



**Racine County
Finance Department – Purchasing Division**

**Racine County Courthouse
730 Wisconsin Avenue
Racine, WI 53403-1238
Phone (262) 636-3706
Fax (262) 636-3763**

**Kenneth J. Schmidt
Purchasing Coordinator**

September 28, 2016

Dear Inmate Food Service Vendor,

You are invited to submit a proposal to provide **Food Service Management for the Racine County Jail, Racine County Juvenile Detention Center, and the Racine County S.A.I.L. Program**. Proposals are due on or before 2:00 p.m. CDT on Tuesday, November 3, 2016, in the office of the Racine County Finance Department – Purchasing Division. Late bids will not be accepted.

Responses must be in a sealed envelope or box and show the firm's name, address, and solicitation number on the cover. Your response must be manually signed and dated and include all requested information.

Any questions regarding this Request for Proposal must be submitted in writing and directed to:
Kenneth J. Schmidt, Purchasing Coordinator
County of Racine
Facsimile: 262-636-3763
Ken.Schmidt@racinecounty.com

No other Racine County employee or representative is authorized to provide information or interpret any portion of this solicitation. No contact from a Vendor to any Racine County employee or elected official should be made during this process unless authorize by the Racine County Finance Department – Purchasing Department.

A mandatory pre-proposal conference and site tour will be held at 2:00 p.m. CST on Wednesday, October 5, 2016. While any firm interested in potentially submitting a proposal must attend mandatory pre-proposal conference, such participation does not obligate the Vendor to submit a proposal. If you plan on attending, please complete and fax/email the attached registration form no later than 4:30 p.m. CDT on Tuesday, October 4, 2016. Only those vendors completing the mandatory pre-proposal conference/tour will be permitted to submit a proposal.

Sincerely,
Kenneth J. Schmidt

Kenneth J. Schmidt
Purchasing *Coordinator*

Encl: Proposal Package

REQUEST FOR PROPOSAL

FOOD SERVICE MANAGEMENT FOR THE RACINE COUNTY JAIL, THE RACINE COUNTY JUVENILE DETENTION CENTER, AND THE RACINE COUNTY S.A.I.L. PROGRAM Proposal # 16-RCJ-002

I. PROJECT OVERVIEW

Racine County is currently soliciting sealed proposals to provide food service management for the inmates at the Racine County Jail, juveniles within the Racine County Detention Center, and active participants within the Racine County S.A.I.L. Program. The objective of this Request for Proposal (RFP) is to contract with a food service management firm to provide three meals a day for the above facilities which meet the State DOC regulations, as well as ACA, USDA, and Federal Bureau of Prisons Food Service standards in a cost-effective and efficient manner. Responsibilities include menu planning, food procurement, food preparation, supply inventory, kitchen and equipment maintenance, and staffing. The resulting contract will cover an initial contract period of three (3) years commencing January 1, 2017 and may be renewable for two (2) additional one-year periods at the County's discretion.

Based on the Scope of Services, and Mandatory Proposal Requirements as described on pages 7 - 19, please submit a detailed proposal to the Racine County Finance Department – Purchasing Division.

II. BACKGROUND

The Racine County Jail is located at 717 Wisconsin Ave, Racine Wisconsin 53403. Adult inmates to be served by this contract are located in this facility. This facility houses both male and female adult inmates as well as the Racine County Huber Program Dorm. The adult facility has a capacity of 876 individuals.

The Racine County Juvenile Detention Facility is located at 1717 Taylor Ave, Racine WI 53403. The Juvenile Detention facility houses both male and female juvenile offenders. The juvenile area has a capacity of 131 juveniles.

The Racine County S.A.I.L. Program is located at 1717 Taylor Ave, Racine WI 53403. The S.A.I.L. Program houses both male and female adults. The S.A.I.L. Program has a capacity of 13 individuals. Meals are transported to the S.A.I.L. Program from the Racine County Jail by Racine County Detention Facility workers.

The kitchen area is located inside the secure area of the Racine County Jail and receives deliveries in a parking lot through a secure receiving area with a garage type overhead door at ground level. There is no elevated loading dock available. The kitchen is currently staffed by the current vendor which includes one full-time kitchen supervisor. The kitchen staff is supplemented by inmate workers from the Racine County Jail, who assist with kitchen duties, including food preparation. The food is portioned onto trays and placed on carts for delivery to the housing areas. Racine County Jail Correctional staff serves and collects the trays through food passes into the housing areas.

Historical Data - 2015:

Jail Average Daily Population:	673
Detention Average Daily Population:	31
S.A.I.L. Program Average Daily Population	10

III. PROPOSAL SUBMITTAL INSTRUCTIONS

A. VENDER QUESTIONS

Vendor firms are reminded to carefully examine the bid and specifications upon receipt. If the bidder does not fully understand the Request for Proposal (RFP) or is in doubt as to the County's ideas or intentions concerning any portion of the Proposal, the Vendor shall submit all questions in writing to Kenneth Schmidt, Purchasing Coordinator, by 4:30 p.m. CDT on Thursday, October 16, 2016, either by fax or e-mail for interpretation or correction of any of the printed material.

Fax: 262-636-3763

E-mail: Ken.Schmidt@racinecounty.com

Answers to all questions will be sent to qualified vendors who have attended the site visit by 4:30 p.m. CDT on Thursday, October 20, 2016, in the form of a RFP addendum. If necessary, an extension will be made to the bid opening date. The Request for Proposal and any addenda will be posted on Racine County's web site <http://racinecounty.com/government/finance/purchasing-rfps-and-bids> under the Purchasing RFPs and Bids section of the web site.

B. MANDATORY SITE VISIT

A site visit to Racine County Jail has been scheduled for 2:00 p.m. CST on Wednesday, October 5, 2016 for a question and answer session between food service providers and Racine County representation. Racine County personnel representation will include the Racine County Jail Captain, Jail Lieutenant, and the Juvenile Detention Superintendent. All personnel will be available to answer vendor questions. Access to the jail kitchen, storage rooms, and delivery areas will be open for inspection purposes and access to view these areas shall be provided during the tour.

The mandatory site visit will begin in the main lobby within the Racine County Law Enforcement Center which is located, 717 Wisconsin Ave., Racine, Wisconsin. Vendors are to meet within the main lobby of the building on the first floor. Vendors are to enter the LEC through the west door on Wisconsin Ave. You will be required to pass through a security metal detector, so please leave all potential weapons outside the LEC facility. The address of the Racine County Jail is 717 Wisconsin Avenue, Racine, WI 53403

Please notify the Racine County Purchasing Coordinator via e-mail (ken.schmidt@racinecounty.com) or fax (262.636.3763) or telephone (262.636.3700) and inform him of all representation from your firm that will be attending the scheduled mandatory site visit. The Vendor Letter of Registration for the pre-proposal meeting is located within Exhibit A on page 23 of this RFP solicitation.

