



County of El Paso Purchasing Department  
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### **ADDENDUM 6**

To: All Interested Proposers  
From: Lucy Balderama, Inventory Bid Technician  
Date: May 23, 2016  
Subject: RFP #16-006, Kitchen and Food Services for the County of El Paso Jail System

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**This is a summary of the pre-proposal conference held on February 23, 2016.**

1. What is the inmate count at the Downtown Jail?

**Response: It varies daily for both jails. The Downtown Facility houses approximately 700 to 1000 inmates. Today's count is 700.**

**Annex: The Annex houses from 1250 to 1320 inmates. Today's count is 1251.**

2. What is the average count?

**Response: The average inmate count for the Downtown Facility is approximately 986.**

**Annex: The average inmate count for the Annex is approximately 1300.**

3. Is the spike over the weekend?

**Response: Yes. When the County has warrant roundups or the weekenders.**

4. Can the County please explain the mention of the distribution of meals to the U. S. Marshalls?

**Response: Yes. These are inmates that must attend court, so we provide these inmates with a sack lunch which is usually a sandwich, fruit, juice and small bag of chips.**

5. Is this Monday through Friday?

**Response: Yes. We will get a count of all the inmates in the morning and we will prepare.**

6. Is this part of the 700 on the specifications?

**Response: Yes.**

7. Does the Annex have the same program where they provide third party meals?

**Response: No, not the same program; the downtown jail provides all the sack lunches for the inmate that go to court. The annex will provide sack lunches for inmates that arrive back from court after hours and have not been fed.**

8. How many days does the Jail provide this service?

**Response: The downtown jail facility provides meals 300 days out of the year.**

9. So that was not being included in your average of 800?

**Response: No. Those meals are extra.**

10. Would the County please provide an average of how many additional facility workers they provide meals to?

**Response: We provide meals to an average of 75 staff per day.**

11. How many total trustee does the County provide meals for per meal?

**Response: The County provides meals for about 40 trustees per meal?**

12. Does County give the trustees a different meal?

**Response: Yes. This is the incentive that I explained during the pre-bid.**

13. Is this something that the County wants to continue "An additional incentive meal to all trustees"?

**Response: Yes.**

14. On the RFP specifications, on the Labor; it list all the employees and their salaries plus benefits. Is it the County's desire that those employees stay on the County's payroll with those benefits or are they going on to the vendor's payroll and the vendors benefits?

**Response: Respondent will hire any County Employees currently assigned to the Detention System Kitchen Staff. The employees will be hired as the Respondent's permanent staff and be paid commensurate to current**

**respondent's pay and benefit scale. Refer to table under item "On Site Employees, pg. 13.**

15. Are the County employees union employees?

**Response: No.**

16. The RFP state a 50 page limit on the proposal. How do we handle this if we want to include menus and analysis that may reach the 50 page limit?

**Response: Please include all the information that is requested on the specifications. The entire County's required forms are not part of the 50 count.**

17. In the proposal structure, there is a section that states exactly how we need to submit the proposal but there is no section that states where the menus go. Where would you like for the vendors to place the menus and analysis?

**Response: You can place it in the "Scope of Work" section.**

18. Can we make double sided copies of our proposal?

**Response: Yes.**

19. What is the County's responsibility towards equipment maintenance and keeping purchase and replacement?

**Response: The County's Public Works, Maintenance and Facilities Department order parts and repair any equipment as needed. If the repair is major and we need to purchase new equipment, permission is requested (through the chain of command).**

20. How is that process done, like a phone call or e-mail?

**Response: A work order and e-mail to our Maintenance Department.**

21. Under this RFP; Does the County want the vendor to come up with a solution to replace the equipment?

**Response: Yes.**

22. May we get a list of both facilities of equipment, age and its repair record?

**Response: Yes. This information has been posted as an attachment on the County website at [www.epcounty.com](http://www.epcounty.com) click Bids & More: List of Bids.**

23. Does your maintenance here at this facility (DT Jail) keep all your logs for both jails?

**Response: No. Our Jail Maintenance Department keeps the logs for the Downtown Jail and the Annex has their own maintenance.**

24. Where does small wares fall?

**Response: Small ware comes out of the food budget. The County allotted only a certain amount for purchasing of small ware.**

25. Just for clarification; what is in the specifications is what you expect and if it is not in the specifications it is not expected?

