



WILLIAM A. BELL, SR.
MAYOR

CITY OF BIRMINGHAM

FINANCE DEPARTMENT

PURCHASING DIVISION

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November 25, 2015

ADDENDUM # 3

J. THOMAS BARNETT, JR.
FINANCE DIRECTOR

RON NICKEL
PURCHASING AGENT

WILLIAM E. CAFFEE
ASSISTANT PURCHASING AGENT

On October 26, 2015, the City of Birmingham invited bids for Food Service for the Birmingham City Jail (#15-85). Said bid to be opened 2:00 p.m., December 8, 2015.

PLEASE NOTE:

- I. These are questions submitted by potential bidders with the City's response.
 1. Who is your local telephone company and what is the contact number?
AT & T, Nelvin Short, office (205) 969-4353, wireless (205) 441-5058
 2. Who is your local internet provider and what is their contact number?
Bright House (205) 290-1300, Jacob Erwin
 3. Who is your current vendor and how long?
No current vendor. Service provided in house by City employees.
 4. What were the high and low inmate counts for the past year?
Low 169, High 204
 5. What is the current cost per inmate meal?
\$2.43
 6. Will the Facility provide copies of the last six months invoices from the current vendor?
No invoices to provide.
 7. How many price increases has the City received over the past 5 years, what were the percentages of increase?
None. Service provided in house by City employees.
 8. Will the City accept a sliding scale as a price option?
No
 9. Will the contractor be required to hire the current kitchen staff and what are their hourly rates?
No. \$16.26 - \$29.16
 10. How many staff are assigned to the kitchen, how many hours does each work per week?
4 positions exist – 2 are currently vacant. 40 hours per week.
 11. Are the inmates paid, if so are they paid by the City or contractor?
No
 12. What duties within the kitchen are the inmates allowed to perform and not allowed to perform?
Inmates perform all duties in the kitchen: cleaning, preparing food, washing pots-pans-trays, prep for next meal. Inmates must be under supervision of contractor at all times.

13. Do Inmates, under the supervision of DO's deliver meals to each inmate in the pods?
Yes
14. How many hours of In Service training are required for contractor employees?
Page 10 of the bid document, Section D. Staff Requirements, last point in the section dealing with in-service training for employees is deleted. Contractor's employees must meet the requirements of the Jefferson County Health Department.
15. If Serv-safe training for inmates is required who will pay the cost of the materials?
It is not required.
16. Does the City pay for Background checks for Vendor employees?
City will perform the background check – No cost to contractor.
17. What are the current meal serving hours and what are the hours of the kitchen operation?
0400-0630, 1000-1230, 1600-1800
18. How many areas are the meal carts delivered to?
5 areas.
19. Is the cold meal served for breakfast, lunch or dinner?
Whichever the menu requires.
20. What does the evening medical snack consist of?
Cheese or peanut butter with crackers, or half sandwich or fruit.
21. Who provides any liquid supplements required by the Medical Department?
Contractor.
22. Is pork served on the menu?
Yes. Pork butt.
23. Do you currently use USDA Commodities? If so what amounts of items have been purchased?
No
24. Can we receive a copy of the current menu including portion sizes?
Yes – copy enclosed.
25. Is milk served in bulk or ½ pints?
½ pints.
26. Will the facility consider powdered milk products instead of fluid milk?
No
27. Are bag meals currently served for either the breakfast or dinner meal?
Usually provided to inmates going on work details, Monday thru Friday.
28. If Bag meals are served for breakfast or dinner meal when are the meals passed out currently?
Bag meals are not served at breakfast or dinner.
29. How many special Medical Diets does the facility currently serve? How many religious diets and are there any kosher meals?
There are currently no medical diets. City makes provisions for one (1) religious meal, possibly two (2), and there are no Kosher meals.
30. How many bag lunches are required for the Work Release Program and what does a bag lunch consist of?
Depends on circumstances, but 30-35 is normal.
Bag lunches consist of 2 sandwiches and a piece of fruit.

