

***Questions & Answers***

***IFB 22-3***

***Food Management Services***

***October 28, 2022***

**Procurement Questions and Answers**

Procurement Section, Page Number	Date Received	Question	Response
1. Section 12.1.4 Page 16 Page 33 notes a performance bond of 100% and a payment bond of 100% will be required Page 22 notes a bid bond, but no amount is given	10/24/22	Can you please clarify the need and the amount of the performance bond?	A 40% surety bond is required. A bid bond is not required. Page 33 is for informational purposes only i.e. "required clauses for service contracts resulting from this IFB – the requirement is what is stated on page 16.
2. Section 7 Page 12	10/24/2022	I don't see this attachment 1 with/in the RFP	Optional letter of Interest attached
3. The RFP requirements for content	10/24/2022	I don't see where content/criteria is required for this IFB. Are you just wanting the completed documents or are you requiring information about our programs?	Section 8 – Bid Submission Requirements ~ this solicitation requires the 8.1.2 Bid Cover Sheet (Attachment A) 8.1.3 Bid Form (Attachment B) & 8.1.4 References (Attachment C). Additionally, as stated in Section 6 Minimum Bidder Qualifications will be verified prior to award section 6.5.
4. Page 1	10/25/2022	Due Date As requested during the pre-proposal conference, would it be possible to extend the due date by 2 weeks? Since the turn around time is so fast it would help us to have extra time to due our due-diligence to provide EMSSH with the best possible proposal response.	1-Yes, an amendment will be issued October 28th.

5.	Page 49, attachment 2	10/25/2022	At the pre-proposal conference it was stated that catering would be billed differently. Can you please define how you would like us to respond as it relates to catering functions on the bid price form?	2- Please disregard catering functions on bid form a new form will be issued. As stated at pre bid conference; catering will be billed separately.
6.	Section 1, Page 2	10/25/2022	Can you please validate the current census at all locations to be served.	3- EMSH Main - 104 JTC -57 RPW -52 SUD 19 SMSH-48 NMSH - 50
7.	Page 5, 4.1.11	10/25/2022	"Inventory of small wares which will be turned over to contractor and upon dissolution of the contract contractor shall be responsible for replacement" Please clarify who will own the small wares as 4.2.3 states that contractor will purchase. Can you please provide the current inventory for all small wares?	4- EMSH will own the small wares. I can not provide an inventory at this time but an inventory will be provided to the selected offeror prior to start of contract.
8.	Page 5, 4.2.4	10/25/2022	Can you please define small items in this section?	5- Smallwares are the small appliances i.e. can opener, robot coupe, blenders, toasters and microwaves.
9.	Page 5, 4.2.6	10/25/2022	Please define the word fireproofing in this section. Does this include the fire suppression system?	6-Exhaust hood cleaning, filter cleaning, grease duct cleaning and system maintenance. Fireproofing ~ making more resistant to fire.
10.	Page 5. 4.2.8	10/25/2022	Has there been any changes to the building/facilities by the current vendor that need to be considered? Also is there any property that is owned by the current vendor that will be removed if the contract changes companies? (This would exclude vehicles as we know they are vendor property)	7-There are no changes to building/facilities. Yes there is property owned by the current vendor that will be removed if the contract changes companies.
11.	Page 54, Attachment 5b	10/25/2022	Can you please provide the approximate number of double portions generally required?	8- approximately 60-65 double portions at this time.
12.	Page 49, 50, 51	10/25/2022	Please provide the current contract pricing structure for each location based upon the year 2022.	EMSH ~ \$6.69 Base Patient Meal NMSH & SMSH ~ \$7.30 Base Patient Meal

ACKNOWLEDGMENT RECEIPT  
QUESTIONS & ANSWERS FOR IFB 22-3  
FOOD MANAGEMENT SERVICES

Please acknowledge receipt of the Questions and Answers to IFB 22-3 by returning it by Thursday, November 10, 2022:

Signed by: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

IFB FOOD SERVICE MANAGEMENT

LETTER OF INTEREST

BUSINESS NAME:

CONTACT PERSON:

MAILING ADDRESS:

TELEPHONE #:

FAX #:

EMAIL ADDRESS:

**ATTACHMENT 2**

**BID PRICING FORM – EMSH**

BASE PRICE PER PATIENT MEAL: \$ \_\_\_\_\_ BASED ON CENSUS 240 PATIENTS

NOURISHMENTS: \_\_\_\_\_ ATTACH PRICE LIST

MEDICATION – TREATMENT FOODS: \_\_\_\_\_ ATTACH PRICE LIST

SUPPLEMENTS: \_\_\_\_\_ ATTACH PRICE LIST

BASE PRICE PER EMPLOYEE BREAKFAST MEAL: \$ \_\_\_\_\_

BASE PRICE PER EMPLOYEE LUNCH MEAL: \$ \_\_\_\_\_

**NOTE: COST PLUS A PERCENTAGE PRICING IS NOT ACCEPTABLE.**

I CERTIFY THAT I AM AUTHORIZED TO ENTER A BINDING CONTRACT IF THIS PROPOSAL IS ACCEPTED.

