

SUPPLEMENTAL INFORMATION
ADDENDUM NO. 1

PROJECT: RFP No. 18-009
Food Service – Effingham County Inmates and Senior Citizens

CONTACT: Fiona Charleton, Purchasing Agent
912-754-2159 fcharleton@effinghamcounty.org

DATE ISSUED: January 29, 2017

RFP No. 18-009 dated January, 2018 is hereby amended as noted herein : BIDDER TO ACKNOWLEDGE RECEIPT OF ADDENDUM BY SIGNING ON THE SIGNATURE LINE BELOW AND INCLUDING A COPY WITH SUBMITTED BID. FAILURE TO DO SO MAY, AT THE OWNER'S DISCRETION, SUBJECT THE BIDDER TO DISQUALIFICATION

- 1) QUESTION: Page 17, Section 5.1.s. Will the county please provide the recipe book for the senior meals so that vendors can accurately price the menu?
ANSWER: Effingham County will provide a recipe book once the contract has been awarded.
- 2) QUESTION: Will the county please provide the invoices for the previous 60 days pertaining to the food service program? Please also verify if these haven't been paid, the reason for non-payment.
ANSWER: Yes, upon request through open records, this information can be provided. All payments have been made.
- 3) QUESTION: Will the county please indicate if the winning vendor will be required to purchase any trays, pots, pans, etc. to replace any equipment that might be owned and removed by current vendor? If so, please provide the current tray model being utilized and the number required.
ANSWER: The items that are being removed by the current vendor are a mixer and dicer. This would need to be replaced.
- 4) QUESTION: Will the county please provide the level of staffing provided by current vendor? If possible, please include how many managers, supervisors, drivers, etc.?
ANSWER: 1 Manager and 3 Supervisors.
- 5) QUESTION: Will the county please clarify that only one kitchen is utilized?
ANSWER: One kitchen is utilized.
- 6) QUESTION: Will the county please clarify how meals are delivered from the main kitchen to the county jail?
ANSWER: During the Month of December, 15,962 meals were delivered to the Jail.
- 7) QUESTION: Is vendor required to purchase a vehicle for this contract? If so, what type of vehicle is currently being utilized?
ANSWER: No. Van.

8) QUESTION: Will the county please verify the number of references each vendor must provide? Our firm currently provides services to over 600 facilities and it is not feasible to provide 600 references. Industry standard is around 3 of the closest references in size and geographic location.

ANSWER: Three from facilities of similar size.

9) QUESTION: Page 15, Section 4.5: Will the county consider mutual termination language in the final contract?

ANSWER: Yes. Exact terms will be negotiated and mutually agreeable to both parties.

10) QUESTION: Page 15, Section 5.1 – Will the county (Jail & Prison) accept an alternative menu/cost proposal which utilizes the following meal pattern?

- a. Hot Breakfast
- b. Hot Lunch
- c. Cold Dinner

ANSWER: The County will not accept alternative meal pattern. Most of the prison inmates are outside working during the day.

11) QUESTION: Page 16, Section 5.1.a. Can the county please clarify whether the prison inmates will receive any additional calories that exceed the 2,800? In our experience, most county prison in Georgia provide additional calories to working inmates. If this is the case, please be as specific as possible as to what extra snacks, calories, or meals are provided outside of the requested 2,800 calories.

ANSWER: Would like to get a cost on 2800 and 3300 calories – revised pricing proposal attached.

12) QUESTION: Page 16, Section 5.1.d. Will the county please clarify this statement? In section 5.1, it states that inmates will receive a bag lunch seven (7) days per week. Will there be an additional bag meal to substitute for breakfast or dinner on the weekends? Any clarification of this will be appreciated.

ANSWER: Jail and Prison inmates are served three meals a day, seven days a week:
hot breakfast
bag lunch
hot supper

13) QUESTION: Page 16, Section 5.1.f. Will the county please indicate any tasks that inmates cannot perform (e.g. taking out trash, unloading trucks, etc.)?

ANSWER: Inmates can perform any task.

14) QUESTION: Page 16, Section 5.1.g. Will the county please identify who is responsible for delivery of the inmate's meals to units (e.g. the facility staff, inmates or vendor)?

ANSWER: Per Page 16, Section 5.1.g “Jail officers will collect the chuck wagon food delivery cart and distribute the meals”. Prison inmates are served in the prison food hall.

15) QUESTION: Page 17, Section 5.1.j. Does the county currently provide a common fare or pre-packaged meal for inmates who are classified as Religious (Kosher, Halal, etc.) or Lifestyle (Vegetarian, Vegan, etc.)? If they receive a pre-packaged meal, what is the current rate per meal being charged?

ANSWER: No.

16) **QUESTION:** Page 18, Section 5.1.t. Will the county please provide a DAILY average meal count for the both Home Delivered AND Congregate meals?

ANSWER: Cong: 29 - HDM: 40.