31. Will a list of the equipment to be installed during the renovation be provided to vendors attending the pre-bid?
Copy enclosed.
32. What type of tray is currently used for inmates?
5 compartment insulated food tray.
33. Does the current contractor currently own the trays, cups and utensils?
No, City owns the trays, but contractor will be responsible for replacement as needed. Cups and utensils are disposable: contractor to provide.
34. Is each inmate issued a cup and spoon when they arrive?
No. City uses disposable cups and spoons.
35. What are the current hours for the Officer Dining Hall?
0030-0200, 1000-1230, 1600-1800
36. How many officer/staff meals are served for Breakfast, Lunch, Dinner?
Approximately 15-20 for each meal.
37. What is the price charged for Staff meals. Who pays for the meals: Staff or the City?
Same as for the inmate meals, contractor to invoice the City for all meals – inmate and staff.
38. Are the staff meals self-serve and are there any all you can eat stations?
Self-serve, No all you can eat.
39. What are the current ODR hours and is the same menu served for all shifts?
Staff meals are consistent with inmate's meals as prescribed by the menu.
40. Are the ODR meals invoiced weekly or the money collected daily?
Staff meals are billed to the City – same as inmate meals.
41. Will vendors receive a copy of the current staff menu?
Staff menu is the same as inmate menu.
42. Is coffee to be provided for the ODR and Administrative areas?
No
43. How many catered meals are their yearly and what has been the cost to the City?
None
44. Does the City have any plans to expand in the next three years? If so what is the projected maximum capacity after the expansion?
No
45. How many housing units are there in the facility?
5
46. What size drinks are currently served in the facility?
12 ounce.

Portion sizes for the menu are as follows:

Oatmeal and grits – 6 ounce ladle
 Eggs - #12 disher (1/3 cup)
 Meat items, chicken, turkey, pork, fish, etc. – 3 ounces
 Vegetables, rice and noodles - #8 disher (1/2 cup)
 Fruits – 3/4 cup

SAMPLE MENU

DATE	BREAKFAST	LUNCH	DINNER
SUN. SEPT. 27	OATMEAL HAM TOAST/JELLY BEVERAGE	BAKED CHICKEN COLLARD GREENS SWEET POTATOES SALAD SLICED BREAD BEVERAGE	CHEESE GRITS BACON SCRAMBLED EGGS ORANGE JUICE CINNAMON TOAST BEVERAGE
MON. SEPT. 28	CEREAL SAUSAGE TOAST/JELLY MILK	TURKEY WINGS PINTO BEANS SLICED ONIONS FRUIT CORNBREAD BEVERAGE	HAM/POTATO CASSEROLE GREEN BEANS SALAD BREAD CAKE BEVERAGE
TUES. SEPT. 29	GRITS BACON TOAST/JELLY MILK	TURKEY LOAF SANDWICH LETTUCE/TOMATO/PICKLE BAKED BEANS PUDDING BEVERAGE	CHICKEN /VEGETABLE CASSEROLE MUSTARD GREENS CORNBREAD SALAD PUDDING BEVERAGE
WED. SEPT. 30	GRITS SCRAMBLED EGGS BISCUITS/JELLY BEVERAGE	FRIED BOLOGNA GREEN PEAS COLESLAW FRUIT CORNBREAD BEVERAGE	HAM/CHEESE SANDWICH LETTUCE/TOMATO/PICKLE POTATO SALAD COOKIE BEVERAGE
THURS. OCT. 1	GRITS BACON TOAST/JELLY BEVERAGE	CHILI MIXED VEGETABLES SALAD FRUIT CORNBREAD BEVERAGE	FRIED FISH MASHED POTATOES COLESLAW FRUIT SLICED BREAD BEVERAGE
FRI. OCT. 2	GRITS SCRAMBLED EGGS TOAST/JELLY MILK	TURKEY CASSEROLE CORN GREEN BEANS BISCUITS BEVERAGE	HAMBURGER HELPER COLLARD GREENS CORNBREAD CAKE BEVERAGE
SAT. OCT. 3	GRITS SCRAMBLED EGGS TOAST/JELLY BEVERAGE	TURKEY WINGS RICE LETTUCE/TOMATO CORNBREAD FRUIT BEVERAGE	HOTDOGS FRENCH FRIES KRAUT FRUIT BEVERAGE

USE FRUIT OR ORANGE JUICE AS DESSERT FOR DIABETICS

SAMPLE MENU

DATE	BREAKFAST	LUNCH	DINNER
SUN. OCT. 11	OATMEAL FRUIT TOAST/JELLY BEVERAGE	FRIED CHICKEN MASHED POTATOES GREEN BEANS CAKE BISCUITS BEVERAGE	VEGETABLE RICE CASSEROLE CHEESE TOAST SALAD FRUIT BEVERAGE
MON. OCT. 12	GRITS SCRAMBLED EGGS BISCUITS/JELLY BEVERAGE	PORK ROAST CARROTS STEWED TOMATOES CORNBREAD FRUIT BEVERAGE	TURKEY PASTA BAKE LIMA BEANS SALAD CORNBREAD FRUIT BEVERAGE
TUES. OCT. 13	PANCAKES OR FRENCH TOAST BACON BEVERAGE	FRIED BOLOGNA CORN PINTO BEANS FRUIT CORNBREAD BEVERAGE	CHICKEN FRIED STEAK MASHED POTATOES SALAD FRUIT BREAD BEVERAGE
WED. OCT. 14	GRITS SCRAMBLED EGGS BISCUITS/JELLY BEVERAGE	PORK AND BEANS WITH WEINERS SCALLOP POTATOES FRUIT CORNBREAD BEVERAGE	FRIED FISH SPANISH RICE ENGLISH PEAS SALAD BREAD BEVERAGE
THURS. OCT. 15	CEREAL FRUIT TOAST/JELLY MILK	BAKED CHICKEN PEAS AND CARROTS COLESLAW CORNBREAD FRUIT BEVERAGE	TURKEY CASSEROLE CORN TURNIP GREENS DESSERT CORNBREAD BEVERAGE
FRI. OCT. 16	ORANGE JUICE GRITS SCRAMBLED EGGS TOAST/JELLY BEVERAGE	TURKEY LOAF SANDWICH LETTUCE/PICKLES ONION POTATO SALAD PUDDING BEVERAGE	HAMBURGER HELPER GREEN BEANS FRUIT BREAD BEVERAGE
SAT. OCT. 17	OATMEAL SCRAMBLED EGGS SAUSAGE TOAST/JELLY MILK	HOTDOGS FRENCH FRIES KRAUT FRUIT BEVERAGE	HAM AND CHEESE SANDWICH PICKLES/LETTUCE/TOMATOES FRUIT TEA

USE FRUIT OR ORANGE JUICE AS DESSERT FOR DIABETICS

BIRMINGHAM CITY JAIL KITCHEN APPLIANCES

Double Convection Oven
Tilting Kettle
Meat Slicer
Ice and Water Dispenser
Vulcan Range
Tilting Skillet
Hot Food Serving Counter
Fryer
Hand Sink
Can Opener

- II. Sample agreement, Section 10 Information Technology Security, page 15 of the bid document is deleted. Successful contractor can have access to any system needed via internet or DSL access via Bright House connection that will not touch the City's network resources. This DSL connection will be paid for by the contractor and NOT THE CITY OF BIRMINGHAM.

- III. The bid document covers facilities, equipment, utilities, utility connections and fees and other services the City will provide to the successful bidder during the term of the food service contract once the successful bidder occupies the renovated City jail kitchen. Successful bidder is responsible for providing any and all utility connections, fees and related charges plus any and all other services required for the operation of the mobile kitchen facility to provide food service specified for the City jail.

Successful bidder is responsible for compliance with the Jefferson County Health Department (JCHD) requirements for temporary food service facility as stated by Craig M. Corwin:

From: Corwin, Craig M. [mailto:Craig.Corwin@jcdh.org]
Sent: Monday, November 23, 2015 12:43 PM
To: Bush, Earl E.
Cc: Swinney, Jeff; Braden, Bruce; Wells, Angela
Subject: RE: B'ham Jail Kitchen

Mr. Bush:

A temporary facility may be permitted as a temporary food service establishment for no more than two weeks duration. If the jail remodel will take longer than that—and I suspect that is the case—any trailer or other temporary facility that will be operating shall satisfy our rules for permanent facilities with perhaps an exception that may be allowed for waste water management.

For information about the requirements for disposal of waste water from a temporary facility, you should contact our Community Environmental Protection division. The Program Manager for that division is Jeff Swinney whose e-mail address is jeff.swinney@jcdh.org—also included in the Cc... line of the header above—and whose direct phone number is (205) 930-1279.

Before we approve any "temporary" operation beyond two weeks duration, the chosen vendor shall submit plans and specifications for the facilities they plan to use to provide food service to the jail. I've attached to this e-mail an application for plan review and a list of documents we require to do that review. Mr. Swinney may have other procedures for you to follow, so contact him regarding the waste water issue.

Let me know if I can provide additional guidance or help you otherwise.

