

**REQUEST FOR PROPOSAL  
FOR  
FOOD SERVICE MANAGEMENT  
ROSS COUNTY JAIL**

The Ross County Board of Commissioners  
will accept proposals for  
FOOD SERVICE MANAGEMENT.

Proposals must be received at the  
Ross County Board of Commissioners Office  
2 N. Paint Street, Suite H,  
Chillicothe, OH 45601  
By 10:00am on April 8, 2024.

Proposals must be mailed, emailed or hand delivered to the Ross County Courthouse, Office of the Ross County Commissioners, 2 North Paint Street, Suite H, Chillicothe, Ohio 45601 no later than 10:00am EDT April 8, 2024. Proposals may be emailed to Ross County Administrator Brad Cosenza at; [bradcosenza@rosscountyohio.gov](mailto:bradcosenza@rosscountyohio.gov). Proposals received after this date/time will not be opened. Proposals will be evaluated and awarded as soon as possible thereafter.

Please see General Information and Specific Requirements on the following pages.

## **GENERAL INFORMATION AND REQUIREMENTS**

Proposals must be mailed, emailed or hand delivered to the Ross County Courthouse, Office of the Ross County Commissioners, 2 North Paint Street, Suite H, Chillicothe, Ohio 45601 no later than 10:00am EDT April 8, 2024. Proposals received after this date/time will not be opened. Proposals will be evaluated and awarded as soon as possible thereafter.

Vendor must submit two (2) copies of the proposal, unless emailed in a sealed envelope clearly marked on the outside: "ROSS COUNTY JAIL FOOD SERVICE MANAGEMENT"

Any questions concerning this proposal should be directed to:

Major Paul Arledge

(740) 773-1187 ext. 128 office

(740) 773-1248 fax

[p.arledge@rosssheriff.com](mailto:p.arledge@rosssheriff.com)

All questions are to be stated in writing and faxed or emailed to Major Paul Arledge by 5:00 PM EDT, no later than April 1, 2024.

All proposals submitted shall be binding for sixty (60) calendar days following the due date.

Ross County is not liable for any costs incurred in replying to this Request for Proposal.

Ross County reserves the right to reject any and all proposals and to select the proposal considered most advantageous to the County.

Ross County reserves the right to cancel any contract for failure of the successful proposer to comply with the terms, conditions, and specifications of this request and/or contract.

Insurance Requirements: Successful proposer must provide a Certificate of Insurance meeting Ross County Jail requirements as stated in Exhibit A.

Contained in this RFP:

General information and requirements

Exhibit A – Insurance requirements

Exhibit B – Menu

Exhibit C - Staffing

Exhibit D - Pricing

## **INTRODUCTION**

Ross County is requesting proposals for the retention of a food service management firm to provide all necessary onsite food, labor, and supplies for a high quality, cost effective food service system for the Ross County jail facility. The successful proposer will be responsible for food procurement, food preparation, maintaining supply inventory, and staffing for all administrative and operational functions described herein. Food service will be required seven (7) days a week, three times per day

Ross County Jail capacity 192 inmates

Average Daily population:  
Last 12 Months ADP     129.55  
October 2023             116.26  
November 2023          124.27  
December 2023          108.52  
January 2024             103.19

Meal service time:  
Breakfast                6:30 AM  
Lunch                     10:30 AM  
Dinner                    4:30 PM

Kitchen is staffed 8:30 AM to 6:30 PM. A Cold breakfast is served.  
Meals are delivered to pods on insulated trays

### **CONTRACT TERM**

Ross County seeks an initial contract for a period of three (3) years, with a tentative planned commencement date of June 1, 2024. One-year contract extensions beyond the initial term will be subject to the mutual agreement of Ross County and the successful vendor.

### **TERMINATION:**

1. The Ross County Sheriff or his authorized representative will decide all questions which may arise as to the quality and acceptability of performance under the contract. If, in the opinion of the sheriff or his authorized representative, performance becomes unsatisfactory, the County shall notify the contractor. The contractor will have seven (7) days from that time to correct any specific instances of unsatisfactory performance. In the event the unsatisfactory performance is not corrected within the time specified above, the County shall have the immediate right to provide services as required and shall deduct the cost to cover from any balances due or to become due the contractor. Repeated incidences of unsatisfactory performance may result in termination of contractor.

