



Purchasing and Central Services

Monroe County, New York

Maggie Brooks
County Executive

Dawn C. Staub
Purchasing Manager

ADDENDUM NO: 1

RFP PROJECT: Food, Nutritional, and Vending Service
Management and Operation for Monroe
Community Hospital (MCH)

DATE: August 24, 2012

PROPOSERS PLEASE NOTE:

Attached please find the following:

1. Request for Proposals (RFP) Clarifying Questions and Answers
2. RFP Language Change

SIGN this Addendum below acknowledging receipt and understanding and INSERT in PROPOSAL packet.

PURCHASING & CENTRAL SERVICES



Dawn C. Staub

The undersigned Respondent acknowledges receipt and understanding of Addendum No. 1 to the RFP for Food, Nutritional, and Vending Service Management and Operation for Monroe Community Hospital (MCH).

Date

Name of Company

Authorized Signature

Title

RFP CLARIFYING QUESTIONS AND ANSWERS
FOOD, NUTRITIONAL, AND VENDING SERVICE MANAGEMENT AND OPERATION

Q1. What is the definition of a PT employee? 24hrs?, 32hrs?. I need this to determine the number of hours currently being worked in the department on a weekly basis.

A1. Part-Time (PT) positions in the Food Service Department are 24-hour/week positions.

Q2. Are all cook and aide shifts 8hrs?

A2. Yes. Cooks work 8-hour shifts. As indicated in Section 1.7.4 of the RFP, there is one Full-Time (FT) (40 hr/wk) and one PT (24 hr/wk) Dietary Aide.

Q3. What is the current method of compensation with existing vendor?

A3. The current vendor is reimbursed a fixed flat fee for management services and actual expenses (capped) for management personnel and miscellaneous expenses.

Q4. Would Monroe County consider a fixed cost proposal for Management labor, food, non-food, supplements,etc. (Catering functions would be an additional agreed upon charge).

A4. No. Please see the attached RFP Cost Proposal language change.

Q5. What is the current fee being charged to Monroe County by existing vendor?

A5. The management fee for 2012 is \$146,819.

Q6. Would any profit that is realized through vending or the cafeteria be the property of the respondent?

A6. No.

RFP LANGUAGE CHANGE
FOOD, NUTRITIONAL, AND VENDING SERVICE MANAGEMENT AND OPERATION

1. Section 3.5.F of the RFP will be deleted in its entirety and replaced by the following:

Cost Proposal. Respondents must detail the proposed method of compensation for the services for each of the three (3) potential one-year agreements. Proposals shall detail the following components:

- 1) Management Fee – annual fixed fee that covers the cost of providing management services.
- 2) Salaries and Benefits of Management Personnel – Reimbursed at actual cost with a not to exceed amount provided in proposal.
- 3) Miscellaneous Costs, if applicable – actual cost reimbursement with a not to exceed amount.
- 4) A detailed schedule of start-up costs.