



# Clay County, Missouri

## Purchasing Department

Administration Building  
1 Courthouse Square ~ Liberty, MO 64068

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### DEPARTMENT OF PURCHASING AND CONTRACT SERVICES RFP 02-16, DETENTION FOOD PROGRAM ADDENDUM NO 1

**Monday, March 14, 2016**

Dear Vendor,

The original Request For Proposal (RFP) remains in effect except as revised by the following changes, which shall take precedence over anything to the contrary in the specifications.

Except as amended by this Addendum, all terms and conditions of the RFP remain unchanged.

1. Who is your current food service provider?  
A: The Sheriff's Office hires their own employees.
2. Will the Facility provide a copy of the current menu including portion sizes for all items served?  
A: Not at this time.
3. What is the current inmate meal rate?  
A: .47/Breakfast, \$1.35 for Lunch and Dinner. This does not include salaries and benefits; Food only.
4. Will a termination Clause be associated with the contract for each party?  
A: See section 4.16 of the RFP.
5. Who is your local telephone company?  
A: Clay County Information Technology will supply support for this item.
6. Who is your local internet provider?  
A: Clay County Information Technology will supply support for this item.
7. Utilities are the responsibility of the County?  
A: Yes.
8. What were the high and low inmate counts for the past year?  
A: 372/270
9. Page 4.C says 3 different proposals may be submitted in separate envelopes. Does this apply to just an alternate menu with pricing?  
A: Vendors may submit up to 3 different proposals of their choosing.
10. Page 5 #3 says vendor responsible for disposal of refuse. Does this mean removal to a dumpster provided by the County?  
A: Yes.

11. Is the County responsible for pest control and trash removal?

A: Yes.

#### Staffing

12. Will the contractor be required to hire the current kitchen staff?

A: Not a requirement, but for those who want to stay; it will be strongly recommended.

13. How many staff are assigned to the kitchen, how many hours does each work per week?

A: 5 cooks, 1 Kitchen Supervisor. All work 40 hours per week.

14. Are inmate workers currently utilized in the kitchen?

A: Yes. If so are they paid? Paid out of an inmate account, not by the County budget.

15. What duties within the kitchen would the inmates be allowed to perform?

A: Dishes, cleaning, tray running, unload trucks, stock supplies.

16. Do Inmates, under the supervision of DO's deliver meals to each inmate in the pods?

A: Yes.

17. Does the County pay for Background checks for Vendor employees?

A: The Sheriff's Office will perform background checks, as stated in the RFP Project Summary, Section J: Staffing Requirements.

18. What are the current meal serving hours and what are the hours of the kitchen operation?

A: Breakfast is 0730 – 0800; Lunch is 1115 – 1200; Dinner is 1715 – 1800. Kitchen hours are 0600 – 1930.

19. How many areas are the meal carts delivered to?

A: 6 Pods, 17 dayrooms.

20. What are the total facility training hours contractor employees are to receive yearly if any?

A: Undetermined at this time.

21. What are your current serving times? Are there any times that work best for your schedule?

A: Breakfast is 0730 – 0800; Lunch is 1115 – 1200; Dinner is 1715 – 1800.

#### Diets and menus

22. How many medical diets are provided daily and type of medical diet?

A: Amount is variable daily. Different types include, but are not limited to: Pregnant, Added Nutrition, Diabetic, Added Sodium, Low Sodium, Cardiac, Clear Liquid, Liquid, Soft, Protein Shake, Lactose Intolerant, Dental Soft, Dialysis, Red & Yellow Dye Allergy, Gluten Free, MSG Free, Iodine Allergy, Bland, No Soy, Fish Allergy, Juvenile, Juvenile Diabetic, Various Other Food Allergies.

23. What does the evening medical snack consist of?

A: Determined by Diet.

24. Who provides any liquid supplements required by the Medical Department?

A: Kitchen through the budget.

25. Is pork served on the menu?

A: No.

26. Do you currently use USDA Commodities? If so what amounts of items have been purchased?

A: No.

