

EXHIBIT A - SECTION C - EVALUATION & SELECTION

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SUBSECTION 1 - EVALUATION FACTORS				
REQUIREMENT NUMBER	REQUIREMENT TYPE	DESCRIPTION	VENDOR RESPONSE	VENDOR COMMENT
1.001	Evaluation	COUNTY shall conduct a comprehensive evaluation of all proposals.	Read and Agree	
1.002	Evaluation	Proposals will be evaluated by COUNTY's evaluation committee who shall review, evaluate and verify information submitted by Vendor.	Read and Agree	
1.003	Evaluation	Each Vendor is responsible for submitting all relevant, factual and correct information with their proposal to enable the evaluator(s) to afford each vendor the maximum weight based on the available data submitted by the vendor.	Read and Agree	
1.004	Evaluation	COUNTY's evaluation committee shall evaluate the proposals in accordance with Exhibit A, Section C.1. (Evaluation Criteria) and the process as outlined in this section (Section C.).	Read and Agree	
1.005	Evaluation	The top three weighted Vendors may be asked to conduct a presentation of their proposed Food Services solution at a date and time to be determined by COUNTY.	Read and Agree	
1.006	Evaluation	The presentation shall include a food tasting event. COUNTY will determine which foods shall be prepared for the tasting event and notify Vendor a minimum of 5-days in advance of the menu items to prepare.	Read and Agree	
1.007	Evaluation	Additions, deletions, or substitutions may not be made to proposals during the oral presentation/demonstration, unless it is viewed as a clarification(s).	Read and Agree	
1.008	Evaluation	COUNTY expressly reserves the right to accept or reject any or all proposals, with or without cause, modify, alter, waive any technicalities or provisions, or to accept the proposal which, in its sole judgment, is determined to be the best evaluated offer resulting from negotiation, taking into consideration the relative importance of technology and other evaluation factors set forth in Exhibit A, Section C.1. (Evaluation Criteria).	Read and Agree	

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SUBSECTION 2 -Final Proposal

REQUIREMENT NUMBER	REQUIREMENT TYPE	DESCRIPTION	VENDOR RESPONSE	VENDOR COMMENT
2.001	Final Proposal	COUNTY may request a Final Proposal from selected Vendor(s). A Final Proposal allows Vendor an opportunity to clarify or supplement its original proposal. Selected Vendors will be contacted in writing by COUNTY requesting the submission of Vendor's Final Proposal. The Final Proposal will be in the form of an addendum to this RFP and Vendor's submitted proposal.	Read and Agree	
2.002	Final Proposal	The Final Proposal is part of the evaluation criteria outlined in Exhibit A, Section C.1. (Evaluation Criteria).	Read and Agree	

SUBSECTION 3 - NEGOTIATION OF PROPOSAL

REQUIREMENT NUMBER	REQUIREMENT TYPE	DESCRIPTION	VENDOR RESPONSE	VENDOR COMMENT
3.001	Negotiation	COUNTY reserves the right to conduct negotiations from the proposals received or to award an Agreement without negotiations. If such negotiations are conducted, the following conditions shall apply:	Read and Agree	
3.002	Negotiation	Negotiations will only be conducted with selected Vendor(s) after the evaluation of proposals.	Read and Agree	
3.003	Negotiation	Vendor's proposal may be subject to negotiation and revision. Vendor may be required to submit additional data or clarification.	Read and Agree	
3.004	Negotiation	COUNTY may direct its Designated Agent to conduct negotiations on its behalf.	Read and Agree	
3.005	Negotiation	Any changes agreed upon during negotiations may become part of the Agreement.	Read and Agree	
3.006	Negotiation	If COUNTY is unable to come to terms with the selected Vendor, discussions shall be terminated and negotiations will begin with the next highest weighted Vendor.	Read and Agree	

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SUBSECTION 4 - PROPOSAL SELECTION				
REQUIREMENT NUMBER	REQUIREMENT TYPE	DESCRIPTION	VENDOR RESPONSE	VENDOR COMMENT
4.001	Proposal Selection	The Vendor with the lowest cost is not guaranteed award of an Agreement.	Read and Agree	
4.002	Proposal Selection	COUNTY reserves the right to adopt or use for its benefit, any concept, plan, or idea contained in Vendor's proposal.	Read and Agree	
4.003	Proposal Selection	COUNTY reserves the right to review Vendor's contracts with its subcontractors to ascertain whether Vendor has the necessary operational systems in place to fulfill the requirements of this RFP.	Read and Agree	
4.004	Proposal Selection	COUNTY reserves the right to request clarification from Vendors during the evaluation of proposals. Such clarification is intended to assist COUNTY in awarding an Agreement that is most advantageous to COUNTY.	Read and Agree	
4.005	Proposal Selection	COUNTY reserves the right, in its sole judgment, to accept the proposal which is determined by COUNTY to be the best proposal resulting from this RFP, with or without negotiation, and Final Proposal.	Read and Agree	
4.006	Proposal Selection	COUNTY expressly reserves the right to accept or reject any or all proposals, modifications, or alterations or waive any technicalities or provisions, with or without cause. COUNTY reserves the right to accept a proposal that, in its judgement, is determined to be the best evaluated offer resulting from negotiation.	Read and Agree	
4.007	Proposal Selection	COUNTY reserves the right to award an Agreement to the next most qualified Vendor if the awarded Vendor delays finalizing the Agreement for more than 30 business days.	Read and Agree	
4.008	Proposal Selection	Proposals that do not meet the requirements set forth in this RFP, its amendment(s) and/or addenda, may be considered non-compliant and may be disqualified. COUNTY may reject Vendor's proposal for any of, but not be limited to, the following:	Read and Agree	
4.009	Proposal Selection	Evidence of collusion with or among other Vendors submitting a proposal.	Read and Agree	
4.010	Proposal Selection	Inappropriate contact of COUNTY's employees or any employee at the Facilities regarding this RFP and during the RFP process. Contact by Vendor may result in COUNTY's rejection of Vendor's proposal.	Read and Agree	
4.011	Proposal Selection	Incorrect or contradictory information and/or false statements included in Vendor's proposal or other materials submitted in its response to this RFP or made during any oral presentations or negotiations.	Read and Agree	

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SUBSECTION 5 - FINAL DECISION

REQUIREMENT NUMBER	REQUIREMENT TYPE	DESCRIPTION	VENDOR RESPONSE	VENDOR COMMENT
5.001	Final Decision	COUNTY shall make the final selection of the awarded Vendor. Vendors will be notified of award thru the Public Purchase website.	Read and Agree	

SUBSECTION 6 - PROTEST OF AWARD

REQUIREMENT NUMBER	REQUIREMENT TYPE	DESCRIPTION	VENDOR RESPONSE	VENDOR COMMENT
6.001	Protest of Award	Santa Barbara County Protest Procedures are outlined at Protest Procedures	Read and Agree	

EXHIBIT A - SECTION D - GENERAL CONDITIONS

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SUBSECTION 1 - PROJECT SCOPE				
REQUIREMENT NUMBER	REQUIREMENT TYPE	DESCRIPTION	VENDOR RESPONSE	VENDOR COMMENT
1.001	Project Scope	COUNTY requires a turn-key correctional food service management solution that shall include supervision of Vendor food service personnel, preparation, serving and provision of food inventory, supervision of meal preparation, required equipment, the wholesale purchase and storage of food and supplies to provide food service to all of COUNTY staff and inmates, serving three inmate meals a day, seven days a week including: special needs/diet, confinement/infirmarary meals, religious and therapeutic meals, emergency, holiday, sack lunches, snack meals, and staff meals; as well as any other meals authorized by the COUNTY.	Read and Agree	
1.002	Project Scope	COUNTY requires that all of the following services are specifically considered in the scope for the food service management solution:	Read and Agree	
1.003	Project Scope	Provide all goods or services and deliverables as required, described, and detailed in this RFP;	Read and Agree	
1.004	Project Scope	Provide a four-week inmate menu, as prepared by Vendor's certified dietitian;	Read and Agree	
1.005	Project Scope	Purchase and receive all food items and supplies necessary to meet the requirements of this RFP;	Read and Agree	
1.006	Project Scope	Maintain proper sanitation for the food service operations including the cleaning and safe operation of all food service equipment;	Read and Agree	
1.007	Project Scope	Provide management staff for the oversight of work performed by inmate labor;	Read and Agree	
1.008	Project Scope	Provide all necessary staff to ensure delivery of quality food service operations;	Read and Agree	
1.009	Project Scope	Ensure all required records and documentation are maintained and delivered by the required dates/times in this RFP;	Read and Agree	

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1.010	Project Scope	Provide accurate records of inmate and staff meal count records in connection with the food services. A copy of such record shall be supplied to COUNTY, or Designated Agent, on a weekly basis;	Read and Agree	
1.011	Project Scope	Accurately account for all inmate and staff meals served. Invoice only the daily count of actual meals served and not the Daily Population Count; and	Read and Agree	
1.012	Project Scope	Provide any additional food services and processes mutually agreed upon both in advance and in writing by both parties.	Read and Agree	

SUBSECTION 2 - INVOICES

REQUIREMENT NUMBER	REQUIREMENT TYPE	DESCRIPTION	VENDOR RESPONSE	VENDOR COMMENT
2.001	Invoices	Vendor shall submit a weekly invoice to the COUNTY, on or before the Friday following the week the meals were served.	Read and Agree	
2.002	Invoices	All meal prices shall be based upon the total meals served for the day; no meal prices shall be based upon the number of meals served for a particular mealtime (i.e. breakfast/lunch/dinner).	Read and Agree	
2.003	Invoices	All payment(s) relating to this procurement will be made in accordance with the payment terms and conditions defined in this RFP. Vendor shall include in all of its invoices the following minimum information:	Read and Agree	
2.004	Invoices	Vendor name and "Remit to" address, including Vendor telephone number;	Read and Agree	
2.005	Invoices	Billing time-frame;	Read and Agree	
2.006	Invoices	Number of standard meals served and by type (i.e. religious, therapeutic);	Read and Agree	
2.007	Invoices	Number of meals served for each mealtime (i.e. breakfast, lunch, dinner);	Read and Agree	
2.008	Invoices	Number of staff meals served;	Read and Agree	
2.009	Invoices	Number of sacks served;	Read and Agree	
2.010	Invoices	Number of snacks served; and	Read and Agree	
2.011	Invoices	Fees and Taxes.	Read and Agree	
2.012	Invoices	If an invoice does not contain the minimum information, COUNTY may return the invoice as incomplete. If COUNTY returns an invoice as incomplete, the time for processing a payment will be suspended until COUNTY receives a corrected invoice. Vendor may not receive payment until COUNTY has received a corrected invoice.	Read and Agree	
2.013	Invoices	If an invoice is received after the date specified, Vendor may incur liquidated damages as specified in Correctional Food Services Management Agreement Terms .	Read and Agree	
2.014	Invoices	COUNTY shall put forth reasonable efforts to make payment by the required payment date.	Read and Agree	
2.015	Invoices	Vendor shall invoice COUNTY at the unit price agreed to by both parties as of the Effective Date of the Agreement. This rate shall be charged for the first 2-years of the Agreement.	Read and Agree	
2.016	Invoices	In the event it is identified that Vendor must issue a credit, Vendor shall include the credit on the next weekly invoice or Vendor may incur liquidated damages as specified in Correctional Food Service Management Agreement .	Read and Agree	

