**GRENADA COUNTY BOARD OF SUPERVISORS**

**REQUEST FOR PROPOSAL:**

**JAIL FOOD SERVICES**

The Grenada County Board of Supervisors is requesting proposals from qualified vendors to provide high quality Jail Food Services to inmates 7 days per week. The jail’s maximum capacity is 150 inmates, that fluctuates with an average daily population of about 95 inmates. The contract will be for a term of one (1) year with expected starting date to be on or about March 1, 2022.

**QUALIFIED BIDDERS**

The vendor must be organized for the purpose of providing institutional and/or volume food service, and must have three (3) years of previous institutional 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. The vendor shall be responsible for ensuring the kitchen is stocked with enough food to cover the scheduled menu for each week.

The vendor must be able to provide at minimum a 30-day rotating menu and recipe guide of which has been reviewed by a Corrections experienced Registered Dietitian in accordance with the requirements of the Mississippi Department of Health and the Core Jail Standards of the American Correctional Association and be available for menu development. The vendor must be prepared to adjust to special diet menus to include dietary modifications/restrictions and religious requests.

The vendor must also provide an official letter from the Registered Dietician certifying the menu to meet the daily caloric intake of 2900 calories.

The vendor must provide a representative to work with the kitchen specialist to ensure the ordering and stocking of the facility kitchen coinciding with the week’s menu.

The vendor must be able to provide a list of three (3) references, including one name of a Correctional Facility, address, and contact person with phone number.

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.

Specific objectives, general work tasks and special project organization and management requirements have been developed and are detailed in this RFP. The successful bidder must describe in sufficient detail how its plan and tasks will be implemented, the resources, materials and equipment that will be utilized, and how the necessary project management interactions will be carried out.

**INQUIRIES**

Questions that arise as a result of this RFP should be submitted by e-mail to Ben Davis, Warden at bdavis@vindicator.us. A tour of the kitchen facility can be facilitated by appointment.

**SECURITY RESTRICTION**

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

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

**INMATE FOOD SERVICE**

The vendor shall ensure the menu meets a daily caloric intake of a minimum of 2900 calories to include at minimum two (2) hot with one (1) cold allowed. The breakfast and the evening meal are the hot meals. At minimum a four (4) week menu will be posted and adhered too. Meals shall pass a prior review by a registered dietitian. Deliveries will be arranged by the vendor on a weekly schedule to accommodate the jail’s daily operational schedule.

 **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 current population range. (Example)

**Population Range:**  **Price Per Meal:**

-75 inmates $

76 to 80 inmates $

81 to 85 inmates $

86 to 90 inmates $

 +91 inmates $

Bidders are required to submit a per-meal rate that will remain fixed for a twelve (12) month period. All cost increases will be mutually negotiated between parties using a known food cost index, and will be for twelve (12) month periods. Any deviations should be clearly stated in proposal for contract considerations. Payment shall be made monthly for services upon proper receipt and approval by the Jail Administrator of billing statement.

**UNILATERAL RIGHT TO TERMINATE CONTRACT**

Either party upon receipt of not less than ninety (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.

**CRITERIA FOR SELECTION**

All bids received shall be subject to evaluation by the county. This evaluation will be conducted in a manner appropriate to select a firm for the purpose of entering into an agreement to perform this project. The proposal must remain valid for at least ninety (90) days. The following factors will be considered in the selection.

Management Structure-10%: Consider vendor’s management of operation, implementation plan, operational philosophy, on-site supervision, support of upper management.

Responsive to Tasks-30%-: Consider quality and quantity assurance (menu supervision), food and supply purchasing, dietician support, ability to work with jail personnel with mandatory compliance issues and inspection requirements, provide special diets.

Prior Experience and Personnel-20%: Consider years in business, experience with similar size jails, references, supervision of staff.

Cost and Price Analysis-40%: Consider “price per meal”, any variances of cost based upon shifts in inmate population, cost determination, and other factors.

**METHOD OF AWARD**

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

After the evaluation of the “qualified” proposals and selection of the successful vendor, all “qualified” vendors will be notified in writing of the selected firm.

**Proposals should be submitted to the Grenada County Board of Supervisors**

**P. O. Box 1208, Grenada, MS 38902 until 10:00 a.m. on January 20th, 2022.**

**The Board of Supervisors reserves the right to reject any and or all proposals.**

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