

# COLUMBUS CONSOLIDATED GOVERNMENT

Georgia's First Consolidated Government



## FINANCE DEPARTMENT PURCHASING DIVISION

100 TENTH STREET, COLUMBUS, GEORGIA 31901  
P. O. BOX 1340, COLUMBUS, GEORGIA 31902-1340  
706-225-4087, Fax 706-225-3033  
[www.columbusga.org](http://www.columbusga.org)

Date: April 8, 2021

<b>REQUEST FOR PROPOSALS:</b>  <b>RFP No. 21-0036</b>	Qualified firms are requested to submit proposals, subject to conditions and instructions as specified, for the furnishing of:  <b>INMATE FOOD SERVICE MANAGEMENT FOR MUSCOGEE COUNTY JAIL (ANNUAL CONTRACT)</b>
<b>GENERAL SCOPE</b>	Columbus Consolidated Government invites qualified firms to submit proposals for food service management for inmates at the Muscogee County Jail.
<b>DUE DATE</b>	<b>APRIL 23, 2021 - 5:00 PM (EASTERN)</b>
<b>SUBMISSION REQUIREMENTS</b>	Due to the COVID-19 pandemic, the Purchasing Division is suspending the receipt of hard copies of sealed responses until further notice. <b>Effective immediately, responses must be submitted via DemandStar.</b> See Appendices A through D for information and instructions on how to register and submit a proposal through DemandStar.
<b>ADDENDA</b>	The Purchasing Division will post addenda (if any) for this project at <a href="https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid_Opportunities.htm">https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid_Opportunities.htm</a> . It is the vendors' responsibility to periodically visit the web page for addenda, before the due date and prior to submitting a response.
<b>NO SUBMITTAL</b>	If you are not interested in this solicitation, complete and return page 3.

**Andrea J. McCorvey,  
Purchasing Division Manager**



# **IMPORTANT INFORMATION**

## **E-Notification**

The City uses the Georgia Procurement Registry e-notification system. You must register with the Team Georgia Marketplace to receive future procurement notifications at <http://doas.ga.gov/state-purchasing/suppliers/getting-started-as-a-supplier>.

**If you have any questions or encounter any problems while registering, please contact the Team Georgia Marketplace Procurement Helpdesk:**

**Telephone: 404-657-6000**

**Fax: 404-657-8444**

**Email: [procurementhelp@doas.ga.gov](mailto:procurementhelp@doas.ga.gov)**

# STATEMENT OF "NO PROPOSAL SUBMISSION"

Notify the Purchasing Division if you do not intend to submit a Proposal:

Email: [BidOpportunities@ColumbusGa.org](mailto:BidOpportunities@ColumbusGa.org)  
Fax: 706-225-3033  
Attn: Della Lewis, CPPB, GCPA  
Columbus Consolidated Government  
Purchasing Division  
P. O. Box 1340

We, the undersigned decline to submit a proposal for **RFP No. 21-0036** for **Inmate Food Service Management for Muscogee County Jail - (Annual Contract)** for the following reason(s):

- ☐ Specifications are too "tight", i.e., geared towards one brand or manufacturer (explain below)
- ☐ There is insufficient time to respond.
- ☐ We do not offer this product and/or service.
- ☐ We are unable to meet specifications.
- ☐ We are unable to meet bond requirements.
- ☐ Specifications are unclear (explain below).
- ☐ We are unable to meet insurance requirements.
- ☐ Other (specify below)

Comments:

---

---

---

---

---

---

---

---

---

---

COMPANY NAME: \_\_\_\_\_

REPRESENTATIVE: \_\_\_\_\_

DATE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**PROPOSALS WILL BE EVALUATED IN ACCORDANCE WITH THE PROCEDURES AS OUTLINED BELOW IN SECTION 3-110 OF THE PROCUREMENT ORDINANCE. ALL PROPOSALS WILL BE KEPT CONFIDENTIAL UNTIL AFTER AWARD.**

**3-110. Competitive Sealed Proposals (Negotiations)**

**(1) Conditions for Use**

When the Purchasing Manager determines that the use of competitive sealed bidding for any procurement is either not practicable or not advantageous to the City, a contract may be entered into using the competitive sealed proposals (negotiation) method. In addition, the competitive sealed proposal process shall be used for the procurement of professional services, specialized equipment or supplies.

The competitive sealed proposal process may be used for procurements with an estimated total cost less than \$25,000.00, if deemed to be in the best interest of the City. If the total cost can be determined, the authority to approve such solicitations will be as prescribed by [article 3-104](#), Purchasing Limits. If, due to the required services, a total cost cannot be determined then the award recommendation will be approved by Council.

**A. Request for Proposals**

Proposals shall be solicited through Request for Proposals. The Purchasing Division shall establish the specifications with the using agency and set the date and time to receive proposals. The request for proposal shall include a clear and accurate description of the technical requirements for the service or item to be procured.

**B. Public Notice**

The public will be given adequate notice of the request for proposals, provided that, adequate notice shall mean at least fifteen (15) business days before the due date, which is stated in the request. ***The City reserves the right to seek request for proposals in a shorter period, if necessary, as determined by the Purchasing Manager.***

Notice shall be published in a reasonable time before due date, contain a description of the procurement in general terms, as well as, the place and due date for proposals, and appear in a newspaper(s) of general circulation, specifically the City's legal organ. In addition to publication in newspapers, notice shall also be made by electronic means, including posting on the internet and on the City's government access television channel.

Public works construction projects shall be advertised in accordance with Georgia State Law.

The City reserves the right to mail or e-mail invitations directly to vendors under the following circumstances:

- Solicitations for specialized equipment/supplies.
- Solicitations for specialized services.
- Re-bid of solicitations where normal advertising procedures netted no responses.
- Whenever deemed necessary by the purchasing manager.

**C. Receipt of Proposals**

Proposals must be received by the deadline date established. No public opening will be held. No proposals shall be handled to permit disclosure of the identity of any offeror or the contents of any proposal to competing offerors during the process of discussion. A register of proposals shall be prepared as part of the contract file, and shall contain the name of each offeror, the number of modifications received (if any), and a description sufficient to identify the item offered. The register of proposals shall be open for public inspection only after contract award.

**D. Evaluation Factors**

The request for proposals shall identify the relative importance of cost (when applicable) and other evaluation criteria.

**E. Evaluation Process**

An odd number of voting members of a Selection or Evaluation Committee shall evaluate all proposals received based upon the criteria stated in the request for proposals. Each voting committee member shall grade each submitted proposal based upon the evaluation criteria.

**F. Discussion with Responsible Offerors and Revisions to Proposals**

As provided in the Request for Proposals, discussions (negotiations) may be conducted with responsible offerors who submit proposals determined to be reasonably susceptible of being selected for award, to assure full understanding of and conformance to the solicitation requirements. All qualified, responsible offerors shall be given fair and equal treatment with respect to any opportunity for discussion and revision of proposals, and such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of the identity of competing offerors or any information derived from proposals submitted by competing offerors. If only one proposal response is received, then the award recommendation shall be to the single offeror, if the offeror meets all requirements.

**G. Award**

After negotiations, the award recommendation must be presented to Columbus City Council for final approval. Award will be made to the responsible offeror whose proposal is determined to be the most advantageous to the City, taking into consideration total cost (if determined) and all other evaluation factors set forth in the Request for Proposals.

After Council approval, a contract based on the negotiations (if negotiations were necessary) will be drawn and signed by all necessary parties. If Council does not approve the award, it may direct that further negotiations may take place with the recommended offeror, or that negotiations begin with the next most qualified offeror. Council may also exercise the option to reject all offers and instruct the Purchasing Manager to begin the procurement process again. The contract file shall contain the basis on which the award is made.

After contract award, the contract file, will be made public. Unsuccessful offerors will be afforded the opportunity to make an appointment with the Purchasing Division for a debriefing. After the award, the contract file and the unsuccessful proposals will become subject to disclosure under the Georgia Open Records Act.

## **DO YOU HAVE QUESTIONS, CONCERNS OR NEED CLARIFICATION ABOUT THIS SOLICITATION?**

**COMMUNICATION CONCERNING ANY SOLICITATION CURRENTLY ADVERTISED MUST TAKE PLACE IN WRITTEN FORM AND ADDRESSED TO THE PURCHASING DIVISION.**

ALL QUESTIONS OR CLARIFICATIONS CONCERNING THIS SOLICITATION SHALL BE SUBMITTED IN WRITING. THE CITY WILL NOT ORALLY OR TELEPHONICALLY ADDRESS ANY QUESTION OR CLARIFICATION REGARDING BID/PROPOSAL SPECIFICATIONS. IF A VENDOR VISITS OR CALLS THE PURCHASING DIVISION WITH SUCH QUESTIONS, HE OR SHE WILL BE INSTRUCTED TO SUBMIT THE QUESTIONS IN WRITING.

**ALL CONTACT CONCERNING THIS SOLICITATION SHALL BE MADE THROUGH THE PURCHASING DIVISION.** BIDDERS SHALL NOT CONTACT CITY EMPLOYEES, DEPARTMENT HEADS, USING AGENCIES, EVALUATION COMMITTEE MEMBERS OR ELECTED OFFICIALS WITH QUESTIONS OR ANY OTHER CONCERNS ABOUT THE SOLICITATION. QUESTIONS, CLARIFICATIONS, OR CONCERNS SHALL BE SUBMITTED TO THE PURCHASING DIVISION IN WRITING. IF IT IS NECESSARY THAT A TECHNICAL QUESTION NEEDS ADDRESSING, THE PURCHASING DIVISION WILL FORWARD SUCH TO THE USING AGENCY, WHO WILL SUBMIT A WRITTEN RESPONSE.

THE PURCHASING DIVISION WILL FORWARD WRITTEN RESPONSES TO THE RESPECTIVE BIDDER OR IF IT BECOMES NECESSARY TO REVISE ANY PART OF THIS SOLICITATION, A WRITTEN ADDENDUM WILL BE ISSUED TO ALL BIDDERS.

THE CITY IS NOT BOUND BY ANY ORAL REPRESENTATIONS, CLARIFICATIONS, OR CHANGES MADE TO THE WRITTEN SPECIFICATIONS BY CITY EMPLOYEES, UNLESS SUCH CLARIFICATION OR CHANGE IS PROVIDED TO THE BIDDERS IN A WRITTEN ADDENDUM FROM THE PURCHASING MANAGER.

BIDDERS ARE INSTRUCTED TO USE THE ENCLOSED "QUESTION/CLARIFICATION FORM" TO FAX OR EMAIL QUESTION.

**ANY REQUEST, AFTER A SOLICITATION HAS CLOSED AND PENDING AWARD MUST ALSO BE SUBMITTED IN WRITING TO THE PURCHASING DIVISION.**

# QUESTION/CLARIFICATION FORM

Date: \_\_\_\_\_

To: Della Lewis, Buyer Specialist  
Email [BidOpportunities@ColumbusGA.org](mailto:BidOpportunities@ColumbusGA.org) or  
Fax (706) 225-3033

Re: Inmate Food Service Management for Muscogee County Jail (Annual Contract); RFP No. 21-0036

---

**Questions and requests for clarification must be submitted at least five (5) business days before the due date:**

---

---

---

---

---

---

---

---

---

---

---

---

From:

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Website

\_\_\_\_\_  
Representative

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Complete Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

# **COLUMBUS CONSOLIDATED GOVERNMENT GENERAL PROVISIONS FOR REQUEST FOR PROPOSALS**

## **Inmate Food Service Management for Muscogee County Jail (Annual Contract) RFP No. 21-0036**

Columbus Consolidated Government invites qualified firms to submit proposals for food service management for inmates at the Muscogee County Jail.

### **A. PROPOSAL SUBMITTAL DATE:**

**PROPOSALS ARE DUE: APRIL 23, 2021 NO LATER THAN 5:00 PM (Eastern). *Submit one electronic response via DemandStar.***

**After award of Contract by Columbus Council, awarded vendor will be notified to provide one (1) hard copy of submitted proposal, with original signatures.**

The City shall not be held liable for any expenses incurred by the respondent in preparing and submitting the proposal and/or attendance at any interviews, final contract negotiations or applicable site visits. **The City reserves the right to award this project or to reject any and all proposals; whichever is in the best interest of the City.**

### **B. RECEIPT OF PROPOSALS:**

Unless otherwise stated in the technical specifications of the RFP, the City will accept one, and only one, proposal per Offeror. In the event a team of firms is entering into a joint venture to respond to the RFP, one firm shall be named the prime contractor and the proposal shall be submitted in the name of the prime contractor. All correspondence concerning the RFP will be between the City and prime contractor.

### **C. SUBCONTRACTING:**

Should the offeror intend to subcontract all or any part of the work specified, names and address of subcontractors must be provided in proposal response. The offeror shall be responsible for subcontractors' full compliance with the requirements of the RFP specifications. If awarded the contract, payments will only be made to the offerors submitting the proposal. The Columbus Consolidated Government will not be responsible for payments to subcontractors.

### **D. QUESTIONS ABOUT THE RFP:**

Communication concerning any solicitation currently advertised must take place in writing and addressed to the Purchasing Division. See page titled "Do You Have Questions ..." within this proposal package. **Questions and Requests for Clarification will be received until five business days prior to the proposal due date.**

### **E. PUBLIC INFORMATION:**

All information and materials submitted will become the property of the Columbus Consolidated Government, Columbus, Georgia; and shall be subject to the provisions of the Georgia public records law. If awarded the contract, the proposal submission, in its entirety, will be included as part of the contract documents and filed, as public record, with the Clerk of Council.



**F. ADDENDA:**

The proposer shall include acknowledgment of receipt of addenda (if any) in their sealed proposal. The proposer should include an initialed copy of each addendum in the proposal package. It is the proposer's responsibility to contact the City for copies of addenda if they receive the proposal document from any other source other than the City.

**G. CONTRACT:**

Each proposal is received with the understanding that an acceptance in writing by the City of the offer to furnish any or all of the services and materials described shall constitute a contract between the proposer and the City. This contract shall bind the proposers to furnish and deliver the services and materials quoted, at the prices stated and in accordance with the condition of said accepted proposal.

It is agreed that the successful respondent will not assign, transfer, convey or otherwise dispose of the contract or its right, title or interest in or to the same, or any part thereof, without previous consent of the City and any sureties.

**H. NON-COLLUSION:**

Proposer declares that the proposal is not made in connection with any other proposer submitting a proposal for the same commodity or commodities, and that the proposal is bona fide and is in all respects fair and without collusion or fraud.

