



**CITY OF ST. LOUIS
DEPARTMENT OF FINANCE
OFFICE OF THE SUPPLY COMMISSIONER**

**CAROL L. SHEPARD, CPA
SUPPLY COMMISSIONER**

**FRANCIS G. SLAY
MAYOR**

**1200 MARKET ST RM 324
ST LOUIS MO 63103
PHONE: 314-622-4580
FAX: 314-622-4141**

**ADDENDUM NO.4
BID OPENING: April 7, 2015**

TO: ALL BIDDERS
FROM: JOHN CASSIDY, BUYER
DATE: March 6, 2015
RE: Food Service Management (Juvenile Division)

This addendum is issued prior to bid opening to provide information based on a questions received.

Question: Are we allowed questions at pre bid meeting?

Answer: Yes

Question: Are paper plates, utensils, cups and napkins required for Breakfast, Lunch, Snack, Dinner, Evening Snack, Snack lunches, Catered snacks, or Monthly Birthday parties?

Answer: (p3) Hard trays are used for all meals served in the cafeteria. Some meals are taken out of the cafeteria and those are in paper, compartmentalized trays. Paper cups and paper napkins are used for all meals. Sack lunches and catered snacks do not require paper plates or utensils. The monthly birthday parties utilize paper plates.

Question: How do FSMC acquire federally donated foods (p2)?

Answer: The donations are coordinated through the Superintendent's Office and approved by the FSMC.

Question: What type of laundry is washed, are there facilities on site? (p4)

Answer: The FSMC's laundry is their responsibility; facilities are not available on-site.

Question: Removal of trash from kitchen to where? On site dumpster?

Answer: Trash is taken to on-site dumpster by the FSMC.

Question: Replacement of what minor equipment?

Answer: This would be any minor equipment that the FSMC may own and bring on-site for their own use.

Question: Clarify cleaning of kitchen walls, floors, buffing, & waxing? Supplies provided? Ducts & hoods? (p15)

Answer: The FSMC is responsible for cleaning the kitchen floors, walls, etc., to comply with health codes. The FSMC is responsible for cleaning of ducts and hoods below the filter line.

Question: Are we able to cook at our site and deliver to the LEA?

Cooking may be done off-site; however, the contract does call for emergency inventory to be on hand. Our programs and meal service are time sensitive and timeliness of meals is a must.

Question: Do we include the labor worksheets (p6, p10) with the bid? Or is this to be completed during the term of contract?

Answer: The labor worksheet on page 6 does not apply to the FSMC. The table Organization and proposed staffing should be submitted with the bid. All labor for food service is to be provided by the contractor.

Question: Any estimates available for the administrative, mgt, labor and non consumable fees?

Answer: No

Question: What is the current number of employees and their positions? The number of shifts, i.e. are there employees from what time to what time? Do FSMC employees serve the food? Clean up trays? Plates? How many helpings are staff and juveniles allowed? Seven days per week? (p10)

Answer: The current FSCM usually has one cook who prepares and serves all meals 7 days a week. They rotate their cooks, as he usually uses two different cooks, and they split the work hour times between the two. After, meals, the trays are brought to the kitchen by either the kids or Detention staff. The FSMC is responsible for emptying the trays, putting them in the dishwasher, etc. 2nds are allowed first for the kids if there is extra food.

Question: What is the evidence of financial stability (p16)?

Answer: Evidence: Your profit and loss statement for the previous year.

Question: What will be the classroom lessons? (p17)

Answer: Does not apply to the FSMC

Question: Available cookware, cooking equipment, cooking utensils? (p21)

Answer: There is equipment, cookware, utensils on site – all may be seen at the pre-bid meeting.

Question: Make available 3 prior invoices.

Answer: See attached 12 invoice pages.

All bidders must attach this form to the original Bid/Quote Form. This completed, signed form will serve as acknowledgement that this information has been received.

ADDENDUM RECEIVED AND ACKNOWLEDGED

Name of Firm

Representative

Signature

Date

Michael's Catering Service

3100 Locust St St Louis MO 63103 Ph: 31.436.7791 email: munchiesyummy@charter. Net

INVOICE:

Today's Date: 3/2/15

Customer: City of St. Louis Juvenile Detention Center

2547 Enright Ave St. Louis MO 63103

RE: Invoice for food service: February 16 – 28, 2015

2/1/15 – 2/28/15	Breakfast	499 ⁴⁹⁴ meals/prepared/\$3.07	\$1531.93 ^{1516.58}
2/1/15 – 2/28/15	Lunch	424 ⁵⁰¹ meals/prepared/\$3.07	\$1301.68 ^{1538.07}
2/1/15 – 2/28/15	Dinner	412 ⁴⁸⁷ meals/prepared/\$3.07	\$1264.84 ^{1495.09}
2/1/15 – 2/28/15	Eve snacks	257 ²⁶⁰ snacks/prepared/\$1.40	\$359.80 ^{364.00}
2/1/15 – 2/28/15	Sacks	163 ¹⁵⁶ Sack lunches/prepared/\$2.24	\$365.12 ^{349.44}