Sincerely,
Craig M. Corwin, REHS
Environmental Health Program Supervisor
Food & Lodging Protection Division
Jefferson County Department of Health
Phone: (205) 930-1264



Jefferson County Department of Health Environmental Health Services
 Mailing Address: P.O. Box 2648, Birmingham, AL 35202-2648
 Street Address: 1400 Sixth Avenue South, Birmingham, AL 35223 (205) 930-1260

Application for Food and Lodging Plan Review

For Department Use Only:

New Construction Remodel Date _____
 Conversion or Change of Ownership JCDH # _____ EHS _____

Name of Establishment: _____

Establishment Address or Location: _____

City: _____, Alabama Zip Code: _____

Owner's Name: _____

Corporation Name (if applicable): _____

Mailing Address (NOT Establishment Address): _____

City, State, Zip: _____

Phone: _____ Cell: _____ E-mail: _____

Architect: _____ Contractor: _____

Company: _____ Company: _____

Mailing Address: _____ Mailing Address: _____

City, State, Zip: _____ City, State, Zip: _____

Phone: _____ Cell: _____ Phone: _____ Cell: _____

E-mail: _____ E-mail: _____

Total Square Feet of Building: _____

Seats (Food Service): _____

Residents (Child Day Care): _____

Rooms (Hotel): _____

Maximum # Meals to be Served:

Breakfast: _____

Lunch: _____

Supper: _____

Projected Date for:

Start of Construction: _____

Completion of Project: _____

Type of Service (check all that apply):

Seated Dining:

Carry Out / Delivery:

Catering:

Mobile Food Vending Commissary: _____ Mobile Food Vending (MFV):

Commissary Permit Number: _____ (If MFV, # Units): _____

I hereby certify that the above information is correct, and I understand that omission of any requested information may delay approval of the submitted plans. I am aware that completion of this application does not grant me permission to begin construction, conversion, or remodeling and that doing so constitutes a violation of Chapter 420-3-22, Rules of Alabama Board of Health for Food Establishment Sanitation, 2005.

Signature: _____ Title: _____

Approval of the submitted plans and specifications by the Jefferson County Department of Health does not indicate compliance with any federal, state, or local laws, codes, rules, or regulations. It further does not constitute endorsement or acceptance of the completed establishment (structure or equipment). At least one pre-operational inspection of the establishment with equipment installed and operating shall be conducted to determine if the establishment complies with all rules for food establishment sanitation.



Jefferson County Department of Health Environmental Health Services

Mailing Address: P.O. Box 2648, Birmingham, AL 35202-2648
Street Address: 1400 Sixth Avenue South, Birmingham, AL 35223
Phone: (205) 930-1260

Documents Required for Food and Lodging Establishment Plan Review

420-3-22, Appendix A, Section B-201.11 When Plans Are Required – A permit applicant or holder shall submit properly prepared plans and specifications for review and approval before the construction, remodeling, or conversion of a new or existing structure to use as a food establishment or for a change of type of food establishment or operation. (A penalty of 2 times the normal fee—see fee schedule below—will be assessed for review of plans submitted after construction has begun.)

If any of the above applies, you shall submit plans drawn to a measurable scale (e.g., ¼ inch = 1 foot, ⅜ inch = 1 foot, etc) and depicting accurate representations of the sizes and locations of all equipment.* When you submit plans and specifications, you shall include the following drawings, specifications, and related documents with the understanding that the omission of any of this information may delay the review process:

- _____ Application for Food Establishment Plan Review (may be completed when plans are submitted)
- _____ Fee for plan review (Make checks out to: Jefferson County Department of Health)
 - * \$150 for child daycare with < 40 clients; mobile food unit or pushcart Levels 1 and 2; or limited retail food store (i.e., prepackaged food sales only)
 - * \$250 for food service establishment with < 75 seats or retail food store with area < 2,500 sq. ft.
 - * \$350 for child daycare with ≥ 40 clients; mobile food unit Levels 3 and 4; or hotel
 - * \$500 for food service establishment with ≥ 75 seats or retail food store with area ≥ 2,500 sq. ft.
 - * \$100 additional fee per inspection if > 3 pre-operational construction inspections are required
- _____ Proposed Menu
- _____ Manufacturer's specification sheets (i.e., "cut sheets" or "spec sheets") for each piece of equipment with size and/or model and selected options indicated (Note: Internal measurements of the compartments of an existing or used 3-compartment sink in inches (width x length x depth), along with photographs, is acceptable if no specification sheet is available. For other used or existing equipment, include the manufacturer, model, mounting (e.g., legs, casters, etc), and/or photographs.)
- _____ Anticipated volume (i.e., cubic feet) of food to be stored and number of days between expected deliveries—4 days minimum storage is assumed unless reason is given to indicate otherwise
- _____ Documentation that standard operating procedures (SOPs) have been developed to ensure compliance with the requirements of the rules or evidence that SOPs are being developed

*The services of an architect registered in Alabama are required—that is, plans and specifications shall be prepared by a registered architect—for all proposed hotels; food establishments in buildings that have a total area ≥ 2,500 square feet or that are ≥ 3 stories high; food establishments that will have ≥ 100 seats or contain a room that will otherwise accommodate the assembly of ≥ 100 persons; buildings that are intended for educational occupancy (e.g., schools, child day care centers); institutions such as prisons, jails, and health or custodial care facilities; and any building being converted to one of these occupancy types.

Documents Required for Food and Lodging Establishment Plan Review

- _____ **Site plan** showing location of business in building; location of building on site, including alleys and streets; outside storage buildings and other structures; walking and driving surfacing materials and the following information:
 - _____ *Water source and sewage disposal facilities*
 - _____ *Details of garbage and refuse container storage area showing location of dumpster, waste grease container, and other garbage/refuse containers on storage pad; location and type of facilities for washing waste containers and storage area*

- _____ **Floor plans** showing location of equipment in food storage, preparation, display, and service areas, including server stations; equipment and utensil washing areas; and other areas such as satellite service or staging areas, storage rooms, toilet rooms, and employee locker and break rooms along with the following information:
 - _____ *Equipment schedule identifying each piece of equipment*
 - _____ *Finish schedule with finishes and/or materials for floors, cove base, walls, and ceilings*
 - _____ *Door schedule with hardware such as door closers and fly fans indicated*
 - _____ *Construction details, including elevated and section drawings, of site-built equipment such as built-in shelf units, service counters, bar die and counter units, other millwork, etc.*

- _____ **Plumbing plans** showing location of floor drains, floor sinks, hub drains, and grease interceptors and the following information:
 - _____ *Plumbing fixture and equipment connection schedule indicating type of water service (i.e., hot and/or cold) and type of drain (i.e., direct or indirect) for each plumbing fixture and each piece of equipment with plumbing connections*
 - _____ *Water heater specifications including storage tank capacity in gallons and input in total Watts or kilowatts for electrically operated or BTU's for gas operated tank type water heater; or with flow rate in gallons per minute and input as above for tankless, or instantaneous, water heaters*

- _____ **Mechanical plans** showing heating, ventilating, and air conditioning (HVAC) information including locations and types of air supply diffusers, return air grilles, and exhaust fans and diffusers
 - _____ *Air balance schedule with outside and exhaust air quantities (cfm's) and resulting air pressures*
 - _____ *HVAC unit schedule with supply, return, and outside air quantities (cfm's) and cooling and heating capacities*
 - _____ *Commercial kitchen ventilation hood specifications including construction materials; fabrication drawings showing dimensions of hood in plan view and side elevation or section view with locations of filters, duct collars, light fixtures; number and type of light fixtures; exhaust and make-up air fan specifications, including make-up air fan heater specifications (if applicable); and exhaust and make-up air quantities (cfm)*

- _____ **Lighting plans** showing location of light fixtures with light fixture schedule indicating type of fixtures and number and type of lamps (bulbs) per fixture

- III. NOTE: Bidders do not have to complete the approval process with the JCHD for temporary placement of the mobile kitchen facility before the bid opening. Prior to award of the contract, City will notify the selected contractor of city's intent to award the contract to the contractor subject to the contractor providing proof that the JCHD has approved their plan for the facility. Upon receipt of this notice, contractor shall start the application for approval process. Should the contractor not be able to obtain approval for their facility, the City will reject the contractor's bid and proceed to award to the next lowest responsive, responsible bid. Contractor shall notify the City of the time estimated by the JCHD to process the application for approval.
- IV. Bidder is to provide with the bid a detailed description of the mobile facility(s) (number of units, size, etc.) planned for onsite use to perform the specified food service. This should include any vehicles (company trucks, vans, trailers, etc. and employee vehicles) that are planned to be onsite during the term of operation of the mobile kitchen facility. Bidder is also to provide a detailed plan of operation for the food service proposed utilizing the mobile kitchen facility. This is in addition to the food service plan required for operating in the renovated City jail kitchen facility (Bid document Page 6, Section II Objective, point D)
- V. Due to the confusion of the City issuing two addenda on the same day addressing the time and date of the pre-bid conference, (addendum #1 stated November 17, 2015 at 2:00 p.m. and addendum #2 stated November 16, 2015 at 2:00 p.m.), the City decided it would hold a pre-bid for vendors who showed up for either of the times and dates stated in the addenda. The following is a list of the attendees who were present at either of the mandatory pre-bid conference scheduled times:
- Kellwell Food Management
ABL Management, Inc.
Valley Services Inc.
Trinity Services Group
- VI. Bid opening date has been rescheduled. New bid opening is scheduled for 2:00 P.M., December 15, 2015.



W. E. Caffee, Assistant Purchasing Agent