

STATE OF ALASKA RFP NUMBER 170007320
AMENDMENT NUMBER 2



Department of Natural Resources
Support Services Division
Procurement Section
550 W. 7th Avenue, Suite 1230
Anchorage, Alaska 99501

THIS IS NOT AN ORDER

DATE AMENDMENT ISSUED: May 11, 2017

RFP TITLE: Mobile Food Services for the Division of Forestry

RFP DEADLINE FOR RECEIPT OF PROPOSALS: 2:00 p.m. on May 18, 2017 (CHANGED!!!!)

This amendment addresses changes to the RFP identified by the Division of Forestry as of May 9, 2017, and answers questions that have been asked by prospective offerors. This amendment is for informational purposes only and need not be returned to the State.

1. Change paragraph 1.16 Joint Ventures to now read:

"Joint ventures are acceptable. If submitting a proposal as a joint venture, the offeror must submit a copy of the joint venture agreement which identifies the principals involved and their rights and responsibilities regarding performance and payment."

2. Change paragraph 3.09 Proposed Payment Procedures as follows:

Change the word "transport" in the 4th sentence to now read "mobilization".

3. Add the following to the end of Section 3.09:

"For mileage payment purposes, actual mileage shall be measured from the location of the Contractor's mobile food service unit at time of dispatch to the incident and return using verified written Contractor odometer readings. Beginning and ending readings shall be documented on the State of Alaska Daily Meal Order/Invoice-Mobile Food Services.

Only actual mileage for mobilizing to and from the incident shall be paid at the rates specified on Contractor's cost proposal. Additional mileage rates shall not be paid for getting supplies or making repairs on equipment while performing at an incident.

If an order is canceled before any meals are served, the Contractor shall be paid for actual mileage incurred, if applicable, at the rates specified in Contractor's cost proposal. The actual mileage shall be measured as described above. Cancellation shall be documented in the Remarks section of the State of Alaska Daily Meal Order/Invoice-Mobile Food Services.

When equipment is released from one incident and subsequently reassigned to another prior to returning to its home base, it is the Contractor's responsibility to inform the FDUL at

STATE OF ALASKA RFP NUMBER 170007320

AMENDMENT NUMBER 2

at the new incident of any changes or corrections in return mileage indicated on invoices submitted on prior incidents. The new incident invoices shall correct mileage payments from the prior incidents invoices and make appropriate adjustments for previously billed mileage from the point reassigned en route. If the Contractor is not dispatched from one incident to another, mileage shall be measured from the last incident location to the home base or other location approved by the State. The actual mileage shall be measured and documented as described above.

The State may use a road atlas, electronic map applications, odometer readings from State vehicles, or other similar methods for verifying the reasonableness of any mileage billed.”

4. **Change all references to form 1276-A to now read:** “State of Alaska Daily Meal Order/Invoice-Mobile Food Services”.
5. **Change all references to form 1276-B to now read** “State of Alaska Daily Meal Order/Invoice-Mobile Food Services (Continuation Form)”.
6. **DELETE paragraph 5.02.d., Meals, paragraph 2 (revised via amendment #1), and replace it in its entirety with the following:**

“2. Cooking and serving equipment, serving utensils, eating dishes, and supplies. All drinking cups shall be a minimum of 12 ounces. All disposable products shall comply with bio-preferred requirements or shall be made of bio-based materials capable of withstanding a minimum temperature of 160 degrees Fahrenheit. www.biopreferred.gov (Styrofoam or clamshell light weight paper plates are not acceptable).”

7. **Change paragraph 5.02.I to now read:** “All meals for on-site MFSU employees – Contractor may bill the State for these meals.”
8. **Replace the Cost Proposal Form contained in the original RFP with the Cost Proposal Form attached to this amendment.**

See the questions and answers attached to this amendment. Also attached to this amendment is the sign-in sheet from the pre-proposal conference.

This amendment is for informational purposes only and need not be returned to the State.