Please note that only those vendors completing the mandatory site visit shall be permitted to submit a proposal.

C. ADDENDA

Any changes made as a result of a written request will be issued via RFP addenda to all prospective vendors and if necessary, an extension will be made to the bid due date. Addenda will be posted to the Racine County web site located at <http://racinecounty.com/government/finance/purchasing-rfps-and-bids> under the Purchasing

RFPs and Bids section of the web site. Vendors are responsible for checking this web site for any future addenda, etc. prior to the bid due date. All addenda must be signed and returned with your bid as specified in the addenda. Vendors who do not return the addenda may have their bids rejected. If you are unable to access the internet, contact Racine County Finance Department – Purchasing Division at 262-636-3706 for a hard copy of this Request for Proposal. If a vendor receives a proposal packet from any source or entity other than the Racine County Finance Department – Purchasing Division, the bidder is responsible for contacting the Racine County Finance Department – Purchasing Division and request that the firm's name be put on the bid list for the project. Failure to do so in no way obligates the County to send out addendum or other information concerning this request to the firm.

D. METHOD OF PROPOSAL

Vending firms must include all required information as specified within this RFP solicitation. Worksheets must be typewritten or printed in ink. Any proposal written in pencil shall be rejected. Failure to meet any requirements listed in the RFP may be cause for disqualification of any proposal. To facilitate the evaluation process, the responding firm is encouraged to organize the proposal into distinctive sections as described under the Mandatory Proposal Requirements of the RFP located on pages 16 - 19.

E. PROPRIETARY INFORMATION

All vendor-supplied materials, including the vendor's proposal, become the property of Racine County. Racine County will work with vendors to meet their confidentiality requirements, provided that they are within reason. All vendor confidential material must have each page clearly marked as confidential. Wisconsin "Open Records Laws" apply.

F. INCURRED COSTS

Racine County shall not be liable for any costs incurred in replying to any RFP.

G. ONE ORIGINAL AND THREE COPIES REQUIRED

Unless otherwise specified, one (1) original and three (3) copies of the proposal and the Certification of Vendor is required.

H. DUE DATE

Proposals are to be received by 2:00 p.m. on Thursday, November 3, 2016 CDT in the office of the Racine County Purchasing Coordinator. Sealed bids received after 2:00 p.m. CDT on Thursday, November 3, 2016 as dictated by www.time.gov will be considered late, will not be accepted and will be returned unopened.

I. ADDRESSING OF PROPOSALS

Proposals shall be submitted in a sealed envelope. The sealed envelope shall be marked with bidder's return address and addressed as follows:

To: Kenneth J. Schmidt
Racine County Purchasing Coordinator
Racine County Courthouse 4th Floor
730 Wisconsin Avenue
Racine, WI 53403

In the lower left-hand corner write: "Bid for Food Service Management Due: November 3, 2016

J. ADDITIONAL DATA WITH PROPOSAL

Vending companies may submit, on the firm’s letterhead only, additional data as required and any information deemed advantageous to Racine County. Consideration of such data and information is to be held optional to Racine County.

K. WITHDRAWAL OF PROPOSALS

Bids may be withdrawn on written or electronic request received from bidder prior to time and date fixed for bid opening. Negligence on the part of the bidder in preparing their bid response confers no right for withdrawal of the bid after it has been opened. Withdrawn bids will be returned unopened prior to the time and date set for bid opening.

L. AMENDMENTS TO PROPOSALS

Each bidder will be allowed a period of forty-eight (48) hours after the time and date set for receipt of bids to notify the County in writing of a material mistake in the bid. Failure of bidder to notify the County in the manner and within the time limit specified above will constitute a waiver by the bidder of all rights and remedies relative to a material mistake. Formal bid amendments thereto or requests for withdrawal of bid received by Racine County after time specified for opening will not be considered.

M. LATE PROPOSALS

Formal proposals, amendments thereto, or requests for withdrawal of proposals received by Racine County after time specified for proposal opening shall not be considered.

N. COMPLETENESS

All information required by the RFP must be supplied to constitute a qualified proposal.

O. PROPOSALS BINDING 90 DAYS

Unless otherwise specified, all formal proposals submitted shall be binding for ninety (90) calendar days following proposal-opening date.

P. SCHEDULE

The schedule of events through contract execution is listed below:

Mandatory Site Visit: Wednesday, October 5, 2016, 2:00 p.m. CDT

Deadline for Vendor Questions: Thursday, October 13, 2016 at 4:30 p.m. CDT

Addendum to RFP: Thursday, October 20, 2016 by 4:30 p.m. CDT

Proposal Due Date: Thursday, November 3, 2016 at 2:00 p.m. CDT

Vendor Demo (if needed): Tuesday November 15, 2016. *(Time to be determined)*

* Note: All dates and times are subject to change

Q. INTERVIEWS

Respondents may be required to participate in an oral presentation on Tuesday, November 15, 2016 to supplement proposals if requested by Racine County. These presentations may be held to provide an opportunity for the respondent to clarify the content of their submitted proposal. Racine County shall schedule a time and location for interviews on or before Wednesday, November 19, 2016.

Should a respondent refuse to honor the request for an oral presentation, it may result in the rejection of their proposal.

The interview will be separated into the following parts:

Set-up	5% of the time
Vendor Presentation	45% of the time
Questions and Answers	50% of the time

Award may be made without discussion with Vendors; therefore, Vendors are cautioned that proposals should be submitted initially on the most favorable terms.

R. BID BOND

No proposal shall be received unless accompanied by a certified check or bid bond equal to five (5%) percent of the value of the initial year's worth of services (based on the average meal count), payable to Racine County, as a guarantee that if the proposal is accepted, the successful Vendor will execute and file the contract within ten (10) days after the award of the contract. In case the Vendor fails to file such contract, the amount of the check or bid bond shall be forfeited to the owner as liquidated damages.

S. PERFORMANCE BOND

A performance bond in the amount of 20% of the initial year's contract amount (based on the average meal count), is to be provided by the successful Vendor to Racine County Finance Department – Purchasing Division within ten (10) days after award of contract. Failure to do so can make the contract voidable at the County's discretion and where the bid is covered by a certified check or bond, such security shall become the property of Racine County as liquidated damages. Performance bond must be approved by the County Attorney prior to commencement of any work.

