



GENESEE COUNTY PURCHASING DEPARTMENT

ROOM 343, COUNTY ADMINISTRATION BLDG.
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CINDY CARNES

Purchasing Manager

March 28, 2014

ADDENDUM #1

REQUEST FOR PROPOSALS (RFP) #14-001 FOOD SERVICES AT GENESEE VALLEY REGIONAL CENTER

1. All Proposals are due, Tuesday, April 29, 2014 at 11:00 a.m. at the Genesee County Purchasing Department, 1101 Beach Street, Room 343, Flint, MI, 48502. If proposals are delivered to the Genesee Valley Regional Center (GVRC), they will not be accepted.
2. Please include the following minutes from the Pre-proposal meeting and answers to written questions received as part of the above referenced RFP.
3. The last day for questions is Tuesday April 8, 2014 at 5:00 p.m.

Indicate on the Signature Page item #5 and the exterior of the envelope containing your proposal:

“ADDENDUM #12 RECEIVED”

**ALL PROPOSALS MUST BE RECEIVED AT:
GENESEE COUNTY PURCHASING DEPARTMENT
1101 BEACH STREET, ROOM 343
FLINT, MI 48502**

Cindy Carnes

Cindy Carnes, Purchasing Manager

G:/bid2/2014/14-001 Add12

**MANDATORY PRE-PROPOSAL MEETING
FOOD SERVICES FOR GENESEE VALLEY REGIONAL CENTER
THURSDAY, MARCH 27, 2014, AT 10:00 A.M.**

Attendees:

Cindy Carnes, Purchasing Manager
Fred Woelmer, Director of GVRC
Steven Morrow, Aramark
Jeff Tiggelman, Canteen Services
Terry Blake, GCCARD
Damon Kurtz, Variety Food Services

Ms. Carnes began the meeting at approximately 10:10 a.m.

Ms. Cindy Carnes, Purchasing Manager, introduced Mr. Fred Woelmer, Director of Genesee Valley Regional Center. Ms. Carnes went on to explain that this meeting is mandatory and only those companies with representatives in attendance today will be allowed to submit a proposal. Everyone must sign in.

GVRC is open 365 days a year, 24 hours a day. Breakfast, lunch, dinner, and snack are provided to the residents. The NSLP applies throughout the year. This is a secure residential detention facility.

All proposals must be submitted by Tuesday, April 29, 2014, at 11:00 am. After 11:00 am proposals will not be accepted. Proposals must be returned to the GENESEE COUNTY PURCHASING DEPARTMENT. You may submit them early and they will be opened on the due date.

Ms. Carnes explained that she will be going over the RFP to clarify some of the items which often have the most questions and provide additional explanation if necessary. It is important for each prospective proposer to review the entire Request for Proposal, to be clear on what is expected of a responsive proposal, and ask questions if you need to.

GENERAL PROCEDURAL TERMS AND CONDITIONS pages 3 - 7

- A. **Intent** This solicitation is for the purpose of entering into a contract for the operation of a food service program for Genesee Valley Regional Center.
- B. **Procurement Method** is cost reimbursable
- C. **Bid Submission** Submit 1 original, 2 hard copies and 2 electronic copies.
- E. **Contract Terms**, Contract term will begin on or about July 1, 2014 for one year with the option of 4 one year renewals. There is an annual renewal to review and adjust cost.
County Standard Contract, attached and will be required with the successful proposer.

- H. **Bid Guarantee** State requires a bid guarantee. You will need to submit a bid bond for 5% of the total bid price. This needs to be in the form of a firm commitment such as a bid bond, postal money order, certified check or cashiers check. Bid guarantees other than bid bonds will be returned (a) to unsuccessful proposers as soon as practicable after the opening of bids/proposals; and (b) to the successful proposer upon execution of such further contractual documents (i.e., insurance coverage) and bonds as may be required by the bid/proposal.
- K. **Employees**, are employees of the current FSMC

STD TERMS & CONDITIONS pgs 8 - 26

VI **Meals**

C. & E. NSLP and dinner is a required meal

J. Ready to Eat meals are needed for clients that arrive after hours. The FSMC must have prepared and available during non-food service hours "Ready to Eat" meals, meals which can be quickly prepared or heated in a microwave by SFA staff. These meals will be served to residents, who occasionally arrive after the dinner service time. These meals must be wrapped and dated.

L. Hot Breakfasts must be served a minimum of four (4) days during a seven (7) day week. This is included in the menu plan, so as long as you're following the menu plan this will be covered.

The kids get 3 – 4 hours of physical exercise and they burn calories and they are usually very hungry at meal time. The evening meal generally provides a bit more since it is not covered by the NSLP guidelines. It's important to make the food look good, so that the food is taken and eaten rather than thrown away.

VIII **Employees**

P. The SFA operates 365 days a year inclusive of all holidays. FSMC cook and service staff is required to be on premise to provide meals every day. Regardless of weather conditions, staff must be on hand to facilitate meals. Staff not showing up or not being on time has created problems in the past, reliable staff is very important.

XII **Use of Advisory Group / Menu**

B. FSMC must comply with the menu developed and included in this document. Any changes made by the FSMC after the first twenty-one (21) day menu for the NSLP and/or SBP may be made only with the approval of the SFA. The SFA shall approve the menus no later than two (2) weeks prior to service. Any changes to the menus need to be approved by Fred Woelmer.

XV **Sanitation**

C, E & F. Cost Responsibility Detail Sheet Details of who is responsible for cleaning. The cleaning of the ducts, hoods, and extermination services will be the responsibility of the FSMC.

