

**COUNTY OF TANEY,
MISSOURI**



REQUEST FOR PROPOSAL

For

FOOD SERVICE MANAGEMENT (Jail)

Taney County, Missouri

RFP #201108-147 – Food Service Management (Jail)

Release Date:

August 12, 2011

Submittal Deadline:

September 12, 2011

Not later than 9:00 AM, Central Time

Taney County Purchasing
132 David Street
P.O. Box 1630
Forsyth, Missouri 65653

Ron Erickson, Director of Purchasing
Phone: 417-546-7281 Fax: 417-546-7280
E-mail: rone@co.taney.mo.us

**REQUEST FOR PROPOSAL
FOOD SERVICE MANAGEMENT SERVICES**

RFP #201108-147

INFORMATION & REQUIREMENTS

Objective: The Taney County Purchasing Department is soliciting competitive sealed proposals from qualified food service management services for the Taney County Jail Facility for a period of three years. Food service management includes, but is not limited to the furnishing of all labor, food service, transportation equipment, food, beverages, materials, paper supplies and chemicals necessary to provide food service for the inmates at the Taney County Jail Facility.

If awarded, the contract will commence approximately **October 1, 2011**, or the date the contract is signed and filed in the office of the County Clerk.

Proposals for alternative arrangements for preparation, transport and service will be considered.

Background: Taney County is currently operating a 124,000 square foot Judicial Facility in which two jail pods are housing approximately 125 inmates.

Insurance Requirements: Offerors should review the required insurance coverage and notice of policy cancellation requirements that will be part of the resulting contract. Proposed pricing must include associated insurance costs. The selected offeror will be required to provide insurance certificates meeting all requirements at the time of notification of conditional award.

Site Visit/Plan Review: Offerors wishing to have a site visit or to look over the layout should contact Sheriff, Jimmie Russell at 417-546-7250.

Proposal Submission:

- Sign and return the Proposal Response Cover Sheet (ATTACHMENT 1). The form must be signed by a company representative authorized to bind the offeror contractually.
- Submit all required information as outlined in the Proposal Content & Evaluation Criteria section.
- Submit one (1) original and one (1) copy in a sealed envelope or other sealed container.
- Mark envelope or container with **RFP No. 201108-147** and submission deadline date.
- Submission Deadline: **Monday September 12, 2011 at 9:00 AM**

Submit to: Taney County Purchasing Department
Ron Erickson, Director of Purchasing
132 David Street / PO Box 1630
Forsyth, Missouri 65653

- Proposals received after the time deadline will be placed in the file unopened and will not be considered.**
- Proposals will be opened in a manner preventing disclosure of proposal contents. Proposals will then be sent to the Sheriff for evaluation.

Award by Written Agreement: The selected offeror shall be required to enter into a written agreement and that by signing the Proposal Cover Sheet the offeror acknowledges that they are willing to enter into the agreement if awarded the contract. Agreement shall be for one year with the option of renewing for two additional years (each done annually).

Preparation of Proposals:

- A. Failure to Read. Failure to read the Request for Proposal and these instructions will be at the offeror's own risk.
- B. Cost of Developing Proposals. All costs related to the preparation of the proposals and any related activities are the sole responsibility of the offeror. The County assumes no liability for any costs incurred by offeror throughout the entire selection process.

Rejection of Proposals:

- A. The County reserves the right to reject any or all proposals received. Furthermore, the County shall have the right to waive any informality or technical defect in proposals received when in the best interest of the County.
- B. No proposal shall be accepted from, or contract awarded to, any person, firm or corporation that is in arrears to the County upon a debt or contract or that is in default, as surety or otherwise, upon any obligation to the County, or that may be deemed irresponsible or unreliable by the County. Offerors may be required to submit satisfactory evidence that they have the necessary financial resources to perform and complete the work outlined in this RFP.

Confidentiality: All responses, inquires and correspondence relating to this RFP and all reports, charts, displays, schedules, exhibits, and other documentation produced by the offeror that are submitted to the County, as part of the proposal or otherwise, shall be come the property of the County when received by the County and may be considered public information under applicable law. Any material considered by the offeror to be proprietary must be accompanied by a written claim of confidentiality and a concise written statement of reasons supporting the claim. Blanket claims that the entire RFP is confidential will be denied.

ATTACHMENT 1

Proposal Response Cover Sheet
RFP No. 201108-147
Food Service Management Services

TO: Taney County Purchasing Department
Ron Erickson, Director of Purchasing
132 David Street / PO Box 1630
Forsyth, Missouri 65653

The undersigned, having carefully read and considered the Request for Proposal to provide Food Service Management Services and does hereby offer to perform such services on behalf of the County, in the manner described and subject to the terms and conditions set forth in the attached proposal. Services will be performed at the rates set forth in said proposal.