T. CONTRACT

Firms responding to this RFP are to provide with their proposal, a proposed contract covering all the terms, conditions and specifications for the performance of all work for this request.

U. CONTRACT TERM

The initial contract period shall be for three (3) years commencing January 1, 2017 and may be renewable for two (2) additional one-year periods at the County's discretion. This contract shall automatically be extended into the next optional period unless Racine County is notified to the contrary in writing by the Vendor, or notifies the Vendor in writing to the contrary, ninety (90) calendar days prior to expiration of the initial term and/or succeeding contract terms.

V. CONTRACT TERMINATION

This agreement may be canceled without penalty or obligation of any kind, except as may otherwise be specifically set forth as an exception to this clause, by Racine County by, for or on behalf of itself or its agencies, departments, officers, agents or employees immediately upon written notice to all parties that sufficient funds have not been budgeted by the county board of supervisors to pay for the obligations under this agreement for the next budget year.

W. LEGAL JURISDICTION

Racine County contracts are subject to all legal requirements of county, state or federal statutes and regulations. Laws of the State of Wisconsin apply.

X. PRICING

Proposed pricing shall be a firm not-to-exceed cost per meal, using inmate labor per the RFP. Cost listed per meal will be used for breakfast, lunch and dinner. Price per meal must be firm

for the first year of the contract. Vendors are to provide their maximum yearly percent of adjustment in their fee proposal for the second and third year of the three (3) year contract and all subsequent extensions. All adjustments must be mutually agreed upon by both parties.

All services shall be furnished at proposed pricing and shall be without any additional charges, regardless of the amount or quantity of services.

Y. SUBCONTRACTS

If subcontractors are to be used, this shall be clearly explained in the proposal. However, any assignment, subletting, subcontracting or transfer shall not in any manner relieve the Vendor from any of the responsibilities assumed under this Contract.

Each Vendor shall submit with the proposal the names and addresses of any subcontractors or associates to be used to complete any of the work required. (See Exhibit B - List of Subcontractors, page 24). The proposal must state in what capacity they would be used and the approximate percentage of total services they would provide. Vendor agrees that they shall not employ any such subcontractors with whom the County may have a reasonable objection.

The Vendor agrees to bind every subcontractor and every subcontractor agrees to be bound by the terms of the contract documents as far as applicable to their project, unless specifically noted to the contrary in a subcontract approved in advance in writing as adequate by the County.

Z. NON-DISCRIMINATION

The successful Vendor agrees not to discriminate against any person, whether a recipient of services (actual or potential), an employee or an applicant for employment on the basis of age, race, religion, sex, handicap, national origin or ancestry, sexual orientation, marital status, disability or physical appearance. Such equal opportunity shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff, termination, training, rates of pay, or any other form of compensation. The Vendor agrees to post in conspicuous places, available to all employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

The successful Vendor shall, in all solicitations for employment placed on its behalf or by the employer, state that it is an "Equal Opportunity Employer".

I. SCOPE OF WORK

The Vendor is to provide food service management, inclusive of all necessary food/beverage products, supplies (except where specifically noted otherwise) and labor for the Racine County Jail kitchen, which provides meals to the Racine County Jail, Racine County Juvenile Detention Facility, and the Racine County S.A.I.L. Program. All food will be prepared in the jail kitchen. The Vendor will be responsible for food preparation that meets or exceeds the standard of the American Correctional Association and National Academy of Sciences for Children. The Vendor will supply inventory and provide staffing (assisted by Racine County Jail inmate labor) for all administrative and operational functions as described in this RFP.

A. MEALS

All meals will be transported and served at appropriate temperatures (140 hot and 45 cold) and in a palatable and visibly pleasing manner. All meals are to come complete with appropriate condiments (dressing, salt, pepper, ketchup, mustard, mayonnaise, etc.). The Vendor will provide food service 365 days a year, 3 meals per day to inmates at regular meal times during each 24 hour period, with no more than 14 hours between the

evening meal and breakfast. Meal times at the Racine County Jail, Racine County Juvenile Detention facility, and the Racine County S.A.I.L.

Programs are approximately: Breakfast: 7:00 am
Lunch: 11:00 am
Dinner: 5:00 pm

All food will be prepared in the jail kitchen. The food will then be placed in individual serving trays (most in plastic trays, some specials in styrofoam trays, bag lunches for the Racine County Huber inmates and community service workers) which are loaded onto food delivery carts and transported to the housing units by inmate workers. Inmates eat their meals in their assigned housing units with the exception of inmate workers assigned to kitchen duties who are allowed to eat in the kitchen area. Racine County Huber inmates are to be provided with a bag lunch that is consumed during their release time period. The Vendor will serve at least two hot meals of the three total meals served per day.

The Juvenile Detention Facility is provided meals through this contract and the Vendor will be responsible for food preparation that meets the daily requirements as set forth for children. All meals provided must meet the requirements for reimbursement through the National School Lunch Program. The vendor needs to fully understand the differing needs and requirements of juvenile facilities, including a thorough understanding of National School Lunch Program requirements.

Meals are also provided for the Racine County S.A.I.L. Program and must meet the same requirements as those for the Racine County Juvenile Detention Facility.

B. EQUIPMENT & FACILITIES

Racine County will provide, install, maintain, repair and permit the Vendor to use the capital equipment, small wares, kitchen utensils and tableware, hereinafter referred to collectively as equipment, which the County deems necessary for food service and related activities. The County currently owns this equipment. The Vendor will be responsible for providing all needed equipment that costs less than \$100.00 per item.

A joint inventory will be conducted, by the Vendor and a representative of the Jail Administration, of all county-owned equipment to be used by the Vendor. A list of such equipment, including pictures if applicable, shall be compiled and a statement of the condition of each item shall be made prior to contract execution. Thereafter an inventory will be completed every year. The County and the Vendor will retain copies of these inventories. The Vendor agrees to return all such equipment and food service premises to the County at the conclusion of the contract in approximately the same condition stated on the inventory with reasonable wear and tear being expected. All maintenance costs of equipment provided by the Vendor will be at the Vendor's expense.

The Vendor shall take all reasonable measures necessary to assure the County that its equipment is being properly used and maintained. The Vendor will be responsible for repair of damaged equipment due to the negligence of their employees. **Any item needing repair must be pre-approved by the Jail Administration or designee.** The Vendor shall provide equivalent quality replacement equipment as necessary. All replacement equipment shall be the property of the County. The County will provide preventative maintenance and repair service on all County owned-equipment.

