

Jefferson County Jail Request for Proposals for Jail Food Services

1 Introduction

The Jefferson County Jail (JCJ) is located at 81 Elkins Road, Port Hadlock, WA 98339, Washington, and is managed and operated under the supervision of the Jefferson County Sheriff. Current plans are for the successful bidder to commence food service operations contemplated by this RFP on January 1, 2018.

1.1 Purpose of RFP

Jefferson County seeks Proposals from qualified food service providers to commence providing meals to inmates housed at the JCJ.

1.2 Background Information

The estimated population of Jefferson County is 33,000 and encompasses approximately 1,860 square miles on the northern end of the Olympic Peninsula. The County seat of Port Townsend is approximately 10 miles north of the JCJ and is the only incorporated city within the County.

The current jail building was opened in 1986 and houses male and female pre- and post-conviction adult inmates upon the orders of the Jefferson County District and Superior Courts. The 2016 average daily population was 43 inmates.

The JCJ is located in the building that also houses the Jefferson County 911 Dispatch Center (Jeffcom) and the Jefferson County Emergency Operations Center. The JCJ offers religious services, AA/NA meetings, mental health counseling, anger management programs, adult basic education classes, and community service opportunities to our inmates.

The supervising JCJ staff totals 17, which includes a Jail Superintendent, 4 Corrections Sergeants and 12 Corrections Officers.

JCJ operates a 57 bed correctional facility. The average daily population of inmates served is 45 over the past three years. 45 inmates being served 3 meals per day for 365 days equals approximately 49,275 per year. JCJ does not anticipate the yearly meals served will vary greatly from this number, but the Selected Respondent must be able to scale operations as necessary to accommodate inmate population spikes and future inmate growth which is inherent to a small, rural county jail. Although not anticipated at this time, JCJ may contract inmates from other facilities and agencies, which may cause an increase in inmate population. The Selected Respondent must be able to scale operations as necessary to accommodate the inmate population growth due to contracting jail beds.

1.3 Proposal Basics

The Respondents shall submit a Proposal for food services using employees of their choice. Food services are to be provided three (3) times a day, seven (7) days per week. Screened inmate workers shall be made available to assist the Respondent as needed and as detailed in this RFP. All services shall be provided at the JCJ. It is important that the Respondents familiarize themselves with the operation of the JCJ in order to understand the scope of the effort required under this RFP.

2 Scope of Services

- 2.1 During the term of the Contract, the Selected Respondent shall furnish all the services specified in this RFP for the Project.
- 2.2 The Selected Respondent shall provide the following, more fully discussed below:
 - 2.2.1 Daily food services to include breakfast, lunch, and dinner to inmates.
 - 2.2.2 Development and implementation of a food service plan with clear objectives, policies and procedures and with a process of documenting ongoing achievement of contract obligations (annual evaluations of compliance).
 - 2.2.3 The operation of a kitchen, using only properly licensed, certified, and permitted food service professionals.
 - 2.2.4 Food service shall utilize inmate workers screened by the facility as to their suitability to perform services in a food service environment.
 - 2.2.5 Provide weekly/monthly menus.
 - 2.2.6 Meet federal and state standards through the most cost effective menus.

3 Definitions:

- 3.1 “Account Executive” means the person that will be responsible for managing the business relationship between the Selected Respondent and the County.
- 3.2 “ACA” means the American Correctional Association.
- 3.3 “ACA Standards” means ACA’s standards, including its Manual for Food Service Programs, 1st Edition.
- 3.4 “Award” means the award described in Section 5.2.
- 3.5 “Contract” means the contract between the County and the Selected Respondent.
- 3.6 “County” means Jefferson County, Washington, a political subdivision of the State of Washington.
- 3.7 “Food Services Manager” means the Selected Respondent’s employee at the JCJ responsible for managing the services required for performance of the Contract.
- 3.8 “Jail Superintendent” means the person identified in Section 4.3.1.
- 3.9 “JCJ” means the Jefferson County Jail.
- 3.10 “Project Manager” means the person responsible for the performance of the technical staff engaged to implement the Project.
- 3.11 “Legal Authority” means the person with the authority to sign the Contract between the Respondent and the County to implement the Project.

- 3.12 “Project” means the project described in this RFP.
- 3.13 “Proposal” means a proposal to perform the services for the Project in response to this RFP.
- 3.14 “Proposal Price Sheet” means a completed Proposal Price Sheet Form, which can be found in the Appendix.
- 3.15 “Proposed Minimum Staffing Plan” means the Proposed Minimum Staffing Plan described in Section 4.6.
- 3.16 “Respondent” means the person or entity responding to this RFP.
- 3.17 “Respondent Tour” means the tour described in Section 4.5.4.
- 3.18 “RFP” means this Request for Proposal.
- 3.19 “Selected Respondent” means the Respondent who is selected to perform the services for the Project pursuant to the procedure discussed in this RFP.
- 3.20 “Sheriff” means the Jefferson County Sheriff.
- 3.21 “Short List” means the highest rated and qualified Proposal(s) which shall not exceed a total of 3.
- 3.22 “Termination for Cause” means a material breach of the Contract. For the avoidance of doubt, a material breach of the Contract includes but is not limited to:
 - 3.22.1 Any violation of the health and safety requirements of the Contract; or,
 - 3.22.2 Delay in providing necessary products or services for the project, when they delay has not been resolved to the satisfaction of the Sheriff or designee, within 3 days from receipt of written notice by the Selected Respondent.
- 3.23 “Termination for Convenience means a termination of the Contract for any reason.
- 3.24 Any statement in this document that contains the word “must” or the word “shall” requires mandatory compliance. Failure of the Respondent to meet this compliance may be cause for rejection of the Proposal or cancellation of the Contract.
- 3.25 Technical terms used in the RFP follow industry conventions.
- 3.26 Respondents should request clarification of terms wherever there is uncertainty as to the exact meaning.

4 Selection of the Successful Respondent

4.1 Process

- 4.1.1 It is the responsibility of the Respondent to read and understand all parts of the RFP.
- 4.1.2 By submitting a Proposal, the Respondent agrees that it has read and is familiar with the complete terms, conditions and specifications provided in this RFP, and warrants it shall abide by the terms, conditions, and specifications of this RFP.

