



THE COUNTY OF GALVESTON

RUFUS CROWDER, CPPO CPPB
PURCHASING AGENT

ERIN QUIROGA, MBA, CPPB
ASSISTANT PURCHASING AGENT

COUNTY COURTHOUSE
722 Moody (21st Street)
Fifth (5th) Floor
Galveston, Texas 77550
(409) 770-5371

November 27, 2023

PROJECT NAME: Bolivar Beach Vending Program

SOLICITATION NO: RFP #B241007

RE: ADDENDUM #2

To All Prospective Proposers:

The following information is being provided to aid in the preparation of your RFP submittal(s):

Question #1: *The application requires on two separate pages that I list three references. Can the two sheets be completed using the same references twice or should different people be listed on the different sheets?*

Response: Respondents must identify on page three (3) of the Application for Permit, issued via Addendum #1, the individuals that will serve as references for the Prospective Proposer. There is no need nor is there a requirement to duplicate this information elsewhere in the RFP Response.

Question #2: *Can you please share the details regarding the Virtual Bid Opening Thursday, Jan 2 at 2pm?*

Response: The virtual bid opening will be held on Thursday, January 4, 2024 at 2:00 p.m. The link for the virtual bid opening is –
<https://galvestoncountytexas.webex.com/galvestoncountytexas/j.php?MTID=meefa685bbf25b89bfd3d2538d0868e9e>

Meeting number (access code): 2489 716 5360
Meeting password: B241007 (2241007 from video systems)

To join from a mobile device or telephone: +1-415-655-0001, then when prompted: 24897165360##

To join from a video system or application: 24897165360@galvestoncountytexas.webex.com

We will only be reading out the names of the companies/people that submitted an application. No permits will be issued that day.

Question #3: *Specifically, where will any addendums be posted, web address? With the application being incomplete.*

Response: Any addendum will be posted on the Count website which is –
<http://www.galvestoncountytexas.gov/county-offices/purchasing>

Question #4: *On the front page of the application below business name it asks for Attention Line? What is this asking for?*

Response: The form requesting this information issued with the RFP, titled “Request for Person-Entity Identification Data” should not be used. **Please refer to the information and application materials provided in Addendum #1.**

However, for future reference the “Attention” or “Attn:” is to make clear who the intended recipient is at the delivery address. Often times the name of an individual or a particular department is included here.

Question #5: *On the application there is a section requesting all information regarding the vehicles to be used on the beach. The space allotted is completely inadequate. Would it be acceptable to attach a separate sheet of paper providing this information?*

Response: Yes. Respondents may attach additional pages to any component of the RFP as needed to ensure that all information necessary to provide a complete response is included with their submission materials.

Question #6: *The conflict of interest form included in the application. Is there any documentation that can be provided to the applicants explaining the details required to accurately response to each question?*

Response: The Conflict of Interest form does not need to be included with your submission. **Please refer to the information and application materials provided in Addendum #1.**

Question #7: *Do I need to add my automobile information if I am not selling out of my vehicles?*

Response: If your vehicle is going to be on the beach with you, then you need to list it.

Question #8: *On page 15 of the 20 page “Summary of Requirements” you outline the criminal background check necessary including fingerprints. Also included in the application there is a “Certificate of Criminal History”. My question is am I required to include criminal background checks with the application for can that be included once a permit is approved?*

Response: To be considered complete, the RFP response must include the Certification of Criminal History form. The Certification of Criminal History form satisfies the submission requirement found in Section 8.4(d) of the Beach Vending Regulations and Section 5.2(d) of the Special Provisions Supplement. At this stage, the County does not require proof that a criminal background check has been conducted.

Respondents that are selected to receive a permit must provide the County with additional information and materials before a permit will be issued to them. Please refer to Section 9.7 of the Beach Vending Regulations (also reflected in Section 5.7 of the Special Provisions Supplement) for information regarding this additional instruction.

Only those Respondents who have been selected to receive a permit are required to conduct and provide proof of a criminal background check that satisfies the requirements of Section 11.15 of the Beach Vending Regulations.

Question #9: *On page 5 of 9 of the "Request for Proposal and Special Provisions Supplement" it state that we submit one unbound and five complete copies. When you state unbound does that mean it should be loose inside the envelope with the other five copies and how should the five copies be presented? Should they be bound? If so, exactly what are you looking for?*

Response: Unbound means that the documents should be loose and should not be stapled or bound together in a permanent or semi-permanent manner. If desired, Respondents may organize their submission documents by using paperclips, post-it notes, easy-to-remove tabs, or other similar manner.

Submission packets must include the following:

- one (1) complete response with documents that contain original signatures, signed by the Respondent in ink; and
- five (5) copies (duplicates) of the original response.


There is no need to physically sign and/or notarize the same document six times. Instead, Respondents may provide five (5) photocopies of the one (1) Response that contains the original signatures in order to fulfill this requirement.

If you have any further questions regarding this solicitation, please address them to the representative listed below, via e-mail at purchasing.bids@co.galveston.tx.us, or contact the Purchasing Department at (409) 770-5371.

Rufus G. Crowder, CPPO CPPB
Galveston County Purchasing Agent
722 Moody, Fifth (5th) Floor
Galveston, Texas 77550
E-mail: purchasing.bids@co.galveston.tx.us

Please excuse us for any inconvenience that this may have caused.

Sincerely,



Rufus G. Crowder, CPPO CPPB
Purchasing Agent
Galveston County