OFFEROR
Company Name: _____

Doing business as: an individual a partnership a corporation a limited liability company (mark appropriate box), duly organized under the laws of the State of Missouri.

By: _____
(Signature of authorized representative) (Please print or type name)

Principal office address:
Street Address: _____
City _____
Telephone _____ Fax _____
E:mail Address _____

Taxpayer Identification Number:

Employer I.D. No. _____ or Social Security No. _____
(Corporation or Partnership) (Individual)

ALL PROPOSALS MUST INCLUDE THIS COVER SHEET AND THE PROPOSAL CONTENT & EVALUATION REQUIREMENTS LISTED ON THE FOLLOWING PAGES.

All proposals submitted shall be binding for sixty (60) calendar days following the due date.

PROPOSAL CONTENT & EVALUATION CRITERIA

1. Qualifications: To be considered for award of this contract, the following minimum qualifications must be met and fully outlined and explained in proposal:

- A. The offeror must be organized for the purpose of providing institutional and/or volume food service, and must have current county correctional food service experience with proven effectiveness, in administering and managing correctional food service programs. Include a general overview and history of your company or business, number of years in business and number of employees.
- B. The offeror must identify key staff members who would be involved in providing the services and submit statements or resumes of the owner and proposed onsite manager detailing their qualifications. For security reasons, the Sheriff will perform a thorough background check of each offeror, and the personnel who will be assigned to this service.
- C. The offeror must have a central office that is capable of providing satisfactory provision of services to the onsite operations. The offeror must provide a start up plan.
- D. Proposals shall include sample menus to be served for a period of at least four (4) weeks including a nutritional analysis of submitted menus and a Nutrition Compliance Statement signed by a registered dietitian.
- E. It is to be expressively understood that the on-site Food Service Manager is to be assigned solely to the Jail Administrator.
- F. Proposals must include a detailed staffing charge identifying each position per shift and hours worked each day for each employee. A weekly schedule shall be submitted with the proposal.

2. Scope of Work: The successful proposer is expected to provide the following services as part of the food service management program:

- A. Meals: To provide three meals per day to detainees (2 hot/1 cold). Meal delivery shall be set at a time mutually agreed upon between the proposer and Jail Administrator. Proposer shall provide holiday meals larger than usual portion sizes and menu shall be approved prior by the Jail Administrator.
- B. Staffing Schedules: A weekly staffing schedule, which details each position and hours worked per shift each day. The food service program must be staffed with a full time on-site Food Service Manager. In addition, the food service must be staffed with a food service employee at all times detainee workers are working in the kitchen.
- C. Billing: The contractor shall issue one invoice on a monthly basis to the attention of the Jail Administrator, specifying the number of meals provided. After approval and verification, payment will be made within thirty (30) days of the receipt of invoice. Taney County qualifies for sales tax exemption as a government agency; therefore, no pricing within a proposal for food service shall include State or local sales or use tax.
- D. Equipment and Facilities:
 1. Taney County will provide, maintain, repair and permit the contractor to use the capital equipment. The contractor shall take all reasonable measures necessary to assure Taney County that its equipment is being properly used and maintained. The contractor will be responsible for repair of damaged equipment due to negligence of contractor's employees. Taney County will provide preventative maintenance and repair service on all County-owned equipment.
 2. Taney County shall supply all utilities relating to the operation of the food service equipment. The contractor will direct efforts at conserving utilities whenever possible.
 3. Taney County shall supply food serving trays, food distribution carts, inmate cups and eating utensils.
- E. Supplies: The contractor shall furnish all supplies, commodities and equipment not supplied by Taney County, that are necessary for an efficient, sanitary, and economically sound operation and provision of the services specified. This shall include all cleaning and paper supplies. If disposable utensils, plates, cups, etc. are used, they are to be biodegradable, recyclable or reusable. Polystyrene is not desirable.
- F. Security:
 1. Contract employees shall be responsible for the security and control of County issued keys and work tools. All tools such as knives, peelers and similar utensils shall be kept in a locked area when not in use. Recorded inventory control shall be maintained of all such items.
 2. Contract employees shall follow established security procedures and take direction from the correctional staff in an emergency situation.

- G. Sanitation: The contractor shall obey all Federal, State and local laws and ordinances regarding health, sanitation, and safety. The contractor shall keep all areas allocated for contractor use in a state of cleanliness that meets with the satisfaction of the State Jail Inspector and County Health Department.
- H. Inventory: The contractor and Taney County shall jointly inventory all capital equipment or food service related items under the contractor's direct control at the inception of the contract and annually thereafter. Copies of the inventory will be retained by the contractor and by Taney County.
- I. ACA and DOC standards: The contractor shall assure that the dietary operation is in compliance with the standards set by the American Correctional Association Jail Standards and will be of a caloric content not less than **2700 calories per day**. Documentation of menus as they are actually served must be maintained and submitted weekly to the Jail Administrator for information purposes.
- J. Special Diets: Therapeutic diets shall be available upon medical authorization. Specific diets shall be prepared and served to detainees according to the orders of the responsible health authority. Special diets for religious reason will be accommodated as directed by the policies of the jail.

