

Request for Proposal FY10-0205 for
DETENTION CENTER REQUIRED BASIC MEALS FOR CONFINED PERSONS

Request for Proposal ("RFP"): No. FY10-0205
RFP Title: Required Basic Meals for Confined Persons
RFP Publication: As follows:

- 01/12/2010 <http://www.orangeburgcounty.org/>
- 01/12/2010 bulletin board, 3rd Fl., Admin. Centre
- _____

RFP Composition: RFP No. FY10-0205 is composed of the following:

- Title and Summary pages
- Code Articles 1 through 5 and 7
- Scope of Work
- Vendor Qualifications and Information
- Evaluation Criteria
- Proposal Option 1 and Proposal Option 2
- Certification of No Exceptions
- Certification of Preferences
- Acknowledgement of RFP Amendments Form

RFP Amendments: If any, will be published/posted on the following:

- <http://www.orangeburgcounty.org/>
- Bulletin boards located in/on
 - Management reception area Detention Center
 - 3rd Floor Administrative Centre, Procurement

Contracting Entity: Law Enforcement Commission ("LEC")
In its capacity as the governing body of the
Orangeburg-Calhoun Regional Detention Center
1520 Ellis Ave. ("Detention Center")
Orangeburg SC 29115

Procurement Coordinator: Procurement Director Jannella Shuler
Orangeburg County Procurement Office
1437 Amelia St. ("Administrative Center")
Orangeburg SC 29115
(803) 533-6121 Office phone number
(803) 535-2307 Office fax number
jshuler@orangeburgcounty.org

Pre-Submission of Proposals

- Requirements:

Proposers must attend site visit and pre-proposal conference

Date/Time January 19, 11:00 a.m.

Location Detention Center

- Questions:

If Proposers have questions, same shall be Directed to
Procurement Director

Mode of Communication via e-mail only

No later than January 26, 2010 by
11:00 a.m.

Proposals:

- Submission Composition:

Each submitted proposal is required to be composed of the following, including fully completed and executed forms:

- Code and Articles Form
- Either or both of the following:
 - Proposal Option 1
 - Proposal Option 2
- Certification of Accuracy of Proposals
- Certification of No Exceptions
- Vendor Qualifications Responses
- Certification of Preference(s)
- Acknowledgment of RFP Amendments Form
- Bid Security

- Submission Deadline:

2:00 p.m. on February 5, 2010

- Submission Location:

Administrative Centre, 3rd Floor Procurement Office

- Opening Time:

2:15 p.m. on February 5, 2010

- Opening Location:

Administrative Centre, 3rd Floor Training Room

Special Conditions

Intent/Award/Contract:

The intent to award, award, and the contract regarding
FY10-0205 is subject to the following special conditions:

- The termination process applicable regarding the services ABL currently provides to the Detention Center; and
- If applicable, Title 43 Chapter 26 of the Code of Laws of South Carolina regarding the Commission for the Blind.

Background

The Detention Center has custody of persons confined in accordance with law enforcement or judicial action. The population of the Detention Center fluctuates on a frequent basis. During the time that persons are confined at the Detention Center, the Detention Center is required to provide those persons without charge with certain necessities for sustaining life, including basic nutrition and hydration. The Detention Center is allowed to meet the nutrition and hydration requirements in house or via a contract with a third party. The purpose of this RFP is to determine whether it is in the best interest of the Detention Center to contract with a third party to provide the aforementioned nutrition and hydration and, if so, to complete the procurement and contract processes with an appropriate third party.

Code and Articles

RFP No. FY10-0205 Required Basic Meals for Confined Persons

Incorporation by Reference.

Articles 1 through 5 and 7 of the Code are incorporated by reference as if set forth verbatim in this RFP. As stated in the Code, by submitting a proposal, the vendor agrees that the Code governs this procurement from solicitation through completion of the resulting contract, including disputes, if any.

ACCESS TO CODE. On November 16, 2009, Orangeburg County Council, the governing body of Orangeburg County, repealed all aspects of its procurement policy and enacted the **Orangeburg County Procurement Code** (the "Code"). The Code may be accessed online without charge at <http://www.orangeburgcounty.org/Purchasing/code.html> In addition, a copy of the Code is available for review without charge at the Office of the Procurement Director. If neither of those options meets your needs, a hard-copy of the Code is also available for purchase at the Office of the Procurement Director.

Method of Source Selection.

The source selection method applicable to this procurement is Competitive Sealed Proposals, §5-304 of the Code.

The undersigned vendor understands and agrees to be bound to the Code in all matter arising from the RFP identified above.

Printed Vendor Name

Signature of Vendor's Authorized Agent

Printed Name of Vendor's Authorized Agent

Title with Vendor of Vendor's Authorized Agent

Scope of Work

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The successful vendor shall provide for a term of one (1) year all basic nutrition and hydration required for persons detained in the Detention Center which basic nutrition and hydration shall include the uninterrupted provision of breakfast, lunch and dinner seven days a week, including holidays (“Meals”), which Meals shall meet or exceed the nutritional standards imposed by the following: for the general population of the Detention Center, the United States Bureau of Prisons or, if not addressed in those standards, then those of the American Correctional Association; and, as bona fide religious and/or medical food-related requirements for qualified persons within the population of the Detention Center (“Scope of Work”). The majority of the Meals will be served at the Detention Center; however, in connection with court appearances and work details, vendor shall provide portable Meals to qualified detainees.

