

**ADDENDUM 1**  
**REQUEST FOR PROPOSALS 2020-133**

**TO:** All Respondents  
**FROM:** Vicki Martin  
**CLOSING DATE:** October 20, 2020 at 3:00PM (UNCHANGED)  
**REF NO.:** 2020-133 RFP JAIL INMATE FOOD SERVICES  
**DATE:** October 9, 2020

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1. **QUESTION:** We did not see where the RFP lists how many copies of the proposal response are required so please let us know how many you would like to include any electronic versions.

**ANSWER:** See Instructions, Section 4.

2. **QUESTION:** Please let us know what time the Kitchen opens and closes each day.

**ANSWER:** The hours are flexible, but generally the kitchen opens between 3:00 and 3:30 am and closes by 7:00 pm

3. **QUESTION:** Section 10 speaks about the delivery of the food to inmates but doesn't clarify if it is to be delivered by Contractor or County staff, can you please clarify who delivers the actual meals to the inmates in the units and then returns the carts and trays to the kitchen?

**ANSWER:** Inmate workers

4. **QUESTION:** Please let us know how the inmate workers are currently compensated. Also, is this compensation the responsibility of the Contractor or County?

**ANSWER:** The kitchen workers receive additional meals as compensation, which are paid for by the County.

5. **QUESTION:** Are there any restrictions for deliveries of food and supplies to the dock by Contractor's suppliers? Also, what are the current acceptable delivery hours?

ANSWER: Contractor's supplies will have to remain outside the secure area and unload on the loading dock. Deliveries may occur only when Contractor's staff available to receive the delivery.

6. QUESTION: Per section 10.2, will the County please list any applicable local business licenses and/or permits needed?

ANSWER: A food service establishment permit from Kitsap Public Health District is required and any other permit and/or license required by law.

7. QUESTION: Can the county please provide recent Health Department inspection reports for the past two years?

ANSWER: See attached

8. QUESTION: Concerning the daily meal counts listed in attachment C. Would the county please provide the past 6 months of the meal counts (broke down by the meals listed in Attachment C) that have been provided to the current vendor?

ANSWER: See attached

9. QUESTION: Please identify/provide all the current kitchen staff positions/wages and the work schedule including inmate workers.

ANSWER: This information is not available.

10. QUESTION: Would the County please provide copies of the food service invoices it has received in the past 60 days?

ANSWER: See attached

11. QUESTION: Is/would the County be open to providing a Cold meal at breakfast or dinner as opposed to lunch? (With the exception of sack lunches for work crews and such.)

ANSWER: There should be two hot meals per day with one of them being dinner.

12. QUESTION: Concerning the small wear depreciation requirement listed in section 11F. Please provide an inventory or what existing small wears (if any) have been depreciated and are now county owned and/or what would be needed by a new vendor.

ANSWER: This information is not available.

13. QUESTION: Also, please list any additional vendor owned equipment that may be present in the Kitchen currently but would be removed in the event of a change in Contractor.

ANSWER: Only small equipment may be removed.

14. QUESTION: What equipment, (If any) are inmate workers not allowed to operate?

ANSWER: There is nothing inmates are prohibited from operating after receipt of proper instruction regarding the use of the equipment by Contractor. However, inmates will need to be supervised when using the equipment.

15. QUESTION: What is most important to the County (Price, Menu, Service Etc.)

ANSWER: Please refer to the solicitation packet.

16. QUESTION: Given we have seamless interfaces with commissary division Keefe Commissary Network, would the County be open to considering Hot food additions to the commissary program?

ANSWER: No

17. QUESTION: Any considerations for an officer/staff dining program?

ANSWER: No

18. QUESTION: How many Kosher meals on average are currently being provided per week?

ANSWER: With our current population we have approximately 10-15 people on religious diets. When we are at "normal" population, that number can increase to approximately 25-30 people.

19. QUESTION: How many diet/therapeutic meals are currently being provided per week?

ANSWER: We have 44 inmates on special diets as of today.

20. QUESTION: How many sacks are being requested Monday through Friday? If applicable, please provide the average weekend sacks provided as well.

ANSWER: The numbers vary. At minimum there are four sack meals per night per week for inmate workers Monday through Friday. When we have road crew there are 7 to 10 inmate workers Monday through Thursday. There is no roadcrew currently due to COVID-19. The number of sack meals for crisis cells will vary from 3 to 18 depending on the need.

21. QUESTION: On average, please let us know how long new contracted staff take to clear the background process.

ANSWER: It takes two to four days to complete.

22. QUESTION: Would the County consider dairy drink instead of milk on the menu – or on a rotating basis?

ANSWER: Yes, as long as milk is provide at least one meal per day.

23. QUESTION: Please provide a copy of your current menus.

ANSWER: See attached.

24. QUESTION: For pricing purposes, can the ADP start at 100.

ANSWER: Yes

25. QUESTION: Is there a pallet jack in the dock area available for use by the Contractor?

ANSWER: Yes

26. QUESTION: How shifts of inmate workers do you have?

ANSWER: There are two shifts, am and pm.

27. QUESTION: Who will be paying for religious diets?

ANSWER: The Contractor is responsible for paying for religious diets.

28. QUESTION: Should the cost proposal form be calculated on a per meal or per meal type basis.

ANSWER: The costs should be calculated on a per meal basis.

29. QUESTION: Does the County or the contractor pay for the extermination services called out in Section 12D?

ANSWER: Yes, the County will pay for the extermination services.

30. QUESTION: Please let us know how many 3,000 calorie sacks meals are ordered daily? Also are these sacks utilized Monday through Friday or 7 days per week?

ANSWER: The numbers vary. At minimum there are four sack meals per night per week for inmate workers Monday through Friday. When we have road crew there are 7 to 10

inmate workers Monday through Thursday. There is no roadcrew currently due to COVID-19.

31. QUESTION: Does the County own all the bread pans and bread slicer that were present during the pre-bid tour?

ANSWER: Yes

32. QUESTION: Under Menu Meals called out in Section 8C, is the county looking for 4 28-day menu cycles that do not repeat? That would be a 16-week cycle menu which while possible, is somewhat expensive and out of the normal.

ANSWER: The jail is requesting that the menus used do not mirror each other. The meals may be the same, but the days must rotate.

33. QUESTION: The RFP states the menu must include at least one hot meal. Does the County prefer to change to a one hot meal menu or stay with the current meal pattern?

ANSWER: The County is requesting that the menu reflect at least two hot meals per day.

34. QUESTION: The RFP includes a number of menu upgrades from the current operation. Please confirm the county would like to adjust the menu and pricing accordingly.

ANSWER: The County is requesting that the vendors submit proposals consistent with the requirements identified in the RFP.

35. QUESTION: The listed number of inmate workers is fewer than typical for current operations. Should staffing plans and pricing be based on this reduced number of inmate workers for the entire term of the contract?

ANSWER: The number of inmate works will vary depending on the number of inmates available to work in the kitchen.

36. QUESTION: It was stated at the walk through that pricing should be based on an inmate count not greater than 300 for the indefinite future. Please confirm in writing this is the expected average count going forward.

ANSWER: The County is asking for pricing on the cost proposal form for 300 thru 1380 meals per day. See amended Attachment C.

37. It was discussed at the walk through that the price scale needed to be adjusted down to a minimum count of 100. Please provide a new pricing sheet reflecting this.

ANSWER: See amended Attachment C which reflects an ADP of 100 to an ADP of 460.