



SEDGWICK COUNTY, KANSAS  
DIVISION OF FINANCE

*Purchasing Department*

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<http://sedgwickcounty.org/finance/purchasing.asp>

ADDENDUM #1  
RFP #23-0003  
FOOD MANAGEMENT SERVICES

February 7, 2023

The following is to ensure that vendors have complete information prior to submitting a proposal. Here are some clarifications regarding the proposal for **Food Management Services** for the Department of Corrections.

Questions and/or statements of clarification are in **bold** font, and answers to specific questions are *italicized*.

1. **Beyond food preparation services for JDF meals, are there any other services that are part of this contract? Examples: plating individual meals, serving detainees, bussing, cleaning dining areas etc.**

*Plating individual meals, serving clients (detainees), cleaning kitchen area, used kitchen items including client trays/cups/utensils are also part of this contract. This requirement applies only to JDF/JRF. SCOAP & Power Program do not have cleaning requirements other than kitchen items used for meal preparation.*

*Optional service: ARES/WR will need to have client trays cleaned and all items used for meal preparation unless "to-go" containers are utilized. ARES/WR currently does not have tray inventory available.*

2. **Will Average Daily Population data be available for 2022 prior to the submission date?**

*Yes, 45.*

3. **Is population count data available that shows daily population for each day of a year? This would help determine the size and seasonality of population fluctuations.**

**Juvenile Detention Facility's 2022 Average Daily Population (ADP):**

January - 39.90  
February - 41.82  
March - 47  
April - 42.20  
May - 47.61  
June - 46.20

July - 45.39  
August - 51.94  
September - 48.67  
October - 46.16  
November - 44.17  
December - 38

**4. How and when is daily population information communicated to the provider for each of the following groups?**

- JDF
- Ratio Staff
- JIAC
- Non-ratio
- SCOAP
- ARES/WR
- Power Program

*The point of contact will provide meal counts for each location daily via phone or email typically at least two (2) hours before meal service time (JDF/JRF). SCOAP calls around 9:00 am with any special dietary needs. JIAC are just extra trays. Power Program will email or call a few days prior to needed food. ARES/WR submits weekly meal signup sheets typically on Sunday nights for the week; however, subject to change with new admissions. There is flexibility in this if needed.*

**5. When meals are required for JIAC outside of regular meal times, how are these meals delivered to the detainees? Is the provider responsible for this...or does county staff handle this?**

*County staff.*

**6. Are standard menus for JDF, Ratio Staff, JIAC, Non-ratio staff, SCOAP, ARES/WR, and Power Program identical or are there differences?**

*JDF/JRF/SCOAP/JIAC/Ratio/Non-Ratio all follow the same menu. ARES/WR has a different menu. Power Program is typically family/buffet style.*

**7. Please clarify the meaning of this sentence:**

**The Department of Corrections is also requesting input as optional food services to follow the requirements of the Kansas State Department of Education (KSDE) for meal preparation and service for breakfast and lunch meals due to having an on-site school under U.S.D. 259.**

*The Department of Corrections is requesting two (2) different options for consideration – one (1) including requirements of KSDE and one (1) without meeting KSDE regulations.*

**8. How are the optional meals handled for non-ratio staff? Are they available for staff to purchase in a retail environment? Are they ordered in advance? By the person...or for all staff? How are they delivered to the staff? Is the Provider expected to have these meals available for purchase each meal period?**

*Typically ordered day of by staff requesting meal. Staff requesting the meal will pick the meal up in the kitchen area.*

**9. Are current menus available for review? (I will attach menus to document.)**

*Yes, please follow the link below.*

<https://www.sedgwickcounty.org/finance/purchasing/current-bids-and-proposals/>

**10. Who develops the menus? Sedgwick County? The Provider?**

*Currently, Sedgwick County; however, the provider will be expected to create menus so long as meals continue to be quality, healthy meals that are of client satisfaction. Menus must meet DCF regulations including planned one week in advance and maintained for inspection. Since one meal is served for all locations, kitchen must follow highest level requirement to ensure all locations are meeting or exceeding regulations.*

*DCF Regulations for JDF:*

<https://www.dcf.ks.gov/services/PPS/FCL/Documents/Detention%20and%20Secure%20Care%20Centers%20Laws%20and%20Regulations%20Book%202022.pdf>

