



County of El Paso Purchasing Department
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ADDENDA 6

To: All Interested Vendors
From: Claudia Parra, Procurement Data Analyst
Date: August 4, 2022
Subject: RFP 22-023 Kitchen and Food Services for the County of El Paso Jail Facilities

This addendum has been issued to notify vendors of the following questions received:

1. Can the County clarify what this project is about? Is this for inmates, staff or both?

Response: It is for both inmates and staff members.

2. As the bond forms are not included in with the solicitation, can the County please provide the mandated forms at the Pre-Bid meeting on Wednesday, or electronically on Wednesday?

Response: See attachment.

3. Is it the intent of the County to require each vendor to submit a performance bond in the amount of 100% and a payment bond in the amount of 100% as written in the RFP?

Response: As stated on p. 37 of specifications, of the Performance Bond and Payment Bond Section:

Only required of awarded vendor(s). Pursuant to Texas Government Code Sec. 2253.021, a governmental entity that makes a public work contract with a prime contractor shall require the contractor, before beginning the work, to execute to the governmental entity, a performance bond if the contract is in excess of \$100,000.

As well as pursuant to Texas Local Government Code Section 262.032(b), any successful vendor who is awarded any contract in excess of \$50,000 may be required to execute a performance bond to the County.

Pursuant to Texas Government Code Sec. 2253.021, a governmental entity that makes a public work contract with a prime contractor shall require the contractor, before beginning the work, to execute to the governmental entity a payment bond if the contract is in excess of \$25,000.

4. Was the incumbent "Aramark" required, under the current contract, to fulfil to the County a performance and payment bond? And is it in place today?

Response: The County is requesting a Performance and Payment Bond for this project. See attachment.

5. Can I get a copy of the RFP and awarded price for the El Paso County's Kitchen and Food Service for the Detention Facility?

Response: The specifications are currently available on the County website and IonWave. The tabulation for this proposal will be available on the County's website at <https://epcounty.com/purchasing/bids/default.htm> and IonWave at <https://epcountypurchasing.ionwave.net/Login.aspx> upon award.

6. The County notes that the Performance and Payment Bond forms required are to be provided by the County. Can these be provided by the County now for surety review?

Response: See attachment.

7. As the current menu provides 2,500 calories per day, weekly average, can the County please clarify if the caloric requirement is now 3,000 calories per day, weekly average?

Response: Dietary Guidelines for Americans estimates a 2,400 – 3,000 calories per day to maintain weight.

8. On page 21, the County specifies that the proposal submission shall not exceed 50 pages. When submitting the proposal electronically, will the County approve of 100 pages (50 pages double sided)? Can we assume that the forms required the nutritional data and submittal of form 10K & Health Insurance information, and such are not included as part of the 50 pages?

Response: The vendor is allowed to submit necessary pages.

9. Based on the complexity and scope of services of RFP 22-023 will the County please consider an extension of the opening date until Thursday, June 30, 2022? This additional time will allow all vendors to completely digest the County's response to questions and provide a better and more comprehensive proposal for evaluation.

Response: The County has extended the RFP opening date. Please visit the Purchasing website at <https://epcounty.com/purchasing/bids/default.htm> or the electronic bidding system at epcountypurchasing.ionwave.net to view opening date information.

10. Can the County please provide the past 6 months of weekly invoices from Aramark (Both Locations) for:

- Inmate Meals
- Diet/Religious Meals
- Staff/Officer Meals
- Fresh Favorites
- I-Care Hot Meal Program
- Styrofoam and or other charges from Aramark

Response: See attachment for more information on Inmate Meals, Kosher Meals, ODR Meals and paper place count. Fresh Favorites and I-Care Hot Meal Program do not pertain to this proposal.

11. Can the County confirm that Aramark currently pays for the Staff and Employees meals at each location?

Response: Aramark does not pay for Employee meals. Aramark bills the Sheriff's Office at the end of month for employee and Inmate meals.

12. Is Aramark charging the County a fixed number of meals each day and if so, what is that charge count daily at each facility?

Response: No, Aramark does not charge the County a fixed number of meals. There is a different count everyday based on inmate population and employee meals.

13. As the County currently has in place a pricing scale with Aramark and that this is an RFP, will the County consider a similar scale in addition to the forms provided for fixed cost pricing? Will the fluctuation be based and dependent on the population? Will price scale be modified when and if this is the case.

