



Schenectady County
Purchasing Department
ADDENDUM

620 State St.-2nd Floor
Schenectady, NY 12305
Purchasing@schenectadycounty.com
518.388.4240

RFP-2024-03
SCHENECTADY COUNTY CORRECTIONAL FACILITY FOOD SERVICE

ADDENDUM #1

08/28/2024

The purpose of this addendum is to provide detailed information to all Bidders. This addendum is hereby included in and made part of the Contract Documents, whether or not attached thereto. Receipt of this Addendum must be acknowledged on the bid form.

The following documents is hereby included in the documents posted on Bidnet and provided to plan holders: To answer questions that have been asked and to add a price proposal sheet.

Please acknowledge this addendum on your bid form.

1. **The RFP indicates that the County wants vendors to provide 4 staff members for kitchen operations. Can you clarify whether you want vendors to provide 4 staff, or just a manager to oversee county staff?**

Answer: Just a Manager

2. **The RFP has contradictory information. In one section, it indicates that the county is responsible for all equipment and repairs and replacement. In another, it says that vendors are responsible for routine maintenance. Can the County please clarify who is responsible for equipment maintenance?**

Answer: If its County owned equipment, it will be County's responsibility for repairs and maintenance

3. **The RFP states that the County is responsible for all paper and cleaning products. Can the County clarify whether they would like the vendor to order these items and invoice the county separately or will the County be ordering for these items?**

Answer: Would like to explore separate invoicing through vendor if there is a cost savings

4. **The RFP states that the vendor pays for all permits and licenses associated with food service operations. Can the County please clarify which permits and licenses they currently hold and the associated cost for each?**

Answer: The Schenectady County Health Dept. permit costs approximately \$215, the County will cover the cost.

5. **The RFP states that the County will furnish inmate labor, but there may be times when**



Schenectady County
Purchasing Department
ADDENDUM

620 State St.-2nd Floor
Schenectady, NY 12305
Purchasing@schenectadycounty.com
518.388.4240

it is not available. Would the County be willing to pay separate labor costs if the vendor is asked to provide additional labor to assist county staff in the production of meals?

Answer: The County has never experienced no inmate labor even during emergency situations

6. The RFP states that the Food Service Director must have 3 years' corrections experience. Would the County be willing to waive this requirement if the Food Service Director is assisted by a mentor (who has a minimum of 3 years' experience) during the first 6 months of operations?

Answer: Yes

7. The RFP states that the vendor pays for long-distance phone calls. Would the County be willing to waive this requirement as most long-distance calls would be directly related to procurement of food and ancillary items?

Answer: Yes

1. Can we arrange a suite tour in the very near future?

Answer: No

2. At present time how many inmate workers are being utilized?

Answer: 12

3. On Section 22. Are all meals served on a thermo insulated tray or only a few and are the rest served cafeteria style?

Answer: All meals served on trays

4. Is the contractor providing reusable plates and cutlery or is it disposable use all the time?

Answer: Cutlery is disposable

5. On Section 34. It says the correction facility will supply all consumable supplies and food products. Does it mean all products will be billed to the county and we will not be responsible for making those payments?

Answer: County will reimburse the procurement of food and supplies.

6. On Section 42, Paragraph B, Item #9. States that we have to have correctional facilities in 12 counties we only operate in Albany and Schenectady counties. Will this be a disqualifier?

Answer: Yes, Must be 12 Correction Facilities

END OF ADDENDUM #1



Schenectady County
Purchasing Department
ADDENDUM

620 State St.-2nd Floor
Schenectady, NY 12305
Purchasing@schenectadycounty.com
518.388.4240

BID SHEET

DATE SUBMITTED: _____

PROPOSAL ITEM: SCHENECTADY COUNTY CORRECTIONAL FACILITY FOOD SERVICE

BID PRICE PER MEAL

BREAKFAST \$ _____

LUNCH \$ _____

DINNER \$ _____

SCHENECTADY COUNTY CORRECTIONAL FACILITY FOOD SERVICE
PROPOSAL SHEET

VENDOR'S FIRM'S NAME: _____

VENDOR'S ADDRESS: _____

VENDOR'S FED. I.D.# _____

VENDOR'S PHONE NUMBER: _____

VENDOR'S FAX NUMBER: _____

VENDOR'S CONTACT PERSON: _____

Bidder's Signature _____ Date: _____