



Morgan County Board of Commissioners
P. O. Box 168
Madison, Georgia 30650

REQUEST FOR PROPOSAL FOR INMATE FOOD SERVICES

Morgan County Board of Commissioners are seeking bids to provide inmate meals for an initial period of 3 years. The specifications below address the specific requirements together with certain details which the successful bidder must conform. The bidder shall bear the responsibility of insuring that the elements contained within the specifications are sound, safety conscious, and functional.

Objectives

The objective of this RFP is to result in a contract between the successful bidder and Morgan County that will meet the following objectives:

- To deliver high quality food service compliant with established nutritional and health standards
- To operate the food service program using correction experienced and professionally trained personnel
- To operate the food service program in a cost-effective manner with full reporting to the County
- To implement a food service operation plan with clear objectives, policies, procedures and evaluation of compliance
- To maintain standards established by the County, as well as American Correctional Association (ACA), and any applicable State and Federal Correctional Food Service Standards
- To offer a comprehensive program for continuing staff training and inmate training

Pre-Bid Meeting

Due to COVID-19 safeguards, in lieu of a mandatory on-site pre-bid meeting, prospective bidders must notify the County by 1:00 p.m. June 15, 2020 of their intent to bid. Notices should be sent to Mark Williams at mwilliams@morgancountyga.gov. Once intent to bid is received, prospective bidders will be provided with a link for a virtual tour of the kitchen facilities. Appendix 1 of the RFP is a listing of all equipment that is provided/maintained by the County. Any additional questions regarding the facilities should be sent via email to mwilliams@morgancountyga.gov. All questions and answers will be forwarded via email to all prospective bidders.

RFP Submission

Companies who wish to respond must submit an original and (3) copies of the proposal in sealed packages marked “INMATE FOOD SERVICES”. Fax and e-mail responses are not acceptable.

Responses to the RFP will be accepted until 10:00 a.m. July 1, 2020.

Responses must be delivered to: Mr. Mark Williams, Procurement Director
Morgan County Board of Commissioners
150 E. Washington Street
Madison, Georgia 30650

Requests for extension of this date will not be granted. Any late proposal will not be considered. It is the sole responsibility of the Respondent to ensure that the proposal arrives at the designated location prior to the deadline.

Morgan County reserves the right to reject any and all proposals, to waive any informality or technicality and to accept that proposal which, in the judgement of the proper officials, is in the best interest of Morgan County.

Due to COVID19 safeguards bid opening will be via a Zoom meeting on July 1, 2020 at 10:00 a.m. Bidders will be provided with a meeting link and bid tabs will be sent out at a later date via email.

RFP Cost

All costs incurred in the preparation and presentation of responses to the RFP shall be completely absorbed by the respondent. All documents submitted as part of the RFP will become property of Morgan County. Requests for specific material to be returned will be considered.

Contact

All questions about this RFP and submission requirements must be directed in writing to Mr. Mark Williams via email at mwilliams@morgancountyga.gov.

Any unauthorized contact shall not be responded to and may result in the disqualification of the responder's submittal. Answers to questions submitted will be communicated to respondents via email.

RFP Amendments

It is the responsibility of respondents to check the Morgan County website for RFP information and amendments

Non-Collusion

By submitting a proposal, the respondent represents and warrants that no official or employee of Morgan County has an interest, directly or indirectly in the proposal or in the final contract award. The respondent further understands proposals will be rejected if there is any evidence of collusion with another respondent.

Compliance with Laws

Respondents agree to be bound by applicable Federal, State and Local laws, regulations, and directives and be licensed to conduct business in the State of Georgia.

Qualifications of bidder

To be considered for award of this contract, the contractor must meet the following minimum qualifications:

- The contractor must be organized for the purpose of providing institutional and/or volume food service, and must have five (5) years previous correctional feeding experience with proven effectiveness in administering corrections food service programs
- The contractor must have the ability for a contract start-up by October 1, 2020
- The contractor must have qualified and trained staff; at a minimum the contract manager must have three years of corrections feeding experience

Qualification & Award Basis

Morgan County reserves the right to accept or reject any and all proposals or any parts of a proposal wherein its judgment, it will be in the best interest of the County; waive any technicalities/informalities in the RFP document and proposal process; and to qualify and award any or all of this contract in any manner in which Morgan County, acting in the sole and exclusive exercise of its discretion, deems to be in Morgan County's best interest. The County reserves the right to award this contract not necessarily to the contractor with the lowest price, but to the bidder that demonstrates the best ability to fulfill the requirements of the RFP. If no acceptable proposal is received Morgan County also reserves the right to re-solicit proposals, at its sole discretion. Contractors whose proposals do not meet the mandatory requirements will be considered non-compliant. After the evaluation of the proposals and selection of the successful contractor, all contractors will be notified in writing of the selected firm.