The number of persons detained in the Detention Center fluctuates. The Scope of Work does not guarantee vendor any minimum or maximum number of Meals to be provided on a daily, weekly, monthly or term basis, but, instead, the number of Meals to be provided shall fluctuate to correspond to the number of persons detained at the time of any meal service.

In carrying out the Scope of Work, the successful vendor shall have the following specific duties for which the successful vendor will bear sole financial responsibility during the term:

- Purchasing all food products and supplies necessary to provide the Meals
- Normal wear and tear excepted, Properly maintaining (i) the areas of the Detention Center used for meal preparation, service and storage and (ii) the service ware and kitchen equipment
- Screening all staff who will have contact with the Detention Center and/or the persons detained in the Detention Center to meet the security clearance level the Detention Center has in effect at the time of the contact
- Properly staffing, as to number, qualifications, and health status, the processes of preparation and service of the Meals, and the storage of food products and supplies
- Providing appropriate garb for staff while on the Detention Center premises, including identifiable uniforms and identification-security badges
- Providing the following insurance coverages:
 - workers compensation insurance for all individuals who are on the Detention Center premises at the request or direction of vendor
 - general liability insurance for bodily injury and death commensurate with the risks associated with the scope of work and acceptable to County
 - property casualty and premises liability insurance commensurate with the risks associated with the scope of work and acceptable to the County

Vendor Qualifications and Information

RFP No. FY10-0205 Required Basic Meals for Confined Persons

Vendor shall provide with its proposal, the following which should be collated, fastened together and clearly labeled "Vendor's Certification of Qualifications and Information for RFP No. FY10-0205" :

1. Documentation of vendor's general comparative experience(s) to demonstrate vendor has a minimum of three (3) years correctional food service experience providing full, on-site operation. The minimum general comparative experience for this procurement is the successful completion of three (3) years of correctional food service experience. All three (3) years do not have to be with the same correctional client: vendor may accumulate the three (3) year minimum from vendor's service to several correctional clients.
2. Documentation of vendor's specific comparative experience(s) to demonstrate that vendor has a minimum of one successfully completed, one-year period of being the exclusive provider of Meals to a confined population of 300 or more. The minimum specific comparative experience required for this procurement is one successfully completed, one-year period of being the exclusive provider of Meals to a confined population numbering 300 or more. The description of vendor's experience(s) should highlight whatever parallels vendor believes exist between the procurement described in RFP No. FY10-0205 and vendor's actual experience(s).
3. Documentation of a contractual relationship between vendor and a client for a current or recent food services contract pursuant to which vendor has been the exclusive provider on a daily basis for 300 or more of each of the following meals: breakfast, lunch and dinner. The minimum contractual relationship required for this procurement is one successfully completed, one-year period. Please limit documentation to no more than five (5) contracts.
4. Three positive client references.
5. Documentation of the qualifications of vendor's proposed staff for each of the following key positions, including, where noted, confirmation that vendor shall fill the position with a person who possesses the minimum qualifications:
 - Food Service Manager
 - If proposal includes the use of inmate workers, Inmate Supervisor
 - Nutritionist – At a minimum, the nutritionist shall be a certified dietitian licensed by the State of South Carolina. This position will review vendor's menus to ensure that each of the Meals meets the applicable nutritional standards.
6. A 30-day, 3-meals-a-day, sample menu for each of the following categories
 - The general population of confined persons being served Meals at the Detention Center
 - The general population of confined persons being served breakfast and dinner at the Detention Center, but being served a portable lunch
7. Vendor's current organizational chart and a description of the general history of the vendor.
8. Documentation of the vendor's financial stability, such as a copy of its most recent annual report
9. A list of vendor's general or correctional food service affiliations
10. A description of any litigation within the last 10 years to which vendor has been a party

Evaluation Criteria

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If the LEC decides to go forward with the procurement, the award shall be made to the vendor whose proposal the LEC determines to be the most advantageous to the LEC taking into consideration the evaluation factors stated in this section. The evaluation shall be based in part on the LEC's review and/or verification of the Vendor Qualifications Responses. The factors to be considered in evaluating proposals are as follows, and are list in order of relative importance:¹

1. Comparative experience of vendor in providing Meals in an environment similar to that described in the Scope of Work
2. Competitive pricing
3. Qualitative evaluation of vendor based on vendor's response to Vendor Qualifications and Information and by responses County obtains from questioning vendor's submitted references.
4. Comparative experience of proposed key staff
5. Vendor's financial stability
6. Vendor's willingness, in connection with the Scope of Work, to (1) include Orangeburg County residents in its employment and (2) obtain its supplies from within Orangeburg County

¹ The method of selection, Competitive Seal Proposals, does not require a numerical weighting for each factor. See Code §5-304.7.

