

ADDENDUM NO 01

CITY OF FAIRHOPE

To

Bid No. 020-10 JAIL INMATE MEALS

For

Fairhope Police Department

The bid documents for this Bid shall be amended, revised and changed in the following particulars:

Delete :

Scope of Work and Specifications,

Jail Inmate Meals

Bid No. 001-08

Pages IX-1, IX-2, IX-3, IX-4

Replace with:

ITEM IX

SCOPE OF WORK AND SPECIFICATIONS

INMATE MEALS

BID NO. 020-10

SCOPE OF WORK

1. Service to include:
 - a. Provide meal provisions to City Jail, as per specifications.
 - b. Deliver provisions to Fairhope City Jail, or other designated City site.
 - c. Provide delivery within 24 hours of receipt of order, delivery time every week specified by City of Fairhope, inside delivery if required.

Weekly Estimate (Example)

<u>for 20 inmates per day</u>	<u>for 7 days</u>	<u>quantity needed</u>
40 Dinner Meals	280 Meals	23 Cases
20 Breakfast Meals	140 Meals	12 Cases
3 Bread Loafs	21 Loafs	21 Loafs
1.5 Gallons of Milk	10.5 Gallons	11 Gallons
20 Oranges	140 Oranges	12 Bags of Oranges

(Inmates are given (1) one, (8) eight ounce cup every meal)

Recommended Daily Nutrition:

All meals MUST meet or exceed the following:

Calories:	2000
Total Fat:	55g or 25% of total calories
Saturated Fat:	no more than 10% of total calories
Carbohydrates:	275g or 55% of total calories
Protein:	100g or 20% of total calories

SPECIFICATIONS

The provisions will be:
BREAKFAST, FROZEN, INDIVIDUAL SERVING,
(Serving size to meet nutritional specs)

COMPLY
(YES / NO)

- | | |
|------------------------------|-------|
| 1. PANCAKES & SAUSAGE | _____ |
| 2. EGGS BACON & HASHBROWNS | _____ |
| 3. EGGS SAUSAGE & HASHBROWNS | _____ |
| 4. FRENCH TOAST | _____ |
| 5. OMELETS | _____ |

DINNERS, FROZEN, INDIVIDUAL SERVING,
(Serving size to meet nutritional specs)

- | | |
|--|-------|
| 1. FRIED CHICKEN | _____ |
| 2. CHICKEN NUGGET | _____ |
| 3. CHICKEN FINGERS | _____ |
| 4. BONLESS PORK | _____ |
| 5. PEPPERONI | _____ |
| 6. BARBECUE CHICKEN | _____ |
| 7. TURKEY | _____ |
| 8. SALISBURY STEAK | _____ |
| 9. FISH STIKS | _____ |
| 10. SWEDISH MEATBALLS & NOODLES | _____ |
| 11. POT ROAST | _____ |
| 12. FRIED RICE | _____ |
| 13. COUNTRY FRIED STEAK | _____ |
| 14. SWEET & SOUR CHICKEN | _____ |
| 15. MEAT LOAF | _____ |
| 16. CHICKEN STUFFED BAKED | _____ |
| 17. BEEF ENCHALADA | _____ |
| 18. BEEF PATTY W/ COUNTRY
STYLE VEGTABLES | _____ |
| 19. SPAGHETTI | _____ |

MISCELLANEOUS PROVISIONS

1. BREAD, WHITE, SANDWICH, 20 oz. loaf _____
2. MILK, 2%, 1 gallon, plastic bottle _____
3. ORANGES, per each _____
4. APPLES, per each _____
5. TEA BAGS, GALLON SIZE, 24 / BOX _____

Vendor must acknowledge VENDOR COMPLIANCE. If NO, a full explanation must be made on or below line, or on an extra sheet attached to back of bid form, with “see attachment” in the appropriate blank. Attach support data for substitution being equal to or better than specified. If vendor does not acknowledge VENDOR COMPLIANCE, it will be understood that vendor cannot fulfill said specifications.

