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DIVISION OF FINANCE  
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**ADDENDUM #1  
RFP #24-0001  
NUTRITION AND COMMISSARY MANAGEMENT SERVICES**

March 6, 2024

The following is to ensure that vendors have complete information prior to submitting a *proposal*. Here are some clarifications regarding the proposal for *Nutrition and Commissary Management Services* for the *Sheriff's Office*.

Questions and/or statements of clarification are in **bold** font, and answers to specific questions are *italicized*.

**General**

- 1. Page 7, Section III, 1, II – Are the meals delivered on trays or delivered in bulk and then put on trays at the Jail Annex Facility?**

*All meals to the annex are plated on trays at the main facility and then delivered to the Annex.*

- 2. Page 9, Section V, B, Please provide the name of the company that currently provides preventative maintenance services for the kitchen.**

*Sedgwick County Facility Maintenance / Hobart- dishwasher / PYE Barker – Vent Hood / Merrimack – Fire suppression / Kitchen Commander – misc. kitchen equipment / PMC – Plumbing*

- 3. Page 9, Section V, B, 4. Please provide the amount of fine the current vendor was charged in 2023 for repairs not being made timely.**

*\$0.00*

- 4. Page 14, VIII, H. Who is the current vendor providing extermination services?**

*Go Green Pest Control Inc.*

- 5. Please provide copies of billing invoices for food service from the past three (3) months.**

[Billing Invoices \(sedgwickcounty.org\)](http://sedgwickcounty.org)

- 6. Please provide copies of meal count sheets from the past three (3) 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.**

*Please refer to question 5. Examples of the meal count sheets may be viewed at the link below.*

[daily-meal-count.pdf \(sedgwickcounty.org\)](http://sedgwickcounty.org)

7. **Please provide a copy of the current food service contract and any addendums.**

[food-service-contract-and-ammendments.pdf \(sedgwickcounty.org\)](#)

8. **Is there a loading dock or is a truck with lift gate needed for product deliveries?**

*Loading dock is available.*

9. **Are there any restrictions for deliveries of foods and supplies to the facility by vendors?**

*There are no restrictions other than having staff available from the vendor to accept the delivery.*

10. **Will the agency provide the food service contractor with phone and internet service or will these be the responsibility of the contractor?**

*This will be provided by the county.*

### **Pricing**

11. **Will the county consider a scaled price per meal based on population?**

*No.*

12. **Will the county consider a separate price if a shelf-stable certified kosher meal is required?**

*No. There will be one (1) per tray price for all meals.*

13. **Are there any unusual requirements the vendor needs to be aware of for billing purposes (snacks, nutritional supplements, etc.)**

*Currently, no additional costs outside the standard per tray price.*

### **Menu**

14. **Page 5, I, 1, Approximately 100-150 sack lunches are provided to the booking area, prisoner transport, and hospital per day.**

- **How many days each week are these needed? 5 days (M- F), 7 days per week?**

*Booking sacks are needed for three (3) meals per day / seven (7) days a week. Transport meals are only needed Monday-Friday.*

- **How many times per day are these needed? Or only during the lunch meal?**

*Three (3) meals per day.*

15. **Page 5, B, 9 – Per the RFP Quality Guidelines, Meals cannot contain mechanically separated turkey. Does the county also exclude the use of mechanically separated chicken?**

*Mechanically separated turkey and chicken will be allowed.*

**16. Page 6, H, Please provide the facilities policy or preference on what type of Kosher/Halal menu is served for religious diets.**

- **Does the county currently require common fare, certified kosher, or both?**

*We require a religious diet which covers all religious requirements.*

- **How many of each were served on average for the previous year?**

*Please refer to the following example of a single day of the number of religious meals.*

[daily-meal-count.pdf \(sedgwickcounty.org\)](#)

**17. Page 7, Section III, A,**

- **VI – Is the plastic spoon disposable or reusable? Does the vendor or county provide these?**

*Vendor supplies approved flexible disposable spoons.*

- **VII – Does the vendor provide the Styrofoam cup with each meal? If yes, will the county allow reusable plastic cups instead or disposable?**

