



STATE OF TENNESSEE  
DEPARTMENT OF COMMERCE AND INSURANCE

**REQUEST FOR PROPOSALS # 33501-164501  
AMENDMENT # 1  
FOR FOOD SERVICES FOR THE TENNESSEE FIRE  
SERVICE AND CODES ENFORCEMENT ACADEMY**

**DATE: April 22, 2016**

**RFP # 33501-164501 IS AMENDED AS FOLLOWS:**

1. This RFP Schedule of Events updates and confirms scheduled RFP dates. Any event, time, or date containing revised or new text is highlighted.

EVENT	TIME (central time zone)	DATE	
1. RFP Issued		April 1, 2016	Confirmed
2. Disability Accommodation Request Deadline	2:00 p.m.	April 6, 2016	Confirmed
3. Pre-response Conference	1:00 p.m.	April 8, 2016	Confirmed
4. Notice of Intent to Respond Deadline	2:00 p.m.	April 11, 2016	Confirmed
5. Written "Questions & Comments" Deadline	2:00 p.m.	April 15, 2016	Confirmed
6. State Response to Written "Questions & Comments"		April 22, 2016	Updated
7. Response Deadline	2:00 p.m.	April 29, 2016	
8. State Completion of Technical Response Evaluations		May 5, 2016	
9. State Opening & Scoring of Cost Proposals	2:00 p.m.	May 6, 2016	
10. State Notice of Intent to Award Released <u>and</u> RFP Files Opened for Public Inspection	2:00 p.m.	May 11, 2016	
11. End of Open File Period		May 18, 2016	
12. State sends contract to Contractor for signature		May 19, 2016	
13. Contractor Signature Deadline	2:00 p.m.	May 26, 2016	
14. Contract Start Date		November 1, 2016	

2. State responses to questions and comments in the table below amend and clarify this RFP.

Any restatement of RFP text in the Question/Comment column shall NOT be construed as a change in the actual wording of the RFP document.

QUESTION / COMMENT	STATE RESPONSE
1 How far in advance will the provider be told how many meals to provide for the week?	Page 30, A.3.b. "State will provide Contractor with a class schedule and the number of meals to be prepared. The number of meals to be prepared for each day will be given to the Contractor the previous work week. If the number of meals given to the Contractor should change due to unforeseen circumstances, the state will give the Contractor at least one (1) day notice."
2 Please provide the number of meals that were served last year under this food service contract.	31,772 meals were served in 2015.
3 Please provide the name of the current (or last) contractor.	The current contractor is Waterford's Catering, Inc.
4 Please provide the pricing for the current (or last) contract.	The pricing for the current contract is \$6 per meal for both breakfast and dinner; lunch is \$9 per meal. The maximum liability was \$1,129,275.
5 What is the sales revenue history for the past 3 years?	Fiscal year 2012 sales revenue was \$153,551; fiscal year 2013 was \$126,926; and fiscal year 2014 was \$147,027.
6 Currently how many employees work in the cafeteria? Since we will be interviewing them and potentially offering them a position, could you provide their current wages?	Dining staff are employees of the current contractor; therefore this information is not available to the State.
7 Can you provide enrollment numbers for the past 3 years?	Campus enrollment in fiscal year 2011 was 3,300; fiscal year 2012 was 4,478; fiscal year 2013 was 3,692; and fiscal year 2014 was 3,300.
8 Do you expect enrollment to go up, down or stay	We expect enrollment to remain at current levels.

QUESTION / COMMENT	STATE RESPONSE
the same?	
9 Can you provide a school calendar showing the times the school is closed and the number of days the cafeteria is open?	A schedule of courses for the remainder of 2016 can be found at <a href="https://acadisportal.tn.gov/acadisviewer/Registration/PublicTrainingList.aspx">https://acadisportal.tn.gov/acadisviewer/Registration/PublicTrainingList.aspx</a> . Additionally, page 30, A.3.a. provides notice of scheduled shutdown periods.
10 Page 31 states that the "TFACA director may ask Contractor to have staff to verify hole punch meal ticket or bar scanning type." What kind of scanning equipment is necessary?	Page 31, A.3.c. "If requested to do so by the Director, Contractor shall provide staff to verify customer authority to dine via 'hole punching' or 'barcode scanning' of a customer meal card, or similar proof of authority to dine which shall be provided to the customer by TFACA staff prior to allowing the customer into the meal serving area." The equipment necessary to verify proof of authority to dine will be provided; Contractor is responsible for providing staff available to do so.
11 Do you require catering services?	Page 30, A.3 states that "Contractor shall provide meals for other special events from time to time as upon request of the Director." Historically, special events requiring catering services are needed on average of once every 90 days.
12 Does TFACA provide trash removal and pest control?	Trash service and pest control are provided by the State.
13 Does TFACA provide phone & internet services?	Phone service is provided by the State. Wireless internet service is available but a landline Internet connection is not available.
14 What "trouble spots" exist on property?	The TFACA uses a self-contained waste water system, and at times plastic materials make their way into the drain lines causing blockages or diminish the water pump.
15 What is the number of students who usually stay on campus during course offerings? Do all students eat all meals on the property?	The property has 100 dorms rooms, with capacity for an additional twenty- four individuals to stay in the fire station on campus. Students are not required to stay on property while attending class. Approximately 60% of students are commuters, and as a result the lunch meal has the largest amount of diners, with breakfast and dinner servings averaging 40% of the lunch number of servings.

3. **RFP Amendment Effective Date.** The revisions set forth herein shall be effective upon release. All other terms and conditions of this RFP not expressly amended herein shall remain in full force and effect.