



CLAY COUNTY SHERIFF'S OFFICE
PROUDLY SERVING WITH HONOR AND COURAGE
SHERIFF MICHELLE COOK

ADDENDUM 2

Request for Proposal (RFP) # 22-0001

Project Name: Inmate Food Services

June 06, 2022

Amendment #2 to RFP 22-0001

This amendment is being issued for clarification purposes based on internal discussions and questions generated by the Proposal Evaluation Committee.

Section 5.01 – Project Background shall be more clearly defined as follows:

Contracted Meals - the Clay County Sheriff's Office (CCSO) intends for Vendor to provide meals for all inmates as well as detention staff seven (7) days per week, as the base proposal. The quantities for these meals shall be based on an average daily population of four hundred fifty (450) inmates having three (3) meals per day and fifty (50) staff members having one (1) meal per day. These meals will be invoiced to the CCSO. Billing shall be for actual meals consumed as outlined in Appendix B Section II.

Supplemental Meals – Programs suggested and encouraged to increase vendor revenue and to help offset the cost of providing low cost meals to detention staff. These programs would be additional meals selected through the use of a pre-determined menu as well as “grab and go” items available for purchase by staff members. These items should be considered supplemental and proposed separately from the base proposal. Payment will be by the staff member at time of purchase. Vendor must have the capability to provide electronic payment options for these purchases.

Section 5.02.f. – Shall be amended to read “supplemental staff meals should include a variety of meal choices to include “grab and go” food and snacks, a la carte selections, as well as chef crafted hot and cold meals to offer portable dining options. All chef crafted meals will be made available for both the day and the night security teams on a daily basis.

Section 5.07 – Shall be amended as follows: Annual price adjustments may be made to either increase or decrease the meal pricing. The CCSO Inmate Food Services Program is funded by appropriations from the Clay County Board of County



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Commissioners therefore all price increase requests must be submitted no later than April 15th of each year, effective October 1st to coincide with the CCSO fiscal year.

Section Seven – EVALUATION CRITERIA AND VENDOR SELECTION shall be amended as follows –

7.01 – Methodology and Management Plan for the Project (30%)

- (a) Deleted
- (b) Does the methodology match and achieve the objectives set out in the RFP?
- (c) through (h) remain unchanged.
- (i) Is the Proposal practical, feasible and within budget?

7.02 – Experience and Qualifications (30%)

Questions regarding personnel:

- (a) What is the Proposer's pre-employment screening process?
- (b) How extensive are the education and experience levels of the personnel designated to work on the project?

Questions regarding the company:

- (c) How long has the company provided services similar in scope and size to those requested in this RFP?
- (d) and (e) remain unchanged.
- (f) What is the Proposer's customer service and problem resolution process? Will the CCSO have a direct point of contact throughout the agreement?

7.03 – Contract Cost (40%)

The lowest cost Proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other Proposals will be determined through the method set out in Section 2.11.

Given the length time that has elapsed since the original Proposals were submitted and with these new details, Proposers shall now have the option of submitting revisions to their original Proposal. Specifically, any pertinent information necessary to better satisfy the RFP objectives AND revised cost sheets. These revisions will be accepted until 4:00PM June 21st, 2022 and shall be submitted in the same manner as the original RFP. If a Proposer does not submit a revision or a notice of withdrawal, the Proposer's previous Proposal shall be considered the Proposer's best and final Proposal.

All questions regarding this addendum should be addressed to Rhonda Sanders, Purchasing Manager via email at rsanders@claysheriff.com.