References

Submission of a response authorizes Morgan County to make inquiries concerning the respondent and its officers to any persons or firms deemed appropriate by Morgan County.

Binding Offer

Each bid shall constitute a firm offer that is binding for ninety (90) days from the date of the bid opening, unless the bidder takes exception to this provision in writing.

Proposal Format

The proposal shall be prepared simply and shall be straightforward and concise. The bid packet should include:

Cover Letter

The Transmittal Letter should be brief, addressed to the County, and contain the following information:

- Name and Address of the Contractor
- Name, Title, Telephone Number, and email address of the Contact Person for questions regarding the RFP response
- The signature, typed name and title of the individual who is authorized to commit the contractor to the proposal

Executive Summary

A brief overview of the contractor's proposal to the County.

Experience and Reputation of the Contractor

- The corporation's background and history, including number of years in business, number of employees, number of accounts, annual gross sales and professional association affiliations
- Depth of corporate and operational support
- At least three current references for correctional facilities similar to Morgan County in Georgia. Include institution's name, address, contact person and contact's phone number.

Operation Plan

An overview of the contractor's plan to operate the County's facility.

Management and Staffing

- Plan to support onsite personnel
- Resumes of key operational management personnel

- A staffing schedule for Contractor's personnel
- A staffing schedule for inmate labor
- The ability of the Contractor to supervise inmate labor

Training and Education

- An overview of the Contractor's staff orientation program
- Highlights of the Contractor's in-service training and certifications programs
- An overview of the contractor's inmate training programs

Menus

- Summary of approach to menu management, including any support services or special programs
- Substitution policy
- Contractor's minimum food specifications
- Plan to accommodate special medical and religious diets along with a listing of various types of diets
- Provide at least 3 sample holiday menus
- A sample four-week menu cycle accompanied by a summary nutritional analysis, certified by a registered dietitian must accompany the proposal
- A plan for staff dining with sample menus
- A plan to continue food services in various emergency situations such as loss of water, loss of steam or electricity, contractor failure, work stoppage, including emergency menus
- A program to offer high quality, fresh food items to inmates and staff

Quality Assurance and Sanitation Program

- An overview of the contractor's quality assurance program including menu planning, purchasing, receiving, storage, ingredient control and processing, food preparation, portioning and serving of meals, delivery of meals, and sample forms to be used.
- Contractor's plan to ensure the overall performance of the Food Service operation
- An overview of the Contractor's sanitation program

Workplace Safety and Security

- Standards followed to ensure workplace safety goals are maintained
- Plan to maintain security controls
- Tool control program
- Plan to control "hot" items

Accounting and Reporting

- Description of the contractor's reporting and accounting system to include food production, inventory management and ordering, along with sample reports

Transition Plan

- Provide a detailed plan and time schedule for transitioning the kitchen operation

Price Proposal

- Pricing per meal to be provided, on a sliding population scale for inmate meals and how pricing is calculated.
- Pricing for staff meals to include detailed plan on how staff would be invoiced and pay for meals.

Additional Documentation

- Sample contract utilized by respondent
- Acknowledgement of bid amendments, if any
- Current W-9
- Certification of E-Verify compliance (form attached)
- Certificate of general liability insurance and workers compensation
- Any other information deemed necessary by respondent to aid in award of purchase

SERVICES REQUESTED

Scope of Work

Morgan County is seeking a qualified vendor to provide food service 7 days a week and program support services for an inmate population of approximately 84. The following terms and conditions must be met:

Contractors will be expected to provide the following services as part of the food service program:

Food Requirements

The contractor shall meet mandatory technical requirements as specified in this section. Failure to meet these requirements will result in the rejection of the contractor's proposal.

- The contractor shall provide three meals per day, at least two of which will be hot, seven days per week. One of the three daily meals may be a cold meal. A beverage shall be included with each meal. Milk shall be served at least twice a week.
- No more than 13 hours shall pass between the dinner and breakfast meals. Meal delivery times shall be mutually agreed upon between the contractor and the Sheriff's Office personnel.
- The contractor shall offer staff meals. Proposals shall include procedures for staff to order meals, how staff meals will be invoiced and how menus may differ from inmate menu.
- All menus and special diets must meet the standards for adult holding and detention facilities as established by the American Correctional Association. All menus will be approved prior to service, and quarterly thereafter by a registered dietitian. All meals served will provide an average of 2600 calories per day in addition to all required nutrients.
- The contractor must provide a summary nutritional analysis for the menu, including the "as served" portion sizes of each menu item.
- Meals will be served at appropriate temperatures and in a manner that makes them visibly pleasing, complete with condiments (dressing, sugar, salt, pepper, ketchup, or mustard) where indicated.
- The contractor shall provide meals of sufficient variety to include regional considerations for the population of the facility.
- The contractor shall provide, at no additional cost, religious and medical diets conforming to special religious or physician-ordered specifications. The contractor shall maintain complete records showing which inmates are to be

