

HART COUNTY BOARD OF COMMISSIONERS
800 Chandler Street
HARTWELL, GA 30643

DATE: January 6, 2022

BID NOTICE

Sealed bids for **Preparation and Delivery of Meals for Jail** subject to the conditions and provisions set forth in the attached bid package will be received at the Hart County Board of Commissioners office until Thursday January 20, 2022 at 3:00 PM. The commodities and/or services must be furnished as described and specified in this package.

Bids must be received either via mail or hand delivered in a **sealed envelope**. Faxed bids cannot be accepted.

Please address mailed bids, Fed-Ex, UPS, or hand delivered bids to:

HART COUNTY BOARD OF COMMISSIONERS
800 CHANDLER STREET
HARTWELL, GA 30643
Attn: Terrell Partain

Also, please show the following on the OUTSIDE of the envelope:

BID FOR JAIL FOOD

NOTE: Some "Next Day" deliveries may not get delivered to this office prior to the bid opening. Please be aware of this and make arrangements to have your bid here on time, as late bids will be rejected.

NOTICE: If you are downloading this information from a web page, you must register with Hart County at the contact information listed in **Section V, Interpretations or Addenda** or via email at tpartain@hartcountyga.gov. This is the only way Hart County can be sure that you receive all addendum and relevant information for this bid.



**HART COUNTY BOARD of COMMISSIONERS
BIDS FOR JAIL FOOD**

**DATE BIDS DUE: Thursday January 20, 2022,
3:00 p.m.**

**BID FORM
HART COUNTY BOARD OF COMMISSIONERS
800 CHANDLER ST., HARTWELL, GA 30643**

The (Company)_____

submits herewith Bid in response to bid request in this package, and in compliance with the description(s) and/or specification(s) attached hereto for Jail Food preparation and delivery.

NOTE: You must sign and complete the Bid Supplemental Form also.

PRICE:

Description:

Price in Numbers per meal

Breakfast:_____ Lunch:_____ Evening Snack:_____

Price in Words per meal

Breakfast:_____ Lunch:_____ Snack:_____

The following Addenda to the Bidding and Contract Documents are acknowledged:

Addendum No: _____ Dated: _____

Addendum No: _____ Dated: _____

SIGNATURE _____ Title: _____

PRINT NAME _____

Official Company Address: _____

Business Owners Name: _____

Email: _____ PHONE _____

DATE _____ FAX _____

**BID SUPPLEMENTAL FORM
HART COUNTY BOARD OF COMMISSIONERS**

DATE: _____ BID: Jail Food

Describe a typical meal: _____

**IMPORTANT: SEE SECTION IIb FOR ADDITIONAL INFORMATION THAT BIDDERS
MUST INCLUDE WITH THEIR BIDS**

NOTICE: County Policy States: *“No employee or elected official of the County may bid on a County contract if that individual exercises decision making authority or recommendations with regard to that contract and/or the award of that contract.”* By signing below you are confirming that these prohibitions do not apply to your company/bid (if this policy may apply to your company/bid please list those County employees or elected officials in the “exceptions” section below.

References: Name Title Organization Phone Number email address

- 1.
- 2.
- 3.

The _____ (Bidder) takes the following exceptions to the specification and bid documents: Place any additional charges in this space for special meals Diabetic, Low Sodium, etc.
(Important: See section IIb)

SIGNATURE: _____

I. SCOPE OF WORK

Hart County operates a jail facility that must provide hot meals twice per day. The population at the jail fluctuates but averages between 50-60 inmates. This bid is for the preparation and delivery of hot meals twice per day for each inmate, delivered to the jail in Hartwell. The food must be hot food with an adult size portion. Hot food must be at 140 degrees F minimum and cold must be at 41 degrees F maximum.

There is a minimum State of Georgia mandated 2,800 calories per day per inmate (both meals combined). Breakfast will consist of typical breakfast meal such as eggs, grits, biscuit, variety of sausage or bacon. Lunch will consist of a minimum 4 ounces of meat, 2 servings of vegetables (one half cup each minimum), and a desert.

Bidders must also submit a copy of their Food Service Permit and last inspection report.