SPECIAL CONSIDERATIONS

BIDDING & PRICING

1. Bidders will present their bid in a ‘percentage discount below retail price’ format, and supply a unit price per each item, and a total price (quantity = one each) for the bid items, based on pricing in effect on June 7, 2010.
2. The percentage discount below retail price bid, will remain constant for the entire duration of awarded bid, with the exception that increases in the percentage will be allowed.
3. The benchmark date of pricing listed on the proposal shall include all costs.
4. The City of Fairhope will require awarded vendor to provide documentation to support any change in retail price. Failure to do so, or documentation deemed insufficient by the City of Fairhope, may be cause for bid termination.
5. The proposal shall include add-on or deduct costs if any. The Owner will approve and return a copy of the proposal prior to any change implementation.

COMPLIANCE

1. All provisions and services will comply with all Federal, State and Local laws, and regulations.
2. The awarded vendor will be responsible for insuring that all products meet specifications before delivery.
3. Awarded vendor will make no substitutions for bid items without prior written approval of the City of Fairhope Purchasing Department.

ORDERING

1. Purchase Orders will be issued by the City of Fairhope Purchasing Department to the awarded vendor for provisions as needed.
2. If awarded vendor fails to fill Purchase Order or deliver on time, the City of Fairhope reserves the option to procure needed, comparable provisions from any source, and bill the awarded vendor for associated expenses generated by such failure.

PACKAGING & DELIVERY

1. Awarded vendor will supply a list of 'units per case' for each bid item.
2. Deliver provisions to Fairhope City Jail, or other designated City site, maintaining product in proper state, (example: frozen foods frozen, not thawed), in unopened, undamaged, manufacturer's original, protective packaging, product containers.
3. FOB City of Fairhope, as directed.
4. Delivery will be made at time and place set by City of Fairhope representative, within twenty four (24) hours of receipt of Purchase Order.
5. At point of delivery, awarded vendor will present an itemized delivery ticket **with the Purchase Order Number clearly referenced thereon**, to City of Fairhope receiving personnel for signing.

The following terms will be applied, where applicable:

1. All work to be done in a neat and professional manner.
2. All applicable licenses or permit fees to be acquired and paid by CONTRACTOR.
3. CONTRACTOR to provide all necessary services and materials unless stated otherwise above.
4. CONTRACTOR to comply with all laws, codes, and regulations, including safety, fire, health, environmental and insurance.
5. CONTRACTOR to cleanup job site and remove all waste and non-salvageable material in accordance with applicable laws, codes and regulations.
6. The CONTRACTOR will be responsible for all minor facilities and equipment damages (e.g., paint, drywall and etc.) caused by the CONTRACTOR resulting from negligence during the execution of this contract. This includes but is not limited to damage too small to be covered by the Contractor's insurance.
7. Written change proposals shall be provided to the Owner by the CONTRACTOR for any modification of the plans, specifications or other contract requirements.
8. All salvageable material remains property of City of Fairhope, and to be delivered by CONTRACTOR to the City of Fairhope Warehouse, 555 South Section Street, Fairhope, AL.

9. Contractor shall procure and maintain insurance as described above for the life of this contract. Proof of this insurance will be submitted as part of the contract package at time of initial contract award.
10. The City of Fairhope reserves the right to disqualify any bidder based on the bidder's inability to comply with any qualification or requirement described in this contract.

END OF SPECIFICATIONS

CLARIFICATION:

The following questions were submitted:

Question 1:

"What are the estimated quantities as well as anticipated frequency of deliveries for each of the items?"

Answer 1:

For quantities see above estimates in Item IX, under Scope of Work. Deliveries – usually weekly, with possibly more frequent demand if inmate population grows.

Question 2:

"As a non-resident, is this bid an instance where we are required to have a current business license with the City of Fairhope"

Answer 2:

If deliveries are to be made in vehicles owned by your company, not common carriers, a City of Fairhope Business License is required.

Question 3:

"May we have a copy of the past awarded contract(s) for research purposes?"

Answer 3:

There are no previous retained records of awards.

Responders are to sign and include signed Addendum No.1 with submitted qualification documents.

Acknowledged:

_____ Company

_____ By

Daniel P. Ames
Purchasing Manager
City of Fairhope

Posted: 06-01-2010