

**ARLINGTON COUNTY, VIRGINIA
OFFICE OF THE PURCHASING AGENT
REQUEST FOR PROPOSALS NO. 20-153-RFP**

ADDENDUM NO. 1

Arlington County Request for Proposals No. 20-153-RFP for Food Service for Inmates of the Arlington County Sheriff's Office (ACSO).

Flowing are the Questions & Answers for clarification.

1. **QUESTION** - Is the offeror required to have a special business license similar to a restaurant owner to qualify for this opportunity? **ANSWER- No. As described in the RFP, Contractor may need to obtain Arlington County Business license prior to award, if one is required (as determined by the Arlington County Business License office).**
2. **QUESTION** - We currently delivery food services at regional hospitals but are not a restaurant or licensed kitchen. Do we meet the qualification for this solicitation if our personnel and staff hold food handlers safe serv certifications to provide these services? **ANSWER - No**
3. **QUESTION** - How will be submit the cost proposal separately from the technical proposal as described on page 22 of the RFP under "Cost Proposal?" 4. Should we include the Cost Proposal at the end of the document or upload more than one document? **ANSWER – At end of document.**
4. **QUESTION** - On page 9, The RFP states “The Offeror must submit a sample 30-day menu with its proposal, including Kosher, Halal and vegetarian options.” Please confirm that 4-week cycle menus are permissible. **ANSWER – Acceptable, with a detailed description of meals on daily basis for each day of the cycle.**
5. **QUESTION** - On page 9, The RFP states that “the remaining (milk) portion may be used in food preparation. “Please confirm that a fortified, non- perishable dairy product may be utilized in recipes? **ANSWER - Yes**
6. **QUESTION** - On page 9, The RFP states that “Two 8-oz. portions of fresh, whole milk (min 2% milk fat) will be served per day with at least one 8-oz. portion served as a beverage. Please confirm that 8 oz of 2% milk must be served as a beverage daily. **ANSWER - Yes**
7. **QUESTION** - In section 4, Food Requirements, C. Does the county have a preference of when a cold meal would be served? **ANSWER – Cold meals are an option for Breakfast or lunch, but not BOTH on the same day.** Is dinner acceptable? **ANSWER – No**
8. **QUESTION** - On page 9, The RFP states that “the Contractor must provide, at no extra cost, meals conforming to special religious, medical, vegetarian and similar diets approved by the Sheriff, including dietary supplements, such as Ensure© or similar products.” The current usage

of dietary supplements cost is approximately \$5,000 a year. Do you anticipate this usage to be consistent in the future? **ANSWER – We anticipate it to remain consistent.**

9. **QUESTION** - The RFP states that the average daily population is between 250 and 550 with a maximum facility capacity of 700. Given the current population sits around 212, will the Department allow the vendor to provide a sliding scale in increments of 50, in order to provide accurate and more consistent pricing? **ANSWER – Smaller sliding scale increments will be considered.**
10. **QUESTION** - On page 9, The RFP states that “the Contractor must provide, at no extra cost, meals conforming to special religious, medical, vegetarian and similar diets approved by the Sheriff, including dietary supplements, such as Ensure© or similar products.” However, in the cost proposal it is separated out. Can you please confirm whether the special meals are to be the same price as regular meals, or if the vendor can propose a separate price for the meals and products listed? **ANSWER – Special meals can be priced differently from regular meals. “No extra cost” requirement is removed.**
11. **QUESTION.** Page 18 – Additional Services B. - is the current vendor providing services to other agencies via the Jail kitchen (Meals on Wheels, Residential Program Center, etc.)? If so, does the Sheriff’s Office receive a financial benefit, rent or commission for these contracts for use of jail equipment, etc.? **ANSWER – These services are not currently being provided; but in the past when these services were offered, there was no financial benefit, rent, or commission paid to Sheriff’s Office by the Contractor for provision of those services.**
12. **QUESTION** – page 23. Will the Agency provide the Contractor with phone and internet service or will these be the responsibility of the Contractor? **ANSWER – Sheriff’s Office will provide two phone land lines and wired/wireless network connections. At least one desktop computer can also be provided by Sheriff’s Office.**
13. **QUESTION** - 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. **ANSWER – Disposable wares are used in limited quantities in case of washing equipment downtime, or for carry-out dining in the Staff kitchen. Rough estimate is between 30-40 sets per day.**
14. **QUESTION** - page 21. Will the facility handle all maintenance needs for the kitchen equipment and infrastructure? **ANSWER – Contractor manages the service calls for all the County-owned equipment, pays the repair subcontractors, and then is reimbursed by the County on monthly basis for the actual cost incurred. Walk in refrigerator repair, and cleaning of the kitchen vents and ducts are managed by ACSO.**
15. **QUESTION** - page 20. How many inmates are on special diets currently and what types of diets are they on? **ANSWER – 70 Inmates are on special diet; low sodium; 2500 “reduced calorie; vegetarian, halal, kosher.**