The meals will be provided on disposable plates with disposable utensils at no additional cost. The portions on each meal must be segregated so that the various portions do not get intermingled during travel (for example meat and vegetables must be segregated so they don't create a mixed meal during transit).

Special diabetic meals must be provided when requested by the County. If an additional cost is to be applied for special meals then that cost must be included on the bid supplemental form. Otherwise the cost for a regular meal will be the same cost charged for the special meals.

Meals must be delivered hot to the jail by 7:00 am (breakfast) and 1:00 pm (lunch) each day of the year (7 days per week, 365 days per year). The evening snack which consists of a sandwich which contains any various deli meat products along with cookies or pre-sealed cake/desert will be delivered with the hot lunch meal and stored in a cooler at the jail until the evening serve time.

Breakfast Plate will consist of the following:

2 Scrambled Eggs
1 Cup Grits or 1 Cup Oatmeal
Meat; Sausages, Bacon, or Smoke link
Biscuit or Toast
Coffee and Milk

Lunch Plate will consist of the following:

Meatloaf, Chicken fried, grilled or baked, Steak, BBQ
1/2 Cup each if two vegetables or 1 cup if one vegetable may consist of rice, bean, cabbage, squash, or potatoes
Cornbread or Roll
Dessert
Tea, Cool Aid, or Lemonade

Evening Snack will consist of 1 meat sandwich and desert as described
All plates must have the same meal unless a special diet plate is ordered.

Special diet meal will consist of the following:

Diabetic Plates and food items consistent with the needs of diabetic individuals; Low Sodium or no sodium plates; Plates and food items which comply with the Religious belief of certain inmates such as no pork products; Liquid diet as may be ordered by medical such as chicken broth; Plates that comply with inmates who may have allergic reactions to certain foods such as shell fish, eggs, peanut butter etc.

The daily portions set forth by The American Heart Association and The State of Georgia for a sedentary inmate (breakfast, lunch, and snack) must be a minimum of 2000 calories per day. A working inmate (trustee) must receive no less than 2400 calorie diet per day. Calorie count may be increased by adding various condiments to the meal plate.

Coffee and Orange Juice or Milk for Breakfast and Tea or cool aid type drink for lunch will also be provided at no additional cost. Approximately 16 ounces of drink per meal must be provided in large containers. Cups and ice are not a part of this bid.

On the bid supplemental form, you must describe a typical meal.

II. GENERAL INFORMATION FOR BIDDERS

Hart County reserves the right to reject any or all bids, further negotiate with one or more bidders, and waive any technicalities or informalities if it is deemed in the best interest of the County. Hart County assumes no responsibility in the costs incurred by the bidder in preparing a response.

It is the bidder's responsibility to verify all quantities and specifications are met to perform the work as specified herein, before submitting their bid. Price submitted shall include all labor and materials for completion of the work. In the event of a conflict between these specifications and any referenced specifications the higher quality specification shall supersede. Quantities listed are approximate and may be varied at the discretion of the Owner.

All measurements given on the list of work to be done are approximate. It is the contractor's responsibility to verify all quantities and measurements necessary to perform the work as specified herein, before submitting their bid.

Bids submitted and prices submitted shall be valid for 90 days after submittal of bids. After this 90 day period, the bidder has the right to withdraw his pricing or be awarded the work at the bid price should the County choose to award this work.

The Contractor shall be responsible for all damage or injury to property of any character resulting from any act, omission, negligence, or misconduct in the prosecution of the work. When any direct or indirect damage or injury is done to private or public property by or on account of any act, omission, negligence or misconduct in the execution of the work, the Contractor shall either restore at his own expense such property to a condition similar or equal to that existing before such damage or injury occurred; or shall make good such damage or injury in a manner acceptable to the owner of the damaged property and to the County.

II. PREPARATION OF BID

A. Submit bid on the proposal forms provided. Complete both the bid form and bid supplemental form. Place the bid in both numbers and words on the bid form in the space provided. In the event of a conflict between the number and words bid the price in words shall be used. Place bid within an envelope addressed:

Hart County Board of Commissioners
800 Chandler Street
Hartwell, GA 30643
Attn: Terrell Partain

Place on outside of envelope:

“Bid for Jail Food”

B. Any deviations (exceptions) from the bid specifications must be included on the Bid **Supplemental form**. Such deviations may be evaluated by the Owner in making a final determination as to the selection of a bidder.