**Response: Yes.**

26. Would the County provide a list of inventory of the small ware for both Jails?

**Response: Yes. This information has been posted as an attachment on the County website at [www.epcounty.com](http://www.epcounty.com) click Bids & More: List of Bids.**

27. The specifications reference milk, but it doesn't state how often. Would that be five (5) or seven (7) days a week?

**Response: Whole and 2% milk is required seven (7) days a week for breakfast.**

28. You use the milk in the half pints?

**Response: Yes. We use the half pints.**

29. Do both facilities use the same menu?

**Response: Yes.**

30. On your paper goods, in both facilities, you have a tremendous amount of the round nine inch plates. What do you use those for?

**Response: They are used for the officers and special needs diet inmates. Such example would be like an aggressive and violent inmate would be fed in these type of plates.**

31. What do you use clam shell plates for?

**Response: The clam shells are used and designated for special diets only.**

32. Do you issue the reusable cups?

**Response: Yes. They are used for general population only.**

33. Do both facilities do common purchasing, common storage and anything like that?

**Response: No. Both facilities do their own purchasing, storage and so forth.**

34. Do you transfer staff at any time from one facility to another?

**Response: No.**

35. Can you elaborate on the coffee service that both Jails provide?

**Response: Downtown Jail: Coffee is provided during the 7pm to 7am shift only.**

**Annex: Coffee is available all day in the Officer Dining Room (ODR).**

36. Is the dining area the only place that both facilities provide coffee from?

**Response: Yes.**

37. What is the average age of those food carts?

**Response: The average age of the food carts at the Downtown Jail is about 15 years.**

**The average age of the food carts at the Annex is about 5 years.**

38. All the heating elements have been fixed or repaired by your maintenance department?

**Response: Yes. The County's Public Works and Jail Maintenance handle our repairs.**

39. With the expansion of the Annex, will there be additional food carts purchased?

**Response: Yes. They have already been purchased.**

40. How often does the Downtown Jail go on lock down?

**Response: Lock downs do not happen often. It may happen once or twice a year.**

41. Does the County use the trustees to help them?

**Response: Yes. Our trustees program is on a volunteer basis. They must be cleared by the Marshalls and the medical staff before they can handle food.**

42. Is the trustee issue bigger at the Downtown Jail than at the Annex?

**Response: It is the same in both Jails.**

43. Is there a reason why you use U.S. Marshall Inmates instead of County inmates?

**Response: At this point we have more Federal Inmates that are staying here longer than we do County inmates. We have an agreement with the Marshalls as long as they meet the requirements. The State inmates are usually the ones that do the odd jobs like throwing out the trash, sweeping,**

**mopping and things of that nature. They will usually be here for eight (8) hours because they are the turnover of the State.**

44. On the "Concessions Services", it mentions that the County wants to open from 5:00 p. m. to midnight daily. It was mentioned at the Annex that they just wanted vending machines, which does not go with the specifications?

**Response: The County of El Paso is requesting Concessions Services as stated in the specifications and not vending machines.**

45. You have your price sheet set up as a monthly cost based on a set number of meals, but the meals that are listed are not what your average counts are. Does the County want to see a scale with price per meal or just that monthly cost based on those exact numbers?

**Response: See Attached "Revised Price Sheet".**

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**The Purchasing Department received the following questions:**