**I. INDEMNITY:**

The Contractor covenants to save, defend, hold harmless, and indemnify the City, and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney's fees), charges, liability, or exposure, however caused, resulting from, arising out of, or in any way connected with the Contractor's intentional, negligent, or grossly negligent acts or omissions in performance or nonperformance of its work called for by the Contract Documents.

**J. DISADVANTAGED BUSINESS ENTERPRISE CLAUSE:**

Disadvantaged Business Enterprises (minority or women owned businesses) will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, creed, sex, sexual orientation, gender identity or national origin in consideration for an award. It is the policy of the City that disadvantaged business enterprises and minority business enterprises have an opportunity to participate at all levels of contracting in the performance of City contracts to the extent practical and consistent with the efficient performance of the contract.

**K. AFFIRMATIVE ACTION PROGRAM - NON-DISCRIMINATION CLAUSE:**

The City has an Affirmative Action Program in connection with Equal Employment Opportunities. The successful vendor will comply with all Federal and State requirements concerning fair employment and employment of the handicapped, and concerning the treatment of all employees, and will not discriminate between or among them by reason of race, color, age, religion, sex, sexual orientation, gender identity, national origin or physical handicap.

**L. SPECIFICATION DESCRIPTIONS:**

The specifications detailed herein represent the quality of equipment, goods or services required by the City. Whenever in this invitation any particular process, service or equipment is indicated or specified by patent, proprietary or brand name of manufacturer/developer/inventor, such wording will be deemed to be used for the purpose of facilitating descriptions of the process, service or equipment desired by the City. It is not meant to eliminate offerors or restrict competition in any RFP process. Proposals that are equivalent

or surpass stated specifications will be considered. Determination of equivalency shall rest solely with the City.

**M. TAXES:**

The City is exempt from State Retail Tax and Federal Excise Tax. Tax Exemption No. GA Code Sec. 48-8-3. Federal ID No. 58-1097948.

**N. DRUG-FREE WORKPLACE:**

Per Ordinance No. 93-55, in compliance with Federal and State Drug Free Workplace Acts, the Council of Columbus, Georgia adopted a drug free Workplace Policy. Consequently, any vendor providing goods or services to Columbus Consolidated Government must comply with all applicable Federal and State Drug Free Workplace Acts.

**O. FEDERAL, STATE, LOCAL LAWS:**

All respondents will comply with all Federal, State and Local laws, ordinances, rules and regulations relative to conducting business in Columbus, Georgia and performing the prescribed service. Ignorance on the part of the respondent shall not, in any way, relieve the respondent from responsibility for compliance with said laws and regulations or any of the provisions of these documents.

**P. PROVISIONS OF THE PROCUREMENT ORDINANCE:**

The provisions of the Procurement Ordinance for the Consolidated Government of Columbus, Georgia as adopted and amended by Council shall apply to all invitations to respond to Requests for Proposals and is specifically incorporated herein by this reference. The Procurement Ordinance is codified on Section 2-3.03 of the Columbus Code and can be accessed through the City's website at

[https://library.municode.com/ga/columbus/codes/code\\_of\\_ordinances](https://library.municode.com/ga/columbus/codes/code_of_ordinances).

**Q. INSURANCE:**

All respondents shall maintain, and if requested, show proof of insurance applicable for services described in these specifications.

**R. HOLD HARMLESS AGREEMENT:**

The successful respondent hereby agrees to indemnify, hold free and harmless Columbus Consolidated Government (The City), its agents, servants, employees, officers, directors and elected officials or any other person(s) against any loss or expense including attorney fees, by reason of any liability imposed by law upon the City, except in cases of the City's sole negligence, sustained by any person(s) on account of bodily injury or property damage arising out of or in the consequence of this agreement.

**S. TERMINATION OF CONTRACT:**

1. **Default:** If the contractor refuses or fails to perform any of the provisions of this contract with such diligence as will ensure its completion within the time specified in this contract, or any extension thereof, otherwise fails to timely satisfy the contract provisions, or commits any other substantial breach of this contract, the Purchasing Division Director may notify the contractor in writing of the delay or nonperformance and if not cured within **ten (10) days** or any longer time specified in writing by the Purchasing Division Director, such director may terminate the contractor's right to proceed with the contract or such part of the contract as to which there has been delay or a failure to properly perform.

In the event of termination in whole or in part the Purchasing Division Director may procure similar supplies or services, from other sources, in a manner and upon terms deemed appropriate by the Purchasing Division Director. The contractor will continue performance of the contract

to the extent it is not terminated and will be liable for excess costs incurred in procuring similar goods or services.

2. **Compensation:** Payment for completed supplies or services delivered and accepted by the City will be at the contract price. The City may withhold from amounts due the contractor such sums as the Purchasing Director deems to be necessary to protect the City against loss because of outstanding liens or claims of former lien holders and to reimburse the City for the excess costs incurred in procuring similar goods and services.
3. **Excuse for Nonperformance or Delayed Performance.** Except with respect to defaults of subcontractors, the contractor shall not be in default by reason of any failure in performance of this contract in accordance with its terms (including any failure by the contractor to make progress in the prosecution of the work hereunder which endangers such performance) if the contractor has notified the Purchasing Division Director within 15 days after the cause of the delay and the failure arises out of causes such as: acts of God; acts of public enemy; acts of the City and any other governmental entity in its sovereign or contractual capacity; fires; floods; epidemics; quarantine restrictions; strikes or other labor disputes; freight embargoes; or unusually severe weather. If the failure to perform is caused by the failure of a subcontractor to perform or to make progress, and if such failure arises out of causes similar to those set forth above, the contractor shall not be deemed to be in default, unless the supplies or services to be furnished by the subcontractor was reasonably obtainable from other sources in sufficient time to permit the contractor to meet the contract requirements.

Upon request of the contractor, the Purchasing Division Director shall ascertain the facts and extent of such failure, and, if such director determines that any failure to perform was occasioned by anyone or more of the excusable causes, and that, but for the excusable cause, the contractor's progress and performance would have met the terms of the contract, the delivery schedule shall be revised accordingly.

**T. TIME FOR CONSIDERATION:**

Due to the evaluation process, proposals must remain in effect for at least **120 days** after date of receipt.

**U. CONTRACT AWARD:**

Award of this contract will be made in the best interest of the City.

**V. REQUEST FOR EVALUATION RESULTS:**

Per the City's Procurement Ordinance, evaluation results cannot be divulged until after the award of the contract. After contract award, proponents desiring to review documents relevant to the RFP evaluation results shall submit a written request to the Purchasing Division.

**W. GOVERNING LAW:**

The parties agree that this Agreement shall be governed by the laws of Georgia, both as to interpretations and performance.

**X. FINAL CONTRACT DOCUMENTS:**

It is understood that the final contract shall include the following: **1)** The RFP; **2)** Addenda; **3)** Awarded Vendors(s) response; **4)** Awarded Vendor(s) Clarifications; **5)** Negotiated Components; and **6)** Awarded Vendor(s) Business Requirements.

**Y. PAYMENT DEDUCTIONS:**

The City reserves the right to deduct, from payments to awarded vendor(s), any amount owed to the City for various fees, to include, but not limited to: False Alarm fees, Ambulance fees, Occupation License Fees, Landfill fees, etc.

**Z. PAYMENT TERMS:**

The City's standard payment term is usually net 30 days, after successful receipt of goods or services. Payment may take longer if invoice is not properly documented or not easily identifiable, goods/services are not acceptable, or invoice is in dispute.

**AA. RIGHT TO PROTEST:**

- A. Right of Protest. Any actual or prospective bidder offeror, or contractor who is aggrieved in connection with a solicitation or award of a contract may protest to the Purchasing Manager initially. All protests shall be filed in the manner prescribed herein. Protests that do not comply with the following rules shall be deemed invalid and of no effect.
- B. The protest must be in writing, executed by a company officer that is authorized to execute agreements on behalf of the bidder or offeror or provided by an authorized legal representative of the protestor.
- C. A protest with respect to an invitation for Bids or Request for Proposals shall be submitted in writing no less than five (5) business days prior to the opening of bids or the closing date of proposals or qualification statements.
- D. Stay of Procurement During Protests. If there is a timely protest submitted as described above, the Purchasing Manager shall not proceed further with the solicitation or award of the contract until all administrative remedies have been exhausted or until the City Council, Mayor, or City Manager makes a determination on the record that the award of the contract without delay is necessary to protect substantial interests of the City.

**NOTICE TO VENDORS**

**Sec. 2-3.05. - Submitting bids to Consolidated Government, etc.—By mayor or councilmembers.**

Neither the mayor nor any member of the Columbus Council shall submit any bid to the consolidated government, nor shall the mayor or any member of the Columbus Council own or have a substantial pecuniary interest in any business that submits a bid to the consolidated government. (Ord. No. 92-60, 6-23-92)

**Sec. 2-3.06. - Same—By members of boards, authorities, commissions.**

No member of any board or authority or commission or other independent or subordinate entity of the consolidated government shall submit any bid to the consolidated government or have a substantial pecuniary interest in any business that submits a bid to the consolidated government if such bid pertains to the board or authority or commission on which such person holds such membership. (Ord. No. 92-61, 6-23-92)

# **SPECIFICATIONS**

## **Inmate Food Service Management for Muscogee County Jail (Annual Contract) RFP No. 21-0036**

### **I. INTRODUCTION**

It is the intent of Columbus Consolidated Government (the City) to enter into an annual contract with a qualified Contractor to provide inmate food service management for the Muscogee County Jail. Inmate Food Service Management includes, but is not limited to, the furnishing of all required labor, food, beverages, materials, supplies, and chemicals necessary to provide food services for the inmates and staff at the Jail. **Refer to page 19 for Technical Specifications.**

### **II. CONTRACT TERM**

- A. The initial term of the contract will be for two (2) years with the City's option to renew for three (3) additional twelve-month periods.

Notice of intent to renew will be given to the contractor in writing by the City Purchasing Manager, normally sixty days before the expiration date of the current contract period.

It should be noted that multi-year contracts may be continued each fiscal year only after funding appropriations and program approvals have been granted by the Council of the Consolidated Government of Columbus, Georgia. In the event that the necessary funding is not approved, then the affected multi-year contract becomes null and void, effective July 1st of the fiscal year for which such approval has been denied.

- B. **Termination for Convenience**

For the protection of both parties, either party giving **60 days** prior notice, in writing, to the other party, may cancel this contract.

### **III. PRICE ADJUSTMENT CLAUSE**

Contract pricing shall remain fixed for the initial two (2) year term of the contract. After the initial term, Contractor may request a price escalation by submitting a fully documented request (i.e., documentation from manufacturers illustrating the necessity to implement price increases). ***Request for price increases, without documentation, shall not be considered.*** Such escalation shall not exceed a five percent (5%) increase. The using department(s) and the Purchasing Manager will review the request and shall approve or disapprove the increases based on budget constraints and other price comparisons.

If for any reason the contractor has a price increase that exceeds five percent (5%), the price increase will be evaluated on a case-by-case basis. The City and the Contractor will have the option to discuss and make adjustments to the requested increase. If either party declines approval of the adjustments, the contract will be considered cancelled on the scheduled expiration date of the contract.

#### IV. INDEMNITY CLAUSE

The Contractor covenants to save, defend, hold harmless, and indemnify the City, and all of its officers, departments, agencies, agents, and employees (collectively the “City”) from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney’s fees), charges, liability, or exposure, however caused, resulting from, arising out of, or in any way connected with the Contractor’s intentional, negligent, or grossly negligent acts or omissions in performance or nonperformance of its work called for by the Contract Documents.

#### V. INSURANCE

The vendors shall be required, at their own expense, to furnish to the City of Columbus Purchasing Division, evidence showing the insurance coverage to be in force throughout the term of the contract. Insurance requirements are listed on the attached **Insurance Checklist (Form 5)**. **The limits shown are minimum limits. Vendor shall indicate the actual limit they will provide for each insurance requirement. The bidder shall complete the Insurance Checklist and include with bid response. Certificate of Insurance is acceptable.** The Insurance Checklist will indicate to the City, the bidder’s ability and agreement to provide the required insurance, in the event of contract award.

The successful candidate shall provide the required Certificates of Insurance within **10 business days** after award notification. The Certificates of Insurance will name Columbus Consolidated Government as an additional insured, **as well as list the applicable project or annual contract name, and/or Solicitation name and number.** The Certificate of Insurance will be included with the contract documents prior to signing.

#### VI. E-VERIFY AFFIDAVIT

Pursuant to O.C.G.A. § 13-10-91, a public employer shall not enter into a contract for the performance of services unless the contractor registers and participates in the federal work authorization program. If a supplier is providing services under a contract with a total compensation amount of \$2,500 or greater, (even if such services will be performed outside of the State of Georgia), DOAS requires a notarized affidavit from the supplier attesting to the following:

(A) The affiant has registered with, is authorized to use, and uses the federal work authorization program;

(B) The user identification number and date of authorization for the affiant;

(C) The affiant will continue to use the federal work authorization program throughout the contract period; and

(D) The affiant will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the same information required by subparagraphs (A), (B), and (C) of this paragraph.

Additional information regarding the State’s E-Verify requirements can be found at: <http://www.audits.ga.gov/NALGAD/IllegalImmigrationReformandEnforcementAct.html>. **A**

**completed, notarized E-Verify Affidavit must be included with sealed proposal; failure to do so will render the firm’s or individual’s proposal non-responsive and ineligible for award consideration.**

## **VII. PROPOSAL PREPARATION AND SUBMISSION**

Due to the COVID-19 pandemic, the Purchasing Division is suspending the receipt of hard copies of sealed responses and public solicitation openings until further notice. **Effective immediately, responses must be submitted via DemandStar. See Appendices A through D for information and instructions on how to register and submit proposals through DemandStar.**

**Firms should submit proposals that address each of the sections specified below. *With the exception of the E-Verify Affidavit (Form 1), the form titled “Communication Concerning This Solicitation” (Form 2), and the proposed cost, fees, revenue, etc.,* the City reserves the right to request any omitted information. Firms shall be notified, in writing, and shall have two (2) days, after notification, to submit the omitted information. If the omitted information is not received within two (2) days, the firm shall be deemed non-responsive, and the proposal will not receive further consideration.**

### **Section 1: Transmittal Letter**

Transmittal letter shall introduce the applicant/business, describe the ownership, include complete address, phone and fax numbers (if applicable), and **include the name and email address of contact person(s) during this proposal process.** Include a statement to the effect that the proposal is binding for at least 120 days from the proposal date. **An authorized agent of the business must sign the transmittal letter.**

### **Section 2: Affidavit for E-Verify/Georgia Security and Immigration Compliance Act (Form 1)**

**A properly completed, notarized E-Verify Affidavit must be included with sealed proposal; failure to do so will render the firm’s proposal non-responsive and ineligible for further consideration.** To access your E-Verify Company Identification Number, see <https://e-verify.uscis.gov/emp/vislogin.aspx?JS=YES>.

