



MANATEE COUNTY FLORIDA

DATE: **January 20, 2010**

TO: **All Proposers**

RE: **Request For Proposal (RFP) #10-3347-MA
Concessions at County Facilities on Manatee Beach**

ADDENDUM #2

The following items are issued to add to, modify and clarify the original Request For Proposal document. Proposals are to be submitted on the specified time and date due, in conformance with the additions, clarifications and revision listed herein. Responses are provided to the following questions:

1. **Q: I would like to inquire if the outside structure "pancake house" belongs to the County or to the present vendor and if so, can it be refurbished?** *(Submitted by Sunrise-Sunset Concessions Inc.)*

A: The "pancake house" belongs to the County. The Proposer can pursue refurbishing at the proposers expense subject to plans review and approval by the County.

2. **Q: Does Manatee County have a contractual obligation to any named sponsors:** *(Submitted by United Park Services, Inc.)*

A: The Parks and Recreation Department has not established any contractual agreements with any named sponsors at this time.

3. **Q: Does the Manatee Beach Parks and Recreation Department or either facility have a specific "mission statement"?** *(Submitted by United Park Services, Inc.)*

A: The mission statement of the Recreation and Parks Department is:
"To Create Lifelong Memories For You By Offering Diverse Leisure Activities in a Safe and Beautiful Environment that will Enhance Your Quality of Life in Manatee County"

4. **Q: Is the hand delivery address for the RFP response the same as the mail delivery address: Manatee County Purchasing, 1112 Manatee Ave. W., Suite 803, Bradenton, FL 34205?** *(Submitted by United Park Services, Inc.)*

A: Yes.

Mailing Address: P.O. BOX 1000, Bradenton, FL 34206

Street Address: 1112 Manatee Ave W, Bradenton, FL 34205 * PHONE: 941.749.3014 * FAX: 941.749.3034

Financial Management Department, Purchasing Division * www.mymanatee.org

5. **Q: Page 25 of RFP #10-3347-MA indicates the cleaning and maintenance of bathrooms as an "optional service". Verbal indication at the meeting of 1/13/10 was that it is a requirement of the contract, please clarify. (Submitted by United Park Services, Inc.)**

A: It is not mandatory that the proposer add cleaning and maintenance of restrooms to their offer. Offering or not offering this service in your proposal is solely at the choice of the proposer.

6. **Q: For Page 19 of RFP 10-3347-MA, please clarify Item B06, Item 6 where it states "including the level of detail in B04 Item 5. (Submitted by United Park Services, Inc.)**

A: This is the Free Form Proposal including capital investment and alternate use. A five (5) year projected budget for this Free Form Proposal including the level of detail specified in B.05, is requested. The additional detail to be provided is:

1. State the amount due monthly as the base payment to Manatee County.
2. State the percentage of total gross sales of alcoholic beverages to be paid to Manatee County in addition to the monthly payment.
3. State the percentage of total gross sales up to \$1,000,000 per annum that is to be paid to Manatee County in addition to the monthly payment.
4. State the percentage of total sales over \$1,000,000 per annum that is to be paid to Manatee County in addition to the monthly payment.

7. **Q: I would like to request the following information as soon as possible: 1) name and corporation on present contract, 2) What is present rent or payment you receive, 3) who pays electric – gas- garbage, 4) how many parking spaces. (Submitted by Sunrise-Sunset Concessions, Inc.)**

A: 1) Mike Whelan, Policy Program Coordinator for Manatee County Parks and Recreation has the historical information available for review. Mr. Whelan may be reached at 941-721-5923. 2) See item 10 of this addendum; 3) Electric, propane gas and garbage fees are paid by the Contractor. 4) The parking lot is a shell based surface without striping. The number of spaces can be estimated, however the public determine the capacity based upon alignment of the parked vehicles.

8. **Q: ... As drafted, the current bid format contemplates an initial five (5) year license agreement, but at the same time, the bid package also allows for a "Free Form Proposal", in which case the term of the license agreement would be negotiated.... Given that the package does not make it clear as to whether the County desires a five year deal or a longer deal, please provide some guidance on this issue. Is it acceptable to tender a proposal with alternate options?** *(Submitted by Stavros Tingirides, P.A.)*

A: While the RFP does request a five year term proposal (B.05 page 20), this is only the minimum term the County believes would be acceptable to most proposers. As the RFP states, the County has offered a second free form response opportunity with the guidelines stated on page 21. Proposers are encouraged to submit either or both B.05 and B.06 proposal responses.

9. **Q: How long have the existing concessionaires been providing services at this location?** *(Question asked at Information Conference)*

A: 17 years.

