

Questions & Answers for RFP 2020-30 Food Service Management

Answers in Red

- What is the proposed start date? **After evaluations and commission approval.**
- How much does the inmate population fluctuate throughout the year? **Not more than 10**
- Who is the current contractor? **Summit Food Service**
- If self-operated, what is your current budget for food service labor, food, supplies, and chemicals? **Not self-operated**
- May we have a copy of your current menu/meal plans? **Information is proprietary to current vendor.**
- Do you have any food items you need to serve or not serve? **No pork**
- How many special medical or religious diets are required on a daily basis? **5 or less**
- How many food grievances in the last 30 days? **At least 2 food grievances in the last 30 days**
- Any lawsuits over food issues in the last four years? **None**
- Who serves the meals to the inmates; County or contractor? How quickly are trays returned after each meal? **County deputies serve meals to the inmates. Within 1 hour after meals are served.**
- Are inmate workers provided? If so, what tasks are they allowed to do? **Not currently, but in the future we may have inmate workers to help with dirty dishes.**
- How are condiments served? (Bulk or packets) **packets**
- Are any juveniles housed in the facility? **No Juveniles**
- Item C Food Service Supplies: Do the supplies include dishwasher chemicals and floor cleaning chemicals? If not, what supplies are provided by the County? **County will provide dishwasher chemicals, floor cleaner, paper towels, hand soap, and toilet paper.**
- Does the county provide pest control; trash removal; internal hood & grease trap cleaning; utilities at no cost to the contractor? **County provides pest control on quarterly basis as preventative, but any other pest control needs will be provided by the food service management vendor. Trash removal- the food service workers will take the trash to the dumpster. Internal hood and grease cleaning the county covers the cost as stated in the RFP. County pays for utilities.**
- Does the County provide Internet and local phone line at no cost to the contractor? **yes**
- How long does it take the Sheriff to approve prospective employees? **1-2 days**
- Does the County require contractor's employees to complete any training prior to working in the kitchen? **No**
- Regarding County food service employees: Please explain the pricing of "Retention of County Employees" or "No Retention of County Employees." Does the County wish for the Contractor to retain the County's employees? Or does the County wish to retain the employees on the County's payroll? In either case, how many are there and what are their current wages?

County is going to omit pricing form for retention of county employees from the RFP. Please see revised RFP.

· Please provide more details on the remodel. Will the kitchen be available for use? Is equipment only be replaced? If so, which equipment?

- Planetary mixer
- Equipment stand for countertop cooking
- Serving counter, hot food, electric
- Convection oven, electric
- Tilting skillet braising pan, electric
- Three compartment sink
- Dishwasher, conveyor type
- Tray Drying, Storage Rack
- Work table, bakers top

1.Pg. 2 BACKGROUND: When is kitchen renovation / closure expected to occur?
Kitchen renovation estimated Feb 2021

2.Pg. 4 Para. B. 8 g.: MEALS: Are nutritional supplements billable?
County will provide nutritional supplements to inmates when needed.

3.Pg. 5 Para C: FOOD SERVICE SUPPLIES: What supplies are the County responsible for providing? Paper/Disposables? Smallwares?
County will provide dishwasher chemicals, floor cleaner, paper towels, hand soap, and toilet paper.

4.Pg. 7 Para. E 1. CONTRACTOR EMPLOYEE SELECTION AND IDENTIFICATION: “no less than 50% ServSafeCertified”: Is the ServSafe certified manager included in the “no less than 50%”? (Example: we have 1 FSD and 3cooks, does the FSD + 1 cook = 50%?)
The kitchen manager will be included in the total.

5.Pg. 8 Para F. 1. PURCHASING: Is enriched / fortified beverage acceptable in lieu of milk on an occasional basis?
Yes

6.Pg. 9 Para. F. 2.: Please clarify that emergency sack meals are not billable.
Correct not billable

7.Pg. 13 Para. N. 14. ADDITIONAL REQUIREMENTS: Please clarify: Contractor must submit a list of direct costincreases AND documentation from the supplier(s)?
The County would want to see why the cost would be increasing based on the documentation.

8.Pg. 13 Para. N. 16. QUARTERLY REPORTS: “Reports should detail contract items purchased including price (unit and total), quantity and ordering department”. Please clarify.
Quarterly reports need to be detailed with prices and quantities ordered to provide food service to the adult detention facility.

9.Pg. 15 Para P. 5. Does this mean trays prepared and stored in delivery carts, or actual time the meals are delivered to the inmates by jail staff?
Actual time the meals are delivered. The 10 minute window would be from the time the meal is done being prepped and turned over to Franklin County staff for delivery.

10.Pg. 15 Para P. 7. Does “active supervision of the tray / food cart delivery process” mean preparation of the meals or physical delivery of trays to the inmates?

Meal prep only

11.Pg. 24 RFP PRICING FORM – CONTINUED: Are we permitted to provide pricing is inmate population falls below80? Can the county clarify “Daily rate form meals for kitchen equipment install”?