1. Were repairs contracted out last year for equipment? How much did County spend over last year?

**Response: Yes. The downtown jail spent approximately \$12,920.00.**

**Annex: Yes. Approximately \$25, 815.02 was spent.**

2. What is age of each kitchen?

**Response: The Downtown Jail is 34 years old.**

**The Jail Annex kitchen is approximately 19 years old.**

3. Please provide age & condition of current dish machines.

**Response: The dishwasher at the Downtown Detention Facility is over 15 years old and needs replacement.**

**Annex: The dishwasher at the Annex is about 5 years old.**

4. What was average population, each year over last two years, by facility?

**Response: Annex: 2014: Approximately 1,326 inmates  
2015: Approximately 1,195 inmates**

**Detention Facility: 2014: Approximately 1000 inmates  
2015: Approximately 1200 inmates**

5. SACKS – Please provide numbers of sacks needed on daily / weekly basis, by facility

**Response: Detention Facility: 680 sacks daily/47607 weekly**

**Annex: 50 to 100 on a daily basis/ 3500 to 700 weekly**

6. Please provide a sample menu of sacks offered for workers and court.

**Response: The Downtown Detention Facility: sandwich and drink always-fruit and chips when available.**

7. INMATE TRAINING- Is a training program currently in place? If so, where are classes held?

**Response: DT Training for inmates: on the job training program/classes held in kitchen/30 minutes**

**Annex: Yes. The training is provided in the kitchen.**

8. What is starting pay for County Officers?

**Response: This information is not necessary for this proposal.**

9. (ODR) Officer Dining Room- Can you provide copy of current menus?

**Response: Yes. This information has been posted as an attachment on the County website at [www.epcounty.com](http://www.epcounty.com) click Bids & More: List of Bids.**

10. Officer Dining Room (ODR)- Is a credit card system currently in place?

**Response: No.**

11. STAFF MEALS – Can staff (or support staff) leave facility to get lunch?

**Response: Some support staff are able to leave.**

12. What is optimum number of County Deputy (Officers) staff in each facility?

**Response: Downtown Jail: Officers – 290, and 48 civilians.**

**Annex: Officers – 256, and 29 civilians.**

13. Can the County please provide the total number of medical diets served last year, and types by facility?

**Response: Downtown Jail: Average of 100 types of medical/special diets served per meal. (3-meals per day.) Total number is 15,600 diets**

**Annex: Last year 130,174 diets were made. Mechanical soft, no beans, 1800 ADA, 4000 cal., hypertensive, cardiac, vegetarian, no egg, low sodium, puree, no poultry.**

14. Can you provide the number of Kosher inmates housed last year?

**Response: Downtown Jail: Five (5) kosher inmates housed last year.**

**Annex: None were served last year.**

15. Annex - Will all initial equipment and small wares be provided for the new annex?

16. What are current hours of kitchen production / operation for each kitchen?

**Response: Downtown Facility: Hours of operation from 11pm-6pm- 19 hours daily.**

**Annex: Breakfast – 0100 hrs. – 0500 hrs. Lunch – 1100 hrs. – 1500 hrs.**

17. Can you explain the need for security risk paper? How often and numbers?

**Response: N/A.**

18. Can you provide a copy of the current inmate schedule?

**Response: Inmate schedule is as follows: graveyard shift 12:30 am-8:30 am/day shift 9:30 am -6pm.**

19. Are inmate workers (throughout facility) provided double sacks / meals?

**Response: Yes.**

20. Will billing be handled by Calendar or fiscal monthly billing?

**Response: To be determined in contract negotiation.**

21. Is dietitian on-staff or available as needed / remote?

**Response: Yes, remote. Another vendor is providing these services for both jails.**

22. CPI (Consumer Price Index) - The RFP does not address annual price increases. Please clarify the County's preferred method of determining an appropriate annual price increase. Would the Consumer Price Index for El Paso County be utilized?

**Response: Yes, unless another method is agreed upon contract.**

23. Please quantify the total number of trustee works (including kitchen workers) that receive enhanced meals on a daily basis.

**Response: Downtown Jail Facility: Approximately 86 enhanced meals.**

**Annex: Approximately 106 meals enhanced meals.**

24. Please confirm that as stated at the pre-bid that the ODR concession staffing and requirements are options that the vendors should propose?

**Response: Please refer to page 12; "Concession Services" in the proposal packet.**

25. What is current annual food and paper cost, etc (Please provide invoices)?

**Response: The Downtown Jail: weekly food cost-\$19,425.15, paper cost \$510.48 total is \$19,935.63 x 52 weeks= approximately \$1,036,652.76 annual cost. Invoices unavailable.**

