



Delaware Department of Natural Resources and Environmental Control
Division of Parks and Recreation
89 Kings Hwy
Dover, DE 19901

November 1, 2018

TO: ALL OFFERORS

FROM: PATRICIA TANNER
PARALEGAL III

SUBJECT: REQUEST FOR PROPOSAL – ADDENDUM
NO.: NAT18007-BLUE BALL BARN
CATERING AND EVENT BOOKING & MANAGEMENT SERVICES AT THE
BLUE BALL BARN

ADDENDUM #1 Q & A

The purpose of this Addendum is to answer questions that were submitted.

Our goal is to award in the best interest of the State of Delaware and to the vendor that best meets the terms, conditions and specifications of the request for proposal. Bids are evaluated and scored to determine award.

1. Describe impact fees.
 - a. Per the RFP, any “impact” fees levied by New Castle County Delaware related to structural, design, increased/decreased population resulting from this Contract, parking, roadway traffic, utilities, etc. shall be the responsibility of the Awarded Vendor and the Division shall “pass” these costs through an invoice with appropriate support documentation. An impact fee example could include the charge for Equivalent Dwelling Unit (EDU) charge from a municipal water and sewer connection.
2. Historically, how many events are held annually?

- a. In 2018 there have been 142 events. See the table below:

Program	15
Special Event	4
Wedding	8
Party	18
Meeting	50
Training/Class/Workshop	18
Ceremony/Fundraiser	10
Rustic Rental	9
Art Opening	7
Camp	3
TOTAL FY18	142

3. What was the attendance of the largest venue?
- a. The Division is not clear on the question as it's related to "venue". The "venue" or site occupancy specifications are listed in the RFP and should be adhered to unless capital improvements are completed to increase occupancy per Fire Marshall Standards.
4. Can a foreign company bid on an RFP?
- a. No. No activity is to be executed in an off shore facility, either by a subcontracted firm or a foreign office or division of the vendor. The vendor must attest to the fact that no activity will take place outside of the United States in its transmittal letter. Failure to adhere to this requirement is cause for elimination from future consideration.
5. Can a vendor perform the tasks related to the RFP outside the USA?
- a. No. No activity is to be executed in an off shore facility, either by a subcontracted firm or a foreign office or division of the vendor. The vendor must attest to the fact that no activity will take place outside of the United States in its transmittal letter. Failure to adhere to this requirement is cause for elimination from future consideration.

6. Can proposals be submitted via email?
 - a. No, the proposal must be mailed as per the requirements listed in the RFP.
7. Who handles the process for permits?
 - a. Per the RFP, all necessary permits, licenses, insurance policies, etc. required by local, State or Federal laws, shall be provided by the Vendor at its own expense.
8. Explain Assignability.
 - a. For example, an assignable contract has a provision permitting the holder to convey his or her rights and obligations to another person before the contract expires. This Contract shall not be assigned. You are permitted to subcontract. Additionally, see page 24 for Joint Venture information relative to this RFP.
9. Fee Schedule for public. Can awarded vendor increase prices?
 - a. Yes. Vendor must submit the price adjustment in writing for approval by Division.
10. Describe Prevailing Wage.
 - a. Per State of Delaware laws and regulations for Prevailing Wage, The prevailing wage law, 29 Del.C. §6960, is enforced by the Department of Labor and states that the specifications for every contract or aggregate of contracts relating to a public works project in excess of \$500,000 for new construction (including painting and decorating) or \$45,000 for alteration, repair, renovation, rehabilitation, demolition or reconstruction (including painting and decorating of building or works) to which this State or any subdivision thereof is a party and for which the State appropriated any part of the funds and which requires or involves the employment of mechanics and/or laborers shall contain a provision stating the minimum wages to be paid various classes of laborers and mechanics which shall be based upon the wages that will be determined by the Delaware Department of Labor, Division of Industrial Affairs, to be prevailing in the county in which the work is to be performed.
 - b. Prevailing Wage is applicable to this contract dependent upon the Vendors proposal and meeting the criteria set by the Department of Labor
11. Is a certificate of occupancy required?
 - a. No. Not unless major capital improvements are completed.
12. Can we start work before April 1, 2019?
 - a. No. The contract shall commence on April 1, 2019. If the Vendor determines to take exception to this term in the RFP, please utilize the Attachment 3, Exception Form.
13. What are the Profit and Loss Statements for the last 5 years or what is available at this time to be made public?
 - a. The Division does not have Profit and Loss Statements.