*DCF Regulations for JRF:*

<https://www.dcf.ks.gov/services/PPS/FCL/Documents/GBH%20and%20RC%20Laws%20and%20Regulations%20Book%202022.pdf>

**11. How are special dietary requests/needs vetted, communicated, and handled for each of the groups?**

- JDF
- Ratio Staff
- JIAC
- Non-ratio
- SCOAP
- ARES/WR
- Power Program

*Programs will be expected to provide updated information to provider daily.*

**12. What percentage of meals typically have special dietary needs?**

*Approximately 10 to 20% (JDF/JRF).*

**13. Is the provider responsible to transport meals to the SCOAP facility?**

*No, meals are prepared in disposable containers and are picked up by SCOAP.*

**14. Are SCOAP meals provided 365 days per year?**

*Yes.*

**15. Are Power Program meals consumed in the JDF or are they transported elsewhere?**

*They are transported elsewhere (Sedgwick County Extension Building) by the Power Program point of contact.*

**16. Which meals are eligible for reimbursement programs? What nutritional guidelines apply to these?**

- SBP – School Breakfast Program
- NSLP – National School Lunch Program
- ASSP – After School Snack Program

Website for nutritional guidelines: [https://www.kn-eat.org/SNP/SNP\\_Menus/SNP\\_Home.htm](https://www.kn-eat.org/SNP/SNP_Menus/SNP_Home.htm)

**17. What nutritional guidelines apply to each of the other meal types?**

*Currently, in-house kitchen follows “My Plate” and allows for double portions of main entrée at dinner time.*

**18. What is the annual compensation for each of the staff that will be absorbed? What are their current positions/skill sets?**

Current Scheduling

- 1<sup>st</sup> crew (2 cooks) 5:00 am – 1:00 pm
- 2<sup>nd</sup> crew (2 cooks) 9:30 am – 5:00 pm
- Part-time (1 cook) 8:00 am – 12:00 pm (varies-max of 12 hours a week)
- Food Service Manager is currently filling in as a cook due to being short staffed
- Scheduled days off vary and they are currently working six (6) days on most weeks due to being short staffed

Compensation/Benefits/Current Leave Balances: \*Information accurate as of 2/1/23 for each person\*

- Pt-cook: \$13,166.00 (\$13.93 per hour); does not receive benefits
  - Ft-cook: \$26,327.00 (\$13.93 per hour); Sedgwick County Benefits (90.35 Vacation hrs. & 100.05 Sick hrs.)
  - Ft-cook: \$26,327.00 (\$13.93 per hour); Sedgwick County Benefits (200.58 Vacation hrs. & 440.54 Sick hrs.)
  - Ft-cook: \$31,921.00 (\$16.88 per hour); Sedgwick County Benefits (212.55 Vacation hrs. & 1,494.17 Sick hrs.)
  - Food Service Manager: \$44,411.00 (\$23.49 per hour); Sedgwick County Benefits (211.04 Vacation hrs. & 1,419.44 Sick hrs.)
- Current Sedgwick County Benefits: <https://www.sedgwickcounty.org/media/63458/benefits-book.pdf>

**19. Can you provide a typical weekly work schedule for the current staff?**

*Current scheduling is below; however, this does look different if all positions were filled.*

Current Scheduling

- 1<sup>st</sup> crew (2 cooks) 5:00 am – 1:00 pm
- 2<sup>nd</sup> crew (2 cooks) 9:30 am – 5:00 pm
- Part-time (1 cook) 8:00 am – 12 pm (varies-max of 12 hours a week)
- Food Service Manager is currently filling in as a cook due to being short staffed
- Scheduled days off vary and they are currently working six (6) days on most weeks due to being short staffed.

**20. Can you describe security procedures for receiving deliveries of food and supplies? We utilize multiple food service distributors. They deliver at a variety of times. It would be helpful to know if there are unusual requirements for receiving goods.**

*Contractor must be on site to receive goods. Food service distributors would enter/exit behind building in secure fencing to unload near kitchen door.*

**21. Is Sedgwick County currently providing food management services in-house for all the services listed in the RFP? If not:**

- Can you please provide the current meal rate/scale being charged by current vendor?
- Can you please provide the last 12 months of all billing invoices?
- Can you please provide a copy of the current food service contract, along with amendments, including price adjustments throughout the term of the contract?

