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| **County Administration Building**  **404 Elm Street**  **Rockford, Illinois 61101** | **Ann Johns**  **Director of Purchasing**  **Phone: 815-319-4380**  **Fax: 815-319-4381** |

**February 28, 2018**

# ADDENDUM ONE

**INMATE FOOD SERVICES**

**REQUEST FOR PROPOSAL 19P-2174**

*Bidders are required to indicate on their Quote Form 19P-2174 (Page 38) that they have received and acknowledged this addendum*.

Any questions should be directed to the Purchasing Department, 404 Elm Street, Room 202, Rockford, IL 61101 or by telephone 815-319-4380, or email Ann Johns at [purchasing@wincoil.us](mailto:purchasing@wincoil.us).

**RFP CORRECTIONS**

**Page 29- UNDER HOLIDAY MEALS, there are 5, not 4 Holiday meals. The Holiday meal that was not included is Easter.**

**Page 37- Day shift meals must be served from 11-1 pm not 11- Noon**

**Page 36- Under Work Release/Commissary meals- Sack lunch meals must be ready by 6 am.**

**The following are Questions that were submitted, followed by the County’s responses:**

1. **What is the high and low population for the past year?**

**JAIL-The high was a little above 900, the low was upper 700. 2018 ADP was 839. So far, the ADP in 2019 is 789. However, your proposal needs to assume the population is as stated on Page 2, Paragraph 2.**

**JDC-The highest population in 2018 was 61 and the low was 39.  The average daily population for the year was 49.7 (the rated capacity of the building is 48).**

1. **We are requesting a copy of the adult and juvenile menus.**

**Menus are attached.**

**JDC- Please note that for the Juvenile Detention Center, a nighttime snack is included with this menu and will need to be included in the proposals.**

1. **What if any value added items are being provided by your current vendor?**

**None**

1. **What has been the pricing history for the past 5 years?**

**JAIL- Initial term was .84**

**First year option was .86**

**Second year option was .89**

**Third year option was .92**

**Fourth year option was .94**

**JDC- Please see attachment for pricing.**

1. **Is there a sliding scale for the meal pricing currently in place?**

**JAIL-No**

**JDC-Yes, we have a sliding scale based on population.  See pricing attachment.**

1. **Are the meals for the ESDA and JIC for natural disasters the inmate meals and are they provided at the same price as inmate meals?**

**JAIL- No they are not**

**JDC- Not applicable.**

1. **As stated the successful proposer shall provide all consumable supplies. Does this include the chemicals for the dishwasher?**

**JAIL-Yes**

**JDC-Yes, except currently detention supplies the disposable trays and spoons we use for room trays as well as condiments.  If the proposer is going to provide these please indicate it in the value added services section.**

1. **Is all kitchen equipment in working order?**

**Yes**

1. **How many inmate workers are typically used per day?**

**JAIL- 20-24**

**JDC- No juveniles are allowed to work in the detention kitchen.**

1. **Can we get a copy of all menus used? Inmates and Juvenile**

**Please see attached**

1. **Do they do a separate menu for Female and Male Adult Inmates?**

**JAIL-No**

1. **Do they prefer condiments to be PC vs bulk? For both, inmate and juvenile**

**JAIL- PC**

**JDC- We would prefer condiments to be portioned controlled since it is part of the National School Breakfast and Lunch program.**

1. **The 5 half cup fruits and vegetables (with minimum daily variety of 4 different fruits and veg) – is this for the inmates or are they referring to the Juvenile menu?**

**JAIL- Same as Juvenile**

**JDC-Menu needs to meet the requirements of the National School Breakfast and Lunch program.**

1. **Sack Lunch – is it 3 ounces of meat per sandwich or 3 ounces of meat total for 2 sandwiches (1.5 ounces per sandwich)?**

**JAIL- 2 oz per sandwich**

**JDC- Menu needs to meet the requirements of the National School Breakfast and Lunch program.**

1. **What would you like to do for Kosher meals?  Per RFP – kosher meals need to be prepared at the same cost as the regular inmate meals.  ~20-30 ADP**

**JAIL- Aramark currently makes Kosher meals for same cost as regular.**

**JDC- To date we have not had a requirement for kosher meals but we need to be capable of meeting that need if it should arise**

1. **Do you have a reimbursable snack for the juveniles?**

**No**

1. **Pg. 3  #6    What is the expectation a comprehensive program to continue inmate education?**

**JAIL - None**

1. **Pg. 7  A list of all employees investigated for, suspected of a breach of security for the last 7 years.  This is difficult to track if possible how?**

**JAIL- Provide a statement that any employee that had a breach of security was immediately terminated.**

1. **Pg. 15  prevailing wage.   May we get the current staffing levels with current wages?**

**N/A**

1. **Would the county want to retain any and all of the current staff?**

**JAIL- Yes**

**JDC- Steve Cowan currently works Sunday-Wednesday**

1. **Pg. 22   Does the county provide internet?**

**Yes**

1. **Pg 29 #3  Is there a meal pattern preference?  currently h/h/h.**

**JAIL – No preference**

1. **Pg. 32 & 35    What is the counties expectation of pre-employment physicals?  (e.g.  TB and drug scree also, or just a physical)**