*Yes, provided by the vendor at each meal. No reusable plastic cups.*

**18. Page 7, III, 1. Sedgwick County Jail Annex;**

- **How many times per day does the current vendor deliver meals?**

*Three (3) times per day*

- **Can meals be transported in bulk and placed on trays at the Jail Annex?**

*No. There is no acceptable space to plate meals at the Annex Facility.*

**19. Please provide a copy of the current cycle menus in place for inmates.**

[Food Service Menus \(sedgwickcounty.org\)](#)

**20. What is the calorie level of the current inmate menu?**

*2,800*

**21. Do you require that condiments be served in individual packets, or can they be portioned on the trays?**

*This can be accomplished either way.*

**22. Do you require serving milk? Is a Dairy Drink acceptable as a substitute?**

*No, a Dairy Drink substitute is acceptable.*

**23. Are any Juveniles being housed at the facility? If so please detail how many and what menu adjustments are made to feed them.**

*Yes. Juveniles are occasionally housed in this facility. No menu changes are required.*

## Staff Meals

- 24. Page 14, VIII, L. Can you provide the current usage per week of coffee (regular and decaf) to include number of stations, number of staff that have access, brand of coffee, case quantity, etc.? Does the county also wish to have creamer provided?**

*Five (5) – six (6) cases weekly, 40 packets per case. One (1) station. Creamer is provided.*

- 25. Page 14, VIII, M. Is there a program currently in place for staff no cost of reduced meal options? If so, can a copy of the current menu with pricing be provided?**

*No.*

- 26. What is the current procedure for staff meal ordering, billing, payment by staff, etc.?**

*A meal tray is automatically added to the daily meal counts to account for staff assigned to each housing unit. The Officer Dining Rooms are grab and go. Deputies make electronic payments through a kiosk.*

- 27. What are the Staff Meal service times?**

*Same as facility chow service times.*

## Staffing

- 28. Page 8, IV,**

- **D, 1. Please provide details on the required Food Storage License, for example, is this through the county, state, etc.?**

*County*

- **E. Is a ServSafe Food Handlers Certification acceptable or does the county require their own certifications?**

*Vendor's staff are required to obtain a Food Handlers card through Sedgwick County Health Department and the Kitchen Manager is required to have ServSafe Food Handlers certification.*

- 29. Page 9, IV, O. Please provide the length of the initial and annual in service training for vendors. How often is this training provided? Will new staff need to complete this before working in the kitchen?**

- 1. Two (2) hours initial training / Two (2) hours annual training.*
- 2. Twice every month / Annual training will be conducted for three (3) months to accommodate schedules.*
- 3. No. They have one (1) month to complete the training. If they fail completed the training within one (1) month the Kitchen Manager can request a one-time extension to complete the training.*

- 30. Approximately how long does the background process take for staff to be cleared?**

*Approximately 24-48 hours.*

**31. Regarding (Option 2) the proposal utilizing Inmate labor:**

**A. How many inmate workers are provided in the operation?**

*18 inmates per shift / 2 shifts per day / 56 inmates for the rotating shifts accounting for days off.*

**B. Will you guarantee a minimum number of inmate workers per shift?**

*18 per shift*

**C. What are the shift times they work?**

*400-1200 1300-2100*

**D. What tasks are they permitted to perform such as cooking, operating equipment, etc.?**

*All normal kitchen operations.*

**E. Are they paid and if so by whom and how much?**

*They are approved for hours to turn into the courts to be deducted from fines, restitution, and court costs. No actual compensation from vendor or county.*

**F. Do they receive double portions and can the contractor bill for double portions?**

*The county does not require double portions for inmate workers.*

**32. How many current 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.**

*Supervisor: 1 Assistant Supervisor: 1 Leads: 2 Employees: 9 Total: 13*

**33. What is the starting pay for a Correctional Officer?**

*\$26.06*

**Value Add**

**34. Page 18, K (Additional Optional Sales) #1; Pre-ordered hot food often is sold through the food service vendor and made fresh in the jail kitchen. Will Sedgwick County reconsider this as an offering under the food service program/vendor?**