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2.017	Invoices	Invoices shall be directed to the COUNTY's invoice contact as specified in Attachment A, Section I (Facility Specification).	Read and Agree	
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SUBSECTION 3 - REPORTING REQUIREMENTS

REQUIREMENT NUMBER	REQUIREMENT TYPE	DESCRIPTION	VENDOR RESPONSE	VENDOR COMMENT
3.001	Reporting Requirements	Vendor will reconcile meal counts weekly and submit the report to COUNTY the Friday following the week the meals were served ("Weekly Meal Count"). In the event of a dispute regarding meal counts and subsequent charges, COUNTY shall resolve any discrepancy by using the count of the actual number of meals served, unless it is exceeded by the number of meals ordered, in which event that number will prevail. In the event of any dispute, COUNTY's meal count shall prevail.	Read and Agree	
3.002	Reporting Requirements	The Weekly Meal Count report, shall be submitted to COUNTY every Friday following the week the meals were served and shall include the following:	Read and Agree	
3.003	Reporting Requirements	Meals served to inmates broken down by Facility, housing unit, meal served (breakfast/lunch/dinner), meal type (general population, diet, religious, etc.) and day;	Read and Agree	
3.004	Reporting Requirements	Meals served to staff which shall be broken down by meal served (breakfast, lunch, dinner);	Read and Agree	
3.005	Reporting Requirements	Snack meals served;	Read and Agree	
3.006	Reporting Requirements	Sack meals served; and	Read and Agree	
3.007	Reporting Requirements	Authorized extra meals.	Read and Agree	
3.008	Reporting Requirements	Additionally, each report shall include the count reported by the JMS. COUNTY will not pay for meals or food prepared in excess of the counts provided by the JMS and Weekly Meal Count.	Read and Agree	
3.009	Reporting Requirements	The Vendor shall provide a weekly report, which is due to COUNTY every Friday following the week of meals served, that shall include all medical and therapeutic meals served ("Weekly Medical Count") and shall include the Facility, housing unit, inmate name, ID, date of meal, type of meal and location with the Facility(s).	Read and Agree	
3.010	Reporting Requirements	The Vendor will provide the following reports to COUNTY on or before the 10th of every month following the month the meals were served:	Read and Agree	
3.011	Reporting Requirements	A monthly summary of the Weekly Meal Count report summarizing all information described above inclusive of total monthly meals served; and	Read and Agree	
3.012	Reporting Requirements	Monthly summary of the Weekly Medical Count inclusive of the total number of medical meals served.	Read and Agree	
3.013	Reporting Requirements	Reporting, invoicing and commission discrepancies must be resolved by Vendor within 30-days of receipt of notification of a discrepancy by the COUNTY.	Read and Agree	
3.014	Reporting Requirements	Failure to resolve discrepancies within 30-days may subject the Agreement to be terminated at the sole discretion of the COUNTY.	Read and Agree	

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3.015	Reporting Requirements	In the event the reports are not provided or do not include the required information by the times specified above, Vendor may incur liquidated damages as specified in Correctional Food Services Management Agreement .	Read and Agree	
3.016	Reporting Requirements	Reports shall be directed to the COUNTY's invoice contact as specified in Exhibit A, Section I (Facility Specification).	Read and Agree	

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SUBSECTION 4 - LICENSES, PERMITS AND TAXES				
REQUIREMENT NUMBER	REQUIREMENT TYPE	DESCRIPTION	VENDOR RESPONSE	VENDOR COMMENT
4.001	Licenses, Permits and Taxes	It is expressly understood that the COUNTY is not responsible in any way, manner, or form for any of Vendor's costs, including but not limited to, taxes (including sales tax), shipping charges, insurance, interest, penalties, attorney fees, liquidated damages, licenses, fees, tariffs or other costs related to any and all Vendor's services. Vendor agrees that it is entirely responsible for calculating, collecting, and remitting all fees and taxes, including sales tax on items subject to sales tax in the State of California.	Read and Agree	
4.002	Licenses, Permits and Taxes	Vendor shall be responsible for all costs associated with obtaining all licenses, permits, and taxes required to operate in the State of California.	Read and Agree	
4.003	Licenses, Permits and Taxes	Vendor shall comply with all food safety, sanitation, and employment laws, ordinances, regulations, and requirements for all Federal, State, and local codes, at no cost to the COUNTY.	Read and Agree	

SUBSECTION 5 - ADJUSTMENT OF MEAL PRICES				
REQUIREMENT NUMBER	REQUIREMENT TYPE	DESCRIPTION	VENDOR RESPONSE	VENDOR COMMENT
5.001	Adjustment of Meal Prices	Price increases or decreases shall be prohibited for the first 2-years of the Agreement. Any Vendor proposed unit price changes shall be presented to COUNTY 3-months prior to the beginning of the 3rd year, and any renewal terms of the Agreement and shall not increase or decrease during the applicable year. Any agreed upon unit prices shall remain firm for any such 12-month period.	Read and Agree	
5.002	Adjustment of Meal Prices	The base period for comparison for determining meal prices shall be done annually and based upon the Consumer Price Index, Urban Consumers (CPI-U). Vendor shall provide the CPI-U with Vendor's proposal to increase and/or decrease any unit prices and within the timeframe defined in Section 5.001 above.	Read and Agree	
5.003	Adjustment of Meal Prices	Vendor shall justify any proposed cost adjustments based upon the following:	Read and Agree	
5.004	Adjustment of Meal Prices	The USDA Regional Wholesale Food Price Index (as issued quarterly) and the USDA Food Index Forecast will be used to justify the increase in food cost.	Read and Agree	
5.005	Adjustment of Meal Prices	Changes in COUNTY specified menus.	Read and Agree	
5.006	Adjustment of Meal Prices	Verification/substantiation of any other cost factors through submissions of supplier invoices over a 6-month period.	Read and Agree	

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SUBSECTION 6 - FOOD SERVICES SOFTWARE SYSTEM

REQUIREMENT NUMBER	REQUIREMENT TYPE	DESCRIPTION	VENDOR RESPONSE	VENDOR COMMENT
6.001	Food Service Software System	Vendor shall be responsible for providing COUNTY with an industry recognized software system for food management and the technology to support the system at no cost to COUNTY.	Read and Agree	
6.002	Food Service Software System	Authorized Facility staff shall be given remote access to the system. The system should be accessible across multiple internet browsers and shall function properly on desktop, tablet, and mobile devices.	Read and Agree	
6.003	Food Service Software System	COUNTY requires the ability to add, update, and delete user accounts for COUNTY staff in Vendor's software.	Read and Agree	
6.004	Food Service Software System	Vendor's software for food service management must be available 24/7/365.	Read and Agree	
6.005	Food Services Software System	Vendor's software system shall ensure best practice consistency of product purchasing, product quality, amounts supplied, and portion control.	Read and Agree	
6.006	Food Services Software System	The software system shall have the capability, at a minimum, to track all food supplied and inventory levels of food stored within the Facilities.	Read and Agree	
6.007	Food Services Software System	Additionally, Vendor's software system should supply a method for inventory transfers/requisitions, to track food usage and other factors to ensure that amounts of food supplied and available is adequate to feed COUNTY's inmates and staff.	Read and Agree	
6.008	Food Services Software System	The software shall monitor variances in food usage and cost.	Read and Agree	
6.009	Food Services Software System	Vendor's software shall have the capability to generate the following reports:	Read and Agree	
6.010	Food Services Software System	The number of meals served to inmate and staff;	Read and Agree	
6.011	Food Services Software System	For each meal issued, the serving size served to the inmates and staff;	Read and Agree	
6.012	Food Services Software System	Inventory overview report for all storage locations;	Read and Agree	
6.013	Food Services Software System	System overrides (i.e. documentation of approved substitution or variance in recommended serving weight size);	Read and Agree	
6.014	Food Services Software System	Audit information maintained by the food service management software, including, but not limited to, user creation and role access modification, changes made by the users, recipe updates and any other addition, modification and/or deletion of information in the food service management software;	Read and Agree	
6.015	Food Services Software System	Cost breakdown per meal for inmate and staff.	Read and Agree	
6.016	Food Services Software System	Dates and quantities product was issued; and	Read and Agree	
6.017	Food Services Software System	Ad hoc reporting capabilities (i.e. include reporting on returns, inventory adjustments, and other items required);	Read and Agree	

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6.018	Food Services Software System	Vendor shall provide the capability to export the reports in a mutually agreed upon format by COUNTY and Vendor (.csv, PDF, Microsoft Excel 2010 or greater, etc.).	Read and Agree	
6.019	Food Services Software System	Vendor shall provide each of the reports identified above in Section 6.010 through Section 6.018 in Exhibit A, Section B.1 (Proposal Order).	Read and Agree	

SUBSECTION 7 - FOOD PROCUREMENT

REQUIREMENT NUMBER	REQUIREMENT TYPE	DESCRIPTION	VENDOR RESPONSE	VENDOR COMMENT
7.001	Food Procurement	Unless Vendor can prove that different specifications can meet the minimum nutritional and caloric count standards included herein, all food purchased for the use under the Agreement shall meet at least the following minimum specifications.	Read and Agree	
7.002	Food Procurement	Beef, shall be of at least USDA Good. The fat and/or soy content of all ground meat to be used cannot be in excess of 30 percent respectively.	Read and Agree	
7.003	Food Procurement	Poultry shall be at least USDA Grade B.	Read and Agree	
7.004	Food Procurement	Canned fruit and vegetables shall be at least USDA Grade C (or standard).	Read and Agree	
7.005	Food Procurement	Frozen fruits and vegetables shall be at least USDA Grade B.	Read and Agree	
7.006	Food Procurement	Fresh produce shall be at least USDA number 2.	Read and Agree	
7.007	Food Procurement	All fruit-based drinks must be fortified with vitamins C and D. Dairy products shall be at least USDA Grade A (butter may be substituted for margarine when it is a commodity item).	Read and Agree	
7.008	Food Procurement	Milk must be fortified with vitamins A and D and shall be served as a beverage. Dry/powdered milk may be used in cooking/baking when applicable.	Read and Agree	
7.009	Food Procurement	Frozen fish and seafood must be a nationally distributed brand, packed under continuous government inspection.	Read and Agree	

EXHIBIT A - SECTION D - GENERAL CONDITIONS

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7.010	Food Procurement	Bakery products must include a minimum of 60 percent whole-grain products and must be used within 48-hours or frozen until the time of use. If frozen, all bread products must be clearly marked with the date received and used within 30-days.	Read and Agree	
7.011	Food Procurement	COUNTY requires Vendor to purchase perishable and non-perishable food items from local suppliers and as directed by COUNTY.	Read and Agree	
7.012	Food Procurement	The Vendor may not purchase "second market" and/or distressed food items without prior approval from COUNTY and be accompanied with a registered dietitian certifying that the product is an acceptable menu substitution as defined in this RFP.	Read and Agree	

