

**Jail Food Services RFP  
Questions and Answers  
7/24/25**

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**Average Daily Population (ADP)**

**2022 ADP = 132**

**2023 ADP = 130**

**2024 ADP = 132**

**6 Month 2025 ADP = 129**

**Current meal rates:**

<b># of Inmates</b>	<b>2025 Rate Per Meal</b>
75-100	\$2.785
101-125	\$2.446
126-150	\$2.232
151-175	\$2.079
176-200	\$1.972
201-225	\$1.888
226-250	\$1.822
251-275	\$1.771
276+	\$1.724

1. Please provide a copy of the current contract and any addendums. **You would need to file open records to our Corp Counsels Office.**
2. Please provide copies of billing invoices from the past three months. **Open records to our Accounting Office.**
3. 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. **We do not get meal count sheets from our current vendor.**
4. Please verify the current ADP at the facility. Are there plans for facility expansion or a decrease in population during the next 4 years? Please describe if so. **ADP for 3 years listed above.**
5. Is there a loading dock or is a truck with liftgate needed for product deliveries? **Yes**
6. Are there any restrictions for deliveries of foods and supplies to the facility by vendors? What are the approved hours for product and supply deliveries to the facility? **As long as the vendor is here to receive them, they can be anytime.**

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7. Who is responsible for providing small wares such as cooking & serving utensils, pots & pans, etc.? **County provides**
  8. Who is responsible for providing kitchen cleaning and dishwashing chemicals? **County provides**
  9. What type of tray, cup, and spork are used for meal service? Who is responsible for providing these? **County provides. We use 5 compartment trays and lids from cooks correctional.**
  10. Will the Agency provide the Contractor with phone and internet service, or will these be the responsibility of the Contractor? **Contractor**
  11. Please provide a copy of the current cycle menus in place for inmates. What is the calorie level of the current inmate menu? **Menus are proprietary and belong to our current vendor.**
  12. How many inmates are on special diets and what types of diets are they on? **15 current special diets. Allergies: peanuts, soy religious: Muslim/halal, Buddhist, kosher medical: diabetic, soft diet**
  13. Are there any unusual requirements the vendor needs to be aware of for billing purposes (snacks, nutritional supplements, etc.) **No**
  14. Do you require a certified kosher diet? How many inmates on average are served a certified kosher diet? **No**
  15. How many Holiday / Spirit Lifter meals are being provided now each year and how many will the Agency require under the contract? **Not required under contract.**
  16. Do you have a requirement for serving milk? Is a Dairy Drink acceptable as a substitute? **We serve 1 milk a day with breakfast but not required specifically.**
  17. 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? **Sack lunches are required to be provided for work release inmates who are out for meals.**
  18. Are any Juveniles being housed at the facility? **No juveniles**
  19. Please provide a copy of the current staff menus. **Staff meals, not applicable**
  20. Please provide details on your background check process for vendor staff. For example, do you have a specific 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? **We need full name and date of birth along with a photo of state ID 2-5 days for clearance.**

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21. What time does the kitchen open and close each day? **No set open and closing times.**
22. Regarding Inmate workers:
- a. What tasks are they permitted to perform such as cooking, operating equipment, etc.? **Up to the contractor with jail approval.**
  - b. Do they receive double portions and can the contractor bill for double portions? **Inmate worker compensation is solely the responsibility of the contractor.**
23. How many current food service employees are working in the operation? Does the administration feel the current level of supervision is satisfactory? **3, Yes**
24. What is the starting pay for a Correctional Officer? **27.17**
25. Is there currently a program in place that provides the ability for inmates to order fresh foods from the kitchen and pay for those foods with their commissary account? If so please provide information on this program for the following: **Not applicable**
26. Section 2.12 The Jail will provide inmate help when and if available. Inmate help is not guaranteed. If the Provider has different pricing for inmate help vs. non-inmate help, requirements and pricing for both categories need to be provided. During the walk-through, it was mentioned that three inmates are provided on a regular basis. Can you confirm how many days over the last year that no inmate workers were provided? **None**
27. How many special diets/meals do you typically average per week? **15 total currently**
- a. Religious/kosher diets? **5**
  - b. Diabetic/Medical? **10**
  - c. Sack meals? **None currently**
28. Could you please provide the current staffing schedule?
- a. Number of vendor employees? **3**
  - b. Rates of pay and tenure. **This in our current vendors information and we do not know.**
29. How many inmate kitchen workers are assigned to each shift?
- a. Are inmates paid? **No**
  - b. Do the inmate workers receive extra food and an incentive? **Yes, all inmate compensation is vendors responsibility.**
  - c. When was the last time inmate labor was NOT available? **It has been consistently available.**

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30. What time does the kitchen open in the morning and close in the evening? **No closed times.**
31. Are you currently serving milk? **Yes**
- a. How many times per day/week? **1 carton per day with breakfast.**
  - b. What type of milk? **1%**
  - c. Are you using cartons or bulk? **Cartons**
  - d. Cost per serving? **Included in meal price no additional charge.**
32. What is the annual budget for the inmate food service program? **Currently \$378,200**
33. Who is responsible for the following costs:
- a. Sanitation and dish chemicals: **County**
  - b. Internet: **Vendor**
34. Who is responsible for the cost of background checks? **We do not charge for background checks.**
35. Does the County wish to have two offerings – one with inmate labor and one without? **Yes**
36. Would the County entertain a sliding scale in increments of ten instead of twenty-five for cost savings? **Quote according to RFP at minimum and you may quote any other increments you want.**
37. Would the County entertain 2,900 calories as a weekly average instead of a daily average for better menu variety? **No**
38. Current Food Service Provider: **Consolidated Management Co. (CMC) since 2022**
39. What is the current price per meal? **Listed on page 1**
40. For Self-Op does this include labor, chemicals, paper, etc...? If not describe below? **Not sure of the question.**
41. What is the current staffing at the site? **3 staff. Position titles and rates of pay I do not have, that is CMC's information and not mine to give.**
42. Inmate Labor used? ☒
- a. If so for what jobs? **Whatever vendor determines**
  - b. How many per shift? **Up to 3 but not guaranteed**
  - c. Are trustees paid? **Any compensation is up to vendor**
43. Are Employees represented by a union contract? **No**

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- 44. Is there a Performance Bond? If so, what is the amount? **Refer to legal information with RFP for legal information.**
- 45. How many weeks of menus are required? **4-week menu**
- 46. How many calories are required per day? **2900**
  - a. Do they want the calories to average this number or be a minimum of this number?  
**Minimum daily per RFP**
- 47. Any other specific meal requirements? **No**
- 48. Today's Inmate population? **120**
- 49. What is the capacity of the facility? **365 max**
- 50. What time do they serve meals?
  - a. Breakfast: **0445**
  - b. Lunch: **1030**
  - c. Dinner: **1630**
- 51. Intake and Isolation: Are trays or bagged lunch served? **Both depending**
- 52. Do they serve snacks? (Avg/Day): **No**
- 53. Is there a Work Release Program? (Avg/Day): **Yes, 15**
- 54. How many compartments are in the tray? **5**
- 55. Is food trayed in the kitchen or in the cell blocks? **Kitchen**
- 56. Who transports food to cell blocks, and other points of service? **Jail staff**
- 57. What type of eating utensils are used? (Fork, Spoon, Spork, Knife, etc.) **Sporks**
- 58. What are the beverages for the inmates served in (cups or glasses)? **Packet**
- 59. What kind of paper is used for inmates and how much? **Styrofoam and bag breakfasts that may use styrofoam cups and lids. All of those consumables are at vendors cost per RFP.**