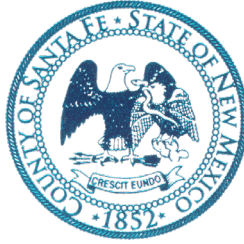


Henry P. Roybal
Commissioner, District 1

Anna Hansen
Commissioner, District 2

Rudy N. Garcia
Commissioner, District 3



Anna T. Hamilton
Commissioner, District 4

Ed Moreno
Commissioner, District 5

Katherine Miller
County Manager

April 25, 2019

SANTA FE COUNTY
2019-0157-CORR/MAM
FOOD SERVICES FOR THE ADF & YDP

ADDENDUM #2

Dear Proponents,

This Addendum No. 2 to RFP No. 2019-0157-CORR/MAM is issued to reflect the following immediately. It shall be the responsibility of interested Offerors to adhere to any changes or revisions to the RFP as identified in this Addendum No. 2. This documentation shall become permanent and made part of the departmental files.

ATTACHMENT A: SIGN IN SHEET AND PRE-PROPOSAL AGENDA
ATTACHMENT B: APPENDIX E – COST PROPOSAL (In a separate sealed envelope with the original proposal ONLY)

THE PROJECT SCHEDULE FOR THIS SOLICITATION HAS BEEN MODIFIED AS FOLLOWS:

PROPOSALS HAVE BEEN EXTENDED TO:

DATE: FRIDAY, MAY 17, 2019
LOCATION: SANTA FE COUNTY PURCHASING OFFICE
142 W. PALACE AVENUE 2ND FLOOR
SANTA FE, NEW MEXICO 87501
TIME: 2:00 PM

Clarification No. 1 - Remove and replace Section V. **MANDATORY EVALUATION CRITERIA**
B. Evaluation Criteria with the following:

B. EVALUATION CRITERIA. The Evaluation Committee shall evaluate each responsive proposal according to the following criteria/factors:

102 Grant Avenue · P.O. Box 276 · Santa Fe, New Mexico 87504-0276 · 505-986-6200 · FAX:
505-995-2740 www.santafecountynm.gov

CRITERIA / FACTORS

POINT VALUES

1. Qualifications of Personnel Management Staff and Commissary Staff

400

- Education, training and experience of the proposed staff.
- Qualifications of Registered Dietician.
- Qualifications/Experience of Staff.
- Provide Staffing Matrix Necessary to facilitate the service schedule.
- Identify staff managing commissary account and experience.

2. Offeror’s experience in providing correctional food service and Commissary

400

- Identify Offeror’s approach to personnel management, including supervision Training, and staffing.
- Offeror’s experience with correctional facilities.
- Offeror’s experience specific to a Juvenile setting.
- Demonstrate ability to provide commissary services as described in this RFP.
- Demonstrate a record of integrity and business ethics.
- Demonstrate the ability to start-up and manage the proposed commissary program as evidenced by past performance, current resources and personnel, within a 30 day period.
- Identify individual(s) who will be responsible to Client/County for the daily Operation of commissary account.
- State name, operational title, office location and specific experience in Correctional commissary systems.

3. Standards of Operations

150

- Operations manuals addressing security.
- Quality control plan.

4. Optional Services

50

- Describe experience with implementing Kiosk and Online Commissary.
- Describe how you would implement a new Kiosk system.
- Describe how it will interface it with the Jail Management System.
- Describe how you would implement a new Online-Commissary System.

C. COST PROPOSAL – (Appendix E) In a separate sealed envelope with the original proposal ONLY provide a firm, fixed fully loaded rates as described in Appendix E attached hereto.

Clarification No. 2 - Remove and replace Section VI. EVALUATION, A. EVALUATION SCORING with the following:

1.	Qualifications of Personnel Management Staff and Commissary Staff	400
2.	Offeror’s experience in providing correctional food services and Commissary	400
3.	Standard of Operations	150
4.	Optional Services	50

TOTAL 1000

Clarification No. 3 – Cost will not be a part of the evaluation criteria. Please provide a cost proposal in a separate sealed envelope in the original proposal ONLY. **Do not provide any cost as part of your proposal response this is a qualification based procurement.**

Clarification No. 4 - **The correct RFP Number for the Appendix A. Acknowledgement of Receipt; Appendix B. Security Requirements; Appendix C. Campaign Contribution; and Sample Agreement Appendix D is RFP No. 2019-0157-CORR/MAM**

Question# 1: What does the county require for caloric value? 2800 is mentioned on page 8 “2800/3200” but 2000 in the table on Page 17.

Answer# 1: 3200 calories for adult and 2800 calories for juvenile.

Question# 2: Please clarify the current population. Page 5 of the RFP states “about” 700 inmates and “up to” 63 juvenile, but the pre-bid conference referenced 612 adult inmates.