TOTAL AMOUNT DUE FOR FOOD/SERVICE

~~5263.18~~^{5263.18}
~~\$4823.37~~

 3/2/15

Michael's Catering Service

date

RC
3/3/15

Michael's Catering Service

3100 Locust St St Louis MO 63103 Ph: 31.436.7791 email: munchiesyummy@charter. Net

INVOICE:

Today's Date: 3/2/15

Customer: City of St. Louis Juvenile Detention Center
2547 Enright Ave St. Louis MO 63103

RE: Invoice for food service: February 16 – 28, 2015

25 Courtside Snacks/Juices x ^{1.40}~~\$2.24~~/per snack

^{35.00}
Total: ~~\$56.00~~

Picked up @ Juvenile center
7 Sack Lunches for Drug Court
7 x 2.24 = 15.68

TOTAL AMOUNT DUE FOR FOOD/SERVICE

 3/2/15

Michael's Catering Service

date

~~\$56.00~~
150.68
DC
3/3/15

Michael's Catering Service

3100 Locust St St Louis MO 63103 ph: 314.436.7791 email address:

RECEIVED

FEB 18 2015

Date: February 17, 2015

Customer: City of St. Louis Juvenile Detention Center

2/1/15 – 2/15/15	Breakfast	668 meals/\$3.07	\$2050.76
2/1/15 – 2/15/15	Lunch	⁶⁶⁴ 670 meals/\$3.07	^{2038.48} \$2056.90
2/1/15 – 2/15/15	Dinner	⁶⁴⁸ 641 meals/\$3.07	^{1989.36} \$1967.87
2/1/15 – 2/15/15	Eve Snacks	381 eve snacks/\$1.40	\$533.40 [^]
2/1/15 – 2/15/15	Sacks	180 sack lunches/\$2.24	\$403.20 [^]

TOTAL AMOUNT DUE FOR FOOD/SERVICE

~~7012.13~~ ^{7015.20} /OC 2/18/15

 2/19/15

Michael's Catering Service

date

RECEIVED

FEB 18 2015

Michael's Catering Service

3100 Locust St St Louis MO 63103 ph: 314.436.7791 email address: munchiesyummy@charter.net

Date: February 17, 2015

Customer: City of St. Louis Juvenile Detention Center

Courtside Snacks

20 snacks @ ^{1.40}~~\$2.24~~/per snack

TOTAL AMOUNT DUE FOR FOOD/SERVICE

28.00
~~\$44.80~~

 2/17/15

Michael's Catering Service

date

Michael's Catering Service

RECEIVED

FEB 18 2015

3100 Locust St St Louis MO 63103 ph: 314.436.7791 email address: munchiesyummy@charter.net

Date: February 17, 2015

Customer: City of St. Louis Juvenile Detention Center

1
Birthday Celebration Month of February, 2015

Birthday Cake

Punch

TOTAL AMOUNT DUE FOR FOOD/SERVICE

\$60.00



Michael's Catering Service

2/17/15

date

Michael's Catering Service

3100 Locust St St Louis MO 63130 Ph: 314.436.7791.email:munchiesyummy@charter.net

INVOICE:

Today's Date: 2/3/15

Customer: City of St. Louis Juvenile Detention Center

RE: Invoice for food: January 16 – January 31, 2015

1/16/15 – 1/31/15	Breakfast	⁶⁹³ 692 meals/\$3.07/per meal/per person	2127.51 \$2124.44
1/16/15 – 1/31/15	Lunch	⁷¹⁸ 715 meals/\$3.07/per meal/per person	2204.26 \$2195.05
1/16/15 – 1/31/15	Dinner	⁷⁰⁶ 702 meals/\$3.07/per meal/per person	2167.42 \$2155.14
1/16/15 – 1/31/15	Snacks	⁴¹³ 407 eve snack/\$1.40/per snack/per person	578.20 \$569.80
1/16/15 – 1/31/15	Sacks	192 sack lunches/\$2.24/per sack/per person	\$430.08

TOTAL AMOUNT DUE FOR FOOD SERVICE MEALS

^{2507.47}
~~\$7474.51~~



2/3/15

Michael's Catering Service

date

"Thank you for Letting Us, Be of Service to YOU"!

Michael's Catering Service

3100 Locust St St. Louis MO 63103 Ph: 314-436-7791 Email: munchiesyummy@charter.net

INVOICE:

Today's Date: 1/17/15

Customer:

City of St. Louis Juvenile Detention Center

2547 Enright Ave St. Louis MO 63103

RE:

Invoice for food service: January 1 – 15, 2015

1/1/15 – 1/15/15	Breakfast	⁶³¹ 628 meals/prepared/\$3.07	1937.17 \$1927.96
1/1/15 – 1/15/15	Lunch	⁶⁴⁷ 644 meals/prepared/\$3.07	1986.29 \$1977.08
1/1/15 – 1/15/15	Dinner	⁶²⁷ 635 meals/prepared/\$3.07	1924.89 \$1949.45

1/1/15 – 1/15/15	Snacks	³⁶³ 361 eve snacks/prepared/\$1.40	508.20 \$505.40
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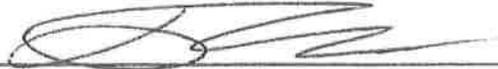
1/1/15 – 1/15/15	Sacks	180 Sack Lunches/prepared/\$2.24	\$403.20
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1/1/15 – 1/15/15	Snacks	300 Detention Level Snacks/.77	\$231.00
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pd 12/2/14

TOTAL AMOUNT DUE FOR FOOD/SERVICE

^{6759.75}
~~\$6994.09~~ *DC 1/21/15*

 1/17/15

Michael's Catering Service

date

"Thank you for letting US, Be of Service to YOU!"

