

# NOTICE OF ADDENDUM #1

Request for Proposal No. 2016/17-01

## INMATE MEAL SERVICES CURRY COUNTY ADULT AND JUVENILE DETENTION CENTERS

**This one (1) page shall be completed and submitted with all other documents in the Proposal Package.**

### Vendor Information:

By signing this page and submitting a proposal, offeror hereby agree that they have read and understand all terms, conditions, and requirements set forth in the RFP and the attached Addendum #1. In addition, acknowledges the addenda(s) that have been issued.

**Signature:** \_\_\_\_\_

**Print Name & Title:** \_\_\_\_\_

**Firm Name:** \_\_\_\_\_

**Mailing address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Phone & Fax:** \_\_\_\_\_

**E-Mail address:** \_\_\_\_\_

### Addendum acknowledgement:

Addendum #1 Date August 23, 2016 Initials \_\_\_\_\_

### Statement of non-discrimination

Company/Firm does not discriminate on the basis of color, national origin, sex, religion, age or disabled status an employment of the provision of service.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# NOTICE OF ADDENDUM #1

Request for Proposal No. 2016/17-01

## INMATE MEAL SERVICES CURRY COUNTY ADULT AND JUVENILE DETENTION CENTERS

**ISSUE DATE: AUGUST 23, 2016**

The Board of County Commissioners of Curry County, State of New Mexico, has issued the following Addendum #1 to the Request for Proposals for Inmate Meal Services Curry County Adult and Juvenile Detention Centers, RFP No. 2016/17-01. The Optional Pre-Proposal Conference was held on August 18, 2016 at 2:00 PM. Questions were invited and received until August 22, 2016 at which date a compilation of questions was made and the following answers are provided to all attendees of the Pre-Proposal Conference and posted on the webpage.

### Questions and Answers:

1. **QUESTION:** What are the types and how many Religious Diets currently being served?

**ANSWER:** *Jewish and Ramadan – less than 10*

2. **QUESTION:** What are the types and how many Medical diets are currently being served?

**ANSWER:** *9 – 15 for any given week. Honored on “Medical Orders” only, not detainee ordered.*

3. **QUESTION:** What are the current hours Kitchen Personnel are in the kitchen?

**ANSWER:** 4:30 AM to 7:00 PM

4. **QUESTION:** What are your service hour requirements for kitchen personnel to be in the kitchen?

**ANSWER:** *2 STAFF 1 MANAGER FROM HOURS OF OPERATION: 4:30 AM to 7:00PM*

5. **QUESTION:** What is the current delivery system for the Juvenile trays and what will be available to us?

**ANSWER:** *The County provides a hot cart for meal delivery to JDC.*

6. **QUESTION:** How many inmate kitchen workers are assigned to the kitchen per shift?

**ANSWER:** *Five (5) to Six (6) are available.*

7. **QUESTION:** It was discussed that there must be 2 supervisors on the floor not to include the manager. Is the manager allowed to run shift on days that office work is not required?

**ANSWER:** *There must be two (2) staff and one (1) manager during hours of operation.*

8. **QUESTION:** Will the county provide internet service?

**ANSWER:** *Yes.*

9. **QUESTION:** Your request for the Cold Meal to be the noon meal, as a sack lunch. In the RFP Page 5, #3, it states "Not more than 15% of meals served to include sandwiches". Can this be eliminated, so we can swerve sack lunches accordingly?

**ANSWER:** *Eliminate #3 of Scope of Work on Page 5 to be in agreement of one (1) cold lunch per day.*

10. **QUESTION:** Will the County provide the Cambro containers to serve the bulk Coffee, juice?

**ANSWER:** *County will provide the equipment to serve the bulk coffee and juice.*

11. **QUESTION:** Is the juvenile menu currently following National School Lunch Program standards? Does the proposed Juvenile menu need to follow National School Lunch Program standards?

**ANSWER:** *Yes currently and yes for proposed. Juvenile lunches must meet meal pattern and nutrition standards based on the latest Dietary Guidelines for Americans. The current meal pattern increases the availability of fruits, vegetables, and whole grains in the school menu. The meal pattern's dietary specifications set specific calorie limits to ensure age-appropriate meals for grades K-5, 6-8, and 9-12. Other meal enhancements include gradual reductions in the sodium content of the meals.*

12. **Question:** Would the County desire the 3,000 calorie requirement be a "per day" or a "weekly average"?

**ANSWER:** *The County requires a daily 3,000 caloric count.*

13. **QUESTION:** Is the calorie requirement 3,000 calories per day for the adult and juvenile menus? Or do they just need to meet the NSLP?

