



AMENDMENT #1

To: Prospective Offerors

From: Cia Morey – Procurement Officer
Tri-County Council for Southern Maryland

Regarding: **Meat Processing Facility RFP Solicitation #1708-002, Amendment #1, Contains four sections as follows:** A.) Pre-Proposal Meeting Agenda and Summary B) Prospective Offeror Q & A's, C) RFP Content Revisions D) Pre-proposal Sign-In Sheet

Amendment #1 Issue Date: November 8, 2017

Pre-Proposal Conference: October 23, 2017 at 1:00 pm Local Time
15035 Burnt Store Road, Hughesville, MD 20637

Deadline for Questions: January 31, 2018

Proposal Due Date and Time: February 8, 2018 at 4:00 p.m. Local Time

Note: Late proposals will not be accepted.

A. Pre-proposal Meeting Agenda & Summary

The Department (Tri-County Council for Southern Maryland) conducted a pre-proposal conference on October 23, 2017 at 1:00 PM at 15035 Burnt Store Road, Hughesville, MD 20637. The Department is issuing this solicitation for the purpose of selecting an entity to develop, manage and operate a Meat Slaughter and Processing Facility, in accordance with USDA standards, located in Southern Maryland. The facility is a public-private partnership with the capability to process at minimum 500 beef and 2000 sheep/goats/hogs, with an optional ability to process additional livestock species including poultry. The ideal capacity target for this facility is 3000 animal units.

The Procurement Officer, Cia Morey, convened the meeting after introductions of Tri-County Council personnel. The full list of attendees can be found on the sign-in sheet attached to this Amendment #1.

In the meeting proceedings the Procurement Officer, reviewed all of the RFP content with the exception of Section 3 Scope of Work. This section was reviewed by John Hartline, Executive Director for the Department and Steve McHenry, Executive Director-MARBIDCO. A summary inclusive of meeting agenda and RFP contents are as follows:

Meat Processing RFP -A G E N D A

PRE-PROPOSAL CONFERENCE

December 13, 2016

WELCOME AND INTRODUCTION	Cia Morey – Procurement Officer
BRIEF MEAT PROCESSING SUMMARY	Cia Morey – Procurement Officer
REVIEW OF RFP	Cia Morey – Procurement Officer
SECTION 3-SCOPE OF WORK & FINANCING	John Hartline – Executive Director TCCSMD Steve McHenry-Executive Director-MARBIDCO
QUESTIONS & ANSWERS	Audience
AUDIENCE OPEN DISCUSSION	Audience

Pre-proposal Meeting Summary

The RFP was reviewed in its entirety with the below items noted during the October 23, 2017 pre-proposal conference.

RFP Key Information Summary Sheet

- Review of key dates of proposal, key contacts and correspondence information.

RFP SECTION I General Information

- **Section 1.1.1** reviewed the summary statement and the Department's role. Annual ideal capacity target for this facility is 500 beef and 2,000 sheep/goat/hogs.
- **Section 1.2- # 12, page 8**, John Hartline explained the Minority Business Enterprise requirement is 15% of the state awarded grant forgiveness amount.
- **Section 1.4, page 9**, bid amount is fixed for 120 days.
- **Section 1.8, page 10** RFP has been posted on eMaryland Marketplace, it can also be found on the Department's web-site along with www.SMADC.com.
- **Section 1.11, page 11**, proposals are due February 8, 2018 by 4PM. Any received after that date and time will not be opened. Proposals should be hand carried to the Procurement Officer or by Federal Express.
- **Section 1.28, page 17**, reminded that bidders need to register with the State Department of Assessments and Taxation (SDAT).

RFP SECTION 3 Scope of Services

- **Section 3, page 23**, John Hartline and Steve McHenry reviewed the Performance Incentive Financing (as a Conditional Forgivable Loan); low interest loan of up to \$1,000,000 administered through MARBIDCO, loan grant through MARBIDCO-forgiveness based on performance of the facility. Forgiveness is only based on animals processed from Southern Maryland farms. Survey created identified the demand for a meat processing facility
- **Section 3.4, page 28**, Proof of insurance is due 5 days after bid awarded.

RFP SECTION 4- Proposal Format

- **Section 4, page 32**, Two proposals; Technical and Financial. To be submitted in separate envelopes.
- **Section 4.21 page 32**, 5 copies are needed and an unbound original.
- **Section 4.23 page 32**, a searchable PDF is not needed, however, an electronic copy is needed and should include Attachment K.

B) Prospective Offeror Q & A's

Question: Why wasn't poultry included in the animal unit incentive goal?

Answer: Farms can already process on-farm up to 20,000 poultry annually; and the Maryland Department of Agriculture's Rabbit and Poultry Certification allows for retail sales in the State of Maryland. Additionally, the desire as expressed by the agricultural community was for the need for larger species processing. Although poultry is not included in the animal unit incentive goal, it does not preclude an offeror to include a poultry component in their bid.

C) RFP Content Revisions

Section 1 – General Information

1.22 Offeror Responsibilities (page 13)

The last sentence of paragraph is deleted; it is not applicable.

