



**MEMORANDUM
JEFFREY L. MANN, SHERIFF**

November 14, 2017

TO: Respondents to Request for Proposal No. 17- 03 - To Provide Inmate Food Service at the DeKalb County Jail

FROM: Xernia L. Fortson, Chief of Administration

SUBJECT: ADDENDUM NO. 1

Question 1:

Based on the due date of the RFP (11/27), when is the award notification anticipated? If award date is in December, is it possible to request a 30-Day Extension for the start of the contract from 1/1/2018 – 2/1/2018?

Answer 1:

Please refer to RFP 17-03, I. Introduction A. General Information. V. Contract Administration, J. Standard DKSO Contract.

Question 2:

How long has the current incumbent been the current vendor?

Answer 2:

The current vendor is in the fourth year of the current contract.

Question 3:

Will the county please provide the following (include all inmate and staff)?

- a. Full current pricing scale and;
- b. Full starting pricing scale implemented at initial contract

Answer 3:

Inmate Meal	\$.787
Juvenile Meal	\$1.463
Special Medical Diet Meal	\$.957
Staff Meal	\$1.50

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Question 4:

What is the Average Daily Population/Meals Served for the following:

- a) Non-Federal Inmates:
- b) Federal Inmates:
- c) Juveniles:
- d) Intake/Bond/Trail Inmates:
- e) Late Meals:
- f) Daily Medical Meals Served (includes all medical conditions):
- g) Dialysis Patients:
- h) Daily Religious Meals Served:
 - i. Kosher:
 - ii. Halal:
- i) Daily Liquid Supplements Served:
- j) Average number of Staff Meals Invoiced Weekly:
- k) Average number of inmate workers:

Answer 4:

It is unclear the information being sought by this question.

Question 5:

Will the county please clarify if religious inmates receive the following?

- a. Pre-Packaged Meals OR;
- b. Modified Daily/Common Fare Meals

Answer 5:

Please refer to RFP 17-03, Attachment J, Contract Specifications/Technical Proposal Inmate Food Service at the DeKalb County Jail; II. Menu and Meals, D. Inmate Meals, Religious Diets, Page 7.

Question 6:

What is the current meal schedule; or what does the facility prefer?

- a. Hot Breakfast, Hot Lunch and Cold Dinner or;
- b. Hot Breakfast, Cold Lunch and Hot Dinner

Answer 6:

Please refer to RFP 17-03, Attachment J, Contract Specifications/Technical Proposal Inmate Food Service at the DeKalb County Jail; I. Standards, Page 2.

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Question 7:

Are Juvenile Inmates being served the same meals as non-federal inmates?

Answer 7:

Please refer to RFP 17-03, Attachment J, Contract Specifications/Technical Proposal Inmate Food Service at the DeKalb County Jail; II. Menu and Meals, D. Inmate Meals, Juvenile Meals, Page 6.

Question 8:

If not, what meal pattern?

Answer 8:

Please refer to RFP 17-03, Attachment J, Contract Specifications/Technical Proposal Inmate Food Service at the DeKalb County Jail; II. Menu and Meals, D. Inmate Meals, Juvenile Meals, Page 6.

Question 9:

Are the Juvenile meals required to be NLSP (National School Lunch Program)?

Answer 9:

Please refer to RFP 17-03, Attachment J, Contract Specifications/Technical Proposal Inmate Food Service at the DeKalb County Jail; II. Menu and Meals, D. Inmate Meals, Juvenile Meals, Page 6.

Question 10:

How many milks per day are Juvenile's receiving?

Answer 10:

Please refer to RFP 17-03, Attachment J, Contract Specifications/Technical Proposal Inmate Food Service at the DeKalb County Jail; II. Menu and Meals, D. Inmate Meals, Juvenile Meals, Page 6.

Question 11:

Will the City Please provide the current food service contract, including all addendums and appendix's, attachments, etc.?

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Answer 11:

I am treating this as a request for public documents under the Georgia Open Records Act. The non-exempt, responsive documents maintained by the DeKalb County Sheriff's Office are being forwarded via U.S. mail.

Question 12:

Will the City provide all current inmate and staff menus?

Answer 12:

I am treating this as a request for public documents under the Georgia Open Records Act. The non-exempt, responsive documents maintained by the DeKalb County Sheriff's Office are being forwarded via U.S. mail.

Question 13:

Will the city please provide the invoices for the previous 52 weeks pertaining to the food service program?

Answer 13:

I am treating this as a request for public documents under the Georgia Open Records Act. The non-exempt, responsive documents maintained by the DeKalb County Sheriff's Office are being forwarded via U.S. mail.

Question 14:

Will the county please provide the current kitchen staffing utilized in the kitchen?

Answer 14:

Please refer to Addendum No. 3.

Question 15:

Is a vehicle required for the execution of this contract?

Answer 15:

Please refer to RFP 17-03, Attachment J, Contract Specifications/Technical Proposal.

Question 16:

Does the Jail only utilize one kitchen?

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Answer 16:

No.

Question 17:

Does the Jail only provide meals to one location or multiple?

Answer 17:

Inmate and staff meals are prepared and served at the DeKalb County Jail; however, catering and banquet meals may be served onsite or at other locations.

Question 18:

What are the current hours of operation for the kitchen (or kitchens if there are multiple)?

Answer 18:

The DeKalb County Sheriff's Office does not maintain the requested information.

Question 19:

Will the county please clarify that the following are NOT required for this solicitation. If they are required, please indicate the dollar amount or percentage required:

- a. Bid Bond OR;
- b. Performance Bond

Answer 19:

Please refer to RFP 17-03.