Yes, you may provide pricing for the population, if it were to drop below 80. Daily rate for kitchen equipment install should not be affected due to the install not being a full remodel.

12.What is the date, time and location of bid opening? There will be no bid opening, this is a request for proposals which does not require a public opening.

13.What date will winner be determined? After all evaluations and commission approval.

14.What date will service start? After all evaluations and commission approval.

15.Are the kitchen contractor staff allowed to have their personal cell phones with them while at work in the facility? Yes, however cell phones should not interfere with job performance.

16. Pg. 24 RFP PRICING FORM – CONTINUED: Can you clarify “Daily rate for meals for kitchen equipment install”? Does this mean the price per meal during a renovation period?

In the event that there is an interruption in service with the kitchen equipment install we would like a daily rate for that. As of now our construction crews are not planning to interrupt food service.

1. Please provide a copy of the current cycle menus in place for inmates. What is the calorie level of the current inmate menu?

Per summit that is proprietary and they aren't releasing. 2600 calories

2. 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, kosher meals, etc.

This information can be obtained through a sunshine request through the Franklin County Clerk's office.

3. Please provide the ADP for the months of August, September and October for 2019 and 2020.

Aug 2019 148

Aug 2020 87

Sept 2019 140

Sept 2020 99

Oct 2019 150

Oct 2020 87

4. Are the medically prescribed nourishments (Sustacal / Boost) billed to the facility or the medical department?

Franklin County buys and pays for medically prescribed nourishments.

5. Are there any additional requirements the contractor needs to be aware of for billing purposes (extra milk, etc)?

At this time there are no extras.

6. Please provide the work release sack lunch menu. How many daily sack meals on average were provided (pre COVID)?

Per summit that is proprietary information. Daily sack meals maybe 5.

7. Please provide the models for the hot and cold inmate trays. Is there a need for these to be replaced? Do the cold meal trays have lids?

Photo attached for the model, please see attached photo.

No need to replace.

No but are wrapped with plastic covering.

8. Does the contractor need to provide disposable sporks with each meal?

Yes

NEW KITCHEN EQUIPMENT

1. Does the kitchen remodel include construction plans or just replacement of kitchen equipment? Please describe and list equipment to be replaced.

-Planetary mixer

-Equipment stand for countertop cooking

-Serving counter, hot food, electric

-Convection oven, electric

-Tilting skillet braising pan, electric

-Three compartment sink

-Dishwasher, conveyor type

-Tray Drying, Storage Rack

-Work table, bakers top

2. Does the county have dates planned for construction or replacement of kitchen equipment?

Estimated time is early Feb 2021

3. Will freezer and cooler space still be available during the kitchen remodel?

Yes, there will be space still available.

4. Does the kitchen equipment include a kettle?

We are getting a new skittle.

5. Will the county accept an all cold meal plan for the construction meals should there be no kitchen equipment available during that time?

No, because the scheduled construction work will be scheduled after 1pm to not interrupt meal prep.

STAFFING

1. How many current food service employees are working in the operation? Does the administration feel the current level of supervision is satisfactory?

3 per shift that work.
Yes

2. Can you provide a copy of the current contractor's employees schedules, positions, salaries and hours to be worked?

Franklin County does not have any of that information to provide.

3. Do you want each vendor to provide a staff schedule including our proposed staff wages? Which category of the evaluation will this fall under?

Yes, you may provide that if you would like, but it is not a requirement.

4. Is the county going to allow inmate workers? If so -
 - A. How many inmate workers will be provided in the operation?
 - B. What are the shift times they can work?
 - C. What tasks are they permitted to perform?

2-3 in the future, not currently doing inmate workers.
Times are not decided yet.
Tasks would just be dish washing.

5. The bid is asking for pricing to retain county employees. Are there currently county staff working in the kitchen? Can you provide those staffs positions, schedule and rate of pay?

The County is going to omit the retention of county employees pricing form from the RFP.
Please see revised RFP

OTHER

1. When does the county anticipate a new contract will start?
2. Please provide the square footage of the kitchen area and inmate dining area where the vendor is to provide extermination services.

Kitchen 1088 sq ft.
Office/storage 350sq ft.

3. Can the contractor bill for the supply of the emergency sack lunches for sheriff and emergency response personnel?

No

4. Is the contractor responsible for providing any disposable servicewares or paper supplies?

Franklin County provides paper towels for kitchen service workers and toilet paper for the restrooms.

5. Does the facility have a delivery dock? Are trucks required to have a lift gate?
Yes, no the truck is not required to have a lift gate.
6. Where does the current food service staff park and will that area be available for a potential new vendor?
They are to park on the top of the hill in the employee lot.
7. Will the Agency provide the Contractor with phone and internet service or will these be the responsibility of the Contractor?
Yes, the County provides phone and internet.