10. **Q: What is the current monthly fee being paid to the County?** *(Question asked at Information Conference)*

A: \$17,900 per month plus \$1,500 per month flat fee for Beer and Wine license; however, it must be noted that these figures covers both Manatee and Coquina Beach Concessions.

11. **Q: What are current rental products being run from here?** *(Question asked at Information Conference)*

A: The current concessionaire has umbrellas and chairs available; however, the County has no information on the details of those products.

12. **Q: Are there plans to rebuild the pier?** *(Question asked at Information Conference)*

A: Yes. The County is currently in the design process. The project is currently slated to begin in 2010; however, the actual schedule is subject to a multitude of various factors and circumstances.

13. **Q: When is the last time this contract was bid?** *(Question asked at Information Conference)*

A. 1999.

14. **Q: What are the current hours of operation and staffing levels?** *(Question asked at Information Conference)*

A. 7a.m – 9p.m., seven days a week. Staffing levels are unknown.

Addendum two
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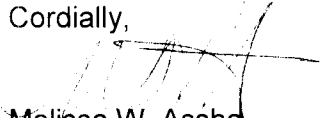
15. **Q: What equipment does the County own?** *(Question asked at Information Conference)*

A. Only the Hood System.

The deadline for clarification requests was established to maintain fair treatment for all potential proposers. No additional questions will be considered at this time.

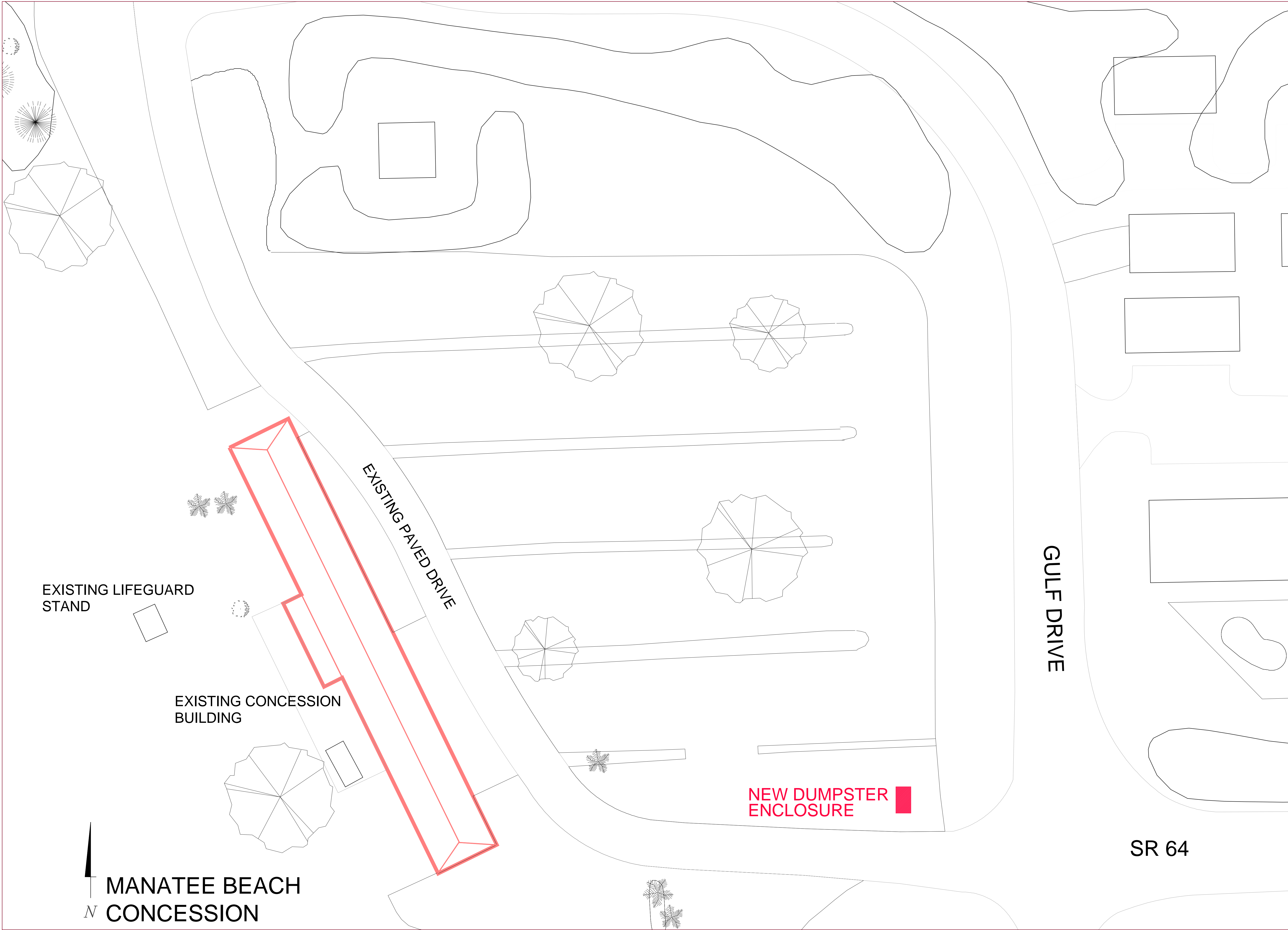
Proposals are to be prepared as instructed in this Request For Proposals and shall be received at Manatee County Purchasing Office, 1112 Manatee Avenue West, Bradenton, Florida, FL 34205 until **4:00 P.M., Friday, January 29, 2010.**

