. This area is set up to be like a log cabin house, and shows what it would be like to live on a farm outside the city.

We had pigs previously and she recommends you do not bring pigs. Our first concern is the safety of the visitors. There are lots of children, they tend to want to put their fingers through the fencing and they may have ketchup on their fingers. Pigs have caused some problems last year and we'd prefer you not provide these animals.

Ron Walker asked that you submit in your proposal those animals you could provide, and if there is something else that you think might be interesting to show our customers. This is the opportunity for the proposers to present what they think would be a good fit of animals and demonstrations at Crossroads Village. We will review all proposals and consider what you propose.

**Question:** What does the pony do for the Pony Express?

**Answer:** We try to create movement in the Village. Customers can write letters at the Stanley School to anybody in the Village and deposit the mail at the General Store. The Pony Express picks up the mail and it is lead around the Village to deliver the mail. We have a small town so we have a small pony (miniature horse).

Ron Walker told the group that the next commission meeting, after the opening of the proposals, is April 9<sup>th</sup>. If everything is in place we may be able to award the contract by April 9<sup>th</sup>, if not on that date, it may be approved and awarded by the commissioners on April 23<sup>rd</sup>.

**Question:** Are you looking for the proposed farms that are bidding to be USDA approved?

**Answer:** Yes, this requirement will be added to the current Request for Proposal.

**Question:** Which animals would be used for petting?

**Answer:** All animals are kept in a fence. We currently do not have a petting zoo. If you bring the animals out, that would be great for people to see. Mr. Walker added that if you bring out the animals out for display or demonstration, you will probably have people come up and someone should be with the animals.

**Question:** Regarding the milking demonstrations, how are those going to work to properly milk out the cows so they don't dry up, they need to be milked thoroughly, not just a couple minutes every hour.

**Answer:** You would be there for a while only a couple times a day. The safety and health of the cows is important. We would not ask you to do anything that would endanger yourself or your animals. We would rely on your expertise in these types of areas. If you tell us the maximum number of times you can safely milk a cow is three times, we will abide by your recommendations. Last year we had an 11 am and 3:30pm milking demonstration and the demonstration lasted long enough to fully milk the cow.

The group toured Crossroads Village and the following questions were asked:

**Question:** Who is responsible for looming and weaving in the Salter House?

**Answer:** The Village provides staff for this demonstration.

**Question:** Are the reindeer included in the bid?

**Answer:** No, they are not part of the proposal.

**Question:** What animals are out in the park in the winter?

**Answer:** No animals stay the whole winter. Last year we only had a pony and a reindeer during the Christmas season. Last year the reindeer was not part of the original RFP.

**Question:** Do you have a size on the miniature horse?

**Answer:** No, but the smaller it is the cuter it is.

**Question:** Who does the sheep shearing?

**Answer:** The contractor is responsible for shearing or arranging for the services of shearing.