



**SEDGWICK COUNTY, KANSAS**

***DIVISION OF FINANCE***

**Purchasing Department**

604 N. MAIN, SUITE F WICHITA, KANSAS 67203-3672 TELEPHONE (316) 660-7255 FAX (316) 383-7055

**Request for Proposal  
#06-0059**

**FOOD SERVICES FOR SEDGWICK COUNTY SHERIFF, DEPARTMENT OF  
CORRECTIONS, COMCARE, AND COUNTY COURTHOUSE CAFE  
ADDENDUM #1**

November 15, 2006

The following questions were received regarding this Request for Proposal. Questions are **bolded** and answers are *italicized*.

- 1. On page 8 item number 4 you would like to know what commissions will be offered to the County for the operation of the Courthouse Café.**

*This item is no longer a specification in the RFP.*

- 2. On page 12 item 11.b.1 it states that the county wishes to keep pricing in the Courthouse Café reasonable and without abrupt changes to current pricing levels.**

*Yes*

- 3. Does the County prefer low pricing in the courthouse Café with no commissions or higher pricing with commissions?**

*Low pricing with no commissions.*

- 4. Is the amount of the bid bond required 5.0% of the estimated sales of the first year contract or 5.0% of the estimated sales of the total contract?**

*5% of the total bid is required with the proposal.*

- 5. At what point in time is a piece of equipment owned by Sedgwick County deemed no longer repairable and must be replaced? How will that decision be made?**

*The equipment is to be kept in serviceable, working and sanitary condition throughout the life of the contract at the sole expense of the vendor regardless of age or estimated useful life. The county will not pay for or replace equipment during the life of the contract. If the vendor wishes to pay for and replace a piece of equipment because their projected cost of repairing and maintaining an existing piece of equipment is too great, they will retain ownership of that equipment and will be permitted to remove it at the termination of the contract.*

**6. What is the breakdown of officer's per shift for each location? And do they have a specific area where they can eat at?**

*The jail is 55 - 71 and work release is 3 deputies per shift. They eat at employee designated areas.*

**7. What is the starting pay for a detention officer at each site?**

*Starting pay for detention staff is approximately \$14.00 per hour.*

**8. Can we get a copy of the current contract pricing?**

*A copy can be requested in writing to Kim Hamilton, 604 N. Main, Suite F, Wichita, KS 67203 or email khamilto@sedgwick.gov*

**9. Can you provide to us copies of the last 6 months of invoices from your current vendor for each site?**

*You would need to request this from the current vendor – Wichita Canteen.*

**10. To determine what type and size of delivery carts are needed, can you tell us how many delivery point of service does food need to be delivered to in each location? How many meals or what is the capacity for each point of service area?**

*How many different locations are served in the facility (141 W. Elm) 23 locations with average per pod breakdown below.*

*Pod 1—52*

*Pod 2—54*

*Pod 3 – 58*

*Pod 4—58*

*Pod 5 – 54*

*Pod 6—54*

*Pod 7 – 58*

*Pod 8 –58*

*Pod 9 – 34*

*Pod 10—54*

*Pod 11—58*

*Pod 12—54*

*Pod 13—54*

*Pod 14 and pod 15 served together – 77*

*Pod 16—54*

*Pod 17—58*

*Pod 18 –54*

*Pod 19 –54*

*Pod 20—54*

*Pod 21—58*

*Pod 22—52*

*Clinic – 15*

*Booking – average approximately 80 including staff, 50 inmates and extra trays*

*Total 1256 on average*

*All pods except 14/15 include 1 tray for staff and 1 tray for the trustee that delivers.*

*The carts should have space for extra trays since there is a possibility of more double bunking.*

*The work release facility houses 157 inmates. Not all inmates will order or need a meal three times a day. Meal counts will be called in advance per our policy.*

**11. On the Van delivery option, do you only want the cost for delivery to just the Work Release?**

*The cost of delivery should only be assessed to work release meals. If the cost is spread over the entire contract or jail is a decision for the vendor.*

**12. Can we get a list of kitchen equipment along with the purchase date of each?**

*Equipment list was provided in the RFP. Detention equipment is estimated to be 7 years old. Carts were brought over from the original jail, so they are older. Steamers were replaced, but not sure on the date. Cafeteria has some equipment that is approximately 12 years old and some that was purchased in 2002.*

**13. Can we schedule to view a meal service?**

*A jail tour would need to be schedule with Glen Kurtz.*

*A Café' tour would need to be coordinated with the current vendor – Wichita Canteen, John Dombo*

**14. Is there a union contract in the food service department? If so, can we get a copy of the union contract?**

*No contract exists between the County and any union.*

**15. Do you need an actual sample of trays we plan on using with our bid for consideration or will specification sheets be satisfactory?**

