



DIVISION OF FINANCE – PURCHASING DEPARTMENT

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ADDENDUM #1 RFP #24-0061 FOOD PROVISIONS FOR THE COMMISSARIES

October 24, 2024

The following is to ensure that vendors have complete information prior to submitting a *proposal*. Here are some clarifications regarding the proposal for *Food Provisions for the Commissaries* for the *Department of Corrections*.

Questions and/or statements of clarification are in **bold** font, and answers to specific questions are *italicized*.

1. Will the county consider alternative brands and/or package/case sizes?

Yes.

2. Does the county intend to award item by item or as one single source award?

One single-source award is anticipated.

3. Will the county consider bids on individual items?

Not anticipated at this time.

4. Will the county please provide usage, by item, over the past 12 months?

Total spending for the prior three (3) quarters (9 months) was \$9,793.00. Individual purchased items and quantities for the prior nine (9) months are shown in [purchase record](#).

5. Will all the items on this RFP be awarded to a single bidder or individual awards for each line item?

Single bidder for all items is anticipated.

6. Must the items bid be all the same brands listed or will equivalents be acceptable?

Equivalents are acceptable.

7. Can current pricing and sales history for each item be provided?

Current pricing for single items is not available. A purchase record for the prior three (3) quarters has been provided and is shown [here](#).

8. Is there flexibility on the item package sizes?

Yes but provide price per package size available to order.

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9. Can the items be delivered to a central warehouse location or must the commercial vehicle driver physically unload and bring the items inside to the kitchen/pantry?

All items will be delivered inside to designated entry door at 700 S. Hydraulic or at 881 S. Minnesota.

10. Is there a dock for deliveries?

No dock but single level entry and truck parking available at entry doors.

11. What is the address items will be delivered to?

700 S. Hydraulic or 881 S. Minnesota, as specified with each order.

12. What is the total inmate population this contract will serve?

Average daily at detention facility population is 35-40, average attendance at evening reporting center is 15-20.

13. Is the following RFP statement the annual “estimate” of this contract, based on previous years... “The facilities serve all juveniles and personnel at an annual estimate of \$35,000.00.”?

Current spending does not exceed \$20,000.00 but this could be increased if additional products were available or minimum quantities were reduced.

14. What is considered emergency or special services?

No additional consideration for this item is necessary.

15. Are minimum order quantities accepted for this contract?

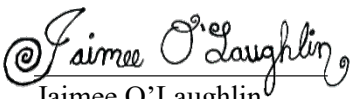
Minimum quantities are not preferred but provide pricing options and minimum quantities if they are required).

16. Would the county consider adding other products to the commissary list? We have a wide variety of dry blend products (milk, health shakes, drinks, hot chocolate, creamer, etc.) that would be a great addition to the current list.

Yes. Additionally, paper products, plastic ware, and other non-food items would be considered.

Firms interested in submitting a *proposal*, must respond with complete information and **deliver on or before 1:45 pm CST, TUESDAY, November 5, 2024**. Late *proposals* will not be accepted and will not receive consideration for final award.

“PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE *PROPOSAL* RESPONSE PAGE.”


Jaimee O'Laughlin
Purchasing Agent

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