



*County of El Paso Purchasing Department  
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### ***ADDENDUM 3***

***To: All Interested Bidders***

***From: Araceli Hernandez, Inventory Bid Technician***

***Date: July 24, 2013***

***Subject: RFP# 13-042, Food Services for the City-County of El Paso Nutrition Program***

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***This addendum has been issued to notify the vendors of the following information:***

- ❖ The opening date has been extended to August 5, 2013 at 2:00 p.m.***
- ❖ The deadline for questions has not been extended.***

1. *Is it possible to buy one of your kitchens?*

***Response: No. The kitchens are located in facilities belonging to the City of El Paso. The County cannot sell the premises.***

2. *Does the current vendor rent your kitchen?*

***Response: No. Use of the kitchens is the City's contribution to the program. The City provides the kitchen facilities to the County to support the program.***

3. *Are the utilities, pest control, equipment and maintenance, waste disposal, telephones charges currently being paid by the contractor? If so what are the average costs per month?*

*Response:*

*Equipment and maintenance*

*Vendor (contractor) is responsible for maintenance on equipment. The contract with our current vendor specifies that the County purchases equipment if it cannot be repaired.*

*Pest Control for Centers paid by County average \$220.00*

*Canutillo*

*Carolina*

*Chihuahueta*

*Clint*

*Fabens*

*Friendly dining area only*

*Hilos*

*McCall*

*Polly Harris (Westside)*

*San Elizario*

*San Juan*

*Seville*

*Other sites are paid by Vendor or City*

*Water monthly total approximately \$175.00*

*Fabens El Paso County WCID #4*

*Electric monthly total approximately \$180.00*

*Fabens El Paso Electric Company*

*Waste disposal approximately monthly total \$300.00*

*Canutillo*

*Friendly*

*Fabens*

*San Elizario (temporarily suspended)*

*Telephones: monthly approximate average total \$375.00*

*Polly Harris (Westside)*

*Carolina*

*Wellington Chew*

*Northeast*

*Friendly\*\*includes analog lines*

*San Elizario*

*Clint*

*Canutillo*

*Fabens Windstream*

***For all applicable centers Bateman Senior Meals pay the following amounts per month.***

<b><i>Electricity</i></b>	<b><i>\$1,169.91</i></b>
<b><i>Gas</i></b>	<b><i>\$398.48</i></b>
<b><i>Water/Waste</i></b>	<b><i>\$701.66</i></b>
<b><i>Pest</i></b>	<b><i>\$260.00</i></b>
<b><i>Telephone</i></b>	<b><i>\$1,116.50</i></b>
<b><i>Total</i></b>	<b><i>\$3,646.55</i></b>

4. #18 on page 8 states that the contractor shall clean after each meal service tables, chairs, floor surfaces. Is this work currently being performed by the contractor?

***Response: The vendor (contractor) performs this service not the County.***

5. #19 on page 8 states the proposal should include the cost of cleaning the public restrooms at 5 sites
- A. Is this work being done by the current contractor?
  - B. At what time are these restrooms cleaned?
  - C. Can you furnish by center and by male/female the number of stalls, toilets, and urinals by facility?
  - D. Who furnished the supplies such as toilet paper, paper towels, soap, etc.?

***Response:***

***A. The vendor (contractor) performs this service.***

***B. After service hours.***

***C. The restroom information is broken out below:***

- ***Fabens, 201 Camp, Men's restroom 1 urinal, one toilet. Women's restroom has 4 toilets.***
- ***Clint Men's Restroom has 2 urinals and 1 toilet. The Women's restroom has two toilets.***
- ***Canutillo Men's restroom has 1 urinal and 1 toilet. The Women's restroom has 2 toilets. There is one unisex facility with 1 urinal and 1 toilet.***
- ***Friendly Center has 3 urinals and 1 toilet. The Women's restroom has 4 toilets.***
- ***San Elizario (this facility is not currently available) has 1 urinal and 1 toilet. The Women's restroom has 2 toilets. The program is using an apartment complex community center pending renovation of the San Elizario Church hall.***

***D. The vendor (contractor).***

6. #17 on page 8 states meals are seven in bulk to seven centers.
- A. Who serves these meals to the seniors?