*Will consider it an option if the contract is awarded to the same vendor.*

**35. Regarding sales for the pre-ordered hot foods, please provide information on this program for the following:**

**A. Approved menus and prices Inmates – [commisary-menu.pdf \(sedgwickcounty.org\)](http://sedgwickcounty.org/commisary-menu.pdf)**

**B. Service schedules (when inmates order-when they are delivered)**

*Hot Carts order must be in by Saturday Morning (Main Facility and Annex). Inmates must have commissary order in by Tuesday (Main Facility and Annex).*

**C. Who delivers the completed orders?**

*On-site commissary staff.*

**D. What is the average weekly sales volume in dollars?**

*Hot Cart (\$4,000)*

*Commissary (\$18,000)*

**E. What is the current commission rate?**

*12 percent*

**F. Are there any restrictions or limits for purchases?**

*\$30.00 per week (Hot Cart). \$60.00 per week (Commissary). \$120.00 per week (Commissary, via ecommerce / internet, friends and family).*

**G. Does the program allow for family and friends to also order items on the menu via phone or internet? If not is this something the facility would approve of?**

*Not currently for Hot Cart. Yes, for Commissary.*

**H. How many inmates on average are eligible to participate in this program on any given week?**

*1,000*

**36. How many housing units are in the Jail Annex?**

*5*

**37. Is the kitchen equipment owned by the county?**

*Yes.*

**38. If you bid on Section A, Section B, or both, how will that be scored?**

*No matter which section(s) your firm choose to submit a proposal on, it will be scored based on the evaluation criteria out of 100 points.*

**39. With Q&A due back 3/6, will the county consider an extension of the due date by two (2) weeks for time to process the response?**

*No.*

**40. Has Appendix B only been provided for informational purposes for guests or staff entering the facility upon award of the contract?**

**a. Is there anything that needs to be addressed or submitted related to Appendix B with the response?**

*Yes, it is for informational purposes, these forms will have to be completed by firm(s) upon award of contract, but nothing needs to be addressed or submitted at this time.*

**41. Pages 43-44 of the RFP document state "Required Response Content". Should this section be answered in addition to all items within the Scope of Work and Minimum Firm Qualifications on page 38 as this information was also requested in the RFP Response Format.**

**a. Can the county please clarify if the information in all three of these three sections should be answered?**

*Yes. Include the information addressed in all sections.*

**42. Please provide the monthly Average Daily Population per month over the last year.**

**b. Please provide average population by pod /facility**

[adp.pdf \(sedgwickcounty.org\)](#)

**43. What is the rated capacity of the facility?**

*In county capacity is 1,406.*

**44. What is the current commissary commission rate?**

*12%*

**45. What is the current package program commission rate?**

*12%*

**46. Please provide commissary sales, not including phone time or tax, for each of the past three (3) full months (NOV 23-JAN 24).**

**a. Please include invoices for each of these months.**

*Nov. 2023 - \$96,477.45*

*Dec. 2023 - \$93,981.13*

*Jan. 2024 - \$98,419.92*

*Taxes are included in these numbers.*

*Invoicing is done per week so invoice totals will differ from monthly sales requested.*

[commissary-sales.pdf \(sedgwickcounty.org\)](#)

**47. Please provide package program sales, not including phone time or tax, for each of the past three (3) full months (NOV 23-JAN 24).**

**a. Please include invoices for each of these months.**

*If this is referring to web sales then, it is listed below. Invoices are not generated for web sales, taxes are included.*

*Nov. 2023 - \$24,378.66*

*Dec. 2023 - \$22,345.99*

*Jan. 2024 - \$25,849.05*

**48. How many orders per month, over the last three (3) months, have been placed through the commissary?**

*Feb. 2024 – 4,047*

*Jan 2024 – 4,444*

*Dec. 2023 – 4,198*

**49. Please provide usage amounts over the past 12 months for both the starter and indigent kits provided by the current vendor.**

*Indigent Kits - 2,545*

*Starter Kits - 8,075*

*200 per week for starter kits. The county will need 250 going forth.*

**50. On page 32 sect. 5 the county requests “(2) starter kits” samples and on page 34 sect. 5 the county requests “six (6) starter kits” samples. Is the county requesting eight (8) starter kit samples or two (2) indigent kit samples and six (6) starter kit samples?**