Cordially,



Melissa W. Assha
Contract & Buyer Manager

Attachments:
Beach Concession Drawings in PDF format



MANATEE
COUNTY
GOVERNMENT



Facilities Management
1112 Manatee Avenue West
Suite 803, P.O. Box 1000
Bradenton, Florida 34206

(941) 748-4501
FAX (941) 742-5880

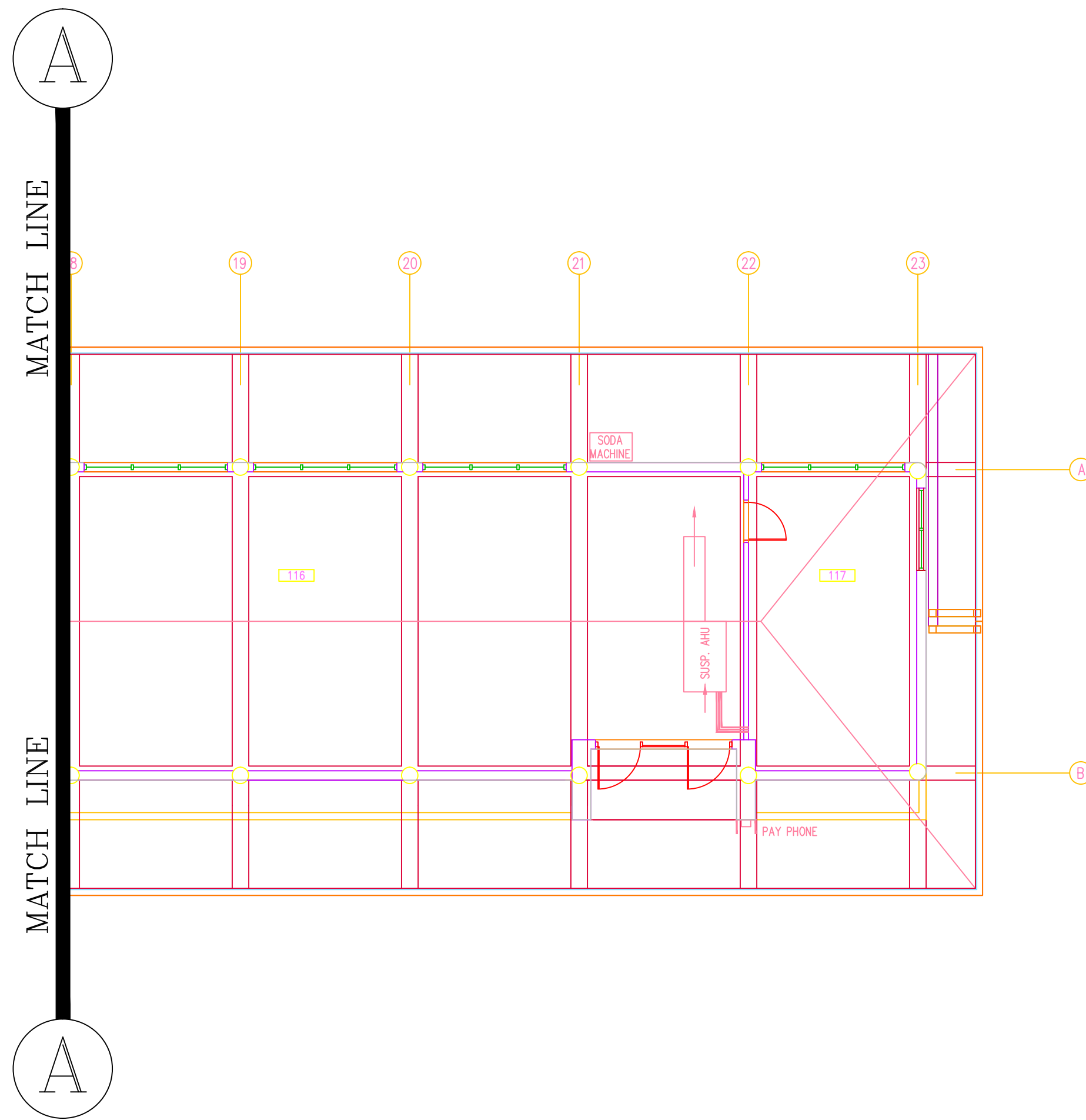
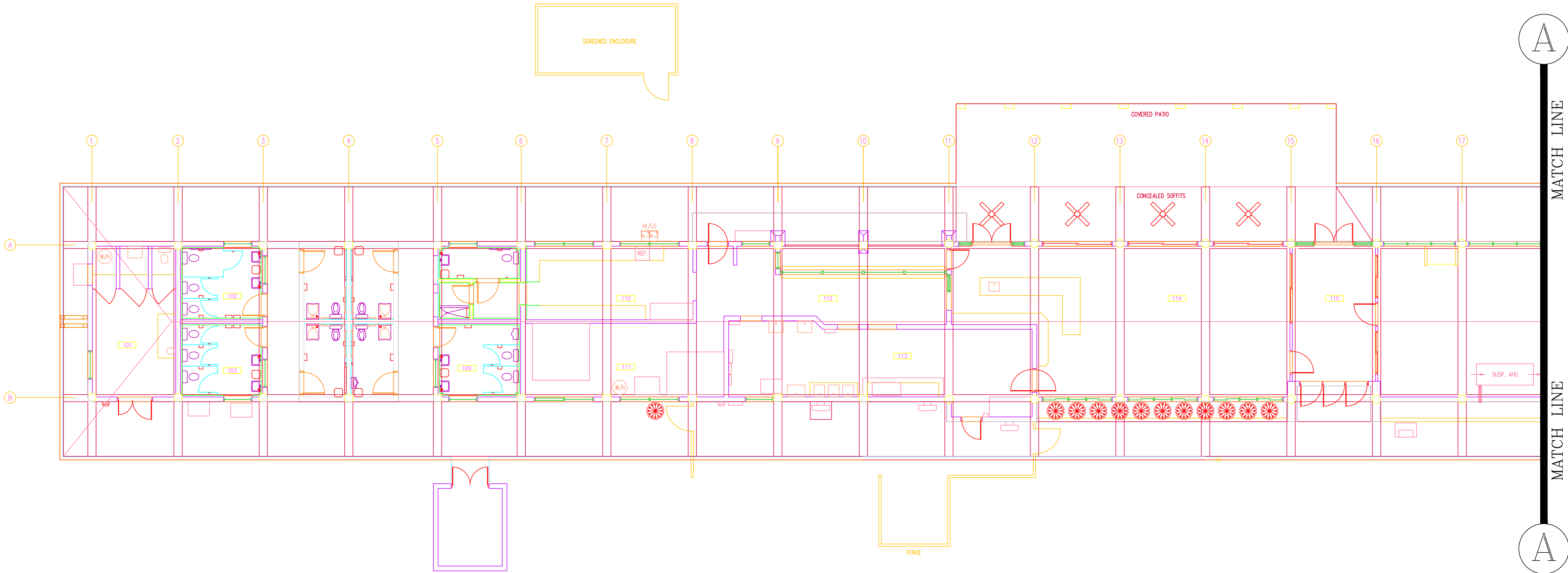
REV.	DATE	REMARKS