*B. Can “all” meals both congregate and home bound be individually plated and sealed?*

***Response:***

***A. The vendor (contractor) has an employee at each congregate location. We have dedicated volunteers who assist with the serving at each site.***

***B. We prefer to have bulk food at each of our large program sites. We allow pre-plated, sealed meals only at our smallest locations.***

*7. How many vehicles and drivers are currently being used to deliver the home bound meals?*

***Response:***

***There are 28 routes with 14 drivers on alternate delivery days.***

***There are 4 bulk routes with 4 drivers***

***7- 2002 Chevy Vans County Vehicles***

***3 Ford Econoline Vans County Vehicles***

***Remainders are the vendor’s specialty trucks***

*8. Is the current contractor currently responsible for delivery?*

***Response: Yes.***

*9. Where are these vehicles stored?*

***Response: At the current vendor’s (contractor’s) administrative office, 840 Hawkins Blvd., El Paso, Texas 79915***

*10. Price sheet on Page 10*

***A. Is this the current pricing structure for this contract?***

***B. Shouldn’t there be a “sliding scale” of pricing for meals when the head count goes either up or down?***

***C. How do the prices vary between years 2 and 3 of this contract?***

***D. What licenses does the contractor have to provide for each of the kitchens?***

***E. Is this currently being provided now by the contractor?***

***Response:***

***A. The per meal unit costs provided by the Purchasing Agent are the current per meal Payment to the vendor.***

***B. The current contract uses a volume based per meal calculation.***

***C. That pricing can be negotiated upon award.***

***D. The kitchens are licensed by the City of El Paso, Department of Public Health.***

***E. Yes.***

*11. What are the historical utility costs at the Friendly center and at all other locations?*

*(The locations where responsibility for utilities would fall onto the contractor)*

***Response: See attached.***

12. *Please provide the year, make, model and mileage of all operational county provided vehicles.*

***Response: See attached.***

13. *At each of the 3 production kitchens, please provide a list of equipment that is not owned by Bateman and therefore would convey.*

***Response: See attached.***

14. *At each of the remaining sites, please provide a list of equipment that is owned by the County and therefore would convey.*

***Response: See attached.***

15. *Please provide a daily average of participants in the nutrition program for each congregate site.*

***Response: See attached, responds to #15, 17, 45 and 48.***

16. *Would the county be able to indicate how many home bound routes are currently being ran daily and how many congregate routes are currently being run daily.*

***Response: same as #39***

17. *Please provide a list, inclusive of addresses, of all congregate sites.*

***Response: See attached.***

18. *Please provide a list, inclusive of addresses, of all home bound stops.*

***Response: See attached.***

19. *Are the Cambro hot transport boxes currently in use for the transport of hot and cold meals the property of the county?*

***Response: No.***

20. *Please provide an estimated yearly historical cost of repairs and maintenance for the county provided vehicles*

***Response: See attached.***

21. Pg.7 #11, currently the vendor is not responsible for Utilities and Waste removal at Wellington Chew and Southside, the city pays this expense. Can the county please provide a history of the utilities and waste removal at Wellington Chew and Southside? Is the service going to be separately metered for the kitchen use at the city or county's expense?

**Response: There is not a separate meter for the kitchens. The City contributes this as part of its support of this program.**

22. Pg.8 #17 Does the contractor only clean the tables, floors and chairs at the County nutrition centers?

**Response: It cleans tables, floors and chairs at County Nutrition Centers. The vendor (contractor) also cleans the restrooms at these locations.**

23. Pg.8 #18 Does the contractor clean the rest rooms at the Northeast Center as is currently being done?

**Response: The vendor (contractor) is not responsible for restroom cleaning at this location.**

24. Pg.8 # 21 Is there any flexibility in the delivery times if the delivery is within the 3-hour window?

**Response: No. The Texas Administrative Code (TAC) specifies the time as from 10:30 AM to 1:30 PM.**

25. What kitchen equipment belongs to the current contractor?

**Response: See attached**

26. If one central kitchen is used can the equipment from the existing kitchens be moved to the central kitchen?

**Response: Yes, however, the County must notify the City of its intentions and solicit their support of this plan.**

27. Does the County provide office space for the vendor?

**Response: Not presently. Although County space might be considered should space be available at newly acquired facilities.**

28. Does the County provide secured parking space for the vehicles for the vendor?

**Response: No. However, this might be considered should parking space be available at newly acquired facilities.**

29. *If a piece of equipment breaks that is owned by the City or the County does the County pay to repair the equipment?*