2. This contract may be terminated by Ross County with or without cause upon sixty (60) days prior written notice to the contractor. In the event of early termination of this contract, the County shall reimburse the contractor for the services rendered by the contractor up to the effective date of termination. Contractor may terminate this contract with or without cause upon sixty (60) days' prior written notice to Ross County.

### **PROPOSAL EVALUATION**

Ross County will accept the proposal deemed to be in the County's best interest, not necessarily the proposal with the lowest cost. Ross County reserves the right to reject any or all proposals.

Ross County reserves the right to waive any informality or minor defect in the event of acceptance, rejection, or waiving of such if it is in the best interest of the Ross County Jail.

### **OBJECTIVES**

- To select a professional food service management firm acceptable to Ross County that will provide food service for the County Jail.
- To collect information necessary for the evaluation of the competitive proposals submitted by qualified vendors.
- To provide a fair and objective evaluation of proposals.
- To result in a contract between the successful proposer and the Ross County Jail that will meet the following criteria.

## **CRITERIA**

- To deliver high quality food service that meets or exceeds State requirements and standards of the American Correctional Association (ACA)
- Provide wholesome, healthy meals with a minimum caloric content of 2600 calories per day. Meals shall be tasty and visually appealing.
- Operate the food service program at a staffing level that is appropriate to accomplish the tasks contained herein utilizing detainee workers to supplement contractual staff and reduce costs. Contractor will ensure that staff is appropriately trained and have sufficient back-up personnel to successfully complete the contract requirements.
- Operate as an independent contractor in a cost-effective manner with reporting and accountability to the jailer or designee.
- Maintain a cooperative, collaborative relationship with the administration and staff of the Ross County Jail.
- Maintain complete and accurate records of meals served and billings for the purpose of providing a monthly report to the jailer.
- Respond to concerns expressed by the Sheriff and Sheriff's representative within a reasonable time not to exceed 10 days.

## **QUALIFICATIONS**

The following minimum qualifications must be met.

Vendor must be organized for the purpose of providing institutional and/or volume food service and must have previous experience with proven effectiveness in administering large scale food service programs including experience and expertise in correctional facilities of similar size and volume.

The firm must have proven ability as evidenced by past performance, current resources and personnel to execute a contract for services beginning on or about June 1 2024.

The firm must have evidence ability to provide insurance requirements specified herein in exhibit A

The firm must have a central office that is capable of providing satisfactory provision of services to the onsite operations.

## **STAFFING**

It is to be expressively understood that a full time on-site Food Service Manager is to be assigned solely to the Ross County Jail.

## **Proposal is to be based on staffing level/hours/wages – Exhibit C**

All employees, full time and part time must be provided benefits.

Vendor will provide a properly selected and trained staff with a sufficient number of employees to efficiently fulfill the requirements of this Request for Proposal.

All employees of the vendor who will work in the jail must be security cleared by the Sheriff or his designee. All employees must comply with the Sheriff's written policy and procedures relating to facility security.

All employees assigned to duty at the jail shall submit to periodic health examinations at least as frequently and as stringently as required by law. Vendor agrees to submit satisfactory evidence of compliance with all health regulations to the County upon request. Vendor agrees that the Sheriff or his designee may revoke a vendor employee's security clearance if necessary.

All employees will complete any and all training required by the Bureau of Adult Detention (B.A.D.); Sheriff or designee.

Employees hired by the vendor will be on the vendor's payroll and vendor will pay all wages, fringe benefits, and payroll taxes.

The County agrees to provide inmate labor as required by the vendor, subject to the approval of the facility administrator. Said inmate labor may be used for the preparation of food, delivery of meals, and general sanitation and cleaning. The vendor agrees to train and supervise such inmate labor subject to the overall control of the County. The kitchen shall have at least one (1) contract employee on-site at all times between the hours of 8:30 AM to 6:30 PM.

### **PRICE**

The submitted price shall remain firm for the first twelve months of service. Price for each subsequent year, including annual renewal options, will be evaluated based on CPI (Consumer Price Index). Price adjustment shall be established through issuance of an addendum to this contract, signed by the contractor and the county stating the price that will apply.

