



May 26, 2016

ADDENDUM NO. 1 TO ALL OFFERORS:

Request for Proposal: RFP#16-08-05

Description: Inmate Food Services

Dated: May 5, 2016

For Delivery to: Purchasing Division, City of Roanoke, Virginia

Proposal Due: June 6, 2016

1. **REFERENCE: SAMPLE CONTRACT, EXHIBIT 2, SCOPE OF SERVICES, ITEM II.C., FOOD AND SPECIFICATIONS, MEAL STANDARDS, REVISE:**

All meals must meet current RDA and ACA requirements. Menus shall provide at least **3,000** calories per day. Food will be served in a reasonable variety and at appropriate temperatures. Food that has been served (placed on a tray) shall be discarded if uneaten. Portion sizes shall be specified on the proposed menus as serving (cooked) weight unless otherwise specified. The Offeror shall provide a summary breakdown of the nutritional breakdown of the proposed menus.

2. **REFERENCE: ATTACHMENT C, PROPOSAL AND RESPONSE CHECKLIST, ITEM VI. PRICING, REVISE:**

The City requests that Offerors consider the menus provided in Attachment A when considering proposed pricing. Each Offeror should provide as Attachment 5, its pricing proposal, structured on a price per meal, assuming fluctuation in inmate population ranging from four hundred (400) to eight hundred (800) inmates. Pricing should be submitted on a sliding scale based upon inmate population. **Offerors should provide pricing using the attached Fee Proposal Form.**

**Note:** A signed acknowledgment of this addendum should be received at the location indicated on the ITB either prior to the due date and hour or attached to your response. Signature on this addendum does not substitute for your signature on the original bid document. The original bid document must be signed.

Very truly yours,

Monica Cole  
Senior Buyer  
Phone: 540-853-2871

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Date

**CITY OF ROANOKE, VIRGINIA**

**FEE PROPOSAL FORM**

**INMATE FOOD SERVICES**

DATE: \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_  
(Exact Legal Name of Offeror)

<b>NUMBER OF INMATES</b>	<b>COST PER MEAL</b>
<b>400 TO 450</b>	\$ _____
<b>451 TO 500</b>	\$ _____
<b>501 TO 550</b>	\$ _____
<b>551 TO 600</b>	\$ _____
<b>601 TO 650</b>	\$ _____
<b>651 TO 700</b>	\$ _____
<b>701 TO 750</b>	\$ _____
<b>751 TO 800</b>	\$ _____