

COUNTY OF BERKS

Purchasing Department

Berks County Services Center, 633 Court Street, Reading, PA 19601

Tel: 610-478-6168 Fax: 610-898-7443

George M. Rodrigues, Director of Contracts and Procurement

NOTICE TO PROPOSERS

Addendum #2 – February 2, 2026

Re: Request for Proposal #25-22-GR –

Dining Services Management Berks Heim Nursing & Rehabilitation

This Addendum should consist of a total of 9 pages. If you have not received this Addendum in its entirety, please contact the County of Berks Purchasing Department at 610-478-6168.

The County hereby amends the above noted Request for Proposal (RFP) as indicated herein. All other details of the RFP remain unchanged. **Language that is underlined denotes that which has been added. Language that has been stricken denotes that which is hereby removed.**

A pre-proposal conference was held on January 15, 2025 at 10:00 AM via Microsoft Teams. The following firms/agencies were represented at the meeting:

- Marc Fahringer
- Lisa Jezuit
- Cheryl Ley
- Jake Jacobs
- Ernie Minor
- Jon Norris
- Devon Glover
- Josh Grove
- Stephanie Kofke
- George Rodrigues
- Kelly Sevachko
- Tony Ceccarelli
- Gary Rittereiser
- Mary Rohde
- Jordan Little
- Daniel Lucey
- Aramark
- Aramark
- Aramark
- AVI Foodsystems
- AVI Foodsystems
- Cura Hospitality
- County of Berks
- County of Berks
- County of Berks
- County of Berks
- Forefront
- Metz
- Metz
- Metz
- Sodexo
- Sodexo

Pre-Proposal Meeting Opening Statements:

- All inquiries or requests for clarification concerning this RFP shall be submitted to the County's designated point of contact at least ten (10) business days before the proposal deadline, allowing adequate time for the issuance of any necessary addenda.

- Amendments to the RFP shall be made exclusively through a formal written addendum issued by the County.
- The County shall issue addenda to address all submitted questions and requests for clarification, along with any updates it deems necessary.
- For detailed instructions and submission requirements, see Section 5. Proposed changes to the RFP's terms and conditions shall be evaluated by the committee as part of the scoring process.
- Consult with your insurance agency or broker to review Attachment A, Clause 9: Insurance, and verify that all required coverage limits and endorsements are met.
- Register on the County's Purchasing webpage to receive updates on future RFP releases and addenda.

In addition, a site tour was held on January 28, 2025 at 10:30 AM at Berks Heim. The following firms/agencies were represented at the meeting:

- | | |
|--------------------|---------------------------------------|
| • James Scholtl | Aramark |
| • Lance Hall | AVI Foodsystems |
| • Jake Jacobs | AVI Foodsystems |
| • Josh Grove | County of Berks |
| • George Rodrigues | County of Berks |
| • Keith Steinour | Cura Hospitality |
| • Gary Rittereiser | Metz |
| • Joe Mazzoni | Nutrition Management Services Company |
| • Tom Baciocco | Sodexo |
| • Dan Bundren | Sodexo |
| • Jordan Little | Sodexo |
| • Mindi Manuel | Sodexo |

Questions:

Q1: Section 4.4.7.1 lists resident floor stocks are \$5,000 per month average, can you confirm?

A1: This figures provided in Section 4.4.7.1 are estimates only and may be subject to adjustment over the term of the agreement.

Q2: Could you please provide a copy of the applicable Collective Bargaining Agreement (CBA)?

A2: Proposers who wish to obtain a copy of the CBA may do so by submitting a Right-to-Know Request to the County Open Records Officer. Instructions for submitting a request are available at the following link:

<https://www.berkspa.gov/departments/commissioners/county-open-records-office-information>.

Q3: Can you share the current average hourly wage and benefit rate?

A3: This information is contained in the CBA, which may be accessed by following the instructions provided in the response to Question 2.

Q4: Is the Director required to be a Registered Dietitian or will a Certified Dietary Manager (CDM) qualify?

A4: The Director shall possess a CDM credential or higher, or hold certification as a Registered Dietitian.

Q5: Are there any cross hire limitations if Berks county would like to retain any of the current management or clinical team.

A5: This matter will be addressed between the County and the awarded Proposer during subsequent discussions.

Q6: May we have permission to use the County name and logo for the purposes of our Proposal Development only?

A6: Proposers may use the County's name and logo solely for purposes of this proposal.

Q7: Please clarify if the Registered Dietician needs to be scheduled for 7 days per week or is it up to the discretion of the Vendor?

A7: The Registered Dietitian is scheduled onsite seven days per week. This requirement is not discretionary and reflects the current staffing expectations for the facility.

Q8: Are all employees part of the UFCW union?

A8: Yes. All employees assigned to provide these services will be members of the UFCW union.

Q9: Can you verify whether Proposers are permitted to either submit Option 1, Option 2, or must they submit both?

A9: Proposers are not required to submit pricing for both options. They may choose to submit pricing for only one option or for both.

Q10: Can you confirm whether you are seeking a Resident Day Rate, a Management Fee Model, or both?

A10: For Option 1, we will need the total monthly lump-sum cost for the services, inclusive of out-of-pocket expenses. For Option 2, we will need a Per Resident Day (PRD) format which shall include both the total cost per meal and the food cost per meal.

- Q11:** What Menu Software system is the incumbent currently using and does the County have the option or interest in purchasing that system from the incumbent?
- A11:** The current system in use is NetMenu, part of the CBORD platform. It functions effectively and meets the department’s operational needs. The County intends to continue using this system unless the awarded Proposer offers a superior alternative.
- Q12:** Please confirm whether the County is seeking any capital investment as part of this RFP, including equipment, enhancements, or renovations intended to improve resident satisfaction.
- A12:** The County is not seeking any capital investment as part of this RFP.

Clarifications:

Clarification 1, Cover Sheet

Submittal Deadline:

~~Thursday, February 12, 2026, 2:00 PM., Local Prevailing Time~~

Thursday, February 26, 2026, 2:00 PM., Local Prevailing Time

Refer to Section 5, paragraph 5.1 for submittal instructions

Clarification 2, Section 4, Scope of Work

- 4.4.2.2. Vendor shall provide services of a registered dietitian for the Facility, as well as ~~periodic~~ as requested by the County services to the Berks County Jail System, Berks County Youth Detention Center, and the Berks County Youth Shelter (hereinafter collectively referred to as “Agency”) if requested by the County. In such cases, the price and scope of work will be mutually agreed upon by the County and the Vendor. This shall include, but not be limited to, approval and creation of menus and shall be completed as required ~~an~~ in accordance with Federal, State and Facility/Agency regulations.

Clarification 2, Attachment I, Price Proposal Form

Attachment I, Price Proposal Form, is hereby attached to this Addendum and incorporated by reference into the RFP. Proposers shall complete and submit Attachment I as their Price Proposal. The Excel version of Attachment I is available on the County’s website and must be used for submitting the Price Proposal.

Clarification 3, Attachment A, Proposed Form of Agreement and General Conditions

3. Term of Agreement

This Agreement shall be effective July 1, 2026 through ~~June 30, 2028~~ June 30, 2029 unless terminated in accordance with the terms and conditions of this Agreement.

8. Invoicing / Payment

- 8.1. Invoices must reference the above noted Agreement number. Original invoices shall be submitted to: Berks Heim Nursing and Rehabilitation, Attn: Fiscal Manager, 1011 Berks Road, Leesport, PA, 19533.
- 8.2. Vendor must submit the invoice within ten (10) days of the close of the month in which Services were rendered.
- 8.3. Vendor may submit invoices no more than once per month for Services properly performed under this Agreement. No advance payments or billings are allowed. Payment by the County shall require the submittal of an itemized invoice, which shall include, but not be limited to, a description of the Services performed, the associated fee for each task, and the date(s) of performance for each task. The County shall render payment within ~~forty five (45)~~ thirty (30) days of the County's receipt of a properly prepared invoice. Payment shall be considered made when the County mails the check. Undisputed amounts unpaid after thirty (30) days of the County's receipt of a properly prepared invoice shall bear interest at a rate of three percent (3%) per annum.

Should you have any questions regarding this Addendum, please contact George M. Rodrigues, Director of Contracts and Procurement, at (610) 478-6168 ext. 6270 or grodrigues@berkspa.gov.

ATTACHMENT I - PRICE PROPOSAL

Item	Response
Company Name	
Contact Name & Title	
Email	
Phone	
Date Submitted	

Description	Proposed Monthly Lump Sum Cost	Notes
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Total Monthly Lump Sum Cost (inclusive of all out-of-pocket expenses)

Description	Proposed Price (per month)	Notes
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Fixed Annual Management Fee
 Per-Meal Management Fee
 Other Management Fees

Position	Hourly Rate / Salary	Total Annual Cost	Notes
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Food Service Director
 Assistant Director / Supervisor
 Dietitian / Nutrition Services
 Cooks
 Food Service Workers
 Other

Service Requirement	Included (Y/N)	Additional Cost
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Compile food provision requirements
 Review procurement results prior to Oracle entry
 Manage requisitions/releases in Oracle
 Receive provisions in Oracle
 Invoice submission & AP coordination
 Budget adherence for food selections
 Six-month cost comparison report

Item	PRD Rate	Notes
Total Monthly Lump Sum Cost	#VALUE!	
Total Cost Per Meal		
Food Cost Per Meal		

Meal Type	Proposed Price (PRD)	Notes
Breakfast		
Lunch		
Dinner		
Snacks		
Supplements		

Category	Proposed Price (PRD)	Notes
Food		
Dietary Supplies		
Chemicals		
Resident Snacks		
Dietary Supplements		

Requirement	Included (Y/N)	Notes
Meets Attachment E specifications		
Competitive bid purchasing efforts		
Pass-through billing for Special Affairs		

Option	Total Monthly Cost	PRD Rate	Notes
Option 1 – County Procures Food, Supplies, and Chemicals	0	0	
Option 2 – Vendor Procures Food, Supplies, and Chemicals	0	0	