Plan of operation and PRICE are to be based on the four-week menu included in Exhibit B

Scale price will be submitted based on increments shown in Exhibit D.

### **VENDOR RESPONSIBILITIES**

1. Vendor will purchase, receive, store, prepare, produce, service and/or package food to meet the prescribed menu.
2. Vendor will warrant that all meals will be served at appropriate temperatures and in a manner that makes them palatable (140 degrees F. if hot, 45 degrees F. if cold) and visibly pleasing complete with condiments (dressing, sugar, salt, pepper, catsup, or mustard) where indicated.
3. Vendor will provide medical diets at no additional charge
4. Meals shall be provided to the employees of the Ross County Jail by the contractor and should be of the same type that is being served to inmates at no cost to the employee.
5. A plan of operation will be submitted explaining the vendor's proposed method of food service to the institution including staffing.
6. Vendor will provide contingency plans to provide service in the face of events such as power failure, fire, floods, or other acts of nature which would cripple the normal operation including labor walkouts.
7. Vendor will furnish an itemized weekly operating report to the facility administrator and submit an itemized invoice to the facility administrator at the end of each month. Invoice shall indicate the number of meals served to inmates and staff.
8. Facility inspections will be made by the Sheriff or his designee when deemed necessary, with or without advance notice to the vendor. Inspections of kitchen facility by County and State Health agencies must achieve satisfactory ratings.
9. Vendor will conduct daily kitchen inspection with jail staff prior to close of duty.

10. Vendor will complete daily inventory and tool control reports and forward to jail administration
11. Special Diets:
  - a. Vendor will provide at no additional cost, medical diets conforming to physician-ordered specifications.
  - b. Special holiday meals, as determined by the facility administrator, will be served Easter, Thanksgiving, Christmas, and New Year's Day.
  - c. Vendor will provide at no additional cost, religious diets conforming to religious specifications.
12. Vendor will be responsible for the following costs of operation:
  - a. All consumable supplies and food products which are required for food service operation. These supplies and food products will remain the property of the vendor.
  - b. Labor - personnel hired by the vendor will be on the vendor's payroll and vendor will pay all wages, fringe benefits, and payroll taxes.
  - c. All insurance, permits, fees, licenses, etc. necessary for vendor to legally perform and carry out its services and do business in the State of Ohio, County of Ross.
  - d. Non-durable kitchen supplies, uniforms, etc. incidental and necessary to its food service operation.
13. Vendor will provide all chemicals, soaps, detergents necessary to maintain standards of cleanliness and sanitation of foods facilities required by state or local regulations.
14. Vendor will provide and keep current; contact information for all employees assigned to the Ross County Jail and all local; district; and regional managers, with Jail Administration at all times.

**COUNTY RESPONSIBILITIES:**

1. County will provide, install, maintain, repair, replace if necessary and permit the vendor to use all equipment, food service or other, currently in place within the facility described.
2. County will maintain and repair the building structure in areas assigned to the vendor, including necessary painting, maintenance of water, steam, refrigeration, sewer, and electrical lines.
3. County will provide all utilities necessary for the operation and performance of the specifications outlined herein.
4. County shall supply food serving trays, food distribution carts, inmate cups and eating utensils.
5. County will provide adequate security for all food service areas at all times.
6. County will provide pest control for all areas assigned to the vendor.

7. County will provide laundry services for all aprons, towels, dishcloths, etc. used in the food service operations. This does not include vendor supplied uniforms.
8. County will provide adequate trash removal facilities and services as deemed necessary to maintain the highest standards of sanitation.
10. County will provide adequate ingress and egress, including reasonable use of existing corridors, passageways, driveways, loading platforms, and storage space.
10. County will provide adequate levels of inmate labor at the times and locations necessary to assure efficient food service operations.

### **FOOD SERVICE REQUIREMENTS**

#### **Vendor will bid price and operation based on the attached menu – Exhibit B**

Menu cycle will run no less than four (4) weeks, 28 days. Menus shall be planned and certified in advance by a registered dietician and will follow the four week cycle pattern for the period planned. Menus for the period covered will provide sufficient variety and shall be designed with the inmate population in mind.

Any menu substitutions will be in writing to the Jail Administrator or designee.