*Two (2) indigent kit samples and six (6) starter kit samples are requested.*

**51. In the RFP, the county is requesting vendor provided funding of 12% of net sales for religious programs. Would the county prefer this funding be included in the vendors commission offer or separately?**

*The county is not requesting commissions back to the county directly. Requesting only 12% back to the inmate religious programing.*

**52. In the RFP, the county is requesting 12% of net sales for religious programs and references a quarterly payment of up to \$3000.00 for first paperback religious text. Are these lines referring to the same or separate remittances by the vendor?**

*Two (2) separate*

*12% commission monthly*

*\$3,000.00 per quarter for religious text*

**53. The county is requesting that the vendor supply 20 42” TV’s, 40 coffee pots, 30 hair clippers, 25 basketballs, 30 each big and small nail clippers, and 10 cases of popcorn and oil quarterly for officer breakroom.**

**a. Can the county confirm if this is a one-time purchase for the life of the contract?**

*No.*

**b. If no, how often will the vendor need to supply these items?**

*Quarterly.*

**c. Are the items sourced by the vendor or the county?**

*Vendor, but county approved.*

**d. How many of each item has the current vendor provided in the past 12 months?**

*Big nail clippers (6 cases – box of 6)*

*Small nail clippers (6 cases – box of 6)*

*Televisions (this is an average depending if broken/this is not counting the annex) – 10*

*Hot pots (coffee pot) – 22*

*Basketballs – 22*



**54. What is the current spending limit? Do you anticipate any changes to this?**

*\$60.00 a week for Commissary.*

*\$30.00 a week for hot cart*

*Combined \$90.00 total for inmates to purchase off of their own account.*

*Ecommerce (via internet, by friends or family) is a limit of \$120.00 per week.*

*No anticipated change.*

**55. Please provide the current commissary list with pricing from the existing vendor.**

[commissary-menu.pdf \(sedgwickcounty.org\)](http://commissary-menu.pdf(sedgwickcounty.org))

**a. Do prices include tax on the commissary order form?**

*Yes.*

**56. Does the county currently sell phone cards or is there an existing interface to allow debit calling using the inmate commissary funds?**

*No. The county does not currently sell phone phones. Yes. There is an existing interface.*

**57. Who will be on the evaluation committee for the RFP from the county?**

*That information is unavailable.*

**58. Please provide the hardware being requested by the county for this RFP?**

- a. PCs:** *2 for food service contract - 1 for commissary contract*
- b. Printers:** *2 for food service contract – 1 for commissary contract*
- c. Pod Kiosks:** *None*
- d. Lobby/Deposit Kiosks:** *2*
- e. Booking/Intake Kiosks:** *3*
- f. Etc.:** *Card Swipes - 5*

**59. The RFP references “up to seven (7) cash receiving machines”. Can you please clarify where these machines will be located? Please clarify how many of the machines will be in lobby/public use areas and how many will be in the facility intake area?**

*3 Booking, 2 in lobby, and 2 spares on site.*

**60. Who is the Jail Management System (JMS) provider for the county?**

*Tyler Technologies.*

**a. Is the current commissary vendor interfaced with your JMS vendor?**

*Yes.*

**61. Who is the county’s current Internet Service Provider (ISP)?**

*Cox Cable.*

**62. For any kiosk being requested by the county, does data cabling exist at each of the install locations? If so, will the new vendor be able to utilize those lines?**

*Yes to both.*

**63. Does the current vendor supply a lobby kiosk?**

*Yes.*

**a. Who is responsible for removing the cash from the lobby kiosk?**

*Vendor.*

**64. On page 28, section XX, line a. the county states that the vendor must replace annually. Is the county asking the vendor to service kiosks annually or replace the entirety of equipment, regardless of working order?**

*Replace annually with new equipment.*

**65. Please provide the fee structure for all deposit methods.**

- a. Phone:** *N/A*
- b. Web:** *\$3.25 or 10% whichever is greater*
- c. Kiosk:** *Cash \$3.25, Credit Card \$3.25, or 10%, whichever is greater*
- d. Other:** *N/A*

