



COORDINATING COMMITTEE

PUR-1630
ADDENDUM NO. 2

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

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

DATE: Thursday, June 29, 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 four (4) 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:* Can you please provide the current meal rate/scale being charged by current vendor?

Response: This information is proprietary information under the current contract.

ITEM NO. 2: *Inquiry:* Can you please provide the last 2 months of all billing invoices? (Inmate meals, Staff Meals, Other Programs)

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

ITEM NO. 3: *Inquiry:* Can you please provide a copy of the current food service contract along with amendments including price adjustments throughout the term of the contract?

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

ITEM NO. 4: *Inquiry:* Can you please provide us with a copy of the current inmate menu?

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

ITEM NO. 5: *Inquiry:* Can the County please provide the current Staff meal menu?

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

ITEM NO. 6: *Inquiry:* How will the count/billing for the staff be calculated?

- a. Is it a set number weekly number?
- b. If so, what is the set weekly number?
- c. Who pays for the staff meals?

Response: Part 1 of Item No. 6 herein: No, it is 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.

Response: Part 2 of Item No. 6 herein: N/A

Response: Part 3 of Item No. 6 herein: Washington County Detention Center.

ITEM NO. 7: *Inquiry:* Can you please provide the total number of kosher and halal meals currently being provided?

Response: There are currently none.

ITEM NO. 8: *Inquiry:* Please supply a daily break down of how many diets and of each type are currently served? (Diabetic, Low Sodium, Kosher, Halah etc.)

Response: Refer to the Request for Proposal, Page 15, Letter D (Additional Required Meals), Subsection 3 (Medical & Religious Diets) Letters a., b., and c. The numbers will vary.

ITEM NO. 9: *Inquiry:* How many Kosher or Halah meals are served daily?

Response: Currently there are none.

ITEM NO. 10: *Inquiry:* Milk was mentioned in the RFP as a requirement. What type of milk would be required; 2%, 1%, whole, powdered/dairy blend?

Response: Both 1% and 2% are acceptable.

ITEM NO. 11: *Inquiry:* What time does the kitchen open in the morning and close in the evening?

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

ITEM NO. 12: *Inquiry:* Do you currently have a fresh meals program where inmates can purchase items for themselves? Or families can purchase online for inmates?

a. If yes, can you please elaborate on all programs in place (excluding commissary)?

i. Can you provide what is offered and how often to include pack size and prices?

ii. Please also provide the commission rate and commissions received 2022 and YTD 2023.

Response: Part 1 of Item No. 12 herein: No, there are no fresh meal programs.

Response: Part 2 of Item No. 12 herein: N/A

Response: Part 3 of Item No. 12 herein: N/A

ITEM NO. 13: *Inquiry:* What is currently being used for an inmate eating utensil and cups?

a. Who is providing this utensil and cup?

Response: The County provides sporks and reusable cups.

ITEM NO. 14: *Inquiry:* Can you confirm there is secure internet access in the kitchen office available for contractor use?

Response: There is internet access in the kitchen office, and it is provided by the contractor.

ITEM NO. 15: *Inquiry:* What are your receiving hours for deliveries?

Response: Receiving hours are 7:30 a.m. to 11:00 a.m., and 1:00 p.m. to 3:00 p.m.

ITEM NO. 16: *Inquiry:* Is the County receiving any food commodities? Please provide the annual value for 2022. And year to date 2023?

Response: There are none during the times requested.

ITEM NO. 17: Inquiry: What is the current schedule of the food service employee?

Response: This information is proprietary information under the current contract.

ITEM NO. 18: Inquiry: Will the salad bar and soda dispensing system remain for the new vendor to use or will the new vendor have to supply them?

Response: Part 1 of Item No. 18 herein: The salad bar will remain.

Response: Part 2 of Item No. 18 herein: Refer to the Request for Proposal, Page 16, Item No. 4 (Staff Meals), Letter a.,5.

ITEM NO. 19: Inquiry: VII. Scope of Work – Section B. – Number 6: Client -required security training.

a. When and how many times a year is the seven-week course offered.

Response: The classes are offered multiple times throughout the year in Hagerstown, MD, and Sykesville, MD.

ITEM NO. 20: Inquiry: I would like to request a slight extension of the due date given the holiday weekend as we need to ship our proposal earlier than usual - and the answers to vendor questions are still pending.

Response: The bid will not be extended; bid submittals will be due no later than **2:00 P.M. (EDT/EST), Wednesday, July 5, 2023.**

Authority of:



Rick F. Curry, CPPO
Director of Purchasing