- 4.1.3 Any addenda or modifications to this RFP shall be mailed to the Respondent within 14 calendar days following the Respondent Tour.
- 4.2 Proposed Contract Shall be Submitted
 - 4.2.1 As part of the Proposal, a copy of the proposed Contract is required.
 - 4.2.2 Contractual terms that the County shall require as part of the Contract are contained in Section 6.
 - 4.2.3 The evaluation of the Proposals is completely at the discretion of the County and there is no appeal offered or implied to the County’s final decision.
- 4.3 Communications/County Contact
 - 4.3.1 All communications regarding this RFP from the Respondents and other interested parties shall be directed to:

Jail Superintendent Steve Richmond
 Jefferson County Jail
 81 Elkins Road
 Port Hadlock, WA 98339
 (360) 344-9754
 srichmond@co.jefferson.wa.us
 - 4.3.2 Once this RFP has been issued, the individual identified above is the sole point of contact for any inquiries or information pertaining to this RFP.
- 4.4 Admonition to the Respondents – No Waiver of Formality

No waiver of any term of the terms and conditions contained in this RFP shall be deemed a further or continuing waiver of such terms or any other term.

4.4.1 Right to Reject All Bids

The County reserves the right to reject all bids.

4.5 Instructions to the Respondents

4.5.1 Schedule

This RFP shall be managed according to the following schedule:

| Item | Date |
|--------------------------------------|-------------------|
| RFP issued | October 6, 2017 |
| Question submission begins | October 10, 2017 |
| Required Tour | October 17, 2017 |
| Deadline to submit questions | October 20, 2017 |
| Deadline for Proposals | November 6, 2017 |
| Proposals opened | November 7, 2017 |
| Notification to Short List | November 8, 2017 |
| Proposal presentations to the County | November 16, 2017 |

| | |
|--|-------------------|
| Evaluations and final selection | November 21, 2017 |
| Contract negotiations and finalization | November 30, 2017 |
| Services begin | January 1, 2018 |

4.5.2 The Respondent shall attend the Respondent Tour and shall submit a Proposal to the County by the deadline shown. Failure complete this requirement shall disqualify the Respondent.

4.5.3 The County reserves the right to eliminate the Respondent from further consideration based on answers provided in the Proposal that do not meet the County’s mandatory qualification requirements discussed below.

4.5.4 Respondent Tour

4.5.4.1 The Respondent Tour of the JCJ is scheduled for Tuesday October 17, 2017 at 9:30am. Meet at the main Jail lobby, 81 Elkins Road, Port Hadlock, WA 98339.

4.5.4.2 The purpose of the Respondent Tour shall be to offer an opportunity to ask questions about the JCJ and anticipated food tasks.

4.5.5 Written Questions

4.5.5.1 The Respondent may submit questions by email to the Jail Superintendent about this RFP until the close of business on October 20, 2017.

4.5.5.2 An answer to all written questions received shall provided by email to every person who submitted a Proposal.

4.5.6 Proposal Submission Deadline

All the Respondent responses and Proposals shall be received by the Jail Superintendent by no later than 4:00pm (PST) on Monday November 6, 2017. Facsimile or electronically (in pdf format) transmitted Proposals shall accepted, provided they are actually received by the Jail Superintendent by the date and time above. Late or incomplete Proposals shall not be accepted.

4.5.7 Proposal Requirements

The Respondent shall provide the following materials, more fully discussed below, as part of its submittal:

- 4.5.7.1 Cover Letter;
- 4.5.7.2 Proposal;
- 4.5.7.3 Proposal Price Sheet Form;
- 4.5.7.4 Proposed Four Week Menus;
- 4.5.7.5 A Proposed Minimum Staffing Plan;
- 4.5.7.6 Signed Certification and Offer of Proposal;
- 4.5.7.7 Proposed Contract that complies with the requirements of Section 6;
- 4.5.7.8 Contact Information Form;
- 4.5.7.9 Background Information/Experience Form;
- 4.5.7.10 Qualification Information Form;
- 4.5.7.11 Customer Reference Information Form;
- 4.5.7.12 Required Food Service Equipment Information Form;
- 4.5.7.13 Pending Claims, Litigation or Contract Termination Form;
- 4.5.7.14 Collective Bargaining Response Form; and,
- 4.5.7.15 Labor Dispute Information Form.

A checklist for the Respondent to use to ensure all the required information is provided is in the Appendix.

4.5.8 Prices Quoted Not Revocable for 90 Days

The Respondent warrants, by virtue of proposing, the prices quoted in the submitted Proposal shall be good and not revocable by the Respondent for an evaluation period of 90 days from the date of Proposal opening unless otherwise stated. Proposals cannot be modified by the Respondent after the opening date and time.

4.6 Proposed Minimum Staffing Plan

The Proposed Minimum Staffing Plan shall contain:

- 4.6.1 The estimated minimum number of supervisory personnel employed by the Respondent necessary to fulfill the project requirements;
- 4.6.2 The estimated minimum number of non-supervisory personnel employed by the Respondent necessary to fulfill the project requirements; and,
- 4.6.3 The Respondent's plan for the number of inmates it expects to deploy.
- 4.7 Respondent Information and Qualifications
 - 4.7.1 Respondent Contact Information

The Respondent shall provide at least the name, office address, telephone number, fax number and email address for each of the persons (defined above) that are listed below.

- 4.7.1.1 Legal Authority;
- 4.7.1.2 Account Executive;
- 4.7.1.3 Project Manager; and,
- 4.7.2 Respondent Background Information.
- 4.8 Respondent Information

Respondent shall provide the following information:

- 4.8.1.1 Parent company (if applicable);
- 4.8.1.2 Name and title of top local executive (nearest office to Port Hadlock, WA);
- 4.8.1.3 Organizational type/structure;
- 4.8.1.4 State of incorporation; and,
- 4.8.1.5 Federal Tax Identification Number.
- 4.8.1.6 Respondent experience;
 - 4.8.1.6.1 Years company has conducted business in Washington State;
 - 4.8.1.6.2 Number of agencies served, with focus on number of facilities in the size range with similar service delivery as contemplated by JCJ;
 - 4.8.1.6.3 Washington State UBI Number;
 - 4.8.1.6.4 Washington State DoR Registration Number;
 - 4.8.1.6.5 List all licenses in Washington State; and,
 - 4.8.1.6.6 Additional background information (optional).