**66. Please provide the average number of Trust Deposits for each of the past three (3) months (NOV 23-JAN 24).**

*Nov. 2023 – 2,842*

*Dec. 2023 – 3,097*

*Jan. 2024 – 3,149*

**67. Please provide the total dollars deposited for each of the past three (3) full months (NOV 23-JAN 24).**

*Nov. 2023 - \$128,021.96*

*Dec. 2023 - \$145,994.49*

*Jan. 2024 - \$140,404.41*

**68. Does the county currently receive a commission on Trust Fund deposits?**

**a. If so, please provide the % or commission structure for deposits.**

*No.*

**69. On average, how many inmates are released each month?**

*1,664*

**70. Who is the current vendor for Bail/Bond services?**

*None.*

**71. Please provide the fee structure for bail/bond deposit methods.**

- a. Phone:**
- b. Web:**
- c. Kiosk:**
- d. Other:**

*The county does not charge bail bond deposit methods*

**72. What is the average Bail/Bond amount?**

*N/A*

**73. Please provide the average number of Bail/Bond Deposits for each of the past three (3) months (NOV 23-JAN 24).**

*Nov. 2023 – 58*  
*Dec. 2023 – 60*  
*Jan. 2024 – 55*

**74. Please provide the total dollars deposited specifically for Bail/Bond for each of the past three (3) full months (NOV 23-JAN 24).**

*Nov. 2023 – \$26,061.49*  
*Dec. 2023 – \$27,433.64*  
*Jan. 2024 – \$28,053.80*

**75. Who is the current Debit Release card provider?**

*Numi Financial*

**76. How many employees does current provider have?**

- a. Are the employees part-time or full-time?**
- b. What days and hours do they work?**

*The current vendor's employees whether full or part time, their wages, or individuals' hours worked, are that of the incumbent and that specific information belongs to the incumbent. The incumbent provides the services requested in the RFP. Each proposing vendor should provide with its proposal, the expected information as requested to provide the services with their individual program.*

**77. How big is the commissary room?**

- a. What are the dimensions?**

*The room is 27' X 13' for the commissary storage.*

**78. Is there storage at both Detention Facility and Annex building?**

*Detention Facility only.*

**a. How does current provider move Commissary orders from Detention Facility to Annex?**

*Vendor loads packages onto their truck. Driven to Annex. Inmate Workers unload. Vendor distributes to inmates.*

**b. How does current provider move Hot Cart items to Annex?**

*Vendor loads onto their truck. Drive to Annex. Unload. Prepare in facility breakroom and deliver on a push cart after microwaving items.*

**c. Do they load the hot cart wagon on a van and take it to the Annex building?**

*No. A push cart is at the Annex.*

**d. Or is there a hot cart stored at the Annex building?**

*Breakroom with vendor provided microwave. Delivered to pod after warming by push cart.*

**79. Will rack and shelving in the commissary be provided by the facility?**

*Not provided. The county has some shelving already up. Any additional will need to be provided by the vendor if they deem it is necessary.*

**80. Are the freezers in the commissary room property of vendor or county?**

*Vendor.*

**81. Are the racks and shelving in the commissary room property of vendor or county?**

*The shelving is the county's.*

**82. What is the current commissary delivery schedule? What housing units are delivered on what days?**

*Annex – Fridays (Commissary and Hot Cart).  
Main facility – Saturdays (Commissary) Sunday (Hot Cart)*

**83. Are there any special housing units that would need any restrictions? For example - Segregation, MSU, Medical?**

*Pod 6 Restrictive Housing, Pod 1 section A Disciplinary Detention.*

**a. How many inmates are in these housing units?**

*52-58*

**84. Will microwaves need to be provided for the living units?**

**a. If so, how many?**

*No.*

**85. Will there be an officer in the housing units while commissary employees deliver orders to inmates?**

*Yes.*

**86. Will commissary delivery be made inside the housing unit, from the hallway, or delivered through a chuckhole?**

*In the pod at the dayroom tables.*

**87. What are the facility count times? Are there any other times that we will not be able to deliver (meals, medical, pill call, laundry)?**