Answer# 2: For clarification, the adult total capacity is 612 and a maximum of 62 juveniles.

Question# 3: Can we get the previous 6 months population for each facility?

Answer# 3: The adult facility has ranged between 480-530. The Juvenile Facility averages between 12-24.

Question# 4: The RFP calls for low fat milk. Does the county have a requirement of 1% or 2% low fat?

Answer# 4: No, however, 2% is preferred.

Question# 5: How many inmate workers are provided per shift?

Answer# 5: A range between 8 – 12 inmate workers.

Question# 6: What type of diets and how many of each?

Answer# 6: Currently 11. (3-pregnant, 6-no bean, 1-gluten free, and 1-no chili.)

Question# 7: How many inmates are Kosher? What type of meal is provided to them, (frozen, shelf stable, vegetarian, etc.)? Is there a separate price charged per meal for Kosher? Will a separate price for Kosher be accepted?

Answer# 7: There is not a separate price for Kosher at this time; however, separate prices may be accepted.

Question# 8: Page 6 section 3.d. states the contractor will provide inmate workers with clean uniforms and shoes. Does the current contractor provide inmate uniforms and shoes? If so, where are the items currently purchased from?

Answer# 8: The current vendor provides inmate kitchen shoes. Santa Fe County has a “Multiple Source” contract in place to provide uniforms and shoes.

Question# 9: How many contractor kitchen staff are currently provided per shift?

Answer# 9: Generally one is provided; however, depending on the circumstance, two may be used.

Question# 10: Does the current contractor utilize a salaried Food Service Manager and Assistant Manager or only a Food Service Manager?

Answer# 10: Currently there is a Manager and Assistant Manager that rotate shifts.

Question# 11: How many contractor kitchen staff are utilized at the Juvenile kitchen per shift?

Answer# 11: One (1) staff member is utilized in the kitchen per shift.

Question# 12: How many staff eat per meal? Is staff provided a different menu than the inmate menu?

Answer# 12: Only Officers working overtime are afforded an opportunity for a meal. However, not all Officers will eat a meal from the kitchen. The menu would be the same.

Question# 13: Page 10 section 9.d. states that polystyrene shall not be used. Is this the same as Styrofoam and is Styrofoam currently in use for anything?

Answer# 13: They are used for Kosher meals only.

Question# 14: Is there currently a hot food retail program for inmates and/or friends and family to purchase food for the inmates?

Answer# 14: Not at the present time.

Question# 15: Are there currently sliding scale meal prices for both adult and juvenile meals?

Answer# 15: If the count remains above a certain number then cost remains the same per meal, if the inmate count drops under the standard average of inmates per day, then the price increases a minimal amount.

Question# 16: Is the current contractor using dry soy for any menu items?

Answer# 16: No.

Question# 17: How many inmate sack meals are provided per day?

Answer# 17: Currently we average up to 35 sack meals per day.

Question# 18: Page 16 section 12.n. states sack lunches shall be prepared for facility personnel on assignment outside of the facility. How many staff sack meals are provided per day?

Answer# 18: **Very few, this is only for inmate hospital transports and other unforeseen circumstances.**

Question# 19: Page 16 section 12.p. states the contractor agrees to provide catered meals. How many catered meals/special events can be expected annually and what is currently charged per meal for these events?

Answer# 19: **Average 10 - 15 events per year**

Question# 20 Page 19 section 13.1 requires the contractor to supply reusable sporks for inmates. Specifically, what type of reusable sporks are used, where does the current contractor purchase them, and how many are replaced annually?

Answer# 20: **The current contract provides disposable sporks.**

Please add this Addendum #2 to the original proposal documents and refer to proposal documents, hereto as such. This and all subsequent addenda will become part of any resulting contract documents and have effects as if original issued. All other unaffected sections will have their original interpretation and remain in full force and effect. Responders are reminded that any questions or need for clarification must be addressed to Michelle A. Marmion, Senior Procurement Specialist at mmarmion@santafecountynm.gov

Henry P. Roybal
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Commissioner, District 2

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Commissioner, District 3



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**PRE PROPOSAL CONFERENCE
RFP NO. 2019-0157-CORR/MAM
FOOD SERVICES FOR THE ADULT DETENTION
FACILITY & YOUTH DEVELOPMENT PROGRAM
APRIL 18, 2019
8:30AM**

Contracting Agency: Santa Fe County

- Michelle A. Marmion Procurement Specialist Senior Purchasing Division
- Pablo Sedillo III Public Safety Department Director
- Derek Williams Adult Facility Warden
- Tila Rendon Public Safety Department Operations Manager

Santa Fe County is requesting proposals for the purpose of procuring food services for the Santa Fe County Adult Detention Facility and the Santa Fe County Youth Development Program. All proposals shall be for facility food service implementation, start-up, training, management, labor, inventory of County owned consumable and non-consumable supplies, disposables, all food products and other related services necessary to maintain a food services program in a correctional facility.

