



THE COUNTY OF GALVESTON

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PURCHASING AGENT

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COUNTY COURTHOUSE
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Galveston, Texas 77550
(409) 770-5371

April 29, 2024

PROJECT NAME: Food Services for Galveston County Jail

SOLICITATION NO: RFP #B242010

RE: ADDENDUM #1

To All Prospective Proposers:

The following information is being provided to aid in preparation of your proposal submittal(s):

Revised Timeline:

The bid opening for RFP #B242010, Food Service for Galveston County Jail, originally set for Monday, April 29, 2024 at 2:00 PM has been revised. **The revised timeline is listed below:**

- **Submission Deadline / RFP Opening Time:** **Friday, May 10, 2024**
2:00 PM CST

Question #1: *Would the County please provide the actual submitted invoices for all services (Inmate and Staff Meals) for the months of February and March 2024?*

Response: See attached invoices.

Question #2: *What is the current meal price being charged?*

Response: See attached.

Question #3: *Is the successful vendor responsible for chemicals used in the dish room areas?*

Response: Yes

Question #4: *Is phone service provided by the facility?*

Response: Yes

Question #5: *What time does the Kitchen currently open and close each day?*

Response: 5:00 a.m. – 6:30 p.m.

Question #6: *May we please be provided a copy of the following menus being served:*

- a. Current Inmate Menu*
- b. Current Staff Menu*
- c. Current Lunch Sack Menu*
- d. Current Religious Menus (Halal, Kosher)*
- e. Current Medical Menus*
- f. Current Vegan/Vegetarian Menus*

Response: No. Menus are considered proprietary information.

Question #7: *Please supply a daily break down of how many diets and of each type are currently served?*

<i>a. Total Diets</i>	<u>72</u>
<i>b. Diabetic</i>	<u>6</u>
<i>c. Low Sodium</i>	<u>21</u>
<i>d. Renal</i>	<u>5</u>
<i>e. Pregnancy</i>	<u>6</u>
<i>f. Other</i>	<u>27</u>
<i>g. Diabetic and pregnancy snacks</i>	<u>10</u>

Response: See above.

Question #8: *Please provide the number of Religious Meals being served per meal?*

- a. Are you serving Common Fare or Pre-Packaged Religious Meals?*
 - 1. Do you currently provide pre-packaged meals?*
 - 2. Do you currently serve a common fare menu?*

Response: Ramadan only. 8-10 on average during that time of year. a.1 No a.2. No

Question #9: *Who provides the nutritional supplements, Medical or Food Service Contractor?*

- a. If Contractor, can you please clarify if the Contractor is able to charge separately for nutritional supplements and electrolyte beverages?*

Response: Food Service Contractor.

Question #10: *In lieu of "...special menu of proposed meals for inmates on special, modified, medical and/or religious diets", will a copy of the contractors' special diet manual suffice?*

Response: Yes

Question #11: *How many inmate kitchen workers does the County currently have assigned to each kitchen:*
a. Inmate Workers: AM: 16 PM: 16 Late Night: 0
b. Inmate Work Hours: AM: 5a-12p PM: 1p-7p Late Night: 0

Response: See above.

Question #12: *The RFP states the following bond requirements on page 3: Bid Bond of 5% of contract value, Performance Bond of 100% of contract value, and Payment Bond of 100% of contract value. This requirement was repeated in several sections i.e. page 97, G and H. However, on page 115, point A, the requirements are stated for the proposal of a 5% Bid Bond and a 100% Performance Bond. Would the county please clarify the bond requirements for this RFP?*

Response: The requirements for bonding shall be as described in the General Provisions, Page 19 (page 22 is searching the pdf document), item 39, Proposal Guarantee, and item 40, Performance and Payment Bonds.

Question #13: *Would the county clarify if an annual renewal bond form would be acceptable for this 3-year contract?*

Response: Yes.

Question #14: *The RFP was advertised on March 28 and unable to be downloaded on the website until April 4. It was clarified during the mandatory meeting on April 10 that the due date is April 29 by 2:00pm cst. With respect to this crucial time to review the RFP, plan and prepare a high-quality proposal, would the county please consider an extension of May 6 at 2:00pm cst?*

Response: The solicitation deadline / proposal opening date has been amended.

Question #15: *2 CFR 200.321 for Minority Women Business Enterprises is referred to several times in the RFP.*
a. Is there a list of MWBE partners that Galveston County is in current partnership with?
1. If so, may we have access to this list?
b. What is the expected percentage of participation required for MWBE partnerships?

Response: a. There is no list of MWBE partners. b. The County does not have a percentage requirement, however, look favorably on the contractor's compliance with the mandates mentioned in 2 CFR 200.

Question #16: *Can you please provide sales by day and meal period for all staff meals for the months of February and March 2024?*

Response: Please see attached.

Question #17: *Can you clarify the recording and payments for all staff meals please?*

Response: Recording is done by sign-in sheet and billed monthly.

Question #18: *How is the billing for a staff meal calculated?*

Response: The Food Services manager utilizes the sign-in sheets and price per meal to give a monthly total.

Question #19: *Is there a Point-of-Sale system in place and if so, what system is being used?*

Response: No

Question #20: *Will the county provide copies of the current service agreements with Trinity Food Services and Keef for food services and commissary?*

Response: These documents are considered proprietary.

Question #21: *Will the county provide copies of a recent invoice for food services and commissary?*

Response: See attached.

Question #22: *Will the county provide copies of a recent/current menu cycle for inmate meals and staff dining?*

Response: This information is considered proprietary.

Question #23: *Will the county only accept fixed pricing for inmate meals and staff dining? Or would a proposed pricing scale based on ADP and/or total meals served during a billing period also be considered?*

Response: Fixed pricing.

Question #24: *Will the county only accept proposals for a Hot-Hot-Hot meal pattern? Or would proposals for a Hot-Hot-Cold meal pattern also be considered:*

Response: Hot-Hot-Hot is preferred.

If you have any further questions regarding this bid, please address them to the representative listed below.

Rufus G. Crowder, CPPO, CPPB
722 Moody Ave. (21st Street), Fl 5, Purchasing
Galveston, Tx. 77550

via e-mail at purchasing.bids@co.galveston.tx.us, or contact the Purchasing Department at (409) 770-5371.

Please excuse us for any inconvenience that this may have caused.

Sincerely,



Rufus G. Crowder, CPPO CPPB
Purchasing Agent
Galveston County