



**FEBRUARY 6, 2023**

**ADDENDUM NO. 1**

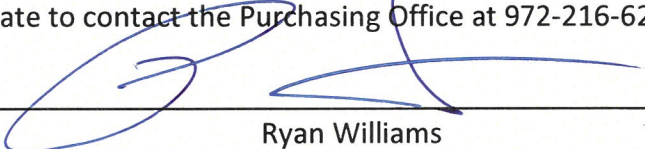
**FARMERS MARKET PRODUCTION AND MANAGEMENT SERVICES**

**RFQ 2023-060**

Proposers are directed to incorporate into their proposal the following revision:

1. Please replace, 3.4 Submittal Deadline, page 14 with page 14r as it has been revised accordingly.

If you should have any other questions, do not hesitate to contact the Purchasing Office at 972-216-6201, or email [purchasing@cityofmesquite.com](mailto:purchasing@cityofmesquite.com).



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Ryan Williams  
Manager of Purchasing

ACCEPTANCE:

We, the undersigned, do hereby acknowledge receipt of this Addendum No. 1 to RFQ No. 2023-060; Farmers Market Production and Management Services.

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Company Name

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Authorized Signature

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Date

- Include any additional information deemed helpful in demonstrating the respondent's capability to develop a quality farmers and artisans market.

#### A. Proposed Concept

- Describe in greater detail the proposed vision and/or concept for the project anticipated in this RFQ. To the extent possible, describe the proposed use of the market area, operational standards for vendors, programming concepts and marketing strategy.

#### B. References

- Provide Letters of reference with sufficient information to evaluate the Market Developer's past performance, ideally on those projects of similar type, size, scale, or complexity to the project scope anticipated in this RFQ.
- References should include company/organization, names, titles, telephone numbers, and email addresses for individuals who can provide information related to the capabilities of the Market Developer.

**DO NOT USE REFERENCES FROM CURRENT CITY OF MESQUITE OFFICIALS.**

#### C. Contractor's Signature Page and Conflict of Interest Questionnaire

Respondents must complete, sign, and include Contractor's Signature Page and Conflict of Interest Questionnaire with the submittal. Failure to include these documents may subject the submittal to disqualification.

### **3.3 Submittal Format:**

- Three (3) bound hard copies of the submittal not to exceed 30 pages (pages printed front and back will constitute 2 pages). Pages must not exceed 11"x17" in size and should be folded to 8.5"x11".
- One (1) electronic copy (PDF) of all submittal documents on a USB Flash Drive.
- Submitted materials must be enclosed in a sealed envelope (or box or container); clearly indicating Farmers Market RFQ, all addenda, the submittal deadline, and the name, telephone number and return address of the Respondent.
- All submittals must conform to the requirements outlined in the RFQ. Incomplete submittals will not be considered.
- Late submittals will not be considered under any circumstances. Late submittals properly identified will be returned to the Respondent unopened.
- Telephone ("PHONE"), Facsimile ("FAX"), or Internet ("E-mail") submittals will not be accepted.

### **3.4 Submittal Deadline:**

The City will accept responses to this RFQ until **2:00 p.m. CST Thursday, February 16, 2023**, after which time all responses timely received will be publicly opened, and the names of the Respondents read aloud. Responses received after the submittal deadline will not be considered.