Proposal Information

Carefully read the Request for Proposal for requirements, terms & conditions including the sample agreement.

- Proposal Organization - Proposal should be organized as outlined in the RFP on page 35.
- Selection of finalist(s) – the most qualified proposal received based on the evaluation criteria outlined in the RFP (pages 37) will be scored by a three to four member evaluation committee.

- Preferences -

1) N.M. In-State Business Preference Certificate 5% of total weight of all evaluation factors added to score.

OR

2) N.M. Resident Veterans Preference Certificate, 10% total weight of all evaluation factors added to score. For more information on State Preference visit www.tax.newmexico.gov

AND

3) Santa Fe County Preference, 5% of total weight of all evaluation factors added to score. For more information on County Preference visit www.santafecountynm.gov/departments/purchasing

- Please submit all questions via email to Michelle A. Marmion at mmarmion@santafecountynm.gov. The last day for questions will be **Monday, April 22, 2019**. *(Any contact during the procurement until an award has been made with any elected official or other county staff member other than the Procurement Manager named in this solicitation may be grounds for disqualification.)*
- Addendum will be issued on **Thursday, April 25, 2019**. *(Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.)*
- **Proposal Submittal - Due Date: Tuesday, May 7, 2019**
Time: 2:00 PM
Location: 142 W. Palace Avenue 2nd Floor, Santa Fe, NM
(Bokum Building)



PRE PROPOSAL CONFERENCE
RFP # 2019-0157-CORR/MAM
FOOD SERVICES FOR THE ADULT DETENTION
FACILITY & YOUTH DEVELOPMENT PROGRAM
APRIL 18, 2019
8:30AM

NAME	COMPANY	TELEPHONE	E-MAIL ADDRESS
Ron Torres	Trinity Services Group	505 232 5363	ronald.torres@trinityservicesgroup.com
Ian Smith	Trinity Services Group	719 421 1204	ian.smith@trinityservicesgroup.com
Ian Tillotson	Summit	(575) 640-6994	ian.tillotson@summitfoodservice.com
Rafael Castillo	Summit	(505) 490-3249	Rafael.Castillo@summitfoodservice.com
David Thumma	Trinity Sus Group	623-650-0118	david.thumma@trinityservicesgroup.com
Brian Clark	Keefe	720-391-8947	brian.clark@trinityservicesgroup.com
Christen Martinez	SFC	992-3080	cmartinez@santafecountynm.gov
Tila Rendon-Varela	SFC	992-2415	trendon@santafecountynm.gov
Derek Williams	SFC		
Brian Riggs	Keefe	Teleconference Participant	briggs@keefegroup.com
[Signature]	SFC	—	—

APPENDIX E

COST PROPOSAL FOR FOOD SERVICES FOR THE ADULT DETENTION FACILITY AND THE YOUTH DEVELOPMENT PROGRAM

(Preparation at Adult Detention Facility and at the Youth Development Program)

The Offeror, having studied the requirements for the food service operation issued by Santa Fe County, hereby proposes to provide the services required by the County’s specifications, including the purchase of raw food and preparation of meals as outlined in the requirements for the initial term beginning on July 1, 2019. The Applicant submits the following firm, fixed, fully loaded rates to complete the requirements as outlined in this RFP. The proposed rates must include food, supplies, direct labor, taxes and benefits, as well as, profit & overhead. New Mexico gross receipts taxes are excluded from the proposed costs. They shall be shown separately on the invoice.

APPLICANT NAME: _____

ADULT DETENTION FACILITY Total meals, served per month.

<u>NUMBER OF MONTHLY MEALS SERVED</u>	<u>PRICE PER MEAL</u>
<36,000 monthly meals (low population)	Price Per Meal: \$ _____
36,000-51,000 monthly meals (average population)	Price Per Meal: \$ _____
>51,000 monthly meals (high population)	Price Per Meal: \$ _____

*NOTE: The above numbers include meals for inmates and staff.

YOUTH DEVELOPMENT PROGRAM Total meals, served per month.

<u>NUMBER OF MONTHLY MEALS SERVED</u>	<u>PRICE PER MEAL</u>
<1,000 monthly meals ((low population)	Price Per Meal: \$ _____
1,000-2,000 monthly meals (average population)	Price Per Meal: \$ _____
>2,000 monthly meals (high population)	Price Per Meal: \$ _____

*NOTE: The above numbers include meals for inmates and staff.

After-dinner Snack: Price Per Snack: \$ _____

COMMISSARY REBATE PERCENTAGE _____ %

OPTIONAL SERVICES KIOSK AND ON-LINE COMMISSARY \$ _____