

SPECIFICATIONS

GENERAL PROVISIONS, TERMS, AND CONDITIONS

TO OPERATE A FOOD SERVICE PROGRAM FOR HOUSTON COUNTY JAIL

1. GENERAL

- Wherever the word "Director" is used unless otherwise specified, it shall be construed to mean the Sheriff of Houston County or his/her duly authorized representative, and wherever the word "Contractor" is used, it shall be construed to mean the successful bidder with whom a contract is made for the operation of a Food Service Program stated herein.
- The Contract shall be for the right and privilege of operating a Food Service Program for the Houston County Jail and entities contracted by the County for food service.
- The contractor shall carry Public Liability Insurance, including the contractual liability assumed by the contractor, and shall deliver Certificate of Insurance from carriers acceptable to the County, specifying such limits, with the County named as an additional insured. In addition, the insurer shall agree to give the County thirty (30) days notice of its decision to cancel coverage.
- The County reserves the right to investigate the background of all personnel to be used at this location by the successful bidder. Individuals found with crimes of violent convictions, as defined by Alabama law, must be approved by the Sheriff before employment.
- A performance bond in the amount of \$10,000.00 must be submitted by the successful bidder within ten (10) days of the award.
- The Contractor shall furnish all supervisory labor, material, and supplies necessary to provide food service for inmates. After obtaining the meal history for the past twelve (12) months, the average per meal count is 544, which included 80-110 Dothan City inmates who are fed by our facility. The capacity of our jail in addition to the current average City of Dothan inmates brings potential meal total to approximately 600. This information is being provided to assist you in the bid process. Bids should include one fixed price per meal and not be based on any sliding scale. The inmate population fluctuates and Houston County cannot guarantee any fixed minimum population.
- All questions concerning this bid should be directed to Keith Reed, Jail Commander, at (334) 712-0762. A site visitation is mandatory for submitting a proposal.

- Food Service will be required 365 days per year, three times per day, meeting all applicable National Sheriff's Association, American Correctional Association, Federal, State, and local guidelines, laws and regulations to include medical and religious restrictive diets.
- The Contractor will provide additional food and/or beverage upon written or verbal request, by the Sheriff or his duly authorized representative for holiday meals not to exceed two (2) per year.

Should Houston County, for any reason, close the Houston County Jail, this contract becomes null and void.

2. CONTRACTOR STATUS, RESOURCE AND EXPERTISE

- The Contractor will have a minimum of three years Food Service experience in a Correctional facility.
- A complete list of current correctional accounts with the following: Name of Facility, Inmate Count, Address, Name of Contact Person and their phone number must be included in the proposal.
- The Contractor shall provide a general history, description and status of the Company.
- The Contractor will list all Correctional Accounts terminated in the last five (5) years, giving the name of the contact person, telephone number, and the reason each account was terminated should also be included.
- The Contractor will provide Corporate Organizational Charts along with a staffing schedule for facility employees.
- The Contractor will provide a list of inmate labor requirements for the kitchen.

3. THE PROPOSAL FOR FOOD SERVICE SHALL INCLUDE:

Plan of Operation and a Statement of Commitment

- Purchasing specifications.
- Procedures used in safety, sanitation, security and training (inmate and/or civilian labor).
- Sample Menu, a minimum of 3000 calories per day, four week cycle.
- Quality control methods and standards.

- Statement of nutritional adequacy prepared by a registered dietitian.
- Equipment and facility design needs or recommendations.
- A Contingency Plan in the case of power failure, fire, floods or other acts of God.
- A weekly invoice for meals and any additional product required by the institution.
- Contractors billing procedures.

4. **PERSONNEL AND MANAGEMENT STAFFING**

- A proposed organizational chart to be used at this facility.
- Method of corporate support.
- Describe training programs for management, staff and inmate labor.

5. **HOUSTON COUNTY SHALL BE RESPONSIBLE FOR AND PROVIDE:**

- Accurate and timely orders for meals served to inmates.
- Space, adequate ingress and egress to all production and storage areas. In case it shall be desired, meals may be served in day room areas.
- Adequate heat, refrigeration, light ventilation and all other utilities.
- Adequate preparation kitchen facilities at the County Jail, completely equipped and ready to operate.
- Furnish and maintain an adequate inventory of service-ware, glassware, pots, pans and utensils.
- Trash Removal.
- Extermination Services.
- Security: control and limitation of inmates in, to and from the food service area.
- Proper handling and delivering of meals to inmates.

6. **FINANCING**

- The price per meal quoted in the proposal must be for the first full year of the contract.
- Any additional one year contracts, if approved by both parties, will be negotiated with the Consumer Price Index.

7. **CONTRACT TERMINATION**

- The contract shall be for three years subject to annual consumer price index increases, renewable. Thirty days written notice shall be given by both parties to terminate this contract.

All items requested in this Request for Proposal must be included in the response. Failure to include these requested items in your proposal could be cause for your proposal to be rejected.