



County of Fairfax, Virginia

ADDENDUM

DATE: November 23, 2022

ADDENDUM NO. 3

TO: ALL PROSPECTIVE OFFERORS
REFERENCE: RFP 2000003570
TITLE: Adult Detention Center Food Service
DUE DATE/TIME: December 5, 2022 @ 2:00 P.M. (Revised)

The referenced request for proposal is amended as follows:

1. Refer to Attachment A for responses to questions received via the Bonfire Portal.

All other terms and conditions remain the same.

Yong Kim, CPPB
Contract Specialist II

THIS ADDENDUM IS ACKNOWLEDGED AND IS CONSIDERED A PART OF THE SUBJECT REQUEST FOR PROPOSAL:

Name of Firm

(Signature)

(Date)

A SIGNED COPY OF THIS ADDENDUM SHOULD BE INCLUDED IN THE PROPOSAL PACKAGE OR RETURNED PRIOR TO DUE DATE/TIME. FAILURE TO DO SO MAY RESULT IN THE REJECTION OF THE PROPOSAL.

NOTE: SIGNATURE ON THIS ADDENDUM DOES NOT SUBSTITUTE FOR YOUR SIGNATURE ON THE ORIGINAL PROPOSAL DOCUMENT. THE ORIGINAL PROPOSAL DOCUMENT MUST BE SIGNED.

Department of Procurement & Material Management
12000 Government Center Parkway, Suite 427
Fairfax, VA 22035-0013
Website: www.fairfaxcounty.gov/procurement
Phone 703-324-3201, TTY: 711, Fax: 703-324-3228

Questions and Answers

- Q1) Please provide a copy of the current cycle menus in place for inmates.
A1) **We are unable to provide a copy as the menus are proprietary.**
- Q2) What is the calorie level of the current inmate menu?
A2) **2900 unless medically indicated**
- Q3) Please provide a copy of any current staff menus or staff meal plans and alternate pricing.
A3) **Breakfast – eggs, cereal, meat, juice
M-F Lunch – Hamburger /Hotdog Chicken or fish and a red meat based meal- With sides and salad bar
Sat -Sun Hamburger/hotdog and sides
No alternate pricing**
- Q4) Do you allow the use of Soy in recipes on the menu?
A4) **Yes unless medically indicated**
- Q5) What is the current procedure for staff meal ordering and billing support?
A5) **Buffet / Cafeteria Style**
- Q6) What are the current Staff Meal service times?
A6) **0400-0700 and 1000-1300**
- Q7) Are any Juveniles ever housed at the facility? If so, please detail how many and what menu adjustments are made to feed them.
A7) **Yes / No change to menu to provide meals to juveniles.**
- Q8) What Holiday / Spirit Lifter meals are being provided now during each contract year?
A8) **Reference para. 5.4 of Section 5 (Statement of Needs) of the RFP.**
- Q9) How many sack lunches are required daily? Please provide the current sack lunch menu. Are there any special menu requirements for any of the work details?
A9) **November average bag lunch 690 per day – Menu will not be provided – Currently no special menu for work detail but that can change in the future.**
- Q10) 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 (AIB)? If so, please provide information on this program for the following:
A. Approved menus and prices
B. Service schedules (when inmates order-when orders are delivered)
C. Who delivers the completed orders?
D. What was the last 12 months sales volume in dollars?
E. What is the current commission rate?
F. What was the last 12 months dollar commissions realized in 2021-2022?
G. Are there any restrictions or limits for purchases?
H. 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?
I. How many inmates on average are eligible to participate in this program on any given week?
A10) **AIB is currently closed**
- Q11) Regarding Inmate workers:
A. Are the workers compensated in any way and if so by whom and how much?
B. Do they receive double portions and can the contractor bill for double portions?
A11) **A. Yes by the agency
B. Trustees do not receive bag lunches only hot meals**

Questions and Answers

- Q12) Are there officers assigned to the kitchen? If so, is this always when the kitchen is open and operating?
A12) **No**
- Q13) 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.
A13) **Please reference para. 4.3 of the RFP. Staffing is at the discretion of the vendor which must conform to the requirements of paragraph 5.6 and 5.7 of Section 5 (Statement of Needs) of the RFP.**
- Q14) Is the food service providing meals to any other agency near the facility such as meals on wheels, etc.?
A14) **No / only in event of mutual aid request**
- Q15) 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.
A15) **Varies depending on communicable disease transmission or disciplinary restrictions**
- Q16) Will the Agency provide the Contractor with phone and internet service, or will these be the responsibility of the Contractor?
A16) **Facility provides a desktop connection and a landline phone. We cannot guarantee wireless internet connection. Please reference Section 6 of the RFP.**
- Q17) Does the facility provide any parking for vendor staff? Can you provide details on facility parking options for vendor staff and any cost factors?
A17) **Employee parking is free of charge which can be used by vendor staff.**