XVII **Insurance and Indemnification**

A. Genesee County Insurance Checklist, see the checklist for all required insurance.

XX **Emergency Closing**

The SFA operates 365 days a year; the FSMC must guarantee provision of contracted meals and snacks during any emergency.

XXIII **Certifications**

F. – J. The following documents are not included in this packet but are available on the state website, listed on page 30:

Certification of Independent Price Determination

Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion,

Certification Regarding Clean Water and Air

Certification Regarding Disclosure of Lobbying Activities,

Certificate of Compliance with Michigan Public Act 517

Include these with your proposal and also submit them to the State. These forms are needed to complete a contract with the successful proposer.

http://www.michigan.gov/mde/0,1607,7-140-6530_6569-19568--,00.html

Bid Point Calculator/Evaluation Criteria pg. 43 & 44, 51% of the evaluation is the cost and the other 49% will be an evaluation of the non-price criteria, which is the proposers response to the information requested in the Genesee County Board of Commissioners Requirements.

Bid Sheet pg 87 & 88 equivalent meals per year is 32173 and with suppers 50,788, this is based on an averaged 51 residents, daily. The number of residents fluctuates daily and the total number of equivalent meals per year is not a guaranteed number of meals to be served.

Agreement Page 29, be sure to sign this
Professional Service Contract pages 31 - 41

A facility tour was provided by Fred Woelmer.

Fred Woelmer, director at GVRC provided the following description of the facility: We are licensed for 72 youths. The average last year was 51 and that is the basis for the RFP. The population does fluctuate every day it is mostly boys and the female population does not exceed 25%.

The tour began with the kitchen and explanation of the general area. There is a kitchen and serving area upstairs and a serving area downstairs. The daily schedule is very structured and this requires the meals have to be served on time in order to maintain the resident's schedule. The GVRC staff will serve the evening snacks to the kids. The FSMC makes the snack available to the staff. The group viewed dry storage, the cooler, freezer, kitchen, upstairs service area and office area. The tour proceeded to view the living area including, a classroom, day room, resident rooms and recreation area.

GVRC staff does not take meal times or break time away from the group so when they are here on duty, they get what the kids get. They'll eat breakfast with them and sit at the tables with them and eat lunch and dinner and then there is also a snack in the evening. The staffing numbers fluctuate with the number of kids. Operation is 24 hours a day 7 days a week, 365 days a year. On Sunday Morning we let the kids sleep in until 10:00 a.m. but we do need to offer some food on Sunday Mornings for those that are taking medications, or those that don't want to sleep in that late. For those situations we have a self serve breakfast for the kids. Lunch is then again served by the FSMC.

Explanation of the vending area. GVRC operates the vending area and use the proceeds for recreational items. The vending is for staff and visitors. The residents do not have any money.

This concluded the pre-proposal meeting and tour.

Q. Reasons to do the bid?

A. Required by the State

Q. If you weren't required by the State, would you still go out for bid?

A. Going out to bid keeps us current with what the prices are each year. From a purchasing standpoint, we typically do not have contracts that extend more than 5 years.

Q. Improvements to the program – nutritional, operational, staffing, is there an area of focus?

A. Variety of foods is the key. The food may have the nutritional content, but still may not be edible. If the food looks terrible, it tastes terrible. Our goal is to have something that they can eat and feel good about eating. This facility is to keep people safe. Traditionally, we keep them a few days and then they go home.

Q. How was the 51 determined?

A. 51 is the average for last year. The site is licensed for 72, population can fluctuate from 30 to 46 from one day to the next.

- Q. The bid point calculator states evidence of financial stability is this on the program itself or the company?
A. The proposer needs to show that the company is financially stable.
- Q. The RFP mentions a Point of Sale System
A. POS not currently in place. Staff eat here, the FSMC must track meals sold, offered and taken by students. Once a week a review between the FSMC and GVRC staff is done to compare meal counts with daily population and balance the books. All we can do is keep track of the number of meals and cost on a regular basis.
- Q. Who makes the claims for re-imbursement?
A. Food prep, service tracking, cleaning claims for re-imbursement GVRC reports.
- Q. Ready to eat meals – how many per day?
A. Usually what happens is staff checks with the Courts to determine if there could be any late arrivals. Generally, we often know at meal time if there are students coming in late. You're probably going to have to have 3 ready to eat meals at all times.
- Q. Average length of stay?
A. 20 days and that does not reflect what really goes on. Most of our kids are gone the next day. The next cut is 2 weeks, because if they are arrested, they need to have a hearing. At that hearing date, they may either stay or go. Once charged as an adult but they are still a juvenile, they could be here a year or 2 years. Those individuals skew or numbers up to the 20 day margin
- Q. How does the FSMC know about dietary needs allergies, lactose intolerant, pregnancy?
A. When GVRS staff knows, they inform the FSMC Staff. The FSMC might have only a few hours notice when the youth arrive.
- Q. What about staff meals or adult meals?
A. There might be an occasional meal sold to a teacher but this is rare. There are generally 6 – 10 staff meals served during the day and afternoon shifts. This number fluctuates with the number of youths, a ratio of 10 youths to 1 staff is maintained.
- Q. When are holiday meals served?
A. Those are restricted to major holidays but we do celebrate other days such as Super Bowl and have a cookout on the 4th, on these days there is the holiday meal at lunch and a brown bag supper so the FSMC staff can leave early.
- Q. Are the youth given a choice of entree?
A. No choice – one main entrée.

Q. Is the current budget being met?

A. Yes, quality of food is the priority, cost to operate should be focus of bid since GVRC pays for the food and makes necessary budget adjustments to cover food cost.

Q. Do you receive feedback from students?

A. Yes and the complaints are mostly in regards to how the food tastes.