provided medical diets, contents of the diet and whether each inmate requests and receives their prescribed meal. Copies shall be submitted to the health care service administrator monthly. Previous month's documentation is to be submitted no later than the fifth working day of each month. Health care services will provide documentation of verbal diet orders within 24 hours.

- The contractor shall include sample menus in the proposal for special holiday meals on holidays. Proposed menus and holidays shall be identified. All such meals will be provided at contract rates. A minimum of three holiday meals shall be provided annually including Thanksgiving, Christmas, and one (1) meal to be scheduled at the discretion of the County.
- At least a three-day supply of food must be maintained on site for emergency contingencies.
- The average daily population is approximately 84 inmates. Additionally, the contractor shall expect to serve approximately 8 meals per day to staff and visitors. This section is not to be construed to mean the contractor shall serve 92 meals daily. It is only provided as a guideline for possible meals to be served. Contractor should provide detailed explanation of how cost per meal is determined.

Contractor Requirements

- Provide all consumable supplies and food products that are required for food service operations. These supplies and food products shall remain the property of the contractor. Cleaning supplies for the kitchen area shall be provided by the contractor.
- Be responsible for routine cleaning and housekeeping of food service preparation, service and storage areas and will, on a continuing basis, maintain standards of sanitation required by state or local regulations.
- Assign a minimum of one employee per shift to oversee and supervise all aspects of the food service operation. Inmates will be provided as required by the contractor, subject to the approval of the Sheriff or his designee. The

contractor will provide an operating schedule for all contractor staff. Up to 5 inmates may be utilized per shift. Inmate labor shall be used to assist in the preparation of food, delivery of meals and general sanitation and cleaning. The contractor agrees to train and supervise such personnel, subject to the overall control of the County.

- Agree that its employees assigned to duty at the jail shall submit to periodic health examinations at least as frequently and as stringently as required by law and agrees to submit satisfactory evidence of compliance with all health regulations to the County, upon request.
- Secure and pay all federal, state, and local licenses, permits and fees, and any taxes required for the operation of food services provided hereunder.
- Contractor shall submit to the County on the first day of each week, covering the previous week, an invoice for meals ordered or served, whichever is greater. The price per meal charged to the County shall be described in the proposal and shall be guaranteed for meals for one year.
- The contractor shall return to the County at the expiration of this contract the food service premises and all equipment furnished by the County in the condition in which received except for ordinary wear and tear and except to the extent that said premises and equipment may have been damaged by fire, flood or unavoidable occurrence and except to the extent that said equipment may have been stolen by persons other than employees of the contractor without negligence on the part of the contractor or its employees; and providing that all damages and losses are reported to the County for all items covered by this paragraph. The County will pay for needed repairs caused by normal wear and tear. Equipment, which in the opinion of the County has exceeded its useful life, will be replaced by the County after consultation with the contractor.
- The contractor agrees to provide any additional food services as mutually agreed upon at prices mutually agreed to.

- The contractor shall keep full and accurate records of sales and meal count records in connection with the food services. A copy of these records shall be supplied to the Sheriff or his designee on request. In addition, all such records shall be available for auditing by the County at any time during regular working hours.
- Facility inspections shall be made by the County when deemed necessary, with or without advance notice to the contractor. The facilities and equipment used in the contract shall not be used to prepare food for agencies or persons other than those designated under the proposal without advance written approval of Morgan County.
- Inspections of kitchen facilities by County and State Health agencies must achieve satisfactory ratings.
- Food service personnel employed by the contractor will be properly attired in a clean uniform at all times. Contractor will provide said uniforms to its personnel. Hair restraints will be worn at all times such personnel are performing duties areas where food is stored, prepared or consumed.
- The County shall provide utilities to include electricity, natural gas, water, garbage collection, pest control, telephone and internet.

Staff Requirements

- Contractors to provide all management, hourly employees, fringe benefits, food products and supplies necessary to provide food service for inmates, staff and visitors
- Vendor employees assigned to the facility must submit to a criminal background check conducted by the County. The Sheriff or his designee has the right to refuse access to an employee based on contents of criminal history.
- All proposals must clearly detail the proposed use of the food service manager

and inmates as part of the contractor's food service proposal. Included in this section shall be detailed explanation of method of supervision, job description and overall approach to working with County employees.

