



GENESEE COUNTY PURCHASING
A Division of the Genesee County Controller's Office
COUNTY ADMINISTRATION BLDG
1101 BEACH STREET, ROOM 361,
FLINT, MICHIGAN 48502
Phone: (810) 257-3030
www.gc4me.com

August 16, 2019

ADDENDUM #1

**REQUEST FOR PROPOSALS (RFP) #19-176
MANAGEMENT OF FOOD SERVICES FOR GVRC**

The purpose of this addendum is to provide the following information:

- Attendance sheet from the mandatory pre-bid meeting held on August 8, 2019
- A copy of the minutes from mandatory meeting

Please Note: The Purchasing Department did not receive any questions regarding this proposal, so this addendum does not contain any responses.

The due date for this proposal remains on **Friday, August 23, 2019 before 12:00 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

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

Derrick Jones, Purchasing Administrator

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**#19-176 FOOD MANAGEMENT SERVICES FOR GVRC
PRE-BID MEETING THURSDAY, AUGUST 8, 2019 @ 10:00 A.M.**

The Informational Pre-Proposal meeting was held at the Genesee Valley Regional Center. Derrick Jones, Purchasing Administrator introduced himself and stated the reason for the meeting is to review the proposal for Food Service at Genesee Valley Regional Center.

Attendance:

Derrick Jones, Purchasing Administrator
Fred Woelmer, GVRC Director
Craig Brown, Elite Catering Company
Alan Fink, Variety Food Services
Javonta Booth, Variety Food Services
Paul Maiorana, Variety Food Services

Derrick Jones stated that if they did not have a copy of the proposal one could be obtained by going to the county's website at www.gc4me.com, click on Departments, Controller, Purchasing, Bids, Current, then click on the bid and the proposal will be downloaded.

This is RFP #19-176 Food Service for Genesee Valley Regional Center.

- ❖ Page 2 – Gives a timeline as to the release date, pre-bid meeting - which is held today August 8th at 10:00, due date for final questions regarding the RFP – which is next Thursday, August 14th by 5:00 p.m., email questions to djones@co.genesee.mi.us. Upon receiving questions to have the answers released no later than Friday, August 16th via an addendum. The addendum will be posted to the county's website under the proposal number of 19-176. The due date for the RFP is Friday, August 23rd at the Purchasing Department that is located in the Controller's Office, Room #361 before 12:00 p.m.

We will go through some of the general procedural terms and conditions that are in the proposal. The intent of this solicitation is to enter into a contract for the operation of food service program for the Genesee Valley Regional Center or GVRC. It is referred to in the proposal as the SFA, which is the School Food Authority. The bidder for the Food Service Management Company will be referred to as the FSMC. The contract will be between the FSMC and the FSA.

- ❖ The contract will be a cost reimbursable contract
- ❖ The bid must be submitted in two parts
- ❖ A bid price per meal – meal equivalent and a written and/or oral presentation
- ❖ The bid price per meal - equivalent may be weighted more than 50% of the evaluation criteria while the written and/or oral presentation must be weighted less than 50%
- ❖ This breakdown will be identified in the bid point calculator, which is part of the actual proposal
- ❖ Bidders are required to provide a breakdown of food and non-food costs

- ❖ Management and administrative fees in advance payments are shown on the bid sheets
- ❖ Bids that do not provide this information will be deemed non-responsive and rejected

BID SUBMISSION & AWARD

- ❖ Sealed proposals are to be submitted to Genesee County Purchasing Department, Attention: Derrick Jones, Purchasing Administrator, 1101 Beach Street, Room 361, Flint, MI 48502
- ❖ Proposals must be in by August 23rd before 12:00 p.m.
- ❖ Proposals to be submitted in a sealed envelope marked Food Service Management Proposal
- ❖ Provide one hard copy of the proposal and two electronic copies of the full proposal on CD's or flash drives
- ❖ If you use electronic medium, check to make sure we can retract the information from the flash drive or CD
- ❖ The bid sheet is to be submitted in a separate and sealed envelope marked Bid Sheet Cost Reimbursable Contract
- ❖ If you have any additional question, please submit them by email by August 14th

SECTION E – CONTRACT TERMS

- ❖ The SFA is not liable for any cost incurred by the bidder prior to the signing of the contract
- ❖ This contract shall be for an initial period of one year, effective time at the initiation of the contract of July 1st and ending on June 30, 2020. With up to four one year renewals of mutual agreement between the County and the selected Food Service Management contractor
- ❖ In no event shall the contract be effective without the prior approval of the MDE
- ❖ Note that the contract itself has to be approved by the MDE. Any information or changed will have to be approved by the MDE
- ❖ Before any increase can be implemented as part of the contract renewal agreement the Management Food Service company shall document to the county through a written food analysis for the need of such increase
- ❖ Renegotiation of the management and administrative fees in subsequent years of the contract must not exceed the Consumer's Price Index or flat percentage rate of 2%, whichever is less
- ❖ The RFP proposal successful bidder's attachments and mutually negotiated MDE approved amendments modification addenda's constitutes the entire agreement between County and the selected Food Management Service Company. Aside from the adjustments and amendments referenced in Section E, additional documents and/or agreements including non-negotiated provisions developed by the contractor cannot become part of the executed contract
- ❖ Note that the county has included in their proposal a standard contract which will be executed and utilized once a vendor has been selected
- ❖ Actual contracts will be signed and then submitted to the MDE for final approval

