



# PURCHASING DEPARTMENT

## COUNTY OF STEUBEN

3 EAST PULTENEY SQUARE  
BATH, NEW YORK 14810-1510  
(607) 664-2484

**DATE:** August 24, 2022

**MEMO TO:** WHOM IT MAY CONCERN

**FROM:** Andrew G. Morse, Director of Purchasing

**RE:** Jail Food Services

### Addendum #1, Document # GC-22-024-P

- How many incarcerated individuals are currently working in the kitchen? How many shifts? How many are assigned per shift? As an educational/training reference, how long is each incarcerated individual assigned to a specific work position?  
7-10 workers in kitchen.  
Assignment varies average 30-60 days.
- What is the current daily population? What is the average daily population (for each month) for the period of January 1, 2022 – June 30, 2022?  
129 as of 8/17/22  
Jan 155, Feb. 169, March 156, April 142, May 152, June 143, July 135.
- Must the list of all food products and consumables be submitted with the proposal or upon award? If with the proposal, can this information be included on a compact disc?  
Award
- What are the approved product delivery times/days? Is there a restriction on the size of delivery vehicles? Is there a lift gate or pallet jack available for use? Are incarcerated individuals allowed to assist with unloading trucks or storing products?  
No restrictions. The facility does have a pallet jack; inmates can assist.
- Will office space be provided for the Food Service Manager?  
Yes
- Are monthly special meals served to all incarcerated individuals or selected units? If selected units, can the county provide the average number of those served per month? Does the county want the cost for special meals rolled into the regular cost per meal or charged as a separate line item?  
We do not currently do this.  
If done would be a separate line item.

- What information must be included in the required Quarterly P&L Statements.

Your standard P&L report would be acceptable.

- What is the staffing matrix (with work hours) for county kitchen employees?

1 works 0400-1430 Monday – Thursday

1 works 0800-1830 Monday –Thursday

Schedule could be changed to accommodate vendor and scheduling as long as contract is not violated.

- Are incarcerated individuals restricted from performing any food service tasks when under the supervision of food service staff? If so, can the county clarify the restricted tasks?

Only if it would present a safety/health and security risk.

- What current food/consumable products are provided to your medical department? Will this practice continue under this contract? If so, can the county provide the average number of each item provided on a monthly for the period of January 1, 2022 – June 30, 2022?

NONE At this time.

#### Personnel:

- Can the county please clarify the requirement to submit “a written list of all qualified and trained staff”. Is this for back-up staff or new recruits?

A list of all employees that will be working in the facility will need to be provided. Background check would be completed prior to approval.

- Will the Steuben County Sheriff Office perform background investigations for vendor staff? If so, will there be a fee for each background investigation performed? If so, what is that fee?

No fee, Vendor staff would sign waiver to have criminal history ran.

- In effort to ensure expeditious hiring practices, would the County allow new recruits to work, pending the completion of the background investigation once fingerprints are returned from DCJS and a drug screening test is satisfactorily completed?

Yes, if drug test and criminal history review is complete.

- What are the titles of the 2 County Food Service Workers that will continue working and will be replaced via attrition? How long have those workers been employed and what are their current salaries?

Cook

\$32,723.00

\$29,400.00

- Will the 2 County Food Service Workers weekly scheduled, time off, training, discipline, etc... be managed by the County or the Vendor? If the Vendor, are they part of a collective bargaining unit?

Vendor would be responsible for all but discipline would have to follow bargaining unit agreement. County and vendor would cooperate with each other in these matters.

#### Equipment and Facilities:

- Will the County provide internet service for the Food Service Office? If not, can the County indicate the local provider?

Yes

- Can the County clarify who will be responsible for routine repair and preventive maintenance and for all current food service equipment? There is conflicting information in the RFP.

County would.

- Can the County clarify who will be responsible for all smallware purchases, excluding trays, cups and sporks?

Vendor

Incarcerated Individual Labor:

- On average, how many “Out of the Unit” 2nd meal portions are provided daily?