NAME OF COMPANY \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_

AUTHORIZED BINDING SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

*We submit the above prices and agree to initiate services within 90 days from receipt of notice to proceed. Unless notified to the contrary, this offer is good for a minimum of 90 days from the date of the bid opening. In submitting the above, it is expressly agreed that, upon proper acceptance of any or all services by EMSH, a contract shall hereby be created only after a written executed contract agreement is mailed or otherwise furnished to the successful Offeror within the time of acceptance specified above without further action by either party. The contract shall not be assignable by the Offeror in whole or in part without the written consent of EMSH.*

**ATTACHMENT 3**

**BID PRICING FORM – NMSH**

BASE PRICE PER PATIENT MEAL: \$ \_\_\_\_\_ BASED ON CENSUS 240 PATIENTS

NOURISHMENTS: \_\_\_\_\_ ATTACH PRICE LIST

MEDICATION – TREATMENT FOODS: \_\_\_\_\_ ATTACH PRICE LIST

SUPPLEMENTS: \_\_\_\_\_ ATTACH PRICE LIST

BASE PRICE PER EMPLOYEE BREAKFAST MEAL: \$ \_\_\_\_\_

BASE PRICE PER EMPLOYEE LUNCH MEAL: \$ \_\_\_\_\_

**NOTE: COST PLUS A PERCENTAGE PRICING IS NOT ACCEPTABLE.**

I CERTIFY THAT I AM AUTHORIZED TO ENTER A BINDING CONTRACT IF THIS PROPOSAL IS ACCEPTED.

NAME OF COMPANY \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_

AUTHORIZED BINDING SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

*We submit the above prices and agree to initiate services within 90 days from receipt of notice to proceed. Unless notified to the contrary, this offer is good for a minimum of 90 days from the date of the bid opening. In submitting the above, it is expressly agreed that, upon proper acceptance of any or all services by EMSH, a contract shall hereby be created only after a written executed contract agreement is mailed or otherwise furnished to the successful Offeror within the time of acceptance specified above without further action by either party. The contract shall not be assignable by the Offeror in whole or in part without the written consent of EMSH.*

**ATTACHMENT 4**

**BID PRICING FORM – SMSH**

BASE PRICE PER PATIENT MEAL: \$ \_\_\_\_\_ BASED ON CENSUS 240 PATIENTS

NOURISHMENTS: \_\_\_\_\_ ATTACH PRICE LIST

MEDICATION – TREATMENT FOODS: \_\_\_\_\_ ATTACH PRICE LIST

SUPPLEMENTS: \_\_\_\_\_ ATTACH PRICE LIST

BASE PRICE PER EMPLOYEE BREAKFAST MEAL: \$ \_\_\_\_\_

BASE PRICE PER EMPLOYEE LUNCH MEAL: \$ \_\_\_\_\_

**NOTE: COST PLUS A PERCENTAGE PRICING IS NOT ACCEPTABLE.**

I CERTIFY THAT I AM AUTHORIZED TO ENTER A BINDING CONTRACT IF THIS PROPOSAL IS ACCEPTED.

NAME OF COMPANY \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_

AUTHORIZED BINDING SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

*We submit the above prices and agree to initiate services within 90 days from receipt of notice to proceed. Unless notified to the contrary, this offer is good for a minimum of 90 days from the date of the bid opening. In submitting the above, it is expressly agreed that, upon proper acceptance of any or all services by EMSH, a contract shall hereby be created only after a written executed contract agreement is mailed or otherwise furnished to the successful Offeror within the time of acceptance specified above without further action by either party. The contract shall not be assignable by the Offeror in whole or in part without the written consent of EMSH.*



**Food Management Services**

**Invitation for Bids 22-3**

**Amendment One**

**Submission Deadline Extended**

**Acknowledgement of Amendments**

*Section 2 of IFB 22-2 Timeline is hereby modified to reflect the extensions below:*

*Section 2: Bid Package Submission Deadline: November 30, 2022*

- *Bid Package Submission Deadline: November 30, 2022, 3:00 PM CDT*
- *Bid Opening: November 30, 2022, 4:00 PM CDT*
- *Anticipated Date of the Notice of Intent to Award: December 6, 2022*
- *Anticipated Post-Award Debriefing Request Due Date: December 9, 2022*
- *Anticipated Post-Award Debriefing Held by Date: December 14, 2022*
- *Anticipated Protest Deadline Date: December 21, 2022*

**No other changes are made to the IFB.**

*Please acknowledge receipt of this amendment by returning it by Wednesday, November 2, 2022, 3:00 pm*

Signed by: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_