

**Pre-bid Meeting Minutes For
RFP #2015-019 Community Farmer & Community Supported Agriculture Project**

Date: Wednesday, August 26, 2015 at 3:00 pm

Adjourned: 3:50 pm

Meeting Location: Municipal Building, Council Chamber, 245 deKoven Dr., Middletown, CT

Attendees: See attached list

Mayor Daniel Drew was introduced and made some opening remarks. The goal of this project is to involve the community to the fullest extent, and offer organic produce at a reasonable cost to local residents of the City of Middletown. He stated he was extremely excited and eager to implement this program.

Donna Imme, Purchasing Supervisor, opened the meeting and discussed the following:

1. Partial Bids (submitting a proposal for any one and/or all sites) will be accepted and multiple awards will be considered. However, prior to making any award(s), The City of Middletown's Common Council will approve and appropriate funds; once that has been determined, award(s) will be made accordingly.
2. Proposals are due Wednesday, September 23, 2015 at 3:00 pm
3. All questions shall be submitted to the Supervisor of Purchases via fax 860-638-1995 or email purchase@middletownct.gov. **The deadline for receipt of questions is Friday, September 11, 2015 by Noon.**

**** Due to the various questions asked during the prebid, Donna Imme stressed the importance that all interested parties submit their questions in writing, allowing the City of Middletown to address and respond to all of them in detail.**

4. All Addenda's, pre-bid meeting minutes, etc. shall be posted to the City's website. Bidders shall be responsible for checking the website for all additional information and all addenda's and shall also acknowledge the addenda in their bid where indicated on the proposal pages. Website is www.middletownct.gov Again; it is the responsibility of all bidders to visit the website prior to submitting their final bid.
5. The intent is to have award(s) in place so the program is set to commence in the Spring, 2016.
6. Page 12 of the RFP includes a checklist that is to be included and submitted along with the proposal pages (12-14).

Michiel Wackers, Director of Planning, Conservation & Development was introduced.

The City of Middletown is interested in any proposals. Proposals shall be review by a committee and a short-list of proposals may be interviewed. The Common Council has final say on any proposed lease or any City contribution towards the project. The City is interested in assisting any proposal in obtaining grant funding from private or State sources.

Joe Samolis, Chief of Staff then spoke and reiterated the Mayor's goals; which were to establish a project such as this, allowing the involvement of the community, as well as having the advantage of receiving organic produce at a reasonable cost.

The following questions were submitted thus far

Michiel shared the following answers to questions that had been answered thus far:

Q. Is there a monetary amount determined for leasing the parcels?

A. No. That will be up to the community farmer to provide. Some may offer as little as \$1, others a greater sum.

Q. Can a single party propose to use multiple parcels?

A. Yes

Q. Are there restrictions on what agriculturally related buildings and infrastructure may be placed on the properties?

A. No as long as it complies with all aspects of the RFP and is part of the business plan. Any proposed structures will be reviewed for compliance to relevant deed restrictions and applicable zoning and building code.

Q. Is there a length of time the city hopes to enter into a lease?

5 years

Meeting adjourned: 3:35

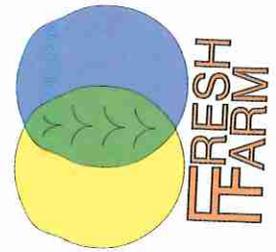
PREBID MEETING ATTENDANCE LIST

PROJECT: RFP #2015-019 Community Supported Agricultural Project - PCD

DATE: Wednesday, August 26, 2015 at 3:00 PM

COMPANY NAME	ADDRESS	TEL # FAX #	REPRESENTATIVE NAME AND EMAIL ADDRESS
City of Middletown Purchasing Department	245 DeKoven Drive	860-638-4895 P 860-638-1995 F	Donna Imme/Purchasing Supervisor purchase@middletownct.gov
John Stegney	111 Riverton Rd Winchester CT	860 921 17781	heritagegardensca@gmail.com
Middletown United Fathers/Harold Hart	123 Newfield St Middletown CT 06457	860-770-0187	H. Hart 123@ comcast.net
Rosa Carraro Liberty Bank Michael Ferris	315 Main St, Middletown CT 06457 305 Old Marlborough Tpk. Portland 06480	860- 344-7328	rcarraro@ liberty-bank.com
SANDBOX ARS	PO Box 1652 Middletown CT 06457	860 860 922 3913	PMC1628@juno.com

COMPANY NAME	ADDRESS	TEL # FAX #	REPRESENTATIVE NAME AND EMAIL ADDRESS
Fresh Farm Aquaponics, Inc	See Biz Card		
Forest City Farms	20 Shwinpire Rd Middletown, CT	860 777-5507	Gabriel Russo forestcityfarms@gmail.com
DOMINICK GRANT	583 QUINNPIAC AVE NEW HAVEN, CT 06513	860-262-2894	dgrant@ay.yale.edu
HAILEY and HOLT AKERS- SOWDEN CAMPBELL	281 LONG LANE	(214) 284-2244	HSOWDEN@WESLEYAN.EDU HAKERSCAMPB@WESLEYAN.EDU
City of Middletown			Michiel whackers PCD Director
City of Middletown			Mayor Daniel T. Drew
City of Middletown			Joe Samolis Chief of Staff



FRESH FARM
Aquaponics, LLC
Focusing Resources on
Environmentally Sustainable
Health

Kiëran Foran
Chief Executive Officer

freshfarmct.org
kieranforan@gmail.com
860-716-5462