*Please provide a sample of the trays. There needs to be two different colors, one for regular meals and one for special diet meals.*

**16. What are the hours of operation of the kitchen? What time do inmates arrive and leave each day?**

*The jail kitchen has a separate entrance that the vendor controls so they can operate whatever hours fit their needs. Inmates will be sent to pick up trays at per our policy.*

*Standard Procedures*

*A.. Meal counts will be called in by the detention deputy assigned to inmate visitation on 1st and 2nd Watch. On 3rd watch the 1st floor north rover will call in the meal count from the family visitation station. These counts will be called in at least one hour before the facility meals are to be picked up.*

*1. The detention deputy will ensure proper amount of trays for each pod, booking and the clinic. This will be done by checking the computer and/or contacting the pods.*

*2.Extra meals for staff or inmates will not be ordered.*

*B. A daily meal count sheet will be started by the detention deputy putting together the meal counts from the various posts.*

*C. Inmate movement to and from inmate visitation and professional visitation will stop at the following times:*

*1st: 1100 hours 2nd: 1730 hours*

*D. Meals will be picked up from the kitchen at the following times:*

*1st: 1115 hours 2nd: 1745 hours 3rd: 0530 hours*

*E. The detention deputy assigned to meal service will check the outer corridor of the kitchen to ensure that the meal service is ready to begin in accordance with established procedures and standards.*

*F. The meal carts will be picked up by facility trustees under the direct supervision of either a rover or movement deputy.*

*The meal carts will be delivered by the trustees, one (1) trustee per cart, to the housing pods and/or the booking area. The trustees will eat their meal in the pod they delivered, except the trustees delivering the meal carts to the female housing*

*Pods will go to the nearest male pod to eat.*

*G. Thirty (30) minutes after the meals have been delivered; the trustees will return the meal carts with the empty trays to the kitchen.*

*The Courthouse Café needs to be open for breakfast and lunch. Hours will be determined by the vendor and County.*

**17. Who does the current maintenance?**

*Maintenance on equipment is arranged by the current food service vendor. Some assistance for repairs is provided by County Maintenance Staff, if minor. Maintenance to the space is coordinated with County Maintenance Staff.*

**18. What was the total cost spent on maintenance and repairs at each site for 2005 and 2006 YTD?**

*In 2005, the total cost of equipment repairs for the Jail and Café' kitchens was \$10,920  
Year-to-date 2006 the total cost of equipment repairs for the Jail and Café kitchens is \$19,651.*

**19. Do you want a separate charge for snacks and perk meals?**

*The RFP did not request snacks. "Perk meals" are sack lunches that are provided to the trustees in the jail and they currently contain sandwiches, chips and a drink. These sack lunches are currently be charged the same as a tray meal.*

**20. Is parking provided for vendor employees?**

*There are approximately 3 spaces on the west side of the jail near the loading dock for those working in the Detention Kitchen. These spaces may not be available during the upcoming expansion. Parking for all employees is available in the County's Employee Parking Garage at a cost of \$40 a quarter per employee. Food service employees would work directly with Ampco to obtain a parking permit and it is on a first come, first serve basis. There is also on-street parking available in the area.*

**21. Is all the equipment currently operating? If not, can you supply a list of the equipment that is out of service?**

*Equipment is currently operating.*

**22. Who does your commissary currently?**

*Sheriff's Department Staff Commissary is done in-house and is not part of this proposal..*

**23. Is there any additional catering being done by the current vendor? If so, how many times per year and are you being charged extra for this service?**

*Various catering needs are being met by the current vendor, however, catering requirements are not included in this RFP. If catering needs are requested, then the terms including availability and cost, would need to be agreed upon by the vendor and requesting department.*

**24. Can you provide copies of the menus and snacks for all locations?**

*No.*

**25. RFP stated current vendor owns the small wares - do they have any other assets that would be removed should the contract change.**

*Only those items itemized on the "small wares" list provided in the RFP will be removed by the current vendor.*

26. **P.5 - Gen Req. #4 – the County is looking for a proposal paying commissions. Please clarify and detail current commission rates paid out in 2005 and 2006 YTD.**

*This is no longer a requirement of this RFP.*

27. **P.6 - #8 - recycling - any cost to the vendor?**

*No, the County provides cardboard, paper and trash receptacles at no cost.*

28. **What is the sales tax for food purchased in Cafe'? Are Juror meals taxable?**

*Food purchased by clients eating in Café' are taxed including juror meals.*

29. **P.7, #27 asks for P&L's. Please clarify your needs?**

*This is no longer a requirement of this RFP.*

30. **P.9, 3e - say no whole fruits - can we provide oranges if sliced.**

*Sliced and peeled oranges would be acceptable, however if problems occur the item may have to be removed.*

