



DIVISION OF FINANCE – PURCHASING DEPARTMENT

100 N. Broadway St, Suite 610 Wichita, KS 67202 • Phone (316) 660-7255 • Fax (316) 660-1839
PURCHASING@SEDGWICK.GOV • SEDGWICKCOUNTY.ORG

**ADDENDUM #1
RFP #24-0002
ADULT RESIDENTIAL AND WORK RELEASE FOOD SERVICES**

September 17, 2024

The following is to ensure that vendors have complete information prior to submitting a *proposal*. Here are some clarifications regarding the proposal for *Adult Residential and Work Release Food Services* for the *Department of Corrections*.

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

1. **Is there a kitchen with cooking equipment located at 623 E. Elm, Wichita, KS 67214 that could be used to make/produce the meals or will the vendor be required to have a local off site kitchen to cook the food for the facility?**
 - a. **If there is a kitchen can a site visit be set up and the county extend the due date to accommodate a site visit and allow for ample time to finalize a response?**
 - b. **Please provide a list of the cooking equipment available**
 - c. **Will the county or vendor need to provide all pots, pans, serving utensils**
 - d. **Will the county or vendor need to provide the meal trays, cups, sporks, etc.**

No, there is not a kitchen.

2. **Page 3, Section II Background; can you explain why the breakfast meal averages about 1/2 of the meals that are requested for lunch and dinner?**

Residents only sign up for meals that they want. Some sign out to work prior to breakfast call.

3. **Page 4, Section V Scope of Work - Is there an established level of supplies that the vendor will need to provide? For example, maintain a set number of meal trays, cups, meal delivery carts, etc?**

Vendor is responsible for supplies needed to deliver/serve meals. This includes meal trays. Cups, drink containers, utensils, napkins, condiments, etc.

4. **Page 7, Section B, #4 – Can the vendor bill the county for the sporks, Styrofoam cups and napkins?**

Cost for supplies should be included in the proposal.

5. **Page 7, Section B, #3, only states “15 minutes of scheduled delivery time”; can you provide the full detail for this section if the information is missing?**

This is specific to hot meals, maintaining adequate food temperatures.

6. **Does the current vendor drop off food to ARES/WR in bulk containers or trays? Please describe the process.**

Trays are delivered to our kitchen back door. Staff review tray counts for accuracy.

7. **During the meal delivery, is the vendor required to drop off trayed meals or bulk food?**

Trayed meals.

8. **During the meal delivery, is the vendor staff required to come inside and perform serving of meals? Are meals served cafeteria style, or individually plated and delivered to a housing unit/area? If delivered to a housing area, who is responsible for the delivery to each unit?**

Currently, the vendor does not serve the meals. An assigned staff member distributes meals to residents from the kitchen window and they take them back to their dorm.

9. **Please provide a copy of the current contract and any addendums.**

<https://www.sedgwickcounty.org/media/66144/food-service-contract-and-ammendments.pdf>

10. **Please provide copies of billing invoices from the past three months.**

<https://www.sedgwickcounty.org/media/67397/invoices-combined.pdf>

11. **Please provide copies of meal count sheets from the past three 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.**

<https://www.sedgwickcounty.org/media/67398/meal-count-combined.pdf>

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

No loading dock. How the vendor chooses to get the meals from the truck will be up to the vendor.

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

There is limited space to store food/supplies.

14. **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.**

Disposable service ware should match the number of meals ordered.

15. **Will the county provide the vendor with internet service?**

No.

16. **Will the county consider an alternative scaled price per proposal?**

We will consider.

17. Can the vendor bill separately for certified kosher meals (if applicable)?

Prefer not to.

18. Page 5, Section 2, Quality Guidelines, D – Are these to be provided at all meals for the population to use freely as desired or only to be included on the meal tray if appropriate for what is being served?

Part of the meal tray.

19. Please provide a copy of the current staff menus.

We will not be providing meals to staff.

20. What is the current procedure for staff meal ordering, billing, payment by staff, meal cost, etc.?

Meals are not provided for staff.

21. What are the Staff Meal service times?

N/A

22. Page 4, Section V Scope of Work - Is there a minimum level of staff that the vendor will be required to maintain?

Sufficient number of staff to support the contract.

23. Please provide details on your background check process for vendor staff. For example, do you have a specific form, can you share the form, how many pages, and what information do you look to screen for (criminal, credit history, etc)? Approximately how long does it take to get staff cleared?

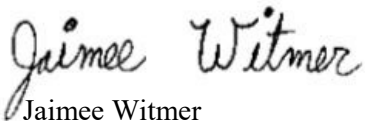
Background checks are not required on vendor staff who deliver meals.

24. Are resident workers provided to assist with any services? If so,
- A. How many resident workers are provided in the operation?
 - B. Will you guarantee a minimum number of resident workers per shift?
 - C. What are the shift times they work?
 - D. What tasks are they permitted to perform?

No. Residents will not assist.

Firms interested in submitting a *proposal*, must respond with complete information and **deliver on or before 1:45 pm CDT, September 24, 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

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