Response: Yes, a pricing scale will be considered. The pricing scale will be dependent on the number of inmate population and plates served. See invoicing/Excel attachment for breakdown on qualities and pricing.

14. On page 37, PERFORMANCE BOND AND PAYMENT BOND, the performance and payment bonds must be submitted on the forms provided by the County. In this solicitation, excisions or special conditions shall not be made or included. Only required of awarded vendor(s). Can the county provide the forms for the bonding company to review?

Response: See attachment.

15. On page 37 of the RFP, the County outlines performance and payment bond requirements. Having satisfied all conditions of award, the successful vendor shall furnish the two (2) surety bonds within ten (10) days from date of Award, each in a penal sum of 100% of the amount of the Contract. Is it the intent of the County to require each vendor to submit a performance bond in the amount of 100% and a payment bond is required in the amount of 100%?

Response: As stated on p. 37 of specifications, of the Performance Bond and Payment Bond Section:

Only required of awarded vendor(s). Pursuant to Texas Government Code Sec. 2253.021, a governmental entity that makes a public work contract with a prime contractor shall require the contractor, before beginning the work, to execute to the governmental entity, a performance bond if the contract is in excess of \$100,000.

As well as pursuant to Texas Local Government Code Section 262.032(b), any successful vendor who is awarded any contract in excess of \$50,000 may be required to execute a performance bond to the County.

Pursuant to Texas Government Code Sec. 2253.021, a governmental entity that makes a public work contract with a prime contractor shall require the contractor, before beginning the work, to execute to the governmental entity a payment bond if the contract is in excess of \$25,000.

16. As well as pursuant to Texas Local Government Code Section 262.032(b), any successful vendor who is awarded any contract in excess of \$50,000 may be required to execute a performance bond to the County. Is this a requirement of the specification?

Response: Yes, this is a requirement of the awarded vendor(s) if the contract is to exceed \$50,000.00.

17. Will contract renewals be upon mutual agreement annually?

Response: Contract will be for 3 years with a 2-year extension upon mutual agreement, approval of the County Attorneys and Commissioner's Court.

18. The RFP refers to capping a 25% net change increase or decrease from original contract price as a result of change orders. What would be the nature of the change orders?

Response: As stated on the General Requirements of the Specifications, a change order may be considered if services are considered necessary by the department.

19. Can the bond be issued for an annual amount?

Response: To be discussed with the awarded vendor during the contract stage.

20. Can the County provide clarification as to what makes up responsibility for the Physical Plant and actual Kitchen Equipment for repair and replacement? What is considered as Physical Plant equipment to the County and what makes up the Kitchen Equipment? What walls underline this division?

Response: Physical Plant consist of anything that makes up or is part of the building structure. See attachment for a list of inventories for the kitchen equipment.

21. Will Aramark be responsible for bringing all equipment up to operable condition prior to vendor transition? Two Examples: A walk-in cooler in Annex is being used as dry storage, is it repairable? A Dish/Tray Machine did not appear to be functioning downtown.

Response: All equipment will be in operable conditions.

22. Would the County please provide a detailed list of equipment indicating age as discussed in the pre-bid meeting?

Response: Attached is the County's Inventory list.

23. Can the County provide a list of all repairs made by Aramark and by the County? For Kitchen Equipment- Fixed and Mobile, Physical Plant- Plumbing - Sewer line, grease trap, containment pit, Physical Plant- Electrical- wiring in walls, breaker box, and Physical Plant- Refrigeration- Compressors, Evaporators?

Response: The County does not maintain a list of repairs for the kitchen area. The County will and has maintained everything that makes up or is part of the building (Physical Plant) up to date. The current vendor has been responsible for maintaining and updating kitchen equipment.

24. Would the County provide records of equipment repairs Aramark and the County has completed over the past three years?

Response: The County does not maintain a list of repairs for the kitchen area. The County has maintained the facility maintenance up to date. The current vendor has been responsible for maintaining and updating the kitchen equipment.

25. After completion of walkthrough at each location: there are concerns at DDF age of equipment, physical plant, and underground plumbing. Will an additional walkthrough be permitted to further assess equipment, physical plan and underground plumbing at both DDF and Annex?

Response: No, additional walkthrough will not be made available.

26. Is there any equipment currently owned by Aramark that will be removed when a new vendor has been awarded the contract? Can we be provided this listing? Example: Cash Registers.

Response: A list of County equipment has been provided. The current vendor is not allowed to remove any County owed equipment. See Attachment.