M C BEACH PAVILLION BUILDING
4000 GULF DRIVE NORTH
HOLMES BEACH, FLORIDA

EXISTING SITE PLAN

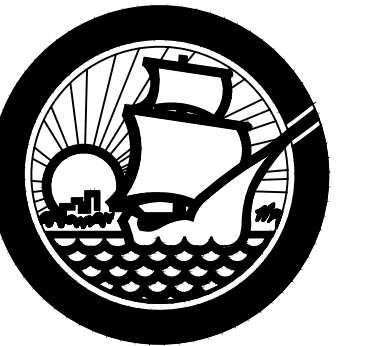
Project Number
Drawn by
Checked by
Date 07-24-07
Revised by D. Cushing
Date 11-01-09

Scale 1" = 20'-0"
Set
Drawing Number



EXISTING CONDITIONS PLAN
SCALE: 1/8" = 1' - 0"

MANATEE
COUNTY
GOVERNMENT



Facilities Management
1112 Manatee Avenue West
Suite 803, P.O. Box 1000
Bradenton, Florida 34206
(941) 748-4501
FAX (941) 742-5880

REV.	DATE	REMARKS

M/C BEACH PAVILLION BUILDING
4000 GULF DRIVE NORTH
HOLMES BEACH, FLORIDA
EXISTING STRUCTURE

Project Number
Drawn by Frank J. Monhart
Checked by Al Meronek
Date 07-24-07
Revised by D. Cushing
Date 11-01-09

Scale
Set
Drawing Number

COVER SHEET