The selected Offeror shall be responsible for all products and services required by this RFP. All subcontractors must be identified and a complete description of their role relative to the Proposal must be included in the Offeror's Proposal. ~~If applicable, subcontractors utilized in meeting the established MBE participation goal for this solicitation shall be identified as provided in the appropriate Attachment(s) of this RFP.~~

Offeror does not need to identify if a subcontractor meets the established MBE goal of this solicitation.

Section 3 – Scope of Work

3.3.1 Employee Identification (page 28)

Sections (a) and (b) does not apply to this procurement

~~(a) Each person who is an employee or agent of the Contractor or subcontractor shall display his or her company ID badge at all times while on Department Premises. Upon request of authorized Department personnel, each such employee or agent shall provide additional photo identification.~~

~~(b) At all times at any facility, the Contractor's personnel shall cooperate with State site requirements that include but are not limited to being prepared to be escorted at all times, providing information for badge issuance, and wearing the badge in a visible location at all times.~~

The Department considers Section 3.3.1(a) (b) deleted from this solicitation.

Section 4 – Proposal Format

4.2.1 Volume I (page 31)

An unbound original and five (5) copies are required; not four (4) copies

“Each Volume shall contain an unbound original, so identified, and ~~four (4) copies~~ five (5) copies.”

The Department requires an unbound original and five (5) copies of Volume I

4.2.3 Searchable electronic version (page 32)

Affirmation that this does not need to be provided

~~A second electronic version of Volume I and Volume II in searchable Adobe .pdf format shall be submitted on CD, DVD, or USB Flash Drive for Public Information Act (PIA) requests. This copy shall be redacted so that confidential and/or proprietary information has been removed (see Section 1.14 “Public Information Act Notice”).~~

The Department does not require an electronic searchable Adobe format of Volumes I and II and considers Section 4.2.3 deleted from this solicitation.

4.3.1 Offerors should hand-deliver Proposals. Proposals must be delivered no later than 4:00pm on January 31, 2018. (page 33)

The correct date proposals must be delivered is February 8, 2018.

4.4.3 Technical Response to RFP Requirements & Proposed Work Plan (page 35) **Error in numbering of Subsections**

On page 35 and 36, Section 3 should be 4.4.3.3; Section 4 should be 4.4.3.4; Section 5 should be 4.4.3.5; Section 6 should be 4.4.3.6 and Section 7 should be 4.4.3.7

4.4.10 Subcontractors (Submit under TAB L) (page 39)

TAB L does not need to be submitted; it is not applicable

~~The Offeror shall provide a complete list of all subcontractors that will work on the Contract if the Offeror receives an award, including those utilized in meeting the MBE and/or VSBE subcontracting goal, if applicable. This list shall include a full description of the duties each subcontractor will perform and why/how each subcontractor was deemed the most qualified for this project. See Sections 4.4.2.6 and 4.4.2.7 for additional Offeror requirements related to Subcontractors.~~

TAB L is not needed for this proposal. When submitting, TAB K should be followed by TAB M. The Department considers Section 4.4.10 deleted from this solicitation.

4.5 Volume II – Financial Proposal (page 41)

An unbound original and five (5) copies are required; not four (4) copies

Under separate sealed cover from the Technical Proposal and clearly identified in the format identified in Section 4.2 “Proposals,” the Offeror shall submit an original unbound copy, ~~four (4) copies~~, and an electronic version in Microsoft Word or Microsoft Excel of the Financial Proposal. The Financial Proposal shall contain the price information in the format specified in **Attachment E**. The Offeror shall complete the Financial Proposal Form only as provided in the Financial Proposal Instructions and the Financial Proposal Form itself. Additionally the Offeror shall submit an electronic version of the Excel Spreadsheet on a USB Flash Drive or a CD Format.

The Department requires an original unbound copy, five (5) copies and an electronic version in Microsoft Word or Microsoft Excel of the Financial Proposal.

Section 5 – Evaluation Committee, Evaluation Criteria, and Selection Procedure

5.2.3 Offeror Qualification and Capabilities, including proposed Subcontractors (See RFP § 2.1) (page 42)

Clarification

Section 2.1 is the Offeror’s Minimum Qualifications listing. If Offeror is using subcontractors as key personnel of their workplan, they need to list and clearly identify them as subcontractors in their key personnel listing and resumes (Section 2.1.3, page 22). However, Offeror should not identify any subcontractors as certified minority business enterprises (as referenced in Attachment B, page 63).

D) Pre-proposal Sign-In Sheet

Please see the attached sign in sheet.

Pre-Proposal Conference
October 23, 2017

First Name	Last Name	Company	Email
Ahmed y/er	Khan	Khan Enterprises Inc	Khan@TForceJohnson.com
Maxine Andrea	Fadelly Peadly	Calvert Commercial Real Estate Charles County Economic Development Department	Tyler@Calvertcommercial.com
Christina	Schmidt	Green Waddy Farm	andrea@trefarmMD.com
Jennifer DON	Ketter SMOLINSKI	Calvert Co. Advt. BETH REYNOLDS	christina@dcgreen.com
Les	Gooding	Hughesville Properties LLC	jenifer.ketter@calvertcountymd.gov
Steve Phil	Mellinger Gottwald	MANSUETS ACDS, LLC	gooding@hwdh.com
JOHN	HARTZLE	TCS&SMD	steve@mellinger.com
WILLIE	GOODARD	DHR MEATS	john.hartzle@tcsmd.com
			willie@dhmeats.com