

NOTICE OF ADDENDUM #2

Request for Proposal No. 2013/14 – 12

INMATE MEAL SERVICES DETENTION CENTER

The attached five (5) page addendum 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 agrees that they have read and understand all terms, conditions, and requirements set forth in the RFP and the attached Addendum #2.

Signature: _____

Print Name & Title: _____

Firm Name: _____

Mailing address: _____

City, State, Zip: _____

Phone & Fax: _____

E-mail address (if applicable): _____

Addendum acknowledgement:

Addendum #2 Date July 15, 2014 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: _____

ADDENDUM #2
to
Request for Proposal No. 2013/14 – 12

**INMATE MEAL SERVICES
DETENTION CENTER**

ISSUE DATE: JULY 15, 2014

The Board of County Commissioners of Curry County, State of New Mexico, does hereby issue this Addendum #2 to the Request for Proposals for Inmate Meal Services – Detention Center, RFP No. 2013/14-12

This Addendum #2 applies to RFP No. 2013/14-12 and shall be incorporated into the RFP packet for RFP No. 2013/14-12. It is important to read and consider the information contained herein when preparing a proposal. Please be advised of the following numbered changes and/or modifications:

- 1) The date to respond to Request for Proposal No. 2013/14-12 has been changed.**

On page 2 of RFP No. 2013/14-12, the second paragraph reads as follows:

To be responsive, six (6) copies of the proposals must be received no later than Thursday, July 17, 2014 at 2:00 p.m. at the Curry County Administration Office, located at 700 North Main Street, Suite 10, Clovis, NM 88101

This paragraph has now been changed to read as follows:

To be responsive, six (6) copies of the proposals must be received no later than **Tuesday, August 5, 2014** at 2:00 p.m. at the Curry County Administration Office, located at 700 North Main Street, Suite 10, Clovis, NM 88101

- 2) Pre-Bid Opens has been changed to Pre-Proposal Conference.**

On page 3 of RFP No. 2013/14-12, Specific Conditions #1 reads as follows:

1. Pre-Bid Opens, Monday, July 7, 2014 at which time we will conduct a mandatory

walk-through of the facility. All offerors must be present at the walk-through. The walk-through will take place at approximately 2:00 pm, Mountain Time.

This paragraph has now been changed to read as follows:

1. **Pre-proposal conference**, Monday, July 7, 2014 at which time we will conduct a mandatory walk-through of the facility. All offerors must be present at the walk-through. The walk-through will take place at approximately 2:00 pm, Mountain Time.

3) The date to respond to Request for Proposal No. 2013/14-12 has been changed.

On page 3 of RFP No. 2013/14-12, Specific Conditions #2 reads as follows:

1. **Proposals must be received by County no later than Thursday, July 17, 2014 at 2:00 pm, Mountain Time.** Late proposals will be opened and considered only in the event that all other proposals are deemed non-responsive.

This paragraph has now been changed to read as follows:

1. **Proposals must be received by County no later than Tuesday, August 5, 2014 at 2:00 pm, Mountain Time.** Late proposals will be opened and considered only in the event that all other proposals are deemed non-responsive.

4) Insurance Requirements.

On page 14 of RFP No. 2013/14-12, Insurance reads:

The proposal should not contain more than 15 pages.

This paragraph has been changed to read as follows:

Successful offerer shall provide a Certificate of Insurance with the following insurance coverage naming County an additional insured:

- a. Public liability comprehensive to include bodily injury with a limit coverage of \$1,000,000 and property damage with a limit coverage of \$1,000,000.
- b. Products liability with limit coverage of \$1,000,000.
- c. Worker's compensation and employer's liability.

5) The following additional provisions which pertain to RFP No. 2013/14-12 are as follows:

A. TERM OF CONTRACT

The contract shall be awarded for a one (1) year period, with the option to renew on an annual basis, for three (3) additional years, for a total of four (4) years. The

decision to renew the contract will be at the discretion of Curry County and the selected offeror.

B. TERMINATION OF CONTRACT

A. Termination for cause: Curry County may terminate the contract at any time that the offeror fails to carry out its provisions or to make substantial progress under the terms specified in the contract. Curry County shall be obligated to reimburse the offeror only for those services rendered prior to the date of notice of termination, less any liquidation damages that may be assessed for non-performance.

B. Mutual Agreement: With the mutual agreement of the County and the offeror upon receipt of not less than ninety (90) days written notice, the contract may be terminated on an agreed date prior to the end of the contract period without penalty to either party.

C. BRIBES, GRATUITIES AND KICK-BACKS

Pursuant to Article 1, Procurement, Section 13-1-191, NMSA 1978, reference is hereby made, to the criminal laws of New Mexico, which prohibits bribes, kickbacks and gratuities, the violation of which constitutes a felony. Furthermore, the Procurement Code imposes civil and criminal penalties for its violation.

6) The following questions were submitted following the mandatory pre-proposal conference.

1. Page 5.16 RFP references the terms of the contract and states that the price per meal in the proposal will stay the same, or it can go back out to solicitation. Will the County concede an annual CPI increase based on the NLS/CIP table 1 Food away from home category?

Yes, the County will agree to negotiate on the second renewal and subsequent up to the annual CPI increase with the stipulation that the successful offeror notifies the County Manager in writing 120 days prior to renewal of any price increase. If the County and successful offeror cannot agree, the County reserves the right to issue an RFP for Inmate Meal Service.

2. Page 10.6 the RFP references similar language as above, stating that "Pricing shall be guaranteed for the term of the contract." Is this reference referring specifically to the first year, then additional extensions will be granted with a CPI increase, or each year of extension will be at the original proposal cost?

Yes, the County will agree to negotiate on the second renewal and subsequent up to the annual CPI increase with the stipulation that the successful offeror notifies the County Manager in writing 120 days prior to renewal of any price increase. If

the County and successful offeror cannot agree, the County reserves the right to issue an RFP for Inmate Meal Service.

3. Page 9.4 RFP References inmate labor. How many inmates will be allowed to work in the kitchen per shift?

Up to seven (7) per shift.

4. The Juvenile Meals:

a. **Are they National School Lunch Program Compliant?** Yes

i. **Are there snacks served to the juveniles?** Yes

ii. **If so, are they to be priced as part of the overall Juvenile meal price?** Yes. **Does the County want an NSLP compliant menu for juveniles?** Yes

5. The Staff Meals:

a. **Are there staff meals served?** Yes

b. **If so, are the staff meals different or separate from the inmate meals?**
Same

6. Current price per meal: Please distribute the current sliding scale pricing.

Inmate Population	0-50	51-75	76-100	101-150	151-175	176+
Current Price	\$4.26	\$2.98	\$2.36	\$2.00	\$1.67	\$1.51

Juvenile Meals	0-50
Current Price	\$2.09

7. Currently the menu calls for two hot meals and one cold meal. Which meal is cold? Lunch

The County has received other questions to the RFP and will issue addendum #3 to the RFP on or before July 30, 2014.