

INFORMATION SUMMARY SHEET

Request For Proposal Title:	Food Service Program
Request For Proposal Number:	98140002
RFP Issuing Office:	Milwaukee County–Department of Health and Human Services, and House of Correction
RFP Issue Date:	August 11, 2014
Date of Mandatory Pre-Proposal Conference	August 15, 2014 at 9:30 to 11:30AM
Mandatory Pre-Proposal Conference Location:	Coggs Room 104
RSVP for Pre-Proposal Site Tour	August 15, 2014 August 18, 2015 Before 5 P.M. Email: Gaylyn.Reske@MilwaukeeCountyWI.gov
Date of Mandatory Pre-Proposal Site Tours (BHD and JJC)	August 19, 2014 at 8:00AM Location: BHD Main Entrance
Date of Mandatory Pre-Proposal Site Tours (HOC)	August 20, 2014 at 8:00AM Location: HOC Administrative Entrance
Deadline for Receipt of Questions:	August 21, 2014 before 5:00PM Email: dennis.buesing@milwaukeecountywi.gov
Date when answers to written inquiries will be posted	August 25, 2014 (Estimated)
RFP Proposal Receipt Deadline:	September 04, 2014 by 1:30 PM CDT
RFP Proposal Submission Location:	Milwaukee County Courthouse County Clerk’s Office Room 105 901 N. 9 th Street Milwaukee, WI 53233
RFP Administrator:	Dennis Buesing, Contract Administrator Department of Health and Human Services Management Services Division 1220 W Vliet St, Room 301 Milwaukee, WI 53205 Phone: 414-289-5853 Email: dennis.buesing@milwaukeecountywi.gov
Intend to Award Notification (Estimated)	October 1, 2014
Transition Period (Estimated)	December 1 through December 31, 2014
Service Starting Date (Estimated):	January 1, 2015

Proposal can be found on Milwaukee County’s website; “Business Opportunity Portal”.
<http://county.milwaukee.gov/bop> and at: http://county.milwaukee.gov/DHHS_bids

~~Deleted~~

Added

PRE-PROPOSAL MEETING

It is the Proposer's responsibility to completely inspect the facilities prior to submitting a proposal to determine all requirements associated with the contract. Failure to visit the sites will in no way relieve the successful proposer from the necessity of providing, without additional costs to the County, all necessary services that may be required to carry out the intent of the resulting contract.

A **mandatory** pre-proposal conference will be held at the date, time, and location as provided on the Information Summary Sheet.

During the pre-proposal conference, attendees may request clarification of any section of the RFP and ask any other relevant questions relating to the RFP.

Proposers are encouraged to submit written questions via e-mail, for possible response at the pre-proposal conference to RFP Contact/Administrator (date and time provided in the Information Summary Sheet) to enable Milwaukee County to formulate its oral responses. No oral or written responses will be given prior to the mandatory pre-proposal conference.

Any responses provided to questions during the pre-proposal conference and site inspections will be considered drafts, and will be non-binding. Only the final answers to written questions submitted prior to the "Receipt of Questions" deadline (date and time provided in the Information Summary Sheet) and posted on the website (web address provided on the Information Summary Sheet) will be considered official and final. Remarks and explanations at the conference shall not qualify the terms of the solicitation; and terms of the solicitation and specifications remain unchanged unless the solicitation is amended in writing.

All proposers interested in bidding and in touring facilities must RSVP per details (date, time and email id) on Information Summary Sheet using Attachment C (Vendor Letter of Intent to Bid). RSVP email must include Full Name of the persons participating in the tour. County reserves the right to limit the number of participant from each proposing vendor on the tour.

FACILITY TOUR

County employees will escort interested proposers on a tour of the facilities per date and time on Information Summary Sheet . Person attending the tour should bring State/Government issued ID at the time of the tour.

QUESTIONS

Proposers may submit questions and requests for clarification regarding this RFP. All questions regarding this RFP shall be made in writing, citing the RFP title, RFP number, page, section, and paragraph, and shall be submitted via e-mail to RFP Contact/Administrator.

Questions sent to anyone other than the RFP Contact/Administrator will not be considered.

Deleted

Added