



CLAY COUNTY SHERIFF'S OFFICE
PROUDLY SERVING WITH HONOR AND COURAGE
SHERIFF MICHELLE COOK

ADDENDUM 1

Request for Proposal (RFP) # B21-003

Project Name: Inmate Food Services

July 08, 2021

Amendment #1 – Cost Fee Schedule on Page 51 shall be removed and replaced with attached Cost Fee Schedule as Page 52, resulting in RFP being increased to 159 pages.

Amendment #2 – Proposal due date shall be changed to reflect a new due date of July 15, 2021.

Questions submitted by Proposers with Responses –

Special Note: Questions are numbered sequentially through all issued addendums.

Question 1

Would you provide a copy of all questions asked with related agency responses to date?

Response – All questions asked to date will be responded to in this addendum.

Question 2

Under Cost/Fee Schedule RFP PDF Page 52&52/159 provisions a response to Medical Items, is it the intent of Clay County Sheriff's Office (CCSO) to include these items in the contractor's scope of service?

Response – Please refer to Amendment # 1 above, Cost Sheet error has been corrected.

Question 3

With today's job market and challenges with hiring post-covid, (a proposer) has moved to a \$16 minimum hiring rate for its CCSO food service hourly roles (today average is \$16.80) and about \$66,000 for the CCSO Food Service Director (FSD), is it the desire of CCSO to have the successful contractor provide equivalent pay in order to attract & retain qualified staff?



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Response – CCSO desires to have contractor provide qualified staff at all times by whatever means contractor determines to be necessary.

Question 4

Is it the desire of CCSO for the successful contractor to survey Jail Officers & Staff on Officer Dining Room (ODR) quarterly via an online platform and provide survey analysis to CCSO's staff meal committee?

Response - Yes, surveys will be conducted quarterly, as a minimum, or as deemed necessary by CCSO for performance monitoring purposes.

Question 5

Will CCSO require all proposers to provide the staff salary and wage ranges for evaluation to reduce turnover and increase recruitment and retention in the operation?

Response – In conjunction with the response on Question #3, CCSO will not evaluate proposers on compensation provided to their employees.

Question 6

Since inmate meal pricing scales provide adequate protection for both parties in corrections, is it CCSO's desire to have a fixed price per inmate meal, or is a sliding scale based on meals served acceptable?

Response – Fixed pricing per inmate meal. Please refer to Section 5.07 of RFP for further information.

Question 7

Could we please have a copy of the last three months of the vendor invoices?

Response – Vendor financial information, including invoices and pricing, will only be released via a public records request.

Question 8

What is the current ADP?

Response – 489 inmates per day.



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Question 9

What are the inmate meal times?

Response – [Please refer to Appendix B, Section IX, Sub-section I. of RFP.](#)

Question 10

What are the staff dining hours?

Response – [Please refer to Appendix B, Section IX, Sub-section I. of RFP.](#)

Question 11

Who pays for staff dining?

Response – [CCSO pays for agreed upon consumed staff meals, all additional meals are paid for by purchaser/consumer.](#)

Question 12

The wrong pricing sheet seems to be in the RFP, could we please have the correct pricing sheet for the response?

Response – [Please refer to Amendment # 1 above, Cost Sheet error has been corrected.](#)

Question 13

How many special diets are currently served and what type?

Response – [Dietary needs vary based on inmate population. Types are – ADA, specific allergy diets, kosher diets, vegan and alternate vegan.](#)

Question 14

Would the county be open to other meal patterns other than the Hot, Hot, Cold?

Response – [Not at this time, but can be discussed at a later date. The meal patterns have been set based on the 10 hour time frame that inmates are allowed to work daily per Florida Model Jail Standards \(FMJS\) and Florida Correction](#)



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Accreditation Commission (FCAC), and also security teams switching shifts at 6am or 6pm daily.

Question 15

Product specifications are very specific in regards to pack sizes, would the county allow different size products and packaging as long as quality is the same?

Response – CCSO has no preference on packaging as long as quality standards are maintained.

Question 16

How are staff meals counted (sign in sheet, tickets, or something other)?

Response – At contractor's discretion.

Question 17

If a cold dinner meal is served does the vendor's staff remain through the dinner service or do they leave after the meals are prepped?

Response – Currently the meal is prepped and the staff leaves.

Question 18

Are there currently any religious diets? And if so, what are they and how many?

Response – Currently, there are seven (7) inmates on Kosher religious diets.

Question 19

RFP specifically mentions no mechanically deboned meat is permitted – can you please confirm that no mechanically separates chicken is allowed – as it is commonly used in many correctional menus.

Response – This specification is for staff meals, as MSC (mechanically separated chicken) has and is being used in the approved twenty-eight (28) day inmate meal menus.



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Question 20

Can you please clarify regarding the food coloring in all aspects of all pre-made products, like patties, etc or is it just kitchen bouquet and actual food coloring on the shelf that we add to enhance the coloring of the food for a few recipes.

Response – This pertains to actual food coloring being added to enhance food appearance.

Question 21

Are beverages served in bulk or individual packages?

Response – At vendor's discretion as long as dietary specifications are met, currently in bulk.

Question 22

What is the population today?

Response – 489 inmates

Question 23

On average, how many medical meals are served per meal?

Response – 20-25

Question 24

On average, how many medical snacks served daily?

