

Request For Proposal

**FOOD SERVICE PROVIDER FOR
HART COUNTY JAIL**

Due Date:

AUGUST 17, 2023 3:00 p.m.

Hart County Board of Commissioners
800 Chandler Street
Hartwell, Georgia 30643
Terrell Partain
706-376-2024
tpartain@hartcountyga.gov

Food Service Hart County Jail

The Hart County Jail is seeking quotes for a Food Service Provider for the 58,770 square foot new Jail facility which has an expected completion date of December, 2023. The Facility is located at 2825 Bowman Highway, Hartwell GA 30643. This facility maximum capacity will be 230 inmates and will have a large, fully equipped kitchen. The following are specifications that the Hart County Jail will expect from any Food Service Provider seeking to submit a proposal.

SEALED proposals are due by **Thursday, August 17, 2023 by 3:00 p.m.** The proposal consisting of one original proposal, three (3) copies all marked "Proposal for **JAIL FOOD SERVICE**, Hart County Georgia", and the name of the company submitting the proposals on the outside of the sealed box.

Proposals should be submitted to:

Lawana Kahn, County Clerk
Hart County Board of Commissioners
800 Chandler Street
Hartwell, Georgia 30643

Questions concerning this Request for Proposals should be directed to Terrell Partain, County Administrator, at 706-376-2024 or tpartain@hartcountyga.gov, no later than Tuesday, August 8, 2023 by 10:00 a.m.

The awarding authority for the contract is the Hart County Board of Commissioners on behalf of Hart County Sheriff, Mike Cleveland.

The contract period will be for 1 year from the date services begin through December 31, 2024 and shall be renewed for additional years if agreeable to both Hart County and the Food Service Provider.

Disclaimers

Hart 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 Hart County.

This contract can be terminated by either party with a 90 day written notice.

Food Service Hart County Jail

PROPOSER'S COMPANY NAME _____

NAME OF PROPOSER'S CONTACT _____

PROPOSER'S ADDRESS _____

PROPOSER'S PHONE NUMBER _____

PROPOSER'S EMAIL _____

Specifications and Requirements

1. Employees of the Food Service Provider will be expected to complete a background clearance by the Hart County Jail prior to beginning work at the facility. Any worker provided by the Food Service Provider will be required to comply with the jail policy and procedures. In the event that the food service provider becomes aware of any incident or the suspicion of any event that may affect the safety and security of the jail, the food service provider must report this immediately to the Jail Administrator or his designee.
2. The Food Service Provider must provide a properly trained Food Service Director for the jail with experience in institutional food service management and nutrition.
3. All meals will be prepared in the kitchen at the Hart County Jail.
4. The daily menu must meet all Georgia Jail Standards and the American Correctional Association Nutritional and Caloric Requirements.
5. Food Service Provider must also provide meals for medical, religious or ethnic considerations as seen fit by both the medical and jail staff.
6. All meals provided will be based on 2800 calories per day.
7. The daily menus shall consist of two (2) hot meals per day and one (1) cold meal. The two hot meals will be a breakfast meal and a lunch meal. The evening meal will be a cold meal. The times that these meals are to be prepared will be determined by the Food Service Provider and the Jail Administrator or his designee of the jail.
8. The Food Service Provider will be expected to provide officer meals for on duty officers at a reasonable price. The menu for these meals will be determined by the Food Service Provider and the Jail Administrator or his designee of the jail. Staff meals will be charged at a different rate than inmate meals.
9. It will be the responsibility of the Food Service Provider to comply with all health department and all food preparation regulations and requirements.
10. Inmate trustees from the Hart County Jail will be available to assist in the food preparation with supervision of the Food Service Provider.
11. There will be no Hart County Jail employees assigned to the kitchen.

12. On-site employees of the Food Service Provider must be trained by the Food Service Provider to supervise these inmates.
13. All on-site Food Service Provider employees must be approved by the Hart County Sheriff or his designee.
14. The Sheriff or his designee may also request that an employee be removed from the facility without stating cause.
15. A contingency plan in case of power outages or other disruptions must be prepared by the Food Service Provider.
16. The Food Service Provider must include all food items, food service items and janitorial/cleaning supplies.
17. Employees of the Food Service Provider will not be considered to be an employee of Hart County. Workman's compensation (at least one million dollars \$1,000,000) and any other insurance obligations to its employees will be the sole responsibility of the Food Service Provider.
18. General liability insurance must be maintained by the Food Service Provider throughout the entire length of any contract with Hart County. A certificate of insurance of all these required coverages must be submitted to Hart County Board of Commissioners Administration Office.

The Food Service Provider must carry professional liability insurance in minimum amounts of One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) in the aggregate annually. The Food Service Provider must carry separate general liability insurance, covering bodily injury, personal injury and property damage in the amount of One Million Dollars (\$1,000,000) combined single limit.
19. At the end of a coverage period, it is the responsibility of the Food Service Provider to see that an updated certificate is sent to Hart County Board of Commissioners Administration Office.
20. The Food Service Provider will keep full and accurate records of sales, meal counts and all other records in connection with food service a minimum of five years.
21. The Food Service Provider will keep a detailed record of all inventory of food items as well as all kitchen utensils and knives. Any missing items will be immediately reported to the Jail Administrator or his designee of the jail.

22. The Food Service Provider will be expected to provide extra food/meals to the inmate trustees.

23. A Dead-Mans tray will be kept for every meal for a period of 72 hours.

24. Holiday Sprit Lifter meals will be provided by the Food Service Provider at no additional charges for a minimum of 5 meals annually. These special meals will include: Christmas, New Year's, Easter, Thanksgiving, 4th of July.

Special Event Meals

The Food Service Provider may be expected to provide a meal for special events as designated by the Sheriff or his Designee and the cost of these meals will be pre-negotiated between the Sheriff and Food Service Provider at an additional cost to the Sheriff's office.

25. Natural Disaster

The Food Service Provider in the event of a natural disaster or some other crippling event in Hart County and the jail, is able to provide meals for the inmates. The Food Service Provider may be asked to provide meals for emergency and essential service personal at an additional cost to Hart County.

Information Requested

1. 4 Weeks of Sample Menus
2. Include a detailed description of your contingency plan in case of power outage or other disruptions
3. Number of inmate trustees required to provide service.
4. Number of Food Provider Service employees assigned to the Hart County Jail.
5. Amount of time after award of contract before start up
6. Fee Structure (per meal pricing)

END OF PACKET