



Purchasing and Central Services

Monroe County, New York

Maggie Brooks
County Executive

Dawn C. Staub
Purchasing Manager

ADDENDUM NO: 2

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

DATE: 11/30/10

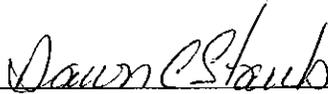
PROPOSERS PLEASE NOTE:

Attached please find the following:

1. Clarifying Questions and Answers from the MCH Facilities Tour

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

PURCHASING & CENTRAL SERVICES



Dawn C. Staub

The undersigned bidder acknowledges receipt and understanding of Addendum No. 2 to the RFP for Food, Nutritional, and Vending Service Management and Operation for Monroe Community Hospital (MCH).

_____, 2010
Date

Name of Company

Authorized Signature

Title

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

Q1. How many coolers and freezers are there in the kitchen area?

A1. There are four (4) walk-in coolers and one (1) freezer.

Q2. Can interviews with staff be done outside of the standard RFP process? Can set up a meeting to sit down with selection committee?

A2. No. All communication regarding the RFP will be done through the Monroe County Division of Purchasing and Central Services. All deadlines to submit questions regarding the RFP have passed, but if there are any questions regarding the proposal submission process, the contact for all vendors will be Meagan Brennan at mbrennan@monroecounty.gov.

Q3. Cost proposal clarification. Section 3.5.F (Cost Proposal) of the RFP should be deleted in its entirety and replaced by the following:

The proposal shall detail the following components:

- 1) Respondents must provide detailed cost by year for each of the initial five years of the proposal period, with a guaranteed not-to-exceed amount for each year. Respondents must provide a five-year total for all costs. Details costs must include:
 - All labor costs listed below:
 - Management Fee - Annual fixed fee that covers the cost of providing management services.
 - Salaries and Benefits of Management Personnel.
 - Salaries and Benefits of non-Management Personnel.
 - Miscellaneous Costs, including all start-up costs.
- 2) Respondents must detail the proposed method of compensation for the services.

Q4. Do the Respondents also need to show estimates for food supplies, chemicals, etc.?

A4. These estimates are not required, but throughout the contract term, MCH will review the total costs to be sure they do not exceed the MCH budgeted dollar amounts.

Q5. Can vendors obtain a copy of the Union contract? Provide the current Union and number?

A5.a. The Union contract may only be obtained by submitting a Freedom of Information Law (FOIL) Request, through the Monroe County Department of Communications.

A5.b. Full-time and Part-time units are as follows: CSEA Monroe County Employee Unit, Local 828, Unit 7400; and CSEA, Local 1000 AFSCME, AFL-CIO, Monroe County Part-Time Employee Unit, Local 828.

Q6. Will MCH be telling us who to hire? Are there vending staff internally that MCH would like us to consider?

A6. No, the determination of who to hire for these services will be left to the selected Respondent.

Q7. Provide the average dollar amounts spent on food, paper supplies, etc.

| | |
|--------------------|----------------|
| A7. 2009 Food Cost | \$1,437,948.00 |
| 2009 Paper Cost | \$116,941.00 |
| 2009 Chemical Cost | \$35,307.00 |

Q8. Provide the number of dining rooms.

A8. There are 15 dining rooms at MCH, with one in each residential unit.

Q9. Of the patient count, how many use the cafeteria/voucher program?

A9. There are approximately 30 patients who use the voucher program in the cafeteria, with 1-3 meals per day. Remaining patients are served in other dining rooms and patient rooms.

Q10. Can we get a copy of the menu? What type of menu is currently used?

A10.a. The menu is developed by, and is proprietary to, the current vendor.

A10.b. The type of menu is selective. Patients are able to pick and choose what they would like from the menu. Currently, the menu is on a 4-week cycle, and is changed 3 times per year.

Q11. Provide the average cost per meal.

A11. Average Meal Cost: \$2.13

Q12. Are the wage scales available? Would existing benefits be listed in the budget?

A12. Wage scales can be obtained through the County Budget, which is posted on the County's website at www.monroecounty.gov. Existing benefits would not be listed in the budget, but MCH would like a guaranteed cost proposal for benefits.

Q13. Would MCH like to see a change in operation?

A13. MCH will consider all proposed options to determine the best fit for the hospital.

Q14. Provide the average age of residents and length of stay.

A14. The average age of residents is unavailable. There are 566 long-term beds, with the average length of stay being less than 3 years. There are also 5 beds in acute care, to which there have been 12 total visits thus far in 2010.

Q15. Is there a Mental Health facility?

A15. There is no mental health facility.

Q16. Can we bring in our own equipment?

A16. MCH currently owns the equipment, but if economically feasible, MCH would be open to considering other equipment provided by the selected Respondent.