

Campbell County Detention Center
Inmate Food Services
Questions from Trinity Services Group

General

1. Does Campbell County currently run and staff your food service operations? If so, can you please advise on:
 - a. How many staff are employed in the kitchen.
 - b. Does the county wish for vendors to retain the current staff?
 - c. What is the current rate of pay?

CCDC Answer to question 1a, 1b, 1c:

- 1a. Up to vendor, one supervisor and one staff member per shift.
- 2a. Up to vendor
- 3a. Up to vendor

2. Is there a loading dock available or is a truck with liftgate needed for product deliveries?

CCDC Answer to question 2.

Yes, loading dock

3. 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?

CCDC Answer to question 3.

Yes, deliveries should arrive Monday through Friday from 0800 to 1600.

4. What type of tray (please provide a picture or number of compartments), cup, and spork are used for meal service? Who is responsible for providing these?

CCDC Answer to question 4.

The jail provides cup and spork. See picture attached for trays provided.

5. 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.

CCDC Answer to question 5.

Styrofoam trays used at a minimum, approximately 25 styrofoam cups used per day

6. Will the county provide the vendor with phone and internet service?

CCDC Answer to question 6.

Yes

7. Can you provide a list of the major equipment (model or size) in the kitchen? Is the equipment in good working order? Equipment pictures would also be beneficial.

CCDC Answer to question 7.

Kitchen equipment can be viewed during the open house on Thursday July 11th at 0900 or Thursday July 11th at 1400.

Pricing

8. Does Campbell County have specific price breaks that they wish for all vendors to follow? For example, starting at 275 meals in increments of 10, 20 etc.

CCDC Answer to question 8.

Starting at 300, adding meals in increments 25.

Menu

9. Can you describe the current menu rotation of hot/cold meals? For example, does the county prefer a set cold meal (cold breakfast, hot lunch, hot dinner) or other rotation?

CCDC Answer to question 9.

Currently 3 hot meals, open for discussion.

10. Please provide a copy of the current cycle menus in place for inmates. What is the calorie level of the current inmate menu?

CCDC Answer to question 10.

Currently serve 2700 calories.

11. How many inmates are on special diets and what types of diets are they on (medical/religious)?

CCDC Answer to question 11.

Approximately 29 inmates. Variety between medical and religious.

12. Do you require a certified kosher diet? If so, how many kosher diets are provided on average? Can vendors bill these at a separate price per meal?

CCDC Answer to question 12.

Yes, all meals are approved by registered dietician. Approximately 16 kosher meals. No, vendors cannot bill at a separate price per meal.

13. How many Holiday meals does the county wish for vendors to provide under the contract?

CCDC Answer to question 13.

2 holiday meals. Thanksgiving and Christmas.

14. Do you have a requirement to service condiments for the meals in bulk or packets?

CCDC Answer to question 14.

Packets.

15. Do you require serving milk or is a Dairy Drink acceptable as a substitute?

CCDC Answer to question 15.
Require milk.

16. How many sack lunches are required daily? Please provide the current sack lunch menu.

CCDC Answer to question 16.
Approximately 20 sack lunches per day. Bologna and cheese sandwich on white bread, corn chips, orange, and cookies.

17. Are any Juveniles being housed at the facility? If so please detail how many and what menu adjustments are made to feed them.

CCDC Answer to question 17.
No

Staff Meals (if applicable)

18. Please provide a copy of the current staff menus.

CCDC Answer to question 18.
N/A

19. What is the current procedure for staff meal ordering, billing, payment by staff, meal cost, etc.?

CCDC Answer to question 19.
N/A

20. What are the Staff Meal service times?

CCDC Answer to question 20.
N/A

Staffing

21. Please provide details on your background check process for vendor staff. For example, do you have a specific form, can you share the 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?

CCDC Answer to question 21.
Criminal backgrounds, approximately 1-2 business days.

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

CCDC Answer to question 22.
0400 - 1930

23. Are food service staff required to leave the kitchen to deliver carts/meals to the housing areas?

CCDC Answer to question 23.

No

24. Regarding Inmate workers:

- A. How many inmate workers are provided in the operation?
- B. Will you guarantee a minimum number of inmate workers per shift?
- C. What are the shift times they work?
- D. What tasks are they permitted to perform such as cooking, operating equipment, etc.?
- E. Do they receive double portions and can the contractor bill for double portions?

CCDC Answer to question 24a, 24b, 24c, 24d, 24e

- a. Approximately 5 – 7 inmates.
- b. Yes
- c. 0430 – 1200 & 1330 – 1930
- d. Yes
- e. No

25. What is the starting pay for a Correctional Officer?

CCDC Answer to question 25.

\$23.22

Value Add

26. Would the county like for vendors to offer a program that provides the ability for inmates to order fresh foods from the kitchen and pay for those foods with their commissary account?

CCDC Answer to question 26.

Open for discussion.