31. **P.9, 3f - do 1/4 size diet sheets need to be included in the proposals?**

*No examples would be required.*

32. **P.9, 3g - perk meal for trustees - what are they currently getting? When do they get them? Are these added to the total meal count for billing purposes?**

*The current meals have been sandwiches, chips and a drink. The meals are ordered and picked up with the second shift meal. The count is added to normal tray count and costs.*

33. **B. ComCare, are they getting the same meal as the jail?**

*No, COMCARE receives a lunch that is equivalent of the food prepared for the Courthouse Café.*

34. **B. ComCare, #6 asks for us to supply milk, crackers, assorted fruit, coffee, instant tea on a weekly basis. Is this charged out separately or part of the meal cost? How many of each is needed on a weekly basis.**

*The reported usage of additional items is as follows:*

*2 boxes of saltine crackers per month*

*2 boxes of graham crackers per month*

*1 crate of apples per month*

*1 crate of oranges per month*

*96 half pints of 2% white milk per week*

*48 half pints of fat-free chocolate milk per week*

*4 boxes of Crystal Light per month*

*No tea*

*Coffee is provided by Coffee Time distributors.*

*Charges for these items are billed separately to Comcare.*

35. **P12. #8 – States Cafe' sales for daily juror meals is \$700 gross. What is included in that meal?**

*Clarification- total daily Café' sales is \$700 gross. This figure includes juror meals. Jurors are selecting menu items served in the Café' at menu price.*

**36. What is the total Cafe' sales per day without juror meals?**

*The average daily juror sales are \$10.00 per day and that is included in the \$700.00 daily average.*

**37. What is the average customer count?**

*The average customer count for the Courthouse Café is 280.*

**38. Is Inmate labor provided in Courthouse cafe for clean up?**

*There is **NO** inmate labor involved in this contract except for delivery inside the secure part of the jail and work release.*

**39. Who replaces equipment once repair cost exceeds value? County or vendor?**

*Vendor.*

*The equipment is to be kept in serviceable, working and sanitary condition throughout the life of the contract at the sole expense of the vendor regardless of age or estimated useful life. The county will not pay for or replace equipment during the life of the contract. If the vendor wishes to pay for and replace a piece of equipment because their projected cost of repairing and maintaining an existing piece of equipment is too great, they will retain ownership of that equipment and will be permitted to remove it at the termination of the contract.*

**40. P17, #19 - "menus shall meet dietary guidelines as set forth by the US Dept of Agriculture's Dietary Guidelines for Americans"**

**1. Per Dietary Guidelines for Americans, please confirm you have to meet the requirement of 2 cups of fruits, 3 or more oz of whole-grain products and three milks per day?**

**Listed below is the Key Recommendations of the Dietary Guidelines for Americans:**

- **Consume a sufficient amount of fruits and vegetables while staying within energy needs. Two cups of fruit and 2 1/2 cups of vegetables per day are recommended for a reference 2,000-calorie intake, with higher or lower amounts depending on the calorie level.**
- **Choose a variety of fruits and vegetables each day. In particular, select from all five vegetable subgroups (dark green, orange, legumes, starchy vegetables, and other vegetables) several times a week.**
- **Consume 3 or more ounce-equivalents of whole-grain products per day, with the rest of the recommended grains coming from enriched or whole-grain products. In general, at least half the grains should come from whole grains.**
- **Consume 3 cups per day of fat-free or low-fat milk or equivalent milk products.**

*The Jail is not serving cups of milk per day unless it is included in the preparation of meals. Milk is served in the morning with breakfast and with some of the special snacks.*

*Residential and Service Center – This should be answered by a dietician. We have no specific concerns beyond the meals being approved by the dietician.*

**41. Page 7; 19 – states the menus shall meet the Dietary Guidelines. Some of these requirements are:**

- **Two cups of fruit and 2½ cups of vegetables per day are recommended**
- **Consume 3 or more ounce-equivalents of whole-grain products per day**
- **Consume 3 cups per day of fat-free or low-fat milk or equivalent milk products.**
- **Consume less than 2,300 mg (approximately 1 teaspoon of salt) of sodium per day.**

*This should be answered by the dietician and vendor.*

*The Jail is not serving cups of milk per day unless it is included in the preparation of meals. Milk is served in the morning with breakfast and with some of the special snacks.*

*Residential and Service Center – This should be answered by a dietician. We have no specific concerns beyond the meals being approved by the dietician.*

- 42. The RDA/DRI's can be met without providing all of the additional food items listed above. If the menu meets the RDA/DRI's with 30% fat, 10% saturated fat, <300 mg cholesterol, <6.4 g/d sodium chloride and 55-60% carbohydrates, is this acceptable?**