### **Section 3: Addenda Acknowledgement**

Acknowledge receipt for all addenda (if any). Addenda will be posted at: [https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid\\_Opportunities.htm](https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid_Opportunities.htm). It is the vendors’ responsibility to periodically visit the web page for addenda, before the due date and before submitting a proposal.

### **Section 4: Communication Concerning This Solicitation**

Complete the form titled *Communication Concerning This Solicitation (Form 2)*

### **Section 5: Exceptions to RFP**

**A. List ANY AND ALL exceptions to the RFP specifications in this section of proposal submission. Exceptions listed in other areas of the vendor’s submission will not be considered. All exceptions will be vetted during the RFP process, and if found unacceptable, the vendor’s proposal will be rejected and no longer considered for award. Exceptions shall be considered by the Evaluation Committee. The vendor’s proposal may not receive further consideration if exceptions are not acceptable and/or cannot be clarified to the Committee’s satisfaction. Vendors shall be notified in writing if exceptions are not acceptable. PLEASE NOTE: EXCEPTIONS TO THE RFP GENERAL PROVISIONS WILL NOT BE CONSIDERED, AND IF SUBMITTED WILL AUTOMATICALLY RENDER THE RESPONSE NON-RESPONSIVE.**

**B. VENDOR AGREEMENT/CONTRACT FORM: Exceptions also include the**

**terms of any contract or other agreements which the vendor or any subcontractors will require to be executed by the City.**

- C. If there are no exceptions, vendor must include a statement for this Section stating the following: No Exceptions.**

**Section 6: Experience/Qualifications**

- A. Address in detail the firm's ability and experience providing the required services.
- B. Provide resumes of key personnel who will be assigned to the contract, including copies of all licenses and/or certifications.
- C. Discuss in detail the resources of the firm:
  - i. Support staff (include resumes).
  - ii. Equipment
  - iii. Suppliers
  - iv. Other information deemed necessary to describe the firm's resources.
- D. Provide details of any litigation history involving your firm, or any principal officers thereof, in connection with any contract for similar services. Include current lawsuits pending for allegations relating to pre-employment and fit-for-duty psychological evaluation services.
- E. Provide copies of professional recognition, certifications, and awards, i.e., memberships, industry certifications, relevant awards, DBE/MBE certifications, etc.
- F. Attach additional facts about your firm that you feel will be an asset in evaluating your proposal.

**Section 7: Client Work History (Form 3)**

Provide the three (3) most recent clients to whom you provided the same or similar services. Include entity name, contact, address, phone number, email address, and contract dates.

**Section 8: Service Plan**

- A. Provide the following:
  - i. Adult, Juvenile and staff menus; include a current menu and the most popular menu.
  - ii. Special diet menus; include a current menu and the most popular menu.
  - iii. Staff lunch menu, including Salad Bar option
  - iv. Holiday Meal Plans
  - v. Contingency Plans
  - vi. Sanitation Plan
  - vii. Quality Control Plan
  - viii. Staff Recruiting, Motivation and Training Plans
  - ix. Food Service Operation Plan
  - x. Nutritional Analysis
  - xi. Organization Chart for on-site staff
  - xii. Recycling Plan
  - xiii. Detail description of uniforms
- B. Include a proposed transition plan, from notification of award to commencement of providing the services. *Do not* use actual dates in the timeline; use days, weeks, and months.

**Within thirty (30) days of award of contract, the Contractor shall submit a final Transition Plan to the Muscogee County Jail for approval. The final plan shall**



include, but not be limited to details for conducting inventories of on-site City owned equipment, hiring, and staffing and menu plans, and coordination activity with current operations. The Sheriff may request any additional information necessary to assure smooth operation of the facility.

- C. Provide a written narrative which demonstrates the method or manner the offeror proposes to satisfy the requirements of the scope of services. Offerors should address all areas of the scope of services.
- D. If this RFP is not awarded to the incumbent contractor, the Muscogee County Jail would like the new vendor to retain the current Jail kitchen employees of the incumbent contractor. Offerors should address this staffing preference.**

#### **Section 9: Cost Proposal**

**Sliding scales for costs per meals are not acceptable.**

- A. Provide a per meal cost proposal for the Jail and Juvenile. Also delineate in detail any other associated costs relative to providing this service in this RFP. **For evaluation purposes, the per meal cost shall be based on the average number of inmates listed in the Technical Specifications.**
- B. Provide detailed response to optional plan for equipment investment.

#### **Section 10: Contract Signature Page**

Complete **Form 4**. City officials will sign the copies after Columbus Council approves the contract award with the successful firm (*see note below*). Per the General Provisions, Page 12, Item X, the final contract shall include the following: 1) The RFP; 2) Addenda; 3) Awarded Vendor(s) response; 4) Awarded Vendor(s) Clarifications; 5) Negotiated Components; and 6) Awarded Vendor(s) Business Requirements.

*Please note: After award of contract by Columbus Council, awarded vendor will be notified to provide two (2) identical hard copies of submitted proposal with original signatures.*

#### **Section 11: Proof of Insurance**

Provide Insurance Checklist (**Form 5**) or Certificate of Insurance.

#### **Section 12: Form W-9, Request for Taxpayer Identification Number and Certification**

Complete and return **Page 1** of the Form W-9, which is available at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

#### **Section 13: Business License (Occupation License)**

Provide a current copy of the Business License (Occupation License) that is required to conduct business at your location.

If awarded the contract, the successful vendor must obtain a business license from the City of Columbus. However, if the business is located in Georgia and has proof of being properly licensed by a municipality in Georgia, and paid applicable occupation taxes in that city, the contractor will not be required to pay occupation taxes in Columbus, Georgia.

If you have questions regarding this requirement, please contact Yvonne Ivey, Revenue Division Manager, at telephone 706-225-3091.

### **VIII. RFP EVALUATION**

Each submittal will be evaluated to determine the ability of each offeror to provide the required services. The following weighted criteria will be used to evaluate proposals:

<b>Criteria</b>	<b>Weight</b>
A. Experience/Qualifications	40%
B. Client Work History	20%
C. Service Plan	35%
D. Cost Proposal ( <i>subject to negotiations</i> )	5%

Each of the above criteria (A - D) will be given a rating, of 1 through 100, by each member of the Evaluation Committee. The ratings are as follows:

<b>RATING</b>	
1-20	Poor
21-40	Fair
41-60	Good
61-80	Excellent
81-100	Superior

After the review and rating of proposal (s) by the evaluation committee, individual scores will be averaged and ranked. Offerors will be ranked in descending order of numerical predominance.

# **TECHNICAL SPECIFICATIONS**

## **Inmate Food Service Management at Muscogee County Jail (Annual Contract) RFP No. 21-0036**

### **1.0 INTRODUCTION/PURPOSE**

- 1.1 The City is requesting proposals from all interested parties to provide inmate food service management for the Jail. Inmate Food Service Management includes, but is not limited to, the furnishing of all required labor, food, beverages, materials, supplies, and chemicals necessary to provide food services for the inmates and staff at the Jail Facilities.
- 1.2 Offerors that want to make an appointment to tour the kitchen at the Jail may contact the following:

**Muscogee County Jail**  
**Lt. Col. John Darr**  
**Cmdr. Larry Mitchell or**  
**Captain Glenda Hall or**  
**Captain Robert Trombley**  
**700 10<sup>th</sup> Street**  
**Columbus, GA 31901**  
**Telephone (706) 653-4258**

- 1.3 Any questions resulting from the tour must be submitted in writing to the Purchasing Division. The City will not be held by any oral interpretations in response to questions during the tour.

### **2.0 HISTORY**

- 2.1 The Consolidated Government of Columbus, Georgia (the City) must continue to seek measures to save money at the Muscogee County Jail (the Jail). One cost saving method is to outsource the inmate food service management. Since 2000, the City has been under contract with private vendors to provide food service at the Jail.
- 2.2 The Muscogee County Jail, located at 700 10<sup>th</sup> Street, houses a male and female mixture of pre-trial detainees and sentenced inmates, and has an average census 935. The Jail is designed to hold 1,160 inmates. As of April 6, 2021, the census consisted of **800** males and **111** females. Based on a recent invoice, the Jail serves approximately **82,014** meals per month; this number includes staff meals, weekender sack lunches and callbacks. The current cost per meal is **\$1.0225**. Weekender sack lunch meals are provided for approximately 10 weekenders each Saturday and Sunday. The sack lunches are not carried on the census but are reflected in the meals per month estimate.
- 2.3 The Muscogee County Jail inmates will be on a 3000-calorie per day diet. The successful bidder will be required to provide liquid supplements to an average of 6-8 inmates per day, at any given time.

### **3.0. REQUIREMENTS FOR FOOD SERVICE**

The Contractor shall provide all required labor, food, beverages, materials, supplies, and chemicals necessary to provide food service for the inmates and staff at the Jail.

**3.1 Food Preparation Site:** Food service preparation activities shall be performed in the kitchen of the facility.

3.1.1 If during the term of the contract, the facility undergoes renovations including the kitchen, the construction contractor will take actions to allow for food preparation when possible and practical. However, if required, the Food Services contractor must make arrangements for food preparation at other facilities. **No renovations are planned at this time.**

**3.2 Menu Cycle and Schedule:** The Contractor shall serve from a twenty-eight (28) day cycle menu, at proper temperature, nutritious, wholesome, palatable meals and special diets to the inmates, staff, and designated visitors of the Jail in accordance with the terms of the agreement. ***Contractor will provide meals and food service three (3) times per day, seven (7) days per week, at an estimated quantity of 1,149,348 meals per year for the Jail (this estimate will vary based on inmate population).*** The City does not and will not guarantee the number of meals required annually. Meals shall meet or exceed all present local, county, state, and federal laws, and ACA (American Correctional Association) standards. The Contractor must ensure compliance with American Correctional Association (ACA) Certification Standards for Food Service Programs (January 1989 or most recent).

**3.3 Meal Distribution:** The Contractor shall manage a civilian and inmate kitchen staff, which shall prepare pre-plated meals for service on trays. Meal trays, in quantities ordered by the Jail shall be placed on carts for delivery to Correctional Officers at designated areas. The Correctional Officers will verify meal counts, and supervise inmates who will distribute trays to inmates, in a timely and sanitary manner, in living areas. Upon completion of meals, Correctional Officers will supervise the timely return of all trays and carts to the Kitchen. The Contractor will be responsible for sanitizing the food service equipment for re-entry into the food delivery cycle. Offeror should indicate how tray assembly will be accomplished and portions controlled equally, for all inmates.

**3.4 Food Quality:** The Contractor shall use the following standards for purchase of raw food products:

3.4.1 USDA Good Graded Beef or USDA Good Graded Lamb may be used for pot roast or stews. Otherwise, only first quality foods, such as Grade A eggs, Grade A or B poultry, U.S. Choice Grades of Beef, Grade A or B fancy fresh or frozen vegetables and fruits and Grade A or B canned goods shall be used. The Jail will *consider* alternative options.

All foods served shall be wholesome and free from spoilage. Dented canned items are not acceptable.

3.4.2 Any item containing any pork product or pork derivative shall not be used. The City may require manufacturer's statement of ingredients for items used by Contractor. Gelatins with pork derivatives are not acceptable.

3.4.3 Ground beef and ground beef patties shall be provided with a minimum lean to fat ratio of 80/20. Ground beef shall not contain any: gland meat, bull meat, stag meat,

nor head meat. Only USDA inspected meat is acceptable. During grinding, meat should remain below 40°, but not less than 30°. Meat should be double ground. Textured Vegetable Protein (TVP) or other soy extenders are acceptable up to 6%.

3.4.4 All food and beverage products used in the performance of this Agreement must be served prior to the expiration date, when so dated.

3.4.5 The City encourages the Contractor to serve fresh vegetables, with a goal of three times each week, but shall be served a minimum of twice a week.

### 3.5 Menus:

3.5.1 **Offeror is required to include in their proposal a twenty-eight (28) day cycle menu, which shall be used for not less than the first six months of operation.** The Contractor shall base its proposal and serve the menus based upon the menus written and submitted with its proposal. The menu should be a minimum of 3,000 calories per day for the Jail that meets all ACA standards. All general population lunch meals shall be provided cold, in a translucent paper bag. **The Muscogee County Jail currently serves one hot breakfast, one hot lunch, and one cold meal in the evening that normally consist of two sandwiches, danish and beverage. The danish may be substituted with chips from time to time. It is the intent to rotate the meals to a hot, cold, hot to hold the inmate overnight, so they are not as hungry.** The nutritional values, variety, quality, and appearance of meals shall be consistent with the Recommended Dietary Allowances and American Correctional Association Standards. **Menus will be designed by a certified nutritionist.**

3.5.2 **No pork or pork by-products are to be used for inmate meals.** No more than three casserole dishes shall be included on the menu per week. Any menu substitutions must be approved in advance, in writing, by the Jail Commander.

3.5.3 All written menu portion sizes shall be identified as cooked weight or raw. Any change in portion size or additional items or substitutions, shall meet American Correctional Association Certification Standards for Food Service Programs and be subject to the approval of the Jail Commander.

3.5.4 Menus shall be available for a minimum of four (4) weeks in advance and kept on file a minimum of three (3) years, with records of meals actually served.

3.5.5 Records of all special diets served, substitutions and diet orders, shall be retained at the site office permanently. Special medical or religious diets may be ordered from time to time. Sack (cold) meals are required for general population inmate lunches and may be required for inmates being transported to another facility. A sack lunch consists of three sandwiches and a pastry.

3.5.6 **A signed nutritional statement by a registered dietitian must accompany each menu and submitted with proposal and shall include a nutritional analysis of each menu. Resume and credentials of the dietitian shall be submitted with proposal.** The nutritional statement must indicate that the menu meets all requirements of the Sheriff's Office, the ACA, and the City's Contract.

