



Washington County Health Department

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RFP 2019-06

Washington County Health Department – Vendor for Mobile Farmer’s Market

Addendum #1

June 3, 2019

To Bidders:

This Addendum is hereby made a part of the contract Documents on which all bids will be based and is issued to correct and clarify the original documents.

Please acknowledge receipt of this Addendum at the appropriate space on the Proposal Form. This Addendum consists of one **(4)** pages.

The following are question and answers from the Pre-Bid Conference dated, May 23, 2019, and from questions that have been submitted.

Question #1: \$60,000 Grant Money – Reimbursement for time to run the Mobile Farmer’s Market:

Answer: The WCHD has been awarded grant funding for a Mobile Farmer’s Market to include funding for development of advertising and the establishment of the mobile farmer’s market and a vendor to coordinate and manage the market. The Health Department was awarded a grant of \$135,000 for the total grant, apportion of which is set aside for the mobile market vendor.

a) Does “time to run” also include the time spent by the vendor and/or his employees, in the course of hiring employees, setting up farmers, obtaining produce from farmers, traveling to and from markets, and actually selling at the markets.

Answer: Yes, all of those things are included in time to run the market.

b) Does “time to run” also include the time involved under Section II – Intent, which outlines chosen Vendor setting up and establishing the Farmer’s Market and obtaining all the permits and authorizations to accept the various required payments.

Answer: Yes, all of those things are included in time to run the market

c) Can the vendor submit requests for reimbursement on less than a monthly basis (i.e. weekly or bi-weekly)?

Answer: Bi-weekly would be fine for submittal

d) Items available for reimbursement (Section V) – Do these items, routine maintenance vehicle cost, gas, Mobile Farmer’s Market logo or decal, office supplies and personal protective equipment come from the \$60,000 grant money or is that separate?

Answer: All reimbursable items come from the grant awarded to the WCHD. The logo and all things associated with the logo are not part of the funds allocated for the market vendor.

Question #2: Is the \$2,000 upfront funding part of the \$60,000 or is it separate?

Answer: \$2,000 is included in the grant award for the Farmer’s Market. The \$2,000 in section IV, #21 states, the vendor should include in their financial proposal \$2,000 for miscellaneous up front funding to be used for whatever the vendor needs to get started. Once the \$2,000 has been expended, the vendor is expected to follow the funding guidelines in Section V, “Items not available for reimbursement through this project”.

Question #3: WIC, SNAP, Senior Farmers Market, WCHD Money Market – It is required that the Vendor be able to accept all of these forms of payment. Part of the process of obtaining tem as a vendor is to first participate in farmer’s markets. Under this grant, can the vendor still be reimbursed for time at Farmer’s Markets prior to being approved for these forms of payment? Or, does the vendor need to be fully capable of accepting these forms of payment before beginning to operate the farmer’s market as part of this contract at the specified locations?

Answer: Reimbursement to the contracted vendor begins the date the contract is initiated between the WCHD and the vendor. We anticipate it may take a few months to gain the ability to accept these forms of payment. As long as the vendor is working towards this goal, WCHD will allow it.

Question #4: Is it correct that WCHD is not concerned so much with the amount of produce that is actually sold and therefore the vendor is not required to meet a MINIMUM volume to be distributed per day, week or by location?

Answer: Correct. The WCHD wants the produce made available and is not necessarily concerned on amount sold.

Question #5: In the pre-proposal conference it was mentioned that the WCHD is more concerned with the vendor making the produce “available” to the various food locations identified rather than in the quantity of produce sold. Can the vendor start out with just one mobile market at 2-3 locations a week? The goal would be to add additional mobile markets and employees at the business grows to be able to reach all 9 locations listed in the RFQ on a regular weekly schedule for the 2020 season.

Answer: We are requesting a proposal that addresses how the vendor will go about increasing market locations over time. As long as the vendor reaches all the locations listed by the end of the grant period, the WCHD doesn't care how many are started with.

Question #6: Section IV, #6 –Signage on the vehicle must display the Farmer's Market logo and WCHD logo? Is the Farmer's Market logo actually the Vendor's logo or are there two Washington County logo's that must be used? How does Vendor obtain WCHD logo(s) to have incorporated into the vehicle signage? And are magnetic signs displaying the Farmer's Market logo with WCHD logo acceptable?

Answer: The logo will be created by a marketing firm that incorporates the WCHD and the farmer's market logo. It will be mutually approved by the vendor and WCHD. The details will be determined after the vendor is chosen.

Question #7: Sustainability plan for continued operation through October 2021—Does this need to be submitted with the proposal or can it be done during the course of the contract as the vendor become more efficient in the process? The goal would be to prepare a detailed sustainability plan during the 2020 season.

Answer: A sustainability plan is to be submitted at the end of the grant period..

Question #8: Is the Addendum #1 for RFP 2019-03 dated April 22, 2019 part of the RFQ-2019-06 and should it be acknowledged on the form of proposal?

Answer: The RFP-2019-03 has nothing to do with the new RFQ-2019-06 that was issued. Acknowledgement is not needed.

Question #9: Confusion on the date the proposal is due?

Answer: The proposal is due, Monday, June 10, 2019 no later than 3:00 p.m.

As a reminder, all addendum is posted on the WCHD website at washcohealth.org and on eMaryland. It is the responsibility of the individual interested in submittal a proposal to check the website for updates.

Reminder that the proposal is due no later than Monday, June 10, 2019 no later than 3:00 p.m. Late proposal will not be accepted.

By Authority of:

**Daniel Triplett
Administrator**