



CARLOS PABELLON
Director of Administration

COUNTY OF DANE
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
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CHARLES HICKLIN
Controller

DATE: July 19, 2016
TO: All Proposers RFP #116065 – Operation of a Day Resource Center
FROM: Pete Patten, Purchasing Agent
SUBJECT: ADDENDUM #1

The following individuals were in attendance at the July 11, 2016 site visit:

Pete Patten – Dane County Purchasing
Lynn Green – Dane County Human Services
Casey Becker – Dane County Human Services
Michele Ritt – Dane County Supervisor
Brenda Konkel – Tenant Resource Center
Kathy Stellrecht – Catholic Charities
Jackson Fonder – Catholic Charities
Derrick Smith – Catholic Charities
Rob Dicke – Dane County Housing Authority

The following responses are provided to questions received.

Question 1

Is there a floor plan available?

Answer 1

A floor plan of the building reflecting its current occupants and operations is located under the Attachments section of this RFP on Dane County Purchasing's website. A floor plan of what the facility is envisioned to be as a Day Resource Center is not yet available and is pending input from the selected provider and project stakeholders.

Question 2

Who is responsible for providing furniture for the Center such as waiting room chairs, extra chairs, and office furniture?

Answer 2

Furniture needs beyond anticipated donations from current building tenants and community partners will be provided by Dane County.

Question 3

Who is responsible for providing computers for Operator staff?

Answer 3

Dane County will provide Operator staff computers.

Question 4

Who is responsible for the computer server and maintenance?

Answer 4

Dane County will provide server equipment and necessary software. Ongoing maintenance and technical assistance for the computer network and computer equipment will be the responsibility of the provider.

Question 5

How much is the nominal fee that Dane County will lease the facility to the selected Operator for?

Answer 5

The annual fee will be \$1.00.

Question 6

Is there a detailed list of which expenses Dane County and the Operator will be responsible for?

Answer 6

In addition to the details above, please see section 1.2.1 "Project Description" and 5.1 "General Instructions on Submitting Cost Estimate" of the RFP.

Question 7

What is the most and least amount of liability insurance that needs to be carried by the Operator?

Answer 7

Please see section 20.0 "Indemnification and Insurance" of the Standard Terms and Conditions located within the RFP.

Question 8

What's the exact cost to be paid by Dane County to the Operator on a monthly basis?

Answer 8

At this time, there is no exact cost. Based on the projected budget submitted by the Operator, the County will work with the Operator to determine what County resources and resources outside of County funding are available to support the budget.

Please acknowledge receipt of this addendum by noting "Addendum #1 Received" on the bottom of the Signature Affidavit when you submit your bid. If you have any questions regarding this addendum, please contact me at 608-267-3523.

Sincerely,

Pete Patten
Purchasing Agent