



## Racine County Finance Department – Purchasing Division

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### ADDENDUM

Proposal #16-RCJ-002

### FOOD SERVICE MANAGEMENT

This Addendum has been prepared by: Racine County  
Kenneth J. Schmidt  
Date: Thursday, October 20, 2016

This Addendum is issued as stated in the original Request for Proposal in Section III.C to address questions received from vendors requesting clarification from Racine County on the above subject Request for Proposal:

- 1.) Will Racine County please provide a copy of the current menus for the Jail, Juvenile Detention Center, and Staff?

Current menus are not a factor in this Request for Proposal. Please remit your sample menus according to the RFP specification.

- 2.) Will Racine County accept the item-by-item nutritional analysis submitted electronically as an appendix?

Yes, Racine County will accept the item- by-item nutritional analysis remitted electronically as an appendix. Electronic submissions should be e-mailed to the attention of Kenneth Schmidt at [ken.schmidt@racinecounty.com](mailto:ken.schmidt@racinecounty.com). Hard copy proposal submissions must detail the content of any electronic submission forwarded.

- 3.) Will Racine County please provide the excel documents for Exhibits D & E respectfully?

An Excel document for Exhibits D & E was created into a single Excel document which is attached.

- 4.) Currently all kitchen trustees and work crew inmates receive double portions for each meal. Will Racine County require trustees and work crew inmates to receive double portions per meal with the new contract?

Racine County has never required that the kitchen trustees and work crew inmates receive double portions for each meal nor does the County plan on requiring it in the future. The current servicing vendor offered it to the county at no additional expense to the county.

- 5.) Please provide copies of recent verified headcounts or meal counts for the various types of meals (over the last few months) so that we can fully understand the weekly/weekend count fluctuations and accurate histories for regular meals, sack lunches, staff meals, etc. Copies of recent invoices would be appreciated.

Please reference the attached invoice billings.

- 6.) What is the current price per meal? How many calories?

Please refer to the attached scanned contract and associated amendments.

- 7.) Please provide a copy of the current contract to include the current cost per meal information.

Please refer to the attached scanned contract and associated amendments.

- 8.) Can you please clarify the current procedure for provision of staff meals? How do they order meals? Are meals delivered or picked up? Is a tray line used? Also, who pays for the meals and what is the current meal price etc. Please classify the Staff Meal service times each day.

- Staff can order an inmate tray, which is included in the meal count. Meal counts are billed to the County. Current prices are listed in Amendment 5.
- Staff can call and order items off of the staff menu. A tray line is not used. Staff picks up and pays for items off of the staff menu from the kitchen. Prices vary depending on item(s) ordered.
- Special event meals are brought up to the conference room and billed to Racine County. Prices vary depending on item(s) ordered.
- Staff meals are normal served during most of the hours that the kitchen is opened.

- 9.) What time does the kitchen open and close each day?

Currently 4:30 a.m. to 6:00 p.m.

- 10.) For Juveniles being housed at the facility, please detail what menu adjustments are made to feed them.

Please refer to the attached scanned contract and associated amendments.

- 11.) How many Holiday / Spirit Lifter meals are being provided now each year and how many will Racine County require under the new contract?

Please refer to the attached scanned contract and associated amendments.

- 12.) How many "sack lunches" are required daily? Please provide the current "sack lunch" menu. Are there any special menu requirements for any of the work details?

The amount of sack lunches vary daily. This depends on how many Huber Inmates go to work, how many Community Services go out, how many diabetics we have, and how many inmates are on Ramadan.

- 13.) Is there currently a program in place that provides the ability for inmates to order fresh foods from the kitchen and pay for those foods via their commissary account? If so, please provide information on this program.

Yes. Inmates can order special food items (hamburgers, pizzas etc.) once a week through the Racine County Jail commissary kiosks. The vendor delivers these items to the inmates.

- 14.) How many inmate workers are provided in the operation? What are the shift times they work? Are they paid and if so by whom and how much? Do they receive double portions and can the contractor bill for double portions?

Approximately 20 inmate workers work in the Racine County Jail kitchen. Shifts are as needed. Inmate workers are not paid, but some earn time off of their sentences. Currently the vendor supplies double portions to the inmate workers, but the county is not billed for it.

- 15.) Are their officers assigned to the kitchen? If so is this at all times when the kitchen is open and operating?

There are no officers assigned to the kitchen. Officers do hourly checks through the kitchen while the kitchen is open. There are cameras, wall alarms, and radios assigned to the kitchen.

- 16.) How many inmates are on special diets at this time 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.)

Currently there are 72 inmates on a special diet. Special diets change occurring to the inmate population. Some are on allergy, diabetic, pregnant, no meat, religion and, medical diets etc.

- 17.) Will the facility handle all maintenance needs for the kitchen equipment and infrastructure?

The County pays for maintenance costs for their kitchen equipment and their infrastructure, as long as it is normal wear and tear.

- 18.) Who is responsible for small wares such as inmate meal trays, staff meal trays cooking and servicing utensils, pots & pans, inmate drinking cups, inmate spoons/sporks? Is the client currently using re-useables or are disposables preferred?

Plastic trays \* – Provided by the County  
Styrofoam trays – Provided by the Vendor  
Cooking & Serving Utensils – Provided by the County  
Pots and Pans – Provided by the County  
Inmate Drinking Cups \* – Provided by the Vendor  
Inmate Spoons \* /Sporks \* – Provided by the Vendor

\* The County prefers re-usable when appropriate.

- 19.) How much was spent on equipment maintenance per year in the current contract? What is the current condition of the equipment?

The County does not track specific kitchen equipment maintenance. Current condition varies according to each piece of equipment.

- 20.) Will Racine County provide the Contractor with phone and internet service or will these be the responsibility of the Contractor?

The Request for Proposal specification reads: "The County shall supply all utilities relating to the operation of the food service area except any internet service that is outside of the County's network. The Vendor will direct efforts to conserve utilities whenever possible. The Vendor shall be responsible for the cost of all long distance telephone calls."

21.) Does the current food vendor also provide the commissary service to the Racine County Jails etc.?

Yes, Aramark currently is under contract for the Racine County Jail commissary contract. This is a separate contract and is not a part of this RFP.

22.) Who is your current medical contractor?

Advanced Correctional Healthcare is the current medical provider contractor.

23.) What specific changes or improvements would Racine County like to see in your new contract? Is the agency satisfied with the current contractor's performance?

Racine County is always looking to improve, that is why we look to the servicing professionals for ideas and recommendations. Racine County has been satisfied with the current servicing vendor, but desires to review alternative options within the marketplace.

24.) Please provide the history of any price adjustment over the full term of the current contract with Aramark.

Please refer to the attached scanned contract and associated amendments.

**Please sign, date and attach a copy of this addendum to each submitted Proposal.**

Firm: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_