- If the proposal includes the use of inmate labor, training in kitchen skills and food service delivery shall be provided by the contractor. The proposal shall outline what this training will entail as part of the contractor's overall vocational training program.
- Inmates are not permitted to supervise other inmates.
- Maintain required Federal, State and/or Local certifications and training. At least one employee must Serve Safe certified.

Evaluation Procedures

An evaluation team will evaluate proposals submitted. Each proposal will be evaluated for full compliance with the RFP instructions to the Respondent and the requirements set forth within the RFP document. Proposals will be evaluated on criteria will include

- Compliance with specifications detailed in RFP.
- Company history
- Contract provisions
- Information obtained from references
- Cost



APPENDIX 1 - KITCHEN EQUIPMENT

Kitchen		Kitchen	
Name	Scotsman Ice Maker	Name	Groen Tilting Braising Pan
Model	C0830MA - 32A	Model	BPM-40E
Ser.	9061320012098	Ser.	J97653-1
Age	2009	Age	Sep-09
Name	Grindmaster Coffee Maker	Name	True Refrigerator
Model	8103E	Model	AE4440YXA R-134A
Ser.	A168146	Ser.	5291635
Age	Sep-09	Age	2009
Name	Victory Refrigerator	Name	Victory Refrigerator
Model	RSA-1D-S7 R-134A	Model	RS-2D-S7-PT R-134A
Ser.	K0979008	Ser.	K0979011
Age	2009	Age	2009
Name	Hobart Slicer	Name	Victory Warming Cabinet
Model	2712C	Model	HAS-2D-S7-PT
Ser.	58-1307-838	Ser.	K0978929
Age	2009	Age	2009
Name	Hobart Mixer	Name	Hobart Mixer (LEGACY)
Model	84145C	Model	HL300C
Ser.	56-1307-746	Ser.	31-1421-119
Age	2009	Age	2009
Name	Southband Gas Stove	Name	Vulcan oven
Model	4361A	Model	#:VC6GD-SEFCAK
Ser.	09J92277	Ser.	#:48-1646409
Age	2009	Age	2009
Name	Serve Well Food Service Eq	Name	American Panel Walk-in Cooler
Model	38004	Model	Pam N 1553F R-404A
Ser.		Ser.	38645A
Age	2009	Age	2009
Name	Vulcan Wormer-oven	Name	American Panel Walk-in Freezer
Model	#:VC6GD-SEFCAK	Model	Pal S 3053W R-404A
Ser.	#:48-1646410	Ser.	38645A
Age	2009	Age	2009

Name US. Range (Grill)
Model RGTSA 2436-1
Ser. 09I0I00200325
Age 2009

Freezer Box info
Model FW3677-11TWNL
Ser. 38645A
Ser. 38645A

Name Champion Dishwasher
Model 66PW
Ser. RE09085571
Age 2009

Name Saluajor Food Waste System
Model S914
Ser. 27646
Age 2009

Name Hatco Booster Heater
Model S-36 Item no. S00724
Ser. 6822750937
Age 2009



MORGAN COUNTY
GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT
CONTRACTOR AFFIDAVIT

CONTRACTOR: _____

AUTHORIZED OFFICER/AGENT & TITLE: _____

PROJECT OR JOB: _____

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with Morgan County has registered with and is participating in a federal work authorization program in accordance with the applicable provisions and deadlines established in O.C.G.A. 13-10-91, unless contractor has NO EMPLOYEES (see below).

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with Morgan County, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form.

Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to Morgan County at the time the subcontractor(s) is retained to perform such service.

CHECK ONE:

[] I have NO EMPLOYEES and do not intend to hire any employees. I am attaching a copy of a state issued driver's license or state issued identification card in lieu of providing an E-Verify User Identification Number.*

OR

[] I have AT LEAST ONE EMPLOYEE. My E-Verify User Identification Number (or "Company ID" number) and authorization date are listed below. (Consists of 4-6 numerical characters)

E-Verify User Identification Number

Authorization Date

Signature of Authorized Officer or Agent for Contractor

E-Mail Address

SUBSCRIBED AND SWORN BEFORE ME ON
THIS ____ DAY OF _____, 20__

My Commission Expires: _____

Notary Public

*A driver's license or identification card shall only be accepted if it is issued by a state within the United States and such state verifies lawful immigration status prior to issuing a driver's license or identification card. Copies of such driver's license or identification card must be attached to this affidavit and forwarded to the County.