//SIGNED COPY ON FILE//

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FOR STATE USE ONLY - THIS AMENDMENT COVERS RFP# 170007320

Questions and Answers

RFP 170007320 Mobile Food Services for the Div. of Forestry

May 4, 2017

1. Q. How many contracts will be awarded as a result of this RFP?
A. One
2. Q. Will the State pay for meals for the mobile food service provider and its employees?
A. Yes, the State will pay for meals for the contractor's on-site employees.
3. Q. Regarding paper plates, do you really want all Styrofoam plates or eating dishes?
A. No. See the Changes section of this amendment. This requirement is being changed.
4. Q. This contract will follow the Federal food requirements, correct?
A. Yes with exceptions, as described in Section 5.02.d.3.
5. Q. Will the contractor use Federal invoicing forms?
A. No, the State will provide a form that mirrors the Federal form but contains State-specific information.
6. Q. The Federal invoicing form contains a minimum guarantee of \$12,000 per day. Will the State guarantee that as well?
A. No, the State will guarantee \$6,000 per day. The State-specific invoicing form will reflect that as well. If the fire camp population drops to a point where the FDUL makes the determination that the contractor could be demobilized, if the Contractor wants to stay on longer and this is mutually agreeable to the State, the Contractor will be required to agree in writing to waive the per day guarantee.
7. Q. Regarding the mileage charges on the bid schedule, what is the starting point intended to be?
A. The starting point is the contractor's home base for that piece of equipment.
8. Q. Regarding the transportation costs referred to on lines 2A and 2B on the bid schedule, what is the intent of that? Is it mileage or other mobilization costs, or both?
A. The intent is a per mile charge for mobilizing to the location designated by the State. Also, see the Changes section of this amendment. A revised Cost Proposal form is included.
9. Q. Is there a specific location the State is looking for as a home base for the contractor?
A. No.
10. Q. On page 32 of the RFP, it mentions the ability to travel on narrow dirt roads and park in unimproved locations. Depending on how this is applied we may not be able to get our semi tractor-trailer into that location. Please clarify.
A. The State does not typically set up fire camps in locations where this would be a problem because many other types of vehicles will need to be able to get to the location as well, such as fire engines, supply vehicles, school buses, water trailers, etc.
11. Q. What will typically be included in the initial resource order when the contractor is dispatched?
A. The State typically specifies the first 3 meals, which could be breakfast, lunch, dinner on one day, or could start with lunch or dinner on the first day, then carry over to the 2nd day.
12. Q. What if the contractor is dispatched, then the State cancels, will the State pay for the first 3 meals?
A. Yes, or the daily guarantee, whichever is higher. Cancellation before or shortly after the Contractor arrives on-site is unlikely because the State does not deploy mobile food services unless the incident is expected to last at least 72 hours as described in Section 5.04.n.

13. Q. Because of the requirements of this contract, the contractor must order food early due to the time frames involved in getting food to Alaska. Will the State pay for food the contractor has ordered and is somewhere in the supply chain but the State doesn't use it?

A. No

14. Q. Who designs the menus?

A. It is the Contractor's responsibility to prepare the menus for approval by the State.

Typically contractors will do a two-week menu rotation. Offerors are reminded that a one-week sample menu is required to be included with your proposal.

15. Q. What about cancellation or reduction of the number of meals. If I understand it correctly the State can reduce the number of meals the contractor needs to serve with 6 hours notice. Please confirm, and explain how this typically works.

A. That is correct. This typically happens after the contractor has already been mobilized and has been on-site working. Hypothetically, an incident is starting to wind down and the contractor has been feeding 400 people, with 6 hours notice the State can reduce it to 300 people. The on-site FDUL will be communicating with the Contractor about the status of the need for the Contractor's services.

16. Q. Do I understand correctly that the State does not provide lodging for the Contractor's employees?

A. That is correct. The State does not provide tents/sleeping bags, pads, pillows, etc. for the contractor's employees. The Contractor's employees may use the State's restroom and/or shower facilities.