SUBSECTION 8 - RECEIVING

REQUIREMENT NUMBER	REQUIREMENT TYPE	DESCRIPTION	VENDOR RESPONSE	VENDOR COMMENT
8.001	Receiving	Vendor will be responsible for receiving all goods at the Facility's secured loading dock between the hours of 7:00 A.M. and 3:00 P.M., Monday through Friday via the on-site loading dock. A Facility staff member must open and lock all doors as well as be present during the entire delivery process.	Read and Agree	
8.002	Receiving	Select inmates will be allowed access to the loading dock to assist with deliveries with the supervision of Vendor and COUNTY.	Read and Agree	
8.003	Receiving	Due to security concerns, COUNTY requests that the Vendor utilize consistent staff to receive deliveries. No other Vendor personnel should be in this area other than for supervision or trash disposal purposes. No Vendor personnel and/or visitors are to use the loading dock/security door area as an ingress/egress point to the Facility.	Read and Agree	
8.004	Receiving	COUNTY requires a 98% inventory fill rate for each delivery. Inventory fill rate is defined as "the total number of items delivered accurately by the total number of items listed in the food service management software for which a delivery order was generated".	Read and Agree	
8.005	Receiving	Vendor shall be responsible for verifying that all food supplies are ordered and deliveries made in accordance with the delivery schedules and security procedures. COUNTY requires advance notification of all deliveries 24 hours in advance.	Read and Agree	

EXHIBIT A - SECTION D - GENERAL CONDITIONS

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SUBSECTION 9 - DATE CODES

REQUIREMENT NUMBER	REQUIREMENT TYPE	DESCRIPTION	VENDOR RESPONSE	VENDOR COMMENT
9.001	Date Codes	COUNTY requires that Vendor use a first-in-first-out rotation of any and all consumable provisions.	Read and Agree	
9.002	Date Codes	Vendor shall ensure that all perishables and frozen foods are dated to ensure proper rotation.	Read and Agree	
9.003	Date Codes	The date of receipt must be clearly marked on each product and sorted so that it is clearly visible. Products that have been frozen in excess of 1-year and/or are past the manufacturers/processors established or implied freshness expiration date, may not be served	Read and Agree	
9.004	Date Codes	Food products past the expiration date shall not be used for inmate or staff meals and must be discarded. Vendor shall assume all costs associated with discarded expired food products.	Read and Agree	

EXHIBIT A - SECTION D - GENERAL CONDITIONS

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SUBSECTION 10 - FOOD RETURNS/REPLACEMENTS				
REQUIREMENT NUMBER	REQUIREMENT TYPE	DESCRIPTION	VENDOR RESPONSE	VENDOR COMMENT
10.001	Food Returns and Replacements	Should the integrity of an approved product(s) fail during the life of the Agreement, COUNTY reserves the right to:	Read and Agree	
10.002	Food Returns and Replacements	Conduct sampling of product(s) to ensure product(s) meet and conform to the approved specifications listed in this RFP; and	Read and Agree	
10.003	Food Returns and Replacements	Require the replacement of a previously approved brand with a different approved brand if the product fails to perform properly in service.	Read and Agree	
10.004	Food Returns and Replacements	COUNTY requires the replacement of all shorted items and those items deemed unacceptable at the time of delivery within 5 business days.	Read and Agree	
10.005	Food Returns and Replacements	Authorization and approval for inventory adjustments due to returns, overage, shortages, and damages will require mutual agreement between the Vendor and COUNTY. Inventory management shall include, but not be limited to, the following:	Read and Agree	
10.006	Food Returns and Replacements	Bar code scanner integration to track receipt of product deliveries and delivery of all meals served;	Read and Agree	
10.007	Food Returns and Replacements	The establishment of inventory par levels; and	Read and Agree	
10.008	Food Returns and Replacements	Inventory tracking and goods issued.	Read and Agree	
SUBSECTION 11 - DISPOSABLES				
REQUIREMENT NUMBER	REQUIREMENT TYPE	DESCRIPTION	VENDOR RESPONSE	VENDOR COMMENT
11.001	Disposables	Vendor shall furnish all paper plates, sacks, boxes, paper towels, napkins, plastic utensils, clamshells, trash bag liners, and hand soap for use in the Facility at no cost to COUNTY. All necessary equipment to include disposable hairnets and/or hats, and disposable fitted plastic gloves must be supplied by Vendor at no cost to COUNTY.	Read and Agree	
11.002	Disposables	Specifications for the disposables must be included in Vendor's proposal. COUNTY reserves the right to request samples of all or certain disposable items that Vendor is providing.	Read and Agree	

EXHIBIT A - SECTION D - GENERAL CONDITIONS

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SUBSECTION 12 - SANITATION AND FOOD SAFETY				
REQUIREMENT NUMBER	REQUIREMENT TYPE	DESCRIPTION	VENDOR RESPONSE	VENDOR COMMENT
12.001	Sanitation and Food Safety	Vendor must maintain sanitation and food safety in the food service operations, including employee and inmate workers' personal hygiene.	Read and Agree	
12.002	Sanitation and Food Safety	COUNTY requires Vendor staff provide medical clearance forms from an authorized medical institution confirming Vendor staff is free of any communicable diseases including, but not limited to, Hepatitis-A, Norovirus, Salmonella, Escherichia Coli, etc.	Read and Agree	
12.003	Sanitation and Food Safety	Vendor shall provide COUNTY medical clearance forms upon the effective date of the Agreement and each year anniversary for the term of the Agreement.	Read and Agree	
12.004	Sanitation and Food Safety	Vendor shall follow all applicable American Correctional Association (ACA) standards including food service and sanitation standards as well as all State and Federal regulations in regards to purchasing, preparing, and serving food and maintaining all food productions and service areas.	Read and Agree	
12.005	Sanitation and Food Safety	COUNTY shall provide training at their discretion. At COUNTY's request, Vendor shall provide ongoing sanitation related training to its staff and inmates and maintain documentation of the same.	Read and Agree	
12.006	Sanitation and Food Safety	Any instance of illness suspected to be food-borne will be promptly documented in writing and reported to COUNTY within 24-hours of occurrence.	Read and Agree	
12.007	Sanitation and Food Safety	A 100% score on the State Board of Health inspections is expected but anything less than 90% may incur liquidated damages as specified in Correctional Food Services Management Agreement Terms .	Read and Agree	
SUBSECTION 13 - VENDOR SPECIFICATIONS				
REQUIREMENT NUMBER	REQUIREMENT TYPE	DESCRIPTION	VENDOR RESPONSE	VENDOR COMMENT
13.001	Vendor Specifications	Vendor shall absorb the initial \$66,000.00 in repair and/or replacement ("Repair/Replacement Allowance") costs for all kitchen equipment, over the 3 year term of the contract. Vendor may offer a higher repair/replacement allowance in its Cost Proposal.	Read and Agree	
13.002	Vendor Specifications	At no cost to COUNTY, Vendor shall provide hot and cold food serving stations for the Staff Dining Room (SDR) which shall be used to serve the daily staff meals.	Read and Agree	
13.003	Vendor Specifications	COUNTY requires the cold food serving station be greater than or equal to a value of \$4,500.00 and the hot serving station be greater than or equal to \$5,500.00	Read and Agree	
13.004	Vendor Specifications	The cold serving station shall be defined as a refrigerated buffet table with the purpose of holding and/or storing cold food. The cold serving station shall be comprised of, but not limited to, the following:	Read and Agree	
13.005	Vendor Specifications	Sneeze guard;	Read and Agree	
13.006	Vendor Specifications	Sliding rails;	Read and Agree	
13.007	Vendor Specifications	60" x 24" in dimension;	Read and Agree	
13.008	Vendor Specifications	Contain at least 6, 1/2 size holding pans;	Read and Agree	

EXHIBIT A - SECTION D - GENERAL CONDITIONS

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13.009	Vendor Specifications	5-year warranty;	Read and Agree	
13.010	Vendor Specifications	Heavy Duty Stainless Steel Frame;	Read and Agree	
13.011	Vendor Specifications	Energy Efficient;	Read and Agree	
13.012	Vendor Specifications	Casters; and	Read and Agree	
13.013	Vendor Specifications	Adjustable height.	Read and Agree	
13.014	Vendor Specifications	The hot serving station shall be defined as a heated/warming buffet table with the purpose of holding and warming food. The hot serving station shall be comprised of, but not limited to, the following:	Read and Agree	
13.015	Vendor Specifications	Sneeze guard;	Read and Agree	
13.016	Vendor Specifications	Sliding rails;	Read and Agree	
13.017	Vendor Specifications	Contain at least 3 standard full-size pans;	Read and Agree	
13.018	Vendor Specifications	5-year warranty;	Read and Agree	
13.019	Vendor Specifications	Stainless steel;	Read and Agree	
13.020	Vendor Specifications	Electric;	Read and Agree	
13.021	Vendor Specifications	Energy efficient;	Read and Agree	
13.022	Vendor Specifications	Adjustable temperature control knobs for each pan;	Read and Agree	
13.023	Vendor Specifications	Open well;	Read and Agree	
13.024	Vendor Specifications	Indicator lights;	Read and Agree	
13.025	Vendor Specifications	120V; and	Read and Agree	
13.026	Vendor Specifications	Enclosed base.	Read and Agree	
13.027	Vendor Specifications	Vendor shall present to COUNTY the proposed hot and cold serving stations, prior to purchase. COUNTY shall provide Vendor approval to purchase the proposed models. COUNTY reserves the right to provide Vendor the desired make and model of the hot and cold serving stations for purchase by Vendor.	Read and Agree	
13.028	Vendor Specifications	Vendor shall be responsible for all repairs or replacements costs of the hot and cold wells during the Agreement term.	Read and Agree	
13.029	Vendor Specifications	Upon expiration of the Agreement, the hot and cold food wells shall become the property of COUNTY.	Read and Agree	
13.030	Vendor Specifications	Inmate labor will be available on a daily basis. The actual number of inmate workers will be an amount mutually agreed upon between COUNTY and Vendor.	Read and Agree	
13.031	Vendor Specifications	Inmates are not permitted to supervise other inmates.	Read and Agree	
13.032	Vendor Specifications	All Vendor food service employees shall be fully trained and evaluated by COUNTY prior to being placed in the Facility's food service area. Vendor shall ensure that all staff is familiar with applicable State policies and procedures, rules and regulations, as well as applicable ACA standards and documentation	Read and Agree	
13.033	Vendor Specifications	Vendor shall adhere to applicable State, County, and Municipal recycling and waste disposal requirements.	Read and Agree	
13.034	Vendor Specifications	Vendor will conduct daily/weekly routine cleaning of the hood vents.	Read and Agree	

EXHIBIT A - SECTION D - GENERAL CONDITIONS

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13.035	Vendor Specifications	Vendor shall be responsible for providing all Vendor staff office supplies (other than desk and chair) including computer for proprietary information, software, printers, copy machines, and copy paper.	Read and Agree	
13.036	Vendor Specifications	COUNTY shall provide telephone land-line, but internet shall be provided by Vendor at no cost to COUNTY.	Read and Agree	
13.037	Vendor Specifications	Vendor shall be responsible for all of its own long distance telephone costs placed though COUNTY's phone services.	Read and Agree	
13.038	Vendor Specifications	Vendor shall supply its own personnel for staff, secretarial, or clerical support.	Read and Agree	

EXHIBIT A - SECTION D - GENERAL CONDITIONS

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SUBSECTION 14- GRIEVANCES

REQUIREMENT NUMBER	REQUIREMENT TYPE	DESCRIPTION	VENDOR RESPONSE	VENDOR COMMENT
14.001	Grievances	Vendor shall submit, in writing, to a Facility staff member designated by COUNTY, a response to all inmate and staff grievances; COUNTY shall supply the grievance to Vendor within 24-hours. Vendor shall have 72-hours to present a written response detailing a solution to the problem. Responses provided to COUNTY for all grievances must be maintained for the life of the Agreement and any addenda or amendments extending the term of the Agreement.	Read and Agree	
14.002	Grievances	Any responses not provided to COUNTY within the 72-hour timeframe may incur liquidated damages as specified in Attachment B - Correctional Food Services Management Agreement Terms.	Read and Agree	

SUBSECTION 15- COUNTY SPECIFICATIONS

REQUIREMENT NUMBER	REQUIREMENT TYPE	DESCRIPTION	VENDOR RESPONSE	VENDOR COMMENT
15.001	COUNTY Specifications	COUNTY shall provide Vendor with all kitchen equipment, cleaning equipment, satellite trays, pans, pots, and other necessary equipment to accommodate the scope of this RFP. A list of all available kitchen equipment can be found in Exhibit A, Section I (Facility Specifications).	Read and Agree	
15.002	COUNTY Specifications	Ownership of all non-expendable supplies and capital equipment shall be passed to COUNTY at the end of the Agreement period.	Read and Agree	
15.003	COUNTY Specifications	After the initial repair allowance by Vendor (or other amount offered by Vendor) as stated in this RFP, COUNTY shall be responsible for repairs and/or replacements that arise due to normal wear and tear of COUNTY-owned equipment.	Read and Agree	
15.004	COUNTY Specifications	COUNTY shall be responsible for the costs and maintenance of insect and pest control in all food service, production, and storage areas.	Read and Agree	
15.005	COUNTY Specifications	COUNTY shall be responsible for the periodic stripping, sealing, and waxing of floors in the food service areas as determined by COUNTY and Vendor.	Read and Agree	
15.006	COUNTY Specifications	COUNTY shall provide caution and wet floor signs as well as waste containers in sufficient quantity to maintain sanitary standards for trash disposal. Vendor shall provide trash bag liners as detailed in Subsection 11 - Disposables.	Read and Agree	
15.007	COUNTY Specifications	COUNTY shall be responsible for the cost of first aid equipment and supplies, including automatic hood extinguisher systems.	Read and Agree	
15.008	COUNTY Specifications	COUNTY will be responsible for all quarterly and annual cleaning of all hood ducts, plenums, and vents.	Read and Agree	
15.009	COUNTY Specifications	COUNTY shall provide office space, furniture, and local telephone service, but Vendor will remain responsible for its long distance charges.	Read and Agree	

Exhibit A - Correctional Food Services Mandatory Requirements Amended 09262024.xlsx

EXHIBIT A - SECTION E - GENERAL INSTALLATION REQUIREMENTS

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SUBSECTION 1 -IMPLEMENTATION PLAN

REQUIREMENT	REQUIREMENT TYPE	DESCRIPTION	VENDOR RESPONSE	VENDOR COMMENT
1.001	Implementation Plan	The implementation plan shall include specific tasks that will be required to be completed as part of the implementation process of food service management including hiring and training of staff, security clearances, medical screenings, purchasing inventory, purchasing of necessary equipment (if applicable), JMS interface and other factors to assure that there is no operational or security break in the system during the transition.	Read and Agree	
1.002	Implementation Plan	The implementation plan shall highlight important milestone dates with a description of what the milestones include. The initial implementation for food service management (including the provision of food service management software) must be completed within 30-days from the execution date of the Agreement.	Read and Agree	
1.003	Implementation Plan	If Vendor’s proposed implementation plan exceeds the specified timeframe, Vendor shall include an explanation of the variance in Exhibit A, Section M (Exceptions to the RFP)	Read and Agree	
1.004	Implementation Plan	Should Vendor fail to follow the implementation plan provided, Vendor may incur liquidated damages as stated in Correctional Food Services Management Agreement Terms.	Read and Agree	

SUBSECTION 2 - TRANSITION

REQUIREMENT	REQUIREMENT TYPE	DESCRIPTION	VENDOR RESPONSE	VENDOR COMMENT
2.001	Transition	Vendor shall provide a weekly report highlighting the status of all transition tasks, prioritization issues, or conflicting activities that interfere with maintaining business operations. The report shall follow the implementation plan provided in Vendor’s response to this RFP. COUNTY may request reports to be submitted more often, if it is determined, there is a need to monitor progress more closely.	Read and Agree	
2.002	Transition	Upon expiration or cancellation of the Agreement, or in the event COUNTY exercises its right to terminate the Agreement, Vendor shall accept the direction of COUNTY to ensure food service management is smoothly transitioned. At a minimum, the following shall apply:	Read and Agree	

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EXHIBIT A - SECTION E - GENERAL INSTALLATION REQUIREMENTS

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2.003	Transition	Vendor acknowledges that all documentation, reports, data, etc., contained in the food service management system is the property of COUNTY. COUNTY acknowledges the food service management hardware and software are the property of the Vendor.	Read and Agree	
2.004	Transition	Vendor acknowledges the hot and cold stations provided to COUNTY upon the effective date of the Agreement shall be the property of the COUNTY.	Read and Agree	
2.005	Transition	Any documentation, reports, data, etc. for the Facilities shall be provided to COUNTY by Vendor on a storage medium and in a user-friendly, searchable and electronic format at no cost to COUNTY within 15-days following the expiration, termination and/or cancellation of the Agreement or within 15-days following the last day food service management is provided by Vendor, whichever occurs first. Vendor shall accept COUNTY's decision whether the solution provided is acceptable.	Read and Agree	
2.006	Transition	As an alternative and at no cost to COUNTY, Vendor shall allow COUNTY access to all documentation, reports, data, etc. contained in the food management system for a period of 2-years following the expiration, termination, or cancellation of the Agreement. Vendor shall provide such access to COUNTY within 7-days following the expiration, termination and/or cancellation of the Agreement or within 15-days following the last day food service management services are provided by Vendor, whichever occurs first. Vendor shall accept COUNTY's decision whether the access provided is acceptable.	Read and Agree	

Exhibit A - Correctional Food Services Mandatory Requirements Amended 09262024.xlsx

EXHIBIT A - SECTION E - GENERAL INSTALLATION REQUIREMENTS

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2.007	Transition	Vendor shall discontinue providing service or accepting new assignments under the terms of the Agreement on the date(s) specified by COUNTY. Vendor agrees to continue providing all services in accordance with the terms and conditions, requirements, and specifications of the Agreement for a period not to exceed 90 calendar days after the expiration, termination, or cancellation date of the Agreement.	Read and Agree	
2.008	Transition	Vendor will work with COUNTY's JMS provider to ensure all required information is received for a seamless transition to the food management software (i.e. inmate booking numbers, inmate personal identification numbers, inmate allergies, inmate dietary restrictions etc.). Any required integration shall be completed at no cost to COUNTY.	Read and Agree	

SUBSECTION 3 - INTERFACE REQUIREMENTS

REQUIREMENT	REQUIREMENT TYPE	DESCRIPTION	VENDOR RESPONSE	VENDOR COMMENT
3.001	Interface Requirements			
3.002	Interface Requirements			
3.003	Interface Requirements			
3.004	Interface Requirements			

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EXHIBIT A - SECTION E - GENERAL INSTALLATION REQUIREMENTS

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3.005	Interface Requirements			
3.006	Interface Requirements			
3.007	Interface Requirements			
3.008	Interface Requirements			
3.009	Interface Requirements			
3.010	Interface Requirements			
3.011	Interface Requirements			
3.012	Interface Requirements			
3.013	Interface Requirements			
3.014	Interface Requirements			
3.015	Interface Requirements			
3.016	Interface Requirements			

SUBSECTION 4 - PERFORMANCE PROCESS

REQUIREMENT NUMBER	REQUIREMENT TYPE	DESCRIPTION	VENDOR RESPONSE	VENDOR COMMENT
4.001	Performance Process	Vendor shall adhere to the performance process when upgrading the software or performing any changes to the system at the Facility.	Read and Agree	
4.002	Performance Process	All upgrades must be no older than 1 release of the newest operating system and provided to COUNTY at no additional cost.	Read and Agree	
4.003	Performance Process	Vendor shall provide COUNTY with written notice, including detailed information, of any new software upgrades or additional features to be added to the system, within 30-days of the introduction of the new software or features.	Read and Agree	
4.004	Performance Process	Vendor shall thoroughly test software changes and upgrades. At minimum the following should be tested:	Read and Agree	
4.005	Performance Process	Validation of the interface for data transfer from the JMS;	Read and Agree	
4.006	Performance Process	Ensure authorized COUNTY staff are able to access the system;	Read and Agree	
4.007	Performance Process	Verify that reports query data correctly; and	Read and Agree	
4.008	Performance Process	Ensure that reports will export and print as expected.	Read and Agree	

EXHIBIT A - SECTION E - GENERAL INSTALLATION REQUIREMENTS

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4.009	Performance Process	Any deviation from this process may result in liquidated damages as described in Correctional Food Services Management Agreement Terms. Vendor shall be notified of the total amount due via written notice from COUNTY.	Read and Agree	
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EXHIBIT A - SECTION F - CUSTOMER SERVICE

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SUBSECTION 1 -CORRECTIONAL FOOD SERVICES MANAGEMENT SYSTEM MAINTENANCE

REQUIREMENT NUMBER	REQUIREMENT TYPE	DESCRIPTION	VENDOR RESPONSE	VENDOR COMMENT
1.001	System Maintenance	Vendor shall respond to repair requests for the Food Services Software System after notice has been given on a 24-hours a day, 7-days a week, 365-days a year basis.	Read and Agree	
1.002	Software Maintenance	Repairs or modification of the system software shall be started within 4-hours following notification of a service request or system failure.	Read and Agree	
1.003	Software Maintenance	Vendor must exhibit to COUNTY a best effort approach to the completion of Food Services System repairs during the first 24-hours following notification of a problem.	Read and Agree	
1.004	Software Maintenance	COUNTY shall be notified of progress and/or delays in progress until the problems are resolved.	Read and Agree	
1.005	Software Maintenance	Vendor shall notify COUNTY if a system technician will be dispatched to the Facilities and prior to the technician's arrival.	Read and Agree	
1.006	Software Maintenance	If the Vendor has not cured a system repair issue within 5-days, Vendor could be liable for liquidated damages as described in Correctional Food Services Management Agreement Terms. If Vendor has not cured a system repair issue within 10-days, COUNTY shall have the right to terminate the Agreement.	Read and Agree	

SUBSECTION 2 - KITCHEN EQUIPMENT MAINTENANCE

REQUIREMENT NUMBER	REQUIREMENT TYPE	DESCRIPTION	VENDOR RESPONSE	VENDOR COMMENT
2.001	Kitchen Equipment Maintenance	Vendor shall monitor the performance of the refrigeration and freezer units daily and maintain temperature records to ensure that the units are maintaining required temperatures for safe perishable and frozen food storage. Vendor shall supply documentation of temperature records within 24-hours of COUNTY's request.	Read and Agree	
2.002	Kitchen Equipment Maintenance	Vendor shall notify COUNTY any time a major kitchen appliance fails and needs repair. Vendor shall be responsible for working with COUNTY to repair the appliance, and if applicable, at Vendor's cost.	Read and Agree	
2.003	Kitchen Equipment Maintenance	If the temporary loss of a piece of key kitchen equipment creates the need for a menu-modification, Vendor shall follow the process in Exhibit A, Section G (Meal Requirements).	Read and Agree	
2.004	Kitchen Equipment Maintenance	If the Vendor is responsible for a kitchen repair that is impacting meal or sanitation services, and in any way and has not cured the issue/problem within 10-days, then at no cost to COUNTY, Vendor could be liable for liquidated damages as described in Attachment B - Correctional Food Services Management Agreement Terms. Vendor shall not be liable for damages if the reason for the delay is beyond the control of Vendor.	Read and Agree	

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2.005	Kitchen Equipment Maintenance	COUNTY shall coordinate with Vendor regarding any shutdown of existing systems (gas, water, electricity, sewage, etc.). Vendor shall work with COUNTY and arrange for alternative services, and expeditious re-establishment of the shutdown system.	Read and Agree	
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Exhibit A - Correctional Food Services Mandatory Requirements Amended 09262024.xlsx

EXHIBIT A - SECTION G - MEAL REQUIREMENTS

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SUBSECTION 1 - MEAL SPECIFICATIONS AND CYCLE

REQUIREMENT NUMBER	REQUIREMENT TYPE	DESCRIPTION	VENDOR RESPONSE	VENDOR COMMENT
1.001	Inmate Meal Specifications and Cycle	Vendor shall obtain written approval by COUNTY for all inmate menus. Menus shall provide nutritionally adequate meals and conform to the requirements of this RFP.	Read and Agree	
1.002	Inmate Meal Specifications and Cycle	All menus must be consistent with the recommended dietary guideline and dietary reference intakes as identified by the Dietary Reference Intake (DRI). Vendor shall ensure the menus contain a minimum of 2,400 calories daily. All menus must meet or exceed all applicable American Correctional Association (ACA) standards.	Read and Agree	
1.003	Inmate Meal Specifications and Cycle	COUNTY requires Vendor serve 1 cold breakfast, 1 cold lunch and 1 hot dinner daily with no more than 12-hours between the evening meal and breakfast meal.	Read and Agree	
1.004	Inmate Meal Specifications and Cycle	Vendor must include standardized recipes intended to be utilized for Vendor's proposed menus. Recipes shall be included as specified in Exhibit A, Section B.1 (Proposal Order) .	Read and Agree	
1.005	Inmate Meal Specifications and Cycle	Standardized recipes with portion yield data for all items shall be available and utilized.	Read and Agree	
1.006	Inmate Meal Specifications and Cycle	Each item listed on the menu shall specify nutritional values based on the recipe that will be used. For example, the specific calories, protein, fat, carbohydrates, fiber, sodium, calcium, iron, and vitamins in a single recipe.	Read and Agree	
1.007	Inmate Meal Specifications and Cycle	The menus must have a sufficient number and quantity of food items to fill each tray cavity. Vendor shall ensure the menus are structured in such a way to provide the inmates with adequate portions and a full tray.	Read and Agree	
1.008	Inmate Meal Specifications and Cycle	In Exhibit A, Section K (Vendor Proposed Menus) Vendor shall propose a 28-day cycle menu (breakfast, lunch, dinner, and sack meal) that shall adhere to the requirements in this RFP.	Read and Agree	
1.009	Inmate Meal Specifications and Cycle	In the event Vendor does not comply with the menu specifications listed in this RFP and subsequent Agreement, Vendor may incur liquidated damages as specified in Correctional Food Services Management Agreement Terms .	Read and Agree	

SUBSECTION 2 - MENU COMPONENT REQUIREMENTS

REQUIREMENT NUMBER	REQUIREMENT TYPE	DESCRIPTION	VENDOR RESPONSE	VENDOR COMMENT
2.001	Menu Descriptions	To ensure meals are appealing, a minimum number of menu components are required for each meal:	Read and Agree	

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2.002	Menu Descriptions	Casseroles cannot count as two items and must include cooked weight measurements of meat or meat equivalent per portion.	Read and Agree	
2.003	Menu Descriptions	Bread, condiments, and beverages do not count as a component.	Read and Agree	
2.004	Menu Descriptions	Lunch and dinner side dishes may include a variety of soups, starches, cooked vegetables, salads, and/or chips.	Read and Agree	
2.005	Menu Descriptions	A source of protein <u>must</u> be served with each meal.	Read and Agree	

SUBSECTION 3 - BALANCED MENU PLANNING REQUIREMENTS

REQUIREMENT NUMBER	REQUIREMENT TYPE	DESCRIPTION	VENDOR RESPONSE	VENDOR COMMENT
3.001	Balanced Menu	The menu shall be planned with products and recipes with proven inmate acceptability.	Read and Agree	
3.002	Balanced Menu	A variety of food flavors, textures, temperatures, and appearances shall be used.	Read and Agree	
3.003	Balanced Menu	A minimum daily variety of 4 different fruits and vegetables shall be used to meet the requirement; items such as fruit drink, rice, and noodles do not qualify.	Read and Agree	
3.004	Balanced Menu	To avoid excessive fat calories and provide more stomach filling bulk on the menu, portions of margarine, butter, salad dressing, gravies, and mayonnaise shall be restricted on the menu. A maximum of ½ oz. shall be used as a margarine or salad dressing portion. Sandwich meals shall include appropriate mustard and ketchup condiments, not margarine.	Read and Agree	

SUBSECTION 4 - NUTRITIONAL REQUIREMENTS

REQUIREMENT NUMBER	REQUIREMENT TYPE	DESCRIPTION	VENDOR RESPONSE	VENDOR COMMENT
4.001	Nutritional Requirements	Vendor's proposed cost and menus shall be based upon an average of 2,400 calories per day with no more than 35% of total daily calories coming from fat, in addition to all other required nutrients, and as recommended by the Dietary Reference Intake (DRI).	Read and Agree	
4.002	Nutritional Requirements	Vendor's menus shall include an item-by-item nutritional analysis which shall be included with Vendor's response as specified in Exhibit A, Section B.1 (Proposal Order).	Read and Agree	
4.003	Nutritional Requirements	Any additions, deletions, or changes made to the required daily caloric intake without prior written approval from COUNTY, may result in Vendor incurring liquidated damages as specified in Correctional Food Services Management Agreement Terms.	Read and Agree	
4.004	Nutritional Requirements	A registered dietitian shall certify the proposed inmate menus with a signed nutritional compliance statement.	Read and Agree	

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4.005	Nutritional Requirements	COUNTY requires a registered dietitian to approve all inmate menus prior to service. All meals served will comply with the most recently published DRI.	Read and Agree	
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SUBSECTION 5 - PORTIONING AND SULFITES

REQUIREMENT NUMBER	REQUIREMENT TYPE	DESCRIPTION	VENDOR RESPONSE	VENDOR COMMENT
5.001	Portioning and Sulfites	All food portion sizes shall be the cooked weight or shall be specifically identified as raw weight. Meat portions in casseroles or combination dishes must be listed. The contents for all sack meals must clearly mark the item and weight. All portions must be listed on the menus submitted as part of Vendor's response to this RFP. Each menu item must include the number and portion size of the condiment package/serving that will accompany each meal.	Read and Agree	
5.002	Portioning and Sulfites	All foods not already pre-portioned must be served using proper size and appropriate serving utensils which shall be supplied by Vendor at no cost to COUNTY. The Vendor's portioning and serving procedures must be written and consistently executed so that each inmate receives no less or more than the portions specified.	Read and Agree	
5.003	Portioning and Sulfites	All foods are to be portioned using COUNTY's designated trays.	Read and Agree	
5.004	Portioning and Sulfites	Condiments, such as salt, pepper, ketchup, mustard, relish, salad dressings, BBQ sauce, hot sauce, and others must be in individual disposable packets/containers and served on each inmate's tray. Condiments may not be handled or distributed by housing unit inmate workers. Bulk commodity butter, if available, may be used for inmate meals.	Read and Agree	
5.005	Portioning and Sulfites	No sulfite additives are to be added to any foods served under the Agreement.	Read and Agree	

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SUBSECTION 5 - MENU SUBSTITUTIONS, CHANGES AND POSTING

REQUIREMENT NUMBER	REQUIREMENT TYPE	DESCRIPTION	VENDOR RESPONSE	VENDOR COMMENT
6.001	Menu Substitutions	A log detailing all full or partial menu substitutions must be maintained for COUNTY's food services program. The reason for changes or last minute substitutions must be clearly stated and submitted to COUNTY for written approval. A registered dietitian must certify all substitutions and permanent changes as being nutritionally comparable.	Read and Agree	
6.002	Menu Substitutions	Should the Vendor fail to have meals certified by a dietitian or not follow the substitution/change process, Vendor may incur liquidated damages as specified in Correctional Food Services Management Agreement Terms .	Read and Agree	
6.003	Menu Substitutions	Approval process for a <u>One-Time Menu Change</u> :	Read and Agree	
6.004	Menu Substitutions	Vendor shall strike through the required item and write in the substituted item, the timeline the substitution will be applicable and the reason for the substitution 48-hours prior to the requested change.	Read and Agree	
6.005	Menu Substitutions	Vendor shall acquire COUNTY's signature and/or initials, which shall signify as COUNTY's approval to substitute the item on the menu.	Read and Agree	
6.006	Menu Substitutions	Approval process for a <u>Permanent Menu Change</u> :	Read and Agree	
6.007	Menu Substitutions	Vendor shall provide COUNTY a revised typed menu showing the stricken menu item with the replacement item 48-hours prior to the requested menu change.	Read and Agree	
6.008	Menu Substitutions	Vendor shall acquire COUNTY's signature and/or initials, which shall signify at COUNTY's approval to the permanent change of the item on the menu.	Read and Agree	
6.009	Menu Substitutions	Appropriate menus shall be posted one week in advance in the inmate pods/housing units.	Read and Agree	