The County shall supply all utilities relating to the operation of the food service area except any internet service that is outside the County's network. The Vendor will direct efforts to conserve utilities whenever possible. The Vendor shall be responsible for the cost of all long-distance telephone calls.

C. INVENTORY, STORAGE & STORAGE SPACE

The Vendor will maintain a supply inventory on site. The Vendor will include within its proposal, a statement detailing how it will provide for the correct handling, prompt storage, rotation, and use of food items purchased. Frozen and refrigerated products shall be stored in the County's freezers and coolers. Dry storage is maintained in the dry storage rooms.

The Vendor shall furnish (purchase), receive, store, and inventory all consumable supplies, food products, commodities, and equipment not supplied by Racine County, but necessary for an efficient, sanitary, and economically sound operation of services specified. Disposable utensils, trays, plates, cups, other paper supplies, etc. may be used. The Vendor shall supply correctional grade soft plastic spork for eating and plastic drinking cups. The County will provide the plastic trays for carrying and transporting meals.

All food, supplies and food products purchased shall remain the property of the Vendor until such times as they are consumed during the operation or billed to/and paid for by the County. The Vendor shall provide kitchen-cleaning supplies for the kitchen area include plastic gloves.

Vendor must secure and pay for all Federal, State, and Local licenses, permits and fees required for the operation of the food services provided. The Vendor will provide all office equipment (i.e. computers, fax, etc.) required for the food service's operation. The County will supply one telephone and one desktop computer with access to the County's network. Vendor will provide a 24/7 contact number. The Vendor shall provide all kitchen related office supplies. Vendor will supply all postage and freight associated with this project. Vendor will provide computers and software to manage the production, accounts payable, accounts receivable, and payroll.

D. LINENS

The Vendor will be responsible for providing all linens used in the Jail Kitchen. This includes, but is not limited to, items such as dishtowels, washcloths, cleaning cloths, etc. The linens may be cleaned using the Jail's laundry facilities if the Vendor so wishes, as long as this task does not interfere with the normal laundry functions of the Racine County Jail.

E. DELIVERY OF FOOD & SUPPLIES

There is a specified unloading area (sally port) in which supply delivery trucks can back in and unload their product. There is no elevated loading dock available. All items have to be unloaded from the supply delivery vehicle and transported via elevator into the facility storage areas. All delivered product must be transported to the lower (secure) level of the facility before inmate workers will be allowed to assist with its movement into the kitchen or storage areas. The Vendor shall be responsible for ensuring the correct merchandise is ordered, received, inspected and not expired. Deliveries must be made to correspond with appropriate schedules and security measures of the Racine County Jail. To allow for ease of movement and storing of food products, deliveries may

need to be completed several times per week. The Racine County Jail Administration must approve all delivery times and schedules.

F. SANITATION & CLEANING

All cleaning and janitorial supplies necessary for keeping the food service area, equipment, dishes, tableware and utensils clean, sanitary and attractive are to be provided by the Vendor.

The Vendor will be responsible for routine sanitation, cleanliness, and general housekeeping of all food service preparation, service, and storage areas and will, on a continuing basis, maintain standards of sanitation required by state or local regulations, including but not limited to the State Jail Inspector and Racine County Health Department.

The Vendor shall assume all responsibility for correcting any deficiencies found as a result of health and sanitation inspections. The Vendor shall forward a copy of all inspection reports to the Racine County Jail Administration and correct any problems as soon as possible, no later than five (5) business days, and notify Racine County Jail Administration when problems have been appropriately resolved.

The Vendor must include in their bid, their plan to meet the third party audit requirements of Wisconsin DOC 350. A copy of the annual third party audit must be provided to Racine County Jail Administration and the Vendor shall correct any deficiencies found by the audit within five (5) business days.

In addition to the annual inspections, jail personnel will perform monthly inspections to insure the Vendor's compliance. The Vendor shall correct any deficiencies found by jail staff within five (5) business days and notify the Racine County Jail Administration when complete.

No signs, pictures, bulletins, advertisements, or notices of any kind will be painted, inscribed, or affixed to any part of the premises or any part of the building without prior written approval of the Racine County Jail Administration.

The Vendor will also maintain the highest standard of sanitation and cleanliness of all areas where trash and garbage are collected in all food service areas. Racine County will be responsible for removal of trash and garbage after the Vendor places the trash and garbage within the county's sally port area of the Racine County Jail facility. Racine County will provide pest control services within the kitchen and food service areas of the Racine County Jail facility.

G. MENUS

The Vendor will provide sample menus to be served for four (4) weeks, inclusive of the nutritional breakdown within their proposal response. Adult and juvenile menus must be separated. Racine County Jail Administration must approve the four (4) week cycle menu on a yearly basis. Documentation of menus as they are actually served must also be maintained and submitted weekly to the Racine County Jail Administration for review.

The menus shall be planned with product and recipes that have proven inmate acceptability. The Vendor shall include in their response a method to monitor inmate preferences and to make acceptable adjustments. The Vendor must have their menu approved by a licensed dietician annually. All special diets must be approved by the

dietician as well. A copy of the approval must be provided to the Racine County Jail Administration.

The Vendor shall maintain standard recipe cards or computerized recipes in the kitchen for each item to be prepared. These cards shall be utilized by cooks in preparing each meal and shall designate for each item prepared the cooking procedures, ingredients, and quantities required. Recipe cards shall be made available upon request of the Racine County Jail Administration for audit or inspection.

The Vendor shall also include in their proposed response their policies for serving holiday meals. Proposed menus and annual holidays shall be identified. All such meals will be provided at contracted rates. All menus shall be prepared pork free.

All Racine County Juvenile Detention menus shall be in compliance with the National School Lunch Program. Each meal shall include a beverage. Juvenile inmates must be offered milk at every meal.

All menus submitted shall include “as served” portions volume/weight measurements included.

One full meal from each meal must be frozen by the Vendor for future testing in the event an outbreak of illnesses occurs. Vendor agrees to meet the food quality standards of the Hazard Analysis Critical Control Points (HACCP). The tray must be tested at the Vendor’s expense if food-borne illness is suspected. The County shall not be billed for the meals frozen for food testing; this shall be considered a safety precaution for the Vendor.

H. NUTRITIONAL REQUIREMENTS

County Jail – The Vendor shall assure the dietary operation is in compliance with the standards set by the American Correctional Association. Meals will be of a caloric content not less than 2,800 calories per day (excluding beverage). Menus will be reviewed and approved by the Contractor’s registered dietitian and will be adjusted to comply.

Juvenile Detention Center – Menus will be in accordance with the most recently published Recommended Dietary Allowances and the National Academy of Sciences for Children. The USDA School Lunch Buying Guide shall be used to determine qualifying equivalents, which are necessary for reimbursement.

Nutritional Analysis shall be tied to actual recipes and products proposed. An item-by-item computer generated nutritional analysis of the menu with a weekly summary indicating the percentage of compliance to the highest RDA values for the population shall be submitted within the Vendors proposal response.

Each item on the menu shall have specific nutritional values based on recipes that shall be used in the facility. For example: the specific calories, protein, fat, sodium, calcium, iron, and vitamins for all items in the recipe that will be used shall be separately identified on the computer.

I. SPECIAL DIETS

Therapeutic diets (salt-free, soft, vegetarian/meatless, diabetic, kosher, etc.) for inmates shall be available upon medical authorization. Specific diets shall be prepared and served

to inmates according to the orders of the responsible health authority. Special diets for religious reasons will be accommodated as directed by the policies of the Jail. Meatless trays are also to be available.

Along with sample menu (as required in Section II, 3, page 17 of the RFP), Vendors are to submit sample menus of the different types of special diets. There must be at least three samples for each type of special menu that may be required.

J. DAILY PROCESSING OF COMPLAINTS

The Vendor will be responsible for following-up on all food service complaints from inmates and /or the various departments (facilities) at the time the complaint is received. All complaints are to be recorded with a notation of resolution and given to the Racine County Jail Administration staff on a weekly basis. The Vendor shall work with the Racine County Jail Administration staff to identify “issues” and determine the appropriate mechanism to be utilized for specific categories of complaints.

K. ADDITIONAL MEALS / ITEMS REQUIRED

The Vendor agrees to provide any additional food services / requests that may arise during the term of the contract. Both the Vendor and Racine County will mutually agree upon pricing. If additional food services and pricing cannot be mutually agreed upon, Racine County reserves the right to contract with an outside provider for the service.

L. CATERING

Food and beverage services for functions held within the Sheriff’s Office, inclusive of the jail, shall be provided upon request. This may include coffee and sweet rolls, full breakfasts, lunches, dinners, or other items. The number of requests will vary. These catering orders must be billed separately from the other meal costs. As part of the Vendor proposal response, please include sample catering menus, and portion information.

M. STAFF MEALS

The current vendor sells fresh/cook foods to county employees. As part of the Vendor proposal response, please include sample menus and pricing information for staff meals to be contracted at Racine County’s option.

N. INMATE INCENTIVES

The current vendor sells fresh/cook foods to Racine County Jail inmates (sample burgers, pizzas, etc.). As part of your proposal response, please include sample menus, and pricing information for the provision of fresh/cooked food to be sold to inmates. The present vendor is currently paying Racine County a commission of 38% of the net sales generated through this food service offering. Net Sales means total product sold less taxes. The vendor is responsible for paying all taxes applicable to this food service program offering.

Note: None of the products offered and sold through this program can be the same or similar to products being sold through the Racine County commissary program. Racine County must approve all products being offered and sold through this program.

O. SECURITY

The Vendor’s employees will be responsible for the security and control of their county issued keys, radios, and work tools. All tools such as knives, peelers, etc. will be kept in a lockable area when not in use. Recordable inventory control shall be maintained on all such items.

The Vendor's employees will be required to complete a Prison Rape and Elimination Act (PREA) training that is approved by the Sheriff and sign an agreement to follow established security procedures. The cost of the PREA training is the Vendor's responsibility. In the event of an emergency situation, the Vendor's staff will take direction from the correctional staff. The Vendor and its employees shall be required to work closely with jail personnel to insure the safety of all contract employees, jail staff, and inmate staff.

The Vendor shall submit a formalized training program for the Vendor's employees. This program will provide all necessary training in security, fire control, food service delivery, and management of their paid staff. All of the Vendor's employees shall be trained in the areas of correctional food service programs by the Vendor prior to the assignment of said employee to the facility.

In order to assure the safety of all persons, both within and without the Racine County Jail, it shall be the responsibility of the Vendor's staff to report to the jail officers any actions or alleged actions of the jail population, which would violate any policy or procedures of the Racine County Jail.

Any employee of the Vendor violating rules with respect to contraband, messages, bribes, contact or committing any other inappropriate action shall be immediately reprimanded, suspended, or terminated by the Vendor. The proper action shall be coordinated with the Racine County Jail Administration and depending on the seriousness of the incident; the Vendor may be required to surrender their employee the proper authorities for appropriate criminal action if necessary. Racine County Jail Administration reserves the right to terminate the security access of an individual(s) at any time with or without cause.

The Vendor shall account for all tableware, utensils, or any other items that are potential weapons after each meal and store them in a secure place. Any loss or unaccountable disappearance of these items shall be reported to the Racine County Jail Administration immediately upon discovery. Items destroyed or thrown away by employees or inmates shall be the responsibility of the Vendor and must be replaced at no expense to the County. Equipment damaged by the Vendor or inmate worker through negligence or inattentive supervision will be the responsibility of the Vendor and must be replaced at no expense to Racine County.

P. SECURITY CHECK

Upon award, security clearance will be required for all personnel that will require access into the Racine County Jail. All onsite personnel will be required to complete a release form for security clearance review. All vendor staff will require a full (detailed) background check which will be subject to approval by Racine County Jail Administration. The signed approval to work release must be provided to Racine County Jail Administration by the vendor's employee(s) two weeks prior to commencement of any on-site work activity within the Racine County Jail. All vendor employees will have uniforms and/or proper visible identification while working inside and outside county buildings.

Q. SUPERVISION

The Vendor must have supervisory staff in attendance at all times in the kitchen area when inmates are present for kitchen daily tasks. The supervisory staff shall provide for

administration and operational functions within the kitchen areas of the Racine County Jail. The Vendor's staff shall represent the food service operation in discussions with visiting officials as mutually agreed upon by both parties. The Vendor is responsible to take sick calls from their employees and adjust assignments accordingly to ensure proper staffing.

R. STAFFING

All personnel shall comply with current and future federal, state, and local laws, regulations, court orders, administrative regulations, administrative directives, and policies and procedures of the Racine County Sheriff's Office.