4.9 Qualifications and References

The Respondent shall meet the following qualification and reference requirements:

4.9.1 Qualifications

- 4.9.1.1 Respondents to the RFP shall have relevant experience in food services and be able to provide on request verifiable documentation and references to that effect.
- 4.9.1.2 The Respondent must not be disqualified from doing business with the County.
- 4.9.1.3 The Respondent and must be able to provide Federal Tax ID numbers, and business license numbers.
- 4.9.1.4 The Respondent may be required to furnish evidence, in writing, that it maintains a permanent place of business and have adequate finances and personnel to furnish the item(s) and services offered satisfactorily and expeditiously.
- 4.9.1.5 After the date of the Award of the Contract, but no later than 30 days prior to the start of Contract Performance, the Selected Respondent shall obtain an active occupational license and provide this information upon request.
- 4.9.1.6 The Contract only shall be entered into with persons or entities, found to be by the County to meet the requirement of this RFP.
- 4.9.1.7 The Selected Respondent shall carry insurance required by Section 6.31.
- 4.9.1.8 The Selected Respondent must demonstrate its ability to provide food services to the inmates in custody at JCJ.
- 4.9.1.9 The Selected Respondent must have a proven ability for an immediate start up.
- 4.9.1.10 The Selected Respondent must demonstrate the capability to supervise and monitor the program, ensuring satisfactory provision of services.

4.9.2 Qualified References

4.9.2.1 Number of References

The Respondent shall provide at least three qualified references relevant to the scope of this project.

4.9.2.2 Reference Qualification

The references provided must have employed the Respondent as primary contractor performing services similar to the Respondent's Proposal within the past 24 months.

4.9.2.3 Reference Information

Agency name, contact name, mailing address, and telephone number shall be provided for each reference.

A brief description of the services performed to demonstrate the relevance of each reference shall be provided for each reference.

4.9.3 Additional Information

The County reserves the right to request and/or obtain additional information.

4.9.4 Format of Proposals

4.9.4.1 Legibility and Organization

4.9.4.1.1 Proposals shall be typed or printed, shall be written in English and shall be legible and reasonably organized.

4.9.4.1.2 Electronic copies shall be in Adobe Acrobat (pdf) format.

4.9.4.1.3 Pages shall be consecutively numbered.

4.9.4.1.4 Responses shall mirror the numbering order used throughout this RFP.

4.9.4.1.5 The quality, clarity, and organization of the Proposal shall be one of the evaluation criteria in the County's selection.

4.9.4.2 Completeness of Response

The Respondent shall include responses to all of the requirements of Section 4.5.7, using the forms provided in the Appendix.

4.9.4.3 Authorized Signature Requirements

4.9.4.3.1 The Proposal shall be signed by an individual who is authorized to bind the Respondent to the Proposal and the Contract.

4.9.4.3.2 The Proposal shall indicate the title or position that the individual holds and the person's name shall be typed below the signature.

4.9.4.3.3 Firms who normally sign their contracts with the name of the firm must provide separately the name of a corporate officer for signature validation by the County.

4.9.4.3.4 A Proposal may be signed by the agent of the Respondent only if the Respondent is a corporation, the agent is an officer of that corporation, and the Respondent has authorized the agent to sign contracts on its behalf.

4.9.4.3.5 Any Proposal that does not meet all the Authorized Signature Requirements shall be rejected.

4.9.4.4 Joint Proposals Shall Identify One Person or Entity Responsible for Contract Performance

The County understands that more than one person or entity may wish to combine resources in responding to this RFP. A Proposal with such a combination is acceptable, provided that the complete Proposal contains all the required information, and indicates which person or entity shall be legally responsible for performance of the Contract. In addition, the Proposal and the contract shall designate one person or entity as legally responsible for performance of the Contract.

4.9.5 Right to Withdraw Proposals

Proposals may be withdrawn at any time before signature of the Contract for any reason deemed appropriate by the Respondent.

4.9.6 Right to Reject/Accept Proposals

The County reserves the right to accept any Proposal or, at its discretion, reject any or all Proposals for whatever reason it deems appropriate. The County reserves the right to accept all or any part of the Respondent's Proposal.

4.9.7 County's Right to Make Minor Modifications to Proposals

4.9.7.1 The Respondent is responsible for all errors or omissions in its Proposal, and any such errors or omissions shall not serve to diminish their obligations to the County.

4.9.7.2 With the concurrence of the Respondent, the County may modify minor irregularities in Proposals received.

4.9.7.3 If discrepancies between sections or other errors are found in a Proposal, the County may reject the Proposal; however, the County may, at its sole option, correct any arithmetical error in extended price calculations or the addition of line items.

4.9.8 The County Not Responsible for Proposal Expenses

Receipt of a Proposal does not obligate the County to pay any expenses incurred by the Respondent in the preparation of the Proposal or obligate the County in any other respect.

4.9.9 Proposals Do Not Obligate the County

Neither the publication nor distribution of the RFP, or the receipt of Proposals, constitutes any obligation or commitment on the part of the County.

4.9.10 Proprietary Information/Public Disclosure

4.9.10.1 Any information in the Proposal that the Respondent desires to claim as proprietary and exempt from public disclosure under the provisions of the Washington Public Records Act (RCW 42.56) must clearly be so designated. The page must be identified as well as the particular exemption from disclosure upon which the Respondent is making the claim. Each page claimed to be exempt from public disclosure must be clearly identified by the word "Confidential" clearly printed on the lower right corner of the page. **HOWEVER, IDENTIFYING PORTIONS OF A PROPOSAL IN THIS MANNER DOES NOT GUARANTEE THAT THE MATERIALS SHALL NOT BE DISCLOSED, AND THE COUNTY CANNOT GUARANTEE OR WARRANT THE SAME.**

4.9.10.2 The County shall consider the Respondent's request for exemption from disclosure; however, the County shall make a decision based on its interpretation of Washington law. Any request to make the entire Proposal exempt from disclosure shall not be honored. The Respondent must be reasonable in designating information as confidential. If any information is marked proprietary in the Proposal, such information shall not be made available until the Respondent has been given at least 24 hours prior notice so that the Respondent may seek a court injunction against the requested disclosure. The Respondent specifically waives any rights or expectations it may have regarding any obligation of the County to seek protective orders on the

Respondent's behalf. Under no circumstances shall the County be held liable for any costs incurred in the seeking of a court injunction on behalf of the Respondent.

4.9.11 Notification

Based on the evaluation of the Proposals, the County shall select a Short List and invite each of them to participate in service presentations. The Short List shall be notified in writing or email by the date indicated in Schedule.

4.9.12 Site Visits

The County may choose to conduct site visit(s) to the Respondent's headquarters and/or the Respondent's clients as part of the evaluation process. The site visits may be used to determine the successful whether to Award the Contract, and shall be conducted following scheduled presentation of the Short List. Evaluations of the Respondent's sites shall be based on the following:

4.9.12.1 Assessment of the Respondent's service in response to a contract;

4.9.12.2 Assessment of the quality of the Respondent services; and,

4.9.12.3 Overall user satisfaction with the service delivery.

4.9.13 Contract Award and Execution

The County reserves the right to make an Award without further discussion of the Proposal submitted. The County shall not be bound or in any way obligated until both parties have executed the Contract. The County also reserves the right to delay Award and/or not to make a Award.