Future menus shall be submitted to the facility administrator for review and approval at least fifteen (15) days before the first effective day of the menu. Items which are disapproved by the facility administrator will not be served. Vendor will provide alternatives to rejected items within five (5) days.

Portion sizes will be specified on the proposed menus and will be cooked weight or identified as raw weight.

All foods served shall be wholesome and free from spoilage and decay.

Cooking temperatures and cooking time will be monitored and regulated in order to retain nutrients and to serve palatable and attractive food.

All food items purchased by the vendor in connection with this contract shall meet and comply with all local, County, State, and Federal codes, regulations and laws.

All institutional meat purchases must meet the "General Requirements" as formulated by the U.S. Department of Agriculture. All applicable items must have grading certificate.

Grade minimums for food items shall be as follows:

Seafood - U.S.D.A. Grade A or better  
Poultry - U.S.D.A. Grade A or better  
Pork - U.S.D.A. Grade A or better  
Vegetables (canned) - Extra Standard or better  
Fruit (canned) - Extra Standard or better  
Beef - U.S.D.A. Good or better  
Eggs - U.S.D.A. Grade A medium  
Fresh Fruits and Vegetables - U.S.D.A. Grade A

Dairy Products and Cheese - U.S.D.A. Grade A  
Ground Beef - U.S.D.A. Utility or better, not to exceed 25 percent fat

**PROPOSAL SUBMITTAL:**

Proposal must fully outline and explain these areas. Present in the following order:

- 1) Vendor Qualifications
  - A. Brief company profile
  - B. Org chart as it pertains to Ross County Jail
  - C. Five (5) references – current accounts similar in size, volume and scope of service. List facility name, location and the name, title and telephone number of facility contact person.
- 2) Plan of Operation to include:
  - A. Quality assessment and assurance
  - B. Menu planning
  - C. Food Production
  - D. Sanitation
  - E. Security
  - F. Staff and inmate training
  - G. Emergency contingency plan
- 3) Transition (start up) plan
- 4) Staffing Plan
  - A. Proposal is to be based on staffing level/hours and wages (see Exhibit C)
  - B. Full time salary benefits
  - C. Full time hourly benefits
- 5) Exhibit A
  - A. Sample insurance certificate
- 6) Exhibit D
  - A. Price and Signature Page



## EXHIBIT A

### INSURANCE COVERAGE, DESCRIPTIONS AND REQUIREMENTS

- I. Provider shall furnish Ross County with Certificate of Insurance indicating proof of the following insurance from company's license in the State:
  - A. Worker's Compensation and Employers' Liability: Worker's Compensation Statutory in compliance with the Compensation Law of the State and Employers' Liability Insurance with a limit no less than \$1,000,000 each accident.
  - B. Comprehensive or Commercial General Liability with a minimum limit of \$1,000,000 per occurrence/\$2,000,000 aggregate combined Single Limit for Bodily Injury and Property Damage Liability. This insurance shall include, but not be limited to, the following coverage.
    - 1. Premises – Operations
    - 2. Products and Completed Operations
    - 3. Broad Form Property Damage
    - 4. Contractual
    - 5. Personal Injury

**Exhibit B**

**MENU**

**Exhibit C****Staffing**

<b>Position</b>	<b># Hours/weekly</b>	<b>Hourly Rate</b>
Manager	40	
Cook Supervisor	18	
Cook Supervisor	30	
Cook Supervisor	18	

**Exhibit D**PRICE AND SIGNATURE PAGE**Vendor will bid price and operation based on the attached menu - Exhibit B****Proposal is to be based on staffing level/hours/wages – Exhibit C**

Employees hired by the vendor will be on the vendor's payroll and vendor will pay all wages, fringe benefits, and payroll taxes

Meals Served	Cost per meal
80 – 99	\$ _____
100 – 119	\$ _____
120 – 139	\$ _____
140-154	\$ _____
155-169	\$ _____
170-184	\$ _____
185-199	\$ _____
200-214	\$ _____
215-229	\$ _____

**PERSON AUTHORIZED TO SIGN**

Name:

Title:

Address:

Phone #:

Signature:

Email address:

**CONTACT**

Name:

Title

Address:

Phone #:

Email address:

Date: