



OFFICE OF WILL COUNTY EXECUTIVE
LAWRENCE M. WALSH

Will County Office Building – 302 N Chicago Street – Joliet, Illinois 60432

Rita Weiss
Purchasing Director

(815) 740-4605
Fax (815) 740-4604
rweiss@willcountyillinois.com

BID # 2018-2
FOOD SERVICE BID

ADDENDUM #2
May 7, 2018

Page 1 of 4

We received the following questions regarding the bid listed above:

Question # 1: Please provide copies of the past 90 days of billing invoices from Aramark with supporting meal count sheets.

Answer # 1: Attached herein.

Question # 2: Please provide a copy of the current contract meal pricing scale.

Answer # 2: Year 2 Contract Renewal for Food Management Services has been included herein.

Question # 3: Do you have a loading dock for delivery?

Answer # 3: Yes.

Question #4: Please verify the current resident population at the facility. Are there plans for facility expansion during the next 5 years? Please describe if so.

Answer #4: As of 8:30 a.m., Tuesday, May 1, 2018, the Resident population is: 31

There are no plans for facility expansion in the next 5 years.

Question #5: Please provide a copy of any staff menus/programs in place now. Please clarify how meals are ordered, who pays for the meals, what is the current price, meal times, etc.

Answer #5: No meals are served to staff.

Question #6: Will you allow the use of Soy in recipes?

Answer #6: No

ADDENDUM #2
May 7, 2018

Page 2 of 4

Question #7: What are the resident meal times? What are the Staff Meal service times (if applicable)?

Answer #7: Staff members do not receive meals. Resident meal times are located on Page 49 of the Bid.

Question #8: What time does the kitchen open and close each day?

Answer #8: Opens for breakfast at 7:00 a.m. and closes at 5:00 after dinner has been served. Kitchen staff arrives at 6:00 a.m. to prepare meals and leave for the day between 5:15 p.m. and 5:30 p.m.

Question #9: How many Holiday meals are being provided each year in the current contract?

Answer #9: Meals are Resident-population driven. So, it is hard to estimate how many Residents will be detained on a particular holiday.

Question #10: Does Aramark provide coffee or any other supplies in the employee breakroom? If so, please provide a list.

Answer #10: No.

Question #11: Please provide a list of catering events the vendor may be expected to provide during the normal year. Additionally, please provide information regarding any billing/payment for these events.

Answer #11: There are no catering events expected.

Question #12: Please provide the types of vending machines in use. Will these item be purchased from the FSMC? If, so please provide a list of items and vending sales for the last year. Are these items sold to staff or residents?

Answer #12: There are no vending machines or vended meals in the secured portion for Residents.

Question #13: Does the administration feel the current level of staffing is satisfactory? Are the staff solely employed to work at just River Valley Detention Center?

Answer #13: The current vendor contract entails two full-time employees and one part-time employee.

However, the current vendor has not been able to fill the part-time position, so that position is still open. The current vendor has been using the part-time position money towards overtime for the two full-time employees.

Employees are dedicated to the River Valley Detention Center.

ADDENDUM #2
May 7, 2018

Page 3 of 4

Question #14: Are there any restrictions for deliveries of foods and supplies to the dock by your vendors? What are the approved hours for product and supply deliveries to the facility?

Answer #14: One of the primary restrictions because of structure would be semi-truck deliveries. Semis are unable to make the turn into the back secured lot, so smaller trucks would be needed for deliveries.

Currently, there is a single source delivery once a month on a Wednesday at 4:30 a.m. and a Contract Vendor employee is on site to accept that delivery.

Currently, milk is delivered on Wednesdays at 6:00 a.m.

Generally, the facility is open to the public between 8:30 a.m. and 4:30 p.m. However, deliveries to the kitchen have historically been prior the breakfast serving.

Question #15: How many residents 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 (snacks, nutritional supplements, kosher diets, etc.)

Answer #15: Upon intake, Residents are seen by the Medical Unit. If, at the time, or any time thereafter, the need arises for a special diet, the Medical Unit will issue a Diet Order. Some of the orders in the past have been issued for diabetics, pregnancies, or allergens. At this time, the facility has only one Resident who has an Order and it is an Allergen Order for bees, coconut and peppers.

Question #16: Will the Agency provide the Contractor with phone and internet service or will these be the responsibility of the Contractor?

Answer #16: Contractor pays for both.

Question #17: What are the meal times for residents? Please clarify how meals are delivered to the residents?

Answer #17: Resident meal times are located on Page 49 of the Bid.

Meals are served in the cafeteria. Residents come in by units into the cafeteria single file and walk to the serving counter. Trays are handed out there, along with milk. Detention Officers are stationed at the counter and hand out spoons to Residents and assign seating. Other Detention

Officers remain in the Cafeteria while the Residents eat.

There are times when meals will be served elsewhere, but Detention Officers will transport the meals to the Residents. Kitchen Staff will be notified early of the meal count and the number of meals going elsewhere. Kitchen Staff will *never* be asked to transport food to Residents.

ADDENDUM #2
May 7, 2018

Page 4 of 4

Question #18: Please provide details on the number of sack meals served on average and who they are for. Please describe the current or expected contents of the sack meals.

Answer #18: The facility detains youth from counties other than just Will County. When youth go to their home Court, sack lunches are sent with the Transport Officers upon request. There are times that the home County provides food for the youth while in custody for Court at their Courthouse.

When a Will County youth returns from Court, or there is a new Resident Intake, and it is past the lunch service, a sack lunch will be provided.

When a newly detained youth is detained after the dinner meal has been served, that youth will receive a sack lunch if the youth has not had anything to eat prior to detention.

Generally, a sack lunch includes: a sandwich comprised of bread, meat, and cheese; a packet of mustard; a veggie; a piece of fresh fruit; a cookie; and milk.

On average, there are 10 sack lunches prepared daily.