



WESTERN TIDEWATER REGIONAL JAIL

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Serving:

County of Isle of Wight
City of Franklin
City of Suffolk

Superintendent
William C. Smith

SUBJECT: Amendment 1 to Request for Proposal 0001-03-2023

RFP TITLE: Comprehensive Food Services For the Western Tidewater Regional Jail

DATE OF AMENDMENT: March 28, 2023 DATE OF AMENDMENT REVISION: April 7, 2023

DATE OF RFP RELEASE: March 10, 2023

OPENING DATE: March 10, 2023

OPENING TIME: 12:00 PM

CONTACT: Marissa Dickens, Executive Assistant to the Superintendent

The following changes shall be a part of RFP 0001-03-2023:

Old Language:

- Page 4 1f. The vendor shall supply food supplements as ordered by the Medical Director.
- Page 4 2c. The food shall be high quality and served in a self - serve format. Portion guidelines are generally self – monitored and adhered too. A sign in sheet is required daily for those guests dining in the ODR. The lunch meal shall include at least two entree' choices with hot vegetables; salad bar with fruits, salad and dressings; bread; dessert; and beverages. The Vendor shall submit a sample four-week menu for the ODR as part of the proposal.

New Language:

- Page 4 1f. The vendor shall supply food supplements as ordered by the Medical Director and bill the facility for those items.
- Page 4 2c. The food shall be high quality and served in a self-serve format. Portion guidelines are generally self-monitored and adhered to. A sign in sheet is required daily for those guests dining in the ODR. The lunch meal shall include:

- at least two different entree' choices
- two different hot vegetables
- salad bar to include fresh lettuce in the large crock along with three quarters of the smaller crocks filled with various salad items to include dressings and fruits
- various bread choices,
- soups, chili
- desserts and
- beverages, iced tea and a fruit drink

*** In addition please provide items for the night shift staff such as hot dogs, paninis, waffles, etc. (hot dog roller, panini machine, and waffle maker are provided by the facility)

The Vendor shall submit a sample four-week menu for the ODR as part of the proposal.

RFP QUESTIONS AND ANSWERS:

Group A:

1. Please provide a copy of the current staff menus. **see attachment 1**
2. Do you allow the use of Soy in recipes on the menu? **No, Prefer no soy; however, a minimal amount is allowable as long as it falls within a heart healthy diet**
3. Please provide copies of a few recent billing invoices and meal count sheets that show the numbers served for each housing area for each of the various types of meals such as regular meals, special diets, sack lunches, snacks, staff meals, etc. **see attachment 2 for billing invoices and attachment 3 for meal count sheets**

Additional question: Fixed billing for staff meals appears to be happening now based on an agreed upon count – RFP says use a sign in sheet – can we use the same agreed upon count procedure? **A sign in sheet is not necessary and yes you can use the same agreed upon count procedure** If so what standard numbers of meals should we use for billing? **Staff meal counts are based on 100 per entrée which covers both lunch and night shift**

4. Please provide a copy of the current contract to include the current price per meal information, and the evolution of the price per meal during the current contract based on CPI or scope of work price adjustments. **see attachment 4 for current contract along with all of the amendments**
5. What are the daily kitchen operating hours observed by the vendor open to close? **6:00am - 7:30pm**
6. How many sack lunches are required daily? **50-55** Please provide the current sack lunch menu. **Vendor's choice for approval by facility ex. sandwiches, juice, fruit, and a dessert** Are there any special menu requirements for any of the work details? **No**
7. 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? **Yes**

If so please provide information on this program for the following:

