



## REQUEST FOR PROPOSALS #320-18

### ADDENDUM #1

**RFP Due Date:** August 20, 2018 at 10:30 AM, EST  
**RFP Issue Date:** July 20, 2018  
**Addendum Issue Date:** August 9, 2018  
**By:** Melissa Hawk, Purchasing Manager

#### The following are amendments to the RFP #320-18 Inmate Food Services:

1. It has been brought to Purchasing's attention that the current contractor provides employee meals. If your company wishes to offer employee meals, please include a menu, including calorie count for each meal in Tab J, Requested Samples. Please advise if all items will be available 7 days per week/ 3 times a day. Please advise if there will only be daily specials provided Monday – Sunday and if so, the items of each meal that will be served for breakfast, lunch and dinner each day. **Take care to ensure no pricing is included in this section.** Please include the attached pricing sheet otherwise known as Proposer's Price Proposal Form – Sheet C. Please list each item that would be available to staff and cost of each item. **Ensure Sheet C is included in the separate sealed envelope marked with the Solicitation Name, Company Name and Price Proposal.**
2. The RFP opening date is August 20, 2018, at 10:30 a.m.
3. A performance bond in the amount of 100% of the contracted price may be in effect through the life of the contract and may be added to the executed contract with the awarded proposer. A sample is attached. A clause may be added to the sample contract within this RFP document to include the following:

#### **Surety Bonds**

13.3.1 The Contractor shall furnish a performance bond, Exhibits "D" , to the Owner. The bond shall set forth a penal sum in an amount not less than the contract Price. The bond furnished by the Contractor shall incorporate by reference the terms of this Contract as fully as though they were set forth verbatim in such bonds. In the event the Contract Price is adjusted by Change Order executed by the Contractor, the penal sum of both the payment bond and the performance bond shall be deemed increased by like amount. The payment and performance bonds furnished by the Contractor shall be in form suitable to the Owner and shall be executed by a surety, or sureties, reasonably suitable to the Owner.

This development has brought the need to add a line item for the cost of the performance bond.

4. All other dates, specifications, terms and conditions remain the same as posted in the RFQ document.

**The following are questions and answers to the RFP #3201-8 Inmate Food Services:**

**QUESTION:** In the RFP, it states that technical and cost proposals are to be packaged separately. However, can each individual proposal be packaged into one single box so that only one package is delivered to your office vs. two?

**ANSWER:** Proposers need to ensure that the Price Proposal is in a separate sealed envelope with **RFP #3201-8 Inmate Food Services, Company Name and Price Proposal** written on the outside of the envelope. The individual technical proposals do not need to be in separate sealed envelopes. The entire submission may be sent in one box. Proposers need to adhere to the requirement that no price can be submitted with the technical response.

**QUESTION:** Page 11, Bullet # 7 – Please clarify. RFP States that no staff meals are required. However, Summit is currently providing staff meals. Does the county wish to continue this or would the county prefer not to receive proposed staff menus?

**ANSWER:** Please see #1 of the amendment to RFP #320-18 Inmate Food Services above.

**QUESTION:** Page 12, Kitchen Facility & Equipment – It states that “There be instances & exceptions where supplies will be needed.”. Will the county please clarify if the contractor will be required to purchase replacement supplies?

**ANSWER:** The Contractor may be required to supply disposable cups.

**QUESTION:** Can the county also clarify the following - With regard to what dispute resolution Dawson County intends to use. Page 43, [#89](#), it indicates that “any disputes arising under the terms and conditions of this Contract shall not be subject to mediation or arbitration. Then on page 77, [#14.6](#), “Litigation and Arbitration” 14.6.1 it indicates that “The Owner and the Contractor agree to resolve through negotiation, mediation or arbitration any disputes between the parties arising out of or relating this Contract and Agreement.”

**ANSWER:** The verbiage in the contract enclosed within the RFP document, #14.6 Litigation and Arbitration will be followed by Dawson County.

**QUESTION:** What type of diets are currently provided?

**ANSWER:** Heart Healthy, Pregnancy, Diabetic and Clear Liquid. The Detention Center also serves allergenic diets.

**QUESTION:** What type of religious diets are available?

**ANSWER:** The Detention Center does not currently serve beef or pork. Occasionally an inmate is received at the Detention Center with a religious belief unbeknownst to the Detention Center

staff. Upon verification of dietary restrictions, the information is relayed to the kitchen staff to fulfill.

**QUESTION:** Please clarify the duties of the inmate workers in the kitchen.

**ANSWER:** Inmate workers are utilized for cleaning, food preparation, placing food on trays, placing and taking food out of cold storage/freezer storage/dry storage. Inmate workers are not utilized to cook the food.

**QUESTION:** Why only three inmate workers in the kitchen?

**ANSWER:** Depending upon inmate population, inmate classification and other areas of assignment throughout the County, there may be times when more than three (3) inmate workers could be made available for special needs on a case by case basis. However, due to the size of the kitchen and the number of staff on hand to monitor the inmate workers, a permanent increase in inmate workers will not be allowed.