***Response: The current contract requires the vendor (contractor) to maintain and repair equipment and the County will replace equipment that cannot be repaired.***

30. *If a piece of equipment breaks that is owned by the City or the County and it can no longer be repaired will the County replace the equipment?*

***Response: Yes but the timing of replacement depends on available funds.***

31. *If the County will replace the equipment how long should a vendor anticipate the process will take to replace the needed equipment?*

***Response: The County has a procurement process. The timing of that process varies.***

32. *If the vendor needs more equipment to operate their program than is available, will the County provide the desired equipment?*

***Response: The County will consider the opportunity to secure needed equipment as funds are available. Expensive equipment must be considered on a funds available basis via the County's Capital Improvement Process. Less expensive items may be purchased from the program budget if funds are available.***

33. *Will the County be asking the vendors to honor the vacation benefits of the current vendor associates, many of which are long term former County employees?*

***Response: The County will ask a vendor (contractor) to consider this request upon award of a bid.***

34. *Will a performance bond be required?*

***Response: No.***

35. *Are the costs per each meal based on a scale (number of meals served) and if so please provide?*

***Response: The contract with the current vendor (contractor) is based on a scale. A vendor (contractor) is free to propose such a scale as part of its response to this solicitation.***

36. *Please provide the County/owned city equipment at each facility along with age and maintenance records.*

***Response: See attached.***

37. Are the small wares(pans, sheet & hotel), cambros coolers etc. owned by the County/City

**Response: No.**

38. If these answers cannot be returned by 7-19, will the county consider an extension to allow for a fair response?

**Response: Yes.**

39. What fundraising events is the current contractor involved with?

**Response: None.**

40. How and when are congregate meal counts received and how is that communicated with the contractor?

**Response: Nutrition Program Manager receives the number of meals ordered for each day for each center from Center Coordinators on Thursday of the each week for the following week and the Manager places the order with the vendor (contractor).**

41. Where are the frozen meals provided by the contractor made? (local or shipped in)

**Response: The bulk of frozen meals are prepared and stored at the Southside Kitchen.**

42. For the 3 kitchens will the County provide utility upgrades for new equipment? If not what are the current utility specifications on gas and electric.

**Response: The County will consider upgrades on a "funds available" basis. Any large equipment changes must be approved by the City as they are responsible for the gas and electric utilities.**

43. At each facility what utilities are the contractor's responsibilities?

**Response: See attached.**

44. Customer satisfaction surveys were provided for 06, 07 & 08. Please provide the most recent surveys.

**Response: The satisfaction surveys provided to the Purchasing Department are those on file with Nutrition program staff.**



45. Please provide a list of all the congregate sites including address, who owns the facility, and who pays the utilities at the facility.

**Response: See Attached**

46. Please provide average number of meals per each congregate site.

**Response: Same as #15.**

47. Is the contractor responsible to serve the meals at each congregate site or just deliver the meals to the site?

**Response: The vendor (contractor) has staff at each site to serve. Vendor (contractor) staff receives support from program volunteers.**

48. How many meals are allowed per stop?

**Response: While most homebound meals are served to individual participants at a unique address, there are on occasion two meals at one stop if a husband and wife or siblings are served at the same location.**

49. Will a list of active participants be provided on weekly bases?

**Responses: Yes**

50. The vendor must respond to the original specification and proposal first. Vendors may offer an optional response that includes a capital investment for equipment to be utilized to service the Food Service for the City-County of El Paso Nutrition Program. All costs or amortization costs must be clearly stated and reflected in the pricing for the meals. Any requirements for a longer contract term to recoup the vendor's investment must be offered as an alternate response. The County will evaluate the original proposal offers first, and will only consider alternate offers and contract terms if it is in the best interest of the County of El Paso.

51. Can the vendor deliver twice a week?

**Response: For home delivered meals, the County prefers a minimum of twice weekly delivery. Some participants with specific medical treatments receive delivery once per week but these are the exceptions not the rule. For congregate meals, daily delivery of a meal is required.**

52. What does the sixth day menu comprise of?

***Response: The vendor develops a sixth day meal menu for those home delivered participations authorized for that additional meal. The vendor can develop the menu as long as it meets all state and federal requirements for DRIs. The vendor must submit the menu for approval and must request permission to make substitutions prior to that change. The vendor must provide a revised menu appropriately signed by a credentialed staff person.***

53. What other events are held in the County owned location?

***Response: Senior dances and other senior events.***