4.9.14 Use of Responses Received

All materials received in response to this RFP shall become the property of the County.

4.9.15 Final Authority

The final authority to Award the Contract rests solely with the County.

4.9.16 Acceptance and Rejection

The County reserves the right (1) to reject any or all Proposals, (2) to waive irregularities, if any, and (3) to accept the Proposal or Proposals which in the judgement of the Sheriff or designee is in the best interest of JCJ and the County.

5 Award Process

5.1 Evaluation of Proposals

The evaluation of Proposals and the determination as to the quality of jail food and services shall be the sole and final responsibility of the County and shall be based on the information furnished in a Proposal. The County shall assess Proposals pursuant to the following criteria:

5.1.1 Completeness of response;

- 5.1.2 Attendance at the required the Respondent Tour;
- 5.1.3 The Respondent's qualifications for provision of jail food services;
- 5.1.4 Customer references;
- 5.1.5 Proposed Minimum Staffing Plan;
- 5.1.6 Pending Claims, Litigation or Terminated Contracts in the last two years; and,
- 5.1.7 Cost of Proposal as Reflected in the Proposal Price Sheet.

Criteria 5.1.1 and 5.1.2 are mandatory. Failure to meet these criteria will result in a rejection of the Proposal. The criteria in Sections 5.1.3 to 5.1.6 are "quality" criteria. The criteria in Section 5.1.7 is "price" criteria. The quality criteria will be weighted at 17% each (51% total). The price criteria will be weighted at 49%.

5.2 Award

The Award of the Contract to the highest ranked Proposal.

5.3 Default by the Selected Respondent

If the Selected Respondent defaults, the County may then select the next ranked Proposal and Award the Contract accordingly. The Respondent on the next ranked Proposal then becomes the Selected Respondent.

5.4 Substitution

The Selected Respondent shall not substitute or deviate from said specifications of the proposed food services contained in this RFP without the written consent of the Sheriff or his designee.

5.5 Addition/Deletion

The County reserves the right to add or delete any items from this RFP or resulting Award when deemed in the best interest of the County.

6 Required Contract Terms and Conditions

The Selected Respondent shall be required to enter into a Contract. Section 6 sets forth terms and conditions that must be included in the Contract.

6.1 Definitions.

The definitions in Section 3 that apply to the Required Contract Terms and Conditions must be included.

6.2 Term of the Contract

- 6.2.1 The Contract shall be for three (3) years from the date of execution.
- 6.2.2 The County shall have the option to renew the Contract on a yearly basis for two successive one-year renewal terms, not to exceed a total of five years.
- 6.2.3 Each renewal shall be based on a yearly review of the services provided by the Successful Respondent.

6.3 Responsibility of JCJ

JCJ agrees to provide the food service provider a kitchen area with necessary equipment, office space or facilities, utilities (including telephone services), reasonably sufficient to enable the food service provider to perform its obligations.

The Selected Respondent shall consult with JCJ to finalize a list of equipment and obtain such. All office and food equipment and supplies in place at the termination of services shall remain the property on JCJ.

6.4 Base Price

In an effort to assist with the determination or proposed contract price, assume 47,500 – 52,000 meals shall be served at JCJ in 2018. The base price shall include the furnishing of all labor, materials, equipment, insurances, licenses and applicable taxes necessary or proper for the completion of the services required for the Project.

6.4.1 The Selected Respondent shall coordinate purchase of all food supplies as well as any other food with JCJ.

6.4.2 The Respondent shall to provide a base price on a Proposal Price Sheet.

6.4.2.1 The base price shall be subject to review no more often than once each year at the anniversary date of entry of the Contract.

6.4.3 Program Requirements

6.4.3.1 The Selected Respondent shall provide high quality food service in accordance with industry standards. Food and food service shall meet all applicable federal, state, and local guidelines, laws, and regulations and shall meet other guidelines as prescribed by ACA.

6.4.3.2 The Selected Respondent shall operate the food service program using corrections-experienced and/or professionally trained personnel.

6.4.3.3 The Selected Respondent shall operate the food service program in a cost effective manner.

6.4.3.4 The Selected Respondent shall maintain an open, collaborative relationship with the administration and staff of JCJ.

6.4.3.5 The Selected Respondent may offer a comprehensive program for approved inmate workers in food service for JCJ.

6.4.4 Meal Requirements

- 6.4.4.1 A registered dietician shall approve all menus prior to service.
- 6.4.4.2 All meals served shall be in compliance with USDA caloric intake recommendations and shall provide an average of 2600 calories per day for adult inmates.
- 6.4.4.3 Three (3) meals per day, two (2) of which shall be “hot” meals, seven (7) days per week are to be served to the inmate population.
- 6.4.4.4 Inmates on the work release or inmate worker programs shall have “sack” lunches available to take to work during their work day.
- 6.4.4.5 “Sack” lunches shall also be made available for inmates who are out of the facility to Court during the lunch hour.
- 6.4.4.6 All menus and special diets (medical, religious, etc.) shall meet the standards for adult holding and detention facilities as established by the ACA.
- 6.4.4.7 A four (4) week cycle menu shall be submitted in the Proposal. The Respondent should use the same menu types. Sample menus provided with the RFP response shall be used in the submitted pricing structure.
- 6.4.4.8 The Selected Respondent shall warrant that all meals shall be served at appropriate temperatures and in a manner that makes them palatable (140 degrees if hot, 45 degrees if cold), and visibly pleasing complete with condiments if indicated.
- 6.4.4.9 Religious and medical diets conforming to special religious or physician-ordered specifications shall be provided at no additional cost to the County.

6.5 Food Supplies

The Selected Respondent shall provide all consumable supplies and food products that are required for the food service operation. Upon termination of the Contract, for any reasons, the County shall purchase or cause the successor food service provider to purchase all usable supplies and food products at the food service provider’s invoice cost.

6.6 Cost Controls

- 6.6.1 In an effort to assist with the determination of proposed contract price, assume 47,500 – 52,000 meals shall be served at JCJ in 2018. The number is provided as a guideline for meals to be served and shall not be construed to mean that the Selected Respondent shall serve that exact corresponding number of meals on a yearly basis.
- 6.6.2 The prices per meal shall be guaranteed for a period of one year unless there is a change in the scope of services, at which time the parties shall negotiate mutually agreeable financial terms.