**QUESTION:** What is your preference for the cold meal to be served (breakfast, lunch or dinner?)

**ANSWER:** Lunch.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**THIS PAGE MUST BE COMPLETED AND SUBMITTED AS PART OF YOUR PROPOSAL**



**RFP #320-18 INMATE FOOD SERVICES  
PROPOSER'S PRICE PROPOSAL FORM - SHEET C**

COMPANY NAME: \_\_\_\_\_

Proposer to provide items that would be offered to employees and cost per item, including costs for all materials, labor and equipment needed to complete the task of employee meals.

**EMPLOYEE MEALS**

<b>Menu Item</b>	<b>Price Per Item</b>	<b>Number of Inmate Labor Needed</b>
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	

- Proposers must attached applicable licenses and certifications
- All costs incurred by the Proposer must be included in the Price of Project for the total scope of work as listed in this RFP. Prices offered above must be accompanied by a menu to include number of calories per meal.

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**

**THIS FORM IS TO BE SEALED SEPARATE FROM TECHNICAL LABELED SEALED PRICE**



**RFP #320-18 INMATE FOOD SERVICES  
PROPOSER'S PRICE PROPOSAL FORM - SHEET D**

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COMPANY NAME: \_\_\_\_\_

Proposer to provide items that would be offered to employees and cost per item, including costs for all materials, labor and equipment needed to complete the task of employee meals.

**COST INCREASE PER MEAL TO INCLUDE PERFORMANCE BOND**

<b>Number of Inmates</b>	<b>Price Per Meal</b>
0-99	\$
100-119	\$
120-129	\$
130-139	\$
140-149	\$
150-159	\$
160-169	\$
170-179	\$
180-189	\$
190-199	\$

- Proposers must attached applicable licenses and certifications
- All costs incurred by the Proposer must be included in the Price of Project for the total scope of work as listed in this RFP. Prices offered above must be accompanied by a menu to include number of calories per meal.

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**

**THIS FORM IS TO BE SEALED SEPARATE FROM TECHNICAL LABELED SEALED PRICE**



**EXHIBIT "D"**  
**PERFORMANCE BOND**

**STATE OF GEORGIA**  
**COUNTY OF DAWSON**

KNOW ALL MEN BY THESE PRESENTS, that we, \_\_\_\_\_, as Principal, (herein after known as "Contractor"), and we \_\_\_\_\_, as Surety, do hereby acknowledge ourselves indebted and firmly bound and held unto Dawson County, Georgia for the use and benefit of those entitled thereto in the sum of \_\_\_\_\_ and \_\_\_\_\_/100 Dollars (\_\_\_\_\_) for the payment of which will and truly to be made, in lawful money of the United States, we do hereby bind ourselves, successors, assigns, heirs, and personal representatives.

**BUT THE CONDITION OF THE FOREGOING OBLIGATION BOND IS THIS:**

WHEREAS, the County has engaged the said Contractor for the sum of \_\_\_\_\_ and \_\_\_\_\_/100 Dollars (\_\_\_\_\_) for the **RFP #320-18 Inmate Food Services** as more fully appears in a written Agreement bearing the same project title, a copy of which Agreement is by reference hereby made a part thereof.

NOW, THEREFORE, if a said Contractor shall fully and faithfully perform all the undertakings and obligations under the said agreement or contract herein before referred to and shall fully indemnify and save harmless the said Owner from all costs and damage whatsoever which it may suffer by reason of any failure on the part of said Contractor to do so, and shall fully reimburse and repay the said Owner such default, and shall guarantee all products and workmanship against defects for a period of one year, then this obligation or bond shall be null and void, otherwise, it shall remain in full force and effect.

And for value received it is hereby stipulated and agreed that no change, extension of time, alteration or addition to the terms of the said Agreement or Contract or in the work to be performed thereunder, or the Specifications accompanying the same shall in any way affect the obligations under this obligation or bond, and notice is hereby waived of any such change extension of time, alteration or addition to the terms of the Agreement or Contract or to the work or to the Specifications.

This bond is given pursuant to and in accordance with the provisions of O.C.G.A. Sections 36-10-1 et seq and 36-91-50 et seq and all the provisions of the law referring to this character of bond as set forth in said sections or as may be hereinafter enacted, and these are hereby made a part hereof to the same extent as if set out herein in full.

IN WITNESS WHEREOFF, the said Contractor has hereunder affixed its signature and said Surety has hereunto caused to be affixed its corporate signature and seal, but its duly authorized officers, on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ Executed in two (2) counterparts.

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**CONTRACTOR:**

\_\_\_\_\_  
Company

\_\_\_\_\_  
Print Authorized Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Title: \_\_\_\_\_

*(Seal)*

Signed, sealed and delivered  
in the presence of:

1. \_\_\_\_\_

2. \_\_\_\_\_

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**SURETY:**

\_\_\_\_\_  
Surety

\_\_\_\_\_  
Print Authorized Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Signed, sealed and delivered  
in the presence of:

*(Seal)*

1. \_\_\_\_\_

2. \_\_\_\_\_