

**CITY OF SPRINGFIELD, OR
REQUEST FOR INFORMATION**

**INMATE MEAL SERVICE
FOR
SPRINGFIELD MUNICIPAL JAIL**

ADDENDUM #1: Response to Questions received as of 2pm March 10, 2009

Posted March 10, 2009

1. **Q:** Are you able to provide interested responders the specification of the kitchen (space, type of equipment...)?
R: Yes, see attachment 1 herein

2. **Q:** Will you be requiring any type of meals for the staff?
R: Currently our plan does not include providing staff meals. If staffing requirements dictate we may reconsider this as an option.

3. **Q:** Would you allow for any on-site prepping or do you want to keep the kitchen strictly as an assembling area?
R: Although we do not have City staff designated for meal prep we would consider all inclusive proposals such as Vendor's staff performing on-site prep work provided the proposal also included their cleaning facility in compliance with Health Department standards. And, Vendor's assigned staff member(s) would be subject to security and training requirements established by the Springfield Police and Jail Administration.

4. **Q:** Would you confirm that you would accept multiple responses for different serving options from a single responder (i.e. delivering frozen meals, preparing meals on-site...)?
R: City will consider each and every proposal. Please be certain that each response is complete in and of itself.

5. **Q:** When do you anticipate the other RFI's (bulk services, uniform/laundry, and commissary) going out?
R: Dates certain have not been determined. However, we are in the process of drafting specifications for uniforms (both staff and inmates) and we are working on a scope of work for commissary RFP which may or may not incorporate management of our Inmate Trust Account services. City hopes all solicitations will be on the street not later than June, 2009 but preferably much sooner. For example, as our new hires come on board we will need uniforms which may push that up on our priority list. However, there are several policy issues that must be addressed before we publically advertise for many of the goods/services we will be procuring.

6. **Q:** Who is responsible for purchasing the sporks? Who is responsible for replacement cost of sporks? Will the sporks be cleaned on site and if so, is that something your staff will do or the vendor?
R: The City is open to suggestions regarding the procurement of sporks. Options currently under consideration include but are not limited to, City procures in combination with other kitchen utensils under a

separate solicitation, food services vendor provides either disposable or washable spork as part of their proposal, inmates are issued spork and cup as part of their book-in kit, etc. Proposers have the option to include sporks as a line item in their proposal. City will have access to an on-site commercial dishwasher if something other than disposable sporks were purchased.

7. **Q:** As one of our beverage menu options we are looking at a pc juice packet. Please confirm this is something City would consider. (This option would require City purchase and provide inmate a cup and water.)
R: In consideration, City would need to review the actual pc packet and consider it in the context of our facility. City would also evaluate based upon the calorie and vitamin/nutrition values of the pc packet.