**JAIL- TB and drug testing.**

**JDC- Physicals must include testing for TB. This test is required annually.**

1. **Is the expectation that these be done on an anal basis also?**

**Yes**

1. **Pg. 35   #11 Please clarify the expectation.  Says training during the first year.  And must be completed prior to independently assigned to a particular job.**

**JAIL- The training would be in Emergency, Fire Procedures, and PREA.**

**JDC-Staff must be certified food service operators. They must also complete the annual Civil Rights training and any other training which is required by the NSBL program.**

1. **As the current menu provides 2% milk daily at breakfast as well as a fruit drink packet – it is the County’s intention to require both milk and fruit drink to be served daily at breakfast on the proposed menu?**

**Yes**

1. **Will the County require salt, pepper & sugar packets to be served daily at breakfast ?**

**Yes**

1. **Will the Country require salt & pepper packets to be served daily at lunch & dinner?**

**Yes**

1. **We are requesting copies of the past 6 months invoices for the county jail meals.**

**JAIL – See attached.**

1. **We are requesting copies of the past 6 months invoices for the juvenile detention center.**

**JDC- See attached.**

1. **What are the current meal times for the inmates at the county jail?**

**6, 11, and 4**

1. **Do the PODS always receive the meals in the same order or is it shuffled periodically?**

**Same order**

1. **Are the inmate workers in the kitchen all day or are there different shifts of inmate workers?**

**JAIL - They are not in the kitchen for the entire day. Workers typically arrive at 5:30am and the final time they leave is 6:15pm. They return to their PODs between meals periods.**

1. **How many total Plasticon trays does the county own?**

**JAIL - 1100**

1. **We are requesting the month to month ADP for the county jail for the past 12 months.**

**See previous response.**

1. **Do you issue a cup at booking to each inmate that they are responsible to keep and clean?**

**Yes**

1. **Are the inmates issued spork at booking as well?**

**No**

1. **Please confirm that the inmate workers in the kitchen receive trays for each meal.**

**Yes**

1. **Please confirm that 5 holiday meals are required with the addition of Easter.**

**JAIL-Yes**

**JDC-Yes**

1. **Also please confirm that on these 5 holidays the inmates are provided a bag dinner to allow vendor staff to leave early.**

**JAIL- No**

**JDC-No we do not provide a bag lunch at dinner time for the holidays. Holiday meal service needs to be like a normal day.**

1. **Is there any small-wares, equipment, office equipment like file cabinets that belongs to the current vendor that would be removed if the contract changes vendors?**

**JAIL – Computer and a fax machine**

1. **Please provide a list and number of the medical/therapeutic diets provided in the past year.**

**See attached Meal Count Sheets.**

1. **Is there wireless internet service available in the ODR for an option to record sales?**

**No**

1. **Can you please provide a copy of the current cycle menus in place for inmates.**

**Please see attached.**

1. **Do you allow the use of Soy in recipes on the menu?**

**JAIL- Yes**

**JDC-We allow soy to supplement the protein. They must meet the criteria of the National School Lunch Breakfast and Lunch program**.

1. **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.**

1. **Do you anticipated an inmate population increase during the next 5 years?**

**JAIL-Yes**

**JDC-We do not anticipate the capacity of the facility changing at this time.**

1. **Will there be an officer assigned to the kitchen?**

**JAIL-Yes**

1. **What is the cost for the Plasticon Trays? Or can you provide a direct contact with Plasticon to obtain a quote?**

**JAIL - Unknown**

1. **What was the cost of kitchen equipment maintenance for year 2017 and 2018?**

**JAIL - Unknown**

1. **Is a meal pricing scale acceptable?**

**JAIL - None**

**JDC- Yes**

1. **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.**

**JAIL – None and not required**

1. **Is the food service providing meals to any other agency near the facility (in addition to ESDA) such as meals on wheels, etc.?**

**JAIL- No**

**JDC-N/A**

1. **Who is responsible for providing small wares, cooking & serving utensils, pots & pans, inmate drinking cups, inmate spoons/sporks? If you require the use of disposable service wares (Styrofoam, paper etc.) please indicate where these are needed and the number of those instances on average per day**

**JAIL-Us**

**JDC- Detention provides the utensils, Styrofoam and plastic silverware**

1. **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:**

**JAIL-No**

**JDC- N/A**

1. **Approved menus and prices**
2. **Service schedules (when inmates order-when they are delivered)**
3. **Who delivers the completed orders?**
4. **What was the 2017 sales volume in dollars?**
5. **What is the current commission rate?**
6. **What was the annual dollar commissions realized in 2017?**
7. **Are there any restrictions or limits for purchases?**
8. **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?**
9. **How many inmates on average are eligible to participate in this program on any given week?**
10. **What are the shift times that the inmates work?**

**JAIL-Breakfast 5:30am - 8:30am Lunch 10:15am - 1:30pm Dinner 3:00pm – 6:15pm**

1. **Can you provide a copy of the past health department report?**

**Yes, attached.**

1. **Can you provide a full list of the equipment age?**

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| **13 Years.** | |  |
| **END OF ADDENDUM ONE** | | |
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