17) **QUESTION:** Page 19, Section 5.1.y. Will the county please provide the current tray type and photo (if possible)?

ANSWER: The Prison use the orange trays and the Jail uses brown trays. Photos below:





18) QUESTION: Page 19, Section 5.1.aa. Will the county provide the transport vehicle or will vendor be responsible for purchasing? Also, does vendor need to provide a driver to transport meals from jail/prison to Senior Center prior to 0830?

ANSWER: Prison provides the vehicle. Vendor will provide the driver.

19) QUESTION: Page 19, Section 5.1.cc. Will the county please confirm if the county leases a dishwasher? If leased, does the leasing company provide all the chemical supplies?

ANSWER: Prison owns the dishwasher.

20) QUESTION: Will the county please clarify if they are responsible for general maintenance of county owned equipment (excluding maintenance required due to negligence by vendor)? If so, please provide the previous two (2) years of expenditures spent?

ANSWER: Prison is responsible for the maintenance of County owned equipment.

21) QUESTION: Please provide the average DAILY inmate count for the following Special & Medical diets:

1. Kosher:
2. Diabetic
3. Pregnant
4. Low Sodium
5. Vegetarian
6. High Calorie
7. Double Portion

ANSWER: We provide Diabetic and Pregnant trays. Third trimester pregnant gets Double Portion trays. At this time Effingham County is serving 13 medical diets and 0 religious diets to prison inmates and 12 medical diets and 0 religious diets to jail inmates.

22) QUESTION: Is the Vendor required to provide all holding containers for the senior meals (e.g. warming carts, Cambros's, etc.)?

ANSWER: These are owned by the Prison.

- 23) QUESTION: Will the county be open to an alternate sliding scale?
ANSWER: No.
- 24) QUESTION: Please provide the current pricing for the Prison, Jail and Senior Citizen meals
ANSWER: Please see attachment B to this Addendum.
- 25) QUESTION: For clarification to RFP page 19, section aa, will the proposer’s staff be required to drive the county owned transportation vehicle to deliver the meals to the senior center?
ANSWER: Yes.
- 26) QUESTION: Does the current inventory of cups, utensils, labels, and trays for senior meals etc. belong to the county?
ANSWER: Owned by the Vendor.
- 27) QUESTION: In reference to RFP page 20, section mm, the proposer shall provide and maintain the following at its own expense: cooking, serving and eating utensils; plastic ware and other beverage containers; equipment necessary to prepare food; equipment necessary to make food and beverages available for consumption with the Prison and Jail; any additional equipment that is reasonable and necessary to perform the food services at the facility. However, In reference to RFP page 35, Attachment J, “Other”, of these equipment items are listed as County owned equipment. For clarification, please provide information on which equipment the county will be responsible for replacing once it has reached its useful life or damaged by inmates?
ANSWER: The Prison is responsible for Ovens, Skillet, Stove, Tilt Skillet, Kettle, Refrigerator, Warmer, and Dishwasher.
- 28) QUESTION: For clarification, will the food service provider be responsible for providing their own internet service? If so, can you please provide the current internet provider that the County utilizes, contact information, and the cost amount for the previous 12 months?
ANSWER: Yes the food service provider will be responsible for providing their own internet service. The County currently uses Comcast as their internet provider. The County cannot define the cost amount for the past 12 months as they are billed as a whole. Comcast was contacted today (01-29-18) and the current charge for high speed internet is Comcast D25 \$114.90 month; Starter - \$84.90 month (incl. equipment rental) prices subject to change.
The direct contact information for the representative that the County spoke to is:
David Picado
Office: 610 684 8950
- 29) QUESTION: Reference Page 15, section V 5.1 states, “The food services provider shall provide Three (3) meals per day, seven (7) days per week - hot breakfast, bag lunch, hot supper”. Page 16, Section V, 5.1 d. states, “Bag lunches will be served to both prison inmates and jail inmates on weekends.” Please clarify if a bag lunch is requested 7 days per week or only on the weekend.
ANSWER: Bag lunches are requested seven days a week. (see question 10 of this Addendum).

30) QUESTION: In reference to RFP page 19, section cc, what is meant by food service items?

ANSWER: Utensils.

31) QUESTION: In reference to RFP page 19, section cc, Please provide the following information:

- Amount of paper and total cost for the County for the previous 12 months.
- Does this include the paper and trays for the Senior Citizens meals? If no, please provide the amount and total cost for the County for the previous 12 months.
- Amount and total cost of chemicals and cleaning supplies for the County for the previous 12 months?

ANSWER: These are all provided by the vendor.

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PLACE THIS FORM ON TOP OF PROPOSAL

ATTACHMENT A PRICING PROPOSAL FORM (PAGE 1 OF 2)

Indicate your cost per meal provided, for Effingham County Prison inmates as specified in the RFP, including all costs of preparation, service, equipment, overhead and product costs (inmate assistants will be provided for food preparation and clean up). THE PROPOSER SHALL NOT RECEIVE ANY FINANCIAL GAIN OR PROFIT FROM USE OF INMATE LABOR. THE SOLE BENEFIT OF THE INMATE LABOR SHALL FLOW TO THE COUNTY.