6.7 State and Federal Commodities

- 6.7.1 A plan to incorporate free federal and/or state commodities when they are available, wholesome, and appropriate to the menu. The Selected Respondent reserves the right to refuse acceptance of any such commodities that are contaminated or supplied in excessive amounts rendering them unusable within their respective dates of expiration.

- 6.7.2 The Selected Respondent warrants that commodities received shall be used solely for the benefit of those persons in custody at JCJ.
- 6.7.3 The Selected Respondent shall properly handle, store and prepare commodities for consumption.
- 6.8 Kitchen Facility and Equipment
 - 6.8.1 Jefferson County owns all of the equipment currently installed in the kitchen and shall retain title to that equipment. The equipment shall remain at the kitchen and be used by the Selected Respondent.
 - 6.8.2 The Respondent shall provide a list of additional equipment that is needed to operate the kitchen, including such items as:
 - 6.8.2.1 Additional cooking pots and pans
 - 6.8.2.2 Cooking, serving and eating utensils (the County owns many utensils. The Selected Respondent shall make use of the existing utensils unless deemed unusable)
 - 6.8.2.3 Beverage containers
 - 6.8.2.4 Equipment to prepare food
 - 6.8.2.5 Any additional equipment that is reasonably necessary to perform the food services at JCJ.
 - 6.8.2.6 JCJ shall assure that all necessary utilities in the kitchen are in working order.
 - 6.8.3 The Selected Respondent shall coordinate any service or maintenance of kitchen equipment with JCJ.
- 6.9 Routine Maintenance and Cleaning of Kitchen
 - 6.9.1 The Selected Respondent shall be responsible for routine cleaning and housekeeping of food service preparation, service, and storage areas.
 - 6.9.2 The Selected Respondent shall maintain standards of sanitation required by state or local regulations.
 - 6.9.3 JCJ shall provide all cleaning supplies for the kitchen areas and equipment.
 - 6.9.4 Kitchen inspections shall be made by the Jefferson County Health Department as deemed necessary, with or without advance notice to the Selected Respondent, and such inspections shall not interfere with the food service operations.
 - 6.9.5 Inspections of the kitchen by the Jefferson County Health Department must result in no RED violations. If red violations are noted, the Selected Respondent shall notify JCJ of areas to be improved and shall remedy the deficiency within 5 days of receipt of such notice.
- 6.10 Staffing Plan

- 6.10.1 The Selected Respondent shall provide an organization chart and job descriptions for all employees involved in the Project. The Selected Respondent shall specify the number of inmate workers per shift for an assumed preparation of 47,500 – 52,000 meals yearly.
- 6.10.2 Inmate Labor
 - 6.10.2.1 Inmates shall be provided by JCJ, as available and required by the Selected Respondent.
 - 6.10.2.2 Inmates shall be used only for the preparation of food, delivery of meals, and general sanitation and cleaning of the kitchen.
 - 6.10.2.3 Inmates are not permitted to supervise other inmates.
 - 6.10.2.4 The Selected Respondent agrees to train and supervise inmates only with respect to food service tasks. The Selected Respondent training and supervision of inmates shall be subject to the overall control of JCJ.
 - 6.10.2.5 The Selected Respondent shall include the inmate training as part of the Selected Respondent's overall training program for the JCJ.
 - 6.10.2.6 JCJ staff shall not be posted in the kitchen but shall make periodic welfare checks.
- 6.11 Administrative Requirements
 - 6.11.1 The Selected Respondent shall have the responsibility to provide:
 - 6.11.2 A singular designated Food Service Manager with responsibility for assuring the appropriateness and adequacy of food services.
 - 6.11.3 Well-defined operational policies and procedures to include, at a minimum, those required by ACA Standards, and in concert with JCJ and procedures for service delivery. JCJ shall develop the policies and procedures necessary to specify the role of food services in a jail setting and to provide liaison between the food service and corrections staff.
- 6.12 Statistical Reporting
 - 6.12.1 A comprehensive annual statistical report shall be forwarded to the Sheriff, or designee, in accordance with ACA Standards.
 - 6.12.2 In addition, monthly and daily statistics shall be required as follows:
 - 6.12.2.1 The Sheriff, or designee, shall require a review of statistical data reflecting the previous month's activities. The data may include but shall necessarily be limited to:
 - 6.12.2.2 Number of hours worked by inmates
 - 6.12.2.3 Number of meals served each day, including specialty diets
 - 6.12.2.4 Types of specialty meals served
 - 6.12.2.5 Other data deemed appropriate by the County

6.13 Monthly Meetings

The Food Services Manager shall attend scheduled monthly meetings with jail staff, medical staff, and corrections staff to evaluate statistics, program needs, problems, and coordination them.

6.14 Employee Screening and Licensing

6.14.1 Prior to JCJ's approval for employment, an applicant screening shall be conducted.

6.14.2 The Selected Respondent shall provide a completed background packet on each employee applicant prior to employment and admission to the jail.

6.14.3 The Food Services Manager must receive all applicable licenses or certificates for all professional staff prior to employment.

6.15 Prohibition or Removal of Selected Respondent's Employees

6.15.1 The Jail Superintendent or designee may prohibit entry to the JCJ, or remove therefrom, an any employee of the Selected Respondent who does not perform services in a professional manner, or who violates JCJ's security rules and procedures.

6.15.2 Any personnel that are suspected of violating security policies for JCJ shall immediately be terminated from employment at JCJ by the Selected Respondent.

6.15.3 The Sheriff or his designee reserves the right to search any person, property, or article entering the JCJ.

6.16 Negotiation of Additional Terms by County Authorized

Non-material terms in addition to those contained in the RFP may be negotiated.

6.16.1 Additional Terms and Conditions and/or Deviations

Any additional terms and conditions, which may be the subject of negotiation, only shall be discussed between the County and the Respondent and shall not be deemed an opportunity to amend the Respondent's Proposal. The Respondent may submit with the Proposal a complete set of any additional terms and conditions, which the Respondent is requesting be included in the Contract, although the County has the right to reject any such request.

6.17 Governing Law

The laws of the State of Washington shall govern the interpretation, administration, and enforcement of the Contract.

6.18 Non-Performance

In the event of non-performance on the part of the Selected Respondent (i.e., failure and/or inability to meet agreed upon deadlines or specifications as outlined herein), consequential damages shall be claimed by the County. The County may terminate the Contract and be relieved of the payment of any consideration to the Selected Respondent should the Respondent fail to perform as required by the Contract. In the event of such termination the County may proceed with the services in any manner

deemed proper by the County. The cost to the County shall be deducted from any sum due the Selected Respondent under the Contract.