The Vendor shall provide, as part of their response, a list of personnel positions indicating the person's name (if available) or at a minimum the number of persons intended to be used under this contract arrangement. The list shall include a description of the employee's function, capacity and authority where applicable and if appropriate. If available, the Vendor shall provide resumes for the individual(s) who will be considered for the Food Service Manager and Supervising Cook or provide a job description to be used for hiring purposes. Persons considered for these positions should have previous experience with correctional food services management.

Racine County reserves the right to request replacement of the food service manager for good cause as determined by the County, or for actions considered not to be in the best interest of the County. Such actions will be taken only after consultation with the Vendor.

All employees of the Vendor shall submit to a TB test and random drug testing (paid for by the Vendor) throughout their employment. Reports of these tests must be submitted to the Racine County Jail Administration yearly. Please provide a copy of your company's policy for random drug testing within your proposal response. The report status for TB and random drug testing must include, but not be limited to, the employee's name, the date tested, results, etc., and shall be submitted to Racine County Jail Administration on a yearly basis and/or when there is a change in employee staffing.

All employees of the Vendor shall be provided with a photo ID by the Racine County Jail Administration and must be worn at all times. All Vendor employees will be appropriately dressed and present a neat, professional appearance, including appropriate hair grooming and personal hygiene. The Racine County Jail Administration reserves the right at their complete discretion to refuse security clearance of any employee or prospective employee or employees of the Vendor.

The Vendor shall supply uniforms to all of their employees. The uniforms must be approved by Racine County Jail Administration.

S. INMATE LABOR

Racine County Jail inmate workers shall be used for food preparation, preparing trays, dish washing, transporting food throughout the facility, and general sanitation and cleaning of the kitchen and food preparation areas.

The jail shall provide inmate workers to supplement the Vendor's staff in varying and fluctuating quantities, except during jail or facility lockdown or other emergencies. No specific number of inmate workers can be guaranteed by the County; however, a sufficient number of inmate workers will be made available when possible. The Racine

County Jail Administrator has the final decision on the inmate worker schedule. Any assistance provided by inmate workers will be strictly voluntary and in no way affects the Vendor's responsibility. The Vendor utilizes inmate workers at its own risk. The inmate workers will be of a reasonable number to assist in the service, processing, cleaning, etc. of the food service operation. The County will provide security and assignment of appropriate inmates, but not supervision of daily tasks.

The Racine County Jail Administration or designee shall select the inmates to work within the food service operation. The Vendor shall be responsible for documenting and notifying Jail Administration of rule violations by inmate workers in the food service area. The Jail Administration shall be responsible for taking necessary disciplinary action, if appropriate. The Vendor shall have the right to request that the Racine County Jail Administration remove an inmate worker(s) from the food service assignment. The Racine County Jail Administration or designee shall make the final decision as to whether an inmate worker is removed from the food service position.

The Vendor shall provide an organizational chart and job descriptions for all inmate workers, to include the number of inmates needed to adequately perform per shift. This is subject to approval by the Racine County Jail Administration. Inmate workers cannot supervise nor have authority over other inmates.

The Vendor shall provide all necessary training in the food service delivery (focusing on proper hygiene and sanitation) for inmate labor and the proposal shall outline what this training will entail as part of the contractor's overall vocational training program.

T. SCHEDULES

The Vendor shall be responsible for setting up the work schedules of all of its employees in such a manner as to meet all objectives and requirements of this RFP.

Racine County is contracting for staff and services to be provided by the successful Vendor with inmate labor as described in this RFP. Should the level of service required by the contract decline due to a position vacancy; the Vendor is responsible for prompt replacement of such personnel.

U. REPORTS

Vendor agrees to utilize and make available when requested all food temperature records that are recorded at each meal for each menu item. Vendor agrees to keep all cooler and freezer temperature logs and to produce them when requested. Vendor agrees to check and log all water temperatures daily and produce them when requested.

The Vendor must develop a weekly form, subject to County approval, to be submitted to the Racine County Jail Administration before the end of business (by 4:30 p.m.) each Friday. The form shall provide the following information on the preceding week's counts of meals on daily and weekly basis:

- Each population count used for meals served, separated by facility/location, and day, for each meal (breakfast, lunch, and dinner) on the preceding Friday through Thursday.
- The number of trays (inmate and officers) served to each facility/location, and the total number of meals served to each offsite facility.
- Any menu substitutions, adjustments, corrections, additional trays, or shortages reported by facility/location.

- Number of bag lunches, both standard and special, ordered and delivered to the Racine County Huber facility.
- Number of special diet meals served, separated by facility/location and day.

If there are discrepancies in the number of meals ordered as compared with the number of meals which were actually prepared and provided (numbers do not match), an explanation for the discrepancies must also be included in the report.

Invoices will be sent weekly. Invoices will be accrued and payment will be made once per month. The Vendor shall keep full and accurate records of sales and meal counts in connection with the food service for the term of the contract. In addition all such records shall be made available for auditing by the County at any time during regular work hours. Vendors shall provide all needed information so the County can be reimbursed for the National School Lunch Program.

V. CONTINUITY OF SERVICE

The County does not guarantee an uninterrupted supply of water, sewer, electricity, gas, air conditioning, or heat. Nor does the County guarantee uninterrupted service in providing said utilities, except that it shall be diligent in restoring service following any interruptions. The County shall not be liable to the Vendor or to others for any loss, damage, cost or expense, which may result from the interruption or failure of any such service. Therefore, Vendor must also provide a plan for how food service will be handled in the event of a service disruption and/or if some other disaster, natural or otherwise, renders the kitchen unavailable.

In the Vendor response, specifically indicate how meals will be provided to all jail inmates during a service disruption or other disaster occurrence. Should Racine County as a whole experience a business disruption, include information on whether you would also have the ability to handle additional meals for other county departments/divisions. Provide this information under worst and best case scenarios (i.e. kitchen is unavailable or kitchen is available).

W. RETURN FACILITY IN GOOD WORKING ORDER

At the expiration of this contract, the Vendor shall return to Racine County the food service premises and all equipment furnished by the county in the condition in which received. Allowance will be made for ordinary wear and tear and to the extent that said premises and equipment may have been lost or damaged by fire, flood, or unavoidable occurrence. Also excluded is equipment that may have been stolen by persons other than employees of the Vendor without negligence on the part of the Vendor or its employees and providing that all damages and losses are reported to the County as soon as they are made known. The County will pay for needed repairs caused by normal wear and tear. The County will replace equipment, which in the opinion of the County has exceeded its useful life after consultation with the Vendor.