The sliding scale should be based on the following schedule of meals served to prison inmates per day – **BASED UPON A 2800 CALORIE MENU:**

< 25,000 meals per month	\$ _____
25,001 – 30,000 meals per month	\$ _____
> 30,000 meals per month	\$ _____

Indicate your cost per meal provided, for Effingham County Prison inmates as specified in the RFP, including all costs of preparation, service, equipment, overhead and product costs (inmate assistants will be provided for food preparation and clean up). THE PROPOSER SHALL NOT RECEIVE ANY FINANCIAL GAIN OR PROFIT FROM USE OF INMATE LABOR. THE SOLE BENEFIT OF THE INMATE LABOR SHALL FLOW TO THE COUNTY.

The sliding scale should be based on the following schedule of meals served to prison inmates per day – **BASED UPON A 3300 CALORIE MENU:**

< 25,000 meals per month	\$ _____
25,001 – 30,000 meals per month	\$ _____
> 30,000 meals per month	\$ _____

Indicate your cost per meal provided, for Effingham County Jail inmates as specified in the RFP, including all costs of preparation, service, equipment, overhead and product costs (inmate assistants will be provided for food preparation and clean up). THE PROPOSER SHALL NOT RECEIVE ANY FINANCIAL GAIN OR PROFIT FROM USE OF INMATE LABOR. THE SOLE BENEFIT OF THE INMATE LABOR SHALL FLOW TO THE COUNTY.

The sliding scale should be based on the following schedule of meals served to jail inmates per day:

< 15,000 meals per month	\$ _____
15,001 – 20,000 meals per month	\$ _____
> 20,000 meals per month	\$ _____

**ATTACHMENT A
PRICING PROPOSAL FORM (PAGE 2 OF 2)**

Indicate your cost per meal provided, for Effingham County Senior Citizens as specified in the RFP, including all costs of preparation, service, equipment, overhead and product costs (inmate assistants will be provided for food preparation and clean up). **THE PROPOSER SHALL NOT RECEIVE ANY FINANCIAL GAIN OR PROFIT FROM USE OF INMATE LABOR. THE SOLE BENEFIT OF THE INMATE LABOR SHALL FLOW TO THE COUNTY.**

The sliding scale should be based on the following schedule of meals served to seniors per day:

< 3,000 meals per month	\$ _____
3,001 – 3,500 meals per month	\$ _____
3,501 – 4,000 meals per month	\$ _____
> 4,000 meals per month	\$ _____

Proposing Company Contact Information:

Company Name:		
Billing Address:		Telephone:
Service Address:		Telephone:
Representative Name:		
Representative Contact Address:		Telephone: E-Mail:

It is agreed by the undersigned offeror that the signature and submission of this proposal represents the vendor's acceptance of all terms, conditions and requirements of specifications and, if awarded, the proposal will become part of the contract agreement between the parties.

Signed: (sign manually, in ink) _____
(Signature of Authorized Representative of the Company)

Name Printed: _____ Title: _____ Date: _____

ATTACHMENT B

CURRENT PRICING



TRINITY SERVICES
GROUP, INC.

**SCHEDULE 1
SCALE
EFFINGHAM COUNTY PRISON AND JAIL INMATES AND
EFFINGHAM COUNTY SENIOR CITIZENS
EFFECTIVE JULY 1, 2017**

EFFINGHAM COUNTY PRISON

Meals per Month	Price per Meal
< 25,000	\$0.962
25,001 – 30,000	\$0.844
30,001 – 35,000	\$0.824
35,001 – 40,000	\$0.808
40,001 – 45,000	\$0.798
45,001 – 50,000	\$0.788
> 50,000	\$0.777

EFFINGHAM COUNTY JAIL

Meals per Month	Price per Meal
< 15,000	\$0.962
15,001 – 20,000	\$0.905
20,001 – 25,000	\$0.864
25,001 – 30,000	\$0.844
> 30,000	\$0.824

EFFINGHAM COUNTY SENIOR CITIZENS

Meals per Month	Price per Meal
< 3,000	\$3.48
3,001 – 3,500	\$3.43
3,501 – 4,000	\$3.38
4,001 – 4,500	\$3.32
4,501 – 5,000	\$3.27
> 5,000	\$3.22

Addendum No.1
RFP No. 18-009 – Food Service – Effingham County Inmates and Senior Citizens

All other terms and conditions in RFP 18-009 remain unchanged.

Effingham County reserves the right to reject any and all proposals, to waive any technicalities or irregularities and to award the offer based upon the most responsive, responsible submission.

Please sign receipt of this Addendum No. 1 below:

Print Name

Signature

Date

END OF ADDENDUM NO. 1