



# County of Roanoke

## FINANCE DEPARTMENT PURCHASING DIVISION

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June 3, 2021

**RFP #2021-100**

**Inmate Food Services**

for

Western Virginia Regional Jail

## ADDENDUM NO. 1

**Answer to Questions**  
Due Date & Time:  
**June 18, 2021 2:00PM**  
**(Local Prevailing Time)**

**Addendum No. 1**  
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1. Extension of Due Date to June 18, 2021 at 2:00 PM.
2. Extension of Questions to be submitted to June 15, 2021 by end of day.
3. Non-Mandatory Pre-Bid Conference will be held at 5885 W. River Rd. Salem, VA 24153 on June 9<sup>th</sup>, 2021 at 4:00 PM. Please meet in the Lobby.
4. Can you please consider extending the proposal due date? Extending the deadline will allow vendors more time between the question deadline to receiving and reviewing the Q&A, complete proposal and ship the proposal in a timelier manner. **See No. 1**
5. With the size and scope of work, a kitchen tour would be beneficial for participating vendors; will the Regional Jail be scheduling a pre-proposal conference? **A Non-Mandatory Pre-proposal meeting will be scheduled for 6/9/2021 at 4:00 PM.**
6. What is the projected contract start date? **8/1/2021**
7. How many inmate kitchen workers does the jail currently have assigned to the kitchen; **20-25**
  - a. How many shifts? **1 (0600-1600)**
  - b. Is there any extra food given to kitchen inmate workers as an incentive? **This is at the discretion of the vendor**
    - i. If so, is this charged back to the Jail? **NO**
    - ii. Please list what duties kitchen inmate workers can do; cook, clean, unload trucks, food prep, etc. **Kitchen trustees can perform all functions except unload trucks.**
8. What time does the kitchen open in the morning and close in the evening? **Opens at 0600 closes at 1600**
9. What are the meal-times for breakfast, lunch and dinner? **Breakfast 0500; Lunch 1130, Dinner 1630**
10. What time are dinner trays returned to the kitchen? **1730-1800**
11. What is the current schedule of the food service employees? **0600-1530**
12. Are contractors allowed to utilize textured vegetable protein products

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13. (soy filler product) on their menus? **YES**
  - a. If yes, what percentage is allowable? **No more than 5%**
14. Can you please provide us with a copy of the current inmate menus?  
**See attachment**
15. Can the Jail please provide the current Staff meal menu? **See attachment**
16. What are the meal times for the staff dining? **1130-1400**
17. Can you please provide a copy of the current sack/bag meal menu? **See attachment**
18. Can you please provide a list of equipment located in the staff dining room which is adjacent to the kitchen? **See attachment**
19. What is the staff meal times? **Dayshift -1130-1400, and prepared box meal for night shift (25 meals per night)**
20. How many staff actually eat a contractor provided meal during each meal period? **Dayshift 30-50**
21. Are the staff meals self-service or does the current contractor have an employee serving in the staff dining room? **Self-service food-line for dayshift stocked by vendor. 25 meals prepared and stored in a refrigerator for nightshift**
22. Can you please provide pictures of the staff dining room? **See attachment**
23. Can you please confirm a 5% bid bond is required? **No**
24. Reference page 43, sections A, 4
  - a. Since this is not a construction project, can you confirm a performance bond is not required? **No**
25. Can you please provide the current meal rate/scale being charged by current vendor? **See attachment-Contract**

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26. Can you please provide the last 3 months of all billing invoices? **See attachment**
27. Can you please provide a copy of the current food service contract along with amendments including price adjustments throughout the term of the contract? **See attachment**
28. Can you confirm there is secure internet access in the kitchen office available for contractor use? **Yes, internet is available**
29. Can you please provide the total number of kosher and halal meals currently being provided? **See Attachment**
  - a. Do you currently provide pre-packaged meals? **NO**
    - i. If not, what are they being served? **In accordance with Vendor Menu.**
  - b. Do you currently serve a common fare menu? **NO**
    - a. Is the Jail ok with an approved common fare menu? **cNegotiable**
30. Please supply a daily break down of how many diets and of each type are currently served? **(Diabetic, Low Sodium, etc.) See attached**
29. Are the current food service employees in a Union? **NO**
  - a. If yes, please provide a copy of the collective bargaining agreement.
30. Are any inmates in the facility including kitchen trustees receiving special meals or double portions as an incentive? **Vendor Discretion**
  - a. If so, please elaborate.
  - b. Can contractor charge for the extra portions? **NO**
31. Do you currently have a fresh meals program where inmates can purchase items for themselves? Or families can purchase online for inmates? **NO**
  - a. If yes, can you please elaborate on all programs in place (excluding commissary)?
  - b. Can you provide what is offered and how often to include pack size and prices?
  - c. Please provide the sales earned by month for the last 3 months; for in-house and online.
  - d. Please also provide the commission rate and commissions

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received 2020 and YTD 2021.

32. What type of milk do you currently serve; 2%, 1%, whole, powdered/dairy blend? **1%**
  - a. How many ounces per meal? **8**
  - b. Service in bulk or half pint containers? **Half pint containers**
  - c. How many times per week? **2**
33. What is currently being used for an inmate eating utensil and cups? **Jail provides (1) spoon/utensil and 8 oz. cup to inmate**
34. Who is providing this utensil and cup? **WVRJ**
35. Can you please provide the number of diabetic and pregnancy snacks currently being provided daily? **See attached**
36. Does the current food service provider utilize the kitchen for any other services not outlined in this RFP scope of work; such as meals on wheels? **NO**
  - a. If so, please provide details and annual dollars paid to the Jail for the use of the kitchen
37. How long has the current food service vendor provided service for the Western Virginia Regional Jail? **12 yrs.**
38. How many special events are planned each year? **8 in total**
  - **4 consist of breakfast foods that are mutually agreed by Jail administration and Vendor for meetings consisting of less than 20 members.**
  - **3 meals will be holiday related meals for all staff with holiday style menu. Events are Christmas, Corrections week, and fall cookout approx. 200 staff.**
  - **1 dinner for approximately 50 volunteers**
  - a. Can you provide menu details for these special events and how many people are fed for each event? **This varies and is agreed upon at the time of the event. See question 36 for type of events**

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39. Reference page 18, Jail Staff Meal section

a. "In addition, the vendor shall be responsible for supplying coffee and tea to staff dining."

Who is responsible for paying for coffee/tea service and supplies?  
**Provided as part of the staff meals**

\*\*\*REQUIRED\*\*\*

\*\*\*Sign and return with your bid package\*\*\*

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**Sign Name:**

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**Print Name:**

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**Date:**

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**Company**

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