*Count times are 6:45 AM, 3:00 PM, and 10:45 PM*

*Meal service for lunch is at approximately 11:30 AM and Dinner is approximately 5:30 PM. If a pod (housing unit) is currently doing med pass or such, the vendor may wait for them to be completed or move on to the next unit and return after.*

**88. Will the vendor be able to park a vehicle on the grounds overnight? This would be a delivery van or truck to take product to and from the Annex building.**

*Yes.*

**89. In locations where the facility would like to install a vending machine, is there enough room for the vending machine doors to open fully? (i.e., any railings, staircases, dayroom tables, etc. within 3-4 feet of the front of the machine?)**

*Open to discussion with awarded vendor but vending is not something the county is looking at immediately or possibly not at all. Fact finding about vending.*

**90. Is there direct supervision in the housing units?**

*Dorms are remote supervision.*

**91. Are there any narrow hallways or doorways (less than 30") from the point where machines would be delivered to their destination?**

*No.*

**92. Please list the housing units where the county intends to install vending and the population of each.**

*Open to discussion with awarded vendor but vending is not something the county is looking at immediately or possibly not at all. Fact finding about vending.*

**93. Will the facility continue the Hot Cart use if the facility elects to move forward with a vending program?**

*Open to discussion with awarded vendor but vending is not something the county is looking at immediately or possibly not at all. Fact finding about vending.*

94. What items are on the Hot Cart menu?

|      |                                       |      |
|------|---------------------------------------|------|
| 9067 | ___ Big AZ Jalapeno Cheeseburger      | 6.75 |
| 9069 | ___ Tony's Pepperoni Pizza            | 4.25 |
| 9070 | ___ Peanut Butter Crisov Bar          | 2.00 |
| 9081 | ___ Mrs. Freshleys Crunch Mini Donuts | 1.90 |

95. If selling cold product, will freezers and refrigerators be provided by facility?

*Vendor supplies.*

96. If selling cold product, will the facility provide access to walk-in freezer / refrigerator for overstock items?

*Open to discussion with awarded vendors.*

97. How does current provider move product from Detention Facility to Annex?

*Truck.*

98. Due to the complex nature of this opportunity and areas needing further clarification, may the county extend the RFP due date for final responses a minimum date 30 days out from Tuesday, March 12th?

a. If so, may the county notify all interested parties with an addendum before March 6th? Based on the information shared, we understand that a selected vendor would commence services in 2025. The current schedule of events would allow only three full business days for those interested in reviewing an addendum, which responds to requests for clarifications/questions and formulating their respective submissions.

*No.*

99. During the walk through there were two (2) retail markets, one in the officer dining area and one in the employee breakroom area. There is no mention of retail markets listed in the RFP, are the markets part of this RFP?

*Yes, on the RFP we asked for Staff dining options. Current vendor utilizes the retail markets to fulfill this requirement. We are open to hearing other options.*

a. Is there a retail market available for Sheriff staff at the Annex?

*No*

b. If so, how many staff at the Annex have access to the market?

*N/A*

**Food:**

100. If mechanically separated turkey cannot be used, will mechanically separate chicken be allowed? If not, what type of ground meat will be required for all vendors to use in the proposed menu?

*Both mechanically separated turkey and mechanically separated chicken will be allowed.*

**101. What beverage is required to be served with meals?**

*Milk is not required and a Dairy Drink substitute is acceptable.*

**102. The RFP states “Kitchen Managers must possess a Food Storage License.” Will a ServSafe Certification suffice to meet this requirement?**

*Vendor’s staff are required to obtain a Food Handlers card through Sedgwick County Health Department and the Kitchen Manager is required to have ServSafe Food Handlers certification.*

**103. Please confirm what additional holiday or special occasion meals are being provided in addition to Thanksgiving and Christmas meals.**

*No Additional.*

**104. How many religious meals are currently being provided each month on average for the last year?**

*8,121/Month 97,455/Year.*

**105. What style of religious meal is currently being served (common fare, pre-packaged, or separate cooking area)?**

*Separate Cooking Area.*

**106. Please confirm how many of the 100-150 daily sack lunches are designated for county transport on average.**

*Unknown, 110-150 total sack lunches need prepared daily to cover booking and transport.*

