

Questions and Answers to the
Brookings County
Call for Bids

Institutional Food Service Operation Proposal

The following is a list of questions asked by companies who are interested in submitting a proposal with the answers are in "blue".

- Is certification of the menu served at Brookings by an Iowa-licensed (rather than South Dakota-licensed) dietician acceptable? **I think South Dakota licensed would be best.**
- What is the current rate you are paying for meals from Hy-Vee? **Currently each type of meal is a separate price: Breakfast = \$6.05, Lunch = \$7.75, and Supper = \$8.95.**
- How many copies of the proposal would you like (original plus copies)? Will you accept an electronic proposal instead of a hard copy? **Electronic proposal would be fine, we can make additional copies if needed.**
- Does the county anticipate the population to increase in the new facility? Please describe if so and a timeline. **We anticipate a growth in our jail population around summer-fall of 2022 when we would begin accepting out of county inmates.**
- Are any Juveniles being housed at the facility? If so please detail how many and what menu adjustments are made to feed them. **There are plans in the future to be able to house juveniles on a temporary basis, such as an overnight hold. Those details are not completed yet and I do not foresee that coming to light until later in 2022.**
- Will the county be looking for a staff meal program? Who will be responsible for payment of staff meals? **No staff meal program.**
- Will the Agency provide the Contractor with phone and internet service or will these be the responsibility of the Contractor? **We will provide an office phone and internet connection.**
- What religious diets will be honored (eg. Vegetarian, vegan, certified kosher)? **This is in development, but currently we honor all religious diets as long as it does not affect the safety and security of the facility.**
Who at the facility will approve religious diet requests? **This would be approved through Jail Administration and the Medical Staff.**
- Does the medical department confirm/verify inmate reported food allergies? **Yes**
- Is there a requirement to serve condiments in bulk or packets? **We would prefer packets.**
- How many sack lunches are required daily? Please provide the current sack lunch menu. Are there any special sack menu requirements for any groups such as work details? **We do not provide any sack lunches for any reasons.**
- What is the starting pay for a Correctional Officer? **\$18.89**

- Are food service staff required to leave the kitchen to deliver carts/meals to the housing areas? **Jail Staff would coordinate with Kitchen Staff on deliveries. Jail Staff would deliver the meals to the locations needed.**
- Regarding Inmate workers, is the intent to always provide inmates unless of a lockdown? How many on average do you anticipate will be able to work per shift? **We cannot guarantee that inmate workers will always be available. Submittals should include meal prices with and without inmate workers. At this time we do not know how many would be available per day.**
- If the proposal is accepted that contains the use of inmate labor, and no inmate labor is available, what are your expectations? Do we revert to the other scale that has “no inmate labor”? **We would expect that if we have no inmate labor then the meal pricing would be different. This would be the reason for 2 separate costs for meals, one pricing if inmate labor is available and one if inmate labor is not available.**
- Who will be purchasing the insulated hard trays for inmate meal service? If the County is, do you wish to work with the winning vendor to get any discounts we have to offer? **County would be purchasing the meal trays and eating utensils. I am sure once we pick a winning vendor that we will be working closely on purchases.**
- For daily operations and small-wares, is it up to the client to plan on paying for these? Do you have a list of anything other than equipment, that is currently in the budget to be paid for? Ex: FFE line item may have delivery carts and cambros etc..... **County will be purchasing the food delivery carts. The rest of food prep daily operations, small wares, cambros, etc. would be up to client.**
- It is understood from the pre-bid that Work Release are responsible for their own lunches when released for work. Will there ever be a need for sack meals for court appointments? **We would have no need for sack lunches.**
- Are you interested in looking at a Grab-n-Go option for Sheriff’s staff and deputies? **No.**
- I did not see anywhere in the RFP that stated if soy is allowed to be prepared and fed to the inmates. Dehydrated soy is used to cut the usage of animal proteins, thus lowering cost and calories. A few companies use this, but Summit does not. **The best answer I can give on this question is to refer to RFP Page # 2, 1.5 section.**
- The meal pattern scenarios you wish to look at are CHH and HHC with inmate laborers and without inmate laborers. Correct? **Please refer to 1.9 on Page # 3 of the RFP.**

Kitchen Hours:

Please describe the following meals time:

*What time does current staff arrive: **Current meals are prepared off site at another business.***

*What time do inmates (if used) arrive in kitchen: **N/A***

*What time is adult inmate breakfast served: **7:00am***

*What time is staff breakfast served: **N/A***

*What time do sack/ court meals need to be ready for push out: **N/A***

*What time is adult inmate lunch served: **12:30pm***

*What time is staff lunch served: **N/A***

What time is adult inmate dinner served: 6:00pm

What time is staff dinner served: N/A

Meal Counts:

How does kitchen currently receive meal counts: *Jail Staff performs a count about 2 hours prior and calls in meal count to local business.*

Is the county okay with transmitting meal counts via the JMS: *This is being looked in to*

How are call backs handled: *What are call backs?*

Meal Counts:

How does kitchen currently receive meal counts:

Is the county okay with transmitting meal counts vi

How are call backs handled:

Are inmate meals served on trays, in bulk (to units) or cafeteria style? *On trays*

Trays:

How many compartments: 5

Do all compartments need to be filled: That would depend on the meal.