3.5.7 Meals will be prepared fresh, each day, and be served between the hours of

(approximately) 5:00 a.m. to 7:00 p.m. A thermal delivery system for three compartment trays will be used for inmate meals; however, all inmate (cold) lunches will be packaged in a translucent paper bag. The Jail main building consists of a 1984 structure and a 2002 tower structure all connected by a corridor.

- 3.5.8 The Contractor will be required to serve the same meals, i.e., the same food items and beverage items to all inmates at any meal. With the exception of special medical or religious diets, **serving more than one menu at any meal period to the general inmate population, will be considered a material breach of the contractual agreement**, and may be cause for the City to immediately terminate the contract, or the City may assess a fine to the contractor in the amount of \$500.00 for the first occurrence, and \$1,000.00 for subsequent occurrences in any six-month period.
- 3.5.9 A sample tray with items that are prepared, mixed, cooked or baked, is to be retained at the kitchen where the cooking is performed, in a frozen state for 72 hours. For large casserole dishes, a minimum of 2 oz. of the casserole will be sufficient. Each tray is to be covered with plastic film or aluminum foil. All trays are to be labeled with the date, time of day, menu cycle and meal number and the tray preparers' initials.

### 3.6. Special Diets and Juvenile Meals

- 3.6.1 Contractor shall prepare special medical diet meals consistent with the general population cycle menu, where such diets are ordered by the Jail Medical Staff or with the approval of the Jail Commander.
- 3.6.2 Special diets shall conform to medical criteria provided to Contractor and shall be served as ordered, at the same cost per meal as a standard general population meal.
- 3.6.3 Liquid supplements (such as Ensure) shall be provided by Food Service Contractor.
- 3.6.4 Diabetic snacks are to be included and delivered with the Dinner meal at no additional charge to the City. Contractor shall provide a Diet menu. **(See Attachment A for sample Menu currently utilized.)**
- 3.6.5 The Contractor shall provide juvenile meals for adolescent inmates requiring meals with nutrients and or calories as required by the RDA standards. Juvenile meals shall be priced separately. **A juvenile meal menu should be included in the Proposal response. The Jail may have one juvenile every 5 years.**

### 3.7. Special Functions and Holidays

- 3.7.1 Contractor shall prepare special menus for meals to be served on the following holidays: New Year's Day, Martin Luther King, Jr. Day, Memorial Day, July 4, Labor Day, Thanksgiving, and Christmas. The Jail Commander shall receive such menus in advance for approval.
- 3.7.2 Contractor's price for these meals shall be the same price per meal as a general population cycle menu meal.
- 3.7.3 Offerors shall provide holiday meals similar to the meals shown **Attachment B** or

the equivalent thereof.

3.7.4 Offerors should note, larger than usual portion sizes shall be served for these holiday meals and the holiday meal is to be served at 12:00 p.m. to 1:00 p.m. for lunch (not for supper).

3.7.5 The Jail may, from time to time, require special meals for guests or for meetings. Contractor shall provide meal planning and food services for such events when requested. The cost for such services shall be negotiated prior to service and approved in writing.

### 3.8 Staff Dining

3.8.1 The Contractor shall, in addition to providing inmate food services, provide food services for staff and correctional officers.

3.8.2 Staff meals will be served in the designated staff dining area. Staff will be provided with the same meal as the inmate population with the exception that staff is to be provided with 50% more of the meat and/or protein, one additional item for all staff meals. No ground poultry or poultry substitute meats shall be utilized. Breakfast shall be served to order; and an optional sandwich to order meal shall be available at lunch and dinner. On an average the staff daily meal count will be:

Breakfast	25
Lunch	96
Lunch	45 (Weekends & Holidays)

3.8.3 The Jail Commander requires the contractor to adhere to ACA standards for staff meals, providing essentially the same meal for staff as is provided the inmates.

3.8.4 In addition to the above-cited menu for staff meals, the offeror shall include an option for the provision of a Salad Bar. The Salad Bar shall include at a minimum: lettuce, six additional fresh ingredients for salad preparations, fresh fruit, one additional cold salad (tuna, chicken, potato salad, coleslaw, etc.), and two salad dressing options. **The Salad Bar option, for staff meals, shall be included with the offeror's proposal.**

Refer to **Attachment C** for a sample Staff Menu. Each vendor is required to submit their own sample Staff Menu, which should offer food choices that promote healthy eating habits.

### 3.9 Pest Control

3.9.1 The City shall maintain an effective program for extermination and control of vermin and rodents in all areas assigned to the Contractor, including kitchen facilities, storage areas, and docks.

### 3.10 Recycling Program

3.10.1 The City will require the Contractor to develop a recycling program for the food service operations at the Jail Facility. Offerors should describe in detail the recycling plan in its proposal. The current Contractor has a recycling program in

effect. Items to be considered for recycling are cardboard, paper, aluminum, steel and plastic. Glass is not to be used in the food service operation.

### **3.11 Kitchen Inmates and Indemnification**

- 3.11.1 The Jail will make available, without cost to Contractor, an average of ten (10) inmates per shift (three (3) shifts per day). Inmates will be cleared by the Jail Medical staff, prior to starting work. Contractor may elect to assign any or all such inmates to food service operations.
- 3.11.2 Contractor shall be fully responsible for the training and supervision of all assigned inmates. Contractor may at its discretion assign or reject any or all inmates on any given shift, at any time. The Jail Commander will require the Contractor to use the facilities administrative procedures for the discipline of, or removal of inmates from the kitchen.
- 3.11.3 Kitchen inmates will not be permitted to ride in any Contractor's Vehicle at any time.
- 3.11.4 The Offeror should state, in its proposal, the number of inmates required for its operation of this Agreement. Kitchen inmates receive one and one half portions of the standard meat whenever they are assigned to the kitchen area(s). Kitchen inmates receive no other compensation or gratuity for their kitchen duties. Inmates are not to be paid by Contractor nor become employees of the Contractor.
- 3.11.5 The Jail shall be responsible for security and shall be entitled to remove any or all inmate(s) at any time from kitchen or food service assignment, if in the Jail Commander's discretion, the inmate(s) presence poses or creates a security risk.
- 3.11.6 Contractor shall indemnify and hold harmless, The City, its officials, officers, employees, and agents from and against all liability for loss, costs, damages, injuries and claims which may result from the Contractor's use of inmates in the food service operation at the Jail, when such liability is attributable to any act of negligence or omission by Contractor, its officers, employees, agents, consultants, sub-contractors, vendors, owners, or shareholders.
- 3.11.7 The indemnities herein provided for are in addition to all other indemnities stated in this document.

### **3.12 Food Service Employees**

- 3.12.1 The City and Sheriff are specifically interested and concerned about the quality and ability of Contractor's employees, including the Food Service Director, Assistant Director, Chefs, Cooks, etc. The management and control of inmates, quality, portions, and timeliness are generally related to the performance of the on-site staff.
- 3.12.2 **The Offeror should address in its proposal, how employees will be recruited, hired, trained, supervised, and motivated to meet the needs of the Jail. The City is not interested in a voluminous response to this issue, but rather specifically - what, when, and how these functions will be accomplished.**
- 3.12.3 The Contractor should allow at least seven days for the Sheriff to process a



criminal records check, prior to beginning the employment of any new person. Potential employees with any criminal record shall not be offered employment or employed by the Contractor to work at the Jail. **The criminal record checks shall be at no expense to the contractor.**

- 3.12.4 The Sheriff will require all potential Contractor employees to attend an orientation conducted by the Jail staff. The orientation will take place prior to beginning work, or during the first six (6) weeks of employment, or the first available opportunity as the orientation is made available by the Sheriff Office. **If this RFP is not awarded to the incumbent contractor, the Muscogee County Jail would like the new vendor to retain the current Jail kitchen employees of the incumbent contractor.**
- 3.12.5 The Contractor shall provide for the Jail the following minimum staffing: one (1) Food Service Manager, one (1) Assistant Food Service Manager, and three (3) Production Supervisors.
- 3.12.6 The Sheriff retains the right to approve or reject the Food Service Manager and any Assistant Food Service Manager or any other contract employee assigned to Jail.
- 3.12.7 Any change in supervisory personnel must be cleared in advance and approved by the Sheriff. A complete roster of all employees' names and addresses shall be kept in the Contractor's site office and shall be updated and submitted quarterly to the Jail Commander for the records.
- 3.12.8 All Contractor employee training by the Contractor must be documented and meet current published ACA guidelines. **A Training Plan shall be submitted as part of the Proposal, demonstrating how Offeror would comply with the requirements of this section. The Jail Commander must approve the final plan to be used for employee training.**
- 3.12.9 The Food Service Manager shall have at least three (3) years of experience in the field of food service management at a correctional facility providing food services to at least one thousand (1,000) inmate population.
- 3.12.10 The Contractor shall not remove the Food Service Manager from the Jail, without advance written notice to the Sheriff, unless requested by the Sheriff.
- 3.12.11 The Contractor shall provide the staff necessary for the full and timely delivery of food services at all times during the term of the Agreement.
- 3.12.12 The Contractor will be required to meet and maintain minimum staffing. (See 3.12.5 for minimum staffing.) Prolonged staff vacancies maybe cause for the City to immediately terminate the contract, or the City may assess a fine to the contractor in the amount of \$500.00 for every whole week that minimum staffing is not achieved for the first occurrence, and \$1000.00 for subsequent occurrences. Failing to have minimum staffing for a period of 4 consecutive weeks shall constitute grounds for immediate termination of the contract. Persons legitimately on sick or vacation time will count toward minimum staffing. We expect all contract employees be paid a fair wage in accordance with industry standards in order to promote longevity and to deter staff/inmate misconduct.

### **3.13 Security**

- 3.13.1 The Sheriff's Office will assign sworn Officers for security and such additional staff as necessary to ensure security.
- 3.13.2 In consideration of the security responsibility of the City and Jail, the Sheriff reserves the right to observe Contractor's operations and inspect the kitchen and related areas. Moreover, Contractor agrees to abide by any and all of the Sheriff's, and the City's rules and regulations, procedures and general orders, as well as any directives by the Sheriff regarding Contractor's performance under these contract documents.
- 3.13.3 All employees shall be thoroughly screened by the Sheriff before commencing work at the Jail, due to their contact with inmates, and other matters relating to security in the Jail. The Sheriff shall have the sole right, at any time, to reject any such employee who, in the Sheriff's judgment poses a risk or potential risk to the security or operations of the Jail. The Sheriff reserves the right to require all of the Contractor's employees, contractors and sub-contractors to submit to photographing, fingerprinting, and urinalysis testing, at the expense of the Contractor.
- 3.13.4 The Sheriff may issue photo identification cards and require same to be worn by the Contractor's employees whenever they are present at the Jail. Persons not previously screened for admittance shall not be admitted to the Jail without proper notification to the Contractor and authorization from the Sheriff. Any unusual occurrences shall be reported immediately by the Contractor's supervisors to the Sheriff.
- 3.13.5 It shall be the responsibility of the Contractor to secure its assigned areas and lock all doors before exiting the Jail, unless notified in writing by the Sheriff to do otherwise.
- 3.13.6 The Contractor shall review the Sheriff "contraband" policies with employees to familiarize them with prohibited items.
- 3.13.7 The Contractor shall immediately bring to the attention of the Sheriff any employees with outstanding felony or misdemeanor warrants.
- 3.13.8 The Contractor and the City agree to provide for its employees, and cause its subcontractors to provide for their employees, a drug free workplace.
- 3.13.9 The Sheriff shall possess the sole discretion to deny any person access to the kitchen or other areas of the Jail.

### **3.14 Energy Conservation**

- 3.14.1 The Contractor's work force shall perform services in such a manner as to conserve electricity, gas, and water as part of the scope of operations under the agreement.

### **3.15 Inspections and Reports**

- 3.15.1 Inspections (scheduled or unscheduled) will be conducted by the Jail's Contract

Monitor, or any persons authorized by the Sheriff, at any reasonable time, and from time to time, during the term of the Agreement.

### **3.16 Key Control**

- 3.16.1 The Sheriff shall have control of all perimeter keys, locks, and security. The Contractor shall have keys and access to those areas where food and supplies are stored and processed.
- 3.16.2 It is the Sheriff's intent for the Contractor to have control of and access to the Kitchen, except for matters related to security, fire protection, and building repair. In these specific instances, the Sheriff shall have absolute control and shall maintain a master set of all keys.

### **3.17 Contingency Planning**

- 3.17.1 **Each offeror shall provide in its Proposal, a Contingency Plan for providing service in the event of lockdowns, strikes by Contractor's employees, tornadoes, riots, fire, power failure or other events that may curtail or impact on the normal operation of the Jail.**
- 3.17.2 Contingency Plans shall include the Contractor's plans for providing uninterrupted food services including, but not limited to: designation of off-site locations for food preparation where necessary; alternative staffing plans; and any other proposals to demonstrate Contractor's capability of responding to catastrophic occurrences.
- 3.17.3 The Contractor will be required to have on site, not less than seven (7) days of three (3) complete meals, in case of emergency.

### **3.18 Uniforms and Laundry**

- 3.18.1 Each offeror shall submit a detailed description of the uniforms proposed to be worn by on-site paid personnel.
- 3.18.2 All Contractor employees are required to wear an approved uniform when in the Jail.
- 3.18.3 Employee uniforms shall not be similar in color, i.e., **blue, red or orange** to that of inmate uniforms. All uniform costs for employees shall be borne by the Contractor. The Sheriff reserves the right to approve or reject the color of uniforms proposed for personnel.
- 3.18.4 The Contractor shall furnish kitchen towels, aprons, tablecloths, and cloth napkins and other linen items for special functions as may be required and will launder or have these items laundered at its expense.
- 3.18.5 Inmate uniforms will be provided by the Sheriff Office.
- 3.18.6 New employees are required to wear smocks until fitted with uniforms.
- 3.18.7 Contractor's management staff will be permitted to wear business attire.

### **3.19 Maintenance of Facilities and Equipment**

- 3.19.1 The City is responsible for maintenance and repair of the Jail structures, including roof, ceilings, walls, floors, dock exterior surfaces, plumbing and sewers behind floors or walls, elevators and general fire protection systems, security monitoring systems, HVAC, exhaust systems and all other structural components of the buildings.
- 3.19.2 Repairs due to negligence or abuse by the Contractor's employees will be charged to the Contractor. The Contractor shall define and document the need for building repairs by initiating a work order through the Sheriff Office established procedures.

