



SCF Contracts Department
7033 East Tudor Road
Anchorage, AK 99507

To: Prospective Bidders
Date: December 16, 2022

RE: Addendum No. 1
RFP# SCF23-1090:
SCF Detox Program Kitchen Staff

Issue Date: December 16, 2022

This document forms a part of the Contract Documents and modifies the original Procurement Documents dated Monday, November 28, 2022. Acknowledge receipt of this Addendum in the provided on the Bid Form. Failure to acknowledge receipt of this addendum may subject Proposers to disqualification.

This Addendum consists of six (6) pages including 3 attachments.

1. Change to Section 2.2 Contract Period

Section 2.2 is deleted in its entirety and replaced with the following.

SCF intends to establish a contract for a period of (1) one year, with (4) four- (1) one-year optional renewals, for a total of (5) five possible years.

2. Change to Exhibit A-Scope of Work:

Exhibit A is deleted in its entirety and replaced with the revised Exhibit A: Scope of Work attached to this addendum

3. Change to Exhibit B-Proposal Offer and Signature Page:

Exhibit B is deleted in its entirety and replaced with the revised Exhibit B: Proposal Offer and Signature Page attached to this addendum.

4. Responses to Bidder Questions:

SCF responses to bidder questions are attached to this addendum.

EXHIBIT A: Scope of Work

Food Service:

SCF Detox Program is seeking a professional food service contractor that can cook and prepare approximately forty-eight (48) to seventy-four (74) meals per day for sixteen (16) adult residents and on-duty Detox Facility staff* in the SCF Detox Facility kitchen. Three (3) daily meals consisting of breakfast, lunch and dinner are to be prepared seven (7) days a week, three hundred sixty-five (365) days a year including holidays. Contractor shall coordinate with SCF Detox Program Staff to determine actual meal counts on a weekly or as needed basis based on occupancy levels and staff schedules.

* Staff meals - The option to add up to twenty-six (26) daily adult staff meals (thirteen (13) breakfasts, thirteen (13) lunches, and zero (0) dinners, seven (7) days a week, three hundred sixty-five (365) days a year is pending final approval by SCF Detox leadership. If not approved, approximate daily meal total will be forty-eight (48) for residents only. If staff meals are approved, approximate daily meal totals will be seventy-four (74)

Meals are to be served at the following times:

- Breakfast at 7 am
- Lunch at 12 pm
- Dinner at 6 pm

Meal Preparation Details:

Contractor to provide a bi-weekly menu. Prior to meals being provided, menu options will be reviewed by a nutritionist on a monthly, quarterly, or half a year basis to ensure healthy food options. Menu options will include accommodations for special dietary restrictions such as but not limited to gluten free options, Vegan/Vegetarian options, and soft and/or pureed food, when needed.

The following details should be addressed for each meal:

- Daily meals, breakfast, lunch, and dinner, for sixteen (16) adult residents three (3) times a day for a total of forty-eight (48) resident meals, and
- Meals for all holidays.
- As an add-on option if approved and as demand warrants, up to twenty-six (26) shift meals for adult staff members per day (13 breakfast meals and 13 lunch meals).
- Late meal options: Contractor to provide meals for late admission to the program (example: Heat-and-Eat and/or meals that can last up to 3 days in the fridge.)

SCF Detox Program is requesting each menu option have the following:

Breakfast

- 1 – 2 meat selection and a protein option (example; Gluten free, vegetarian, or vegan friendly option, etc.)
- 1 bread, grain, or starch
- 2 – 3 fruit or vegetable selection

Lunch

- 1 – 2 meat selection and a protein option (example; Gluten free, vegetarian, or vegan friendly option, etc.)
- 1 bread, grain, or starch
- 2 – 3 fruit or vegetable selection

Dinner

- 2 – 3 meat selection and a protein option (example; Gluten free, vegetarian, or vegan friendly option, etc.)
- 1 bread, grain, or starch
- 2 – 3 fruit or vegetable selection
- 2 – 3 dessert selection

General Specifications

The Contractor will be responsible for providing labor and management necessary to provide the services and meals outlined in this RFP. This will include maintaining an immaculate kitchen by conducting activities such as washing dishes, pots, pans, and kitchen surfaces.

- All staff are required to wear identification badges and/or uniforms that identify them as part of the selected Bidder's company.
- Contractor to post and complete a weekly cleaning checklist.
- Contractor to provide certificate of health from the State of Alaska Department of Health before start of project.

The Contractor will also be responsible for operational costs including food, supplies, materials and normal maintenance of the equipment and kitchen required to deliver food services.

EXHIBIT B: Proposal Offer and Signature Page

RFP Number: SCF23-1090

RFP Name: SCF Detox Program Kitchen Staff

BIDDERS MUST COMPLETE THE SECTION BELOW

Estimated Meal Costs:

A. 29 Breakfasts: Per Meal: \$ _____, Total Per Day: \$ _____, X 365 Days: \$ _____

B. 29 Lunches: Per Meal: \$ _____, Total Per Day: \$ _____, X 365 Days: \$ _____

C. 16 Dinners: Per Meal: \$ _____, Total Per Day: \$ _____, X 365 Days: \$ _____

D. Total annual estimated Meal Cost (A + B + C): \$ _____

E. Weekly Management Fee: \$ _____ X 52 Weeks: \$ _____

Total Annual Management Fee and Estimated Meal Costs (D + E): \$ _____

Is an Alaska Native / American Indian Business Owner Preference being claimed? YES or NO

Company Name: _____

Contact Name: _____

Email: _____

Address City State Zip Code

Phone: _____

Acknowledgement of receipt of addenda:

Addendum No. _____ Date Received _____ Signature _____

Addendum No. _____ Date Received _____ Signature _____

Addendum No. _____ Date Received _____ Signature _____

Addendum No. _____ Date Received _____ Signature _____

By signing below the contractor agrees to all terms and conditions as listed within this Request for Proposal issued by SCF.

Authorized Signature: _____

Date: _____

END OF RFP



**RFP SCF23-1090 Detox Kitchen Staff
Comment Log**

Item No.	Date Received	Comment or Question Provided by Bidder	SCF Response	Action Items	RFP Reference (If Applicable)
1	12/13/2022	To meet Southcentral Foundation's future expansion plans for more beds and patients, is it possible to add the option to discuss the consumer price index as it relates to the not to exceed amount so there is an opportunity to adjust for inflation and counts every year?	Yes. Requests for adjustments to the contract scope and value based on increased occupancy and/or changes in the Consumer Price Index will be addressed in the contract. Adjustments will be negotiated and agreed upon between the parties in writing as an Amendment to the contract.	Terms and conditions for scope and rate adjustments to be included in contract.	SOW
2	12/13/2022	For the "one bread or grain," could we interpret this as "one starch" for all meals? For example, hash browns or mashed potatoes are not a bread/grain but would meet the starch criteria.	Yes	SOW updated	SOW