*Sedgwick County is currently providing food management services in house for Power Program, SCOAP, JDF/JRF, JIAC, ratio, and non-ratio staff.*

*ARES/WR: Please follow the link below.*

<https://www.sedgwickcounty.org/finance/purchasing/current-bids-and-proposals/>

**22. Can you confirm there is secure internet access in the kitchen office available for contractor use?**

*Yes, confirmed.*

**23. Can you confirm what time the kitchen opens in the morning and closes in the evening?**

*5:00 am – 5:00 pm due to current scheduling/conditions. When JRF is open/being served, dinner meal is served at 5:00 pm thus requiring a later closing time.*

**24. Can you please provide a copy of the current menus with portions sizes for each service listed in the RFP and prices?**

*See question 9 for the menus. Sedgwick County currently uses <https://www.myplate.gov/> to determine daily calorie levels for JDF/JRF/JIAC. SCOAP, Ratio & Non-Ratio staff all utilize same meal trays as JDF/JRF/JIAC.*

*Prices on meals: these are non-ratio staff costs for staff who want to pay for the meal, not actual cost of each meal. Staff are unable to purchase snacks. Each meal ticket is \$4.75. Kitchen reports they usually only allow meal tickets for lunch and dinner. Power Program is cost of food items ordered – varies by date. SCOAP: \$4.75 lunch & \$2.97 dinner. ARES/WR price can be viewed in the documents at end of the addendum.*

**25. Will there be an initial small ware inventory at the start-up of contract or will the awarded contractor be responsible for purchasing complete inventory before day one service?**

*All items that will be on-site on first day of service will be available for use.*

**26. In regard to, “To purchase and maintain any additional needed kitchen equipment. Current kitchen equipment shall be maintained by Sedgwick County.”**

**• Would the county consider supplying a list of equipment or a replacement amount (example \$50K) that would be supplied by vendor annually with remainder either paid to County at the end of the year or combined with following year’s accrual?**

*No.*

**27. Will all the current kitchen equipment be in working order prior to the contract start up?**

*Yes, barring any unforeseen circumstances.*

**28. Please verify that the county will be responsible for all built in cooler/freezer repair and maintenance?**

*Yes, confirmed.*

**29. Please verify that the county will be responsible for all small ware replacement (pots, pans, resident trays and covers, portioning utensils, reusable cups and sporks, Cambro’s, etc.)?**

*No, only large ware maintenance on Sedgwick County owned items.*

**30. Regarding, “To absorb current kitchen staff employees (4.25 staff members)”**

- Please provide the current schedule for all the Food Service workers and current wage requirement for the employees that are required to be absorbed?
- Are the current Food Service staff unionized and currently working under a collective bargaining agreement? If so, can the county please supply a copy of the agreement so the current benefits and wages can be properly accounted for?

*Please refer to question 18 in regard to compensation, schedules, and benefits. Food Service Staff do not have a union and are not working under a collective bargaining agreement.*

**31. Regarding, “Purchased meals for Sedgwick County Offender Assessment Program (SCOAP). The number of required meals for SCOAP annually is approximately 21,900 (10,950 lunches and 10,950 dinners). “**

- That equates to about 210 lunches and dinners a week. Is the juvenile menu being utilized? If not please provide menu requirements.
- What type of service is being supplied- Is it tray service that is provided prior or after juvenile service? Please provide times of service and details?
- Is the SCOAP service Monday-Friday or seven days a week?
- *Yes, juvenile menus are used for SCOAP.*
- *“To-Go” (Disposable) containers are utilized for these meals.*
- *Meals are picked up by SCOAP at 11:30 am & 5:00 pm*

**32. Regarding “Purchased meals for Adult Residential and Work Release (ARES/WR).”**

- Could the county please provide the required delivery times for the meals?
- Would the vendor just be responsible for the drop-off of the meals and the pick-up of the trays? Or is the vendor also responsible for distribution?
- Will the ARES/WR cover the cost for food trays and transportation hot boxes to ensure meals hold temperature, or is that the vendors responsibility?
- Please supply the daily average calorie requirement for the ARES/WR.
- *Delivery times:*
  - *Breakfast – 5:00 am*
  - *Lunch – 11:00 am*
  - *Dinner – 4:30 pm*
- *Drop-off of meals & pick up of trays (dirty)*
- *No, this will be vendor’s responsibility to obtain food trays, transportation boxes, etc. ARES/WR has freezers, refrigerators, ice machine, sink, counter, serving window. No working stove, oven, steam table.*
- *ARES/WR follows nationally recommended standards. Current vendor averages 2,800 combined calories daily.*