### **3.20 Equipment**

- 3.20.1 The Sheriff Office will furnish to the Contractor existing owned inventory of equipment in the Jail Kitchen for use by Contractor during the term of this Agreement. All such equipment shall remain the property of the City.
- 3.20.2 At the end of the contract term or upon termination, Contractor shall return all equipment in good condition, normal wear and tear expected. Contractor and Sheriff shall jointly conduct a closing inventory, documenting additions and deletions from the initial inventory and condition of equipment.
- 3.20.3 Any equipment purchased by Contractor outside the scope of this Agreement for use at the Jail, must have the prior, written approval of the Jail Commander. Any such equipment shall remain the property of the Contractor when purchased by the Contractor.
- 3.20.4 The City shall be responsible for the replacement of all City owned capital equipment.
- 3.20.5 On a quarterly basis at the Jail, the Contractor shall report to the Jail Commander on the status and condition of the equipment. Such report shall state with specificity, the Contractor's recommendations for equipment additions and/or replacement. The Contractor shall use its knowledge and judgment to anticipate the need for equipment and the timing of Contractor's recommendations for procurement.
- 3.20.6 The Sheriff and the City shall make the final determination for the purchase of any and all equipment.

### **3.21 Small Wares and Supplies**

- 3.21.1 The City may elect to provide all or a partial quantity of the small wares used in performance of this agreement, such as trays, plastic reusable cups for inmates (as needed), eating, cooking, portioning and serving utensils, pots, pans, and sanitation equipment. In the event the City elects to provide all of the small wares, the Contractor shall reduce the price per meal accordingly.
- 3.21.2 The price reduction when small wares are not a part of this contract shall be clearly stated in the offeror's proposal. The Contractor shall maintain the initial small wares inventory at its expense. Small wares shall be generally defined as items not

requiring electricity, plumbing, or gas and those items that are moveable or not attached to walls or floors, and readily purchased for less than \$500 each. A cup and spoon will be provided to each inmate at the Jail, and inmates will maintain each item. The Jail will pay for the cups and spoons.

- 3.21.3 Contractor shall provide all supplies, disposable spoons (when required for isolation or security trays), all paper products, i.e., hats, aprons, plastic wrap, bags, chemicals, and all food and beverage items and food inventories used for this Contract.

### **3.22 Federal Surplus Food Program (U.S. Department of Agriculture Regulations)**

- 3.22.1 The Sheriff's Office may qualify to receive Surplus Commodities from the U.S. Department of Agriculture. There is no guarantee what, if any, commodities will be available to the Jail during the life of this Contract.
- 3.22.2 Federal regulations permit a contractor's use of Surplus Commodities in providing food service in prisons and jails. However, the contractor shall assume all costs, both direct and indirect, in procuring such commodities and in complying with the rules and regulations of the U.S. Department of Agriculture; specifically:
  - 3.22.2.1 Contractor agrees that any USDA commodities received on behalf of Sheriff's Office shall only benefit the Jail and shall be utilized only in the performance of this contract. Contractor shall maintain all financial and supporting documents, statistical records, and any other records pertinent to the use of the USDA surplus commodities program. The records and documents shall be maintained for a minimum of three (3) years and ninety (90) days after the termination of this contract.
  - 3.22.2.2 Contractor agrees that if any litigation, claim or audit involving these records begins before the three (3) year period expires, the contractor shall keep the records and documents for not less than three (3) years and ninety (90) days and until litigation claims or findings are resolved. The case is considered resolved when there is a final order issued in litigation, or a written agreement is entered into.
- 3.22.3 All Surplus Commodity records shall be made available to representatives of the City's Accounting Office, as well as the Auditor's Office at any reasonable time and place for inspection and audit. Failure to comply with the provisions set forth above shall be cause for termination of Contract.
- 3.22.4 Offerors are to quote prices without regard to availability of Surplus Commodities or foods. Any Surplus Commodity or food provided for the Jail shall be credited to the next month's invoices. Credit shall be separately stated on the invoice and shall be calculated on the wholesale value of the commodities received less shipping expenses. Butter shall be valued based on the wholesale value of margarine.

### **3.23. Delivery to Premises**

- 3.23.1 The Contractor shall notify the Security Staff in advance of all deliveries and in accordance with the Sheriff Office directive.

- 3.23.2 The Security Staff, or their representatives, may inspect such deliveries with respect to quality, composition, or any other matter relevant in the estimation of the Security Staff or the Sheriff.
- 3.23.3 The Contractor shall be solely responsible for the quantities, weights, counts, and quality of all foodstuffs, goods and other materials delivered to the Jail. Truck deliveries will be accepted after 5:00 a.m. and before 4:00 p.m. on weekdays only. No deliveries will be accepted on Saturdays, Sundays, and Holidays. No product shall be received or stored at the Jail for use at any other facility or location, other than the Jail, without written permission from the Jail Commander.

### **3.24 Facilities**

- 3.24.1 The Sheriff Office shall provide the Contractor with adequate ingress and egress to the kitchens and storage facilities, including sanitary toilet and facilities for use by food service employees. The Contractor shall use such facilities in the performance and delivery of food services. The Contractor may, in furtherance of its obligations under the Agreement, utilize preparation and storage facilities located other than at the Jail only on an emergency basis and with the prior approval of the Sheriff, consistent with Contingency Plans. Meals are to be prepared on site at the Jail except during emergencies.
- 3.24.2 The facilities made available to the Contractor under the Agreement may not be used in connection with operations unrelated to the Agreement, unless approved in writing by the Sheriff.

### **3.25 Sanitation**

- 3.25.1 The Contractor shall be responsible for cleaning and housekeeping in the food preparation, kitchen, and inmate/officer break rooms, washroom, and service and storage areas, and will keep such areas in a clean and sanitary condition, and in conformity with all applicable federal, state, and local regulations and requirements. Inmate labor will be provided to the contractor for cleaning and sanitation purposes. The Contractor agrees to submit to inspection by the Sheriff, State Health Department or other similar Local, State or Federal agencies upon the request of the Sheriff.
- 3.25.2 The Contractor shall be responsible for proper removal of trash and garbage from the facility to receptacles located adjacent to the kitchen; this may include utilization and installation of paper recycling apparatus.
- 3.25.3 The City will provide dumpsters and will thereafter have responsibility for disposal. The Contractor's Food Service Manager shall participate in periodic facility inspections with the Sheriff or designee. The Contractor shall establish hazardous chemical logs and comply with all applicable laws and standards concerning the use, storage and handling of hazardous substances/chemicals.
- 3.25.4 The Contractor shall require all supervisory employees on all shifts to have Federal or State Food Service Sanitation Certification when required by any such agency.
- 3.25.5 Grease will not be disposed of in drains. Grease will be disposed of in accordance with local health codes, and the collection and removal of grease shall be

accomplished by an independent hauler, at Contractor's expense.

### 3.26 Quality Assurance and Control Plan

- 3.26.1 **The Contractor shall establish and maintain a quality control plan to assure that the requirements of the Agreement are met. The plan shall be submitted as part of the Proposal.** An updated copy must be submitted to the Sheriff within six (6) weeks after the start of service and as changes occur. The original plan and any future amendments shall include, but not be limited to the following:
- 3.26.1.1 An inspections system covering all the services required by these specifications.
- 3.26.1.2 The methods of identifying and preventing deficiencies in the quality of service performed before the level of performance becomes unacceptable.
- 3.26.1.3 A file of all inspections conducted by the Contractor or an inspection agency and, where necessary, the corrective action taken. This documentation shall be available as requested by the Sheriff during the term of this Agreement.
- 3.26.1.4 The City or Sheriff requires consistency in its operation of the Food Service including menus be served as written, with a substitution goal of zero, but not more than one substitution per week. A substitution report may be required monthly for the Sheriff. Substitutions should be identified, dated, and explained completely. Excessive substitutions shall be considered a material breach of the contract.
- 3.26.1.5 Random temperature checks of food on the tray assembly or serving line are to be taken not less than every 10 minutes, while meals are being assembled on to the trays. Records are to be maintained for six (6) months minimum.

### 3.27 Transition on Commencement of Contract

- 3.27.1 Offeror should include a preliminary transition plan in its proposal. Contractor shall coordinate and cooperate with the Sheriff's existing employees to assure a smooth and orderly transition with uninterrupted food services. Upon award of contract, the Contractor shall name a Transition Manager who shall have responsibility for transition activities. **Within thirty (30) days of award of contract, the Contractor shall submit a final Transition Plan to the Muscogee County Jail for approval.** The final plan shall include, but not be limited to details for conducting inventories of on-site City owned equipment, hiring, and staffing and menu plans, and coordination activity with current operations. The Sheriff may request any additional information necessary to assure smooth operation of the facility.
- 3.27.2 Capital equipment is to be started, adjusted, tested, and demonstrated for the Sheriff's Office with the Contractor employees during the July cleaning and organizational phase.

- 3.27.3 Prior to beginning meal preparation, a physical inventory of capital and small wares equipment is to be taken jointly by the Contractor and the Sheriff representatives.

### **3.28 Transition and Continuity of Service on Expiration of Contract**

Continuity of service is critical to the Sheriff Office. The successful Contractor must agree to this philosophy and upon expiration of their contract agree to:

- 3.28.1 Exercise best efforts and cooperation for an orderly and efficient transition of the food service to a new contractor or to the Sheriff Office.
- 3.28.2 Negotiate a plan, in good faith, with the successor to determine the nature and extent of the phase-in, phase-out services required. The plan shall specify a date for work described in the plan and shall be subject to the Sheriff approval. The Contractor shall provide sufficient experienced personnel during the phase-in, phase-out period to ensure that the services called for in the contract are maintained at the required level of proficiency.
- 3.28.3 The Contractor will own all food items, beverage items, chemicals, and food inventories (with the exception of Federal surplus foods) used for this contract. The Contractor may negotiate with the successor any terms and conditions for sale or transfer of ownership, of any or all inventories.

### **3.29 Support Services**

- 3.29.1 Contractor shall provide all support services necessary to assure compliance with the terms, conditions, and specifications of the agreement. Such services shall include, but not be limited to dietitians, management consultants, sanitarians, and training personnel for contractor's employees. Offeror shall describe frequency and length of reviews and meetings with contractor's on-site employees, by each support service contractor employee. **Offerors shall include resumes of support service personnel in its proposal.**

### **3.30 Other Contractor Requirements**

- 3.30.1 The Contractor and its employees will follow all the Sheriff Office and the City regulations, rules, and standards. The Contractor will obtain prior approval from the Sheriff for the use of any item with any design, lettering, or advertising of any type on items such as paper plates, or cups and portion control packets of any kind.
- 3.30.2 The Contractor will furnish its own office equipment at its own expense, with prior approval of the Sheriff.
- 3.30.3 The Contractor is not permitted to make any alterations to, additions to, or removal of any walls, windows, floors, ceilings, doors, or fixtures, without prior written approval from the Sheriff. Windows and other openings will not be covered with any blinds or drapes without prior approval from the Sheriff.
- 3.30.4 No signs, advertisements, notices, pictures, or any other appurtenances of any kind will be painted, inscribed, or affixed to any part of the premises, or any part of the building, without prior approval of the Sheriff.



### **3.31 Licenses and Permits**

- 3.31.1 The Contractor shall be responsible for payment of any and all taxes and for obtaining any necessary or required licenses, permits required by Federal, State, and local laws or ordinance.

### **4.0 OPTIONAL – EQUIPMENT INVESTMENT**

Offerors may consider providing the equipment listed below for the Muscogee County Jail when submitting proposal. The investment will be made under the new agreement and the total cost written off over the course of the five-year contract agreement on a straight-line basis. At the end of the contract years, the equipment will be the property of the City.

Double Deck Gas Convection Ovens	x 3
Meat Slicer	x 1
Griddle	x 1
Food Warming Cart	x 1
Tilt Kettle	x 2

# ATTACHMENT A

Trinity Services Group				Muscogee County GA Unit 30021 SE				Regular				Week 1	
Friday		Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday	
Breakfast													
Apple Juice	1 Each	Applesauce	1/2 Cup	Apple Juice	1 Each	Apple Juice	1 Each	Cold Cereal	1 Cup	Apple Juice	1 Each	Apple Juice	1 Each
Grits	1 Cup	Egg Scrambled	1/2 Cup	Grits	1 Cup	Oatmeal	1 Cup	Egg Scrambled	1/2 Cup	Grits	1 Cup	Oatmeal	1 Cup
Egg Scrambled	1/2 Cup	Breakfast Sausage	1 Each	Egg Scrambled	1/2 Cup	Egg Scrambled	1/2 Cup	Biscuit	1 Each 1/54	Egg Scrambled	1/2 Cup	Egg Scrambled	1/2 Cup
Biscuit	1 Each 1/54 Cut	Pancakes	3 Each	Biscuit	1 Each 1/54 Cut	Turkey Bologna	2 WZ			Biscuit	1 Each 1/54 Cut	Breakfast Sausage	1 Each
Apple Jelly	1 WZ	Syrup	1/4 Cup			Biscuit	1 Each 1/54 Cut	Apple Jelly	1 WZ			Biscuit	1 Each 1/54 Cut
Sugar Packet	2 Pk	Sugar Packet	2 Pk	Apple Jelly	1 WZ			Sugar Packet	2 Pk	Apple Jelly	1 WZ		
Coffee	1 Cup	Coffee	1 Cup	Sugar Packet	2 Pk	Apple Jelly	1 WZ	Milk 2%	1 Cup	Sugar Packet	2 Pk	Apple Jelly	1 WZ
				Coffee	1 Cup	Sugar Packet	2 Pk	Coffee	1 Cup	Coffee	1 Cup	Sugar Packet	2 Pk
						Coffee	1 Cup					Coffee	1 Cup
Lunch													
"Burger" Patty	1 Each	Chicken Patty	1 Each	Frankfurter Turkey	2 Each	Turkey Tetrazini	1 Cup	Patty Charbroil	3 WZ	Chicken Patty	1 Each	Spaghetti w/ Meat	1 Cup
Gravy Brown	2 FZ	Macaroni & Cheese	1 Cup	Ketchup PC	1 Each (7 gm)	Carrots	1/2 Cup	Gravy Brown	2 FZ	Gravy	2 FZ	Sauce	
Rice	1 Cup	Green Beans	1/2 Cup			Cornbread	1 1/54 Cut	Mashed Potatoes	1 Cup	Rice Pilaf	1 Cup	Broccoli	1/2 Cup
Broccoli	1/2 Cup	Cornbread	1 1/54 Cut	Mustard PC	1 Each (1/6 Oz)	Iced Cake	1/48 Slice	Green Beans	1/2 Cup	Carrots	1/2 Cup	Tossed Salad	1/2 Cup
Cornbread	1 1/54 Cut	Brownie	1/48 Cut			Beverage	1 Each	Cornbread	1 1/54 Cut	Cornbread	1 1/54 Cut	Italian Dressing	1 Each
Iced Cake	1/48 Slice	Beverage	1 Each	Beans Baked	1 Cup			Iced Cake	1/48 Slice	Iced Cake	1/48 Slice	Cornbread	1 1/54 Cut
Beverage	1 Each			Coleslaw	1/2 Cup			Beverage	1 Each	Beverage	1 Each	Iced Cake	1/48 Slice
				Bread	4 Slice							Beverage	1 Each
				Iced Cake	1/48 Slice								
				Beverage	1 Each								
Dinner													
Turkey Bologna	2 WZ	Turkey Ham	2 WZ	Turkey Salami	2 WZ	Peanut Butter & Apple	3 WZ	Turkey Ham	2 WZ	Turkey Bologna	2 WZ	Peanut Butter & Apple	3 WZ
Sliced Cheese	1 WZ	Sliced Cheese	1 WZ	Sliced Cheese	1 WZ	Jelly		Sliced Cheese	1 WZ	Sliced Cheese	1 WZ	Jelly	
Bread	4 Slice	Bread	4 Slice	Bread	4 Slice	Bread	4 Slice	Bread	4 Slice	Bread	4 Slice	Bread	4 Slice
Salad Dressing PC	1 Each	Salad Dressing PC	1 Each	Salad Dressing PC	1 Each	Cookies	2 Each	Salad Dressing PC	1 Each	Salad Dressing PC	1 Each	Cookies	2 Each
Mustard PC	1 Each (1/6 Oz)	Mustard PC	1 Each (1/6 Oz)	Mustard PC	1 Each (1/6 Oz)	Beverage	1 Each	Mustard PC	1 Each (1/6 Oz)	Mustard PC	1 Each (1/6 Oz)	Beverage	1 Each
Cookies	2 Each	Cookies	2 Each	Cookies	2 Each			Cookies	2 Each	Cookies	2 Each		
Beverage	1 Each	Beverage	1 Each	Beverage	1 Each			Beverage	1 Each	Beverage	1 Each		