SUBSECTION 7 - MENU DESCRIPTION REQUIREMENTS

REQUIREMENT NUMBER	REQUIREMENT TYPE	DESCRIPTION	VENDOR RESPONSE	VENDOR COMMENT
7.001	Menu Descriptions	Vendor's proposed menus must include clearly defined descriptions of food items.	Read and Agree	
7.002	Menu Descriptions	Vendor is encouraged to submit an alternative menu that does not match the current menus in Exhibit A, Section J (Current Menus) .	Read and Agree	
7.003	Menu Descriptions	All menu items must be listed in "as served" portions which clearly indicates weight or volume measurements (i.e.. ½ cup, 1/48 cup portion, 3 oz. wt., etc.).	Read and Agree	
7.004	Menu Descriptions	Entree items including casseroles must include cooked weight measurement of meat or meat equivalent per portion.	Read and Agree	

SUBSECTION 8 - THERAPUTIC MEALS

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REQUIREMENT NUMBER	REQUIREMENT TYPE	DESCRIPTION	VENDOR RESPONSE	VENDOR COMMENT
8.001	Therapeutic Meals	The Vendor shall provide meals for therapeutic and religious diets, which shall be billed at the same price as regular meals.	Read and Agree	
8.002	Therapeutic Meals	Therapeutic or restricted meals shall be described as modified diets ordered for temporary or permanent health conditions and prescribed by a medical staff member. Therapeutic meals shall include, but not be limited to, diabetic, gluten-free, low-sodium, low-fat, liquid, nutritional supplement, dental soft, low-calorie, allergies, etc.	Read and Agree	
8.003	Therapeutic Meals	Therapeutic diets must be available upon medical authorization. Specific meals must be prepared and served to inmates according to the orders of the attending physician or dentist, or as directed by the responsible health authority official. Therapeutic meals, verified by a registered dietitian, must be specific and complete. COUNTY will provide required therapeutic meals to the Vendor which shall conform as closely as possible to the food served to other inmates. Therapeutic meals prescribed nourishments and snacks must be served upon request. All snacks, including protein-based snacks for emergency hypoglycemic episodes or pregnant inmates, required for therapeutic diets will be considered part of the ordered therapeutic meal and must be provided.	Read and Agree	
8.004	Therapeutic Meals	All therapeutic meals will be served on the next meal following the receipt of the therapeutic menu in the food preparation area. If this is not possible, Vendor must inform the medical staff member who initiated the order of the delay.	Read and Agree	
8.005	Therapeutic Meals	Therapeutic meal orders shall be completed by a registered dietitian and signed by the healthcare provider and an authorized food service representative. Signed menu receipts shall be stored by Vendor and provided within 24-hours upon COUNTY request. Failure to certify meals by a registered dietitian may incur liquidated damages as specified in Correctional Food Services Management Agreement Terms.	Read and Agree	
8.006	Therapeutic Meals	In the event a therapeutic restricted meal is not fulfilled within 48-hours of receipt of order, Vendor may incur liquidated damages as specified in Correctional Food Services Management Agreement Terms.	Read and Agree	

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SUBSECTION 9 - CONFINEMENT/INFIRMARY MEALS

REQUIREMENT NUMBER	REQUIREMENT TYPE	DESCRIPTION	VENDOR RESPONSE	VENDOR COMMENT
9.001	Confinement/Infirmary Meals	The Vendor shall serve meals to inmates in confinement and the infirmary at the same price as the agreed upon cost per meal.	Read and Agree	
9.002	Confinement/Infirmary Meals	COUNTY's staff shall supervise the preparation of meals for inmates assigned to confinement areas and infirmary, or other areas requiring special meal trays. COUNTY shall complete the transportation and delivery of the meals. Meals shall be pre-portioned in individual serving compostable trays with a paper spoon and in such a manner as to comply with food temperature requirements.	Read and Agree	

SUBSECTION 10 - FOOD ALLERGIES

REQUIREMENT NUMBER	REQUIREMENT TYPE	DESCRIPTION	VENDOR RESPONSE	VENDOR COMMENT
10.001	Food Allergies	At no cost to COUNTY, meals that contain ingredients to which a specific inmate has known allergies must not be served to that inmate. An alternative meal must be completed by a registered dietitian. Failure to certify meals by a registered dietitian may incur liquidated damages as specified in Correctional Food Services Management Agreement Terms.	Read and Agree	
10.002	Food Allergies	In the event a meal containing ingredients in the recipe for an allergic inmate is served, the Vendor may incur liquidated damages as specified in Correctional Food Services Management Agreement Terms .	Read and Agree	

SUBSECTION 11 - SAMPLE MEAL TRAYS

REQUIREMENT NUMBER	REQUIREMENT TYPE	DESCRIPTION	VENDOR RESPONSE	VENDOR COMMENT
11.001	Sample Meal Trays	At each meal, two sample trays shall be prepared at no additional cost to COUNTY.	Read and Agree	
11.002	Sample Meal Trays	Both trays shall be saved for a minimum of 72-hours and used in the event of an outbreak of a food borne illness ("Deadman Trays").	Read and Agree	
11.003	Sample Meal Trays	Vendor shall supply the designated Facility contact or his/her designee with the result of the Deadman Trays each week on Friday.	Read and Agree	

SUBSECTION 12 - RELIGIOUS MEALS

REQUIREMENT NUMBER	REQUIREMENT TYPE	DESCRIPTION	VENDOR RESPONSE	VENDOR COMMENT
12.001	Religious Meals	Vendor shall provide religious meals which shall be billed at the same price as regular meals.	Read and Agree	

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12.002	Religious Meals	Religious meals shall be described as a dietary regimen based on religious regulations and shall include, but not be limited to, kosher, halal, vegetarian, vegan, etc.	Read and Agree	
12.003	Religious Meals	Religious meals must be approved by COUNTY or designee and will be submitted in writing to the COUNTY by Vendor. Religious meals should be simple and conform as closely as possible to the food served to other inmates. Religious meal requests and/or the times they are served may increase for/or during a specific religious holiday period. Prepackaged meals are not acceptable.	Read and Agree	
12.004	Religious Meals	Religious meal orders shall be completed by a registered dietician. Failure to certify meals by a registered dietician may incur liquidated damages as specified in Correctional Food Services Management Agreement Terms .	Read and Agree	
12.005	Religious Meals	At no additional cost to COUNTY, a meatless entrée is required to be served for inmates every Friday during Lent and on Ash Wednesday.	Read and Agree	

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12.006	Religious Meals	In the event a religious meal request is not fulfilled within 48-hours of receipt of order, Vendor may incur liquidated damages as specified in Correctional Food Services Management Agreement Terms .	Read and Agree	
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SUBSECTION 13 - VEGETARIAN MEALS

REQUIREMENT NUMBER	REQUIREMENT TYPE	DESCRIPTION	VENDOR RESPONSE	VENDOR COMMENT
13.001	Vegetarian Meals	Vegetarian meals must be provided to all inmates who request in writing to COUNTY and/or are documented in the JMS. Prior to serving the meal to an inmate, the Vendor must receive approval from COUNTY. A vegetarian meal must be completed by a registered dietician and signed by an authorized food service representative. Failure to certify meals by a registered dietitian may cause Vendor to incur liquidated damages as specified in Attachment B - Correctional Food Services Management Agreement Terms.	Read and Agree	
13.002	Vegetarian Meals	All vegetarian meals shall be billed at the same price as regular meals.	Read and Agree	

SUBSECTION 14 - SPIRIT LIFTER/ HOLIDAY MEALS

REQUIREMENT NUMBER	REQUIREMENT TYPE	DESCRIPTION	VENDOR RESPONSE	VENDOR COMMENT
14.001	Spirit Lifter/Holiday Meals	Vendor shall refer to Exhibit A, Section I (Facility Specifications) for COUNTY's observed holiday list.	Read and Agree	
14.002	Spirit Lifter/Holiday Meals	Proposed menus for COUNTY holidays shall be submitted for approval a minimum of 2-weeks prior to the date the meal is to be served.	Read and Agree	
14.003	Spirit Lifter/Holiday Meals	All meals will be provided at Agreement unit prices and no additional cost to COUNTY.	Read and Agree	

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SUBSECTION 15 - SACK MEALS

REQUIREMENT NUMBER	REQUIREMENT TYPE	DESCRIPTION	VENDOR RESPONSE	VENDOR COMMENT
15.001	Sack Meals	Vendor shall provide sack lunches for inmates or groups of inmates who require meals but are unable to receive a meal in the traditional manner. Such inmates include those going to outside court, inmate work crews, and inmate transfers.	Read and Agree	
15.002	Sack Meals	Sack meals for staff during emergencies shall be made available upon request of COUNTY.	Read and Agree	
15.003	Sack Meals	The National Restaurant Association ("ServSafe®") and U.S. Department of Health Food temperature requirements shall apply to sack lunches. Sack lunches should be placed inside a cooler when meals are not served immediately so all sack meals stay within safe food temperatures.	Read and Agree	
15.004	Sack Meals	All sack meals must be clearly marked with Vendor's date code for the date and time the sack meal was prepared. After 24-hours all unused sack meals shall be discarded.	Read and Agree	
15.005	Sack Meals	Sack meals must contain approximately one-third of the minimum daily nutrition requirement.	Read and Agree	
15.006	Sack Meals	Sack meals shall be priced less than all inmate meals.	Read and Agree	

SUBSECTION 16 - INMATE MEAL BEVERAGE SERVICE

REQUIREMENT NUMBER	REQUIREMENT TYPE	DESCRIPTION	VENDOR RESPONSE	VENDOR COMMENT
16.001	Inmate Beverage Service	Inmate beverage service (such as powdered fruit juice packets) are to be served in 8-ounce styrofoam cups supplied by COUNTY. Vendor shall provide skim and 2% milk when applicable.	Read and Agree	

Exhibit A - Correctional Food Services Mandatory Requirements Amended 09262024.xlsx

EXHIBIT A - SECTION G - MEAL REQUIREMENTS

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SUBSECTION 17 - CONDIMENTS

REQUIREMENT NUMBER	REQUIREMENT TYPE	DESCRIPTION	VENDOR RESPONSE	VENDOR COMMENT
17.001	Condiments	Vendor shall provide condiments or dressings as a pre-portioned individual packet and distributed with the meal.	Read and Agree	
17.002	Condiments	Vendor's proposal shall include, in Exhibit A, Section K (Proposed Menus) , all inmate condiments.	Read and Agree	

SUBSECTION 18 - MEAL TIMES

REQUIREMENT NUMBER	REQUIREMENT TYPE	DESCRIPTION	VENDOR RESPONSE	VENDOR COMMENT
18.001	Meal Times	Meals are expected to be served on time every day in the Staff Dining Room and to inmates in the housing unit/pod location. Hours for each mealtime are listed in Exhibit A, Section I (Facility Specifications) .	Read and Agree	
18.002	Meal Times	Vendor shall abide by all local, state, national, and federal guidelines.	Read and Agree	