Insulated:No

Model: Styrofoam. This will be changed to washable trays.

Attach Photo if available

Do any inmates receive meals on Styrofoam trays?

If yes, how many per period: See above

Explain, in detail, the five W's:

Does the contractor bill back these items: Part of the per meal food costs.

What type of carts are trays delivered on:

Heated:No

Open: Yes

Plastic Carts (strapped):

Flatbed Carts:

Who is responsible for the following:

Pushing carts/ serving trays to adult inmate population: Staff

Recovering and bringing trays back to kitchen: Staff

Is a vehicle required for the delivery operation:

If yes, please provide a detailed explanation: See RFP

Who will drive the vehicle:

What vehicle type is required:

Does it need a lift gate:

What are the minimum food grade/ standards (RFP Only): Please refer to RFP

Dairy:

Eggs:
Fruits & Vegetables Canned:
Fruits & Vegetables Fresh:
Fruits & Vegetables Frozen:
Meats (including ground meats):
Poultry:
Seafood:

Are they currently meeting their own requirements (e.g. shelving peaking):

How many calories: [Please see RFP](#)

Adult:
Work Release:
Other:

What is the requirement pertaining the following (RFP Only): [Please see RFP](#)

Milk:

Type (whole, fat free, skim, powdered, dairy blend):

Size (4 oz, 6 oz, 8 oz):

Frequency (daily, biweekly, etc.):

Fruit: [Please see RFP](#)

Type (Fresh, canned, juiced):

Size (canned size, pieces, etc.):

Frequency (daily, biweekly, etc.):

Wheat / Whole Bread: [Please see RFP](#)

Type:

Frequency (daily, biweekly, etc.):

Is client okay with Mechanically Separated Poultry: [Please see RFP for this and questions below.](#)

Is current vendor utilizing Textured Vegetable Proteins:

Is client okay with bulk chips:

Is client okay with bulk cookies:

Is client okay with bulk condiments:

Are there any items that can be baked inside the kitchen:

Bread:

Cookies:

Biscuits:

Buns:

Is client okay with fresh eggs:

Does the client prefer fresh or dehydrated potatoes:

What is the current meal pattern (HHH, HHC, Etc.):

Does the client want economic pattern option(s):

Does the RFP/ Client require menus in proposal (RFP Only): Preferred, Please see RFP

Is a dietary letter/ Nutrition Statement of Adequacy Required (RFP Only): Preferred, Please see RFP

Does the client require the nutritional analysis (RFP Only):

If yes, can we submit on a CD/ Flash Drive vs. printing: Preferred, Please see RFP. Printed version if submitted.

Does the RFP require our recipes (RFP Only):

If yes, can we submit on a CD/ Flash Drive vs printing:

What are the most common medical meals:

Type: Diabetic

Type: Low Sodium

Type:

Type:

Are Religious meals served as common fare or pre-packaged: Can be discussed.

If Pre-Packaged, what is the current price per meal:

If common fare, is the price the same as an inmate meal:

Does the kitchen have a dedicated area for Kosher production:

Do they receive the special meals for all meals or just the meals in which they are working:

If when working, what shifts do they work:

Sack Meals: Sack meals are not part of RFP

Contents:

Requirements:

Fresh Fruit:

Does client provide or is vendor required to provide bottled water:

Does the client wish to vendor to provide a bulk drink (thermos):

Are sacks required for 5 or 7 days per week:

Who is responsible for providing liquid supplements:

Does the client require an inmate beverage service (RFP Only): Please see RFP

If yes, please provide details on what is required for the following:

Coffee Service:

Fountain Drinks:

Milk:

Tea:

Juice:

Water:

Holiday/ Spirit Lifter Meals: Please see RFP

How many holiday/ spirit meals are required:

Which Holidays:

New Years:

St. Patrick's Day:

Cinco de Mayo:

Thanksgiving:

Memorial Day:

Easter:

Independence Day:

Christmas:

Other:

Is Catering Required: [Please see RFP](#)

On average, how many per year:

Can vendor charge county for meals:

If yes, can we charge per meal or a percentage mark up:

Please provide a general overview of the catering program:

Does the facility have a loading dock: [No dock, but has special entrance by kitchen.](#)

If yes, is the dock elevated:

Is there enough space for a 52' truck:

If no, do trucks need a lift gate:

What is the size (dimensions) of the dry storage:

Dry Storage #1: [8x14](#)

Dry Storage #2:

What is the size of the cold storage (refrigerators):

Cold Storage #1: [8x8](#)

Cold Storage #2:

What is the size of the frozen storage:

Frozen Storage #1: [8x8](#)

Frozen Storage #2: