



# COUNTY OF LOS ANGELES PROBATION DEPARTMENT

9150 EAST IMPERIAL HIGHWAY  
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**RAY LEYVA**  
Interim Chief Probation Officer

September 17, 2020

## **ADDENDUM NUMBER ONE - REQUEST FOR PROPOSALS (RFP) #6402002 FOR FOOD SERVICES AT CENTRAL JUVENILE HALL**

This is Addendum One- Request for Proposals for Food Services at Central Juvenile Hall (RFP # 6402002), which was released on August 21, 2020. This Addendum contains responses to written questions that were submitted prior to the September 2, 12:00 p.m., PT deadline. This Addendum is posted on the following websites:

Los Angeles County Solicitations:  
<http://camisvr.co.la.ca.us/lacobids>

Los Angeles County Probation:  
<https://probation.lacounty.gov/current-solicitations/>

**Proposals are due on Friday, October 9, 2020, 12:00 p.m., (Pacific Time). No late proposals will be accepted. We look forward to receiving your proposal.**

Sincerely,

A handwritten signature in black ink, appearing to read "Tasha Howard".

Tasha Howard, Director  
Contracts & Grants Management Division

**FOOD SERVICES AT CENTRAL JUVENILE HALL  
RFP #6402002  
MANDATORY PROPOSER'S CONFERENCE  
SEPTEMBER 9, 2020  
QUESTIONS AND ANSWERS**

1.	Question	Is there a targeted price range that the County of LA is looking for in these RFP's?
	<b>Answer</b>	<b>There is no targeted price range, but the cost must be lower than County cost.</b>
2.	Question	When is the estimated contract start date?
	<b>Answer</b>	<b>May 2021</b>
3.	Question	Who is the current Vendor?
	<b>Answer</b>	<b>Morrison Management Specialists, Inc.</b>
4.	Question	What is the current contract's annual dollar value?
	<b>Answer</b>	<b>The estimated annual amount is \$1.9M</b>
5.	Question	Will we be invoicing the government based on the daily meal range as found of Exhibit 11?
	<b>Answer</b>	<b>Yes</b>
6.	Question	Do we present an invoice for payment to the government daily, weekly, or monthly?
	<b>Answer</b>	<b>You will submit an invoice on the 15<sup>th</sup> calendar day of the month per Appendix C, Sample Contract, Section 5.5.4</b>
7.	Question	What is the term, the length of the contract
	<b>Answer</b>	<b>1 year with up to 4 additional 1-year periods</b>
8.	Question	Are the current food service workers members in a union? Is there a collective bargaining agreement in place for food service workers?
	<b>Answer</b>	<b>The union member status is unknown for contracted workers.</b>
9.	Question	Is using inmate labor on this contract a possibility?
	<b>Answer</b>	<b>No</b>

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10.	Question	Will the contractor's rates be adjusted annually to offset increases in the Living Wage?
	<b>Answer</b>	<b>Yes</b>
11.	Question	Will the contractor's rates be adjusted annually to offset management labor increases in the cost of living?
	<b>Answer</b>	<b>There is no Cost of Living Adjustment guaranteed in the contract.</b>
12.	Question	Can we assume that we should not put sales tax on Exhibit 11 or 11 a for the youth meals?
	<b>Answer</b>	<b>You will need to add sales tax to all pricing sheets</b>
13.	Question	Can we assume that 100% of the net meal cost for the adult meals is taxable and as such the proposed meal rate should be 100% taxed at 9.5% for Exhibit 11b?
	<b>Answer</b>	<b>Yes</b>
14.	Question	What is the current turn around for a background check? Are any changes in this processing time expected?
	<b>Answer</b>	<b>There is no standard turn around time for a background check or upcoming changes to the process</b>
15.	Question	Are we to provide two Exhibit 13's? one for the NSLP Cost Proposal and one for the Non-NSLP Cost Proposal?
	<b>Answer</b>	<b>No</b>
16.	Question	What is the total Average Daily Population of juveniles?
	<b>Answer</b>	<b>As of August 2020, there are a total of 161 youth</b>
17.	Question	What is the current price per meal for regular juvenile meals? For adult meals? For staff dining meals? For snacks?
	<b>Answer</b>	<b>There is only one Pricing sheet in the current contract. The cost per meal is \$3.99 based on 1300 meals.</b>

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18.	Question	Please clarify the "adult" meals-are those adults in custody or are the adult meals the staff dining meals?
	<b>Answer</b>	<b>"adults" refers to staff meals</b>
19.	Question	Is the staff dining provided just at lunch time or are there staff breakfast and dinner meals as well? If so, how many eat at each meal period
	<b>Answer</b>	<b>Staff dining is provided during lunch only</b>
20.	Question	Are current menus able to be shared?
	<b>Answer</b>	<b>No, but sample menus are included in the RFP, Technical Exhibit 4</b>
21.	Question	Are there regional favorites or preferred menu items that the facility would like to see as part of their menu and any required frequency of such items being served?
	<b>Answer</b>	<b>The kitchen is required to follow the 5-cycle menu (35 different meals) as menu items, combinations, and frequency, which can include youth preferences, as written by the Probation Department Registered Dietitian. All menus have been carefully calculated and reviewed for T15 and NSLP compliance</b>
22.	Question	Please outline how many night meals are served?
	<b>Answer</b>	<b>It varies</b>
23.	Question	Please outline how many sack lunches per day and what they contain?
	<b>Answer</b>	<b>Number of sack lunches vary. Sack lunches include a meat alternative; whole grain; fruit; vegetable; fluid milk; condiments. A sample sack lunch will include: sliced turkey, whole wheat bread, fresh orange, 100% apple juice, carrot sticks, celery sticks, milk and mustard</b>
24.	Question	What kind of meal pattern is desired?
	<b>Answer</b>	<b>The required meal pattern is attached on the last page of this Addendum</b>

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25.	Question	Would the site like to use bulk or PC condiments?
	<b>Answer</b>	<b>As long as they meet the portion size requirements, we have no preference for either</b>
26.	Question	What calorie is desired for each of the menus? (for each menu, juvenile and adult)? CA has a range for their stands of 2500-3000- is there a preference?
	<b>Answer</b>	<b>The daily target for our menu (used for youth) is 2900 kcals/day. We do not have a target caloric range for adults</b>
27.	Question	Is mechanically separated chicken acceptable on the juvenile menus?
	<b>Answer</b>	<b>Mechanically separated chicken may be acceptable as approved by the Probation Department's Registered Dietitian</b>
28.	Question	Do we need to submit special diets for this proposal? Or is submitting the diet manual to explain special diet procedures acceptable?
	<b>Answer</b>	<b>The Probation Department Registered Dietitian creates all the special diet menus and related medical diet manuals. Contractor must follow the medical diets</b>
29.	Question	Do you want the dinner menu to be the same for the adults and juveniles?
	<b>Answer</b>	<b>It can be the same or different.</b>
30.	Question	For the juvenile menu, do you want to serve 4 milks per day to meet the dairy requirement, or do you want to add in places with cheese to contribute to the dairy requirement?
	<b>Answer</b>	<b>4 fluid milks must be served daily. We typically serve 4 fluid milks per day; however ultimately contractor must follow the Probation menu</b>
31.	Question	Do you want two separate menus-one that meets NSLP and one that does not? if you want both, what are the differences you'd like to see on the non-NSLP menu?
	<b>Answer</b>	<b>There will be 2 separate menus. Both menus are written by the Probation Department Registered Dietitian. Each menu will comply with the appropriate regulations-one menu will comply with both</b>

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		<b>NSLP and Title 15 regulations; one menu will comply with only Title 15 regulations</b>
32.	Question	What type of equipment is available at each facility? Is there equipment for baking bread, rolls and other baked goods?
	<b>Answer</b>	<b>Equipment includes but is not limited to: refrigerators, steam kettles, ovens and flat top. Yes, there is equipment for baked goods.</b>
33.	Question	Do you currently make bread on site or buy it from a vendor?
	<b>Answer</b>	<b>Contractor purchases bread from a vendor</b>
34.	Question	Please clarify the billing process for the NSLP program? Would <b>all</b> of the youth meals served using the NSLP menu (Technical Exhibit 4a) i.e. Breakfast, Breakfast supplement, lunch and Dinner be billed using the prices submitted on Exhibit 11a, or would only the Breakfast meals marked NSLP Breakfast and Lunch Meals marked NSLP lunch be billed using the prices on Exhibit 11a and the Breakfast supplement meal and the Dinner meal would be billed using the pricing on Exhibit 11?
	<b>Answer</b>	<b>If the probation department elects to participate in the NSLP, you will use Exhibit 11a and if we do not participate, you will use Exhibit 11</b>
35.	Question	Should we submit an Exhibit 11c Pricing Sheet Adult Meals that reflects an adult menu based on the items in Technical Exhibit 4a Weekly Menu NSLP? Exhibit 11b Pricing Sheet Adult Meals would then be priced based on the items in Technical Exhibit 4 (Weekly Menu)
	<b>Answer</b>	<b>No</b>
36.	Question	What is the billing process for the stocks of food items such as stocks of food items (fruits, milk and breakfast foods)
	<b>Answer</b>	<b>Include in per meal cost</b>
37.	Question	Please confirm that the snacks identified on the menu are not billable as an extra charge. The cost of these items is to be included in the meal cost
	<b>Answer</b>	<b>Yes</b>

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38.	Question	Are the special nutritional items beyond those listed in the 5-week cycle menu, such as special diet meals, supplements or snacks, to be billed with a markup that should be proposed?
	<b>Answer</b>	<b>No</b>
39.	Question	Is it anticipated that the meal counts will rise in the future?
	<b>Answer</b>	<b>There's no way to anticipate that it will rise</b>
40.	Question	Are there any plans to make repairs or upgrade the kitchens or equipment at either facility?
	<b>Answer</b>	<b>Not at this time</b>
41.	Question	Can you please explain a bit more program cost vs non-program cost?
	<b>Answer</b>	<b>Appendix A, Statement of Work, Section 1.0, Scope of Work, provides information on the difference between program vs non-program cost</b>
42.	Question	When it states "approximately 19 serving areas" are these areas within the building? If they are not, can you please provide time and distance it takes to get to each area?
	<b>Answer</b>	<b>The areas are within the same facility. It takes approximately 30-45 minutes to an hour to complete deliveries around the entire facility.</b>
43.	Question	Is the contractor able to get the number of meals needed for staff a day before instead of just 2 hours?
	<b>Answer</b>	<b>Numbers fluctuate only slightly from day to day; they are generally the same each day. Therefore, 2 hours is sufficient.</b>
44.	Question	How often or how many Kosher, Hala entrees were ordered last year?
	<b>Answer</b>	<b>Not very often and the amount varies</b>
45.	Question	Can you please provide 3 years of meal count for employees and youth?
	<b>Answer</b>	<b>FY 17-18: Approx. 285,000 Youth meals, 90,000 Staff meals FY 18-19: Approx. 287,000 Youth meals, 96,000 Staff meals FY 19-20: Approx. 367,000 Youth meals, 100,000 Staff meals</b>

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46.	Question	What are the current days and hours of operation for the "staff cafeteria"?
	<b>Answer</b>	<b>Staff cafeteria is open from 11am-1pm Monday- Friday</b>
47.	Question	Is there a minimum requirement of number of contractor staffing is expected in the staff cafeteria?
	<b>Answer</b>	<b>There is no minimum requirement</b>
48.	Question	What size of coolers, freezers and dry storage space is available at each facility?
	<b>Answer</b>	<ul style="list-style-type: none"> <li>• <b>Coolers- 12X8 &amp; 12X12</b></li> <li>• <b>Freezers – 12X8 and 12X12.</b></li> <li>• <b>Dry storage space is approximately 35X35.</b></li> </ul>
49.	Question	What type of dock is available at each facility? What size truck can fit as this will affect which food vendors we utilize.
	<b>Answer</b>	<b>Concrete dock which can accommodate up to a 55 foot truck</b>
50.	Question	Can you provide the pricing sheets for the following: Youth meals, youth meals under NSLP, adult meals
	<b>Answer</b>	<b>You can request a copy of the current pricing sheet via a Public Records request by contacting the Analyst listed in the RFP. The current contract does not have pricing sheet for Youth under NSLP or Adult meals.</b>
51.	Question	Please include the contract number, and the time period that the pricing represents.
	<b>Answer</b>	<b>Contract # 77930- the current contact period is November 1, 2019 through October 31, 2020.</b>
52.	Question	Please provide a copy of the most recent couple of Health Inspection results
	<b>Answer</b>	<b>Copies can be obtained through the County of Los Angeles Department of Public Health</b>



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53.	Question	Are we operating the food service program with the government mandated COVID 19 protocols? If so, what has been modified? Describe the protocols and their impact
	<b>Answer</b>	<p><b>Yes, the protocols include but not limited to the following:</b></p> <ul style="list-style-type: none"> <li>• <b>Food Services staff are required to socially distance as much as possible while in the kitchen.</b></li> <li>• <b>Food Services staff must wear masks at all times while in the kitchen and when delivering meals.</b></li> <li>• <b>Food Services staff must continue to follow all food safety and sanitation principles and pay extra attention to hand-washing, personal hygiene practices and cleaning procedures.</b></li> <li>• <b>Food Services staff must be screened each day for illness prior to being allowed to work or enter the facility.</b></li> <li>• <b>Food service equipment such as food carts, insulated bags etc. used for delivering food are not to be left inside isolation/quarantined units. Food is to be delivered just inside the unit and unloaded and all food services equipment is taken back to the kitchen.</b></li> <li>• <b>Self-serve options (coffee, soda fountain, salad and soup bar) have been temporarily suspended.</b></li> <li>• <b>Self-serve condiments and utensils have been temporarily suspended.</b></li> <li>• <b>The Staff dining room is temporarily closed and grab and go meals are provided for staff (may be re-opened with proper social distancing and COVID19 protocols implemented when/if approved by the local Public Health official).</b></li> <li>• <b>In addition, any Public Health protocols, as dictated by the local Public Health official, are implemented as required.</b></li> </ul>
54.	Question	Please provide copies of the 12 most recent contractor invoices presented for payment to the government
	<b>Answer</b>	<b>You can request a copy via a Public Records request by contacting the Analyst listed in the RFP.</b>

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55.	Question	Can the language in sections 2.19 inventory, accounting and reporting and 5.5.1 invoices and payments, be revised to reflect cost as the fixed billing rate only? Can the reference to regulation 7 CFR § 210.21(f)(i) be removed?
	<b>Answer</b>	<b>The language to Sections 2.19 and 5.5.1 cannot be revised to remove the reference to 7 CFR § 210.21(f)(i) as it pertains to the National School Lunch Program (NSLP) if Probation elects to participate. It is noted in Exhibits 11, 11a and 11b that this is a fixed rate contract based the daily meals range and on cost per meal.</b>