**ANSWER:** *The 3000 is for adult and juvenile daily caloric count.*

14. **QUESTION:** The RFP states under food specifications that poultry shall be Grade A. Please clarify that this is for whole poultry products only. Per USDA regulations ground poultry is not graded. Will the use of USDA inspected poultry products such as chicken patties and ground chicken be acceptable in recipes on the menu?

**ANSWER:** *Yes, and in all instance where the RFP states "turkey" that is understood to mean "poultry".*

15. **QUESTION:** Which meal would the County desire to be the "cold" meal?

**ANSWER:** *The lunch/noon meal.*

16. **QUESTION:** Please quantify "unlimited" coffee.

**ANSWER:** *The County requires at least 2 cups (16 oz.) per breakfast meal to be delivered in insulated beverage containers.*

17. **QUESTION:** Please clarify, Page 6, #11 stating, "The menu for the special meal shall be determined by the Detention Administrator."

**ANSWER:** *The menu determined by the Detention Administrator will be an equivalent exchange of cost to provide as any other of the holiday/special meals included in the yearly count of eight (8) special meals.*

18. **QUESTION:** Page 9.1 referencing purchase/sale of inventory due to transition with another company, can this be mitigated?

**ANSWER:** *As long as 14 days inventory is on hand this could be mitigated.*

19. **QUESTION:** Page 10.11 references Offeror supplying all Styrofoam.

**ANSWER:** *County clarified that Styrofoam use was for emergency use only, not daily operations. When required, it would be supplied by company that won the contract.*

20. **QUESTION:** Page 11.1 how long would the personnel have to complete the pre-service orientation training period?

**ANSWER:** *They are required to complete the pre-service orientation training period within the first two (2) weeks of hire.*

21. **QUESTION:** Page 15. 1 references penalties for vacancies in staffing.

**ANSWER:** *Penalties would not be assessed as long as the positions were filled by overtime or other personnel.*

22. **Question:** Does the fifteen (15) page limit apply to menus and nutritional analysis?

**ANSWER:** *The menus and nutritional analysis may be included as an addendum in addition to the 15 pages of the proposal and not counted as part of the 15 page limit.*

23. **Question:** Will the County have all equipment working at full capacity at the time of the new contract?

**ANSWER:** *Yes, all identified equipment will be operable.*

24. **Question:** Does the County include refrigeration in the maintenance expectations?

**ANSWER:** Yes

25. **Question:** For pre-employment TB screenings can those be completed with the facility medical department or does it need to be completed with an outside agency?

**ANSWER:** *It must be completed with an outside agency. Our medical is a contracted medical provider.*

26. **Question:** Page 16, in reference to liquidated damages what is the dollar amount for each day?

**ANSWER:** *Liquidated damages in the amount of \$2,500 per day will be assessed. Revised sentence to read:*

*Upon the occurrence of an Event of Default on the part of the Contractor, CCADC shall provide written notice to the Contractor of the default and shall specify a reasonable period of time in which the Contractor must cure the default, unless CCADC notifies the Contractor of its intent to terminate pursuant to the Food Service RFP. If the Contractor fails to cure the default within the reasonable period of time specified, or if there have been several defaults or a series of defaults, CCADC may pursue any remedy allowed by law or in equity. If said default is a failure to comply with any provision of this Agreement or the performance measures set out herein, the Contractor will pay CCADC liquidated damages in the amount of \$2,500 for each day or occurrence, as applicable and specified in the performance measures, that the Contractor is in default; and for each provision of this Agreement or performance measure that the Contractor has failed to cure. This provision shall not impair the right of CCADC to reduce the daily service fee.*

Then following the above paragraph and just before the list of items 1-10 on page 16 add:

*“CCADC has the right to request:”*

27. **Question:** What has been your current ADP over the past year? For both Adult and Juvenile?

**ANSWER:** *Our average Adult Population over the past year was approximately 202 and the average Juvenile count was approximately 9.*

28. **Question:** What is your current price per meal for Adult and Juvenile?

**ANSWER:** *Since price is a negotiable item to this RFP and not one of the evaluation criteria, it is not considered a relevant question to the RFP.*

Curry County Administration  
RFP No. 2016/17-01 Inmate Meal Services  
Commodity Code #39306  
Page #7

All of the remaining aspects of the original RFP are not altered by this addendum.

Questions concerning this addendum should be directed to Carol Pipes, Finance Director/Procurement Officer at (575)763-6016 or Mark Gallegos, Detention Administrator at (575)763-1490.