26. Please provide current staffing and inmate labor?

**Response: Downtown Detention Facility: Eleven (11) paid staff/required 24 inmates per shift (2 shifts).**

**Jail Annex: 12 paid staff and 25 inmates per shift (2 shifts).**

27. Who is the County's current commissary provider?

**Response: Aramark is the County's current provider.**

28. Copy of current actual daily calories?

**Response: DT: Based on the certified menu, 1800 to 2200 calorie diet per day.**

**Annex: Based on 2,100 calorie diet per day.**

29. Does the County have any plans to update equipment?

**Response: The County does not have plans to update any equipment at this time.**

30. Please note any delivery restrictions at DDF facility- (truck size / type, hours)

**Response: Mondays/Tuesdays only from 7am-4pm entrance gate is 13 feet to 15 ft. tall by 13 ft. wide. All types of trucks can be used.**

31. Please provide average number of daily staff meals at Annex.

**Response: The Jail Annex provides approximately 126 meals for lunch, 86 for breakfast.**

32. Please clarify current coffee service at Annex- Please list current service areas for coffee, as well as hours served (is it only during ODR Hours?)

**Response: Please see question#36**

33. Will all equipment be in good working condition prior to award of contract?

**Response: All equipment is in good working condition, but will eventually need repairs or replacements.**

35. We were informed during the site visit that a request for new or replacement equipment is submitted each year. Can you provide those lists for the past 5 years, and which items on the list were fulfilled?

**Response: This information has been posted as an attachment on the County website at [www.epcounty.com](http://www.epcounty.com) click Bids & More: List of Bids.**

36. What are the County's annual training requirements and amount of hours are required for food service staff?

**Response: The County requires its staff 40 hours of training, County required on line training, City health food handler's course.**

37. What is the initial training service hours required for hiring of food service staff?

**Response: First off, three (3) years of experience are required. Must have taken a food handler class (8) hours. Shift leaders must have 5 years or more of experience. Must have institutional cooking experience. Must pass a Food Service test given by HR. Eighty (80) hours on the job training with six month probationary period.**

38. What is County's average time for approval of food staff clearances prior to hiring?

**Response: The average time for employee clearances prior to hiring can be anywhere from four (4) to six (6) weeks.**

39. For equipment that is lock out/tagged out at the time of the facility walk-through: When will this equipment be repaired? If equipment is not repaired at the time of contract award, will the County take over the identified repairs until repairs are complete?

**Response: Yes. The County will take over the identified repairs until repairs are completed.**

40. What format has been used or is preferred for the manager training – in person, online, local meetings, webinars, conferences, etc?

**Response: The County has used on the job training, classes, and on-line training.**

41. What are the codes of the specific learning objectives that were covered for the food service employees?

**Response: Food Safety, Sanitation, Progressive cooking and experience in industrial cooking are the objectives covered.**

42. Do we use the winning bidder's benefits or the County's benefits?

**Response: See page 13 on proposal package.**

43. Please provide details of the County's employee benefit package

**Response: Please see page #14 on the proposal packet.**

44. What are the times for the Officers Dining Room (ODR)?

**Response: Downtown Jail: Breakfast is 0100- 0400 and lunch is 1100-1400.**

**Annex: Breakfast is 0200 - 0500 hrs. and lunch is 1100 - 1400 hrs.**

45. What is the expected menu for the Officer Dining Room (ODR)?

**Response: 1-2 meats, 2-starches, 1 cooked veggies, rolls/pastries, complete salad bar, beverage bar, and coffee. The menu has been posted on the County on our county website at [www.epcounty.com](http://www.epcounty.com) click Bids & More: List of Bids.**

46. In the RFP there is mention of "Coffee Service" for staff, but were told this was discontinued during the site tour. What is the County's desire?

**Response: Please see page 11, # 18; "Meal Service Detention Staff", and also see page #12: "Concession Services" in your bid packet. The County is requesting coffee services.**

47. Please provide the annual replacement needs for small ware for the past 5 years.

**Response: Downtown Jail Facility: Approximately \$10,000.00 a year**

**Annex: Approximately \$10,000.00 a year.**

48. How many inmates work in the kitchens?

**Response: Downtown Jail Facility: Twenty-four (24) inmates each shift (2 shifts).**

**Annex: Eighteen (18) per shift.**

49. Are inmates used to unload trucks at the loading docks?

**Response: No. Inmates are not used to unload.**

50. What oversight/supervision does Food Service staff provide when meals are delivered to the inmate housing units?

**Response: No. Food service staff does not provides supervision when meals are delivered to housing units.**

51. Will the vendor be responsible for the cleaning of inmate Food Service uniforms, cleaning cloths, etc, or will these be processed through the facilities laundry at no cost to the vendor?