Damage incurred to the County’s physical plant and/or equipment/supplies as a result of the Vendor’s negligence or intentional misuse/abuse shall be the responsibility of the Vendor and shall be repaired or replaced at the Vendor’s expense.

II. MANDATORY PROPOSAL REQUIREMENTS

To achieve a uniform review process and to obtain a maximum degree of comparability, Racine County requests that all proposals be submitted using the following format:

A. QUALIFICATIONS / TECHNICAL PROPOSAL

1. **Certification of Vendor Page:** See page 22.
Put on top of your proposal as page 1.

2. **Vendor Information:** This section shall contain a general description of the firm and the firm’s experience with providing food service management as specified in the RFP.
 - Provide a description of positions and quantity of each. Include names/resumes if available.
 - Provide a sample weekly work schedule of your employees. Vendor is responsible to keep staffing up to the submitted levels.

3. **Meals / Schedules:** This section shall contain all requested detail information regarding meals, menus, schedules, etc. as requested throughout the RFP.
 - Provide at least a four week sample menu of both adult and juvenile, inclusive of nutritional breakdown.
 - Provide how you plan to disburse the hot and cold meals per day/week. See example below.

Meal	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Breakfast	Hot	Cold	Hot	Cold	Hot	Cold	Cold
Lunch	Hot	Hot	Hot	Hot	Hot	Hot	Hot
Dinner	Cold	Hot	Cold	Hot	Cold	Hot	Cold

- Provide a sample schedule of meal times.
 - Provide a sample weekly delivery schedule.
 - Provide a list of special diets that are available at the contracted rate.
 - Provide a sample and estimated cost(s) of your specialty catered meals.
 - Detail method to monitor inmate preferences and make adjustments.
 - Explain policies for serving holiday meals.
4. **Transition Plan:** This section should provide a timeline approach to be followed and describe how the firm will communicate, educate and coordinate efforts with Racine County to successfully transition from current vendor management to your vendor management without an interruption in service.

 5. **Insurance:** The vendor shall for the duration of their operations for this project carry insurance, with carriers acceptable to Racine County, as follows:
 - a) Workman’s Compensation, Employer’s Liability and Occupational Diseases Insurance covering the vendor’s liability under all applicable laws and statutory limits.

 - b) Comprehensive General Liability: Including the vendor’s Liability, Contractual Liability, Elevator Liability, Products including Completed Operations, all on occurrence basis with Collapse and Underground Property Damage, Products, including Completed Operations Liability shall be kept in force for at least two years after the date of final completion.

Vendor’s Liability Insurance:
General Liability:
Limits of Liability:

General Aggregate \$1,000,000
Products and Completed
Operations Aggregate \$1,000,000
Personal and Advertising Injury \$1,000,000
Each Occurrence \$1,000,000
Fire Damage \$ 50,000
Medical Expense \$ 5,000
Umbrella Liability:
General Aggregate \$2,000,000
Products and Completed Operations
Aggregate \$2,000,000
Bodily Injury & Property Damage \$2,000,000 Each Occurrence
Personal & Advertising Injury \$2,000,000 Each Occurrence

c) Comprehensive Automobile Liability; including non-ownership and hired care coverage as well as owned vehicles:

Bodily Injury and Death: \$1,000,000 Each Person
\$1,000,000 Each Occurrence
Property Damage: \$1,000,000 Each Occurrence

The indemnification and obligations of vendor in previous paragraph, shall be specifically covered by Contractual Liability incorporated in the vendor's Comprehensive General Liability and Property Damage Insurance Policy and shall be so stated in the insurance certificate provided by the vendor. The limits required for this coverage shall be the same as for the General Liability and Property Damage Coverage specified above. The liability of vendor under this sub-article and under indemnification shall not be limited by the amount of Contractual Liability Insurance coverage carried by vendor.

The Vendor shall not commence work until it has obtained the listed insurance and has filed certificates thereof with Racine County. Such insurance shall be maintained in force during the life of the contract and shall name Racine County as an additional named insured. Failure to maintain such insurance may result in immediate cancellation of the contract.

6. **Demonstration/Proof of Proposer's Financial Stability:** Proposer must provide the following:
 1. Formal certification on proposer's stationary signed by the owner or authorized officer of the company indicating the proposing firm has not filed for bankruptcy in any form, nor is there any current intention of filing any type of bankruptcy proceedings. In the event a proposer has or is considering filing bankruptcy of any type, formal certification will take on the form of a written explanation of such filing, complete with history and current status.
 2. Note: The selected Vendor may be required to submit audited or sworn to accuracy financial statements within five (5) days, upon request. Please state in your proposal response if your company can or cannot provide this information
7. **References:** Complete and attach Exhibit C, page 25.
The respondent shall furnish references of at least three (3) clients with similar populations for which the respondent has provided food management services within the last three years. References must include the agency name, the name, address and

telephone number of a relevant contact person, and a brief description of the services provided. Wisconsin references are preferred.

Note: The Vendor must be in business for a minimum of three (3) years providing the services required of this request.

B. FEE PROPOSAL

This section shall include pricing for the following:

- Bag lunches
- Adult inmate meals
- Juvenile inmate meals
- Employee meals
- Racine County S.A.I.L. Program meals
- Special diet meals
- Specialty catered meals
- Other options

Complete and attach Exhibit D, the Meal Cost Sheet on page 26.

Vendors are to provide their **maximum yearly percent** of adjustment in their fee proposal for the second and third year of three (3) year contract and all subsequent extensions. All adjustments must be mutually agreed upon by both parties.

Complete and attach Exhibit E, the Maximum Yearly Percent Sheet on page 27.

III. EVALUATION CRITERIA

The evaluation and selection of Vendor shall be in accordance with the criteria stated below and shall be based on the information called for in this proposal. All proposals will be reviewed by an Evaluation Committee. The recommendation for award shall be based upon the proposal, which represents the most advantageous overall response for Racine County, all factors considered.

1. Completeness of Proposal: 5 points
Extent to which completed proposal elements are submitted.
2. Qualifications: 10 points
The extent to which the firm (and sub-contractors if applicable) have personnel with the necessary experience, qualifications and training to provide Food Service Management of a similar nature.
3. Experience: 10 points
The experience of the Food Service Supervisor, other qualifications of the firm and personnel critical to the provision of food services and extent of other client's satisfaction (Reference Checks).
4. Capacity & Methodology: 20 points
The extent to which the firm has the appropriate personnel, equipment, and facilities to perform all the required work of this request and methodology employed in the provision of Food Service Management. This section shall include the transition plan.
5. Cost: 45 points

Review and evaluation of fee proposal.