6.19 Contract Components

The Contract shall clearly state the all of its components. The County shall decide whether this RFP, written questions, answers to questions, the Respondent's Proposal, and other documents associated with this Proposal shall become part of the Contract.

6.20 Precedence of Conflict Resolution

Washington State law, the terms and conditions of the Contract, the terms and conditions of this RFP, then the Respondent's Proposal is the order of precedence in conflict resolution in the performance of the Contract.

6.21 Amendments to Contract

The Contract can be amended only in writing with the consent of both the County and the Selected Respondent.

6.22 Subcontracting Requirements

6.22.1 Selected Respondent Owns Contract Performance

The Selected Respondent is responsible for meeting all terms and conditions of the Contract including standards of service, quality of materials and workmanship, costs, and schedules. Failure of a subcontractor to perform is no defense to the Contract. The Selected Respondent assumes responsibility for and all liability for the actions and quality of services performed by any subcontractor.

6.22.2 Subcontractor Approval

Every subcontractor must agree in writing to follow every term of the Contract. The Selected Respondent must provide every subcontractor's written agreement to follow every term of the Contract before the subcontractor can perform any services under the Contract. The Sheriff or designee must approve any proposed subcontractors in writing.

6.22.3 Subcontractor Disputes

Any dispute arising between the Selected Respondent and any subcontractors or between subcontractors must be resolved without involvement of any kind on the part of the County and without detrimental impact on the delivery of contracted goods and services.

6.23 Legal and Regulatory Compliance

6.23.1 Valid License

The Selected Respondent warrants it is licensed or legally entitled to do business in the State of Washington shall be considered.

6.23.2 Compliance with Applicable Law

During the course of performing services at the JCJ, the Selected Respondent, subcontractors, and their employees are required to comply with all applicable local, state and federal laws, codes, ordinances, and regulations, including but not limited to:

6.23.2.1 Applicable Regulations of the Washington Department of Labor and Industries, including WA-DOSH Safety Regulations;

6.23.2.2 Washington and Jefferson County public health rules and regulations; and,

6.23.2.3 State and Federal Anti-Discrimination Laws.

6.23.3 Criminal History/Background Check

The Selected Respondent's employees and the employees of any of the Selected Respondent's approved subcontractor shall submit to a Washington State Patrol fingerprint identity and criminal history check before they are authorized to perform services for the Project at the JCJ. The County agrees to bear all reasonable costs incurred in the performance of these criminal history/background checks.

6.23.4 Safety Considerations

The Selected Respondent shall be responsible for compliance with all relevant state and federal workplace safety requirements to include compliance with JCJ's safety directives and policies. The Selected Respondent shall be responsible for ensuring that its employees are trained in the safety procedures appropriate to assigned work.

6.23.5 Drug Use Policy

The use of illegal drugs, alcohol, or controlled substances on the County property or premises is strictly prohibited. The Selected Respondent's employees shall not perform services for the Project while under the influence of drugs or alcohol is strictly prohibited, and if discovered, may be reported to the appropriate law enforcement agency.

6.23.6 Tobacco Policy

The use of tobacco of any kind on property or premises of the County shall be in compliance with the County policies.

6.23.7 Harassment, Discrimination, Fraternization

Any form of harassment, discrimination, or improper fraternization with JCJ inmates or employees is strictly prohibited.

6.23.8 Collective Bargaining

The Selected Respondent shall specify if any of the Selected Respondent's employees who shall be performing services on JCJ premises are covered by any labor unions involved in collective bargaining agreements. If so, the Selected Respondent shall identify the date the current labor agreement expires. The Selected Respondent shall also disclose if it is currently involved in any labor relation litigation, mediation, or negotiation that may affect its ability to perform its obligations under the Contract.

6.24 Invoicing and Payments

6.24.1 On the first day of each week, the Selected Respondent shall submit to the County an invoice for meals ordered or prepared, whichever is greater, for the previous week. Mail or deliver invoices to:

Jail Superintendent
Jefferson County Jail
81 Elkins Road
Port Hadlock, WA 98339

6.24.2 Or any other address so designated by the County in writing

6.24.3 The invoice shall contain the description of service including quantity if any.

6.24.4 Timely payment of invoices is incumbent upon the County and payment shall not exceed forty-five (45) days from date of receipt of an invoice.

6.25 Indemnification

In addition to the requirements to obtain and maintain a policy of liability insurance pursuant to which the County and all its elected officials, officers and employees shall be named as either additional insured or the named insured, the Selected Respondent agrees to indemnify, defend and hold the County and all of its elected officials, officers and employees harmless from and against all claims, suits, actions, damages or causes of action for any personal injury, loss of life, damage to property or any action as a result of the performance of the services for which the Contract was entered into and from and against any orders, judgments, or decrees, which may be entered thereto, and from and against all costs, attorney's fees, expenses and liabilities incurred in or by reason of the defense of any such claim, suit, or action, and the investigation thereof.

6.26 Reimbursement Criteria

The Selected Respondent shall provide an invoice to the County, which shall be the cost of the Contract divided into twelve equal payments, plus or minus any adjustments as shall be outlined in the Contract.

6.27 No Assignment of the Contract

The Selected Respondent shall give full attention to the faithful execution of the Contract, shall keep the all the services required for the Project under its control, and shall not by the power of attorney or otherwise assign the Contract to any other person without prior approval of the Sheriff or designee.

6.28 Price Increases

- 6.28.1 Either party to the Contract may request a change in the Contract price if there is a significant change in the level or services required for the Contract or a significant change in the cost of food.
- 6.28.2 Should the Sheriff, or designee, and the Selected Respondent mutually agree to a change in the scope of the program during the term of the Contract, the Selected Respondent shall be allowed to change the Contract price up or down as indicated by the change in scope. However, any amendment to the Contract shall be signed by Jefferson County prior to any such change being effective.
- 6.28.3 Changes in contractual provisions of products or services to be rendered under the Contract may be only in writing and shall be approved mutually by an authorized agent of the Selected Respondent and by the County.

6.29 Notice

All notices pursuant to the Contract shall be in writing and shall be delivered by (1) personal delivery, (2) facsimile, (3) registered or certified U.S. Mail, postage prepaid, return receipt requested, to the applicable party at the address provided in the Contract.