Question 20:

Is the vendor required to provide equipment and maintenance of the county's kitchen equipment? If Yes:

- a. Is the current incumbent required to provide this?
- b. Will the City please provide ALL cost associated with providing this maintenance for the previous 12 months (include maintenance repair log w/cost if possible)?

Answer 20:

Please refer to RFP 17-03, Attachment J, Contract Specifications/Technical Proposal Inmate Food Service at the DeKalb County Jail; XIII Maintenance and Equipment, pages 21-22.

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Question 21:

Does the county require that staff meals be of a higher grade than the inmate meal quality?

Answer 21:

It is unclear the information being sought by this question.

Question 22:

Who is responsible for payment of staff meals (e.g. staff or city)?

Answer 22:

The staff is responsible for payment of staff meals.

Question 23:

Are the sack meals the same as the cold option for each day?

Answer 23:

Yes.

Question 24:

Can Peanut Butter be utilized as a sack/cold meal option as a protein?

Answer 24:

Please refer to RFP 17-03, Attachment J, Contract Specifications/Technical Proposal Inmate Food Service at the DeKalb County Jail; II. Menu and Meals, D. Inmate Meals, Sack Meals, Page 8.

Question 25:

In attachment I, the form asks for five (5) references but on page 4, Section B (Technical Proposal), Subsection 4B (References) there are only three (3) requested. Will the county please clarify how many references are needed?

Answer 25:

The responder needs three (3) references for Attachment C and five (5) references for Attachment I.

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Question 26:

How many 'tray cavities' are there on the current trays being utilized by DKSO?

Answer 26:

There are six (6) cavities for food and two (2) cavities for condiments.

Question 27:

Average daily population noted as 2800-3709 in 2016. What is the average daily population for year-to-date 2017?

Answer 27:

The average daily population for 2017 year-to-date is 1785.

Question 28:

Attachment A- cost proposal- A-1 week menu is included. Is this menu merely an example or a guideline for developing a similar 4-week cycle menu?

Answer 28:

Please refer to RFP 17-03, Attachment J, Contract Specifications/Technical Proposal Inmate Food Service at the DeKalb County Jail; II. Menu and Meals, Page 1 and Attachment A, Cost Proposal.

Question 29:

Attachment J Specifications II A – County requires milk to be served twice daily in 8-oz cartons. Will county consider either a bulk instant milk option or a fortified beverage substitute?

Answer 29:

Please refer to RFP 17-03, Attachment J, Contract Specifications/Technical Proposal Inmate Food Service at the DeKalb County Jail; II. Menu and Meals, A. Menu Component Requirements, Page 3.

Question 30:

Will the County Consider a sliding scale to account for fluctuations of inmate population?

Answer 30:

Please refer to RFP 17-03, Attachment A, Cost Proposal.

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Question 31:

Are we allowed to submit a price scale vs a single rate listed on the Cost Form?

Answer 31:

Please refer to RFP 17-03, Attachment A, Cost Proposal.

Question 32:

Will the county please provide the current catering menu (please include pricing)?

Answer 32:

I am treating this as a request for public documents under the Georgia Open Records Act. The non-exempt, responsive documents maintained by the DeKalb County Sheriff's Office are being forwarded via U.S. mail.

Question 33:

Is each meal service served on trays for the general population? (Example Breakfast =Tray, Lunch = Styrofoam, Dinner = Tray)?

Answer 33:

Yes.

Question 34:

How many meals per meal period are being served in Styrofoam trays? Please include medical, special meals, etc.)

Answer 34:

Please refer to Addendum No. 3.

Question 35:

Please provide the annual revenue associated with e-commerce?

Answer 35:

It is unclear the information being sought by this question.

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Question 36:

Is the vender responsible for the cleaning and removal of the grease traps?

Answer 36:

Yes. The successful responder is responsible for the cleaning and removal of the grease traps.

Question 37:

Will the county please provide the amount of purchasing the current vender is reporting to meet the LSBE requirements?

Answer 37:

The DeKalb County Sheriff's Office does not maintain any information that is responsive to your request.

Question 38:

Will the county please provide a copy of the current staff menu which includes all pricing for each item(s) being served?

Answer 38:

I am treating this as a request for public documents under the Georgia Open Records Act. The non-exempt, responsive documents maintained by the DeKalb County Sheriff's Office are being forwarded via U.S. mail.

Question 39:

Please provide a breakdown of duties that inmates can perform (example: Baking? Cooking? Tray assembly? Warehousing? etc.)

Answer 39:

Please refer to RFP 17-03, Attachment J, Contract Specifications/Technical Proposal Inmate Food Service at the DeKalb County Jail; X. Inmate Workers Assigned to the Kitchen.

Question 40:

Does the County require the Sample Contract to be returned? Do you require signatures at this time?

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Answer 40:

The sample contract is not to be returned or executed.

Question 41:

Is the LSBE a new program for DeKalb County; has it been a requirement in previous RFP's?

Answer 41:

The LSBE is not a new program for DeKalb County. Please refer to RFP 17-03, III. Proposal Format, D. Local Small Business Enterprise Opportunity and Attachment E LSBE Information Forms.

Question 42:

If there are no vendors on the approved lists that provide goods/services needed for foodservice operations, is it allowable to include a vendor that:

- a. We will work with to get certified in one of the MSA counties?
- b. Is a certified M/W/DBE vendor?

Answer 42:

Please refer to RFP 17-03, III. Proposal Format, D. Local Small Business Enterprise Opportunity and Attachment E LSBE Information Forms.

All questions related to this project must be addressed to Chief Xernia Fortson **in writing no later than 4:00 P.M. EST on Tuesday, November 14, 2017** to the following email address or facsimile number: cdbrown11@dekalbcountyga.gov or (404) 298-8101 only.¹ Questions received after this date and time will not receive a response.

¹ All submitted questions will be placed in addenda exactly as submitted.