



# COUNTY OF ACCOMACK

## FINANCE DEPARTMENT

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**TO:** Potential Offerors for RFP#306 – Inmate Food Services - Accomack  
County Jail

**From:** Lucy Huffman, Procurement Specialist

**DATE:** June 2, 2020

**SUBJECT:** **Addendum #1–RFP#306 – Questions/ Answers & Additional Information**

Please note the receipt of the following addendum on the County Form (page 17 of 31) of Request for Proposals #306.

### Questions & Answers:

Q1) Reference page 6, section B1 a. “The contract shall include a special menu of proposed meals for inmates or detainees on special, modified, medical and/or religious diets.” Would the County allow companies to submit a special meal manual, table of contents to satisfy this requirement?

A1) Yes.

Q2) Reference page 7, section C1 a. Minimum calorie count is 2800 for adult inmates. Can you confirm: 2800 calories per day or average per week?

(A2) The 4-week menu cycle shall have a weekly average of **not less than 2800 calories per day** for adult meals. (RFP p.7)

(Q3) Would the County consider the current seasonal menu be the mandatory bid menu for all participating vendors?

(A3) No. The County will not consider the current seasonal menu as the **mandatory** bid menu. Offerors are encouraged to be creative in their submittals.

(Q4) Will the County waive the signed in ink requirements and accept digital signatures due to Covid-19?

(A4) Yes.

(Q5) Will the County consider accepting electronic submissions due to Covid-19?

(A5) No.

(Q6) Will the RFP be counted towards the 50 double sided page limit?

(A6) No.

(Q7) Please provide a copy of the current cycle menus in place for inmates.

(A7) See attachment.

(Q8) What is the calorie level of the current inmate menu?

(Q8) 2500

(Q9) Please provide a copy of any current staff menus.

(A9) N/A

(Q10) Do you allow the use of "soy" in recipes on the menu?

(A10) Only on the winter menu in the burger product.

(Q11) What is the current procedure for staff meal ordering, billing, payment by staff, meal cost, etc.?

(A11) Pay kitchen staff \$1.25 if wanted. No special menu. Not used very often.

(Q12) 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.

(A12) Provided in attachment.

(Q13) Please confirm the current contract pricing plan for any billable items.

(A13) Provided in attachment.

(Q14) Please provide a copy of the current contract to include the current cost per meal information, and the evolution of the price per meal during the current contract based on CPI or scope of work price adjustments.

(A14) Provided in attachment.

(Q15) Given the COVID pandemic and the likelihood for reduced population levels, can page 16 be modified to allow for a meal pricing scale format with tier levels in increments of 10 meals?

(A15) Population levels are remaining the same and unlikely to change drastically. Offerors are asked to provide pricing on form as is.

(Q16) Do any of the current kitchen staff perform any duties for the Commissary operation such as collecting orders, packing orders, or passing out orders, etc.?

(A16) No.

(Q17) Please verify the current ADP at the facility. Are there plans for facility expansion during the next 5 years? Please describe if so.

(A17) ADP is 100 inmates with no expansion currently planned.

(Q18) Are any juveniles being housed at the facility? If so please detail how many and what menu adjustments are made to feed them.

(A18) No juveniles.

(Q19) How many holiday / spirit-lifter meals are being provided now each year and how many will the Agency require under the contract?

(A19) Normal holiday meals are provided, but the menu typically doesn't vary much. No spirit-lifter meals are being required, but examples may be demonstrated in the proposal.

(Q20) How many sack lunches are required daily? Please provide the current sack lunch menu. Are there any special menu requirements for any of the work details?

(A20) Some Saturdays and Sundays 2-4 inmates do trash detail and are provided bagged lunches.

(Q21) Is there currently a program in place that provides the ability for inmates to order fresh foods from the kitchen and pay for those foods with their commissary account? If so, please provide information on this program for the following:

A. Approved menus and prices

- B. Service schedules (when inmates order-when they are delivered)
- C. Who delivers the completed orders?
- D. What was the 2019 sales volume in dollars?
- E. What is the current commission rate?
- F. What was the annual dollar commissions realized in 2019?
- G. Are there any restrictions or limits for purchases?
- H. Does the program allow for family and friends to also order items on the menu via phone or internet? If not is this something the facility would approve of?
- I. How many inmates on average are eligible to participate in this program on any given week?

(A21) Not offered.

(Q22 with Answers) Regarding Inmate workers:

- A. How many inmate workers are provided in the operation on average today? two
- B. What are the shift times they work? 3:30am-7pm
- C. What tasks are they permitted to perform such as cooking, operating equipment, etc.? any task required in the kitchen
- D. Are they paid and if so by whom and how much? No payment, only good time added to their sentence.
- E. Do they receive double portions and if so, can the contractor bill for double portions? Currently they are allowed extra if available. No extra charge at this time.

(Q23) How many current food service employees are working in the operation?

(A23) Two.

(Q24) 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.

(A24) None.

(Q25) Are there any restrictions for deliveries of foods and supplies to the dock by your vendors? What are the approved hours for product and supply deliveries to the facility?

(A25) No restrictions, but between 8am-4pm are the best hours of delivery.

(Q26) 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, kosher diets, etc.)

(A26) At the present time, we have 4 diabetic, 1 bland, 1 kosher, 1 lactose, 1 no egg and 1 peanut allergy but nothing unusual.

(Q27) If you require the use of disposable service wares (Styrofoam, etc.) please indicate where these are needed and the number of those instances on average per day.

(A27) There are rare instances when disposable wares are needed, but the Sheriff's Office provides the material. There is daily use of disposable forks and spoons but they are purchased by the Sheriff's Office.

(Q28) Will the Agency provide the Contractor with phone and internet service or will these be the responsibility of the Contractor?

(A28) No phone is allowed in kitchen facility. Internet is contractor's responsibility.

**ALL OTHER SPECIFICATIONS AND TERMS & CONDITIONS REMAIN AS ISSUED IN THE ORIGINAL REQUEST FOR PROPOSALS.**