27. Page 16 states that the County maintains a contract for Grease Traps and Lift Stations, and page 19, #8 indicates differently. Can the County clarify? Where are they located and who will clean these up? Are they part of the Physical Plant?

Response: Grease Traps and Lift Stations are part of the facilities structure. The County Facility Management Department will be responsible for repairing them as they are considered Physical Plant.

Page 19 references the vendors responsibility when it is related to the following. Inmate abuse, misuse, or vandalism it will be included in the vendor's responsibility to be repaired and/or replaced.

28. Page 20, #8 (Last Three Lines) The County will pay for needed repairs caused by normal wear and tear. The County will replace equipment, which in the opinion of the County has exceeded its useful life after consultation with the vendor. Can the County clarify?

Response: Vendor will not be responsible for repairs to existing and County furnished equipment. See attachment. Vendor will receive all equipment in working conditions at the beginning of contract. Vendor shall return to the County at the expiration of this contract the food service premises, and all equipment furnished by the County in the condition in which received except for ordinary wear and tear.

29. Can the County please provide the current staffing pattern by Aramark at each location for inmate food service and staff dining service?

Response: Breakdown is as follows:

Downtown Facility (DDF): (1) Food Service Supervisor (SNE) Management, (1) Food Service Supervisor, (6) Food Service Worker, and (1) Bakery Worker.

Annex: (1) Food Service Director, (1) Food Service Supervisor (SNE) Management, (1) Lead Supervisor, (8) Food Service Workers, (1) Bakery Worker.

30. During the Walkthrough we noted that Tumblers were going up with each Cart however, we did not see eating utensil of any sort. Are the inmates issued their own eating utensil? Or how are they distributed? And what is Styrofoam currently being utilized for?

Response: Inmates are issued sporks with every meal and picked up daily. Styrofoam is used for Quarantine, Lockdowns and Diet Plates.

31. As we identified existing micro- markets which provide 24-7 meal solution options with required technology is the requirement for one (1) staff member still needed?

Response: Yes. One person is needed.

32. Are the 2 Aramark Micro-Market operations in the two ODR's part of this proposal to fulfill the mandated concessions labor requirement between the hours of 5:00 pm and Midnight?

Response: The mandated concession hours are between 1:00 am to 4:00 am and from 11:00 am to 2:00 pm, 24/7 days a week.

33. Is the County receiving commission for the micro market? If so, what is the commission rate and total dollars annually?

Response: No, the County does not receive commissions for the micro market.

34. Can the County confirm that coffee service is being provide only in the ODR's at each facility?

Response: Yes, it is provided only on ODR's.

35. Is there a Kitchen Worker incentive Meal Plan in place such as double portions?

Response: Yes, for Trustees.

36. Inmate training- does Aramark currently have in place an inmate training program in place with graduates that have been placed?

Response: Yes, although it has been postponed due to Covid.

37. As there is an intertwining of services between the Food Service and Commissary operations, will the County consider allowing an extension to the original Food service RFP and create an amendment opportunity for Commissary Services to be included? This would allow the interested vendors to Propose Food, Propose Commissary and or combine them into a single cost response that allows for Commissary, Food and

combined award for both services of Food and Commissary. This would allow vendors access to the Kitchen for the various inmate programs and the allowed combined offer, (one award of both RFPs to a single provide) may be the most beneficial and conducive to the County.

Response: No amendment opportunity will be provided. These are two separate contracts with separate approval authorities.

38. Is Internet available at each facility kitchen office through the County or does the current vendor need to supply and pay for this capability?

Response: Internet service will be provided through Spectrum. Cable connectivity will not be the awarded vendor's responsibility.

39. Based on our discussion during the Pre-Bid Meeting, there is a robust e-commerce program and fresh favorites program provided by Aramark, operated through their Aramark Commissary Contract.

- What are the annual sales for the e-commerce program for 2021 and YTD 2022?
- Can the County provide a list of items available on the current e-commerce site including price and pack size for each below?
- Hot Food (Fresh Favorites) Annual Sales_____? Commissions_____%
- I-Care Hot Cart (Fresh Favorites) Annual Sales_____? Commissions_____%
- On average, how many e-commerce orders are placed per week?
- Hot Food (Fresh Favorites) _____?
- I-Care Hot Cart (Fresh Favorites) _____?
- Can the County please provide the "Sales & Commission Report for these two operations?
- Can the County please provide the total dollars paid in commissions to the County by month for each program for the past 12 months?