3. General Specifications:

- A. Standards: All food services shall be provided in accordance with the American Correctional Association, State of Missouri Department of Corrections, as well as the Federal, State and local laws and regulations governing the food service industry.
- B. Personnel:
 - 1. Prior to reporting for work at the Taney County Jail Facility, all personnel shall be required to pass a background investigation conducted by the Taney County Sheriff.
 - 2. All personnel shall comply with all Federal, State and local laws, regulations, court orders, administrative procedures of the Taney County Sheriff's Office.
- C. Administrative:
 - 1. The successful proposer shall adhere to the policies and procedures as established by both the proposer and Taney County.
 - 2. The successful proposer shall be responsible for ensuring that its staff reports any problems, missing equipment, and/or unusual incidents to the Jail Administrator or designee immediately or in an appropriate time frame as designated by the Jail Administrator.
- D. Schedules:
 - 1. The successful proposer shall be responsible for establishing the work schedules of all food service employees in such a manner as to meet all objectives and requirements of the RFP.
 - 2. The Taney County Jail Facility is contracting for staff and services to be provided by the successful proposer, unless otherwise indicated. Should the level of service required by the contractor decline due to a position vacancy, the contractor will be responsible for replacement personnel. All replacement personnel shall be subject to the approval of the Taney County Sheriff.
- E. Quality Assurance: The successful proposer shall provide a comprehensive Quality Assessment and Assurance Program outline concerning the purchase, delivery, storage, preparation, and delivery of food within the facility.
- F. Independent Contractor: The successful proposer and its employees will at all times act and perform as and be considered an independent contractor and in no sense shall they be considered employees, agents or volunteers of Taney County.
- G. Insurance: The successful proposer agrees that it will, at all times during the terms of the agreement, keep in force and effect insurance policies as outlined in ATTACHMENT 2.
- H. Nondiscrimination: In connection with the performance of work under this assignment, the successful proposer agrees not to discriminate against any employees, applicant for employment, or actual or potential recipients of services because of age, race, religion, color, marital status, sexual orientation, sex, handicap as defined in the American with Disabilities Act (ACA) development disability, or national origin.

ATTACHMENT 2

Insurance Coverage, Descriptions and Requirements

1. Provider shall furnish County with Certificate of Insurance indicating proof of the following insurance from company's license in the State:
 - A. Worker's Compensation and Employers' Liability: Worker's Compensation Statutory in compliance with the Compensation law of the State and Employers' Liability Insurance with a limit no less than \$1,000,000 each accident.
 - B. Comprehensive or Commercial General Liability with a minimum limit of \$1,000,000 per occurrence/\$2,000,000 aggregate combined Single Limit for Bodily Injury and Property Damage Liability. This insurance shall include, but not be limited to, the following coverage.
 1. Premises – Operations
 2. Products and Completed Operations
 3. Broad Form Property Damage
 4. Contractual
 5. Personal Injury
 - C. Automobile Liability with a minimum limit of \$1,000,000 per occurrence \$1,000,000 aggregate Combined Single Limit for Bodily Injury and Property Damage Liability. This insurance shall include coverage for all the following:
 1. Owned Automobiles
 2. Hired Automobiles
 3. Non-Owned Automobiles
2. The certificate shall list the Certificate Holder and Address as follows: Taney County Sheriff, PO Box 1005, Forsyth, MO 65653. The services provided to Taney County shall be listed under "Description of Operations".
3. Such insurance shall include under the General Liability and Automobile Liability policies Taney County, its employees, elected officials, representatives, and members of its board and/or commissioners as "Additional Insured's".
4. Such insurance shall include a thirty (30) day notice to Taney County prior to cancellation or material policy change. The notice shall be given to the Taney County Sheriff. NOTE: Standard cancellation clause on a Certificate of Insurance is not acceptable.
5. Contractor shall require subcontractor, if applicable, to furnish identical certificates of insurance to the Taney County Sheriff prior to the contract taking effect.

ATTACHMENT 3

Cost Per Meal

NOTE: Cost per meal shall include all costs necessary (except capital equipment to prepare all inmate meals).

Meals Served	Cost Per Meal
80-99	\$ _____
100-119	\$ _____
120-139	\$ _____
140-159	\$ _____
160-179	\$ _____
180-199	\$ _____
200-220	\$ _____

Annual Price Adjustment: The price per meal shall remain firm for the first year following award of the contract. Thereafter, the Contractor or Taney County shall be entitled to request an annual price adjustment. The request for price adjustment by the Contractor shall be submitted within thirty (30) days before the contract anniversary date of each year.