



Introduction:

City of South Haven is accepting proposals from interested parties to provide oversight and management of the Farm Market. The Farm Market hours are from 8 a.m. to 2 p.m. on Saturdays in 2018 from May 1 through October 31 and on Wednesdays in 2018 during June, July and August in a covered area in the Huron Street parking lot behind the Post Office (546 Phoenix Street) in City's downtown (the "Farm Market"). The City may select one or more proponents for interview and may enter into an agreement with a selected proponent.

Scope of services:

The Farm Market manager shall generally manage and promote the Farm Market in accordance with the City's past practices and policies for its operation with any changes in those practices and policies that the City Manager may approve on behalf of the City and in accordance with applicable laws, rules, regulations, and ordinances. Without limiting the general requirement in the preceding sentence, the independent contractor shall have the following duties and responsibilities:

- A. Take applications from those persons and entities who wish to sell goods and/or services in an allocated space at the Farm Market, approve applications for, assign vending, staging and parking spaces to vendors, and enter into vendor license agreements for use of Farm Market spaces, in accordance with policies and procedures generally agreed upon with the City Manager.
- B. Ensure that the Farm Market is open during the hours and on the days indicated in the introduction of this Contract, facilitate pre-opening access by vendors to enable a timely opening on each day of operation, and facilitate the prompt vacation and clean-up of the premises after closing on each day of operation. Such activities will involve coordination with vendors and may involve coordination with City personnel. The Farm Market manager will communicate with the City Manager or City personnel designated by the City Manager to provide that coordination.
- C. Be responsible for placement and pick-up of signage on days of Farm Market operations.
- D. Promote the Farm Market to potential vendors and customers in such places and in such manner as is reasonably needed, prudent or advisable. To the extent funds must be expended to do so, prior approval from the City Manager will be required.
- E. Collect and maintain current insurance records with appropriate coverage/additional insured for each vendor prior to participation in Farm Market, with renewal policies updated as necessary.
- F. Maintain and update the website not less frequently than needed to ensure the information is accurate and as up-to-date as reasonably possible. If this Contract is terminated, that website shall be turned over to the City as its sole property without any cost to the City.
- G. Secure payments from vendors at such times, in such amounts and in such manner as is consistent with City policies and practices as they may from time-to-time be changed in consultation and coordination with the City Manager. All payments shall be submitted to the City's Finance

Department within two weeks of receipt by the independent contractor.

H. Regularly advise the City in communications with the City Manager as to the status, success, challenges, and recommended changes in policies regarding the Farm Market.

I. Immediately address any crime, vandalism, accident, injury, property damage, dispute or other incident involving or affecting the Farm Market and promptly report it to the City Manager. Contact any emergency services, law enforcement, or other assistance as needed to address the situation. Complete such incident reports and coordinate with the City to contact the City's insurance carrier as may be directed by the City Manager.

J. Routinely inspect the Farm Market facility and report to the City Manager any maintenance, repair or replacement needs.

K. Assist the City Manager with budgeting related to the Farm Market.

L. Be available, or have a designee available, on-site at the Farm Market and/or able to be on-site within 15 minutes on each day the Farm Market is in operation.

M. Must be available for Saturday work throughout May – October, and Wednesday work June through August.

N. Assist in adherence and enforcement of the City's "No Pet" ordinance.

O. Update and maintain the Farm Market Procedures Manual/Handbook and vendor application on a regular basis, assuring it is accurate and relevant with operations.

P. Administer SNAP/Double-up Food Bucks Programs.

Q. Provide the City Manager with contact information including a cell phone number and e-mail address for immediate contacts with Farm Market personnel.

R. Engage in other duties or activities as may be agreed upon in consultation with the City Manager.

Risk, Indemnification and Insurance:

- A. The City shall obtain and maintain liability and casualty insurance covering the Farm Market and the Farm Market activities.
- B. The City shall insure the Farm Market facility for liability and casualty which shall also cover the Farm Market manager and its employees acting in good faith while performing duties and responsibilities under this Contract.
- C. The Farm Market manager shall hold the City (including for purposes of this paragraph its officers and employees) harmless from, indemnify it for and defend it against any third-party claim, demand, judgment, award or other loss arising from the Farm Market manager's failure to perform its duties as required by this Contract.

Submission Requirements:

Respondents must submit the following documentation.

1. The proponent's name, address, contact person(s) (including the title(s) of such person(s)), telephone contact numbers, facsimile number, and e-mail address.
2. A general description of the proponent's current and past experience in management of Farm Market or related enterprise.
3. Names and resumes of key personnel who will constitute the team working for the City of South Haven.
4. Proposed compensation schedule for the services to be provided.

Proposals may be submitted using one of the following methods:

- In person or mail to: Deb Davidson, City of South Haven, 539 Phoenix Street, South Haven, Michigan 49090
- Email: ddavidson@south-haven.com
- Fax: 269 637-5319

Deadline for submission is 5:00PM December 1, 2017.