Response: No Commissary contract related information will be provided. These are two separate contracts with separate approval authorities and do not pertain to this proposal.

- What are the annual sales for the e-commerce program for 2021 and YTD 2022?
Response: Pertains to Commissary Contract -
- Can the County provide a list of items available on the current e-commerce site including price and pack size for each below?
Response: Pertains to Commissary Contract
- Hot Food (Fresh Favorites) Annual Sales_____? Commissions_____%
Response: Pertains to Commissary Contract
- I-Care Hot Cart (Fresh Favorites) Annual Sales_____? Commissions_____%
Response: Pertains to Commissary Contract
- On average, how many e-commerce orders are placed per week?
Response: Pertains to Commissary Contract
- Hot Food (Fresh Favorites) _____?
Response: Pertains to Commissary Contract

- I-Care Hot Cart (Fresh Favorites) _____?
Response: Pertains to Commissary Contract
- Can the County please provide the "Sales & Commission Report for these two operations?
Response: Pertains to Commissary Contract
- Can the County please provide the total dollars paid in commissions to the County by month for each program for the past 12 months?
Response: Pertains to Commissary Contract

40. May we please be provided an average count per meal for the following:

- Current outside worker Sack Menu
- Current Religious Menus (Halal, Kosher)
- 500 EAST 52ND STREET NORTH
- SIOUX FALLS, SD 57104
- Current Medical Menus
- Current Vegan/Vegetarian Menus
- Diet Snacks

Response: Religious, Medical, Diet, Vegan, fall under Kosher Meals. See attachment. Snack menu, 500 East 52nd Street North, Sioux Falls, SD 57104 do not pertain to this proposal.

41. May we please be provided a copy of the following in use menus:

- Current outside worker Sack Menu
- Current Religious Menus (Halal, Kosher)
- Current Medical Menus
- Current Vegan/Vegetarian Menus
- Diet Snacks –

Response: Menus cannot be provided as they change and are approved. Vendor may submit their menus as long as they are complying with required specifications in proposal. Snack menu do not pertain to this proposal.

42. Can the County provide the following information about the inmate work force at each facility?

DDF Depending on Capacity

Inmate Start Time:

Inmate Start Time:

Annex Facility Depending on Capacity

Inmate Start Time:

Inmate Start Time:

Inmate Start Time:

Response: The inmate assistance depends on the inmate capacity.

DDF Depending on Capacity

Inmate Start Time: **1200 – 0800; Number Provided: 16**

Inmate Start Time: **0930 – 0630; Number Provided: 20**

Annex Facility Depending on Capacity

Inmate Start Time: **0100 – 0800; Number Provided: 4**

Inmate Start Time: **0400 – 1200; Number Provided: 12**

Inmate Start Time: **1230 – 2030; Number Provided: 24**

43. Page 9, b) All hot meals are to be served on insulated trays and delivered to the housing units and/or designated service points on electrical carts provided by the Respondent. Vendor may utilize the current food carts and kitchen equipment that are in place at each facility.

- Can the County describe who is actually transporting the Carts to the Housing units: Who is currently responsible: Aramark Staff or Inmates supervised by Correctional Officers?

Response: At DDF, the Detention Officer and a Trustee will transport carts. At the Annex, Officer and Trustee or at times only Trustee will be responsible for the delivery.

- What is the County expectation moving forward?

Response: Current plan is to keep it the same, but a proposal can be submitted for review by the vendor.

44. The County outlines on page 9 e)- Vendor must be able to work with new incoming technology, such as inmate electronic wristbands, to track the inmate feeding via barcode system or chip.

- Can the County provide the current jail management system vendor?
- Is the current jail management system linked to scan wrist bands, barcode or chip?
- Does your commissary provide currently scan inmate wrist bands for identification and orders?

Response: As follow:

- Can the County provide the current jail management system vendor?

Response: Odyssey

- Is the current jail management system linked to scan wrist bands, barcode or chip?

Response: The County is in the process of interfacing & testing new technology.

- Does your commissary provide currently scan inmate wrist bands for identification and orders?

Response: No.

45. Will the County check that the current equipment in the two facilities is in working order to include ovens, refrigeration, freezers, mixers, electric warming carts, dish machine?

Response: Yes, all equipment will be checked to be in working conditions.

