

# NOTICE OF ADDENDUM #3

Request for Proposal No. 2013/14 – 12

## INMATE MEAL SERVICES DETENTION CENTER

The attached six (6) 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 #3

Signature: \_\_\_\_\_

Print Name & Title: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone & Fax: \_\_\_\_\_

E-mail address (if applicable): \_\_\_\_\_

### Addendum acknowledgement:

Addendum #3 Date 7/30/14 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 #3**  
**to**  
**Request for Proposal No. 2013/14 – 12**

**INMATE MEAL SERVICES**  
**DETENTION CENTER**

**ISSUE DATE: JULY 30, 2014**

The Board of County Commissioners of Curry County, State of New Mexico, does hereby issue this Addendum #3 to the Request for Proposals for Inmate Meal Services – Detention Center, RFP No. 2013/14-12

This Addendum #3 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) Page 9 Paragraph 3 the RFP references a 90 day background/clearance approval. Please clarify whom does this apply to.**

The background and clearance applies to all contractors and the background checks with fingerprints will need to be completed prior to any contract employee accessing the facility.

- 2) Page 9 Paragraph 5 RFP references staff medical exams. Please detail any specific disease that the County wants identified on the top of the existing pre-employment drug screen.**

The medical exams must be in compliance with State regulations of personnel working, preparing and serving food.

- 3) Page 10 Paragraph 6 states “Offeror shall secure and pay all Federal, State and local licenses, permits, taxes and fees required for the operation and the food service provided hereunder.”**

Curry County is tax exempt.

- 4) Page 10 Paragraph 9 references “Offeror agrees to provide any additional food services as may be mutually agreed upon by both parties to the contract.”**

Currently, Curry County is not offering any catering or providing any other services besides inmate meals. If we proceed to exercise this option, it will be negotiated with the successful offeror.

- 5) Page 10 Paragraph 10 says “Access of records.” Can we get a copy of the past NMAC and ENMED inspection reports?**

Curry County finds NMAC inspection reports to be irrelevant and will refer you to the New Mexico Environmental Department for details on their inspection requirements and the proper handling, storage and distribution of food.

- 6) Page 11 Paragraph 12 RFP references offeror being responsible for maintenance cost for preventative and repair maintenance. Can we get a copy of the past years repairs and dollar amounts?**

In the summer of 2013, the County Commission renovated the Adult Detention Center Kitchen. This section may be negotiated with the successful offeror and could include a yearly cap that successful offeror will be responsible for. This can be noted on Form 1 in the section titled “Any Additional Price Considerations.”

- 7) Page 11 Paragraph 12 states “Maintenance of and service for kitchen appliances and equipment: The County will replace non-functional or inoperative equipment. However it will be the responsibility of the offeror to provide maintenance and upkeep on all appliances and equipment at the offeror’s cost. If equipment becomes broken due to careless behavior, lack of maintenance, lack of upkeep, or lack of supervision the offeror shall be held liable for the repairs or replacement of the equipment.”**

Below is a list of the equipment that you will be responsible for the upkeep and maintenance on unless negotiated and modified in a written contract:

1. American Panel walk-in combo (refrigerator, freezer)
2. New Age Dunnage Rack 2
3. Metro Shelving
4. Metro Shelving – Security Unit
5. Ice Maker
6. Hobart Dishwasher
7. Vulcan Convection Ovens 2
8. Fisher Pot Filler Faucet
9. Vulcan Table Top Kettle

10. Hood
11. American Stainless Veggie Prep Sink
12. Baxter Ingredient Bins
13. Hatco Drop-In Hot Food Well
14. Vulcan 4 Burner Range
15. Salvajor Scrap Collector
16. Pot Sink
17. Meat Slicer
18. Traulsen Small Refrigerator and Food Warmer
19. Big mixer (has been refurbished)
20. Griddle
21. Tilt skillet
22. Ice maker

- 8) Addendum #1 bottom page references a “Form 4” acknowledgement for receiving the addendum. We cannot find this form. Can you provide one please, or direct us to the appropriate location to obtain a copy?**

Enclosed is the “Form 4” for Addendum #1.