6.30 Insurance Requirements

6.30.1 Commercial General Liability: The Selected Respondent shall maintain Commercial General Liability coverage for bodily injury, personal injury and property damage, in an amount not less than a single limit of one million dollars (\$1,000,000) per occurrence and a aggregate of not less than two (2) times the occurrence amount (\$2,000,000.00 minimum) for bodily injury, including death and property damage, unless a greater amount is specified in the Contract. The insurance coverage shall contain no limitations on the scope of the protection provided and include the following minimum coverage:

6.30.2 Broad Form Property Damage, with no employee exclusion;

6.30.2.1 Personal Injury Liability, including extended bodily injury;

6.30.2.2 Broad Form Contractual/Commercial Liability – including completed operations;

6.30.2.3 Premises – Operations Liability (M&C);

6.30.2.4 Independent Contractors and subcontractors;

6.30.2.5 Blanket Contractual Liability.

6.30.2.6 The County and its elected officials, officers and employees shall be named as an additional insured party under this policy.

6.30.2.7 Such insurance coverage shall be evidenced by one of the following methods:

6.30.2.7.1 Certificate of insurance; or,

6.30.2.7.2 Self-insurance through an irrevocable Letter of Credit from a qualified financial institution.

- 6.30.2.7.3 Certificates of insurance as required by this section shall be delivered to the County within fifteen (15) days of execution of the Contract.
- 6.30.3 Any deductibles or self-insured retention shall be declared to and approved by the County prior to the approval of the Contract by the County. At the option of the County, the insurer shall reduce or eliminate deductibles or self-insured retention or the Selected Respondent shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- 6.30.3.1 The Selected Respondent shall include all subcontractors as insured under its insurance policies or shall furnish separate certificates and endorsements for each subcontractor. All insurance provisions for subcontractors shall be subject to all of the requirements stated herein.
- 6.30.3.2 Failure of the Selected Respondent to take out and/or maintain any required insurance shall not relieve the Selected Respondent from any liability under the Contract, nor shall the insurance requirements be construed to conflict with or otherwise limit the obligations concerning indemnification.
- 6.30.4 It is agreed by the parties that insurers shall have no right of recovery or subrogation against the County (including its employees and other agents and agencies), it being the intention of the parties that the insurance policies so affected shall protect both parties and be primary coverage for any and all losses covered by the above described insurance. It is further agreed by the parties that insurance companies issuing the policy or policies shall have no recourse against the County (including its employees and other agents and agencies) for payment of any premiums or for assessments under any form of policy. It is further agreed by the parties that any and all deductibles in the above described insurance policies shall be assumed by and be at the sole risk of the Selected Respondent.
- 6.30.5 It is agreed by the parties that judgments for which the County may be liable, in excess of insured amounts provided herein, or any portion thereof, may be withheld from payment due, or to become due, to the Selected Respondent until such time as the Selected Respondent shall furnish additional security covering such judgment as may be determined by the County.
- 6.30.6 Any coverage for third party liability claims provided to the County by a "Risk Pool" created pursuant to Ch. 48.62 RCW shall be non-contributory with respect to any policy of insurance the Selected Respondent shall provide in order to comply with the Contract.
- 6.30.7 If the proof of insurance or certificate indicating the County is an "additional insured" to a policy obtained by the Selected Respondent refers to an endorsement (by number or name) but does not provide the full text of that endorsement, then it shall be the obligation of the Selected Respondent to obtain the full text of that endorsement and forward that full text to the County.
- 6.31 The County may, upon the Selected Respondent's failure to comply with all provisions of the Contract relating to insurance, withhold payment or compensation that would otherwise be due to the Selected Respondent.
- 6.32 The Selected Respondent's Commercial General Liability shall include Employer's Liability Coverage with a limit of not less than \$500,000.00.

- 6.33 Automobile Liability: The Selected Respondent shall maintain Business Automobile Liability insurance with a limit of not less than \$1,000,000.00 each accident combined Bodily Injury and Property Damages. Coverage shall include owned, hired and non-owned automobiles.
- 6.33.1.1 Workers' Compensation (Industrial Insurance).
- 6.33.1.1.1 The Selected Respondent shall maintain workers' compensation insurance at its own expense, as required by Title 51 RCW, for the life of the Contract and shall provide evidence of coverage to Jefferson County Risk Management, upon request.
- 6.33.1.1.2 Worker's Compensation Insurance covering all employees with limits meeting all applicable state and federal laws. This coverage shall include Employer's Liability with limits meeting all applicable state and federal laws.
- 6.33.1.1.3 This coverage shall extend to any subcontractor that does not have their own Worker's Compensation and Employer's Liability Insurance.
- 6.33.1.1.4 The Selected Respondent expressly waives by mutual negotiation all immunity and limitations on liability, with respect to the County, under any industrial insurance act, disability benefit act, or other employee benefit act of any jurisdiction which would otherwise be applicable in the case of such claim,
- 6.33.1.1.5 If the County incurs any costs to enforce the provisions of this subsection, all cost and fees shall be recoverable from the Selected Respondent.
- 6.34 The Selected Respondent's liability insurance provisions shall be primary and noncontributory with respect to any insurance or self-insurance programs covering the County, its elected and appointed officers, officials, employees, and agents.
- 6.35 Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the County, its officers, officials, employees, or agents.
- 6.36 The Selected Respondent's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- 6.37 The Selected Respondent shall include all subcontractors as insured under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverage for subcontractors shall be subject to all of the requirements stated in the Contract.
- 6.38 The insurance limits mandated for any insurance coverage required by the Contract are not intended to be an indication of exposure nor are they limitations on indemnification.
- 6.39 The Selected Respondent shall maintain all required policies in force from the time services commence until services are completed. Certificates, policies, and endorsements expiring before completion of services shall be promptly replaced.
- 6.40 The Selected Respondent shall place insurance with insurers licensed to do business in the State of Washington and having A.M. Best Company ratings of no less than A-, with the exception that excess and umbrella coverage used to meet the requirements for limits of liability or gaps in coverage need not be placed with insurers or re-insurers licensed in the State of Washington.

6.41 Certificates of Insurance

The Selected Respondent shall furnish the County with properly executed certificates of insurance that, at a minimum, shall include:

6.41.1 Limits of liability coverage;

6.41.2 Project name and contract number to which it applies;

6.41.3 Certificate Holder as Jefferson County, Washington and its elected officials, officers and employees with the address of Risk Management, Jefferson County, P.O. Box 1220, Port Townsend, WA 98368; and,

6.41.4 A statement that the underlying insurance contract shall not be canceled or allowed to expire except on thirty (30) days prior written notice to the County.

