



ALPENA COUNTY SHERIFF'S OFFICE

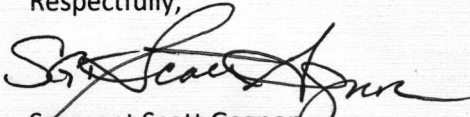
Sheriff Steven J. Kieliszewski
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Date: July 25, 2019
To: Alpena County Board of Commissioners
From: Sergeant Scott Gagnon
Reference: Request to publish RFP for Jail Food Service

Chairman of the Board,

The Alpena County Sheriff's Office is requesting to publish a request for proposals for jail food service. Our current contract ends December 31, 2019. Please see attached request for proposal. I am requesting a 5 year food service proposal to provide meals for inmates incarcerated in our facility.

Respectfully,


Sergeant Scott Gagnon

ALPENA COUNTY SHERIFF'S OFFICE

REQUEST FOR PROPOSAL: JAIL FOOD SERVICES

The Alpena County Sheriff's Office is requesting proposals from qualified vendors to provide quality Jail Food Services to inmates 7 days per week. The jails current maximum capacity is 69 beds that fluctuates with an average daily population of 55 inmates. A new facility is being built that will have a maximum capacity of 94 beds. The new facility has an anticipated move in date in the early part of 2021.

The Food Service contract will be for a term of 5 years with expected starting date to be on or about January 1st, 2020. In addition, the County reserves the option of extending the contract without bid on a year-to-year basis for additional 1-year periods.

Sealed bids must be submitted no later than Wednesday September 11th, 2019 at 10:00am. Sealed bids can be returned to Alpena County Commissioners at 720 W. Chisholm St Suite 7, Alpena, Michigan 49707 or by email to bids@alpenacounty.org. Bids should be labeled **Alpena County Jail Food Service**.

QUALIFIED BIDDERS

The vendor must be organized for the purpose of providing institutional and/or volume food service and have 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 an experienced registered dietitian in accordance with requirements of the Department of Corrections and the Health Department.

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

The vendor is encouraged to provide references, including names of facilities, address and contact persons with phone numbers.

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

INQUIRIES

Questions that arise as a result of this RFP should be submitted to Sergeant Scott Gagnon, Jail Administrator by email at gagnons@alpenacounty.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 vendors who submit a proposal. These meetings provide an opportunity for the County to ask questions and for the bidder to clarify the proposal. The Jail Administrator will facilitate scheduling of presentations if required.

EQUIPMENT/FACILITIES

The vendor is entitled and expected to use all County owned equipment in the jail kitchen. The County shall provide appropriate utilities for the operation of the kitchen and maintain its equipment.

SECURITY

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

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

INMATE FOOD SERVICE

The vendor shall prepare and serve 3 meals per day for each day of the calendar year. The meals shall be available at times specified by the Jail Administrator. Meals are currently served at 6:30 am, 11:00am and 5:00 pm.

All meals shall be appropriate for the specific time of the day and shall be a minimum of 2500 calories to include at a minimum 2 hot meals and one cold meal. At a minimum a 4 week menu will be posted and adhered to. Any necessary changes in the menu shall be in writing to the Jail Administrator 3 hours prior to the meal being served. Meals shall pass a prior review by a registered dietitian.

The vendor will be responsible for all menu supervision, line operation, employment of staff and purchasing all food, related supplies, hair nets, gloves and cleaning materials related to food service. The county shall be responsible for cleaning supplies of floors.

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 population.

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

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

UNILATERAL RIGHT TO TERMINATE CONTRACT

Either party upon receipt of not less than 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.

CONTRACTORS LIABILITY

The vendor will provide and maintain general liability insurance and workers compensation insurance as follows:

General Liability- Alpena County is to be named as additional insured on the policy

\$1,000,000.00 Per occurrence
\$1,000,000.00 General Aggregate
\$1,000,000.00 Products/Completed Operations Aggregate
\$1,000,000.00 Personal/Advertising Injury
\$50,000.00 Fire Legal Liability
\$5,000.00 Premises Medical

Business Automobile Liability (including Non-Owned and Hired Automobile)

\$1,000,000.00 Bodily injury per person
\$1,000,000.00 Bodily injury each accident
\$1,000,000.00 Property Damage
Or \$1,000,000.00 Combined Single Limit

Workers Compensation

\$500,000.00 Each Accident
\$500,000.00 Each Disease
\$500,000.00 Policy Limit for Disease

Commercial Umbrella (will be optional)

\$1,000,000.00 Limit per occurrence
\$1,000,000.00 Aggregate limit
\$500,000.00 Professional Liability (where required)

METHOD OF AWARD

Alpena County reserves the right to reject any and all proposals for any reason, in whole or in part, received in the response to this RFP. Alpena 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 Alpena County. The successful bidder will perform all services indicated in the proposal in compliance with the negotiated contract.