Each of the above criteria will be given a rating of 1 through 100 by each member of the evaluation committee. The ratings are as follows:

1 – 10	Very Poor	51 – 60	Above Average
11 – 20	Poor	61 – 70	Good
21 – 30	Fair	71 – 80	Very Good
31 – 40	Below Average	81 – 90	Superior
41 – 50	Average	91 – 100	Excellent

After the review and rating of proposal(s) by the evaluation committee, individual scores will be averaged and ranked. Proposals will be ranked in descending order of numerical predominance.

Award may be made without discussion with Vendors. Therefore, Vendors are cautioned that proposals should be submitted initially on the most favorable terms.

IV. AWARD INFORMATION

A. COMPLIANCE WITH RFP

Proposals submitted must be in strict compliance with the terms of the RFP. Failure to comply with all provisions of the RFP may result in disqualification.

B. CONDITIONS OF AWARD

All respondents, by submission of their respective proposals, agree to abide by the rules, regulations, and procedures of Racine County.

By submitting a proposal, the respondent thereby agrees that Racine County’s decision concerning any submittal is final, binding, and conclusive upon it for all purposes, and acknowledges that Racine County in its sole and unqualified discretion may waive or deviate from the procedures and/or timetable described in the RFP. All materials submitted become the property of Racine County and may be available to the public.

C. AWARD

It is the intent of the County to award the Contract to the lowest responsible Respondent, provided the Proposal has been submitted in accordance with the requirements of the Contract Documents and does not exceed the funds available. Intent to award will not be made and a contract will not be executed until Racine County, at its sole discretion, accepts the bid.

The County of Racine, through its duly authorized agents, reserves the right to reject any or all proposals, to waive all technicalities, and to accept the proposal deemed most advantageous to Racine County. In making the award for furnishing this work and equipment, factors other than price may be considered such as respondent’s reputation for installing a quality product and providing ongoing support for equipment shall also be considered.

D. RESPONSIBLE RESPONDENT

In the determination of the lowest responsible bidder, the County reserves the right to take into account and give reasonable weight to (a) future cost of operation, maintenance and repairs, (b) the extent of the Vendor's experience with work of the nature involved

and (c) the probability of the contract being carried to successful completion within the time specified by the methods and with the equipment the respondent proposes to use.

E. NEGOTIATE

Racine County reserves the right to negotiate terms with successful Vendor prior to awarding contract and during the contract period.

F. NOTICE OF ACCEPTANCE

Racine County will notify the selected Vendor as soon as practical of the selection.

Written notice of award to Vendor in the form of a letter, contract or otherwise, mailed or delivered to the address shown on the Certification of Vendor page will be considered sufficient notice of acceptance of bid.

CERTIFICATION OF VENDOR
FOOD SERVICE MANAGEMENT
Proposal # 16-RCJ-002

I fully understand the requirements of the County and certify on behalf of my company that we can meet the requirements as stated above.

SIGNATURE: _____

NAME – TYPE/PRINT: _____

TITLE: _____

COMPANY: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE # _____ FAX # _____

E-MAIL: _____

DATE: _____

VENDOR LETTER OF REGISTRATION FOR PRE-PROPOSAL MEETING

**FOOD SERVICE MANAGEMENT
Proposal # 16-RCJ-002**

The undersigned intends to attend the mandatory pre-proposal conference to be held at 2:00 p.m. CDT on Wednesday, October 5, 2016 at the Racine County Law Enforcement Center, 717 Wisconsin Avenue, Racine, WI 53403. Meet in Lobby Area after proceeding through security.

Representative's Signature

Date

Representative's Printed Name

Company Name and Legal Name for Business within Wisconsin

Telephone Number and Extension

Facsimile Number

E-Mail Address

The following individuals listed below are planning to attend the mandatory pre-proposal conference:

Name

Title

1. _____

2. _____

3. _____

Note: This form is mandatory, if the Vendor intends to or has any interest in responding to this RFP, and is required to obtain security clearance for individuals scheduled to attend the requisite pre-proposal conference. No more than three individuals may participate for any one Vendor. However, neither this letter of intent nor the company's participation in the pre-proposal conference obligates the Vendor to actually submit a proposal in response to the RFP for FOOD SERVICE MANAGEMENT. Official photo identification is required to enter the facility.

Please fax this form to 262-636-3763 or e-mail to ken.schmidt@racinecounty.com no later than 4:30 p.m. CDT on Tuesday, October 4, 2016.

LIST OF SUBCONTRACTORS

FOOD SERVICE MANAGEMENT

Proposal # 16-RCJ-002

Vendor, as part of his proposal, shall submit a list of the subcontractors that may be contracted including in what capacity they would be used and the approximate percentage of total services they would provide. Proposal will not be invalid if any subcontractor and their capacity has been omitted from a proposal.

No subcontractor, whether listed herein or later proposed, may be entered into without the written consent of Racine County.

Name of Subcontractor	Capacity of Work	% of Total Services
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

REFERENCES

**FOOD SERVICE MANAGEMENT
Proposal # 16-RCJ-002**

1. Company Name: _____
Contact Individual: _____
Address: _____
City/State/Zip: _____
Telephone #: _____ Fax#: _____
E-Mail: _____
Description: _____

2. Company Name: _____
Contact Individual: _____
Address: _____
City/State/Zip: _____
Telephone #: _____ Fax#: _____
E-Mail: _____
Description: _____

3. Company Name: _____
Contact Individual: _____
Address: _____
City/State/Zip: _____
Telephone #: _____ Fax#: _____
E-Mail: _____
Description: _____

Meal Cost Sheet

<u>Inmate Population</u>		<u>Price per Inmate</u>
Adult Inmate Meals		-
Min	Max	-
650	674	-
675	699	-
700	724	-
725	749	-
750	774	-
775	799	-
800	824	-
825	849	-
Special Diets		-
(list the special diet)		-
		-
		-
		-
		-
		-
		-
		-
Huber bag lunches		-
Juvenile Meals		-
NSL Reimbursable Snack		-
S.A.I.L. Meals		-
Catering Costs		-
		-
County Employee Meals		-
		-
Inmate Incentive Program (IIP)		-
		-
Commission % to County For IIP		-

Maximum Yearly Percent

<u>Yearly</u>	<u>Percent</u>	<u>Adjustment</u>
<u>Year</u>	<u>Min</u>	<u>Max</u>
2018		
2019		
2020		
2021		
Ex.	0%	0.50%