Response – Evening / Night snack 10-15

Question 25

On average, how many religious meals are served per meal?

Response – Seven (7) Kosher meals.

Question 26

On average, how many sack/court meals are required daily?

Response – Court meals will be as needed, low occurrence.



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Question 27

On a daily average, how many work release/ inmate labor inmates receive special meals?

Response – [Varies, currently four \(4\) with food allergies.](#)

Question 28

Will the county please provide ALL invoices submitted by the current vendor for the previous 16 weeks?

Response – [Vendor financial information, including invoices and pricing, will only be released via a public records request.](#)

Question 29

Will the county please provide ALL current menus being utilized by current provider?

Response – [Not at this time.](#)

Question 30

What is the current inmate meal price?

Response – [All data pertaining to pricing will only be released via a public records request.](#)

Question 31

Is pricing currently on a per population basis (pricing scale)? If so, can we get a copy of the current pricing scale?

Response – [Pricing is a preset price per meal.](#)

Question 32

Are religious meals served as common fare or pre-packaged?

- If pre-packaged, what is the current price per meal?
- If common fare, is the price the same as an inmate meal?

Response – [Currently common fare, however, CCSO is open to pre-packaged meals.](#)



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Question 33

For inmate workers, please explain what they receive (e.g. double portions, double entrée, double meat, etc.)?

- If so, what meals are they served doubles – breakfast/lunch/dinner?
- Does the double get served 7 days a week?

Response – [Please refer to Appendix B, Section IX, Sub-section BB.1.a of RFP for specifications.](#)

Question 34

How many working inmates?

Response – [Seventeen \(17\) outside workers.](#)

Question 35

How many working inmates in the kitchen per shift?

Response – [Seven \(7\) to Nine \(9\).](#)

Question 36

On page 67, under Bag Meal, item E, it states that the “general population inmates will receive one (1) ½ pint of fresh, low-fat milk”...

- Is this bag meal for the cold dinner meal or is it for the individuals leaving the facility?
- Can you clarify if milk is required in the everyday cold dinner meal or if milk is just required in the sack meal for individuals leaving the facility?

Response – [Both, as specified in approved dietary menus.](#)

Question 37

On page 55, under Quality of Food and Menu Requirement, item C3, it states that “A five-week cycle diet menu (including the different diet requirements).” Are we required to provide this upon award or in the proposal, please clarify?



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Response – Yes, please provide menus as part of bid package, refer to Appendix B, Section III, Sub-section C and Section IV Sub-section A of RFP for clarification.

Question 38

On pages 70-111, Food Product Specifications, it states various product specs for items.

- Is the current provider providing these food product specs?

Response – Yes

- Will industry standard specifications be allowed if we submit what those specifications are?

Response – No, USDA standards, as specified in RFP, must be maintained.

Question 39

Sack Meals:

- Contents?
- Fresh Fruit?

Response - Please refer to Appendix B, Section IX, Sub-section BB,1-3 of RFP for specifications.

Question 40

Is the vendor required to provide bottled water?

Response – No

Question 41

Does the client wish the vendor to provide a bulk drink (thermos)?

Response – Can be discussed later, not an integral part of proposal.

Question 42

Are sacks required for 5 or 7 days per week?

Response – Mainly during the week, however inmate crews may sometimes work on weekends and during emergencies.



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Question 43

Does the client require an inmate beverage service? If yes, please provide details on what is required for the following:

- Coffee Service: **Not required.**
- Fountain Drinks: **Not required.**
- Milk: **As per approved menu or doctor' order.**
- Tea: **As per approved menu or doctor' order.**
- Juice: **As per approved menu or doctor' order.**
- Water: **Bubblers are in dorms, this is optional but cannot be substituted for juice.**

Question 44

Are inmates utilizing reusable sporks?

Response – **Yes**

Question 45

Are inmates utilizing plastic/ reusable cups?

Response – **Yes**

Question 46

Do sandwich bags have to be clear?

Response – **Yes, for safety and security purposes this is a requirement.**

Question 47

What are the current pay rates for current staff?

- Food Service Director(s):
- Assistant Food Service Director(s):
- Food Service Supervisor(s):
- Officer Dining Attendants:
- Food Service Cook(s):
- Utility Worker(s):

Response – **Not relevant to proposal, pay rates are at each vendor's discretion.**



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Question 48

Does the current provider provide a vocational education program for inmates?

- If yes, is there a cost for that training?
- How many inmates graduated from classes during the previous 12 months?

Response – No, but this is something CCSO would be very interested in.

Question 48

On average, how many officers work in the facility per:

- Weekday: 90
- Weekend: 50
- How many shifts per day? Two (2)
- How many officers per shift? 25
- Are non – correctional staff eating in the ODR? Yes, 15-20 on week days.

Question 49

How are staff meals paid for (e.g. staff pays cash or invoice county)?

Response – CCSO pays for agreed upon consumed staff meals, by monthly invoice, all additional meals are paid for by purchaser/consumer.

Question 50

What is the current staff meal price?

Response – All data pertaining to pricing will only be released via a public records request.

Question 51

Are staff meals served on a tray or Styrofoam?

Response – In Styrofoam containers

Question 52

Who is responsible for paying for Styrofoam trays?

Response – The vendor provides.



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Question 53

Are utensils metal or plastic?

Response – Plastic utensils