**107. Please confirm the quantity of paper spoons, Styrofoam cups, and Styrofoam clamshell containers were utilized respectively by month in the past 12 months, and what events/circumstances required the use of these products.**

*CUPS = For every tray served with every meal, a Styrofoam cup must be provided.*

*CLAMSHELL = 15 Cases (150 count) on hand a week 780 Cases Per Year*

*PAPER SPOONS = 1,666 Month 20,000 Per Year*

**108. Do inmates have their own reusable/washable cups, or are Styrofoam cups utilized exclusively with each meal and provided daily?**

*Just Styrofoam.*

**109. How many inmates are currently provided to support the kitchen on each shift?**

*18*

**110. Please describe how meals are currently being distributed to the inmates after trayng of meals has been completed in the kitchen, as well as who specifically hands the meals out at both facilities (vendor, inmates or officers).**

*Placed on carts by kitchen inmates / staff and delivered by inmates into the facility  
Both facilities.*

**111. The following statement is made within the RFP: "Infrastructure penetrating or residing within the walls, ceilings, and flooring, will be maintained by the county, only include sinks, drains, and the tray washing machine ventilation hood. Ventilation hood inspections will be the responsibility of the county." Please confirm what items within this category of infrastructure/equipment is the responsibility of the vendor.**

*No items within this category are the vendor's responsibility. Pipes, electrical supply, HVAC, etc. are the responsibility of the county. Sinks, drains, ventilation hoods are the responsibility of the county.*

*Kitchen appliances & equipment are the responsibility of the awarded vendor.*

**112. Please confirm how often grease traps are cleaned, and who is responsible for completing.**

*Reddi industries – once a month*

**113. Regarding emergency juvenile meals, please confirm how frequently this need has occurred over the past two years, and approximately how many meals were required on each occasion daily and for how many days.**

*Once  
60-70 Meals for 3 times a day  
During this time it was for 4 months*

**114. When emergency meals are required for the Juvenile Corrections Department, who is responsible for the cost of Styrofoam clamshell containers and any other paper/Styrofoam products needed? Please also confirm what disposable products would be needed in addition to Styrofoam products.**

*Cost will be paid by JDF and yes.*

**115. Please confirm how many staff members have access to the coffee service provided in the Sheriff staff breakroom.**

*Over 300 Staff*

**116. Is staff dining service being provided currently?**

*It is currently being provided by Micro Mart's but we are open to other options.*



**117. The following requirement is stated in the RFP document: "Vendor shall provide to the Sheriff staff free or reduced meal options. (Ex: hot meals, salad bar, sandwiches, to-go orders, etc.). Please provide a copy of the current menu being offered for staff dining. Please additionally confirm the number of daily meals being served on average over the past six months, as well as the prices being charged to the staff.**

*Deputy Meals are included with daily chow count. Approx. 24,090 tray meals each year which are already accounted for in the counts that have been provided. Col. Schechter is requesting options for staff meals.*

**118. Please confirm the number of Sheriff's office employees, please confirm of this reported number how many employees would have access to the staff dining area.**

*300*

**119. It was stated at the pre-bid meeting that a capital improvement project would soon be under way in the kitchen. Please provide detail around what the investment for this project will entail.**

*This is at the will of the CIP committee & BoCC. No fiscal investment is required from vendor. No determination on CIP at this time.*

**120. Is any of the kitchen equipment currently inoperable or in need of replacement?**

*One (1) Steamer and Two (2) Warmers.*

**121. Please confirm who is responsible for tray replacement?**

*Vendor.*

**122. Are any trays currently in need of replacement?**

*No.*

**123. If so, how many new trays will be required upon contract execution?**

*None.*

**Commissary:**

**124. How does Sedgwick County currently make certain magazines and religious texts available through the Commissary?**

*We don't. This is not an option.*

**125. What were total commissions received over the past 12 months?**

*Per Year, 138,358.14 for 2023.*

**126. How often are the hot carts currently being operated in terms of day per week and hours per day? Do the carts go to all of the pods at the main jail and annex?**

*Once a week / All Pods / Annex included.*

**127. What were the total commissary sales over the past 12 months? (excluding phone sales)**

*\$1,091,701.57*

**128. Please provide 12 month ecommerce revenue and indicate whether the ecommerce revenue was included in overall revenue figures reported.**