**33. Regarding, “Purchased meals for the Power Program.”**

- **Could the county please provide the required times for the meals?**
- **What is the meal service style for these meals? (Tray, Sack, Drop-off)**
- **Please supply the daily average calorie requirement for the Power Program and recommended menu?**

*Power Program operates four (4) classes per month. The power program utilizes family style/buffet style serving. The point of contact (POC) for Power Program picks up the food approximately 3:00 pm on the day of scheduled class. POC maintains contact with kitchen regarding dates of each class monthly. Currently Power Program follows this rotation: Nachos, Sandwiches, Nachos, Pizza each month, but is open to other options. IE: for Nachos – Power Program provides two large crockpots. Kitchen puts taco meat in one and Nacho Cheese Sauce in other and provides other items to go with it, i.e.: chips. There is not a daily average calorie requirement as participants in the Power Program are youth through adult and is only one (1) meal out of their day.*

**34. Will the awarded vendor be required to purchase the current inventory?**

- **If so, can the county please provide a copy of the most recent inventory and product cost?**
- **If the awarded vendor is required to utilize the remaining inventory, will the county allow for menu changes that will allow for the current product to be utilized?**

*Awarded vendor will not be required to purchase current inventory; however, all current inventory will be available for use. Yes, menu changes are encouraged. Updated menus or changes in menu should be posted for resident view at least a week in advance when possible. Menus should continue to reflect quality, healthy meals that are of client satisfaction*

**35. Are there any bonds that need to be given such as a bid bond or performance bond? If so, where can we find that information in the RFP?**

*No.*

**36. It was stated at the pre-bid meeting that double portions are served at dinner. Can the county clarify what food items are being doubled at the dinner meal?**

- **Is every food item on the tray doubled or just entrée?**

*Only the main entrée.*

**37. Does the county have an average daily calorie level they would like the menu to meet?**

*Sedgwick County currently uses <https://www.myplate.gov/> to determine daily calorie levels for JDF/JRF/JIAC. SCOAP, Ratio & Non-Ratio staff all utilize same meal trays as JDF/JRF/JIAC.*

**38. During the pre-bid, it was discussed that scale pricing for the juvenile facility would be more advantageous to the county. Can you please supply the scale point?**

**Example:**

<b>Population</b>
31-40
41-50
51-60
61-70
71+

*See above. RFP can set own amounts if desired. Note that if one (1) menu is being utilized for JDF, JRF, JIAC, SCOAP, ratio, and non-ratio to obtain the numbers for the scale that way, it generally will always be over 70 for lunch & dinner.*

**39. Is there a loading dock or area for semi-trucks to deliver supplies?**

*JDF does not have a loading dock, but there is an area for semi-trucks to deliver supplies.*

**40. How much longer will clients be eating in their housing units rather than the dining area?**

*Approximately six (6) months.*

**41. Are meals transported to their housing units (pods) in Styrofoam containers or on trays?**

*Currently yes, due to continued Covid protocols; however, JDF is transitioning towards reopening dining services in cafeterias within the next approximate six (6) months. Vendor could supply reusable trays if desired, but would be at cost to vendor. NOTE: other circumstances could result in meals being served in housing units in Styrofoam containers (IE: safety/security, sick bed, etc.)*

**42. Do you follow the national lunch program?**

*Yes, however, is not a requirement. Department of Corrections is requesting two (2) options for consideration – one (1) that includes following the national school lunch program and one (1) that does not include it. The only programs that currently follow it and are eligible for reimbursement are JDF/JRF.*

**43. For the meals being delivered to ARES/WR, is the vendor expected to prepare in bulk and serve on site or are those meals being prepared in Styrofoam/containers and delivered?**

*Prepared off-site & delivered in either “to-go” trays or vendor would need to supply reusable trays.*

**44. How far is the ARES/WR location from the Juvenile Detention Facility?**

*Approximately 10 minutes – 623 E. Elm, Wichita, KS.*

**45. What is the current Juvenile Detention population?**

*50.*



**46. Who is responsible for bussing and cleaning dining area? Who is responsible for cleaning the kitchen area?**

*Clients, custodial, correction officers maintain dining areas. Contracted provider is responsible for cleaning kitchen area/meal preparation side.*

**47. How many ratio staff meals are currently provided?**

*Per the RFP document, page 3:*

**II. Background**

The proposal should also cover meals for ratio staff working in the facility during meal service time.