**MENU REGULATIONS**  
**BSCC Title 15 & National School Lunch Program (NSLP)**

**BSCC Title 15 Requirements**

**Daily & Weekly Requirements**

<p><b>Food Groups Required:</b></p> <ol style="list-style-type: none"> <li>1. Protein (1 svg = <math>\geq 14g</math>) = 2svg/day (or 28g/day); 14 svg/wk. (or 196g/wk.)  <b>plus</b> a third serving from:             <ul style="list-style-type: none"> <li>➤ Legumes = 1 svg at 3 days per week <b>-and/or-</b></li> <li>➤ Other Protein Group = 3 svg/wk.</li> </ul> </li> <li>2. Dairy (svg) = 4 svg/day</li> <li>3. Vegetable-Fruit (svg=1/2 cup) = 6/day – one svg must be fresh fruit or veg.</li> <li>4. Grain (svg) = 6/day (or 42 svg/wk.) – 4 of the 6 must be WG</li> </ol>	<p><b>Nutrient Requirements:</b></p> <ol style="list-style-type: none"> <li>1. Calories = 2500 – 3000 kcal/day</li> <li>2. Vitamin A = 1 svg/day or 7/wk. @ <math>\geq 200</math> mcg RE</li> <li>3. Vitamin C = 1 svg/day or 7/wk. @ <math>\geq 30</math> mg.</li> <li>4. Saturated Fat = 10% or less of total kcal/week</li> <li>5. Sodium = reduce</li> </ol> <p>Per Title 15, calorie increases with the exception of a medical diet may occur as collaboratively determined by the facility manager, dietitian, food service manager and physician.</p>
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**National School Lunch Program (NSLP)**

<b>BREAKFAST</b>	<b>LUNCH</b>	<b>DINNER &amp; SNACK</b>
<ol style="list-style-type: none"> <li>1. Three (3) Food Items:  <i>Weekly &amp; Daily Requirements</i> <ul style="list-style-type: none"> <li>• Fruit (cups) = 7/wk. (1/day)</li> <li>• Grains (oz. eq.) = <math>\geq 12.5</math>/wk. (1/day)</li> <li>• Fluid Milk, NF &amp; 1% (cups) = 7/wk. (1/day)</li> </ul> </li> <li>2. Nutrient Requirements:  <i>Average per Week</i> <ul style="list-style-type: none"> <li>• Sodium* = 640 mg or less</li> <li>• Calories = 450 – 600 kcal</li> <li>• Sat. Fat = &lt;10% of Total Kcals</li> <li>• Trans Fat = Zero (0) gm per portion</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>1. Five (5) Food Components:             <ul style="list-style-type: none"> <li>• Fruit (cups) = 7/wk. (1/day)</li> <li>• Vegetables (cups) = 7/wk. (1/day)                 <ul style="list-style-type: none"> <li>➤ Dark Green = .5 cup/wk.</li> <li>➤ Red/Orange = 1.25 cup/wk.</li> <li>➤ Legumes = .5 cup/wk.</li> <li>➤ Starchy = .5 cup/wk.</li> <li>➤ Other = .75 cup/wk.</li> <li>➤ Additional = 3.5 cup/wk.</li> </ul> </li> <li>• Grains (oz. eq.) = <math>\geq 14</math>/wk. (2/day)</li> <li>• Meat/Meat Alt. (oz eq.) = <math>\geq 14</math>/wk. (2/day)</li> <li>• Fluid Milk, NF &amp; 1% (cups) = 7/wk. (1/day)</li> </ul> </li> <li>2. Nutrient Requirements:  <i>Average per Week</i> <ul style="list-style-type: none"> <li>• Sodium* = 1420 mg or less</li> <li>• Calories = 750 – 850 kcal</li> <li>• Sat. Fat = &lt;10% of Total Kcals</li> <li>• Trans Fat = Zero (0) gm per portion</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>1. No NSLP** Requirement for Dinner.</li> <li>2. Title 15 Daily Calorie Requirement:   <p style="text-align: center;"><b>2500 - 3000 kcal/day</b>                      (effective January 1, 2019)</p>                     Therefore, calories remaining for Dinner <u>and</u> Snack under Title 15 when complying with NSLP:   <p style="text-align: center;"><b>1300 to 1550 kcal/day</b></p> </li> </ol>

\* Effective School Year (SY) 2019–20, which begins July 1, 2019, the final rule maintains Target 1 sodium limits for school meals through SY 2023–24, with Target 2 sodium limits taking effect in SY 2024–25.

\*\* NSLP allows calories to be adjusted by the physician only and only if medically justified due to a medical condition. Participation in athletics/sports is not considered a medical justification.