Dietary Consultant

*Margaret J. Kitch RD, LDN*

Approval Date

5/15/2019

ReportDate:5/15/2019 5:37:35 PM

Trinity Services Group

Page 1 of 4

## Trinity Services Group

## Muscogee County GA Unit 30021 SE

## Regular

## Week 2

Friday		Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday	
Breakfast													
Apple Juice	1 Each	Fruit Pears	1/2 Cup	Apple Juice	1 Each	Apple Juice	1 Each	Cold Cereal	1 Cup	Grits	1 Cup	Oatmeal	1 Cup
Grits	1 Cup	Egg Scrambled	1/2 Cup	Grits	1 Cup	Oatmeal	1 Cup	Egg Scrambled	1/2 Cup	Egg Scrambled	1/2 Cup	Egg Scrambled	1/2 Cup
Egg Scrambled	1/2 Cup	Breakfast Sausage	1 Each	Egg Scrambled	1/2 Cup	Egg Scrambled	1/2 Cup	Biscuit	1 Each 1/54	Biscuit	1 Each 1/54	Breakfast Sausage	1 Each
Biscuit	1 Each 1/54	Pancakes	3 Each	Biscuit	1 Each 1/54	Turkey Bologna	2 WZ	Cut		Cut		Biscuit	1 Each 1/54
	Cut	Syrup	1/4 Cup		Cut	Biscuit	1 Each 1/54	Apple Jelly	1 WZ	Apple Jelly	1 WZ		Cut
Apple Jelly	1 WZ	Sugar Packet	2 Pk	Apple Jelly	1 WZ		Cut	Sugar Packet	2 Pk	Sugar Packet	2 Pk	Apple Jelly	1 WZ
Sugar Packet	2 Pk	Coffee	1 Cup	Sugar Packet	2 Pk	Apple Jelly	1 WZ	Milk 2%	1 Cup	Coffee	1 Cup	Sugar Packet	2 Pk
Coffee	1 Cup			Coffee	1 Cup	Sugar Packet	2 Pk	Coffee	1 Cup			Coffee	1 Cup
						Coffee	1 Cup						
Lunch													
Chicken Patty	1 Each	Patty Chuckwagon	delete 6	"Burger" Patty	1 Each	Turkey à la King	1 Cup	Spaghetti w/ Meat	1 Cup	Frankfurter Turkey	2 Each	Chicken Patty	1 Each
Gravy	2 FZ	Gravy Brown	2 FZ	Gravy Brown	2 FZ	Rice	1 Cup	Sauce		Ketchup PC	1 Each (7 gm)	Gravy	2 FZ
Oven Brownd	1 Cup	Rice	1 Cup	Rice	1 Cup	Green Beans	1/2 Cup	Broccoli	1/2 Cup			Rice	1 Cup
Potatoes		Broccoli	1/2 Cup	Carrots	1/2 Cup	Biscuit	1 Each 1/54	Tossed Salad	1/2 Cup	Mustard PC	1 Each (1/6 Oz)	Carrots	1/2 Cup
Carrots	1/2 Cup	Cornbread	1 1/54 Cut	Cornbread	1 1/54 Cut		Cut	Italian Dressing	1 Each			Cornbread	1 1/54 Cut
Cornbread	1 1/54 Cut	Iced Cake	1/48 Slice	Iced Cake	1/48 Slice	Iced Cake	1/48 Slice	Cornbread	1 1/54 Cut	Beans Baked	1 Cup	Iced Cake	1/48 Slice
Iced Cake	1/48 Slice	Beverage	1 Each	Beverage	1 Each	Beverage	1 Each	Iced Cake	1/48 Slice	Coleslaw	1/2 Cup	Beverage	1 Each
Beverage	1 Each							Beverage	1 Each	Bread	4 Slice		
										Iced Cake	1/48 Slice		
										Beverage	1 Each		
Dinner													
Turkey Bologna	2 WZ	Turkey Ham	2 WZ	Peanut Butter & Apple	3 WZ	Turkey Bologna	2 WZ	Turkey Salami	2 WZ	Peanut Butter & Apple	3 WZ	Turkey Bologna	2 WZ
Sliced Cheese	1 WZ	Sliced Cheese	1 WZ	Jelly		Sliced Cheese	1 WZ	Sliced Cheese	1 WZ	Jelly		Sliced Cheese	1 WZ
Bread	4 Slice	Bread	4 Slice	Bread	4 Slice	Bread	4 Slice	Bread	4 Slice	Bread	4 Slice	Bread	4 Slice
Salad Dressing PC	1 Each	Salad Dressing PC	1 Each	Cookies	2 Each	Salad Dressing PC	1 Each	Salad Dressing PC	1 Each	Cookies	2 Each	Salad Dressing PC	1 Each
Mustard PC	1 Each (1/6 Oz)	Mustard PC	1 Each (1/6 Oz)	Beverage	1 Each	Mustard PC	1 Each (1/6 Oz)	Mustard PC	1 Each (1/6 Oz)	Beverage	1 Each	Mustard PC	1 Each (1/6 Oz)
Cookies	2 Each	Cookies	2 Each			Cookies	2 Each	Cookies	2 Each			Cookies	2 Each
Beverage	1 Each	Beverage	1 Each			Beverage	1 Each	Beverage	1 Each			Beverage	1 Each

Dietary Consultant

*Margaret J. Kirsch RD, LDN*

Approval Date

5/15/2019

ReportDate:5/15/2019 5:37:35 PM

Trinity Services Group

Page 2 of 4

## Trinity Services Group

## Muscogee County GA Unit 30021 SE

## Regular

## Week 3

Friday		Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday	
Breakfast													
Applesauce	1/2 Cup	Cold Cereal	1 Cup	Apple Juice	1 Each	Apple Juice	1 Each	Apple Juice	1 Each	Apple Juice	1 Each	Apple Juice	1 Each
Oatmeal	1 Cup	Egg Scrambled	1/2 Cup	Oatmeal	1 Cup	Cheesy Grits	1 Cup	Grits	1 Cup	Grits	1 1/2 Cup	Oatmeal	1 Cup
Egg Scrambled	1/2 Cup	Breakfast Sausage	1 Each	Egg Scrambled	1/2 Cup	Breakfast Sausage	1 Each	Egg Scrambled	1/2 Cup	Egg Scrambled	1/2 Cup	Egg Scrambled	1/2 Cup
Biscuit	1 Each 1/54 Cut	Biscuit	1 Each 1/54 Cut	Biscuit	1 Each 1/54 Cut	Biscuit	1 Each 1/54 Cut	Biscuit	1 Each 1/54 Cut	Biscuit	1 Each 1/54 Cut	Turkey Bologna	2 WZ
Apple Jelly	1 WZ	Apple Jelly	1 WZ	Apple Jelly	1 WZ	Apple Jelly	1 WZ	Apple Jelly	1 WZ	Apple Jelly	1 WZ	Biscuit	1 Each 1/54 Cut
Sugar Packet	2 Pk	Sugar Packet	2 Pk	Sugar Packet	2 Pk	Sugar Packet	2 Pk	Sugar Packet	2 Pk	Sugar Packet	2 Pk	Apple Jelly	1 WZ
Coffee	1 Cup	Milk 2%	1 Cup	Coffee	1 Cup	Coffee	1 Cup	Coffee	1 Cup	Coffee	1 Cup	Sugar Packet	2 Pk
		Coffee	1 Cup									Coffee	1 Cup
Lunch													
Meat Sauce	1 Cup	Patty Charbroil	1 Each	Patty Charbroil	3 WZ	Sausage Link	1 Each	Spaghetti w/ Meat Sauce	1 Cup	Turkey Pot Pie	1 Cup	Chicken Patty	1 Each
Rotini	1 Cup	Gravy Brown	2 FZ	Sliced Cheese	1 WZ	Rice Pilaf	1 Cup	Corn	1/2 Cup	Biscuit	1 Each 1/54 Cut	Gravy	2 FZ
Peas & Carrots	1/2 Cup	Mixed Vegetables	1/2 Cup	Ketchup PC	1 Each (7 gm)	Collard Greens	1/2 Cup	Cornbread	1 1/54 Cut	Mixed Vegetables	1/2 Cup	Oven Browned Potatoes	1 Cup
Cornbread	1 1/54 Cut	Rice	1 Cup	Mustard PC	1 Each (1/6 Oz)	Cornbread	1 1/54 Cut	Iced Cake	1/48 Slice	Iced Cake	1/48 Slice	Carrots	1/2 Cup
Iced Cake	1/48 Slice	Cornbread	1 1/54 Cut	Beans Baked	1 Cup	Iced Cake	1/48 Slice	Beverage	1 Each	Beverage	1 Each	Cornbread	1 1/54 Cut
Beverage	1 Each	Iced Cake	1/48 Slice	Coleslaw	1/2 Cup	Beverage	1 Each					Iced Cake	1/48 Slice
		Beverage	1 Each	Bread	2 Slice							Beverage	1 Each
				Iced Cake	1/48 Slice								
				Beverage	1 Each								
Dinner													
Turkey Bologna	2 WZ	Turkey Ham	2 WZ	Turkey Salami	2 WZ	Peanut Butter & Apple Jelly	3 WZ	Turkey Ham	2 WZ	Turkey Bologna	2 WZ	Peanut Butter & Apple Jelly	3 WZ
Sliced Cheese	1 WZ	Sliced Cheese	1 WZ	Sliced Cheese	1 WZ	Bread	4 Slice	Sliced Cheese	1 WZ	Sliced Cheese	1 WZ	Bread	4 Slice
Bread	4 Slice	Bread	4 Slice	Bread	4 Slice	Cookies	2 Each	Bread	4 Slice	Bread	4 Slice	Cookies	2 Each
Salad Dressing PC	1 Each	Salad Dressing PC	1 Each	Salad Dressing PC	1 Each	Beverage	1 Each	Salad Dressing PC	1 Each	Salad Dressing PC	1 Each	Beverage	1 Each
Mustard PC	1 Each (1/6 Oz)	Mustard PC	1 Each (1/6 Oz)	Mustard PC	1 Each (1/6 Oz)			Mustard PC	1 Each (1/6 Oz)	Mustard PC	1 Each (1/6 Oz)		
Cookies	2 Each	Cookies	2 Each	Cookies	2 Each			Cookies	2 Each	Cookies	2 Each		
Beverage	1 Each	Beverage	1 Each	Beverage	1 Each			Beverage	1 Each	Beverage	1 Each		