7-16 workers daily receive double portions.

Menu and Special Diets:

- What are the 3-cycle menus required in the following RFP language? “The Steuben County Sheriff's Office will not be releasing copies of the current menu. Follow the guidelines established in this RFP, for your 3-cycle menu submissions.”

Provide your proposed menus that are approved by a dietician and in compliance with correctional best practices.

- As request in the RFP, a 4-week cycle menu certified by a Dietitian, with nutritional analysis, will be submitted with our proposal. Can the County clarify the need for a “monthly submission of a menu with approval by a certified Dietitian” as stated in the RFP?

To be in compliance with commission of corrections.

- Can the County clarify the type of Kosher meals currently in use (shelf-stable entrée meals or frozen all in one meals)? Are you requiring that this same type of meal be served for this contract?

A mixture. No requirement set. Looking for best cost options with appropriate nutritional value.

Special Conditions:

- How many catered special event functions do you currently have annually? What items are typically provided for catering special events? What is the average number of people served per event?

Currently none but would like the option

Costing Proposal:

- In the “Price Adjustment” section, it states “That the Increases to the agreed upon initial bid price will be honored only after the first two years of the contract; and on January of each succeeding year thereafter; should the contract be extended by mutual agreement.

Yes

However, the Costing Proposal section, it states “The per-meal prices stated in this proposal will be firm for the period beginning on the effective date and ending on December 31, 2023. Per meal prices for each subsequent 12-month period shall be adjusted on the anniversary of the effective date by an amount to be determined utilizing Market Basket or CPI whichever is greater to calculate changes in food costs. (See the Price Adjustment section). Can the County clarify?

Per meal prices will be set yearly and negotiated between vendor and county based off current market pricing.

- How many other civilian/visitor meals do you serve on average on a weekly basis? Are these meals paid at time of consuming by the individual or billed to the County as part of the regular invoicing process? Please clarify how this would be paid to the vendor?

Employee meals are billed. Fluctuates weekly not all staff eat in kitchen currently.

Day shift 15-35

Afternoon shift 12-25

Overnight Shift 10-20

- Can the County clarify whether the average daily population for considering the meal price includes both the inmate population AND staff meals, or just the inmate population

Both

1) Reference page 2, section 7: References

a. Any response to this request for proposal shall contain as a minimum at least three (3) reference with contact names and phone numbers where the contractor has completed projects similar in nature in New York State.

i. Would it be acceptable if a vendor is qualified in providing successful correctional food services throughout the country to submit references from surrounding states outside of New York comparable in size and scope to the Steuben County Jail?

Yes, that would be fine. All services provided must be in compliance with the New York State Minimum Standards.

2) Does the County desire a weekly average of 3000 and 3400 calories or a daily minimum of 3000 and 3400 calories?

Calorie intake would be approved by a certified dietician in compliance with correctional standards.

3) What is your current population?

133

4) How low has the population count been and how high has the count been over the past six months?

120 low 175 high

5) Reference page 23, last paragraph

a. Vendor will provide all maintenance and necessary replacement of the equipment to include preventive and all major and minor repairs.

i. Page 25 states the County is responsible. Can you please clarify?

ii. If Vendor, please provide repair and maintenance history for 2021.

Steuben County will be responsible for maintenance and repair of existing equipment.

6) Can you confirm there is secure internet access in the kitchen office available for contractor use?

Yes

7) Reference page 25, last paragraph

a. Inmate workers regardless of facility work assignment will be entitled to 2 meal portions and this should be reflected in the meal count.

i. How many inmate workers in-total are working in the facility?

10-16

8) Reference page 30, Special Conditions section, 4th point

a. The vendor will bill the Steuben County Jail for the actual number of meals ordered.

i. During normal operations for various reasons, call-backs are a part of service (meals for inmates requested by the facility after the original count was provided)

ii. Please confirm these meals will also be charged to the facility with sufficient documentation.

