

ADDENDUM NO. 1

Total Pages: 2

Issued: May 28, 2025

BID NO.: RFP NO. LC030-2025

BID NAME: DETENTION FACILITY FOOD SERVICES

The following corrections, clarifications, and responses are to become a part of the Proposal Documents for the above referenced bid. Acknowledge receipt of this Addendum by signing **page 10** of the proposal packet documents. If applicable, the Bidders are responsible for bringing this Addendum to the attention of their Subcontractors and/or Material Suppliers.

1. CORRECTION: BID DUE DATE – Error on Page 4, Item (d):

- a. The Bid Due Date was entered/typed incorrectly as June 06, 2025.
- b. The correct Bid Due Date is **Monday, June 09, 2025**, as it appears on Page 1.

2. SUBMITTED QUESTIONS CLARIFICATIONS & RESPONSES:

CLARIFICATIONS:

1. **RE:** Page 5, Item (5): Relating to comprehensive program for continuing staff and inmate training. This objective item includes two labor groups, and the intent is as follows:
Staff: You should have in place a form of staff development/or continuing education program to ensure that your employee is successful and remains knowledgeable in food service practices, handling, and safety. As well as reinforcement of behavioral guidelines to be followed when working in said environment.
Inmate: No culinary program or certificate is required. The training sought for the inmate is basic kitchen safety rules and clear/concise instructions for every individual for each task they are required to perform to ensure that the kitchen operates smoothly.
2. **RE:** Page 6, Section (B): Will the food service provider be responsible for providing and paying for the dish chemicals? The County has a contract with a vendor for various kitchen-related chemicals that are dispensed. Any supplies outside of those items will be at the expense of the awarded vendor. The staff member is to sign all tickets/receipts and email them to Purchasing for verification with the invoices. A detailed list of those items can be found on Page 2 of this Addendum.
3. **RE:** Page 7, Section (D), Item 9: Pertaining to scheduling and payment for yearly health inspections with MSDH. In compliance with MS Department of Health Institutional Services Division to ensure you meet required regulatory standards, the vendor is responsible for making sure that yearly health inspections are conducted which includes; but not limited to calling to schedule said inspection and pay the associated cost/charges for the completed inspection.

4. **RE:** Page 5, Section (C), Items (c) and (d): Regarding the delivery of meals to juveniles and inmates appearing in court. **Kitchen staff, on occasion, will physically deliver to Youth Court Facility or Court as needed. The transport/delivery will be the responsibility of the vendor.**

RESPONSES:

1. Can we utilize DocuSign for signatures? **Yes, E-signatures are allowed.**
2. Who pays for internet for the kitchen? **The phone is provided by the facility, and the internet is provided by the vendor.**
3. Could you provide how many current staff cover the kitchen now and their schedule? **Three (3) fulltime who work from 4:30 am – 5:30 pm.**
4. Will the vendor be able to request more than 4 inmate workers? **No.**

3. OTHER: LIST OF CHEMICAL SUPPLIES PAID FOR BY THE COUNTY:

0252-128 BIO-FLOW GALLON
0057-128 D-GREASE GALLON
0054-128 G.O.K. GRILL & OVEN KLEEN GALLON
0231-001 HK FOAMING HAND CLEANSER 1000 ML
0237-001 HK-FOAMING INSTANT HAND SANITIZER 1000 ML
0230-128 HK-PREMIUM HAND SOAP GALLON
0677-025 PLASTIC KLEEN 25 POUND
0044-100 POT & PAN 5 GALLON
0680-128 POT & PAN SUPREME GALLON
0362-128 SCALE KLEEN GALLON
0035-125 SOLUTION QA 2.5 LITER
4392-125 ULTRA FC46 - FLOOR CLEANER 2.5 LITER
0346-032 XPRESS DETERGENT DISINFECTANT QUART
0356-032 XPRESS STAINLESS STEEL POLISH QUART

**END OF ADDENDUM
NO. 1**