Dietary Consultant

*Margaret J. Kueh RD, LDN*

Approval Date

5/15/2019

ReportDate:5/15/2019 5:37:35 PM

Trinity Services Group

Page 3 of 4

## Trinity Services Group

## Muscogee County GA Unit 30021 SE

## Regular

## Week 4

Friday		Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday	
Breakfast													
Apple Juice	1 Each	Egg Scrambled	1/2 Cup	Apple Juice	1 Each	Apple Juice	1 Each	Applesauce	1/2 Cup	Apple Juice	1 Each	Apple Juice	1 Each
Grits	1 Cup	Breakfast Sausage	1 Each	Oatmeal	1 Cup	Cheesy Grits	1 Cup	Oatmeal	1 Cup	Grits	1 1/2 Cup	Oatmeal	1 Cup
Egg Scrambled	1/2 Cup	Pancakes	3 Each	Egg Scrambled	1/2 Cup	Egg Scrambled	1/2 Cup	Egg Scrambled	1/2 Cup	Egg Scrambled	1/2 Cup	Egg Scrambled	1/2 Cup
Biscuit	1 Each 1/54 Cut	Syrup	1/4 Cup	Biscuit	1 Each 1/54 Cut	Breakfast Sausage	1 Each	Biscuit	1 Each 1/54 Cut	Biscuit	1 Each 1/54 Cut	Breakfast Sausage	1 Each
Apple Jelly	1 WZ	Sugar Packet	2 Pk	Apple Jelly	1 WZ	Biscuit	1 Each 1/54 Cut	Apple Jelly	1 WZ	Apple Jelly	1 WZ	Biscuit	1 Each 1/54 Cut
Sugar Packet	2 Pk	Milk 2%	1 Cup	Sugar Packet	2 Pk	Apple Jelly	1 WZ	Sugar Packet	2 Pk	Sugar Packet	2 Pk	Apple Jelly	1 WZ
Coffee	1 Cup	Coffee	1 Cup	Coffee	1 Cup	Sugar Packet	2 Pk	Coffee	1 Cup	Coffee	1 Cup	Sugar Packet	2 Pk
						Coffee	1 Cup					Coffee	1 Cup
Lunch													
Meat Mac & Cheese	1 Cup	Chicken Patty	1 Each	"Burger" Patty	1 Each	Patty Charbroil	1 Each	Sausage Link	1 Each	Patty Charbroil	3 WZ	Red Chili Stew	1 Cup
Green Beans	1/2 Cup	Gravy	2 FZ	Gravy Brown	2 FZ	Gravy Brown	2 FZ	Spanish Rice	1 Cup	Sliced Cheese	1 WZ	Rice	1 Cup
Cornbread	1 1/54 Cut	Rice	1 Cup	Mashed Potatoes	1 Cup	Mixed Vegetables	1/2 Cup	Carrots	1/2 Cup	Ketchup PC	1 Each (7 gm)	Carrots	1/2 Cup
Iced Cake	1/48 Slice	Collard Greens	1/2 Cup	Peas	1/2 Cup	Rice	1 Cup	Cornbread	1 1/54 Cut	Mustard PC	1 Each (1/6 Oz)	Cornbread	1 1/54 Cut
Beverage	1 Each	Cornbread	1 1/54 Cut	Cornbread	1 1/54 Cut	Cornbread	1 1/54 Cut	Iced Cake	1/48 Slice	Mexicali Corn	1/2 Cup	Iced Cake	1/48 Slice
		Iced Cake	1/48 Slice	Iced Cake	1/48 Slice	Iced Cake	1/48 Slice	Beverage	1 Each	Coleslaw	1/2 Cup	Beverage	1 Each
		Beverage	1 Each	Beverage	1 Each	Beverage	1 Each			Bread	2 Slice		
										Iced Cake	1/48 Slice		
										Beverage	1 Each		
Dinner													
Turkey Bologna	2 WZ	Turkey Ham	2 WZ	Peanut Butter & Apple Jelly	3 WZ	Turkey Bologna	2 WZ	Turkey Salami	2 WZ	Peanut Butter & Apple Jelly	3 WZ	Turkey Bologna	2 WZ
Sliced Cheese	1 WZ	Sliced Cheese	1 WZ	Bread	4 Slice	Sliced Cheese	1 WZ	Sliced Cheese	1 WZ	Bread	4 Slice	Sliced Cheese	1 WZ
Bread	4 Slice	Bread	4 Slice	Cookies	2 Each	Bread	4 Slice	Bread	4 Slice	Cookies	2 Each	Bread	4 Slice
Salad Dressing PC	1 Each	Salad Dressing PC	1 Each	Beverage	1 Each	Salad Dressing PC	1 Each	Salad Dressing PC	1 Each	Beverage	1 Each	Salad Dressing PC	1 Each
Mustard PC	1 Each (1/6 Oz)	Mustard PC	1 Each (1/6 Oz)			Mustard PC	1 Each (1/6 Oz)	Mustard PC	1 Each (1/6 Oz)			Mustard PC	1 Each (1/6 Oz)
Cookies	2 Each	Cookies	2 Each			Cookies	2 Each	Cookies	2 Each			Cookies	2 Each
Beverage	1 Each	Beverage	1 Each			Beverage	1 Each	Beverage	1 Each			Beverage	1 Each

Dietary Consultant

*Margaret J. Kinch RD, LDN*

Approval Date

5/15/2019

ReportDate:5/15/2019 5:37:35 PM

Trinity Services Group

Page 4 of 4

**SAMPLE HOLIDAY MEAL**

<b>Christmas</b>
Turkey Ham/Pineapple Glaze – 4 oz.
Cornbread Stuffing – 6 oz.
Brown Gravy – 2 oz.
Cranberry Sauce – 2 oz.
Collard – 4 oz.
Dinner Roll – 2 ea.
Spice Cake w/Icing – 1 ea.
Iced Tea – 7 oz.

## STAFF MENU

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
CHEF'S SPECIAL	Hamburgers/Buns Hotdogs/Buns Potato Chips French Fries/Coleslaw Bean/Pickles Salad Bar	Spaghetti or Meatloaf Mashed Potatoes/Gravy Green Beans Fried Rice Salad Bar	Fried Chicken Baked Chicken BBQ Chicken Mac & Cheese, Greens Cornbread Salad Bar	Potatoes Chili Sour Cream Bacon Bits/Butter Onions/Cheese Salad Bar	Seasoned Taco Meat Cheese/Tomato/Onion Tortillas/Sour Cream Tortilla Chips/Salsa	CHEF'S SPECIAL
CHEF'S SPECIAL	Hamburgers/Buns Hotdogs/Buns Potato Chips French Fries/Coleslaw Bean/Pickles Salad Bar	Spaghetti or Meatloaf Mashed Potatoes/Gravy Green Beans Fried Rice Salad Bar	Fried Chicken Baked Chicken BBQ Chicken Mac & Cheese, Greens Cornbread Salad Bar	Potatoes Chili Sour Cream Bacon Bits/Butter Onions/Cheese Salad Bar	Seasoned Taco Meat Cheese/Tomato/Onion Tortillas/Sour Cream Tortilla Chips/Salsa	CHEF'S SPECIAL
CHEF'S SPECIAL	Chicken Sandwich French Fries/Coleslaw/Beans Mustard/Pickles/Catsup Salad Bar	Salisbury Steak or Chicken Nuggets Mashed Potatoes/Gravy Green Bean/Rice Salad Bar	Fried Chicken Baked Chicken BBQ Chicken Mac & Cheese, Greens Cornbread Salad Bar	Chicken Noodle or Vegetable Deli Sandwiches Potato Chips Salad Bar	Fried Rice Sweet and Sour Pork or Chicken Egg Rolls Salad Bar	CHEF'S SPECIAL
CHEF'S SPECIAL	Chicken Sandwich French Fries/Coleslaw/Beans Mustard/Pickles/Catsup Salad Bar	Salisbury Steak or Chicken Nuggets Mashed Potatoes/Gravy Green Bean/Rice Salad Bar	Fried Chicken Baked Chicken BBQ Chicken Mac & Cheese, Greens Cornbread Salad Bar	Chicken Noodle or Vegetable Deli Sandwiches Potato Chips Salad Bar	Fried Rice Sweet and Sour Pork or Chicken Egg Rolls Salad Bar	CHEF'S SPECIAL
CHEF'S SPECIAL	Hamburgers/Buns Hotdogs/Buns Potato Chips French Fries/Coleslaw Bean/Pickles	Spaghetti or Meatloaf Mashed Potatoes/Gravy Green Beans Fried Rice	Fried Chicken Baked Chicken BBQ Chicken Mac & Cheese, Greens Cornbread Salad Bar	Potatoes Chili Sour Cream Bacon Bits/Butter Onions/Cheese Salad Bar	Seasoned Taco Meat Cheese/Tomato/Onion Tortillas/Sour Cream Tortilla Chips/Salsa	CHEF'S SPECIAL

E-VERIFY AFFIDAVIT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of **Columbus Consolidated Government** has registered with, is authorized to use and uses 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. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Company ID Number (*numerical, 4-7 digits*)

Date of Authorization

**\*\*See <https://e-verify.uscis.gov/emp/vislogin.aspx?JS=YES> to access your E-Verify Company Identification Number.**

Name of Contractor

**Inmate Food Service Management for Muscogee County Jail (Annual Contract) – RFP No. 21-0036**

Name of Project

**Columbus Consolidated Government**

Name of Public Employer

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

Executed on \_\_\_\_\_, \_\_\_, 20\_\_ in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

*Subscribed and sworn before me on this the \_\_\_ day of \_\_\_\_\_, 20\_\_.*

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:  
\_\_\_\_\_

**A properly completed, notarized E-Verify Affidavit must be included with sealed proposal; failure to do so will render the firm's proposal non-responsive and ineligible for further consideration.**



COMMUNICATION CONCERNING THIS SOLICITATION

THIS PAGE MUST BE SIGNED AND RETURNED WITH THE VENDOR’S BID/PROPOSAL. FAILURE TO INCLUDE THIS FORM WILL AUTOMATICALLY RENDER VENDOR’S RESPONSE NON-RESPONSIVE.

ALL QUESTIONS OR CLARIFICATIONS CONCERNING THIS SOLICITATION SHALL BE SUBMITTED IN WRITING. THE CITY WILL NOT ORALLY OR TELEPHONICALLY ADDRESS ANY QUESTION OR CLARIFICATION REGARDING BID/PROPOSAL SPECIFICATIONS. IF A VENDOR VISITS OR CALLS THE PURCHASING DIVISION WITH SUCH QUESTIONS, HE OR SHE WILL BE INSTRUCTED TO SUBMIT THE QUESTIONS IN WRITING.

ALL CONTACT CONCERNING THIS SOLICITATION SHALL BE MADE THROUGH THE PURCHASING DIVISION. BIDDERS SHALL NOT CONTACT CITY EMPLOYEES, DEPARTMENT HEADS, USING AGENCIES, EVALUATION COMMITTEE MEMBERS, INCLUDING NON-CCG EMPLOYEES, CONTRACTED PERSONNEL ASSOCIATED WITH THIS PARTICULAR PROJECT (I.E. ARCHITECTS, ENGINEERS, CONSULTANTS), OR ELECTED OFFICIALS WITH QUESTIONS OR ANY OTHER CONCERNS ABOUT THE SOLICITATION. QUESTIONS, CLARIFICATIONS, OR CONCERNS SHALL BE SUBMITTED TO THE PURCHASING DIVISION IN WRITING. IF IT IS NECESSARY THAT A TECHNICAL QUESTION NEEDS ADDRESSING, THE PURCHASING DIVISION WILL FORWARD SUCH TO THE USING AGENCY, WHO WILL SUBMIT A WRITTEN RESPONSE.

THE PURCHASING DIVISION WILL FORWARD WRITTEN RESPONSES TO THE RESPECTIVE BIDDER. IF IT BECOMES NECESSARY TO REVISE ANY PART OF THIS SOLICITATION, A WRITTEN ADDENDUM WILL BE ISSUED TO ALL BIDDERS.

THE CITY IS NOT BOUND BY ANY ORAL REPRESENTATIONS, CLARIFICATIONS, OR CHANGES MADE TO THE WRITTEN SPECIFICATIONS BY CITY EMPLOYEES, UNLESS SUCH CLARIFICATION OR CHANGE IS PROVIDED TO THE BIDDERS IN A WRITTEN ADDENDUM FROM THE PURCHASING MANAGER.

BIDDERS ARE INSTRUCTED TO USE THE ENCLOSED “QUESTION/CLARIFICATION FORM” TO FAX OR EMAIL QUESTION. **QUESTIONS AND REQUESTS FOR CLARIFICATION MUST BE SUBMITTED AT LEAST FIVE (5) BUSINESS DAYS BEFORE THE DUE DATE.**

ANY REQUEST/CONCERN/PROTEST, AFTER A SOLICITATION HAS CLOSED AND PENDING AWARD, MUST ALSO BE SUBMITTED IN WRITING TO THE PURCHASING DIVISION.

I agree to forward all communication about this solicitation, in writing, to the Purchasing Division. I understand that communication with other persons, other than the Purchasing Division, will render my Bid/Proposal response non-responsive and I will no longer be considered in the solicitation process.

Vendor Name: \_\_\_\_\_

Print Name of Authorized Agent: \_\_\_\_\_

Signature of Authorized Agent: \_\_\_\_\_

**CLIENT WORK HISTORY**  
**Inmate Food Service Management for**  
**Muscogee County Jail (Annual Contract)**  
**RFP No. 21-0036**

Provide the three (3) most recent clients for which you have provided similar services.

Client Name:		Contract Begin Date:	
Contact Person:		Contract End Date:	
Address:		Telephone Number:	
		E-Mail Address:	
Description of Services:			
Client Name:		Contract Begin Date:	
Contact Person:		Contract End Date:	
Address:		Telephone Number:	
		E-Mail Address:	
Description of Services:			
Client Name:		Contract Begin Date:	
Contact Person:		Contract End Date:	
Address:		Telephone Number:	
		E-Mail Address:	
Description of Services:			

---

<b>Company Name</b>	<b>Authorized Signature</b>	<b>Print Name of Signatory</b>	<b>Date</b>
---------------------	-----------------------------	--------------------------------	-------------

**CONTRACT SIGNATURE PAGE**  
**Inmate Food Service Management for**  
**Muscogee County Jail (Annual Contract) - RFP No. 21-0036**

**THE UNDERSIGNED HEREBY DECLARES THAT HE HAS/THEY HAVE CAREFULLY EXAMINED THE SPECIFICATIONS HEREIN REFERRED TO AND WILL PROVIDE ALL EQUIPMENT, TERMS AND SERVICES TO THE CONSOLIDATED GOVERNMENT OF COLUMBUS, GEORGIA.**

\_\_\_\_\_  
Witness as to the signing of the contract

\_\_\_\_\_  
Signature of Authorized Representative      Date

\_\_\_\_\_  
Witness as to the signing of the contract

\_\_\_\_\_  
Print Name and Title of Signatory

*Corporate seal (if applicable)*

\_\_\_\_\_  
Company Name

***Company Ordering Address***

***Company Payment Address***

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Contact: \_\_\_\_\_

Contact: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Fax: \_\_\_\_\_

**CONSOLIDATED GOVERNMENT OF COLUMBUS, GEORGIA**

Accepted this \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_

**APPROVED AS TO LEGAL FORM:**

\_\_\_\_\_  
Isaiah Hugley, City Manager

\_\_\_\_\_  
Clifton C. Fay, City Attorney

**ATTEST:**

\_\_\_\_\_  
Sandra T. Davis, Clerk of Council

## INSURANCE CHECKLIST

**Inmate Food Service Management for  
Muscogee County Jail (Annual Contract)  
RFP No. 21-0036**

**CERTIFICATE OF INSURANCE MUST SHOW ALL COVERAGE  
AND ENDORSEMENTS INDICATED BY "X"**

CSL = Combined Single Limit; BI = Bodily Injury; PD=Property Damage

Required Coverage(s)		Limits (Figures denote minimums)	Bidders Limits/Response
X	1. Worker's Compensation and Employer's Liability	<b>STATUTORY REQUIREMENTS</b>	
	<b>Comprehensive General Liability</b>		
X	2. General Liability Premises/Operations	\$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
X	3. Independent Contractors and Sub - Contractors	\$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
	4. Products Liability	\$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
	5. Completed Operations	\$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
X	6. Contractual Liability (Must be shown on Certificate)	\$ 1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
	<b>Automobile Liability</b>		
X	7. *Owned/Hired/Non-Owned Vehicles/ Employer non ownership	\$1 Million BI/PD each Accident, Uninsured Motorist	
	<b>Others</b>		
X	8. Miscellaneous Errors and Omissions	\$1 Million per occurrence/claim	
	9. Umbrella/Excess Liability	\$1 Million Bodily Injury, Property Damage and Personal Injury	
	10. Personal and Advertising Injury Liability	\$1 Million each offense, \$1 Million annual aggregate	
	11. Professional Liability	\$1 Million per occurrence/claim	
	12. Architects and Engineers	\$1 Million per occurrence/claim	
	13. Asbestos Removal Liability	\$2 Million per occurrence/claim	
	14. Medical Malpractice	\$1 Million per occurrence/claim	
	15. Medical Professional Liability	\$1 Million per occurrence/claim	
	16. Dishonesty Bond		

Required Coverage(s)		Limits (Figures denote minimums)	Bidders Limits/Response
	17. Builder's Risk	Provide Coverage in the full amount of contract	
	18. XCU (Explosive, Collapse, Underground) Coverage		
	19. USL&H (Long Shore Harbor Worker's Compensation Act)		
	20. Contractor Pollution Liability	\$2 Million per occurrence/claim	
	21. Environmental Impairment Liability	\$2 Million per occurrence/claim	
X	22. Carrier Rating shall be Best's Rating of A-VII or its equivalents		
X	23. Notice of Cancellation, non-renewal or material change in coverage shall be provided to City at least 30 days prior to action.		
X	24. The City shall be named Additional Insured on all policies		
X	25. Certificate of Insurance shall show Bid Number and Bid Title		
	26. Pollution:	\$2 Million per occurrence/claim	

\*If offeror's employees will be using their privately owned vehicles while working on this contract and are privately insured, please state that fact in the **Bidders Limits/Response** column of the insurance checklist.