SUBSECTION 19 - STAFF MEAL REQUIREMENTS

REQUIREMENT NUMBER	REQUIREMENT TYPE	DESCRIPTION	VENDOR RESPONSE	VENDOR COMMENT
19.001	Staff Meal Requirements	In addition to inmate meals, Vendor will provide Facility staff meals that are appealing, nutritionally well balanced, wholesome, and minimally processed. COUNTY requires staff be served hot and cold buffet style meals 2-times daily.	Read and Agree	
19.002	Staff Meal Requirements	COUNTY shall create, and provide to Vendor, the weekly staff menus which shall not be based on a weekly rotation.	Read and Agree	

Exhibit A - Correctional Food Services Mandatory Requirements Amended 09262024.xlsx

EXHIBIT A - SECTION G - MEAL REQUIREMENTS

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19.003	Staff Meal Requirements	COUNTY shall supply Vendor the weekly COUNTY approved menu 1-week prior to service of the menu and, on behalf of COUNTY, Vendor shall purchase the food inventory necessary to provide each staff 1 meal per day and for each week, and at no cost to COUNTY. COUNTY provided staff menus shall not include recipes. COUNTY shall work with Vendor to limit the cost of the food inventory necessary for each weekly staff meal to not exceed \$8000.00 per week for both facilities.	Read and Agree	
19.003	Staff Meal Requirements	Vendor shall invoice staff meals based on the number of meals served for that day, not portions. Vendor shall not charge COUNTY more than 160 meals per day, during the weekday and 120 meals per day during the weekend per facility.	Read and Agree	
19.004	Staff Meal Requirements	COUNTY shall post staff menus a week in advance in the Facility's Staff Dining Room.	Read and Agree	
19.005	Staff Meal Requirements	In the event of an emergency such as a riot or escape, the Vendor shall provide meals, such as sack lunches, to staff.	Read and Agree	
19.006	Staff Meal Requirements	Staff meals shall meet or exceed the minimum standards outlined below, and be provided in the Staff Dining Room (SDR) on a daily basis. A list of furnished items in the SDR is listed in Exhibit A, Section I (Facility Specifications).	Read and Agree	
19.007	Staff Meal Requirements	In addition to the traditional hot buffet entrée, the Vendor shall also provide a soup, salad, dessert, and beverages at each meal, and at no cost to COUNTY.	Read and Agree	
19.008	Staff Meal Requirements	Vendor shall provide a cold buffet salad bar, which shall include, at a minimum, 2-types of lettuce, tomato, shredded cheese, cucumber, diced eggs, cold-cut turkey, cold-cut ham, cold-cut chicken, cottage cheese, sunflower seeds, onions, croutons, etc.	Read and Agree	
19.009	Staff Meal Requirements	In addition to the salad bar, the Vendor shall provide the following in the SDR:	Read and Agree	
19.010	Staff Meal Requirements	Individual butter and margarine packets;	Read and Agree	
19.011	Staff Meal Requirements	Salad Dressings:	Read and Agree	
19.012	Staff Meal Requirements	Ranch;	Read and Agree	
19.013	Staff Meal Requirements	Low-Fat Italian;	Read and Agree	
		Balsamic Vinaigrette;	Read and Agree	
19.014	Staff Meal Requirements	Blue Cheese; and	Read and Agree	
19.015	Staff Meal Requirements	French	Read and Agree	
19.016	Staff Meal Requirements	Beverage:	Read and Agree	
19.017	Staff Meal Requirements	Milk (skim and 2%).	Read and Agree	

Exhibit A - Correctional Food Services Mandatory Requirements Amended 09262024.xlsx

EXHIBIT A - SECTION G - MEAL REQUIREMENTS

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19.018	Staff Meal Requirements	Vendor shall base the cost of staff meals on the hot buffet entrée only. Salad bar, soup, condiments, snacks, bread and beverage, etc. shall be provided to COUNTY at no cost.	Read and Agree	
19.019	Staff Meal Requirements	COUNTY's current staff menu's are listed in Exhibit A, Section J (Current Menus). Vendor shall provide its proposed cost for staff meals in Attachment A, Section L (Vendor Cost Proposal).	Read and Agree	
19.020	Staff Meal Requirements	Beverages shall be provided in the staff dining room 24-hours, 7-days per week.	Read and Agree	
19.021	Staff Meal Requirements	Documentation of the number of meals served shall be provided to COUNTY as is outlined in Exhibit A, Section D (General Conditions). Documentation shall be provided in a format that is acceptable to COUNTY (.csv, PDF, Microsoft Excel 2010 or greater, Microsoft Word, etc.)	Read and Agree	
19.022	Staff Meal Requirements	At the direction of COUNTY, and at the same cost as the approved staff meal, Vendor shall provide four congratulatory meals during Corrections Weeks which shall be served twice in that week and on the days determined by COUNTY. The congratulatory staff meal shall be provided during the lunch and dinner meals.	Read and Agree	
19.023	Staff Meal Requirements	Vendor is responsible for the cleanliness and sanitation for the SDR throughout the meal services.	Read and Agree	

EXHIBIT A - SECTION G - MEAL REQUIREMENTS

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SUBSECTION 20 - CONTINGENCY MEALS

REQUIREMENT NUMBER	REQUIREMENT TYPE	DESCRIPTION	VENDOR RESPONSE	VENDOR COMMENT
20.001	Contingency Meals	At no additional cost to the COUNTY, Vendor shall provide food service to both inmates and staff in the event of lockdowns, riots, fire, power failure, severe weather conditions, or other events that would alter the normal operations of the Facilities.	Read and Agree	
20.002	Contingency Meals	In the event of an emergency, Vendor shall maintain on-premises inventory and food service staff sufficient to prepare and serve 5 days of scheduled meals.	Read and Agree	

EXHIBIT A - SECTION H - VENDOR EMPLOYEE REQUIREMENTS

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SUBSECTION 1 - NEW EMPLOYEE ORIENTATION

REQUIREMENT NUMBER	REQUIREMENT TYPE	DESCRIPTION	VENDOR RESPONSE	VENDOR COMMENT
1.001	New Employee Orientation	Vendor must develop and implement an orientation, training plan, and manual which is approved in writing by COUNTY and incorporates components from both Vendor's and COUNTY's missions and service delivery systems. Vendor employees must satisfactorily complete training within 30-days of hire.	Read and Agree	
1.002	New Employee Orientation	Vendor shall ensure that all new employees participate in Vendor's food services orientation program, ensure that it provides ongoing in-service training, and ensure that the employees receive copies of all appropriate training materials. Documentation of such orientation and training must be submitted to COUNTY or designee for review on a monthly basis.	Read and Agree	
1.003	New Employee Orientation	Vendor agrees that all Vendor employees must attend a security orientation session prior to entering the Facility in accordance with COUNTY's policy and ACA standards. Vendor shall be financially responsible for employees' time to attend these trainings.	Read and Agree	
1.004	New Employee Orientation	Vendor shall provide a sample training program for the orientation and training of new food service workers as described in Exhibit A, Section B.1 (Proposal Order).	Read and Agree	

SUBSECTION 2 - VENDOR STAFF TRAINING

REQUIREMENT NUMBER	REQUIREMENT TYPE	DESCRIPTION	VENDOR RESPONSE	VENDOR COMMENT
2.001	Vendor Staff Training	Vendor shall ensure all Vendor staff are trained in proper food handling and sanitation on a quarterly and an annual basis as required by ServSafe®. This training shall be documented and available for review or inspection by COUNTY upon request. Vendor shall ensure that Vendor's staff is familiar with the applicable State policies and procedures, rules and regulations. These topics include, but are not limited to:	Read and Agree	
2.002	Vendor Staff Training	Safety;	Read and Agree	
2.003	Vendor Staff Training	Mission statement;	Read and Agree	
2.004	Vendor Staff Training	Standard of conduct for contractors/volunteers;	Read and Agree	
2.005	Vendor Staff Training	Key Control;	Read and Agree	

Exhibit A - Correctional Food Services Mandatory Requirements Amended 09262024.xlsx

EXHIBIT A - SECTION H - VENDOR EMPLOYEE REQUIREMENTS

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2.006	Vendor Staff Training	Appropriate attire;	Read and Agree	
2.007	Vendor Staff Training	Appropriate interaction with inmate's;	Read and Agree	
2.008	Vendor Staff Training			
2.009	Vendor Staff Training	Hostage situations;	Read and Agree	
2.010	Vendor Staff Training			
2.011	Vendor Staff Training	PREA.	Read and Agree	

SUBSECTION 3 - INMATE TRAINING

REQUIREMENT NUMBER	REQUIREMENT TYPE	DESCRIPTION	VENDOR RESPONSE	VENDOR COMMENT
3.001	Inmate Training	Vendor is responsible for training all inmates on proper food handling, food service equipment and documenting training. Damage to equipment that renders equipment inoperable shall be the responsibility of Vendor if the equipment damaged is the result of improper training or supervision of inmate labor.	Read and Agree	
3.002	Inmate Training	In the event of rule violations by inmates working with the Vendor, Vendor shall document the incident and notify the Facility. COUNTY's security personal shall take the necessary steps towards disciplinary action.	Read and Agree	
3.003	Inmate Training	Vendor shall provide a sample training program for the inmate work force as described in Exhibit A, Section B.1 (Proposal Order) .	Read and Agree	

SUBSECTION 4 - STAFF VACANCIES AND SCHEDULES

REQUIREMENT NUMBER	REQUIREMENT TYPE	DESCRIPTION	VENDOR RESPONSE	VENDOR COMMENT
4.001	Staff Vacancies and Schedules	Vendor shall be responsible for providing approved and qualified replacement staff to the Facilities in the event of absence of management and line staff positions (i.e. sick, vacation, leaving employment, etc.) The temporary/interim staff member shall meet or exceed the minimum qualifications for that position.	Read and Agree	
4.002	Staff Vacancies and Schedules	Under no circumstances can any identified management or line staff position remain vacant for longer than 72-hours. If a position remains vacant for more than 72-hours, Vendor may incur liquidated damages as stated in Correctional Food Services Management Agreement Terms . Positions unable to be filled due to background/security check delays as a result of the Sheriff's Office will not be subject to liquidated damages.	Read and Agree	
4.003	Staff Vacancies and Schedules	Notwithstanding the above, if a position remains vacant for longer than 72-hours related to COUNTY's security procedures, Vendor will not be held liable for liquidated damages.	Read and Agree	

SUBSECTION 5 - STAFF UNIFORMS

REQUIREMENT NUMBER	REQUIREMENT TYPE	DESCRIPTION	VENDOR RESPONSE	VENDOR COMMENT
5.001	Staff Uniforms	Vendor must provide staff uniforms for all assigned personnel. The uniforms must be neat in appearance and approved in writing by COUNTY.	Read and Agree	
5.002	Staff Uniforms	Vendor staff uniforms must be separate and distinct from uniforms worn by Facility personnel and inmates.	Read and Agree	

Exhibit A - Correctional Food Services Mandatory Requirements Amended 09262024.xlsx

EXHIBIT A - SECTION H - VENDOR EMPLOYEE REQUIREMENTS

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SUBSECTION 6 - STAFF CONDUCT