**• Average Daily Ratio Staff Count:**

- The number of daily ratio staff members present during breakfast is 1, lunch is 15, and dinner is 15.

**48. Please explain the Power Program. What the average number enrolled in the program?**

*Providing Opportunities While Ending Recidivism. Power program gets food four (4) times a month – twice a week for two (2) weeks in a row. Meals are provided for three (3) sessions and then pizza is ordered for the last session through JDF kitchen. No special needs have been requested thus far. POC for Power Program is open to different options and working with vendor to determine types of food. Food is served family style/buffet style for approximately 5 - 8 families/12 - 16 people. If class is cancelled due to low attendance, POC for Power Program provides advance notice of class cancellation to kitchen. Power Program does require utilization of serving utensils plates, cups, and eating utensils. Power Program does have ability to return these items if reusable is provided; however, does not have capability to wash the used items.*

**49. Please provide the estimated number of meals projected for all programs you are seeking costs for in this RFP.**

*Per the RFP document, pages 3-4:*

**II. Background**

- JDF/JRF - On average, there would approximately 60 clients daily; (60 breakfasts, 60 lunches, 60 dinners, 120 snacks – 60 per snack time).
- Ratio Staff - Please see the answer to question 47.
- JJAC/JDF Admissions outside of regular meal times - Average additional daily meals outside of regular service hours is seven (7).
- Non-ratio - The number of staff purchasing any meal (breakfast, lunch, or dinner) could range from 0 - 10.
- SCOAP - The number of required meals for SCOAP annually is approximately 21,900 (10,950 lunches and 10,950 dinners).
- ARES/WR - The number of required meals for ARES/WR annually is approximately 186,515 (112 snacks (twice daily), 63 breakfasts, 112 lunches, and 112 dinners).
- Power Program - The number of required meals for Power Program will vary; on high end would be 960 meals annually.

**50. Are the following groups/programs on the same menus? If so, do they have to be?**

- JDF/JRF
- Ratio Staff
- JIAC
- Non-ratio
- SCOAP
- ARES/WR
- Power Program

*JDF/JRF, SCOAP, JIAC, ratio staff, and non-ratio staff, all follow same menu currently. It is not a requirement of Department of Corrections for all programs to have same menu; however, menus should meet or exceed current standards in terms of flavor, visuals, etc.*

**51. What is the client age range at JDF?**

*Ages 10 – 17.*

**52. Do you want the menu similar to what you have now or different?**

*Either is fine and menus may be changed seasonally, annually, as long as menus continue to meet or exceed current standards. Menus must meet DCF regulations including planned at least one week in advance and maintained for inspection by DCF.*

*DCF Regulations for JDF:*

<https://www.dcf.ks.gov/services/PPS/FCL/Documents/Detention%20and%20Secure%20Care%20Centers%20Laws%20and%20Regulations%20Book%202022.pdf>

*DCF Regulations for JRF:*

<https://www.dcf.ks.gov/services/PPS/FCL/Documents/GBH%20and%20RC%20Laws%20and%20Regulations%20Book%202022.pdf>

**53. What is the maximum number of clients for Juvenile Detention Facility?**

*JDF has enough beds for 108 clients; however, is currently staffed for up to 81.*

**54. On non-ratio staff how do we know how many meals to prepare and when would we find out by? Also, how would these meals be purchased?**

*Meals are purchased through the Department of Corrections administration and are communicated to kitchen.*

**55. The awarded vendor gets to decide staffing and schedules, correct?**

*Generally yes. The current part time person would need to have a very similar schedule to what is currently in place.*

**56. What are the kitchen hours? When does the first shift begin or what time does kitchen staff arrive in the morning?**

*See question 23.*

**57. Please provide meal times for each of the following groups and/or programs. How long is the service time?**

- **JDF/JRF**
- **Ratio Staff**
- **JIAC • Non-ratio**
- **SCOAP**
- **ARES/WR**
- **Power Program**

