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Controller

GENESEE COUNTY PURCHASING
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April 15, 2019

ADDENDUM #1

**REQUEST FOR PROPOSALS (RFP) #19-175
CONGREGATE MEALS/HOMEDELIVERED MEALS SERVICES**

The purpose of this addendum is to provide responses to questions that have been received for the aforementioned proposal. Responses to questions are in a "light blue" font color.

Based on the above information, the due date for this proposal remains on **Thursday, April 25, 2019 before 3:00 PM (EDT)**.

Vendors must indicate receipt of this addendum by adding the following on the Signature Page (item #6) and on the exterior of the envelope containing your proposal:

ADDENDUM #1 RECEIVED

The due date for this proposal is **Thursday, April 25, 2019 before 3:00 PM (EDT)**.

**ALL PROPOSALS MUST BE RECEIVED AT:
GENESEE COUNTY PURCHASING DEPARTMENT
1101 BEACH STREET, ROOM 361
FLINT, MI 48502**

Derrick Jones

Derrick Jones, Purchasing Administrator

G:/bid2/2018/18-164.add3

RFP #19-175

Responses to Questions

1. The RFP says there are 19 congregate locations. Is the vision to have one provider prepare and deliver to all 19 locations each day?

The award available for congregate meals through this RFP only funds a portion of the congregate meals served in Genesee County. Further discussion would have to take place with the other funder of congregate meals in Genesee County. If two separate organizations end up receiving funds for congregate meals in Genesee County, then it is possible that each organization would be assigned to service a lower number of specific locations.

2. If so, can you provide the 19 locations and delivery time windows for each site?
Currently, congregate meal food delivery takes place between approximately 9 a.m. and 11:30 a.m.

- Active Adult Health Club - 2284 S. Ballenger Hwy, Flint, MI 48503
- Braidwood Manor - 336 N. Main St, Davison, MI 48423
- Brennan Community Center - 1301 Pingree Ave, Flint, MI 48503
- Burton Senior Activity Center - 3410 S. Grand Traverse, Burton, MI 48529
- Burton Place - 2287 S. Center Rd, Burton, MI 48519
- Carman Ainsworth Senior Center - 2071 Graham Rd, Flint, MI 48532
- Clio Senior Center - 2136 W. Vienna Rd, Clio, MI 48420
- Davison Senior Center - 10135 Lapeer Rd, Davison, MI 48423
- Eastside Senior Center - 3065 N. Genesee Rd, Flint, MI 48506
- Flint Heights Terrace - G-3064 Miller Rd, Flint, MI 48507
- Flushing Senior Center - 106 Elms St, Flushing, MI 48433
- Grand Blanc Senior Center - 12632 Pagels Dr, Grand Blanc, MI 48439
- Hasselbring Senior Center - 1002 W. Home Ave, Flint, MI 48505
- Krapohl Senior Center - 5473 Bicentennial Pkwy, Mt. Morris, MI 48458
- Lockwood of Davison - 300 S. Main St, Davison, MI 48423
- Montrose Senior Center - 200 Alfred Street, Montrose, MI 48457
- Swartz Creek Senior Center - 8095 Civic Dr, Swartz Creek, MI 48473
- Temple Beth-El - 5150 Calkins Rd, Flint, MI 48532
- Thetford Senior Center - 11495 N. Center Rd, Clio, MI 48420

(Temple Beth-El prepares the kosher food served at this site.)

3. Would the food provider employ and staff each site location and if so, how many staff per location would be necessary, assuming some site employees would work for the site or the county?

Congregate meal sites are not staffed by the food provider. Food provider currently provides site assistants who visit the various congregate meal sites once or twice per week. Food provider also provides all delivery drivers for the food programs.