**BIDDER'S STATEMENT:**

If awarded the contract, I will comply with contract insurance requirements.

BIDDER NAME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

## DEMANDSTAR SUBMISSION INFORMATION

Due to the COVID-19 pandemic, the Purchasing Division is suspending the receipt of hard copies of sealed responses and public solicitation openings until further notice. **Effective immediately, responses must be submitted via DemandStar. See Appendices B, C & D for Submission Requirements Checklist, Registering for DemandStar and Responding to an Electronic Bid in DemandStar.**

There is no cost to submit responses electronically through DemandStar; you will only incur a fee if you opt to receive e-notifications directly from DemandStar. You must select "Columbus Consolidated Government" as your free agency (see registration instructions). Solicitations may be accessed thru the DemandStar link that is posted at

[https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid\\_Opportunities.htm](https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid_Opportunities.htm).

Per Georgia HB489, the Purchasing Division will continue to post solicitations on the Georgia Procurement Registry. To receive future procurement notifications, you must register with the Team Georgia Marketplace at <http://doas.ga.gov/state-purchasing/suppliers/getting-started-as-a-supplier>.

Excluding responses to Requests for Proposals (RFP), a tabulation of responses will be available on DemandStar shortly after the solicitation closes. The Purchasing Division will also continue to post tabulations at

[https://www.columbusga.gov/finance/purchasing/docs/tabulations/bid\\_tabulations.htm](https://www.columbusga.gov/finance/purchasing/docs/tabulations/bid_tabulations.htm).

**Failure to submit electronic responses, via DemandStar, will result in the rejection of your response. Submittals received via U.S. Postal Service, FedEx, UPS, etc., will be returned unopened at the expense of the sender. The Purchasing Division will not accept hand-delivered submittals and will immediately discard any submittal left in the reception area of the Finance Department.**

The Purchasing Division sincerely appreciates your cooperation during these unprecedented times.

## APPENDIX B

### **ELECTRONIC SUBMITTAL CHECKLIST**

#### **Inmate Food Service Management for Muscogee County Jail (Annual Contract) - RFP No. 21-0036**

#### **Submit your electronic response as instructed below:**

1. Vendors shall submit **only** the required documents listed using the “**Bidder Response ALL Documents**” function.
2. **Zip files with multiple files are not acceptable**; vendors shall submit one PDF file of their submittal.
3. Due to file size limitations, please **do not resend the City’s full specifications** as this information is already on file.
4. **In the event DemandStar requires a dollar value for your submittal, enter “0”.**

- ☐ 1. Transmittal Letter
- ☐ 2. E-Verify Affidavit (*Form 1*)
- ☐ 3. Addenda Acknowledgement (if any)
- ☐ 4. Communication Concerning this Solicitation (*Form 2*)
- ☐ 5. Exceptions to RFP
- ☐ 6. Experience and Qualifications
- ☐ 7. Client Work History (*Form 3*)
- ☐ 8. Service Plan
- ☐ 9. Cost Proposal
- ☐ 10. Contract Signature Page (*Form 4*)
- ☐ 11. Insurance Checklist (*Form 5*) or Certificate of Insurance
- ☐ 12. **Page 1** of Form W-9 (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>)
- ☐ 13. Business License (Occupation License) or Articles of Incorporation

***Please note: After award of contract by Columbus City Council, awarded vendor will be notified to provide two (2) identical hard copies of submitted proposal with original signatures.***

## APPENDIX C

# Registering for DemandStar



We are pleased to announce our membership in the DemandStar network. DemandStar is an online marketplace that connects our suppliers directly to the bids, quotes and RFPs that matter to them.

DemandStar is open and accessible to all businesses and provides instant access to our solicitations. By registering for your complimentary DemandStar account, you will receive:

- **Instant** access to bids, quotes and RFPs
- **Automatic** notifications, right to you inbox, of bids that match the commodity codes you select
- The ability to **quickly view** the contractual terms and scope of work
- All the **forms and documents** you need in one place
- Access to **more government bids** in neighboring cities, counties and states

**It's EASY!** Get started with these 3 easy steps!

## 1 REGISTER

Go to:

<https://www.demandstar.com/registration>

### Create an Account with DemandStar

You are one step away from picking your free government agency

Email Address

Your email address here

Company Name

Your company name here

☐ I accept the DemandStar [Terms of Use](#) and [Privacy Policy](#)

Next



2019 DemandStar® Corporation. All Rights Reserved.  
206.940.0305



## 2 CHOOSE YOUR FREE AGENCY

Type in the name of the government agency you'd like to add, for example "City of Metropolis" in the Search Box

### ← Choose Your Free Agency

Receive full access to the government agency of your choice and receive advance notifications of new opportunities.

City of Metropolis

×

Narrow down your search by selecting a state and county.

State

County

Select State

▼

Select County

▼

☐ City of Metropolis – Board of Commissioners

☐ City of Metropolis Purchasing

☒ Metropolis Technical College

## 3 CHECK OUT

Check out with your **FREE AGENCY** Registration by clicking "Skip for now" on the page where it gives you options to add additional counties and States

You have chosen **Metropolis Technical College** as your free agency.  
Add additional government agencies below for \$25 per County,  
Statewide and National subscriptions available.

My Subscriptions  [0]

Nation (0)

States (0)

Counties (0)

		Your Current Rate
Total	(0 subscriptions)	\$0/year

Proceed to Checkout

Skip for Now

SIGN UP

Visit [www.demandstar.com](http://www.demandstar.com)



2019 DemandStar® Corporation. All Rights Reserved.  
206.940.0305

## APPENDIX D

# Responding to an Electronic Bid

5 Step Instructions

# Step 1

Many governments are moving toward requiring bid responses electronically. Here are the steps to respond to a bid Electronically.

- Click on the solicitation name

The screenshot shows a web application interface for managing bids. At the top, there is a navigation bar with tabs: 'Board', 'Bids' (highlighted in orange), 'Quotes', 'Coming Soon! Activities', 'Coming Soon! Messages', and 'Responses'. Below the navigation bar is a header section with a large orange arrow pointing right, labeled 'Bids'. To the right of this arrow is a 'Sort By' dropdown menu set to 'Due Date'. The main content area displays a list of three bid items, each with a title, description, and status. A red arrow points to the first bid item.

Bid Title	Description	Status
TSEBIDVINO24JAN01	City of Fort Pierce - Purchasing Department, Fort Pierce, AZ ID: BID-TSEBIDVINO24JAN01-G- Broadcast: 1/24/2020 Due: 3/1/2020 Planholders: 3 Watch	Active
AA-BB-CC-DD-EE	agency2.0, Texas, FL ID: EBID-001-946-00-0-2020/AD Broadcast: 2/4/2020 Due: 2/29/2020 Planholders: 0 Watch	Active
TESTBID	agency2.0, Texas, FL	Active

## Step 2

Once you are in the solicitation, you will see the Bid Details page that is standard for all solicitations

- When you are ready to submit your bid, click on "Submit E-Bid Proposal"

TESTBID

Active

### Bid Details

Agency Name	Agency 123
Bid Writer	Agency 123
Bid ID	8810-12345678-123456
Bid Type	E-BID - E-BID
Broadcast Date	12/18/2020 2:40 AM Eastern
Fiscal Year	2020
Due	12/18/2020 11:59 PM Eastern
Bid Status Text	BID STATUS

### Scope of Work

SCOPE OF WORK

### Documents

Filename	Type	Date Modified	Status
File	Attachment	12/18/2020	Complete

### Distribution Info

Bid Bond	None
Plan (Blueprint)	None
E-Bidding	Submit
Distributed By	Demarcus
Distribution Method	Download and Print
Distribution Options	Bid has no blueprints associated with it
Project Estimated Budget	\$120,000.00
Distribution Notes	None

### Publications

View Legal Aid

### Pre-Bid Conference

No Pre-Bid Conference Data Found

### Commodity Code

[001-945-00] FINANCIAL SERVICES

Submit E-Bid Proposal

## Step 3

Enter information requested page-by-page and you can see what will come next via the menu bar on the left under “E-Bid Progress”

**Enter “0” as your bid (proposal) amount.**

(As cost proposals remain confidential until after contract award (if any), Columbus Consolidated Government will not consider proposed costs, fees, revenues, etc., that are entered directly into DemandStar.)

The screenshot shows the DemandStar web application interface. The top navigation bar includes 'Dashboard', 'Bids', 'Quotes', 'Activities', 'Messages', and 'Responses'. The user is logged in as 'Robyn Gallardi'. The left sidebar shows the 'E-Bid Progress' menu with three items: 'Contact Information' (selected), 'Documents Upload', and 'Review Bid'. The main content area is titled 'E-Bid Response' and contains a 'Contact Information' form. The form fields include: Company Name (Calgon Carbon Corporation), Address 1 (P. O. Box 717), Address 2 (optional), City (Pittsburgh), Country (United States of Ame...), State/Province (Pennsylvania), County (Select...), Postal Code (15230-0717), Phone Number (4127876810), Extension (optional), Bid Amount (127,000, marked as Invalid), Alternate Bid Amount (optional), and Notes (For the full 6 month contract). A 'Next' button is at the bottom right.

## Step 4

After you click NEXT on the Contract Information page, you will be directed to enter the documents required.

Create one (1) file containing **only** the required documents listed on the "Electronic Proposal Submission Checklist" page of the specifications and upload using the "Bidder Response ALL Documents" function.

**NOTE:** Do not enter information using the "Supplemental Documents" function.

*Due to file size limitations, please **do not** include the City's specification document in your uploaded response as this information is already on file. Font and page limitations may also apply.*

**BEST PRACTICE TIP:** In some instances, multiple addenda may be issued for a solicitation. To avoid having to re-upload your firm's response file multiple times, it is **recommended** that vendors upload within five (5) business days of the due date. The City posts all documents, to include addenda, on the Finance Department Bid Opportunities web page:  
[https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid\\_Opportunities.htm](https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid_Opportunities.htm).

The screenshot displays the DEMANDSTAR E-Bid Response interface. On the left, the 'Bid Details' section shows information for Agency Name (agency23), Bid Number (000-123456-0-000000), Bid Due Date (12/01/2024 (PST)), Bid Opening (23 days, 00 hours, 17 minutes, 21 seconds Remaining), and Bid Name (T13700). Below this is the 'E-Bid Progress' section with steps: Contract Information, Documents Upload, and Review Bid. The main content area is titled 'E-Bid Response' and includes a 'Required Documents' section with a list of 'Agency Accepted File Formats' such as Adobe Acrobat (.PDF), AutoCAD Drawing (.DWG), and others. Below this is a table with columns for 'Required Document', 'Submission Option', and 'Uploaded Document'. A green arrow points to the 'Upload Complete File' button. A red arrow points to the 'Supplemental Documents' section with the text 'DO NOT USE SUPPLEMENTAL DOCUMENTS'.

# Step 5

Review Your E-Bid Response, and if everything is correct, then press “Submit Response”

You are done! And the government to which you’ve submitted this will download your responses and documents and see the day and time upon which you submitted your proposal.

**DEMANDSTAR** Dashboard Bids Quotes Activities Messages Responses

Robyn Gallardi

Home > Bids > 11217810 > My E-Bid Response

**Review Your E-Bid Response**

**Bid Details**

Agency Name	Agency 2.0
Bid Number	EBID 123456-0-0000AD
Bid Due Date	02/09/2020 (PST)
Bid Opening	22 days, 04 hours, 10 minutes, 47 seconds Remaining
Bid Name	11217810

**E-Bid Progress**

- Contact Information
- Documents Upload
- Review Bid

**Contact Info**

Company Name	Calgon Carbon Corporation
Address 1	P.O. Box 717
Address 2	
City	Pittsburgh
State	Pennsylvania
Country	United States of America
Postal Code	15200-0717
Phone Number	4127876810
Fax	
Bid Amount	\$127,000.00
Alternate Bid Amount	
Notes	For the full 6 month contract

**Agency Required Documents**

- Service Doc agency 2.0 (Electronic/Online)

**Supplemental Documents**

- References (Electronic/Online)

After clicking "Submit Response" the following process will follow:

1. We will verify that your response is complete as entered.
2. You will see a confirmation page with your confirmation number and date/time stamp of your upload.
3. You will receive a confirmation e-mail indicating a full response submitted.
4. You may track your response submission under the Responses page.

If you do not receive any of the above, please call Supplier Services at (204) 840-0005.

[Previous](#) [Submit Response](#)