



COORDINATING COMMITTEE

PUR-1630  
ADDENDUM NO. 1

REQUEST FOR PROPOSALS  
REGARDING QUALIFICATIONS & EXPERIENCE/  
TECHNICAL PROPOSALS AND PRICE PROPOSALS

FOOD SERVICES AT THE WASHINGTON COUNTY  
DETENTION CENTER IN HAGERSTOWN, MARYLAND

DATE: Monday, June 28, 2023

PROPOSALS DUE: Wednesday, July 5, 2023  
4:00 P.M.(EDT/EST)

To Proposers:

This Addendum is hereby made a part of the Contract Documents on which all proposals will be based and is issued to correct and clarify the original documents.

Please acknowledge receipt of this Addendum at the appropriate space on the Proposal Form. This Addendum consists of six (6) pages.

**NOTE:** All Proposers must enter the Washington County Administration Complex through either the front door at the 100 West Washington Street entrance or through the rear entrance (w/blue canopy roof) which is handicap accessible and must use the elevator to access the Purchasing Department to submit their proposal and/or to attend the Pre-Proposal Conference. Alternate routes are controlled by a door access system. The general public will be subject to wand search and will be required to remove any unauthorized items from the building prior to entry. Prohibited items include but are not limited to: Weapons of any type; Firearms, ammunition, and explosive devices; Cutting instruments of any type - including knives, scissors, box cutters, work tools, knitting needles, or anything with a cutting edge, etc.; Pepper spray, mace, or any other chemical defense sprays; and Illegal substances.

ITEM NO. 1: Inquiry: Is a milk alternative permitted to be served in place of milk?

Response: No milk alternative permitted.

ITEM NO. 2: Inquiry: Is mechanically separated chicken acceptable for use in casseroles and mixed dishes?

Response: No mechanically separated chicken acceptable for use in casseroles and mixed dishes.

**ITEM NO. 3:** *Inquiry:* Are packet beverages permitted to be served in place of bulk beverages?

*Response:* Packet beverages are only for approved emergency situations.

**ITEM NO. 4:** *Inquiry:* Please provide a copy of the current cycle menus in place for inmates. Would you consider a cold meal program whereby one of the daily meals is always cold? If this is breakfast or dinner the operating hours each day can be reduced - saving on vendor labor costs, improving efficiencies with inmate labor in the kitchen, reducing wear on kitchen equipment, and saving on energy and utility costs.

*Response:* Part 1 of Item No. 4 herein: This information is considered to be proprietary information under the current contract.

*Response:* Part 2 of Item No. 4 herein: A cold meal program will not be considered.

**ITEM NO. 5:** *Inquiry:* Please confirm the calorie level of the current inmate menu.

*Response:* Menus provide an average of 3,200 calories per day.

**ITEM NO. 6:** *Inquiry:* Please provide a copy of the current staff menus. Are staff offered the same meal at all shifts each day or are breakfast, lunch, and dinner serving different items?

*Response:* Part 1 of Item No. 6 herein: This information is considered to be proprietary information under the current contract.

*Response:* Part 2 of Item No. 6 herein: The meal offering on all shifts will be the same.

**ITEM NO. 7:** *Inquiry:* Do you allow the use of Soy in recipes on the menu?

*Response:* No use of Soy in recipes.

**ITEM NO. 8:** *Inquiry:* Is the serving of coffee to inmates required? (coffee has no nutritional value)

*Response:* Yes, coffee served to inmates is required

**ITEM NO. 9:** *Inquiry:* What is the current procedure for staff meal ordering, billing, payment by staff, etc.? What price is charged for these meals?

*Response:* Part 1 of Item No. 9 herein: Refer to the Request For Proposal

document, Page 24, Section XVI Billing and Payment, Letter C.

Response: Part 2 of Item No. 9 herein: This information is considered to be proprietary information under the current contract.

**ITEM NO. 10:** Inquiry: Are you currently working with a set staff meal count for billing purposes? If so, please clarify.

Response: Yes, the actual number of staff on duty for any given day both uniformed and civilian less 30% to account for those that do not eat meals from the ODR.

**ITEM NO. 11:** Inquiry: Please provide copies of recent billing invoices and meal count sheets from the past few 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.

Response: This information is considered to be proprietary information under the current contract.

**ITEM NO. 12** Inquiry: Please provide a copy of the current contract if applicable to include the current price per meal information, and the evolution of the price per meal during the current contract based on CPI or scope of work price adjustments.

Response: This information is considered to be proprietary information under the current contract.

**ITEM NO. 13:** Inquiry: Will the agency consider a meal pricing scale to allow for unusual changes with the service plan (COVID example)?

Response: No.

**ITEM NO. 14:** Inquiry: Can you provide a meal count for staff meals per day and per meal? Is this a 7-day operation or just M-F?

Response: Part 1 of Item No. 14 herein: The number varies between 64 and 98 daily depending on the day and the number of staff assigned. We do not track the per meal only daily counts.

Response: Part 2 of Item No. 14 herein: This is a 7-day a week operation.

**ITEM NO. 15:** Inquiry: What time does the kitchen open and close each day?

Response: The kitchen opens daily at 2:30 a.m. and closes at 6:30 p.m.

**ITEM NO. 16:** *Inquiry:* Are any Juveniles being housed at the facility? If so, please detail how many and what menu adjustments are made to feed them.

*Response:* Currently, there are no juveniles housed in this facility; at no time will menu adjustments be made to feed them.

**ITEM NO. 17:** *Inquiry:* 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?

*Response:* Part 1 of Item No. 17 herein: The number of sack lunches varies each day; however, on average twenty-nine (29) per day are provided. Refer to Request for Proposal, Page 8, Item No. VII Scope of Work, Letter D, Nos.1 and 2 for menu requirements.

**ITEM NO. 18:** *Inquiry:* Regarding Inmate workers:

- A. What are the shift times they work?
- B. What tasks are they permitted to perform such as cooking, operating equipment, etc.?
- C. Are they paid and if so by whom and how much?
- D. Do they receive double portions and can the contractor bill for double portions?

*Response:* Part 1 of Item No. 18 herein: Two shifts 2:45 a.m. to 10:00 a.m. and 10:00 a.m. to 6:15 p.m.

*Response:* Part 2 of Item No. 18 herein: Cooking, operating equipment, cleaning; the food line is under supervision of vendor and of vendor employees.

*Response:* Part 3 of Item No. 18 herein: Inmates receive industrial diminution credits.

*Response:* Part 4 of Item No. 18 herein: Refer to the Request for Proposal, Page 18, Item No. VII, Section E., letter d. Inmates may not be provided double portions or any other type of reward not afforded the general population.

**ITEM NO. 19:** *Inquiry:* Are there officers assigned to the kitchen? If so, is this always when the kitchen is open and operating?

*Response:* No officers are assigned to the kitchen.

**ITEM NO. 20:** *Inquiry:* How many current vendor food service employees are working in the operation? Does the administration feel the current level of supervision is

satisfactory? Please provide the current staff positions, work schedules, etc.

Response: Part 1 of Item No. 20 herein: Refer to the Request for Proposal, Item No. VII Scope of Work, Page 18, Section E, subsection 1., a.

Response: Part 2 of Item No. 20 herein: Yes. Refer to the Request for Proposal, Item No. VII Scope of Work, Page 18, Section E, subsection 1. a.

Response: Part 3 of Item No. 20 herein: This information is considered to be proprietary information under the current contract.

**ITEM NO. 21:** Inquiry: Please provide a list of catering events the vendor may be expected to provide during the normal year. Additionally, please provide information regarding any billing/payment for these events.

Response: Refer to the Request for Proposal, Page 5, Item VII Scope of Work, letters b. and c.

**ITEM NO. 22:** Inquiry: Are there any restrictions for deliveries of foods and supplies to the dock by your vendors? What are the approved hours for product and supply deliveries to the facility?

Response: Part 1 of Item No. 22 herein: Yes, there are restrictions on deliveries during shift change, inmate counts, and inmate feeding times.

Response: Part 2 of Item No. 22 herein: Approved delivery times are as follows: 7:30 a.m. to 11:00 a.m., and 1:00 p.m. to 3:00 p.m.

**ITEM NO. 23:** Inquiry: How many inmates are on special diets and what types of diets are they on?

Response: Refer to the Request for Proposal, Page 14, Item VII, Section D, subsection 3. Medical & Religious Diets, letters a., b., and c.; the numbers will vary.

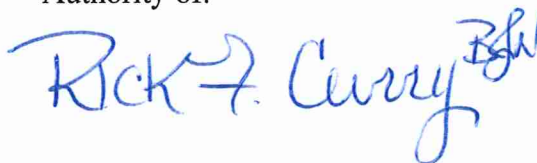
**ITEM NO. 24:** Inquiry: If you require the use of disposable service wares (Styrofoam, etc.) please indicate where these are needed and the number of those instances on average per day.

Response: Disposable service wares are used when an inmate is suspected or confirmed to have a contagious ailment. They could be used in any housing unit depending on medical recommendation for housing. During the most recent month the use has averaged 2-4 per meal or 6-12 per day.

**ITEM NO. 25:** Inquiry: Will the Agency provide the Contractor with phone and internet services, or will these be the responsibility of the Contractor?

Response: Refer to the Request for Proposal, Page 22, Item No. X, Section A., subsection 3; Regarding phone. There is internet access in the kitchen office, and it is provided by the contractor.

Authority of:

A handwritten signature in blue ink that reads "Rick F. Curry" with a stylized flourish at the end.

Rick F. Curry, CPPO  
Director of Purchasing