17. Q. Please clarify what the State will provide regarding refrigerated storage on-site.

A. The State would typically have a refrigerated storage unit with a power pack on site. Per section 5.04.c of the RFP, the Contractor may use the State-provided storage for sack lunches to be provided to the State. Per Section 5.02.k the Contractor must provide their own refrigerator and freezer space for perishable food the Contractor stores on-site.

18. Q. Can the hot food be covered and carried from the kitchen to a serving tent where it would be put on a temperature controlled buffet serving line?

A. No.

19. Q. Can we include in our offer description of equipment we plan to add to our inventory at a later time? We have equipment that will meet the specs now, but also have other upgraded equipment on the way.

A. Yes, as long as your current equipment meets minimum specs.

20. Q. If we fax or email our offer, do we have to fax or email it 4 times (one original and 3 copies)?

A. No, faxing or emailing once is acceptable. Please follow the instructions in Section 1.01 of the RFP.

RFP 170007320
Amendment #2
COST PROPOSAL FORM

Offeror must submit this Cost Proposal form in a separate envelope or pdf email attachment with your proposal. Costs offered must include all direct and indirect costs associated with the performance of the contract, including but not limited to equipment, supplies, materials, labor, travel, permits, supervision, overhead, profit, etc. **Payments under the contract will be at the rates offered herein. There are no additional pay items other than those shown below. Offerors must ensure that offered costs include ALL costs the successful offeror will incur to provide the service.**

The cost shown below is for full service catering on-site at the incident for a minimum of 100 people.

The Total Cost shown on this form will be the cost used for proposal evaluation purposes. To be considered responsive the Contractor must provide costs for all lines in Item 1 and Item 2.

Item	Description	Qty.	Unit of Measure	Unit Price	Extended Price
1.	MEAL COSTS				
A.	Breakfast	100	1 meal	\$	\$
B.	Sack Lunch	100	1 meal	\$	\$
C.	Dinner	100	1 meal	\$	\$
D.	Rental of 8 station Handwashing Unit	1	1 day	\$	\$
Total for Item 1. (A+B+C+D above) =					\$

2.	MOBILIZATION COSTS	U/M	Qty	Unit Cost	Ext. Cost
A.	Cost per mile to mobilize equipment, supplies, material, labor, etc. from home base to the location designated in the Resource Order or Delivery Order and return to home base. (For evaluation purposes we are assuming the offeror has to travel 150 miles)	Mile	150	\$_____	\$_____
B.	RELOCATION FEE (To relocate equipment/supplies/personnel to <u>new</u> location on the same incident)	job			\$_____
Total for Item 2. (A+B above) =					\$
TOTAL COST (Item 1 + Item 2)=					\$

The following costs in Items 3-4 are optional and will not be considered for proposal evaluation purposes. Per Section 5.02 Deliverables Item (m), the State may choose to rent any of these items from the Contractor in case there is a need, and the Contractor can offer them.

3.	Optional Cold Storage Space	Per day cost for 1 cu. ft.	\$
4.	Additional Tent/Seating	Per day cost for 100 people	\$

EQUIPMENT TYPE	UNIT ID	VEHICLE ID # (VIN)	HOME BASE
Kitchen Trailer			
Tractor			
Refrigeration Unit			

KEY PERSONNEL: _____

CONTACT NUMBERS: Phone _____ Fax _____

Cell _____ Email _____

ALTERNATE: _____

CONTACT NUMBERS: Phone _____ Fax _____

Cell _____ Email _____

DEC Permit Number(s): _____

By signing below the Offeror certifies that the price was arrived at independently and without collusion, under penalty of perjury.

Offeror Name

Signature

Printed Name/Title

Date

****END OF COST PROPOSAL****

May 3, 2017 at 10:00 a.m.

[illegible]