



GENESEE COUNTY PURCHASING DEPARTMENT

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ERIC F. HOPSON
Purchasing Director

CINDY CARNES
Purchasing Manager

June 16, 2009

ADDENDUM #1

**REQUEST FOR PROPOSALS (RFP) #09-015
COFFEE SERVICE IN THE COURTHOUSE**

1. Please include the attached pre-proposal meeting minutes, questions, and answers 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:/bid2/2009/09-015add1

**RFP #09-015 COFFEE SERVICE IN THE COURTHOUSE
MANDATORY MEETING MINUTES – JUNE 8, 2009**

Present for the county:

Cindy Carnes, Purchasing Manager;
Roger Haas, Director Building and Grounds Department;
Lyle Boyer, Supervisor Building and Grounds Department;
Barbara Menear, Court Administrator;
Janet Patsy, Deputy Court Administrator.

And

Dan Dean, Bear Creek Coffee
Kevin and Dawn Kozlowicz, The Coffee Bar
Kevin Shaw, Coffee Beanery
Jack DrMarr, CVI
Rene McMann, Goodwill Industries of Mid Michigan
Amy Birchmeier for Mary Sain

Cindy called the meeting to order at 2:30 pm

She began by clarifying that this is a “mandatory” pre-bid meeting meaning that only the vendors who appeared for this meeting would be able to submit a proposal.

Cindy also emphatically stated the deadline for proposal submission was June 22, 2009 @ 3:00 pm. This is a firm deadline; proposals submitted after June 22, 2009 @ 3:00 pm will not be accepted.

All proposers must submit a signed original copy and two hard copies of the proposal. An electronic proposal copy is also required. This can be in Word or PDF format.

All proposers must also submit Certificate to do Business with Genesee County. This form is available from the Genesee County Office of Equity and Diversity. If a vendor has applied for this form and the returned form is not available at the time of proposal submission, please let the Purchasing Department know the date of application. The Purchasing Department will be able to get this form directly from the Equity and Diversity office.

Cindy stated that this form is used as an information gathering tool and not a decision making tool.

Addenda related to this proposal, minutes from the mandatory proposal meeting and other relevant questions will be made available on the Genesee County Purchasing department website. The deadline to pose questions is June 12, 2009.

Cindy reviewed the insurance checklist requirements and referred to page 17 of RFP 09-015.

The purchasing department will only notify the successful bidder of the contract award. All other proposers can check the purchasing department web page to verify the award results.

The scope of work was also elaborated on. A self contained coffee cart and the types of beverages and food products were noted. Due to security requirements in the courthouse, there will be no knives (or sharpened devices) allowed to assist with food or beverage preparation. Vendors should only include pre-prepared food in their proposals.

All employees of the vendor will have to undergo a criminal background check.

All vendors must clearly state their voltage and amperage requirements in addition to the total square floor space that the coffee carts occupy.

The financial consideration of the prospective bids was also reviewed. The proposers must propose two figures: fixed monthly rent and a percentage of gross monthly sales for each year of the contract.

An overview of the number of employees, the building visitors and foot traffic was noted. Mondays would typically be the busiest day of the week.

The freight elevator is 46w x 84h x 90d. There is no immediate storage closet near the proposed cart location.

The evaluation criteria on page 14 were also reviewed.

The group of vendors visited the proposed cart location on the second floor. The water supply on the fourth floor was also noted.

Q. Is there someplace for storage of supplies, cups, lids, etc.?

A. **Yes, there will be a storage area made available to the successful proposer.**

Q. Could the drinking fountain water supply and area be used?

A. **Not at this time. Since this is a new endeavor the County is not in a position to make any structural changes.**

Q. Would the cart need to be movable for cleaning purposes?

A. **The successful vendor is responsible for keeping the area clean. The cart being movable would make things easier when it is necessary for the facilities cleaning staff to clean the floors.**