REQUIREMENT NUMBER	REQUIREMENT TYPE	DESCRIPTION	VENDOR RESPONSE	VENDOR COMMENT
6.001	Staff Conduct	Vendor, and any contractors supplying goods or services, are required to adhere to strict security guidelines regarding conduct within the Facilities, including adherence to COUNTY policy and procedure, particularly rules of conduct, employee clothing/grooming requirements, security procedures, and any other applicable rules and regulations. Tobacco is not allowed on COUNTY grounds. At COUNTY's discretion, COUNTY may grant the Vendor's site manager the approval to carry and use a cell phone within the Facilities. Additionally, Vendor employees must comply with the following requirements:	Read and Agree	
6.002	Staff Conduct	Vendor staff shall be subject to searches (including the employee's vehicle, equipment or products).	Read and Agree	
6.003	Staff Conduct	Vendor staff shall not display favoritism or preferential treatment to one or a group of inmates above another.	Read and Agree	
6.004	Staff Conduct	Vendor staff shall not deal with any inmate except in accordance with the requirements in this RFP and subsequent Agreement. Specifically, Vendor staff members shall not accept any personal (tangible or intangible) gift, favor, or service from an inmate or an inmate's family or close associate under any circumstances. Vendor shall report to COUNTY any violations or attempted violation of these restrictions. In addition, Vendor staff member shall not give any gifts, favors, or services to inmate, inmate's family or close associates under any circumstances.	Read and Agree	
6.005	Staff Conduct	Vendor staff shall not enter into any business relationship with inmates or inmate friends or families or employ them in any capacity.	Read and Agree	
6.006	Staff Conduct	Vendor staff shall not have outside contact with an inmate or an inmate's friends or family except those activities that are to be rendered under the Agreement.	Read and Agree	
6.007	Staff Conduct	While delivering services associated with the Agreement, at no time shall any Vendor employee wear clothing that resembles or could reasonably be mistaken for an inmate's uniform or correctional officer's uniform or a uniform that bears the logo, other identifying words, or symbols of any law enforcement or correctional agency.	Read and Agree	
6.008	Staff Conduct	Facility staff shall be responsible for maintaining security of all sharp items and caustic chemicals as well as all inventories. All sharp and cleaning items shall be logged in and out in compliance with COUNTY security measures. All logs shall be available for inspection at any time by COUNTY staff and inspectors. All items shall be accounted for at all times.	Read and Agree	
6.009	Staff Conduct	Vendor shall be responsible for keeping all areas locked and unavailable to inmate workers.	Read and Agree	

Exhibit A - Correctional Food Services Mandatory Requirements Amended 09262024.xlsx

EXHIBIT A - SECTION H - VENDOR EMPLOYEE REQUIREMENTS

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6.010	Staff Conduct	COUNTY may require Vendor to immediately remove any of its employees from the Facilities for any reason.	Read and Agree	
6.011	Staff Conduct	Vendor must notify COUNTY or Designated Agent in writing when Vendor management and/or staff employee has been terminated, permanently transferred or newly hired.	Read and Agree	

SUBSECTION 7 - STAFF SECURITY

REQUIREMENT NUMBER	REQUIREMENT TYPE	DESCRIPTION	VENDOR RESPONSE	VENDOR COMMENT
7.001	Staff Security	Vendor's staff will be required to use designated exits and entries into the Facilities, sign in and out, and display identification badges as deemed necessary by COUNTY while on premises.	Read and Agree	
7.002	Staff Security	Vendor's employees may not bring visitors into the Facility. Attempts to do so may be grounds for dismissal of the employee.	Read and Agree	
7.003	Staff Security	All employees, agents, and representatives of Vendor, while working at the Facilities, shall carry or display acceptable identification.	Read and Agree	
7.004	Staff Security	Drivers must turn off vehicle motors and lock cab doors whenever the vehicle is unattended. Vehicles may be searched prior to entry and exit, causing up to a 30-minute delay each way. COUNTY is not responsible for lost, damaged, or stolen goods.	Read and Agree	
7.005	Staff Security	Vendor's employees, agents, and representatives shall not have any weapons (including pocketknives or box cutters), cell phones, pagers, drugs, tobacco products or any item deemed by the County to be potential contraband. Facility security staff will hold these items and return them as the staff exits the grounds. Any illegal items shall not be returned and shall be reported to local law enforcement.	Read and Agree	
7.006	Staff Security	Vendor's employees, agents, and representatives who enter the Facilities shall have prior approval to enter from Facility security staff, involving a background check to ensure that they are not convicted felons. Vendor shall submit background check requests a minimum of two weeks prior to arriving at the Facilities. At COUNTY's discretion, Vendor shall comply with any requests to reassign a Vendor employee, agent, or representative, whether or not the individual has passed the background check, if it is determined by the Facilities that there is a security concern.	Read and Agree	

EXHIBIT A - SECTION I- FACILITY SPECIFICATIONS

Current Food Services Environment	Southern Branch Jail (SBJ)	Northern Branch Jail (NBJ)	
	4436 Calle Real Santa Barbara, CA 93110	2301 Black Road Santa Maria, CA 93455	
Specific Data Category	Number or Quantity	Number or Quantity	

SUBSECTION 1 - FACILITY INFORMATION & EQUIPMENT REQUIREMENTS

Average Daily Population (ADP)	450	360	This Section Intentionally Left Blank
Number of Beds:	700	376	
Number of Housing Units:	7	8	
Number of Medical Units:	1	2	
Average Number of Yearly Inmate Admissions (2023)	8,099	7,388	
Total Inmate Meals (FY 2022-2023)	553,313	434,908	
Total Staff Meals (FY 2022-2023)	69,142	53,227	
Sack Meals (FY 2022-2023)	Approximate 40 per day	Approximately 40 per day	
Kosher Meals (count as inmate meals)	20,000	10,000	
Estimated Total Cost (All Meals)FY 2022-2023	\$1,009,926.62	\$789,769.14	
Breakfast Serving Times (Staff and Inmates)	6am (inmates) and 12:30am - 3am (staff)		
Lunch Serving Times (Staff and Inmates)	11am (inmates) and 11am-1:30pm (staff)		
Dinner Serving Times (Staff and Inmates)	5pm and 6pm (inmates) No dinner for staff		

STAFF DINING ROOM ACCOMMODATIONS

Hot and Cold Food Wells	1 hot and 1 cold	1 hot and 1 cold	This Section Intentionally Left Blank
Silverware Dispensers	2 fork, 2 spoon, 2 knife	1 fork, 1 spoon, 1 knife	
Soup Well	1	1	
Tables and Chairs	10 Tables, 50 chairs	10 Tables, 32 chairs	
Beverage Dispensers	1 soda, 1 juice, 1 milk	1 soda	
Cereal Dispenser	1	1	
Side (dessert) Serving Table	1	1	

EXISTING KITCHEN EQUIPMENT

Refrigerators Walk-Ins	3	3	
Freezer Walk-Ins	2	1	
Stack Convention Ovens	2	2	

EXHIBIT A - SECTION I- FACILITY SPECIFICATIONS

Current Food Services Environment Specific Data Category	Southern Branch Jail (SBJ) 4436 Calle Real Santa Barbara, CA 93110	Northern Branch Jail (NBJ) 2301 Black Road Santa Maria, CA 93455	
	Number or Quantity	Number or Quantity	
Tilt Skillet	1	1	This Section Intentionally Left Blank
Buffalo Chopper	1	1	
Reach-in Refrigerator	2	2	
Slicer	1	1	
Rotating Rack Oven	1	1	
Hobart Mixer	2	1	
Deep Fryer	1	1	
Gas Range Stove	1	1	
Griddle	1	1	
Warmers	6	3	
Manual Tray Conveyors	1	1	
Kettles	4	4	

SUBSECTION 2 - INVOICE CONTACT INFORMATION

Name	Mailing Address	Phone Number	Email
Santa Barbara Sheriff's Office Attn: Business Office	4434 Calle Real Santa Barbara, CA 93110	(805)681-4947	finance@sbsheriff.org

SUBSECTION 3 - INTERFACE CONTACT INFORMATION

Service Provider Type	Company & Contact Name	Contact Telephone Number	Email
Jail Management System	ATIMS Attn: Flo Ferrara	818-428-6186 (desk) 818-808-2249 (mobile)	flof@atims.com

SUBSECTION 4 - HOLIDAY MATRIX

Holiday	Date
New Year's Day	January 1 st
Easter	First Sunday in April
National Corrections Officer's Week	First Part of May
Memorial Day	Last Monday in May
Independence Day	July 4 th
Labor Day	First Monday in September
Yom Kippur	October 12, 2024
Veteran's Day	November 11 th

EXHIBIT A - SECTION I- FACILITY SPECIFICATIONS

Current Food Services Environment Specific Data Category	Southern Branch Jail (SBJ) 4436 Calle Real Santa Barbara, CA 93110	Northern Branch Jail (NBJ) 2301 Black Road Santa Maria, CA 93455	
	Number or Quantity	Number or Quantity	
Thanksgiving Day			Fourth Thursday in November
Christmas Day			December 25 th
SUBSECTION 5 - CURRENT MEAL COST			
Meal Count	Current Price Per Meal		
All Inmate Meals (Excluding Kosher and Halal)	\$		1.4920
SUBSECTION 6 - CURRENT MEAL COST -ADDITIONAL MEALS OR SUPPLIMENTS			
Items	Price Per Meal/Supplements		
Kosher and Halal Meals	\$		3.48
Staff Meals	\$		4.3726
Sack	\$		1.02

EXHIBIT A - SECTION L - VENDOR COST PROPOSAL

This section of the RFP requires a response from Vendor and must be signed. Vendor shall indicate the prices for Option #1 and Option #2 if the current menu is continued. If Vendor proposes a different menu, Vendor shall also indicate the prices for Option #3 and Option #4. Vendor's entry for Other Associated Costs shall apply to all pricing options.

VENDOR COST PROPOSAL - OPTION #1 FLAT RATE FOR INMATES AND STAFF - CURRENT MENU

Description	Proposed Price Per Meal
Inmate Meals (inclusive of therapeutic/religious)	See Scale - \$1.939 at ADP of 851-900 with only a Mgr
Staff Meals (includes cold meals and others as defined in this RFP)	\$5.000
Snacks	\$0.50
Sacks	Same as Inmate Meal Price

OTHER ASSOCIATED COSTS

Type	Amount
Repair/Replacement Allowance (minimum of \$65,000) for the 3 year period of the contract.	\$22,000 per year / \$66,000 3-years

VENDOR COST PROPOSAL - OPTION #2 FLAT RATE FOR INMATES AND STAFF - UNDER PROPOSED MENU

Description	Proposed Price Per Meal
Inmate Meals (inclusive of therapeutic/religious)	
Staff Meals (includes cold meals and others as defined in this RFP)	
Snacks	
Sack	

OTHER ASSOCIATED COSTS

Type	Amount
Repair/Replacement Allowance (minimum of \$65,000) for the 3 year period of the contract.	\$66,000.00 for 3-years