

ADDENDUM # 3

From: Lena Butler, Purchasing Supervisor
To: All Proposers
Project: RFP 19-0153-Inmate and Staff Food Services
Date: October 29, 2018

This addendum is issued to provide responses to questions received pertaining to the County's Request for Proposals "RFP 19-0153-INMATE AND STAFF FOOD SERVICES" and is hereby made a part of said Request for Bids to the same extent as though it were originally therein.

1. Please verify that adult menus proposed are required to contain no more than 5,000mg sodium and 30% fat as noted on page 56 under "Menu Certification"
2300 is the correct amount
2. Page 58 indicates all condiments must be in individual packets to include salt, pepper, ketchup, mustard, relish, salad dressing and others. Will the county allow margarine to be served as a bulk portioned item? Yes
3. Page 56 Menu Certification indicates that the menu must meet the National School Lunch Program specifications.
 - Does the county currently receive reimbursement from the USDA for the National School Breakfast and Lunch Program? NO
 - Does the county currently house juveniles who receive the National School Breakfast and Lunch program? If so, how many? NO
 - The USDA requires that both the School Breakfast and Lunch program must be offered. Does the proposed menu need to meet both the requirements for school Breakfast and the school lunch program? Should we need to provide these meals it should be compliant; however, it is important to note during the last 4 years we have not had inmates that fell into the school lunch program specifications.
 - Is a reimbursable snack required as a part of the juvenile menu? See above
 - Is the county requirement that the adult menu meet the requirements of the national school breakfast and lunch program which will include calorie and sodium restrictions, whole grains, milk at each breakfast and lunch, and will increase the cost of the proposed menus? The menu for all inmates shall be compliant with Nc rules for Jails, Local Confinement Facilities
4. Can you please clarify the statement on page 24 of the RFP,in addition to the 741,214 inmate meals served in FY'17, 10,000 sack meals were also provided, for a total of 751,214 billable inmate meals. Based on the number of meals stated, this would equal an ADP of 686 (3 meals/day; 365/yr). Is that correct, given the stated 2017 ADP on RFP page 23 was 586? This is

not how we calculated the ADP. The ADP was based off actual monthly ADP and not the meals. On the sack meals they are for inmates that go to court and are not at the facility for the meals and inmates traveling to other facilities.

5. On average, how many inmate workers are provided to the kitchen? What hours do they work and how many shifts are there? 0400-1300 10 inmate workers, 0700-1500 12 inmate workers
6. Page 24 of the RFP states that “the Facility will be responsible for supervising inmate workers with the movement of meal carts from the kitchen to the housing units”, while page 33 states that the Facility requires that the Vendor deliver all inmate meals directly to the housing units and areas where the inmates reside or are being held, including all satellite locations and transitional holding areas. The satellite locations currently include the Juvenile Detention Center, the Work Camp, and the County Courthouse. The transitional holding areas are currently the Processing Area, which is within the main Facility, and the County Courthouse”. Can you please clarify the delivery requirements/expectations? Delivery to housing units is completed by inmate workers. Delivery to satellite locations are handled by Sheriff’s Office employees
7. With the expectation that the Vendor is to provide “nutritional supplements (such as Ensure), can you please provide the annual average number of these diets ordered by Medical? Nutritional supplements such as Ensure are provided by the medical contractor. Approximately 6 snacks are medically ordered.
8. Who is responsible for the cost of prescribed nutritional supplements – medical, food contractor, etc.? Nutritional supplements such as Ensure are being provided by the medical service contractor.
9. In reference to RFP page 24, can you please confirm that there are approximately 125 special diets ordered per meal – 20% on an ADP of 600? Yes
10. How many of the typical 125 diets ordered are allergy diets? 14
11. How many medical diets receive an evening snack in addition to the three main meals? 6
12. How many Double portion diets are typically offered? Is the vendor to bill for 2 meals in this case? 40 inmates are given an extra portion. This is billable.
13. How many kosher religious diets are typically ordered? Are inmates who require a Halal diet receiving a vegetarian diet or kosher diet? As of 10-26-18, 4 inmates were receiving Kosher diets.
14. Does the county require pre-packaged “Kosher for Passover” meals for the service of Passover? The county does not require religious diets to be prepackaged
15. Page 34 and page 56 have differing requirements for the staff dining menu. Page 34 states that 2 made to order options and 2 wholesome nutritious entrée selections, salad bar, beverages

(Tea only) and ice cream machine are required for the staff dining. Page 56 states the requirement is for 2 entrees with one starch and one vegetable daily, daily omelet bar, soup, sandwiches, full salad bar, 2 dessert choices and beverages (Milk, tea, lemonade, fruit punch). Can the county please clarify the expectations for the staff dining menu to be proposed in response to this RFP?

- Are two entrée selections per day expected? **2 Entrée's are preferred but may be negotiated.**
- Providing a daily beverage of Tea (sweetened and unsweetened) is acceptable? **Tea is an acceptable beverage however variety is preferred.**
- Are two dessert selections required daily? **Yes**
- Is a sandwich selection to be available daily? **No**
- Is a soup offering required daily 365 days per year on the staff dining menu? **No**
- Is the vendor expected to stock and serve ice cream machine daily as a part of the cost and responsibility of staff dining operations? **Ice cream is to be available 4 days per week. Cost is the responsibility of the vendor. Equipment is owned by the county.**

16. Can you please provide the average number of staff meals provided daily for each meal period – breakfast, lunch and dinner? **Between 100 and 125**

17. Can you please provide the current pricing and scale/model for inmate meals and staff meals?

# OF MEALS	PRICE
500 or less	TBN
501-525	\$ 1.515
526-550	\$ 1.488
551-575	\$ 1.463
576-600	\$ 1.441
601-625	\$ 1.420
626-650	\$ 1.401
651-675	\$ 1.384
676-700	\$ 1.367
701+	\$ 1.353

18. Can you please provide copies of the current inmate cycle menu and staff meal menus? One week for staff available, no monthly given. **See attached.**

19. Can you please provide invoices for the last year, detailing meal counts and pricing? **attached**

20. Can you please clarify how staff supper meals are being charged, as Vendor staffing is not required at that time? The vendor prepares evening meals for the number of staff assigned to the squad and is billed for each one.
21. As a hot entrée choice, a soup, salad, sandwiches, desserts and beverages are to be offered at each meal. Is the Facility to be charged a set number of meals or a la carte, based upon consumption? Breakfast and lunch is billed based on a sign in sheet in staff dining. The dinner meal is prepared and billed based on the number of staff assigned to the squad.
22. Page 28 of the RFP states, "If internet usage is required, it will be at the vendor's expense". Is local and long distance phone service provided by the Facility? Yes
23. Page 28 of the RFP states that "the Vendor will be allowed access to JMS for the purposes of obtaining inmate counts and special medical or religious diets for serving the inmate population". Does the Facility provide a computer to access this information? An officer is assigned to the kitchen during hours of operation that has access to a county owned computer for counts, inmate location, etc. Vendor is responsible for a computer for ordering, correspondence, etc.
24. In reference to RFP page 32, currently on average, how many "pre-packaged religious meals" are being provided? Prepackaged meals are no longer being served, the meals are prepared onsite
25. Page 33 of the RFP states that the Vendor shall provide special meals for (5) holidays, while page 45 states that (3) are required? Can you please clarify the expectation/requirement? The vendor is expected to provide traditional meals associated with holidays such as Christmas, Thanksgiving, and Easter. Vendor may elect to serve meals associated with Independence Day and Labor day.
26. Page 33 of the RFP references the need for "a reliable vehicle expressly for the purpose of delivering meals to the locations" and page 34 states, "For the Juvenile facility, the Vendor shall deliver all meals with a reliable vehicle expressly for the purpose of delivering meals to the location". Is delivery to any satellite location required, as it was not clarified or observed at the pre-bid meeting? Sheriff's Office staff is responsible for delivery of meals to satellite locations
27. Page 34 of the RFP states that, ""The Vendor is responsible for providing the means to produce, print, and copy, as necessary, the color photo of the standard meal tray" and "a description of the foods contained on each type of meal"?. How is this currently being addressed? Is this for each and every diet tray, inmate meal, sack meal, etc. on each cart to each housing unit/satellite location? The purpose of the new requirement is to provide a mechanism for consistency and portion control. Vendor may accomplish the task within the parameters of the RFP.
28. Page 34 of the RFP states that, "The Facility authorizes a double portion to Inmate Workers at the evening meal". Is this only for Inmate Workers assigned to the kitchen, or all Inmate Workers throughout the facility? Additionally, what is the average number of double portions served per evening meal and is the Vendor allowed to charge for these extra meals? This includes Inmate workers assigned to housing unit Foxtrot (40). Billing for these meals is acceptable.

29. Page 34 of the RFP states that, “The Facility shall occasionally require the vendor to cater meetings, conferences, and other such special events”. Can you please provide the number of such events and average number of attendees during the last fiscal year? **None**
- However, during Hurricane Florence an additional 900 meals per day was prepared for 1st responders. 400 of these meals were transported to distribution points throughout the county.**
30. Page 34 of the RFP states that Staff who are working 12 hour shifts shall be allowed to dine in the ODR at no expense to them, instead their meals shall be billed to the County. “All staff who have the ability to leave the Facility for meal breaks, other contract staff, and other County employees who work at the Facility shall also be allowed the option to dine in the ODR”. Are they charged cash for their meal and how does the Vendor differentiate between these Staff members? Can you please provide a breakdown for each meal, with regards to average number of meals/current prices? **Meals are provided to on-duty Detention staff free of charge. Staff dining costs is included in the inmate tier**
31. Page 35 of the RFP states, “The cups are to be recyclable paper or plastic, or products made from previously recycled materials”, however; Styrofoam was observed at the facility. Can you please clarify this requirement? **Styrofoam is acceptable for to go meals or when necessary for safety and security until an acceptable substitute can be identified.**
32. Page 36 of the RFP states, “The Vendor shall be required to provide all small wares required to carry out the terms of this contract”. Are there any small wares currently owned by the incumbent Vendor that will be removed from the facility? Additionally, is a current inventory available to assist in identifying potential needs and opening costs? **attached**
33. Page 39 of the RFP states that there is currently not a recycling program in place, however; and when this program is put in place the Vendor will adhere to.....no Styrofoam is to be utilized. Is there an estimated timeline as to when this requirement will be implemented, as there are substantial costs associated with the use of recyclable paper or plastic vs. Styrofoam? **A timeline for implementation has not been adopted.**
34. What are the current hours of operation for the kitchen – First employee in and last employee out? **0330 a.m. to 1800 p.m.**
35. With regards to the requirement for all Vendor personnel to obtain medical clearance from a state of North Carolina licensed physician and drug screening, is the current practice to utilize the on-site Medical provider for compliance? **No**
36. Page 42 of the RFP states, “All Vendor staff will be required to attend an orientation program at which time all Facility rules and regulations will be explained”. How many hours does this orientation program generally require and is this program offered daily, weekly, etc.? **Orientation is 4 hours and is conducted upon the hiring of new personnel.**
37. Will the detention facility start serving National School Lunch juvenile meals? **No, however the facility reserves the right for the vendor to be compliant if we begin.**

38. Will these juvenile meals be reimbursed? **No**
39. Does the County want to provide juveniles, and adult meal with four milks? **Meals must be compliant with NC rules for Jails, Local Confinement Facilities**
40. Are current menus compliant specifications acceptable? **Yes, the current menus meet state regulations**
41. Can you confirm bid menu must have less than 30% fat and less than 5000 mg sodium? **Daily sodium is 2300mg.**
42. Can you confirm condiments are not to be included in the nutritional analysis? **Yes**
43. RFP is requesting 28-day menus for all therapeutic diets, if so, that will at minimum be 18-28 day cycle menus. Would a copy of our diet manual or a one-day sample of each diet satisfy this requirement? **Please provide the menu for therapeutic diets for a 28 day cycle.**
44. Reference page 33 section 2.9
- a. Vendor responsible for providing reliable vehicle for delivering meals to satellite locations. Can you please confirm and elaborate on satellite locations and distance from detention facility in which vendor is responsible? **Sheriff's Office staff delivers meals to satellite locations**
45. Please provide a copy of the current cycle menus in place for inmates. **See attached**
46. What is the calorie level of the current inmate menu? **Caloric intake is compliant with jail regulations adopted by the North Carolina Department of Health and Human Services**
47. Please provide a copy of the current staff menus. **Duplicate of question 18**
48. Do you allow the use of Soy in recipes on the menu? **Yes**
49. What is the current procedure for staff meal ordering, billing, meal cost, etc.? **The number of staff meals prepared is based averages and adjusted as needed. The county is billed on the number of staff that sign in for breakfast and lunch. The evening meal is billed according to the number of staff assigned to the squad.**
50. Please provide copies of recent billing invoices and meal count sheets from the past few months that show the numbers served for each of the various types of meals served such as regular meals, special diets, sack lunches, staff meals, etc. **See attached.**
51. Please provide a copy of the current cost per meal information for all types of meals served. **Duplicate question 19**
52. What are the inmate meal service times for breakfast, lunch and dinner (start to finish)?

Breakfast: 0600-0640 Lunch: 1100-1140 Dinner: 1630-1710

53. What time does the kitchen open and close each day? Open 0330 a.m., closes 1430 p.m., reopens 1615 p.m. until 1800 p.m.
54. Are any Juveniles being housed at the facility? If so, please detail how many and what menu adjustments are made to feed them. Currently 16-17 old detainees are being housed in another county pursuant to a mutual aid agreement. Should this agreement be terminated, juvenile inmates meals will be provided in accordance with NC rules for Jails, Local Confinement Facilities
55. Regarding Inmate workers:
- A. How many inmate workers are provided in the operation? 22
 - B. What are the shift times they work? 0400-1300, 0700-1500
 - C. What tasks are they permitted to perform such as cooking, operating equipment, etc.? Inmates are allowed to perform tasks under the supervision of paid kitchen staff and officer assigned to the kitchen that do not compromise safety and security of the facility and is within their skill set.
56. Are there officers assigned to the kitchen? If so is this always when the kitchen is open and operating? One officer is assigned to the kitchen during hours of operation
57. How many current food service employees are working in the operation? Please provide the current staff positions, work schedules, etc. Food Service Director (1), Assistant Manager (1), (6) food service workers
- Schedule 0330-12 (1), 0400-1230 (1), 0600-1430 (1), 1200-1800 (1) Each employee is off 2 days a week
58. Please provide a list of catering events the vendor may be expected to provide during the normal year. Additionally, please provide information regarding any billing/payment for these events. There have been no events catered by our food service provider in the last 4 years. However, during critical incidents such as hurricanes, the vendor has prepared meals for extra staff that were called in and field operations.
59. How many inmates are on special diets and what types of diets are they on? Are there any unusual requirements the vendor needs to be aware of for billing purposes (snacks, nutritional supplements such as Ensure, kosher diets, etc.) As of October 24th there were 175 people on special diets. This included medical and religious diets. This number is not typical and reflects a recent spike. The average is 14% of the ADP.
60. How many special meals are served on Styrofoam trays for each meal (B, L and D) and are these Styrofoam trays billable in covering paper cost? A number of Styrofoam trays used for inmate meals is not available.
61. Who authorizes and or can require the use of Styrofoam trays? The Jail Administrator or designee.
62. Page 34 item 2.10 – are these double portion meals billable as 2 meals? Yes.

63. RFP references a truck needed to deliver meals to Juveniles and courts. Can you give additional information on this requirement (such as type of truck, number of meals currently transported, trays or bulk, etc.) Meals are transported to satellite locations by Sheriff's Office staff. Approximately 20 meals are transported to court daily.

64. Can you give some further details on expectations for the staff meal program for the below items?

- Number of overall entrées to be offered per meal? 2 Entrees are preferred but may be negotiated.
- Are there any guidelines on number of portions staff are allowed with each meal? (such as single portion servings or unlimited portions) Due to likes/dislikes of staff the portions average single servings.
- Will the vendor be able to bill for meals that exceed the agreed upon standard meal portion sizes? See above.
- How are billable meals tracked in staff dining? Each employee signs in
- What are the Staff Shift times? 0530-1730, 1730-0530. Administrative staff is 0800-1700
- What meals are each shift allowed to participate in? Dayshift (breakfast/lunch) Nightshift (dinner) Administrative staff (breakfast/lunch)
- How many meal periods are staff allowed to participate in daily? See above
- Can staff take food from the dining room to their work station or out of the facility after their shift? On duty Detention officers may eat in designated areas of the facility including their work station if they desire. After shift meals are not provided.