

CRAWFORD COUNTY SHERIFF'S OFFICE

REQUEST FOR PROPOSAL: JAIL FOOD SERVICES

The Crawford County Sheriff's Office is requesting proposals from qualified vendors to provide high quality Jail Food Services to inmates 7 days per week. The jail's maximum capacity is 60 inmates, that fluctuates with an average daily population of about 40 inmates. The contract will be for a term of five (5) years with expected starting date to be on or about June 1, 2012. In addition the County reserves the option of extending the contract without bid on a year-to-year basis for additional one (1) year periods.

QUALIFIED BIDDERS

The vendor must be organized for the purpose of providing institutional and/or volume food service, and must have five (5) years of previous correctional food setting experience.

The vendor must have qualified and trained staff with sufficient back-up personnel to provide uninterrupted food service 365 days a year. Vendor shall be responsible for the overall operation of the kitchen and will have access to inmate trustees to assist.

The vendor must be able to provide at minimum a 30-day rotating menu of which has been reviewed by a corrections experienced Registered Dietitian in accordance with the requirements of the Department of Corrections and Health Department and be available for menu development.

The vendor must be prepared to adjust to special diet menus to include dietary modifications/restrictions and religious requests.

The vendor must be able to provide a list of five (5) references, including name of Correctional Facility, address, and contact person with phone number.

Contract proposals must provide sufficient information to provide sufficient information to permit a determination that the project requirements can be met and that the project plan will be successfully implemented.

Specific objectives, general work tasks and special project organization and management requirements have been developed and are detailed in this RFP. The successful bidder must describe in sufficient detail how its plan and tasks will be implemented, the resources, materials and equipment that will be utilized, and how the necessary project management interactions will be carried out.

INQUIRIES

Questions that arise as a result of this RFP should be submitted to Lieutenant Randy Baerlocher, Jail Administrator by e-mail at rbaerlocher@crawfordsheriff.org. A tour of the kitchen facility can be facilitated by appointment.

INTERVIEW/ORAL PRESENTATION

The County may request an interview and/or oral presentation of any firms who submit a proposal. These meetings provide opportunity for the County to ask questions and for the bidder to clarify the proposal. Jail Administrator will facilitate scheduling of presentations if required.

EQUIPMENT/FACILITIES

The vender is entitled/expected to use all County owned equipment in the Jail Kitchen. The County shall provide appropriate gas and electric for the operation of the Kitchen and maintain its equipment.

SECURITY RESTRICTION

The vender must be able to comply with all security rules of the Crawford County Jail and coordinate their operation with the Jail Administrator or his designee.

The vender will submit names and dates of birth of all employees who may work within the kitchen facility and are subject to background checks to identify security risks.

INMATE FOOD SERVICE

Said vender shall prepare and serve three (3) meals per day for each day of the calendar year. Said meals to be available at the times specified by the Jail Administrator. Meals are currently served at 8:00 a.m., 12:00 noon, and 5:00 p.m.

All meals shall be appropriate for the specific time of the day, and shall be a minimum of 2700 calories to include at minimum two (2) hot with one (1) cold allowed. At minimum a four (4) week menu will be posted and adhered too. Any necessary changes in the menu shall be in writing to the Jail Administrator three (3) hours prior to the meal being served. Meals shall pass a prior review by a registered dietitian.

The vender will be responsible for all menu supervision, line operation, employment of staff, and purchasing all food, related supplies, hair nets, gloves, and cleaning materials.

COMPENSATION

The bid for operation of the Kitchen is based on a “Price Per Meal” per inmate multiplied by the number of meals served. Price structure may be based on a sliding scale depending on the current population range. (Example)

Population Range:	Price Per Meal:
- 29 inmates	\$
30 to 34 inmates	\$
35 to 39 inmates	\$
40 to 44 inmates	\$
45 to 49 inmates	\$
50 to 54 inmates	\$
+55 inmates	\$

Bidders are required to submit a per-meal rate that will remain fixed for a twelve (12) month period. All cost increases will be mutually negotiated between parties using a known food cost index, and will be for twelve (12) month periods. Any deviations should be clearly stated in proposal for contract considerations.

Payment shall be made monthly for services upon proper receipt and approval by the Jail Administrator of billing statement as to the number of meals served for the stated month.

UNILATERAL RIGHT TO TERMINATE CONTRACT

Either party upon receipt of not less than ninety (90) days written notice may terminate the contract on an agreed date prior to the end of the contract period without penalty to either party.

CONTRACTOR’S LIABILITY

The vender will provide and maintain public liability and worker’s compensation insurance insuring, as they may appear, the interests of all parties to any agreement that results from this RFP. The vender is responsible for insuring that all precautions are exercised at all times for the protection of all persons and property. Documentation of the above insurances will be provided by the successful bidder to the County prior to contract execution and will be included as a Contract rider.

COUNTY’S LIABILITY

The selected firm agrees to indemnify, defend, and save harmless the County, its officers, agents, and employees from any and all claims and losses accruing or resulting from the negligent performance of work as described in any agreement that results from this RFP. Further, if any recipient of a contract subcontracts for work, they will enter into a contract with such subcontractor(s) that indemnifies the County as provided herein.

CRITERIA FOR SELECTION

All bids received shall be subject to evaluation by the county. This evaluation will be conducted in a manner appropriate to select a firm for the purpose of entering into an agreement to perform this project. The proposal must remain valid for at least ninety (90) days. The following factors will be considered in the selection.

Management Structure-10%: Consider vendor's management of operation, implementation plan, operational philosophy, on-site supervision, support of upper management.

Responsive to Tasks-30%-: Consider quality and quantity assurance (menu supervision), food and supply purchasing, dietician support, overall kitchen operations, meal preparation, ability to work with jail personnel with mandatory compliance issues and inspection requirements, provide special diets.

Prior Experience and Personnel-20%: Consider years in business, experience with similar size jails, references, employment of appropriate staff, training of staff, supervision of staff.

Cost and Price Analysis-40%: Consider "price per meal", any variances of cost based upon shifts in inmate population, cost determination, and other factors.

METHOD OF AWARD

Crawford County reserves the right to reject any or all proposals for any reason, in whole or in part, received in the response to this RFP. Crawford County will not pay for any information herein requested, nor is it liable for any costs incurred by the Bidder.

The successful vendor shall commence work only after the transmittal of a fully executed contract and after written notification to proceed from Crawford County. The successful bidder will perform all services indicated in the proposal in compliance with the negotiated contract.

After the evaluation of the "qualified" proposals and selection of the successful vendor, all "qualified" vendors will be notified in writing of the selected firm.