*The vendor and the dietician should tell us what they are going to supply.*

- 43. Page 8;A Can you confirm the average daily population numbers for the Detention Facility and the Work release Center? Page 2 # 1 reflects slightly different totals**

*How many different locations are served in the facility (141 W. Elm) 23 locations with average per pod breakdown below.*

*Pod 1—52*

*Pod 2—54*

*Pod 3 – 58*

*Pod 4—58*

*Pod 5 – 54*

*Pod 6—54*

*Pod 7 – 58*

*Pod 8 –58*

*Pod 9 – 34*

*Pod 10—54*

*Pod 11—58*

*Pod 12—54*

*Pod 13—54*

*Pod 14 and pod 15 served together – 77*

*Pod 16—54*

*Pod 17—58*

*Pod 18 –54*

*Pod 19 –54*

*Pod 20—54*

*Pod 21—58*

*Pod 22—52*

*Clinic – 15*

*Booking – average approximately 80 including staff, 50 inmates and extra trays*

*Total 1256 on average.*

*All pods except 14/15 include 1 tray for staff and 1 tray for the trustee that delivers.*

*The carts should have space for extra trays since there is a possibility of more double bunking.*

*The work release facility houses 157 inmates. Not all inmates will order or need a meal three times a day. Meal counts will be called in advance per our policy.*

**44. Page 9; 3.f Please provide Average number of Kosher meals per month/year.**

*No statistics are available for the average number of Kosher meals served in the jail. The most Kosher meals provided at one time was 3, however, total special diet meals average 80 per meal in the jail.*

*In 2005, the Residential Center had approximately 6 client's receiving special meals 3 times a day for approximately 90 days. All were diabetics.*

**45. Page 9; 3.g Sack lunches are provided for 76 current trustees.**

- **Can we get a sample of the contents of the sack.**
- **What is the current cost to the county?**

*The current sack lunches have been sandwiches, chips and a drink. The meals are ordered and picked up with the second shift meal. The count is added to the normal tray count and cost.*

**46. Are there any additional sack lunches provided for the main jail population? If so, How many?**

*The 76 sack lunches take care of the current numbers of Trustees. The number has been stable for approximately a year.*

**47. Page 10; Currently there is bulk food delivery to COMCARE?**

*Currently, food is picked up by COMCARE staff at the jail kitchen, in bulk. There is no delivery to COMCARE of food by vendors.*

**48. Page 10;6 – states individual packages of instant tea, coffee, saltine crackers, milk and fresh fruit are to be served with the lunch meal. Are these items in addition to the regular menu? If so, are they to be priced separately? What is the current monthly usage of each item?**

*The reported usage of additional items is as follows:*

*2 boxes of saltine crackers per month*

*2 boxes of graham crackers per month*

*1 crate of apples per month*

*1 crate of oranges per month*

*96 half pints of 2% white milk per week*

*48 half pints of fat-free chocolate milk per week*

*4 boxes of Crystal Light per month*

*No tea*

*Coffee is provided by Coffee Time distributors.*

*Charges for these items are billed separately to Comcare.*

**49. Page 11; 3.c Can you provide an average number of Sack lunches?**

*Approximately 76 sack lunches are ordered for Trustee "perk meals" in the jail. The residential center provides sack lunches at lunch time and the RFP provides the average number of meals per day.*

**50. Are staff meals provided to jail staff?**

*No.*

- **Provided at no cost by county? No**
- **Provided at a charge to staff? They can eat at the Café.**

- **What price?** *Café pricing*
- **Same Menu?** *Café menu*

**51. Page 9; 3.c – states the menu will have no more than 6.4 g/d of sodium chloride used in food preparation. This recommendation is based off of 2000 calories per day from the Dietary Guidelines. Since the menu requirements are 2700 and 3000 calories, can the sodium level be proportionally increased to match the increased caloric level?**

*This is a dietician question and the vendor.*

**52. Will a sliding scale be permitted once population levels begin to increase with construction completion?**

*No. Construction will be completed before any inmates are moved in. There is no phasing.*

**53. Are there any special food handling requirement?**

*Yes, vendor will supply two pair of gloves and hair covers for each pod at every meal for the trustees that serve the food.*

**CLARIFICATIONS:**

**Page 5, General Requirements #2. If the vendor believes that the existing kitchen facilities are insufficient to provide for the additional 400 inmates that will be added when the expansion is completed, an alternative proposal must be provided together with the associated costs to satisfy this need.**

**Page 5 General Requirements # 4. Omit this requirement entirely.**

**Please note you must acknowledge the addendum on the response form.**

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Kim Hamilton  
Purchasing Agent