



# County of Roanoke

## FINANCE DEPARTMENT PURCHASING DIVISION

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June 15, 2021

**RFP #2021-100**

**Inmate Food Services**

for

Western Virginia Regional Jail

## ADDENDUM NO. 2

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

**Addendum No. 2**  
**RFP 2021-100**  
**Inmate Food Services**

1. Based on Addendum 1 Q&A responses for #32 - please clarify that the agency wishes to continue the serving of individual powder packets (milk, fruit drinks) for breakfast, lunch and dinner beverages (inmates mix them at their housing area).  
*Answer: WVRJ will continue to serve inmates single serve ready-mix drink packets, which include milk substitute with breakfast 5days/week M-F, and fruit flavored drinks with all meals.*
2. 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: Styrofoam containers are used to serve staff meals. Plastic forks, spoons and knives are also for staff dining. Approx. 50 per day.*
3. How many different medically prescribed snack bags are to be provided by the vendor?  
*Answer: 2 different meals. Approx. 6-10 bags/day*  
Please note the average quantities of each type served per week. How many replacement meal bags are used daily?  
*Answer: Average 10/day*  
Will the jail or medical staff pick up the snack bags in the kitchen or is food service responsible for delivery?  
*Answer: Vendor will deliver to Medical staff.*
4. Are there common fare meals being served at the facility?  
If yes, how many on average currently, and who can receive a common fare meal? If no, is common fare something that the agency would like to incorporate into their daily meal service?  
*Answer: No common fare meals are currently being offered. Not interested in common fare at this time.*
5. Are there Kosher/Halal meals being served at the facility?  
*Answer: Kosher meals are, not Halal.*  
If yes, how many on average currently, and who can receive a kosher meal?  
*Answer: Average 15 total, Only Orthodox Jewish inmates*  
If no, is a Kosher diet plan something that the agency would like to incorporate into their daily meal service?  
*Answer: N/A*
6. Is the wrapping of all medical, special diet and religious trays in plastic film wrap and securing with security tape necessary for all medical, special diet and religious trays? How many of these trays will need to be wrapped per meal period?

*Answer: All special trays are wrapped. Average of 130/day.*

7. If there is a kosher program in place, who is responsible for providing the kosher trays?

*Answer: Provided by the food service vendor as part of the contract.*

8. Given the size of the operation, who is responsible for unlocking and locking all kitchen, prep room, storage and cooler doors? Would it be staff, or officers, or both?

*Answer: Both security and food service staff would be opening doors.*

9. Will the food service staff be responsible for bringing food supplies over to the kitchen from the warehouse? Or, will the facility bring the supplies to the kitchen storeroom?

*Answer: Food Service staff will be responsible for transferring from the warehouse. Trustees may be allowed to help with appropriate clearance and security present.*

\*\*\*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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