6.42 The Selected Respondent shall provide a copy of any and all insurance policies specified in the Contract.

6.43 Written notice of cancellation or change shall reference the project name and contract number and shall be mailed to the County at the following address: Risk Management, Jefferson County, P.O. Box 1220, Port Townsend, WA 98368.

6.44 Copyright and Confidentiality

The Selected Respondent shall maintain strict privacy of all JCJ records, data, files (regardless of media), including any copyrighted material received from JCJ.

6.45 Litigation/Jurisdiction/Venue

Should either party bring any legal action, each party in such action shall bear the cost of its own attorney's fees and court costs. Any and all such court action shall take place and be vested solely in the appropriate state court in Jefferson County, Washington.

6.46 Termination for Cause or Convenience

The Contract may be terminated as follows:

6.46.1 Termination for cause immediately, if any shutdown of the food service is required by an outside agency such as OSHA or the Washington Department of Health;

6.46.2 Termination for cause on ten days written for notice, if not for a health or safety problem; or,

6.46.3 Termination for convenience on ninety days written notice.

THE RESPONDENT'S CERTIFICATION AND OFFER OF PROPOSAL

By signing and dating below, the Respondent affirms that the information provided in this Proposal response and any included materials are true and correct, and that by signing, the Respondent and the signer each warrant that the signer is authorized to enter into agreements on behalf of the Respondent.

Signed: _____

Printed Name: _____

Title: _____

Date: _____

Jefferson County is an equal opportunity employer and any the Successful Respondent shall be so dedicated.

APPENDIX
REQUIRED FORMS AND CHECKLIST

CONTACT INFORMATION

1. The Respondent Contact Information:
 - a. Company Name:
 - b. Headquarters Address:
 - c. Name and title of executive with Legal Authority to enter into contracts with the County:
 - d. Account Executive Name:
 - e. Account Executive Phone Number:
 - f. Account Executive Email Address:
 - g. Project Manager Name:
 - h. Project Manager Phone Number:
 - i. Project Manager Email Address:

BACKGROUND/EXPERIENCE INFORMATION

2. The Respondent Background Information:
 - a. Parent Company:
 - b. Name and Title of top local Executive near Port Hadlock, WA:
 - c. Organizational Type/Structure:
 - d. State of Incorporation:
 - e. Federal Identification Number:
 - f. Other pertinent background information (optional):
3. The Respondent Experience:
 - a. Years The Respondent has conducted business in Washington State:
 - b. Number of agencies served with like services of similar scale:

QUALIFICATION INFORMATION

4. Professional Standing:

The Respondent certifies they are not disqualified from doing business with the County and will be able to provide Federal Tax ID numbers, Business License jurisdiction and numbers, and Contractor License numbers for both primary and subcontractors.

___ YES ___ NO

If "NO" above, please explain below:

REFERENCE INFORMATION

5. Customer Reference #1:
 - a. Institution Name:
 - b. Address:
 - c. Contact Name:
 - d. Contact Title:
 - e. Contact phone Number:
 - f. Contact Email Address:
 - g. Number of Years a Customer:
 - h. Size of Agency (number of beds):
 - i. Years Served:
 - j. Additional Relevant Information:

6. Customer Reference #2:
 - a. Institution Name:
 - b. Address:
 - c. Contact Name:
 - d. Contact Title:
 - e. Contact phone Number:
 - f. Contact Email Address:
 - g. Number of Years a Customer:
 - h. Size of Agency (number of beds):
 - i. Years Served:
 - j. Additional Relevant Information:
7. Customer Reference #3:
 - a. Institution Name:
 - b. Address:
 - c. Contact Name:
 - d. Contact Title:
 - e. Contact phone Number:
 - f. Contact Email Address:
 - g. Number of Years a Customer:
 - h. Size of Agency (number of beds):
 - i. Years Served:
 - j. Additional Relevant Information:

REQUIRED EQUIPMENT INFORMATION

8. Required Food Service Equipment

| Item | Respondent | Quantity | Approximate Cost |
|-------------|-------------------|-----------------|-------------------------|
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PENDING CLAIMS, LITIGATION AND TERMINATED CONTRACT INFORMATION

9. Acknowledgment of pending claims, litigation or contract terminations in the last two years:

___ No – The Respondent does not have any pending claims, litigation or contract terminations in the last two years.

___ Yes – The Respondent is involved in pending claims, litigation or contract terminations in the last two years, details of which are listed below:

| Agency | State | Description |
|---------------|--------------|--------------------|
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COLLECTIVE BARGAINING INFORMATION

10. Collective Bargaining:

Are/will any employees providing services on or at the JCJ facility covered by or members of any union covered by collective bargaining agreements?

___ YES ___ NO

If Yes, please specify which unions and agreements and their expiration dates.

LABOR DISPUTES

9. Are any represented The Respondent employees involved in any labor related litigation, mediation, arbitration, or negotiation that may affect the Respondent's ability to perform its obligations under the proposed scope of services?

___ YES ___ NO

If yes, please explain:

PROPOSAL PRICE SHEET AND SAMPLE MENUS

_____ shall provide Food Services at JCJ, in
Accordance with the specifications of this Proposal.

FIRST PROPOSAL (The Respondent using the employees of their choice):

1. Total Cost First Year \$ _____

2. Annual cost shall be divided into 12 equal payments for a monthly amount of
\$ _____

3. Cost per Meal \$ _____

4. Attach Sample Menus

SECOND PROPOSAL (The Respondent using civilian employees employed by Jefferson County):

5. Total Cost First Year \$ _____

6. Annual cost shall be divided into 12 equal payments for a monthly amount of
\$ _____

7. Cost per Meal \$ _____

8. Attach Sample Menus

RESPONDENT CHECKLIST

This checklist is provided for convenience to ensure that all required materials have been included in the Proposal. It is not required, but may be submitted, as a part of the Respondent's response.

- _____ Cover Letter
- _____ Proposal
- _____ Proposal Price Sheet Form
- _____ Proposed Four Week Menus
- _____ Proposed Minimum Staffing Plan
- _____ Signed Certification and Offer of Proposal
- _____ Proposed Contract that complies with the requirements of Section 6
- _____ Contact Information Form
- _____ Background Information/Experience Form
- _____ Qualification Information Form
- _____ Customer Reference Information Form
- _____ Required Food Service Equipment Information Form
- _____ Acknowledgement of Pending Claims, Litigation or Contract Termination Form
- _____ Collective Bargaining Response Form
- _____ Labor Dispute Information Form
- _____ Optional – Other supplemental materials