Michael's Catering Service

3100 Locust St St. Louis MO 63103 Ph: 314-436-7791 Email: munchiesyummy@charter.net

INVOICE:

Today's Date: 1/17/15

Customer:

City of St. Louis Juvenile Detention Center

2547 Enright Ave St. Louis MO 63103

RE:

Invoice for food service: January 1 – 15, 2015

1/1/15 – 1/15/15

January Birthday Celebration

Cake/Ice Cream/Punch

TOTAL AMOUNT DUE FOR FOOD/SERVICE

\$60.00

 1/17/15

Michael's Catering Service

date

Michael's Catering Service

3100 Locust St. St Louis MO 63103 Phone: 314.436.7791 email: munchiesyummy@charter.net

*new order
1/5/15/15*

INVOICE:

Today's Date: 1/3/15

Customer: City of St. Louis Juvenile Detention Center

RE: Invoice for Food: December 16th - December 31, 2014

12/16 - 12/31/14

12/16/14 - 12/31/14 Breakfast 632 meals/\$3.07/per meal/per person \$1940.24

12/16/14 - 12/31/14 Lunch 641 meals/\$3.07/per meal/per person \$1967.87

12/16/14 - 12/31/14 Dinner 593 meals/\$3.07/per meal/per person \$1820.51

12/16/14 - 12/31/14 Snacks 345/eve snacks/\$1.40/per snacks/per person \$483.00

12/16/14 - 12/31/14 Snacks 192 205/sack lunches/\$2.24/per sack/per person \$459.20

*12/30/14 - 10/sack - DAP OFFICER JOHNSON @ 224 = 22.40
12/23/14 - 25 chips/juice @ 1.40 (UNITA) = 35.00*

TOTAL AMOUNT DUE FOR FOOD SERVICE MEALS

\$ 6699.10
\$6670.82 *RC*



1/3/15

Michael's Catering Service

date

"Thank You and Happy Holidays"

Michael's Catering Service

3100 Locust St St Louis MO 63103 PH: 314-436.7791 email addressmunchiesyummy@charter.net

INVOICE:

Today's Date: 12/17/14

12/1/14 - 12/15/14

Month of December 2014

Courtside Snacks

²⁵
~~134~~ snacks provided @ ^{1.40}
~~\$2.24~~/per person

TOTAL AMOUNT DUE FOR FOOD/SERVICE

^{3500 / 12/19/14}
~~100~~
\$300.16



12/17/14

Michael's Catering Service

Date

"Thank you"

Michael's Catering Service

3100 Locust St St Louis MO 63103 PH: 314-436.7791 email addressmunchlesyummy@charter.net

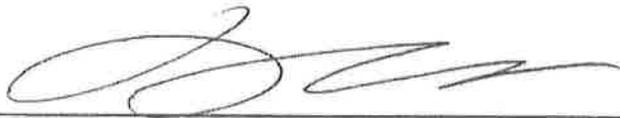
INVOICE:

Today's Date: 12/17/14

12/1/14 - 12/15/14	Breakfast	564 558 meals/\$3.07/per meal/per person	\$1731.48 1713.06
12/1/14 - 12/1/14	Lunch	549 582 meals/\$3.07/per meal/per person	\$1685.43 1786.24
12/1/14 - 12/1/14	Dinner	545 547 meals/\$3.07/per meal/per person	\$1673.15 1679.29
12/1/14 - 12/15/14	Snacks	283 280 eve snacks/\$1.40/per snack/per person	\$396.20 392.00
12/1/14 - 12/15/14	Sacks	180/sack lunches/\$2.24/per sack/per person	\$403.20

TOTAL AMOUNT DUE FOR FOOD/SERVICE

~~\$5889.46~~
5974.29



12/17/14

Michael's Catering Service

Date

"Thank you"

Michael's Catering Service

3100 Locust St St Louis MO 63103 PH: 314-436.7791 email addressmunchiesyummy@charter.net

INVOICE:

Today's Date: 12/17/14

12/1/14 - 12/15/14

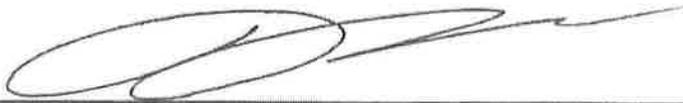
Month of December 2014

Monthly Birthday Celebration

Cake/Ice Cream/Punch

TOTAL AMOUNT DUE FOR FOOD/SERVICE

\$60.00



12/17/14

Michael's Catering Service

Date

"Thank you"