

REQUEST FOR PROPOSAL

FOOD SERVICE
FOR
TROUP COUNTY JAIL
AND
TROUP COUNTY JAIL ANNEX
(WORK RELEASE / WORK DETAIL)

TROUP COUNTY PURCHASING DEPARTMENT
100 RIDLEY AVE., SUITE 3100
LAGRANGE, GA 30240

REQUEST FOR PROPOSAL FOR FOOD SERVICE FOR THE TROUP COUNTY
JAIL AND TROUP COUNTY JAIL ANNEX (WORK RELEASE / WORK DETAIL)

Introduction

The Troup County Board of Commissioners is seeking proposals from qualified firms to provide a turnkey food service for the inmates of the Troup County Jail and the Troup County Jail Annex.

Currently the total inmate population for these two detention facilities range from 500 to 600 inmates. Of these inmates, approximately 100 receive double food portions.

Instructions for Proposal

Your proposal must include all information requested in this Request for Proposal (RFP). Failure to provide all required information may result in your proposal being disqualified.

Any additional information not specifically requested in the RFP may be submitted with your response if it relates to the services desired.

Proposals must be received by 3:00 p.m. Tuesday, March 14, 2023. You must submit three (3) complete copies of your proposal as well as an electronic copy. Each proposal must be sealed and clearly marked "FOOD SERVICE PROPOSAL". Any proposal received after the time stipulated will not be accepted. Proposals shall be addressed to:

Troup County Purchasing Department
Attn: Diana Evans
100 Ridley Ave., Suite 3100
LaGrange, GA 30240

Proposal Questions

Questions concerning this RFP should be submitted in writing to:

Troup County Purchasing Department
Attn: Diana Evans
100 Ridley Ave
LaGrange, GA 30240
devans@troupcounty.gov

Questions must be submitted no later than 5:00 p.m., Friday, March 3, 2023. Telephone inquiries will not be accepted.

The contract period will be for 1 year from the date of award and shall be renewed for additional years if agreeable to both Troup County and the provider. This contract can be terminated by either party with a 60 day written notice.

Disclaimers

Troup County reserves the right to withdraw this RFP at any time and for any reason, to reject any and all proposals or to make any other decisions deemed to be in the best interest of Troup County.

Implied Requirements

Products and services which are not specifically requested in this RFP, but which are necessary to provide the functional capabilities proposed by the offeror, shall be included in the proposal.

Specifications and Requirements

All meals will be prepared in the kitchen at the Troup County Jail. It will be the responsibility of the Jail Annex Program to pick up meals for their inmates from the kitchen and transport them to the Jail Annex Facility. Soiled food service containers will be returned to the kitchen by a representative from Jail Annex.

The daily menu must meet American Correctional Association Nutritional and Calorie Requirements as they provide for medical, religious or ethnic considerations. The daily menus shall consist of two (2) hot meals per day and one (1) cold meal.

It will be the responsibility of the food service provider to comply with all health department and all food preparation regulations and requirements.

Inmate trustees from the Troup County Jail will be available to assist in the food preparation. There will be no Troup County Jail employees assigned to the kitchen. On-site employees of the food service provider must be trained by the offeror to supervise these inmates. All on-site employees must be approved by the Troup County Sheriff or his designee. The Sheriff or his designee may also request that an employee be moved from his facility without stating cause.

A contingency plan in case of power outages or other disruptions must be prepared by the offeror.

The turnkey operation proposed must include all food items, food service items and janitorial/cleaning supplies.

Employees of the service provider will not be considered to be an employee of Troup County. Workman's compensation and any other insurance obligations to its employees will be the sole responsibility of the service provider. General liability insurance must be

maintained by the service provider through out the entire length of any contract with Troup County. A certificate of insurance of all these required coverages must be submitted to Troup County Purchasing Department, At the end of a coverage period, it is the responsibility of the offeror to see that an updated certificate is sent to Troup County Purchasing Department.

Information Requested

- Sample Menus
- Include a detailed description of your contingency plan in case of power outage or other disruptions.
- Number of inmate trustees required to provide service.
- Number of employees assigned to the Troup County Jail.
- Amount of time after award of contract before start up
- Fee Structure (per meal pricing)