



GENESEE COUNTY PURCHASING DEPARTMENT

ROOM 200, COUNTY ADMINISTRATION BLDG.
1101 BEACH STREET
FLINT, MICHIGAN 48502

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Purchasing Director

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April 27, 2009

ADDENDUM #1

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

Please include the following as part of the above reference RFP:

1. **CORRECTED PROJECTED MEALS/MEAL EQUIVALENTS CALCULATOR,**
2. **GENESEE COUNTY BOARD OF COMMISSIONERS REQUIREMENTS and REFERENCES PAGE** after item XXIV, H of the Standard Terms and Conditions Section.

Indicate 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 200
FLINT, MI 48502**

Eric F. Hopson

Eric F. Hopson, Purchasing Director

CORRECTED PROJECTED MEALS/MEAL EQUIVALENTS CALCULATOR-

Federal Free Lunch Rate	\$2.5700	
+ Commodity Rate	\$0.2075	
Total	\$2.7775	
*A la carte and catering income	\$ N.A.	
A la Carte/catering Meal Equivalents (Divide Income by Total)		N.A.
Staff Breakfasts Served/equivalent	2557	1279
Student Breakfasts Served/equivalent	19710	9855
Staff Lunches Served		2,789
Student Lunches Served		19,710
Staff Snacks Served/equivalent	2,094	698
Non-Student Snacks Served/equivalent	6,028	2009
After School Snacks Served/equivalent	20805	6935
	Suppers Served	19710
Total Meals and snacks served, A la Carte Meal Equivalents		62,985

A la Carte income includes any income from dining room operations which are not part of the Reimbursable Meals Program.

*The A la Carte and catering income, total meals, snacks, and meal equivalents is based on data from a past school year (2007-08) using 365 days.

GENESEE COUNTY BOARD OF COMMISSIONERS REQUIREMENTS

- A. Executed Bidder's Insurance Checklist
- B. Completed Reference Page
- C. Each offeror must submit one copy of their 2009 CERTIFICATE TO DO BUSINESS WITH GENESEE COUNTY. For further information on this requirement, contact the Genesee County Office of Equity and Diversity, 1101 Beach Street, Room 343, Flint, Michigan 48502, (810) 257-3028, fax (810) 768-7943. A Model Equity and Diversity plan is enclosed for your use. Genesee County utilizes these plans for informational purposes only. The Content of any proposer's plan is not considered in either the evaluation of the proposal or the decision to award a contract to a specific vendor. (If you do not have a Certificate at the time of submission, include a letter indicating the date your company's equity and diversity plan was submitted to the Genesee County **Equity and Diversity** Office for review.)
- D. Provide a company profile to include the following:
 - 1. Date organized to provide food service management in institutional and correctional facilities, number of years providing food service management in a residential program.
 - 2. Corporate background and depth of support, number of employees, number of years doing business as a firm.
 - 3. Describe current contracts or business with other correctional, residential, or K-12 food service facilities and include client name, date of original contract, type/size. In addition, list all contracts with correctional facilities, which your firm currently has or has had within the past five years.
 - 4. Describe corporate office organizational structure.
- E. Staff Experience and Development
 - 1. Include resumes of the Management Staff, and Food Service Supervisor that will be assigned to the proposed food service operation by your firm. Include documentation on mandatory and elective training programs for current and future foodservice employees.
 - 2. Include resumes of the Dietician that will be assigned to the proposed food service operation by your firm. In addition, a copy of the dietitian's ADA registration card shall be submitted with the proposal.
- F. Evidence of Financial Stability –All proposers must submit a certified copy of a current financial report of the company. If the company is a subsidiary or division of a corporation, the relationship of the offeror must be clearly explained in the proposal.
- G. Submit a Plan of Operation (Work Plan) to include the following:
 - 1. Proposed staff to provide food service.
 - 2. Quality and inventory control methods and standards.

3. Procedures for providing safe, sanitary, and secure food service management.
4. Procedures for dealing with juvenile/staff complaints about food. This information shall include methods of identifying, providing and tracking juvenile preferences.
5. Ability to adhere to or exceed the specifications for all food products.
6. Procedures for monthly billing.
7. Operational procedures for handling food service should on-site kitchen facilities be rendered unusable through fire, power outages, natural disaster, etc. an Emergency Readiness Plan.

H. Equipment List – Any additional equipment deemed necessary for an efficient food service operation.

REFERENCES

List 3 references of similar projects

Company

Contact Name

Address

Phone Number E-mail

Company

Contact Name

Address

Phone Number E-mail

Company

Contact Name

Address

Phone Number E-mail