- A. Approved menus and prices **see attachment 5**
 - B. Service schedules (when inmates order-when they are delivered) **inmates can order anytime; vendors are responsible for the delivery date and time (see attachment 5 for current schedule)**
 - C. Who delivers the completed orders? **Vendor**
 - D. What was the past 12 months sales volume in dollars, broken down by inmate sales and outside sales? **\$35,000 inside sales; \$140,000 outside sales**
 - E. What is the current commission rate? **15%**
 - F. What was the annual dollar commissions realized over the past 12 months? **\$26,250**
 - G. Are there any restrictions or limits for purchases? **\$100 per week**
 - H. Does the program allow for family and friends to also order items on the menu via phone or internet? **Yes** 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? **the entire population with the exception of A-4 which is around 15 inmates but with good behavior they are granted the opportunity to order at certain times**
8. Regarding Inmate workers:
- A. How many inmate workers are provided in the operation? **8 per shift**
 - B. What are the shift times they work? **6:30am – 1:30pm and 1:30pm – 7:30pm**
 - C. What tasks are they permitted to perform such as cooking, operating equipment, etc.? **Any task permitted by the vendor with the requirement that the vendor must provide training**
 - D. Are they paid and if so by whom and how much? **No**
 - E. Do they receive double portions and can the contractor bill for double portions? **No**
9. Are there officers assigned to the kitchen? **No** If so is this always when the kitchen is open and operating?
10. Are there any restrictions for deliveries of foods and supplies to the dock by your vendors? **No** What are the approved hours for product and supply deliveries to the facility? **6:00am to 2:00pm**
11. What is the current number of inmates on special diets? **183** What is the breakdown of the numbers of these diets by diet type? **see attachment 6**
12. Page 4.f. – please identify the specific supplements currently used or required. **Ensure and Mighty Shakes** Can the vendor bill the agency for these? **Yes, see new language in Amendment 1 of RFP**
13. 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. **Needed for quarantine blocks, inmates on suicide watch, etc. Vendor bills the facility for any disposable service wares.**
14. Will the Agency provide the Contractor with phone and internet or will these be the responsibility of the Contractor? **Yes, the facility provides both**
15. Do you have a preference for condiments being served bulk or PC? **No**

Group B:

1. Can you please provide the current meal rate/scale being charged by current vendor? **see Amendment 7 of the attached food service contract (attachment 4)**
2. Can you please provide the last 2 months of all billing invoices? (Inmate meals, Staff Meals, Fresh Favorites) **see attachments 2 and 5**
3. Can you please provide a copy of the current food service contract along with amendments including price adjustments throughout the term of the contract? **see attachment 4**
4. Weekly how many bag lunches are being provided? **250-275**
5. Can the Regional Jail please provide a copy of the current Staff meal menu? **see attachment 1, vendor is responsible for providing sample menus adhering to the new language in this Amendment**
6. Can the Regional Jail provide a weekly Staff meal breakdown for Breakfast, Lunch and Dinner? **Breakfast is not provided, see attachment 1 along with the new language in Amendment 1**
7. Please supply a daily break down of how many diets and of each type are currently served? (Diabetic, Pregnancy, Low Sodium, Kosher, Halah etc.) **see attachment 6**
8. Can you please provide the number of diabetic and pregnancy snacks currently being provided daily? **see attachment 6**
9. Can you please provide the total number of kosher and halal meals currently being provided? **see attachment 6**
10. How many inmate kitchen workers does the Regional Jail currently have assigned to the kitchen? **8 on each shift**
 - a. What are the work hours and how many shifts? **6:30am-1:30pm & 1:30pm-7:30pm; 2 shifts**
 - b. Is there any extra food given to kitchen inmate workers as an incentive? **No**
11. Current Fresh Favorite program.
 - i. Can you provide a copy of the current Fresh Favorite Menu. **See Attachment 5**
 - ii. Delivery day is Friday when is the cut off date and time for inmates to order? **delivery day and cut-off date is at the vendor's discretion**
 - iii. Please also provide the commission rate and commissions received 2022 **15%** and YTD 2023. **15%**
12. What is currently being used for an inmate eating utensil and cups? **Spork and a cup**
 - a. Who is providing this utensil and cup? **Provided by the facility**
13. Does the Regional Jail provide internet access in the kitchen office for contractor use? **Yes**
14. What are your receiving hours for deliveries? **6:00am to 2:00pm**

ALL ELSE REMAINS THE SAME FOR RFP 0001-03-2023

Vendor must sign and return this amendment with proposal submitted.

Vendor Name: _____

Authorized Signature: _____

Title: _____ Date: _____