

321 E. WALTER STREET  
SOUTH BEND, INDIANA 46614



PHONE 574/235-4765

CITY OF SOUTH BEND PETE BUTTIGIEG, MAYOR  
**BOARD OF PARK COMMISSIONERS**

Date: September 12, 2018  
To: All Planholders  
From: Eva Ennis, Clerk, Board of Park Commissioners  
Subject: Addendum Number: 2  
Project Name: Food Service Operator for Public Café, Bar, and Outdoor Patio at Howard Park Recreation Center  
Project Number: N/A

## ACKNOWLEDGEMENT OF RECEIPT OF ADDENDUM

Date Received: \_\_\_\_\_

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This addendum is being forwarded to you for the above referenced project.

**Please sign below and acknowledge receipt of this Addendum by emailing this sheet to the Board of Park Commissioners at (574) 299-4783 within 48 hours of receipt. A copy MUST also be included with your bid package upon submittal.**

**THIS ADDENDUM MAY AFFECT YOUR BID.**

Notes: \_\_\_\_\_

The attached documents are hereby added to the Specifications and Contract Documents and become a part of herein.

Company: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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CITY OF SOUTH BEND PETE BUTTIGIEG, MAYOR  
**BOARD OF PARK COMMISSIONERS**

**PROJECT NAME: Food Service Operator for Public Café, Bar, and Outdoor Patio at Howard  
Park Recreation Center  
ADDENDUM NO. 2**

Date: September 12, 2018

To: All Plan Holders

From: Eva Ennis, Clerk of the Board of Park Commissioners

The following information is to be changed/added to the contract documents:

Page 8 – Change of date for the Receipt of Proposals :

All sealed proposals will be opened and “NAME OF PROPOSED OPERATION” will be read into the record at the Board of Park Commissioners hearing on October 22, 2018, 5:00 PM at 321 East Walter Street, South Bend, IN 46614.

Addition of questions and answers from the Pre-Submittal meeting on September 11, 2018.

A FULL AND COMPLETE COPY OF EACH CORRECTED PAGE IS ATTACHED TO THIS ADDENDUM.

You must acknowledge receipt of this addendum by signing the first page and returning it via fax to (574)299-4783.

– This addendum consists of a total of 4 pages –

considered agent of the proposer in delivering the bid. The City will not be responsible for late deliveries.

**Send or Deliver SEALED Proposals, clearly labeled "FSO RFQ RESPONSE", to:**

The City of South Bend, Indiana  
Venues Parks & Arts  
c/o Eva Ennis  
321 E. Walter Street  
South Bend, Indiana 46614

**Withdrawal of Proposals:**

Any proposal may be withdrawn at any time prior to the delivery deadline for proposal acceptance, provided that a request is in writing, executed by proposer or a duly authorized representative and filed with BPC. Oral, fax, or telephonic request to withdraw any proposal shall not be accepted. Withdrawal of a proposal shall not prejudice the right of a proposer to file a new proposal. Proposals may not be withdrawn after the time fixed as the deadline for receiving proposals.

**Receipt of Proposals:**

All sealed proposals will be opened and "NAME OF PROPOSED OPERATION" will be read into the record at the Board of Park Commissioners hearing on October 22, 2018, 5:00 PM at 321 East Walter Street, South Bend, IN 46614. Proposers, their authorized agents, and the public are invited to be present. After opening, the proposals will be assigned to an internal committee for review and evaluation.

**Right to Reject Proposals:**

BPC reserves the right to reject any and all proposals for any reason, including but not limited to, failure to adhere to the proposed requirements or deadlines, or inaccuracy of any information supplied within a proposal.

**Addenda:**

VPA may modify the RFQ by issuance of a written Addendum to all parties who have downloaded the RFQ package through the City of South Bend's webpage. Any modifications or answers to submitted questions will be uploaded to the same webpage as the original RFQ package and also emailed to all registered RFQ holders.

**Waiver of Requirements:**

BPC reserves the right to waive any RFQ requirements, if it deems it to be in the best interests of the City of South Bend. Additionally, this RFQ may be modified at any time by the issuance of an Addenda.

Howard Park RFQ  
Pre-submittal Meeting  
September 11, 2018

Question: Is the service of the meeting rooms and other parts of the park part of the contract?

Answer: We intentionally kept this requirement vague because we want to hear from the possible vendors what their ideas and interests are. This arrangement can be negotiated as the business arrangement is developed.

Q: Aesthetically, what vision do you have for the space?

A: We envision it as a four seasons space. The park is a space for everybody, so it should also have an inclusive feel. The park is one of South Bend's premier parks and the hub of the riverfront trail. It will be a large contributor to the East Bank Village area of activity.

Q: What is the expectation for collaborating with the operator on capital? Is that negotiable or a set number?

A: The RFQ states that there is a required build-out contribution by the operator; however, the RFQ process is about finding the right partner so terms are negotiable.