46. What is the County paying currently for both inmate and officer meals?

Response: Officers \$1.50 per meal. Inmate (average cost) is \$1.30 per meal.

47. Can the County clarify if Snack meals are provided at the same meal price as inmate meals?

Response: Yes, they are provided at the same price.

48. Page 19, Vendor must provide disposable products in case the dish machine breaks down. How often is this currently occurring?

Response: Yes, disposable products will need to be provided. Dishwasher has been repaired once since January of this year.

49. Will the County consider increasing the costs per meal for both inmates and officer meals each year? If so, will it be a CPI increase and how often will the increase occur, after year 2, year 3, etc.?

Response: Yes, the County will consider increasing the cost per meal for both, inmates and Officers. Will be negotiated yearly.

50. Will parking for contractors, employees and management be provided by the County?

Response: One parking space will be provided at the DDF for the Food Service Supervisor. Additional parking would be the responsibility of the vendor's employees. Parking is available at the Annex Facility.

51. Can you please verify that the contractor will not be responsible for any repairs inside of the walls?

Response: Contractor will not be responsible for repairs inside walls. Anything inside of the walls of the existing building, the County is responsible for repairing.

The following is a recap of the pre-bid conference held on Thursday, May 25, 2022:

1. With regards to the repairs of sidewalls, as stated on page 19, are these to be repaired as well?

Response: Anything inside of the walls of the existing building, the County is responsible for repairing. Any of the existing equipment the vendor is responsible for maintenance, repairing or replacing if needed.

2. With regards to the officer's dining rooms, will the vendor be permitted to improve the look by painting the rooms? And what is the process to doing that? And will the materials be provided by the County.

Response: Yes, painting will be allowed. The County will work with the awarded vendor to provide the labor work to paint and clean up. The County will provide the needed materials.

3. Are there more than two micro markets that are part of the coffee service and where are they located?

Response: Currently there two in secured part of the perimeter that make up the coffee service, at each facility.

4. Does the County pay for the officer's meals?

Response: Yes, the County pays for officer meals. The long-term plan is to serve food that the officers can purchase as well instead of the already prepared meals.

5. Are grease traps the responsibility of the County or vendor?

Response: The maintenance of grease traps is the County's responsibility.

6. Are the trash bin pick up the vendor's or County's responsibility?

Response: It is the County's responsibility. Vendor is only responsible for properly disposing of trash properly.

7. Can the County clarify on the requirement of the polygraph test? And will current employees be required to retest?

Response: The Sheriff relies on the polygraph to validate truthfulness and will be part of the background check and any complaints thereafter. If there is no reason to believe that it is needed, then it will not be required.

Unless they are with a different vendor then from when it was first processed. The employee will be required to pass a comprehensive background check, no polygraphs, unless they are participants on an investigation, the Sheriff's Office expects them to cooperate with a polygraph.

8. Is the project based on a fixed or scaled price?

Response: It is a scaled price project.

9. In the officer's dining room, are the vending machines to be permanent fixtures?

Response: The vending machines will be removed.

10. Can the County clarify if the cost is a fixed for three years plus two years or is it tied into CPI?

Response: This is a proposal so the vendor needs to provide the proposed amount of what can be offered.

11. Can the County clarify if the religious meals are prepackaged or not? And what is considered a diet plate?

Response: They are prepackaged. The vendor will be part of a committee that will decide what makes up a diet plate.

12. Can the County provide the number of plates currently be served at the facilities?

Response: Approximately 700 at the Downtown Facility and 1,600 at the Annex, based on daily inmate population.

13. How many total employees are being served at the facilities?

Response: Approximately 250 at the Downtown Facility and 357 at the Annex.

14. Is the County going to make serving "Real Milk" on the proposed menus daily mandatory? And is it currently being served?

Response: Yes, it is being served daily.

15. Can the County provide more information on the Fresh Favorites?

Response: Yes, Open Records Requests.

16. Are juveniles being housed at the facilities?

Response: No, they are not.

Notes from Pre-Bid Meeting (May 25, 2022):

1. Diet plates will consist of 300 plates/meals at the Annex Facility and 100 plates/meals for the Downtown Facility for breakfast, lunch, and dinner.
2. Religious meals will be limited to 40 meals for breakfast, lunch, and dinner.
3. Awarded vendor will be responsible for the maintenance, repair and replace any equipment in the kitchen area.
4. The County is looking to go back to the heating type of food carts instead of what is currently being used.