27. Is powdered milk acceptable?

A: Not at this time.

28. Do you serve milk and drinks in bulk or individual cartons or cups?  
A: Milk is served in ½ pints, drinks are served in Cambro containers.
29. What size drinks are currently served in the facility?  
A: Approximately 4 ounces.
30. The minimum calories requested are 2300 per day. Do you have a preferred 1 cold meal and 2 hot meals? What are you currently serving?  
A: The Clay County Detention Center is currently serving 1 cold meal (breakfast) and 2 hot meals per day.
31. Do you bake bread in the facility?  
A: No.
32. Are condiments in individual packets or served in bulk on the trays?  
A: Individual packets when needed (Ketchup, Mustard, and Mayo only)
33. Are bag meals currently served for either the breakfast or dinner meal?  
A: No, unless Custody requires for security reasons.
34. If Bag meals are served for breakfast or dinner meal when are the meals passed out currently?  
A: See Question #16.
35. How many religious diets and are there any kosher meals?  
There are at least four religious diets that we observe, including kosher meals.
36. How many bag lunches are required for the Work Release Program and what does a bag lunch consist of?  
A: One to two bags per inmate, depending on work hours; bags consist of nutritious meals that meet daily caloric intake requirements.

#### Equipment

37. What smallwares, pots and pans, etc. does the County own? Will a list of the current equipment be provided to vendors attending the pre-bid?  
A: Equipment can be seen during site visit.
38. Is the County or the Vendor responsible for replacing smallwares: pots, pans, serving utensils, etc.?  
A: See RFP Project Summary, Section F: Supplies
39. Page 5 Section F #1 states that the vendor shall furnish all utensils, cookware, etc.? Please verify and specifically explain what Vendor needs to furnish. (ie.) trays, cups, sporks, along with all smallwares for the kitchen?  
A: Too numerous to mention, but anything that can wear out and is not a major appliance. Can be best seen at pre-bid meeting.
40. Does the facility currently issue inmates cups and spoons/sporks or are disposables used for meal service.  
A: Detention staff issues inmates cups and spoons for meal service.
41. Cleaning the kitchen is the responsibility of the County? I see on page 5 section H. #2 "General cleaning and maintenance of the kitchen will be the responsibility of Clay County" Please confirm.  
A: Yes, Inmate Labor cleans the kitchen.

42. Does the County or Vendor pay for cleaning supplies & chemicals for dish machine?  
A: The County shall pay for cleaning supplies & chemicals for dish washing machine.

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43. What are the current hours for the Officer Dining Hall?  
A: Staff Dining is open 24 daily. Staff meals are served daily, with the exception of a hot breakfast offered once per week from 0700 – 0930. Continental Breakfast items are available daily. Lunch is served from 1000 – 1330; Dinner is served 1700 – 1900.
44. Will vendor be asked to provide meals to staff members? If yes, do you need an upgraded menu?  
A: Yes; upgraded menu to be determined at a later date.
45. Will vendors receive a copy of the current staff menu?  
A: At the pre-proposal meeting one can be made available.
46. Is the same menu served for all shifts?  
A: No.
47. How many officer/staff meals are served for Breakfast, Lunch, Dinner/Midnight?  
A: Breakfast day: Approximately 75; Lunch: Approximately 60; Dinner: Approximately 30; Mids: Approximately 20
48. What is the price charged for Staff meals?  
A: \$10 a Month, or \$1 a Meal.
49. Are the staff meals self-serve and are there any all you can eat stations?  
A: Yes, there are both.
50. Does the County have any plans to expand in the next three years?  
A: There has been no discussion of expansion.

ACKNOWLEDGEMENT

Each bidder shall acknowledge receipt of this Addendum No. 1 of RFP No. 02-16, Detention Food Program by their signature affixed hereto, and shall attach this Addendum to the original RFP.

CERTIFICATION BY BIDDER

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

COMPANY \_\_\_\_\_

DATE \_\_\_\_\_

Cordially,



Ethel Kitchell, Procurement Officer