Are there any unusual requirements the vendor needs to be aware of for billing purposes (snacks, nutritional supplements, kosher diets, etc.) **ANSWER - All special meals may be billed at a pre-determined contract rate for that type of a special meal.**

16. QUESTION - page 19. Are there any restrictions for deliveries of foods and supplies to the dock by your vendors? **ANSWER – No restrictions or access cards needed.**

What are the approved hours for product and supply deliveries to the facility? **ANSWER – Loading dock is available for deliveries 24/7.**

17. QUESTION - Are the vendor staff required to take carts to the elevator and send up or are they required to also go to each floor with the carts? **ANSWER – No, this is ACSO’S responsibility**

18. QUESTION - Are there officers assigned to the kitchen? If yes is this always when the kitchen is open and operating? **ANSWER – Yes, there are officers in the kitchen at all times during operation.**

19. QUESTION - What tasks are the INMATES permitted to perform such as cooking, operating equipment, etc.? **ANSWER - Yes**

Are they paid and if so by whom and how much? E. Do they receive double portions and can the contractor bill for double portions? **ANSWER – Inmates are paid directly by ACSO. Double portions are only billed when approved by ASCO for medical reasons. Double portions for kitchen workers are not billable.**

20. QUESTION - 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? **ANSWER – Yes**

A. Service schedules (when inmates order-when they are delivered) **ANSWER - Once per week**

C. Who delivers the completed orders? **ANSWER – Kitchen Contractor staff**

D. Does this program also allow for family and friends to also order items on the menu via phone or internet? **ANSWER – Yes**

F. How many inmates on average are eligible to participate in this program on any given week? **ANSWER – About 90% of the inmate population is eligible.**

21. QUESTION - How many sack lunches are required daily? **ANSWER – 20-30 per day**

Are there any special menu requirements for any work details? **ANSWER - No**

Are any Juveniles being housed at the facility? **ANSWER - No**

Are the current Staff Meal service times 11AM to 2PM as also required in this RFP? **ANSWER – Yes. Twice a month meal is pre-made for the night shift staff, but the kitchen/dining area is not open during the night shift; the meals are distributed beforehand.**

22. QUESTION - What type of utensils and cups are used for meals services currently? Are these issued to inmates and kept in their possession? **ANSWER – Inmates have cups and plastic spoons provided by ACSO assigned to each one**

23. What are the Inmate meal service times for breakfast, lunch and dinner (start to finish)?
ANSWER – 5:15-5:45; 11:00am-11:30; 4:00-4:30pm

25. QUESTION - 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. **ANSWER – Financial disclosures are not discussed in this RFP.**

26. QUESTION - Please confirm the calorie level of the current inmate menu. **ANSWER – 2800 over three meals**

The balance of the solicitation remains unchanged.

Arlington County, Virginia

Francine Morris
Procurement Officer
fmorris@arlingtonva.us

RETURN THIS PAGE, FULLY COMPLETED AND SIGNED, WITH YOUR PROPOSAL:

OFFEROR ACKNOWLEDGES RECEIPT OF ADDENDUM NUMBER NO. 1 20-153-RFP

FIRM NAME: _____

AUTHORIZED SIGNATURE: _____ **DATE:** _____