4. Will site location tours be available to assess projected staffing, necessary equipment, and compliance with accessibility and safety requirements?
Site location tours will not be available at this time.
5. Would the HDM's be prepared and delivered to the sites by the congregate provider and then sent out by the HDM delivery provider?
HDM's are currently taken directly from the food provider kitchen to the residence of the senior recipients of the HDM's.
6. Will there be one menu each day to be provided to all of the sites?
Currently the same menu is used each day at all of the congregate meal sites except for Temple Beth-El (and they prepare their own kosher meals).
7. Will the sites have their own reusable plates, cups, bowls, etc. or will all units use disposable items which are provided by the congregate food provider and/or HDM provider?
Currently disposable lunch trays, straws, etc. are ordered as needed by each congregate site from the food provider.
8. On page 13 & then on page 19 it states the "meals must be prepared at a food service establishment appropriately licensed by the Genesee County Health Department." Our production kitchen is in Macomb County and licensed through the Department of Agriculture and Rural Development. Do we still qualify?
You are welcome to submit a proposal for this RFP. If a contract is awarded, you would most likely be required to be inspected and licensed by the Macomb County Health Department or an equivalent agency.
9. Is the expectation that the congregate food service provider will deliver the required meals in bulk that will then be plated up individually for each site participant?
Yes
10. Does each congregate location have a steam table to serve clients from?
The congregate locations either have a steam table or a similar piece of equipment to serve clients from.
11. Is it expected to have the food service provider conduct all intakes, assessments and document outcomes for all clients receiving a meal?
No.
12. Is it the responsibility of the food service provider to receive documentation from a local building official or architect that the site is operated within an accessible facility?
The food service provider must obtain and keep on file these documents from each congregate site where food is delivered.

13. Can you please provide total annual volume of meals, Congregate and Home Delivered?

Refer to Section 6 of RFP #19-175 – page 10.

14. Can you please provide zip codes and locations for Home Delivered Meals and Congregate meal sites?

For locations and zip codes of congregate meal sites, refer to Question Set #1/ Question # 2.

Home delivered meals are available to any resident of Genesee County. All zip codes within the geographical borders of Genesee County are eligible to receive home delivered meals.

15. Can you please provide volume of meals for both the Indian meals and kosher meals?

Refer to Section 6 of RFP #19-175 – page 10. Currently the food provider for congregate and home delivered meals does not prepare the Indian and kosher congregate and home delivered meals, but is responsible for reimbursing the agencies that do prepare them.

16. Can you please provide sample menus for all meal types?

This office does not have those documents.

17. Who is the current meal provider?

Genesee County Community Action Resource Department (GCCARD)

18. Will Genesee County be open to cook chill, hot or frozen program from our Detroit commissary?

Yes

19. Clients receive 2 meals a day, one hot/one cold, please clarify which meal is hot, which meal is cold?

While the recipients can choose which meal to eat when, it is expected that the hot meal will be consumed for the noon meal and the cold meal will be consumed for the evening meal.

20. Can you please clarify home delivered meals, are these meals delivered directly to the participant? Can you let me know how many routes and zip codes (question number 2)?

Home delivered meals are delivered directly to the participant. The number of routes utilized would be up to the food provider. Currently about 20 routes are used. All zip codes within the geographical borders of Genesee County are eligible to receive home delivered meals.

21. Please clarify your current delivery model?

Food provider drivers arrive at the central kitchen and load their delivery vehicles with the food. Congregate meal drivers then drive to the sites on their routes and

deliver the food. Home delivered meal drivers drive to the 50 or so residences that make up their routes.

22. Please clarify, if we are to produce meals out of our Detroit facility and have a license out of Detroit will the department of Health recognize our license?

If a contract is awarded, you would most likely be required to be inspected and licensed by the Wayne County Health Department or an equivalent agency.

23. Can we have a satellite operation in Genesee County?

Yes

24. The pricing is for three years, is this based on annual CPI?

No

25. Is your expectation that the (contractor?) provide supply all trucks, hot/cold cambros and all other equipment?

Yes

26. Does the county provide anything for these meals and services?

Contractor will be reimbursed on a monthly basis at an agreed upon rate for each meal prepared and delivered. Nothing else is provided by the County.

27. Can you please clarify where the additional funding comes from above and beyond the millage funding?

The Valley Area Agency on Aging (VAAA) provides the majority of the funding in Genesee County for the congregate and home delivered meal programs.