*\$216,897.72 this is also included in the \$1,091,701.57 listed in question 127*

**129. Vendor shall deliver with their proposal six (6) starter kits packaged in the manner they will be provided to inmates, and two (2) indigent store packages. How should we do this if we are submitting electronically?**

*Mail them to the purchasing agent as already listed.*

**130. Please confirm all current spend limit restrictions on commissary (ex. commissary vs mobile cart vs ecommerce vs total spend limit per week).**

*\$60.00 a week for commissary.*

*\$30.00 a week for hot cart.*

*Combined \$90.00 total for inmates to purchase off of their own account.*

*Ecommerce (via internet, by friends or family) is a limit of three (3) care packages which totals approximately \$108.00 (this is per week).*

**131. Please confirm how many sets of underwear, white t-shirts and ankle socks were provided by month over the past 12 months.**

*Unknown.*

**132. Please confirm how many bottles of contact solution were provided by month over the past 12 months.**

*Unknown, however, Medical provides first bottle and then inmates must purchase off of commissary.*

**133. In addition to commissary services and hot carts, are any other unique services currently being provided?**

*None.*

**134. Please confirm what television size is required for use in the pods. The RFP document states 42" size, however the televisions currently used in the pods appear to be much smaller.**

*42" is correct, we are switching to bigger televisions.*

**135. Please confirm how many of each of the following items have been required on average for each quarterly replenishment over the past year (four quarters): coffeepots, hair clippers, basketballs, televisions, big and small nail clippers.**

*Big nail clippers (6 cases – box of 6)*

*Small nail clippers (6 cases – box of 6)*

*Televisions (this is an average depending if broken/this is not counting the annex) 10*

*Hot pots (coffee pot) – 22*

*Basketballs – 22*

**136. Please confirm the current delivery days and times for commissary service, as well as which pods are serviced upon each delivery.**

*Adult Detention Facility is delivered on Saturday (all pods).*

*Jail Annex is delivered on Fridays (all pods).*

**IT:**

**137. Can the vendor put their equipment on the county's network? If not, what internet service provider is present in the facility? Will the vendor be allowed to use existing cabling and dark fiber?**

*Food service or commissary staff pc allowed on county network. Kiosk and money handlers are not allowed on county network. Yes. Vendor can use pre-existing cables.*

**138. Is the current vendor on the county's network?**

*Food service or commissary staff pc only.*

**139. Is the spending limit restriction global for all inmates or imposed on a case-by-case basis?**

*Spending limit is global.*

**140. Can the county provide count and location of each of the intake and lobby kiosks?**

*Lobby - 2*

*Booking - 3*

*Spare on site - 2*

**141. Is it acceptable for the menu to follow the USDA guidelines for carbohydrate, protein, and fat?**

*No*

**142. From Commissary (Section B) – Part II – Letter J (page 19)**

**“Do operations automatically failover to the backup environment in the event of a failure in the production environment? Describe any actions that must be taken by personnel to activate a backup environment.”**

**Will it be permissible to keep a back-up server on a server rack and keep it online?**

*Having a back-up server onsite is allowed.*

**143. II. What balance should be pulled from the Legacy system? (just balances or transactions)?**

*Both balances and transactions.*

**144. VI. Estimate data growth requirements. Please expound.**

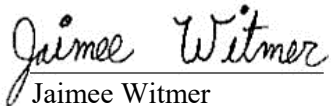
*An estimate of the growth of the database or data housed in the vendor's system would be needed to help understand the need for storage needs for an on premises solution. If this is in the cloud and it doesn't cost any extra, then this question is not needed. If there is a cost of growth the above is still needed to estimate new costs.*

**145. XIV Explain how your bonds work today.**

*Vendor is only responsible to receive cash bond deposits*

Firms interested in submitting a **proposal**, must respond with complete information and **deliver on or before 1:45 pm CST, March 12, 2024**. Late **proposals** will not be accepted and will not receive consideration for final award.

**“PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE PROPOSAL RESPONSE PAGE.”**



Jaimee Witmer  
Purchasing Agent

JW/ch