



ADDENDUM #2 to RFP#02-09JAN19

Boone County Purchasing

613 E. Ash Street, Room 109

Columbia, MO 65201

Liz Palazzolo, Senior Buyer

Phone: (573) 886-4392 – Fax: (573) 886-4390

Email: lpalazzolo@boonecountymo.org

BOONE COUNTY, MISSOURI

Request for Proposal 02-09JAN19 – Food Services, Term and Supply

ADDENDUM # 2 - Issued January 4, 2019

**Prospective offerors are hereby notified of the following revisions to
Request for Proposal 02-09JAN18:**

1. **Attachments Three and Four** are **ADDED**.

2. Paragraph 3.4.5(k) is **ADDED** as follows:

3.4.5.(k) Scheduled Thorough “Deep” Cleaning: *At no additional cost to the County, the contractor shall perform a thorough and scheduled cleaning of the kitchen including appliances (stoves, ovens, refrigerators, storage, etc.) that meets recommendations of the City of Columbia, Missouri Food Code as adopted in 2014. The thorough “deep” cleaning of the kitchen shall meet the sole satisfaction of the Boone County Sheriff’s Department. The thorough “deep” cleaning of the kitchen shall occur at no less than a quarterly interval for the duration of the contract period, or as otherwise directed by City of Columbia, Missouri Food Code or the Boone County Sheriff. The City of Columbia, Missouri Food Code can be found here and shall be incorporated into the contract by reference:*

https://www.como.gov/health/wp-content/uploads/sites/13/2018/05/2014-City-of-Columbia-Food-Code_Searchable.pdf

3. Paragraph 4.5.6(a) is **REVISED** as follows:

- a. Offerors are cautioned about the use of specific words in the RFP. Where the words “must” or “**shall**” are used, they signify a required minimum function of system capacity that will heavily impact the offeror’s final response rating. Where the words “should,” “may” or “desired” are used, they signify that the feature or capacity is desirable but not mandatory; therefore, the specifications in question will possess minimal impact on the offeror’s final response rating.

4. Paragraph 1.7 is **REVISED** as follows:

1.7 Guideline for Written Questions: **All questions regarding this Request for Proposal should be submitted in writing, prior to the RFP opening and no later than 5:00 P.M., January 10, 2019** (which allows enough time to issue an addendum answering the questions). All questions must be mailed, faxed or e-mailed to the attention of Liz Palazzolo. All such questions will be answered in writing, and such answers will be provided to all parties having obtained a Request for Proposal packet by the County by posting the addendum on the County Web site at www.showmeboone.com (Select Purchasing, then Current Bid Opportunities). Submit questions to:

Liz Palazzolo, Senior Buyer
613 E. Ash Street, Room 109
Columbia, Missouri 65201
Phone: (573) 886-4392
Fax: (573) 886-4390
E-mail: lpalazzolo@boonecountymo.org

5. The **proposal submittal deadline** is extended:

FROM: 2:00 P.M. January 17, 2019

CHANGED TO: 2:00 P.M. Central Time January 22, 2019

Sealed proposals will be accepted until **2:00 P.M. Central Time on Tuesday, January 22, 2019** in the Boone County Purchasing Office, 613 E. Ash, Room 109, Columbia, MO 65201.

6. Paragraph 1.2 is **REVISED** as follows:

1.2 Proposal **Submission Deadline:** All proposals shall be **delivered before 2:00 P.M., Central Time, on Tuesday, January 22, 2019** to:

Boone County Purchasing Department
Liz Palazzolo, Senior Buyer
613 E. Ash Street, Room 109
Columbia, Missouri 65201-4460

7. Paragraph 1.5 is **REVISED** as follows:

1.5 Proposal Opening: Proposals will be opened publicly at 2:00 P.M. on **January 22, 2019** but only the names of offerors will be read aloud at the proposal opening. Following contract execution or rejection of all proposal responses, all responses will become a part of the public record and will be released to any person or firm who requests access. **Missouri Sunshine Laws:** Due to applicable sunshine laws and regulations concerning public documents (e.g., Section 610.021 RSMo), the County's proposal file becomes part of the public record at time of contract execution or when all proposals have been rejected.

8. Paragraph 4.1.1(b) is **REVISED** as follows:

4.1.1(b) The proposals must be delivered no later than **2:00 P.M. on January 22, 2019**. Proposals will not be accepted after this date and time.

