



# CLEVELAND COUNTY SHERIFF'S OFFICE

Alan Norman, Sheriff

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November 25, 2019

To: Food Service Vendors

Please find below question and answers regarding bid for food service for Cleveland County Sheriff's Office Detention Facility.

1. Please provide a copy of the current cycle menus in place for inmates.
  - A. **No – Proprietary menu from the current Vendor – Copy must be obtained from current Vendor.**
2. What is the calorie level of these current inmate menus?
  - A. **3,000 per day**
3. Do you allow the use of Soy in recipes on the menu?
  - A. **We current do not allow the use of Soy recipes on the menu**
4. Please provide copies of recent billing invoices and meal count sheets from the past few 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.
  - A. **See the attached which contains one week a month for six months**
5. Please provide a copy of the current meal pricing scale or cost per meal information.
  - A. **Current Inmate Price - \$1.3424**  
**Current Staff Price - \$2.00**

6. Has the County approved CPI increases over the past 5 years? If so, please detail prices over the past 5 years.

**A. The county has not approved any CPI increases over the past 5 years.**

7. Are there any plans for facility expansion during the next 5 years? Please describe if so.

**A. Yes, there are plans for facility expansion in the next 5 years which includes increasing available housing to a minimum of 500 beds. This will also include expanding the kitchen.**

8. What time does the kitchen open and close each day?

**A. Opens 4:30 am  
Closes 6:00 pm**

9. How many sack lunches are required daily on average?

**A. 5 to 10**

10. How many current food service employees are working in the operation? Are they all full time?

**A. 8 total – Two full time! You will be required to maintain a minimum of (8) staff.**

**\*\*\*\*\*To clarify, the minimum eight employee includes the requirement of Food Service Manager (K.1) and Seven (7) employees (K.3).**

11. How many inmates are on special diets and what types of diets are they on? Are there any unusual requirements the vendor needs to be aware of for billing purposes (such as snacks, nutritional supplements such as Ensure, Kosher/Halal diets, etc.)

**A. 11 - Healthy Heart            3 – Vegan    2 – Kosher**

12. 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.

**A. 5 to 10 per meal! They are utilized for special watch inmates (suicide etc.).**

13. Will the Agency provide the Contractor with phone and internet service or will these be the responsibility of the Contractor?

**A. The agency does not provide internet service however the facility is equipped with phone service.**

14. For staff meals, will the menu for staff be different than the inmate menu? If, different will the staff be paying for the meals?

**A. The staff meal will be different from inmate menu. The vendor will be established price for staff meals as part of contract to be paid by the county.**

15. Please clarify if the contract is for 3 years and if so, are price increases request are allowed annually?

**A. This agreement will be for 3(three) years and with the agreement of both parties may be automatically renewed for additional one (1) year periods. The request for price adjustment by the contractor shall be submitted within thirty (30) days before the contract anniversary date of each year. The annual increase will be on the Consumer Price Index. In order to account for changes in fuel cost that may occur during the term of this agreement, contractor shall invoice any applicable surcharge from vendors weekly as a result of increases to ICC National Average Diesel Fuel Price Index. Unless notice is provided at least thirty (30) days prior to the end of the calendar year in which the contract would expire, the contractor will automatically renew pursuant to the terms and conditions stated within.**

Thank you for your time. Please feel free to contact me for any clarification of questions.

Sincerely,

Major Durwin J. Briscoe  
Detention Administrator  
Cleveland County Sheriff's Office