Yes

9) Reference page 30, Special Conditions section, 5th point

a. Short order staff option

i. Can please provide the number staff on each shift that will participate in this short order staff meal option?

Day shift 15-35

Afternoon shift 12-25

Overnight Shift 10-20

10) Please provide weekly amounts required and meal specifics for Sack (bag) meals for work crews, court bags and any additional meals that are to be prepared beyond the cafeteria and tray feeding?

Approx. 20 lunches and 20 snack bags for diabetics.

Meals must be approved by dietician.

11) Can you please provide the total number of kosher and halal meals currently being provided?

a. Do you currently provide pre-packaged meals?

i. If so, Can vendor charge separately?

3 kosher meals, currently no prepackaged meals.

12) How many inmate kitchen workers does the County currently have assigned to each kitchen;

a. How many shifts?

b. Are inmates paid? If so, how much and who pays inmate workers?

c. Is there any extra food given to kitchen inmate workers as an incentive?

i. If so, is this charged back to the County?

7-10 workers assigned to kitchen. They do not receive pay. Inmates receive double portions for meals and the county would be charged. We do have pizza parties weekly for workers. If vendor provided this service the county would be charged back separately.

13) Please supply a daily break down of how many diets and of each type are currently served? (Diabetic, Low Sodium, etc.)

See attached

14) Are the current food service employees in a Union?

a. If yes, please provide a copy of the collective bargaining agreement.

Not available at this time.

15) Reference page 29, 8th bullet "Fresh Favorites"

a. Can you please elaborate more on your current Fresh Favorites program?

i. Who is providing this service?

ii. If an outside vendor, what is your current commission rate?

iii. Will this be part of the food service contract going forward?

Not currently doing but would like vendor to do.

16) What is the current schedule of the food service employees?

1 works 0400-1430 Monday – Thursday

1 works 0800-1830 Monday –Thursday

Schedule could be changed to accommodate vendor and scheduling as long as contract is not violated.

17) What time does the kitchen open in the morning and close in the evening?

Opens at 0430 closes at 1830. Could be changed as long as meals are being served at the appropriate times to comply with New York State Commission of Corrections Minimum Standards.

**STEUBEN DIET ROSTER**

<b>UNIT</b>	<b>DIET</b>	<b>INMATE</b>	<b>WORKERS</b>
1	RENAL (LOW SODIUM)	[REDACTED]	
1	NO MILK	[REDACTED]	
1	2 EGGS EVERY MEAL	[REDACTED]	4 WORKERS
2	NO SOY	[REDACTED]	
2	2 EGGS EVERY MEAL	[REDACTED]	
2	NO FISH	[REDACTED]	5 WORKERS
2	NO MILK	[REDACTED]	
2	BLAND DIET	[REDACTED]	
5	BLAND DIET	[REDACTED]	
5	FULL LIQUID DIET	[REDACTED]	2 WORKERS
5	BLAND DIET	[REDACTED]	
5	BLAND DIET	[REDACTED]	
6	BLAND DIET	[REDACTED]	
6	BLAND DIET	[REDACTED]	8 WORKERS
7	CARDIAC/RENAL	[REDACTED]	
7	CARDIAC/RENAL	[REDACTED]	
7	NO SHELLFISH	[REDACTED]	

*The Number before Diet indicates how many inmates on diet*

1 - NO SOY  
 0 - NO SUGAR  
 0 - RASTAFARIAN  
 0 - DENTAL SOFT  
 2 - NO FISH  
 1 - FULL LIQUID

1 - RENAL  
 2 - CARDIAC/RENAL  
 6 - BLAND DIET  
 2-2 EGGS EVERY MEAL  
 0 - NO GLUTIN  
 2 - NO MILK

15-Aug-22

**This information shall become part of the proposal document and should be considered in any response to this solicitation. It is required that this addendum be signed, dated and included with all bid submittals.**

If you have any questions regarding this matter, please contact this office.

Andrew G. Morse  
Director of Purchasing

Signature:	Date:
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