9. Paragraph 2.3.1 is **REVISED** as follows:

2.3.1 A ***second and final*** tour of the Boone County Detention facility located at 2121 County Drive in Columbia, Missouri will be conducted to ensure that the offeror understands the requirements. **The tour will start at 2:30 P.M. on Wednesday, January 9, 2019.**

10. Paragraph 2.3.2 is **REVISED** as follows:

2.3.2 Offerors interested in submitting a proposal shall be provided ***one last opportunity to attend a second*** scheduled tour. Offerors are advised that the County strongly encourages all offerors to attend this ***last scheduled tour if they have not previously toured the facility or have no prior knowledge of the kitchen facility at the Jail. In order to accommodate the County's procurement and award schedule, and in order to minimize detention center scheduling disruptions, no other touring opportunities will be provided.***

11. The County received the following questions (in black font) and is providing the following responses (in blue font):

1. Please provide a copy of the current cycle menus in place for inmates.
See Attachment Three
2. Are the hot and cold meals served on different style trays?
Yes
3. What is the calorie level of the current inmate menu being served?
Week 1 = 2,808
Week 2 = 2,846
Week 3 = 2,857
Week 4 = 2,802
Average = 2,828
4. Will the county consider multiple menu options from one vendor?
Yes
5. Please confirm that staff meals are the same as the inmate tray?
Yes
6. Does the county want a separate menu for staff?
No
7. What is the current procedure for A) staff meal ordering, B) billing, C) payment by staff, D) meal cost, etc.?

- A. Staff order a meal the day of the meal request usually before 10:00 A.M.
 - B. Staff meals are billed in conjunction with detainee meals, just noted differently.
 - C. Staff meals are paid by the County at the same time detainee meals.
 - D. Staff meals are to be at the same cost as detainee meals.
8. Please provide copies of recent billing invoices and meal count sheets from the past few months that show the numbers served for each of the various types of meals served such as regular meals, special diets, sack lunches, staff meals, snacks, etc.
See Attachment Four
9. Please verify the current ADP at the facility. Are there plans for facility expansion during the next 5 years?
No.

Please describe if so.

The ADP for 2018 as of November 30, 2018 is 211.

10. What are the inmate meal service times for breakfast, lunch, and dinner (start to finish)?
- | | |
|-------------------------------|-------------------------------------|
| Breakfast = Start – 7:00 A.M. | Delivery Finish – 8:00 A.M. |
| Lunch = Start – 11:00 A.M. | Delivery Finish – 12:00 P.M. (Noon) |
| Dinner = Start – 6:30 P.M. | Delivery Finish – 7:15 P.M. |

11. What are the Staff Meal service times?

Same as the detainee meal times

12. What time does the kitchen open and close each day?

It varies but normal times are 5:00 AM till approximately 2:00PM

13. Are any Juveniles being housed at the facility?

No.

If so, please detail how many and what menu adjustments are made to feed them.

N/A

14. Are any Holiday/Spirit Lifter meals requested under the contract?

Yes, if possible.

If so, please list how many? Currently Holiday meals are July 4th, Thanksgiving and Christmas.

15. How many sack lunches are required daily?.

Please provide the current sack lunch menu.

The Jail does not currently do sack lunches

Are there any special menu requirements for any of the work details?

No

16. Is there currently a program in place that provides the ability for inmates to order fresh foods from the kitchen and pay for those foods with their commissary account?

No.

If so, please provide information on this program for the following:

- Approved menus and prices
- Service schedules (when inmates order-when they are delivered)
- Who delivers the completed orders?
- What was the 2017 sales volume in dollars?
- What is the current commission rate?
- What was the annual dollar commissions realized in 2017?
- Are there any restrictions or limits for purchases?
- Does the program allow for family and friends to also order items on the menu via phone or internet? If not is this something the facility would approve of?
- How many inmates on average are eligible to participate in this program on any given week?

N/A

17. Regarding Inmate workers, the follow questions are asked:

- A. What are the shift times they work?
5:30 A.M. – 2:00 P.M.
- B. What task are they currently providing?
Assisting the cook with meal preparation and clean up.
- C. Are they paid and if so by whom and how much?
No.
- D. Do they receive double portions and can the contractor bill for double portions?
Double portions will be up to the contractor and the county will not be billed for double portions.

18. A. How many current food service employees are working in the operation?

2.

B. Does the administration feel the current level of supervision is satisfactory?

If there are 2 staff members present yes.

C. Please provide the current staff positions, work schedules, etc.

This will need to be requested through the current contractor.

19. What are the approved hours for product and supply deliveries to the facility?

Whenever the contractor can accept. Boone County staff will not accept, sign for or stock deliveries.

20. How many inmates are on special diets at this time and what types of diets are they on?

The following are special diets/trays for December 27, 2018 for the lunch meal.

Kosher = 2

Veggie = 5

Veggie Paper Tray = 2

No Nuts = 2

No Animal = 1

Diabetic = 3

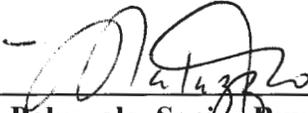
Diabetic Paper Tray = 1

Paper Tray = 5

21. Is the food service providing meals to any other agency near the facility such as Meals on Wheels, etc.?

No.

This addendum is issued in accordance with the RFP paragraph 1.8 and is hereby incorporated into and made a part of the Request for Proposal Documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror's Proposal including the *Vendor Response and Pricing Pages*.

By: 
Liz Palazzolo, Senior Buyer
Boone County Purchasing

The OFFEROR has examined **Addendum #2** to Request for Proposal #02-09JAN19, **Food Services - Term and Supply** receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

City & State: _____

Phone Number: _____ Fax Number: _____

E-mail: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____