- *JDF/JRF – see below*
- *Ratio Staff – see below*
- *JIAC – all hours of day – just extra trays from meals that are available for staff to distribute.*
- *Non-ratio – 8:00 am, 12:00 pm, 5:00 pm if purchased.*
- *SCOAP – 11:30 & 5:30 pm*
- *ARES/WR – Delivery times: Breakfast – 5:00 am, Lunch – 11:00 am, Dinner – 4:30 pm*
- *Power Program – see below*

*JDF/JRF/Ratio -- Breakfast serving is depending on school start time. IE: Regular school hours would be JRF – 5:45 to 6:30 am, JDF 7:00 am, Summer School hours JDF/JRF 7:00 am, Non-school days would be 8:00 am. Lunch: JDF - 11:00 am & 11:45 am, JRF – 12:00 pm, Dinner – JDF – 4:00 & 4:30, JRF – 5:00 pm, Residents receive snack at approx. 3:00 pm & 8:00 pm (prepared by kitchen, served by correction officers). All ratio staff eat same time as residents in respective buildings. Residents have 30 minutes to eat – in adherence to regulations. SCOAP is 11:30 am & 5:00 pm. On days Power Program operates, pick up is approximately 3:00 pm.*

**58. At the Juvenile Detention Facility, if eating in the dining area, how many pods or how many clients would be served at one time and how often? How many pods are in the facility? Would the groups be staggered in intervals?**

*JDF has six (6) housing units with two (2) sides each. Not all pods are utilized currently. There can be one (1) to nine (9) clients in each side of the pod. Clients receive 30 minutes to eat a meal. Two (2) sides can be served at once. Typically up to 18 residents at each meal time. Yes, there is staggering of pods within JDF. JRF serves all residents at the same time.*

**59. Is the vendor getting reimbursed for the cost of disposable dinnerware (Styrofoam, plastic utensils, etc.) for boxed lunches by billing back to the county?**

*At initial onset of services while Department of Corrections transitions back to serving in cafeteria. After that, vendor is responsible for all materials. A date will be established for this transition.*

**60. How does the vendor provide meals to intakes after hours? On average about how many are there a day? What is the average stay length?**

*Vendor would either cover trays or put in “to-go” trays in walk in cooler. Corrections Staff would obtain trays and deliver to residents in either JIAC or within JDF. There are approximately three (3) to five (5) trays available for this need outside of regular meal service.*

**61. When will the provider know how many meals are needed each day?**

*Approximately two (2) to three (3) hours before each meal service. This can be updated if needed.*

**62. What regulations have to be followed for the following groups/programs?**

- JDF/JRF
- Ratio Staff
- JIAC
- Non-ratio
- SCOAP
- ARES/WR
- Power Program

*JDF/JRF/JIAC follow DCF regulations.*

*DCF Regulations for JDF:*

<https://www.dcf.ks.gov/services/PPS/FCL/Documents/Detention%20and%20Secure%20Care%20Centers%20Laws%20and%20Regulations%20Book%202022.pdf>

*DCF Regulations for JRF:*

<https://www.dcf.ks.gov/services/PPS/FCL/Documents/GBH%20and%20RC%20Laws%20and%20Regulations%20Book%202022.pdf>

**63. Would you accept a sliding scale for cost? If so, please provide tier groups for revised pricing.**

*Yes. See question 38.*

**64. Who is responsible for providing supplies such as gloves, cleaning aides, etc.?**

*Awarded contractor. Note: Remaining supplies at onset of service can be utilized by awarded contractor until depleted.*

**65. Who is responsible for maintenance on kitchen equipment?**

*Sedgwick County will maintain all Sedgwick County owned equipment. Awarded contractor is responsible for any equipment they bring in.*

**66. Are there calorie counts that the Juvenile facilities are required to abide by? If so, what are they and for which meals?**

*Kitchen currently uses <https://www.myplate.gov/>*

*DCF Regulations for JDF:*

<https://www.dcf.ks.gov/services/PPS/FCL/Documents/Detention%20and%20Secure%20Care%20Centers%20Laws%20and%20Regulations%20Book%202022.pdf>

*DCF Regulations for JRF:*

<https://www.dcf.ks.gov/services/PPS/FCL/Documents/GBH%20and%20RC%20Laws%20and%20Regulations%20Book%202022.pdf>