**Response: The County can process all uniforms and cleaning cloths through the Laundry Section.**

52. Will the vendor be requested to provide special meals or snacks for staff? I.e. training sessions, awards ceremonies, staff meetings, visiting dignitaries, etc?

**Response: Yes.**

53. Please provide a listing of third party contracts that are currently in use, and their costs i.e. chemical service, maintenance agreements, pest control, leases agreements, etc.

**Response: Downtown Jail;**

<b>Grease pick-up</b>	<b>\$11,000.00</b>
<b>Fire Protection</b>	<b>700.00</b>
<b>Pest Control</b>	<b>\$1,140.00</b>

**Annex: This information has been posted as an attachment on the County website at [www.epcounty.com](http://www.epcounty.com) click Bids & More: List of Bids.**

54. What is current price per meal for inmate meals (including all paper products, cleaning supplies, food costs, labor costs, etc)?

**Response: The current price per meal for inmate meals 78 cents.**

55. Are compensation amounts listed for county staff true "annual salaries" or are kitchen staff paid on an hourly rate?

**Response: Please see page 14 in the proposal packet.**

56. Can we get a copy of a current inmate menu and a current staff menu?

**Response: Yes. This information has been posted as an attachment on the County website at [www.epcounty.com](http://www.epcounty.com) click Bids & More: List of Bids.**

57. Can you tell us what total maintenance costs were at each facility in the past year?

**Response: Response: Downtown Detention Facility: Fiscal year 2014 - 2015, \$27,969.88 (cost for parts only).**

**Annex: Total maintenance costs \$25,815.02**

**Annex: This information has been posted as an attachment on the County website at [www.epcounty.com](http://www.epcounty.com) click Bids & More: List of Bids.**

58. At the pre-bid it was stated the "Concession" requirements were optional and not what is being done now. Please describe what is desired for this area.

**Response: Please see page 12, #22 "Concession Services". The County would like the vendors to proceed with the specifications as stated in the proposal packet.**

59. Will the vending machines that are currently in the staff dining area be the responsibility of the contractor?

**Response: Yes.**

60. The Proposal Structure section of the RFP lists certain sections and a specific order you would like things included in responses but this list does not include any of the menus or other items related to the Scope of Work. Where would you like all the Scope of Work information included?

**Response: Please place them in the "Scope of Work" section.**

## EL PASO COUNTY SIGNATURE PAGE

<b>RFP # 16-006</b> <b>Kitchen and Food Services for</b> <b>the County of El Paso Jail System</b> Vendor must meet or exceed specifications			
<b>Jail Annex</b> (Include all materials, labor, and supplies to provide inmate meals, officers meals, and concessions.)		<b>Detention Facility</b> (Include all materials, labor, and supplies to provide inmate meals, officers meals, and concessions.)	
<b>Cost per meal for Staff</b>	\$	<b>Cost per meal for Staff</b>	\$
<b>Cost per meal for Inmate</b>	\$	<b>Cost per meal for Inmate</b>	\$
<b>Please do not include tax, as the County is tax-exempt. We will sign tax exemption certificates covering these items.</b> Please submit one (1) original copy <b>and</b> six (6) electronic versions of the complete proposal (CD/DVD/Flashdrive) in Word/PDF Format. Electronic copies must reflect the original hard copy.			

I or we agree to furnish the following described equipment, supplies, or services for the prices shown in accordance with specifications listed below or attached. By execution of this proposal, I hereby represent and warrant to El Paso County that I have read and understood the Proposal Documents and the Contract Documents and this proposal is made in accordance with the Proposal Documents.

Please quote prices and discounts on the following items:

F. O. B. El Paso County

Company	Mailing Address
Federal Tax Identification No.	City, State, Zip Code
DUNS Number (Applicable to Grant Funded Project)	
Representative Name & Title	Telephone Number include area code
Signature	Fax Number include area code
Date	Email Address

**\*\*\*THIS MUST BE THE FIRST PAGE ON THE PROPOSAL SUBMITTED\*\*\***