Certified Proposal - Option 1

RFP No. FY10-0205 Required Basic Meals for Confined Persons

Proposal for Option 1 – Vendor provides all labor for Scope of Work

Vendor proposes to perform the Scope of Work for a period of one year in exchange for weekly payments based on the number of meals served the previous week using the following variables:

- If the number of meals served on a particular day is 900 meals or less, then the price per meal for that day shall be ____.
- If the number of meals served on a particular day is between 901 and 975, then the price per meal for that day shall be ____.
- If the number of meals served on a particular day is between 976 and 1,050, then the price per meal for that day shall be ____.
- If the number of meals served on a particular day is between 1,051 and 1,125, then the price per meal for that day shall be ____.
- If the number of meals served on a particular day is between 1,126 and 1,200, then the price per meal for that day shall be ____.
- If the number of meals served on a particular day is between 1,201 and 1,275, then the price per meal for that day shall be ____.

As part of vendor’s proposal for Option 1, vendor shall provide all labor required to perform the Scope of Work.

By signature below, the submitting vendor certifies the foregoing proposal in the following respects: proposal prices are firm for a minimum of 90 days from the date of opening; this proposal is made without prior understanding, agreement, or connection with any other submitting vendor; and this proposal is in all respects fair and without collusion or fraud.

Printed Vendor Name

Signature of Vendor’s Authorized Agent

Date of Signature

Printed Name of Vendor’s Authorized Agent

Title with Vendor of Vendor’s Authorized Agent

Certified Proposal - Option 2

RFP No. FY10-0205 Required Basic Meals for Confined Persons

Proposal for Option 2 – Vendor supervises inmate labor for Scope of Work

Vendor proposes to perform the Scope of Work with the assistance of inmate labor for a period of one year in exchange for weekly payments based on the number of meals served the previous week using the following variables:

- If the number of meals served on a particular day is 900 meals or less, then the price per meal for that day shall be ____.
- If the number of meals served on a particular day is between 901 and 975, then the price per meal for that day shall be ____.
- If the number of meals served on a particular day is between 976 and 1,050, then the price per meal for that day shall be ____.
- If the number of meals served on a particular day is between 1,051 and 1,125, then the price per meal for that day shall be ____.
- If the number of meals served on a particular day is between 1,126 and 1,200, then the price per meal for that day shall be ____.
- If the number of meals served on a particular day is between 1,201 and 1,275, then the price per meal for that day shall be ____.

As part of vendor’s proposal for option 2, vendor shall provide the following key personnel and supervise the following inmate labor required to perform the Scope of Work:

Vendor Personnel: _____

Inmate Labor Vendor Will Supervise: _____

By signature below, the submitting vendor certifies the foregoing proposal in the following respects: proposal prices are firm for a minimum of 90 days from the date of opening; this proposal is made without prior understanding, agreement, or connection with any other submitting vendor; and this proposal is in all respects fair and without collusion or fraud.

Printed Vendor Name

Signature of Vendor’s Authorized Agent

Date of Signature

Printed Name of Vendor’s Authorized Agent

Title with Vendor of Vendor’s Authorized Agent

Certification of Preference(s)

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The Code authorizes specific preferences. See Article 3. If a vendor is qualified for one or more preferences and desires to exercise the preference(s), then the vendor must complete and submit this form with its proposal. If a vendor is either (1) not qualified for any preference OR (2) is qualified, but does not desire to exercise any preference, then the vendor does not need to complete or submit this form with its proposal.

Vendor is qualified for and desires to exercise the following preference(s) as vendor has marked, below:

Preference 1. Vendor is a resident of the State of South Carolina:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Preference 2. Vendor is a resident of Orangeburg County, SC:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Preference 3. Vendor is an MBE:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

The undersigned vendor hereby certifies that vendor is qualified for the preference(s) above to which the vendor has indicated "Yes". In addition, the undersigned vendor understands and agrees that if it is not qualified for a preference, but claims to be qualified for a preference on this form, the County shall have the right to suspend and/or debar the vendor in accordance with the Code.

Printed Vendor Name

Signature of Vendor's Authorized Agent

Printed Name of Vendor's Authorized Agent

Title with Vendor of Vendor's Authorized Agent

Addendum Acknowledgement

RFP No. FY10-0205 Required Basic Meals for Confined Persons

Vendor acknowledges receipt of the follow Addendum to the above-described procurement, agrees that same is/are hereby incorporated and made a part of the above-described procurement as if the Addendum had been included in the original procurement documents:

<u>Addendum No.</u>	<u>Addendum Date</u>	<u>Initials of Vendor's Authorized Agent</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Printed Vendor Name

Signature of Vendor's Authorized Agent

Printed Name of Vendor's Authorized Agent

Title with Vendor of Vendor's Authorized Agent

Vendor shall submit a completed Addendum Acknowledgement form with its submission. **Vendor may be disqualified from this procurement unless vendor submits a completed Addendum Acknowledgement form referring to this Addendum with vendor's proposal.**