**67. If a client is still hungry after their meal, how is this addressed?**

*Clients may not receive extra food or a second meal. There are other options where they can receive additional food.*

**68. During the pre-proposal walk-through it was mentioned that for dinner the juvenile facilities typically have double portion size for dinner, compared to the other meals. Are you wanting to continue this?**

*If possible – it would be double portion size of main entrée.*

**69. What kind of snacks are provided and how many?**

*It varies – see menu. There are two (2) snacks provided currently.*

**70. Once a provider is selected and the contract finalized, what is the transition date and is it flexible?**

*Department of Corrections will work with awarded contractor to secure transition date.*

**71. Please provide copies of meal count sheets (for each site) from the past three (3) months that show the numbers served for each of the various types of meals served such as regular meals, special diets, sack lunches, staff meals, etc.**

*The Department of Corrections is unable to provide this information as only meal totals are recorded. See examples attached.*

**72. When does the county anticipate that the Juvenile Residential Facility will reopen? Will the vendor need to deliver meals to this location?**

*Department of Corrections is in process of working out reopening of JRF; however, no date has been set nor is there a proposed date set at this time but when it does, yes, vendor will need to deliver meals to this location; however, currently it is transported via hot/cold boxes within walking distance. JRF has their own trays/cups/utensils on site in kitchen area to use for plating meals. There are also two (2) built in warmers in the kitchen for hot serving. There is also a home styled refrigerator/freezer in the kitchen for resident food storage...IE: late trays, milk, etc.*

**73. Are there any restrictions for deliveries of foods and supplies to the facility by vendors? What are the approved hours for product and supply deliveries to the facility?**

*Approved hours would be for when vendor is on-site to receive goods. No restrictions for deliveries of food and/or supplies.*

**74. How frequently are meals purchased for the Power Program? Are these meals the same as the juvenile menu or is this a custom menu? Please provide meal requirements. Is the county responsible for picking these up, or does the vendor need to deliver the meals? If the vendor delivers, please provide the address.**

*Power program gets food four (4) times a month – twice a week for two (2) weeks in a row. Meals are provided for three (3) sessions and then pizza is ordered for the last session through JDF kitchen. No special needs have been requested thus far. Point of contact for Power Program is open to different options and working with vendor to determine types of food. Food is served family style/buffet style for approximately 5-8 families/12-16 people. If class is cancelled due to low attendance, point of contact for Power Program provides advance notice of class cancellation to kitchen. Power Program does require utilization of serving utensils plates, cups, and eating utensils. Power Program does have ability to return these items if reusable is provided; however, does not have capability to wash the used items. Point of contact for Power Program will pick up food approximately 3:00 pm on day of class.*

**75. How frequently are meals purchased for the Sedgwick Co Offender Assessment Program? Are these meals the same as the juvenile menu or is this a custom menu? Please provide meal requirements. Is the county responsible for picking these up, or does the vendor need to deliver the meals? If the vendor delivers, please provide the address.**

*SCOAP receives "to-go" meals of the juvenile menu. SCOAP picks up lunch approximately 11:30 am and dinner approximately 5:00 pm; estimated totals are 210 lunches & 210 dinners each week (services are provided seven (7) days a week).*

**76. What type of tray, cup, and spork are used for meal service? Who is responsible for providing these?**

*JDF has hard school styled trays, Styrofoam cups for water, and plastic utensils unless on suicide watch (suicide watch has paper styled utensil).*

*JRF has hard school style trays, cups, restaurant style fork & spoon*

*Power Program – disposable*

*SCOAP – disposable*

*ARES/WR – currently, vendor supplies trays, and Styrofoam cups are utilized.*

**77. Will the Agency provide the Contractor with phone and internet service or will these be the responsibility of the Contractor?**

*Internet service and Sedgwick County land line phone are provided.*

**78. Who is responsible for cleaning the dining room, does this include deep cleaning of walls, light fixtures, etc? Is there any cleaning equipment available for the vendor to use?**

*Dining room cleaning will continue to be responsibility of Sedgwick County. Kitchen area will be responsibility of awarded contractor. There are some current supplies available for use, but any future cleaning chemicals needs will need to be purchased by awarded contractor.*