14. If a vendor bids on all of the properties (Bellevue Hall, Judge Morris Estate, Blue Ball Barn, and Cauffiel Estate) and were to be awarded more than one property, would vendor have the opportunity to decline one offer?
- a. Yes. Please note that per the RFP, the Division is interested in Vendor's providing responses to all of the following current Requests for Proposals: NAT18007-BLUE BALL BARN, NAT18003-BELLEVUE HALL, NAT18006-CAUFFIEL ESTATE, and NAT18005-JUDGE MORRIS ESTATE. While these RFP's will be evaluated and scored individually, if Vendor's submit proposals for all or multiple sites, the Division reserves the right to award all sites to one Vendor if it is in the best interest of the Division and the State of Delaware. If Vendor turns down award, this could impact the full award offered.
15. 2017 Revenue: \$44,570 – How many events were performed in order to arrive at this revenue?
- a. Division does not have any complete data from 2017. See the table associated with #16 for a breakdown of special events from July 2017 through June 2018.
16. What were the time frames that these events were held?
- a. Events are held year-round. Division does not have a breakdown of how many events per month were held. However, Division does have the following table giving attendance for special events per month from July 2017 through June 2018:

Jul-17	80
Aug-17	661
Sep-17	1142
Oct-17	900
Nov-17	777
Dec-17	1030
Jan-18	830
Feb-18	545
Mar-18	425
Apr-18	340
May-18	1141
Jun-18	245
TOTAL FY18	8116

17. Once Division's events are given to vendor, is that schedule negotiable?
 - a. The Vendor will have sole use of the site with exception to the Division's currently listed scheduled events as listed on pages 66, 72-74 of the RFP.

18. Can you provide us with an average cost per month on utilities, taxes, supplies and any other shared expenses?
 - a. Total monthly costs are approximately \$3,352.00.

19. For the trash removal and dumpster, is this cleanup the responsibility of vendor even during weeks that the Division has events and vendor may not?
 - a. The Division will be responsible for cleaning and trash removal for Division events, unless the Vendor is contracted to provide services. Division activities and events will be scheduled and negotiated with the Vendor prior to events.
 - b. Additionally, per the RFP, the Vendor shall provide trash cans inside the operation area for the public's use and will be responsible for depositing the trash in a Vendor-provided dumpster at the end of each day, conforming with all rules and regulations pertaining to sanitation and safety as written the Delaware Food Code and administered by the Delaware Division of Public Health.
 - c. The Division shall provide a location for a Vendor-provided dumpster. Vendor must ensure that dumpster area is kept clean and that dumpster is serviced/trash removed consistently to ensure that odors and debris are managed and are acceptable for park standards.
 - d. The Vendor shall patrol for litter and trash in and around Blue Ball Barn area multiple times daily and as-needed to ensure that the State Park remains in pristine condition. Failure to keep Blue Ball Barn area in an optimal state of cleanliness shall be considered a significant performance deficiency under this Contract.

20. Is it the responsibility of the vendor to make sure all doors and entrances are secure on the off hours that events occur, even if the events are the Divisions?
 - a. If Vendor is providing contracted services to the Division, Vendor will be responsible. If not, the Division will be responsible.
 - b. Per the RFP, The Vendor shall be responsible for security of the building; its equipment, software and any credit card services while contracting with the Division.
 - The Division will provide the Awarded Vendor keys to the building. The Division will retain master keys for inspections and emergency access.
 - The Vendor shall provide the Division with security access codes to Blue Ball Barn.

21. Snow removal – if it snows on a weekend or off hours that there is no events, is it the vendors responsibility to remove snow? Is the Division ONLY snow plowing during 8-4 during the week?
 - a. Per the RPF, The Division shall be responsible for Snow Removal during the regular operating hours of 8 a.m. to 4:00 p.m. or during Division sponsored events and programs. The Vendor shall be responsible for Snow and Ice Removal outside of these times during Vendor scheduled events. If the Vendor

determines to take exception to this term in the RFP, please utilize the Attachment 3, Exception Form.

22. What are average snow removal costs?
 - a. The cost for removal will be determined by Vendor's contractor. This is not applicable to Division, as Division takes care of snow removal internally.
23. Who's responsible for holiday décor during the seasons?
 - a. Vendor and park staff will work together on decisions regarding decorating that match the aesthetics of the property.
24. Is vendor responsible for landscaping?
 - a. The Division will mow and landscape the property.
25. If renovations/capital investments made over the threshold of reimbursement, how is the reimbursement given? (i.e., all at once, over period of time, offset by revenues?)
 - a. Per page 5 of the RFP, this is a cost share, not a reimbursement. The Division will create a purchase order and pay for partial elements of an approved capital improvement.
26. Are there areas where vendors can keep equipment on premises?
 - a. Per the RFP, The Vendor will have use of the Calving Room, Courtyard, 1st Floor Restrooms, and the entirety of the 2nd Floor. The maintenance storage area on the 2nd floor will also be used by both the Division and the Vendor. There are several other storage areas that hold pamphlets, maps, event furniture, etc. on both floors. The Milk House is used for catering drop off's, storage and is set up to hold 2 Park's staff members.