



**GENESEE COUNTY PURCHASING DEPARTMENT**

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**ERIC F. HOPSON**  
Purchasing Director

**CINDY CARNES**  
Purchasing Manager

April 30, 2009

**ADDENDUM #2**

**REQUEST FOR PROPOSALS (RFP) #09-007  
FOOD SERVICE MANAGEMENT FOR GENESEE VALLEY REGIONAL CENTER**

1. Please include the following minutes from the Pre-proposal meeting as part of the above referenced RFP.

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

**“ADDENDUM #2 RECEIVED”**

**ALL PROPOSALS MUST BE RECEIVED AT:  
GENESEE COUNTY PURCHASING DEPARTMENT  
1101 BEACH STREET, ROOM 200  
FLINT, MI 48502**

*Eric F. Hopson* \_\_\_\_\_

Eric F. Hopson, Purchasing Director  
G:/bid2/2009/09-007add2

**MANDATORY PRE-PROPOSAL MEETING  
TUESDAY, APRIL 28, 2009  
FOOD SERVICE MANAGEMENT FOR GENESEE VALLEY REGIONAL CENTER**

Cindy Carnes, Genesee County Purchasing  
Fred Woelmer, Director GVRC  
Keith Haerer, Aramark  
Robin Sherman, Canteen Service  
Laura Rahmaad, Genesee County Community Action Resource Department  
Cory Matthews, Stonegate Banquet Center  
Lela McGee Johnson, O.U. Village

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. This is a secure residential detention facility.

All proposals must be submitted by Tuesday, May 19, 2009, at 3:00 pm. After 3:00 pm 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. One electronic copy and one hard copy are for the State of Michigan.
- E **Contract Terms**, Contract term will begin on or about July 1, 2009 for one year with the option of 4 one year renewals. This current RFP is due to the State changing some of their requirements and Genesee County not being able to renew the current contract under these new requirements.
- 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.

- L **Meals and meal equivalent.** Lunch is one meal equivalent, Dinner is one meal equivalent, two breakfasts equals one meal equivalent and snacks are three snacks equals one meal equivalent. Meal Equivalents, correction 2 breakfast = 1 meal equivalent, the corrected worksheets reflects this calculation.

**STD TERMS & CONDITIONS** pgs 7 - 26

VI **Meals**

K. Ready to Eat meals 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.

M. 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.

VIII **Employees**

P. The SFA operates 365 days a year inclusive of all holidays. FSMC cook and service staff are 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 / Menus**

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. 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. Bidders 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. – I. The following documents are not included in this packet but are available on the state website:

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,

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

**Addendum 1** including **Genesee County Board of Commissioners Requirements** was passed out, this addendum includes the corrected meal equivalent worksheet and the items that are required to be submitted with the proposals.

## **WORKSHEETS**

**Projected Meals/meal equivalents** calculator pg 57, addendum 1 includes corrected worksheet to reflect breakfasts served and meal equivalent

**Food Specifications**, quantities, and quality. The items listed are the food the residents will eat. No substitutions are allowed without prior approval from GVRC staff. Mr. Woelmer provided additional information on the need for quality food. The residents are not convicts, they are adolescent kids who are in trouble they need to have respect and decent food. The food served to the residents is all the food and nutrition they are getting, it needs to sustain them through a very structured day with a lot of physical activity. About 90% of the grievances received from the grievance process in place are regarding the food. These grievances will be forwarded to the FSMC for response and any necessary corrective action. The quality and quantity of food served does matter. If seconds are not available, peanut butter and jelly needs to be available for the kids who are still hungry and need additional food.

**Bid Point Calculator/Evaluation Criteria** pg. 78, 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 80 equivalent meals per year is 62,985, this is based on last year's numbers which averaged 54 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 81**, be sure to sign this  
**Professional Service Contract**  
**Equity and Diversity Model Plan**

A facility tour was provided by Fred Woelmer.

Fred Woelmer, director at GVRC provided the following description of the facility: We have a program designed for 60 kids. Our high this year was 80 kids and we just bring more staff in based on the number of residents. The population does fluctuate every day.

The tour began with the kitchen and explanation of the general area, including the dock area for receiving and waste removal. 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. Most of them take something; it is not served in the dining room. Staff will get the breakfast and bring it to the kids and ask them if they want something. 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.

Toured the downstairs serving area. Fred explained the serving schedule for breakfast. The first group is served here in the downstairs, and then serve the second group upstairs and the final group is serve back downstairs.

Q1. How old are the plates?

A1. That is unknown, the plates are replaced as needed. All consumables are the responsibility of the FSMC.

Q2. Who supplies the cleaning chemicals?

A2. The FSMC is responsible for cleaning and required supplies for the cleaning. The entire food service operation is the responsibility of the FSMC.

This concluded the pre-proposal meeting and tour.