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CORPORATION OF THE CITY OF BURLINGTON
FINANCE DEPARTMENT – PURCHASING DIVISION

Request for Proposal #RFP-10-23
Operation of a Seasonal Downtown Farmer's Market

ADDENDUM #1

Issued: June 3rd, 2010

The following, issued by the Purchasing Section shall form part of the noted document. The revisions and additions noted herein along with any attachments shall be read in conjunction with all other related documents. This Addendum shall, take precedence over the previously issued documents where differences occur.

A Pre-proposal Information Meeting was held on Friday, May 28th, 2010. The following questions were addressed at the meeting:

1. How should Proponents applying to grants address this in their Proposal?
   Answer: Proponents must disclose any grants in which they may have or be applying. It is noted in the RFP document on page 8, "Proponents who have funding partnerships with local organizations, private sponsors and grant organizations such as the Ontario Trillium Foundation will be favourably considered in assessing the proposals received".

2. Do Proponents need to include the names of Vendors that they have committed to their Farmer's Market Proposal?
   Answer: This is addressed in the RFP document on page 9. Proponents must provide details of their vendor recruitment plan and a description of the anticipated product mix. The successful Proponent will be required to provide a list of vendors prior to final selection. The more information that Proponents provide within their Proposal submission, the better understanding that the Evaluation Team can gain about the Proponent.

3. How will the City view the idea of "co-programming" within Proposal Submissions?
   Answer: In the view of the City, the key business is the farmer's market. If a Proponent chooses to incorporate co-programming into their proposal, they should inform the City and provide as much information as possible regarding this idea.

4. Will start-up funds within future years be considered?
   Answer: Proponents should refer to the information outlined in Appendix B, Report Number PB-24/10. It is anticipated that once the Successful Proponent is chosen, staff will need to go back to council for approval of the Successful Proponent's proposal.

   End of Addendum 1.

Respectfully,

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