- 9) The RFP mentions two separate locations about five holiday or spirit meals. Is the County asking for four set holiday meals with one meal that can be designated by administration, or is the County asking for an additional five meals on top of the original five for a total of ten meals?**

Curry County is requesting four (4) holiday meals and one (1) meal selected by Detention Administrator for a total of five (5) meals during a twelve (12) month period.

- 10) Pertaining to Page 13 under Proposal Package 1 Diii and E.**

You will need to list the contracts that you have in the State of New Mexico. If it is less than five (5), then other states within close proximity that you have contracts with.

- 11) Page 12 under Evaluation Criteria, Section B. 20 Points Price per meal proposed has been removed.**

- 12) Page 12 Paragraph 1 Procedure has been modified to read:**

“Procedure: Proposals will be reviewed by an evaluation committee. Offerors

who are deemed, on the basis of selection criteria, full qualified and best suited among those submitted proposal, may be requested to participate in discussions or interviews regarding their proposals. Discussions may cover cost, method of delivery, and other relevant factors. Those offerors will be ranked on the basis of the evaluation criteria and/or information presented during the discussion/interview(s). The evaluation committee will provide a recommendation to the Curry County Manager to start formal negotiations. Once an agreement has been reached, the award and the approval of the contract will be presented to the County Commission for action (projected date August 19, 2014). If a satisfactory agreement cannot be reached, negotiations will either be conducted with each subsequent offeror until a satisfactory contract can be established, or until the County determines the cancellation of the process is in the best interest of Curry County.

**Form 1 that will be submitted in the sealed envelope titled “Inmate Meal Services for Curry County Adult/Juvenile Detention Facilities” has been modified. Please see enclosed the revised form.**

**As a reminder, pursuant to Page 13 Paragraph 4, Fee schedules shall be in a separate, sealed envelope clearly marked on the outside “FEES” and Form 1 will need to be completed in that separate, sealed envelope. Nowhere in the proposal should any reference be made to fees other than what is in the sealed, separate envelope submitted with the proposal.**

**Pursuant to Addendum #2 that was issued on July 15, 2014, the proposal is due to the County no later than Tuesday, August 5, 2014 at 2:00 p.m. Mountain Time.**

FORM 1

INMATE MEAL SERVICE FOR THE CURRY COUNTY  
ADULT AND JUVENILE DETENTION FACILITIES

PROPOSAL FORM

This form must be completed and included as part of the proposal document.

PRICES SHALL BE STATED IN UNITS AND ON EACH ITEM SEPARATELY. IN CASE OF CONFLICT, UNIT PRICES WILL GOVERN.

ALL PRICES AND NOTATIONS MUST BE IN INK OR TYPEWRITTEN. MISTAKES MAY BE CROSSED AND CORRECTIONS TYPED ADJACENT, BUT MUST BE INITIALED IN INK BY PERSON SIGNING THE BID.

<u>Total Meals Per Service Period</u>	<u>Rate for Adult Meals Served Per Service Period</u>
0 – 75 Meals	\$ _____
76 – 150 Meals	\$ _____
151 – 200 Meals	\$ _____
201 – 250 Meals	\$ _____
251 + Meals	\$ _____
176 – Over Meals	\$ _____

  

<u>Total Meals Per Service Period</u>	<u>Rate for Juvenile Meals Served Per Service Period</u>
0-15 Meals	\$ _____
16 + Meals	\$ _____

Any Additional Price Considerations

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The above prices will remain offeror during the initial contract period.

Date proposed for commencement of services: \_\_\_\_\_

# NOTICE OF ADDENDUM #1

Request for Proposal No. 2013/14 – 12

## INMATE MEAL SERVICES DETENTION CENTER

The attached one (1) 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 #1

Signature: \_\_\_\_\_

Print Name & Title: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone & Fax: \_\_\_\_\_

E-mail address (if applicable): \_\_\_\_\_

### Addendum acknowledgement:

Addendum #1 Date 6/26/14 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: \_\_\_\_\_