REQUIREMENTS AND INFORMATION

- ❖ By attending today you have fulfilled the requirement to attend the Pre-Bid Meeting
- ❖ Late bids will not be accepted

- ❖ There is no bonding requirements
- ❖ The county officers, employee or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors or potential contractors
- ❖ The district requests bids be submitted on the following managerial options, which is a part-time manager who will spend 30 hours per week at GVRC
- ❖ The current food service employees will not be retained

MEALS & MEAL EQUIVALENTS

- ❖ Read this specific section

FEES AND ALLOWABLE DIRECT COSTS

- ❖ Read this section as well
- ❖ There is no fresh fruit and/or vegetable program here
- ❖ The county is not requesting a guaranteed return

STANDARD TERMS & CONDITIONS

- ❖ See pages 7-23

PAGE 24

- ❖ This is the required Insurance Checklist form. Complete this and return it with your proposal packet
- ❖ Attestation Sheet (page 1) must also be included with your proposal
- ❖ If there are any exceptions to any of the Terms and Conditions, on letterhead identify those exceptions, otherwise we will assume that the RFP and Contract are acceptable
- ❖ The County's Purchasing Policies are included for review
- ❖ The Michigan Department of Education (MDE) has various links listed for information and guidance for food preparation and patterns and nutritional information
- ❖ There is a sample of menus included

ATTACHMENTS

INFORMATION SECTION

- ❖ The school district will fill out the information section and include it in the Contract bid proposal packet. This will represent all information about cost, income, and service needs
- ❖ The Bid Point Calculator and Evaluation Criteria Matrix is included
- ❖ A sample Bid Point Calculator is provided
- ❖ The Bid Point Calculator and Evaluation Criteria is included
- ❖ There is a current staffing pattern included
- ❖ Current project cost are provided in an attachment as well
- ❖ Current equipment inventory is also included
- ❖ School District information for breakfast, lunch and snack for reimbursable meals is included
- ❖ Projected revenue information is included

- ❖ Equivalent meals calculator
- ❖ Building Demographics – provide the various serving times for breakfast, lunch and the number of days. We are looking for 365 days
- ❖ The Cost Responsibility Detail Sheet
- ❖ School Meals Program – Food Specifications sheet – various links provided
- ❖ Bid Sheet – requested information is shown on the sheet. Must be signed by the appropriate individual and dated. Submit in a separate envelope marked: BID SHEET – COST REIMBURSABLE CONTRACT

QUESTIONS & ANSWER:

Q1. Is the current Food Service Director a full-time position, 40 hour a week employee?

A1. Yes.

Q2. So you are looking for options to make that a part-time position?

A2. You can state that in your proposal, you just have to explain how you came up with those hours and your actual schedule as of the proposed staff.

Q3. The proposal states that you want an option for a part-time Director, is that correct:

A3. He is a hands-on full service manager. He does help out with a lot of schools in Flint. He helps support some of them from time to time. He will allocate his payroll accordingly. That again is specific for the current position.

Q4. Is there something that you are looking for? Something that you are not happy with?




A4. Nothing that I can think of.

We are bidding based on the rules of the MDE. A tour of the facility was done at this time.

RFP #19-176 FOOD MANAGEMENT SERVICES FOR GVRC
 PRE-BID MEETING: Thursday, August 8, 2019 at 10:00 a.m. SIGN IN SHEET

NAME	COMPANY Name and Address	TELEPHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
DEREK JONES	GC Purchasing			Please print clearly
CRAIG BROWN ELITE CATERING COMPANY	33610 TWILE LIVONIA, MI. ELITE CATERING COMPANY, COM.	248.476 3080 PAX	248.476 3090	Please print clearly ELITE CATERING COMPANY, COM.
Alan Fink	Variety Food Services Warren MI.	586-756- 8100	586 754-8090	Please print clearly afink@varietyfoodservices.com
Fred Woelmer	G.V.R.C	810-733-3820	810-733-3744	Please print clearly fwoelmer@co.geneseo.mi.us
Javonta Booth	Variety Food Services	810-820-0147		Please print clearly jbooth@varietyfoodservices.com

RFP #19-176 FOOD MANAGEMENT SERVICES FOR GVRC
 PRE-BID MEETING: Thursday, August 8, 2019 at 10:00 a.m. SIGN IN SHEET

NAME	COMPANY Name and Address	TELEPHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
Paul Maiorana	Variety Food Services 23235 Hoover Rd Warren, MI 48089	386 7518100	586 7548090	Please print clearly pmaiorana@ varietyfoodsolutions .com
				Please print clearly
 <p>Elite catering company & Dining Services Great Food for All Occasions!</p>	<p>Craig Brown Phone: 248.476.3080 Fax: 248.476.3090 Elite@EliteCateringCompany.com www.EliteCateringCompany.com 33610 7 Mile Road Livonia, MI 48152</p>			early
 <p>Alan Fink Vice President Business Development and Operations</p>	<p>90TH 25235 Hoover Road Warren, MI 48089-1192 Tel. 586.756.8100 Cell 248.952.4110 Fax 586.754.8090 afink@varietyfoodsolutions.com</p>			early
 <p>Paul Maiorana District Manager/ Food Services</p>	<p>25235 Hoover Rd. Warren, MI 48089 Tel. 586.751.8100 Cell. 513.703.9014 Fax. 586.754.8090 pmaiorana@varietyfoodsolutions.com</p>			early



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 Customer Service Specialist

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