**79. Pricing - Will Wyandotte County consider a pricing scale?**

*The service being requested is for Sedgwick County. See question 38.*

**80. Please provide your specific menu requirements. For example, calorie requirements, cold/hot rotation, etc.**

*Provider may propose their menu ideas. Please review DCF requirements.*

*DCF Regulations for JDF:*

<https://www.dcf.ks.gov/services/PPS/FCL/Documents/Detention%20and%20Secure%20Care%20Centers%20Laws%20and%20Regulations%20Book%202022.pdf>

*DCF Regulations for JRF:*

<https://www.dcf.ks.gov/services/PPS/FCL/Documents/GBH%20and%20RC%20Laws%20and%20Regulations%20Book%202022.pdf>

**81. Which meals are required to be reimbursable under the National School Programs:**

- a. SBP – School Breakfast Program
- b. NSLP – National School Lunch Program
- c. ASSP – After School Snack Program)

*Currently, those three (3) are ones that are followed. None are required as part of the contract. We are requesting two (2) options for consideration – one (1) following those programs in order to obtain reimbursement, and one (1) that does not involve following the programs. DOC will be requesting reimbursement from KSDE if this option is selected.*

**82. Are the meal/serving times flexible?**

*To a degree. They are currently scheduled around school hours and facility programming.*

**83. How many residents are on special diets and what types of diets are they on? Are there any unusual requirements the vendor needs to be aware of for billing purposes (snacks, nutritional supplements, kosher diets, etc.)**

*10 to 20% - allergy and/or medical diets. Two (2) snacks served daily. Kitchen currently allows for optional meals on Fridays during lent.*

**84. Do you require certified Kosher? On average, how many Kosher diets are served daily, weekly, etc.?**

*No. On average, JDF/JRF/JIAC less than 5%.*

**85. Do you have a requirement for serving milk? Is a Dairy Drink acceptable as a substitute?**

*Please review DCF regulations regarding milk.*

*DCF Regulations for JDF:*

<https://www.dcf.ks.gov/services/PPS/FCL/Documents/Detention%20and%20Secure%20Care%20Centers%20Laws%20and%20Regulations%20Book%202022.pdf>

*DCF Regulations for JRF:*

<https://www.dcf.ks.gov/services/PPS/FCL/Documents/GBH%20and%20RC%20Laws%20and%20Regulations%20Book%202022.pdf>

**86. How many sack lunches on average are provided daily? Please provide the current sack lunch menu. Are there any special sack menu requirements for any groups such as work details?**

*Sack lunches are made infrequently for residents. It is typically a sandwich, chips, fruit, milk. No special sack menu requirements other than adherence to allergy/medical orders.*

**87. What is the starting pay for a Correctional Officer?**

*Not required for RFP.*

**88. Is it acceptable for providers to present pricing schedules where the price of the meals varies directly with the number of daily meals provided?**

*See question 38.*

**89. Is there daily documentation required for the number and content of meals provided? If so, what information is required?**

*Yes, if awarded contractor includes following KSDE school breakfast, lunch, and snack program. Requirements for reimbursement can be located on the KSDE website at [https://www.kn-eat.org/SNP/SNP\\_Menu/SNP\\_Home.htm](https://www.kn-eat.org/SNP/SNP_Menu/SNP_Home.htm) Sedgwick County will be requesting the reimbursement.*

**90. What will be done with the existing inventory of food and supplies when the new provider takes over operations?**

*It will be available for use of new provider.*

**91. Will you consider establishing a daily “extra meals” provision where the provider produces a select number of extra meals (maybe 2 - 4 per meal period) to take care of last minute admits, and other unexpected short notice needs for a meal?**

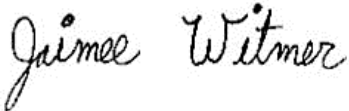
*This should already be included/calculated in RFP as Department of Corrections is requesting that 2-4 meals be available at all times for admits to JIAC, JDF, and/or JRF. Unused meals may be discarded.*

For further information requested, please follow the link below.

<https://www.sedgwickcounty.org/finance/purchasing/current-bids-and-proposals/>

Firms interested in submitting a **proposal**, must respond with complete information and **deliver on or before 1:45 pm CST, February 14, 2023**. Late **proposals** will not be accepted and will not receive consideration for final award.

**“PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE PROPOSAL RESPONSE PAGE.”**



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Buyer Name  
Purchasing Agent

JW/ch