Describe a typical meal on this form. Also place any additional charges on this form (i.e. special diabetic meal charges etc...).

References for similar work (minimum of three) as this project must also be included on the bid supplemental form or attached with the bid.

Bidder must include Insurance Certificate as required under section IV or include a statement or documentation verifying that bidder will be able to secure the required insurance.

Bidder must also include certification as applicable for licensure requirements of section IV or include a statement verifying that the bidder will be able to meet the licensure requirements for this work especially requirements of the Hart County Health Department.

C. Submit proposals filled out in ink or typewritten, without erasure, interlineations or changes. No bid changes will be permitted to be placed on the outside of the envelop. If a bidder desires to change the bid prior to the deadline for acceptance, the bidder may remove and place the revised bid in a new sealed envelop.

D. Make proposals in name of the principal and if a partnership, give names of all parties. Give exact post office address. If an agent submits proposals, provide satisfactory evidence of agency authority with proposal.

III. BIDDER'S RESPONSIBILITY

A. Before submitting their bid, the Bidder shall carefully perform all necessary investigations to inform themselves thoroughly as to the specifications needed for this work.

IV. INSURANCE, LAWS, PERMITS, LICENSES, REGULATIONS, ETC.

A. Licensure for work will be as required by any applicable regulatory agency.

B. The successful bidder shall be required to submit proof of workman's compensation coverage for all employees of the bidder, as well as public liability insurance of at least \$500,000/\$1,000,000 limits. In addition, the successful bidder will be solely responsible for any damages done by their company (or their subcontractors and suppliers) to public utilities and/or personal property as a result of the execution of this Contract.

V. INTERPRETATIONS OR ADDENDA

Any questions concerning this invitation should be directed via fax or mailed to:
Terrell Partain,
Hart County Administrator,
800 Chandler Street
Hartwell, GA 30643,
Fax: 706-376-9477

Hart County reserves the right to reject any or all bids, to further negotiate with one or more bidders, and, to waive any technicalities and informalities, and to accept the bid deemed to be in the best interest of the County.

No oral changes or interpretations shall be made to any bidder regarding the bid Documents or any part thereof. Every request for an interpretation shall be made in writing via fax or mail to: Terrell Partain, Hart County Administrator, at the contact information above.

Any inquiry received five or more days prior to the date fixed for acceptance of bids will be given consideration and addressed to all known bidders in the form of an Addendum. Any changes or interpretations to the specifications shall also be in the form of an Addendum to the Bid Documents. All Addenda will be faxed and mailed to each person holding Bid Documents, but it shall be the bidder's responsibility to make inquiries as to the Addenda issued. All such Addenda shall become part of the Bid Documents and all bidders shall be bound by such Addenda, whether or not received by the bidders. It shall be the bidders responsibility to ensure delivery of any and all requests for interpretations.

End of Bid Package

CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verified its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is contracting with the Hart County Board of Commissioners has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United State Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the Hart County Board of Commissioners, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the (name of the public employer) at the time the subcontractor(s) is retained to perform such service.

EEV/Basic Pilot Program* User Identification Number

BY: Authorized Officer or Agent

Date

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE ____ DAY OF _____, 202_

Notary Public

My Commission Expires:

* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

Private Employer Exemption Affidavit Pursuant to O.C.G.A. § 36-60-6(d)

By executing this affidavit, the undersigned private employer verifies that it is exempt from compliance with O.C.G.A. § 36-60-6, stating affirmatively that the individual, firm, or corporation employs ten (10) or fewer employees and is not required to register with and/or utilize the federal work authorization program commonly known as E-verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 36-60-6.

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 202_____ in _____(city), _____(state).

Printed Name of Exempt Private Employer

Signature of Exempt Private Employer or
Authorized Officer or Agent

Printed Name and Title of Person Executing Affidavit

SUBSCRIBED AND SWORN BEFORE ME
ON THIS _____ DAY OF _____, 202_____.

NOTARY PUBLIC

My Commission Expires: _____