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**BELTRAMI COUNTY SHERIFF'S OFFICE**

**REQUEST FOR PROPOSALS**

**FOR**

**ADULT CORRECTIONS CENTER FOOD SERVICES**

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**PROPOSALS DUE ON OR BEFORE**  
**4:00 p.m. CDT, April 3, 2024**

Submit Proposals to:

Beltrami County Sheriff's Office  
Beltrami County Adult Corrections Center  
Attn: Calandra Allen  
626 Minnesota Ave NW  
Bemidji, MN 56601

All questions should be directed to Captain Calandra Allen by e-mail: [calandra.allen@co.beltrami.mn.us](mailto:calandra.allen@co.beltrami.mn.us)



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## **A. STATEMENT OF PURPOSE**

### **1. PURPOSE**

The County of Beltrami through the Beltrami County Sheriff's Office (BCSO) is making this Request for Proposals (RFP) for inmate food services. Proposals will be used to select an inmate food service care vendor ("vendor" and "proposer" are used interchangeably) to provide the County with inmate food services for the Beltrami County Adult Corrections Center ("Jail"), which has a population of approximately 80 inmates. The County intends to award a contract for the services contained herein for a five (5) year term. Beltrami County is in the process of moving forward with a New Jail Project. The new jail is approved for a 243 bed capacity. The goal of the project would be to occupy the new jail in approximately 2026.

## **B. IMPORTANT RFP INFORMATION AND DATES**

### **1. INVITATION FOR PROPOSALS AND PROPOSAL DUE DATE**

Sealed proposals must be sent to:

Beltrami County Sheriff's Office  
Beltrami County Adult Corrections Center  
Attn: Calandra Allen  
626 Minnesota Ave NW  
Bemidji, MN 56601

Proposals must be received by **4:00 P.M. on April 3<sup>rd</sup>, 2024**

### **2. TOUR OF JAIL KITCHEN**

The County will provide a tour of the jail kitchen for vendors between **3-14-2024** and **4-2-2024**. Vendors must make a reservation for the tour by emailing company name and full names of attendees to [calandra.allen@co.beltrami.mn.us](mailto:calandra.allen@co.beltrami.mn.us).

### **3. RFP QUESTIONS AND COUNTY RESPONSES**

All questions regarding this RFP must be submitted to: [calandra.allen@co.beltrami.mn.us](mailto:calandra.allen@co.beltrami.mn.us)  
Questions will not be accepted in any other format.

#### **PROPOSER INTERVIEWS AND PRESENTATIONS**

As part of the vendor selection process, the County may invite vendor finalists to provide an in-person or virtual presentation of their proposal and/or interview to answer questions regarding their proposal. Based on the current project schedule, we expect that these interviews/presentations will be held either virtual or in-person during the week of **April 8<sup>th</sup>** through the **12<sup>th</sup>, 2024**. The County currently plans to notify vendor finalists of their selection to participate in the interviews/presentations on or before **April 5<sup>th</sup>, 2024**.



#### 4. VENDOR SELECTION

Based on the current project schedule, we expect the final vendor selection will be made on or before **May 1<sup>st</sup>, 2024**.

#### 5. IMPLEMENTATION DEADLINE

Implementation of inmate food services must be completed by **June 1<sup>st</sup>, 2024**. The County is willing to negotiate this term if the proposer cannot make this deadline.

#### 6. RFP RELEASE

This RFP was released on the county website on **March 14<sup>th</sup>, 2024** and posted in the local NEWS PAPER on **March 16<sup>th</sup>, 2024**. The County reserves the right to amend this RFP at any time. In the event it becomes necessary to amend, alter, or delete any part of the RFP. Proposers are encouraged to stay in contact with Capt. Calandra Allen to check for any updates or changes to the RFP or schedule.

#### 7. PROPOSAL COSTS

The County is not responsible for any costs incurred by the proposer to prepare or submit a proposal, proposer in-person presentations, or for any other costs to the proposer associated with responding to the RFP.

#### 8. ALTERNATIVES

As this is a RFP, Proposers are encouraged to provide alternatives that will accomplish the goals outlined in this document in an efficient and cost-effective manner. If an alternative Proposal is provided, the Proposer is required to provide information or examples to substantiate it. Providing an alternative does not negate the requirement to provide all the information requested in the RFP. The County has the discretion to accept or reject proposed alternatives.

#### 9. OWNERSHIP OF PROPOSALS

All proposals submitted in a timely manner become the property of the County upon submission and the proposals will not be returned to the respective proposers. By submitting a proposal, the proposer agrees that the County may copy the proposal for purposes of facilitating the evaluation or to respond to requests for public data. The proposer consents to such copying by submitting a proposal and warrants that such copying will not violate the rights of any third party, including copyrights.

#### 10. PUBLIC RECORDS AND REQUESTS FOR CONFIDENTIALITY

Pursuant to the Minnesota Government Data Practices Act (“MGDPA”), Minnesota Statutes Section 13.591, the names of all entities that submitted a timely bid/proposal to the County will be public once opened. All other information remains private until the County has completed negotiating a contract with the selected Responder. After a contract has been negotiated, all information



received is public information except “trade secret” information as defined in Minnesota Statutes Section 13.37. All information submitted by a Responder therefore shall be treated as public information by the County unless the Responder properly requests that information be treated as a confidential trade secret at the time of submitting the bid/proposal.

Any request for confidential treatment of trade secret information in a Responder’s proposal must sufficiently describe the facts that support the classification of information as confidential trade secret. The request must include the name, address, and telephone number of the person authorized by the Responder to answer any inquiries by the County concerning the request for confidentiality. This information shall be provided on the Trade Secret Information Form, see Proposal Form F. The County reserves the right to make the final determination of whether data identified as confidential trade secret by a Responder falls within the trade secret exemption in the MGDPA.

The envelope or mailing container of any documents submitted with the proposal that the Responder believes contain confidential trade secret information must be clearly marked as containing confidential trade secret information. Each page upon which trade secret information appears must be marked as containing confidential trade secret information.

In addition to marking the documents as confidential, the Responder must submit one paper and one digital copy of the proposal from which the confidential trade secret information has been excised. The confidential trade secret information must be excised in such a way as to allow the public to determine the general nature of the information removed while retaining as much of the document as possible.

The Responder’s failure to request confidential treatment of confidential trade secret information pursuant to this subsection will be deemed by the County as a waiver by the Responder of any confidential treatment of the trade secret information in the bid or proposal.

Requests by the public for the release of information held by the County are subject to the provisions of the MGDPA, Minnesota Statutes Chapter 13. Responders are encouraged to familiarize themselves with these provisions prior to submitting a proposal.

By submitting this bid or proposal, Responder agrees to indemnify and hold the County, its agents and employees, harmless from any claims or causes of action relating to the County’s withholding of data based upon reliance on the representations that the information is a trade secret as defined in Minnesota Statutes Section 13.37 and therefore is not public, including the payment of all costs and attorney fees incurred by the County in defending such an action.



## 11. NON-COLLUSION AND CONFLICT OF INTEREST

The proposer must identify any potential conflict of interest it may have with this proposal and submit *Proposal Form E* as a part of this RFP. *Proposal Form E* specifics are located at the end of this RFP.

## 12. FRAUD OR COLLUSION

- a) By submitting a proposal, the proposer certifies that it is the only party interested in its proposal, and that its proposal is made and submitted without fraud or collusion with any other person, firm, or corporation whatsoever.
- b) The County reserves the right to disqualify any and all proposals, before or after opening, upon evidence of collusion with intent to defraud, or other illegal practices upon the part of the proposer, or for noncompliance with the requirements of these documents.

## 13. DEFINITIONS

- a) Inmate – for the purpose of this RFP the term “inmate” refers to an adult incarcerated or held at the Jail. Inmate is synonymous with resident or client.
- b) Inmate Food Services – includes food services provided for inmates.
- c) Facility Administrator – for the Jail, this is the captain.
- d) Registered Dietician – a dietitian/nutritionist registered in the State of Minnesota.

## 14. BACKGROUND INFORMATION

### a) INTRODUCTION TO THE BELTRAMI COUNTY SHERIFF’S OFFICE

#### **Beltrami County**

Beltrami County, Minnesota geographically is the third largest county in Minnesota, with an estimated population of 46,380. Beltrami County, with its county seat in Bemidji, MN encompasses a 3,056 square mile area. Most of the population is concentrated in the southern one-third of the County while the outstanding parts of the County remain largely rural.

#### **Sheriff’s Office**

The Office of the Sheriff is established by Minnesota statute as an elected position created to keep and preserve the peace of the County. The Sheriff’s Office is the Chief Law Enforcement Agency of the County. Among the responsibilities of the Sheriff’s Office are the operations of the County Jail as part of the Detention Services Division.

#### **Detention Services Division**

The Jail Division is the corrections center for the incarceration of adult males and adult females charged with or convicted of a criminal offense. It houses pre-trial inmates and convicted inmates with sentences of up to one year. The Jail is the primary intake and booking facility for all law enforcement agencies within Beltrami County, Minnesota. The Jail books approximately 3,000 inmates a year. The Jail booked 1929 in 2023, 2062 in 2022, 1988 in 2021, 1932 inmates in 2020, 2939 inmates in 2019, 3001 inmates in 2018, 3038 in 2017, and 3202 in 2016. The Jail has a current



maximum operational capacity of 80 inmates. The 2023 Average Daily Population (ADP) was 73, in 2022 the ADP was 102, in 2021 the ADP was 86, in 2020 the ADP was 89, in 2019 the ADP was 102, and in 2018 the ADP was 107.

Historically, the Jail consists of twelve housing units:

- 207 (Minimum) – Capacity 12 inmates
- 210 (Administrative separation) – Capacity 2 inmates
- 2<sup>nd</sup> Floor A (Maximum Security) – Capacity 8 inmates
- 2<sup>nd</sup> Floor B (Maximum Security) – Capacity 8 inmates
- 2<sup>nd</sup> Floor C (Medium Security) – Capacity 8 inmates
- 2<sup>nd</sup> Floor D (Medium Security) – Capacity 8 inmates
- 1<sup>st</sup> Floor A (Maximum Security) – Capacity 4 inmates
- 1<sup>st</sup> Floor B (Maximum Security) – Capacity 4 inmates
- 1<sup>st</sup> Floor C (Minimum Security) – Capacity 12 inmates
- 1<sup>st</sup> Floor D (Minimum Security) – Capacity 12 inmates
- Basement (Minimum Security)- Capacity 48 inmates (this is closed due to limited use permit)
- Holding cells (1- 1<sup>st</sup> floor, 5- 2<sup>nd</sup> floor)- maximum, special classification, medical separation, detoxification

The Jail has two (2) Control Rooms, booking area, Medical office, Programs Area, Kitchen, and Laundry Room.

#### **Current Inmate Food Services for the Jail**

Currently, BCSO contracts with a vendor for inmate food services. The Jail has a Kitchen that has a dishwashing room, food preparation area, food service area, and dry storage area. This area was remodeled in 2015. See **Exhibit A**, Full Inventory of Kitchen Equipment.

Current food services in the jail include the following:

- Meal service - three meals per day (two hot meals and one cold), seven days a week for inmates
- Meals are served at the following times:
  - Breakfast – 0700 hours
  - Lunch – 1145 hours
  - Dinner – 1700 hours
- Menus are certified by a registered dietitian in accordance with Minnesota Administrative Rule (“MN Rule”) 2911.3900; menu changes must be pre-approved by the Captain
- Special diet requirements are met for medical or religious needs
- Meal service for on-duty correctional staff, as requested, for lunch
- Jail provides three inmate workers to assist with meal service, dishwashing, and floor cleaning



b) DISTRIBUTION OF STAFF

**Jail Division**

The Jail has a full-staffing complement of 41 employees, which includes: 1 administrative captain, 1 assistant administrator lieutenant, 4 correctional sergeants, 2 program directors, 1 training officer, 1 jail technician, 36 correctional officers, and 1 jail resource coordinator. The Jail Division also has, full medical division and volunteer driven programs.

c) OVERVIEW OF THE COUNTY'S CURRENT INFORMATIONAL SYSTEMS AS IT RELATES TO FOOD SERVICE

The Sheriff's Office uses a variety of systems for the collection and dissemination of information. These systems are set up with direct communications with corrections and medical staff when it comes to special diets to the kitchen that contain inmate housing locations.

**C. GENERAL CONTRACT REQUIREMENTS**

**1. GENERAL PROPOSAL REQUIREMENTS**

The County will require the selected proposer to include the contents of this RFP and all representations, warranties, and commitments in the proposal and related correspondence as contractual obligations when developing the written contract for this project. This requirement includes the Proposer response and explanations of requirements. Other contractual requirements include:

- a) Development of an acceptable transition plan and implementation schedule for the project and services cited in the RFP. This information must include the amount of time, in days, Proposer needs from execution of the contract to become operational at the County facilities.
- b) Proposer must review and complete all proposer forms located in **section D Specific Proposal Requirements**.

**2. GENERAL PROPOSAL REQUIREMENTS – TABLE OF CONTENTS**

This section outlines the information that must be included with the proposal. Proposers should review this list to ensure that their proposals include all requested information prior to submission. All proposals must contain a Table of Contents at the beginning of the proposal, which clearly outlines the content of each section.

**3. GENERAL INSTRUCTIONS FOR PROPOSERS.**

- a) All proposals must be submitted on the forms provided. All blank spaces may be filled in electronically and the form must be fully completed and signed prior to submission. All proposals must be formatted in the same sequence as this RFP. Any supporting documentation should be included after the required documents. All proposals by corporations must bear the



official seal of the corporation, if applicable, along with the signature of a duly authorized officer of the corporation.

b) All proposal envelopes must be sealed and bear the inscription: "PROPOSAL BELTRAMI COUNTY ADULT CORRECTION CENTER FOOD SERVICES" together with the name and address of the proposer. The proposal envelopes must be addressed to:

**Beltrami County Sheriff's Office**  
**Beltrami County Adult Corrections Center**  
**Attn: Calandra Allen**  
**626 Minnesota Ave NW**  
**Bemidji, MN 56601**

Hand delivered proposals should be delivered to Calandra Allen at the Beltrami County Sheriff's Office, **Beltrami County Adult Corrections Center; 626 Minnesota Ave NW; Bemidji, MN 56601**

- c) Proposers must submit one (1) complete hard copy of their proposal and one electronic copy on a Flash drive, all of which must be contained in the sealed envelope. The electronic copy must be searchable or in a format that allows the County to use a find feature to search the document to locate words, phrases, or sections.
- d) In the case of a variance between written words and figures, the amount(s) stated in written words will govern. In case of unit price difference from extended figure, the unit price will govern.
- e) All alterations or erasures must be crossed out and those corrections must be printed in ink or typewritten adjacent thereto. The corrections must be initialed in ink by each person signing the proposal.
- f) All proposals must comply with and not deviate from the provisions of the specifications and other proposal documents or such proposal may be rejected by the County.
- g) Modifications to the RFP, if any, will be made through the creation of an addendum that will be posted on the Beltrami County Website. Each addendum will be numbered and dated. If two or more addenda conflict, the most recent addendum will prevail. Any questions regarding addendum must be directed to the contact persons listed in this RFP.
- h) Any modification, insertion, omission, or change, except as caused by an addendum, made by any proposer to any material term contained in the proposal will be cause for the rejection of the proposal. Should any proposer wish to submit supporting data with the proposal, the proposer should make a statement on the bottom of the proposal that such amplifying material is a part of the proposal and attach it thereto.
- i) The County reserves the right to accept or reject any or all proposals, or any part of any proposal, and to waive any defects of technicalities or to advertise for new proposals where the acceptance, rejection, waiving or advertising of such would be in the best interests of the



County. The County also reserves the right to award in whole or in part, by item, group of items, or by section where such action serves the County's best interest.

- j) The proposer shall not be allowed to take advantage of any errors or omissions in the specifications. Where errors or omissions appear in the specifications, the proposer shall promptly notify the County of such error or omission. Inconsistencies in the specifications are to be reported before proposals are received, wherever found.
- k) Proposals received prior to the proposal due date and time will be kept secured and unopened. Proposals received after the due date will not be considered and will be returned to the proposer unopened.
- l) The County shall not physically release or return to the proposer any proposal for the purpose of modification, withdrawal, or any other purpose whatsoever.
- m) No responsibility will attach to the County for the premature opening of a proposal not properly addressed and identified. No proposer may withdraw a proposal within sixty (60) days after the actual date of the opening thereof.
- n) All proposals must be held firm until the contract has been awarded.
- o) The County is not responsible for locating or securing any information which is not identified in the proposal. Accordingly, to ensure that sufficient information is available, the proposer must furnish as a part of the proposal all descriptive material necessary for the County to determine whether the proposal offered meets the requirements of the proposed documents.
- p) After proposals have been received and opened, the County may schedule virtual or in-person interviews or proposal presentations with any or all proposers submitting a proposal as a part of the evaluation process to determine the most appropriate proposer to whom the contract should be awarded. The County will require the proposer to meet virtual or in-person at the Beltrami County Sheriff's Office in Bemidji, MN for the interview or to present their proposal.
- q) The successful proposer, upon completion of contract negotiations, will be required to execute a contract and return it to the County within fifteen (15) days after the contract forms have been mailed and/or emailed to successful proposer.
- r) The County intends as part of the final contract to include penalties, incentives, and/or holdbacks to ensure agreed upon services and service levels are maintained on a regular basis throughout the term of the contract.
- s) The County may make such investigations as it deems necessary to determine the ability of the successful proposer to furnish the services outlined herein. The successful proposer shall furnish to the County all such information and data for this purpose as the County may request. The successful proposer must supply, upon request, the name of all employees that will provide services to the County together with reasonable personal data requested, if any, regarding each employee. The County reserves the right to reject any proposal if the evidence submitted by, or



investigation of, such proposer fails to satisfy the County that such proposer is properly qualified to carry out the obligations of the contract or otherwise violates the County's policies.

- t) The County shall send written notice of award to the successful proposer.

#### 4. SCOPE OF SERVICES - REQUIREMENTS

This section describes services that will be required by the County under the contract for inmate food services. Each proposer must describe in a narrative response to this proposal how they will meet each requirement. Proposer literature may be provided in addition to the narrative response.

a) Service Requirements:

- i. The Proposer shall serve high quality, nutritious, well prepared, and tasteful meals at appropriate temperature at a reasonable cost. Meals for the Jail must meet or exceed MN Rules 2911 subparts 38, .39, .40, .41, .42, .43, .46 requirements. Meals should align with Minnesota Department of Health (MDH) regulations and the United States Department of Agriculture (USDA) nutrition guidelines for Americans and breakfast and lunch meals in the JSC/New Chance must comply with all state and federal regulations, including nutritional standards for school meals.
- ii. The Proposer shall develop and implement a written food service plan with clear objectives, policies, procedures, and a plan of evaluation of compliance.
- iii. The Proposer will provide a system for ordering meals in advance to ensure the proper number of meals are provided
- iv. The Proposer shall operate the food service program to meet and exceed the laws, rules, and regulations of all jurisdictional agencies and trade associations covering food preparation and service for correctional facilities, including but not limited to the Minnesota Department of Health (MDH), Minnesota Department of Corrections, and the National Commission on Correctional Health Care, as well as all federal, state, and local laws and regulations governing the food service industry.
- v. The Proposer shall provide the expertise, management, staff, and preparation skills for the consistent, timely service of meals, sanitary food management and supervision
- vi. The Proposer shall maintain all Material Safety Data Sheets (MSDS) and hazardous chemical inventory and chemical labeling system in compliance with MN Rule 2911.5450.

b) Staffing Requirements

- i. The Proposer shall provide one (1) full-time on-site Certified Food Service Manager.
- ii. The Proposer shall provide adequately experienced and trained full-time staff to provide competent services, along with sufficient back-up personnel.
- iii. All on-site staff shall be ServSafe certified by the National Food Safety Training Institute prior to the anticipated contract start date and shall remain ServSafe certified during the term of the contract. If on-site staff are not ServSafe certified, the Food Service manager must provide proof that staff are registered for the ServSafe classes.
- iv. The Proposer will submit one staffing plan with their proposal:



- a. staffing plan should include the utilization of inmate workers, including the number needed, with a back-up contingency for staffing provided by Proposer should the inmate workers not be available.
- v. The Proposer shall provide and ensure all staff receive annual training on safety, security, and proper food handling procedures.
- vi. The Proposer shall provide corrections-experienced registered dietician available for menu development and to ensure quality, nutritious meals are being served and in accordance with the requirements listed within this solicitation.
- vii. The Proposer shall provide and ensure all staff wear a uniform that properly identifies the staff member as a contract worker. The uniform must be clean and presentable each day.
- viii. The Proposer shall ensure all staff comply with the MDH Food Handlers regulations, which include but are not limited to: hygienic practices, handwashing, use of hair coverings and gloves, food separation, food storage, TB screening and annual testing, immunization policies, policies regarding sick employees and use of universal blood and body fluid precautions. Screening, testing, and immunizations shall be at no cost to the County.
- ix. The Proposer shall ensure all staff follow County security procedures and take direction from the designated County representative in an emergency.
- x. The Proposer shall ensure all staff shall comply with County's written policy and procedures relating to facility security.

c) Meal Requirements for Inmates

- i. The Proposer shall be responsible for providing food that is nutritionally balanced, well prepared, tasteful, and maintains proper temperature control. Nutritional value and recommended daily allowances will, at a minimum, conform to the MN Rules 2911 subparts .38, .39, .40, .41, .42, .43, .46 for the Jail and MN Rules 2960.0270 and 4626 as well as applicable state and federal regulations, including those surrounding school breakfast and lunches. Medical, food allergy, pregnant, religious diet requirements shall also conform to rules above. NO PORK PRODUCTS can be served due to religious and allergy requirements.
- ii. The Proposer shall provide and ensure that a minimum of two (2) of the three (3) meals provided per day will be HOT in the Jail.

d) Inmate Mealtime Schedules

- i. The Proposer must ensure that meals are served at times that comply with MN Rule 2911.4100 and are agreed upon by the Facility Administrators or designees.

e) Billing and Record Keeping

- i. The County shall pay for all meals ordered, whether consumed or not, provided that the meals are consistent with the agreed-upon menus.
- ii. The Proposer shall provide full and accurate records of meal counts in connection with food services provided for the Jail.
- iii. The Proposer understands that all invoices for food services must be invoiced directly to the jail.



f) Equipment

- i. County will provide the following capital assets necessary for the preparation and service of meals and shall retain ownership of the same upon termination of the Contract: walk-in coolers/refrigerators, walk-in freezers, hood vents, ventilation systems, stationary counters, booster water heaters, sinks, garbage disposal, faucets, and serving line counters/roller tray system. County agrees to maintain, repair, and replace the capital assets, as deemed necessary by the Facility Administrator, except if such equipment is disabled or damaged due to misuse or negligence by kitchen personnel the cost of repair or replacement will be responsibility of contracted vendor.
- ii. County will provide the following capital equipment necessary for the preparation and service of meals and shall retain ownership of the same upon termination of the Contract: reach-in coolers, tilt skillet, steamers, oven/ranges, convection ovens, mixers, kettles, steam wells, slicer, hose reels, mobile carts, shelving and dishwasher.
- iii. County shall provide and service kitchen equipment excluding Proposer employee's personal equipment such as hair coverings. If additional major equipment is required by Proposer, it shall be the responsibility of Proposer to notify the Facility Administrator of a need for major equipment (defined as one hundred dollars \$100.00 or more per piece). One-year notice is required for budgeting purposes.
- iv. Proposers shall state in their response any equipment that is necessary that is not listed in i. or ii. above or in Exhibit B - Full Inventory of Kitchen Equipment.
- v. The Proposer's staff will be responsible for the security and control of work tools, utensils, County issued keys and access cards. All tools, utensils, culinary equipment, and keys shall be kept in a locked area when not in use and in accordance with MN Rule 2911.5450. Recorded inventory control checks shall be documented daily to ensure the safeguarding and accounting of these items is accurate.
- vi. Key/card access control shall be the responsibility of the Proposer. The County may issue keys or access cards on an as-needed basis. Any key/access card that is lost, stolen, or broken shall be reported immediately to the County.

g) Contingency of Food Service

- i. Should the on-site jail kitchen be rendered unusable through unanticipated events including, but not limited to: fire, power outages, natural disaster, and actions taken as a result of health inspections, the Proposer shall provide the Facility Administrator or designee with an agreed upon food service procedure and menu to ensure the continuance of food service.

h) Deliveries of Food Products and Supplies

- i. The Proposer shall keep the loading dock free of obstructions and in a state of cleanliness that complies with state and local health related requirements.
- ii. The Proposer shall unload all deliveries for food services immediately after the delivery arrives to ensure food safety.
- iii. Proposer will be responsible for the inventory and ordering of food and food service supplies.
- iv. Proposer will provide all food.



- v. Proposer will provide, maintain, repair, and replace all food service supplies and equipment including but not limited to, dishes, trays, utensils, plastic wares, storage containers, knives, pots, pans, gloves, hair coverings.
- i) Housekeeping Services
  - i. The Proposer shall always maintain a neat and orderly operation.
  - ii. The Proposer shall keep, track, and provide upon request a documented cleaning schedule for all areas of the kitchen.
  - iii. The Proposer shall keep all perimeter kitchen doors closed and secure when not in use.
  - iv. The Proposer shall empty and wash all food delivery carts trays, cups, dishes, eating utensils, food preparation utensils, food delivery carts, and other equipment necessary for the food service operation after each meal.
- j) Permits, Licenses and Codes and Safety
  - i. Mandatory annual Fire Department, MDH, DOC inspections of the kitchen and other food preparation areas must comply with the rules and regulations of those agencies.
- k) Space/Property
  - i. The County will provide the Proposer with office space, facilities, office furniture, utilities (including local telephone service), sufficient to enable the Proposer to provide food services as required. Damages caused by the Proposer to the facility shall be immediately reported to Facility Administrators.
  - ii. All damages due to the Proposer's negligence or willful misconduct shall be replaced or repaired by the Proposer to Facility Administrator's satisfaction and at no cost to the County.
  - iii. The space and equipment used by the Proposer within the Jail shall not be used to prepare food for other agencies or persons other than those designated under this RFP without prior approval by the Facility Administrator or designee.
- l) Records and Reports
  - i. The Proposer shall keep and provide the County with the following documents upon request:
    - a. Menus
    - b. Number of meals served by meal, day, week, month, year
    - c. Refrigeration and freezer temperature check records
    - d. Dishwater temperature check records
    - e. Dry storage temperature checks
    - f. Inventory control records
    - g. Quality control checks; and
    - h. Photos of meals served upon request
  - ii. The Proposer must immediately report litigation and claims that are relevant to the Jail to the Jail Administrator.
  - iii. The Proposer must include litigation and claims history for last five years in their response to this RFP.
- m) Quality Control
  - i. The Proposer shall meet quarterly in-person or virtually with the Jail Administrator or designee and staff to discuss the quality of service and to ensure that the Proposer is



meeting their contractual obligations. The Proposer's Food Service Director or Regional Director and Kitchen Manager are required to attend these quarterly meetings.

n) Transition Plan

- i. Proposer shall submit a plan addressing the transition from the current food services vendor to Proposer's food services.
- ii. The transition plan must include an implementation schedule identifying tasks and resources required to transition to Proposer's food services. Full implementation of food services must begin on **June 1<sup>st</sup>, 2024**.

o) Optional Food Services

- i. Proposers may include information and costs for optional food services such as food and beverage provision for County office special events, optional meal service options for inmates (i.e. the ability for inmates to order pizza outside of regular mealtimes), optional meal service options for County staff (i.e. salad bar, meals outside of mealtimes for night shift), etc.

## **D. SPECIFIC PROPOSAL REQUIREMENTS**

Pursuant to Minnesota Statutes Section 13.591, the names of all proposers are public once the proposals are opened. All other information in the proposals shall not be disclosed until the County has successfully negotiated a contract with the successful proposer. Further, The County is not responsible for any costs incurred by the proposer to prepare or submit a proposal, participate in proposer interviews or presentations, or for any other costs to the proposer associated with responding to the RFP.

Vendor proposals should include the following sections (in this order) please title your proposal forms as follows:

### **1. Beltrami County's Proposal Form A (proposed services)**

Your proposal must include a completed copy for the Beltrami County Proposal for Professional Services of this proposal. This form must be completed in its entirety and signed by an executive of your organization with the authorization to enter into a contract with Beltrami County.

### **2. Beltrami County's Proposal Form B (general information)**

Your proposal must include a completed copy for the Beltrami County Proposal of Proposer Information.

### **3. Beltrami County's Proposal Form C (references)**

Your proposal must include a completed copy for the Beltrami County Proposal of Proposer References. Submit references with preference to government entities similar in size and operation to County.

### **4. Beltrami County's Proposal Form D (cost proposal)**

Your proposal must include a completed copy for the Beltrami County Proposal for Cost Proposal of this proposal. Your cost proposal should include all items that pertain to the scope of services as described in this RFP. Proposers should provide costs for all required services including any discounts, costs, and fees



required to satisfy the requirements of this RFP. Pricing variations or options may be documented in the comment sections. Proposal Form D – Cost Proposal must be used to provide any costs related to providing inmate food services and be used to provide costs for optional or other non-required services.

## 5. Beltrami County's Proposal Form E (non-collusion)

Your proposal must include a completed copy for the Beltrami County Proposal for Non-Collusion Conflict of Interest Statement.

## 6. Beltrami County's Proposal Form F (trade secret)

Your proposal must include a completed copy for the Beltrami County Proposal for Trade Secret Information.

## 7. Beltrami County's Proposal Form G (contract)

Your proposal must include a completed copy for the Beltrami County Proposal for Contract.

The Successful Proposer will be required to enter into a Contract with the County. Introduction and Statement of Qualifications

Proposers should include a section in their proposal that provides information regarding your company, your food services, your licensures, and other pertinent information that would aid the County in evaluating your capabilities. This section should address the following:

- A restatement of the services required to demonstrate the proposer understands the RFP
- Experience with other correctional facilities of a similar size
- Information about your inmate food services
- Experience in the inmate food service field
- Employees within the proposer's company that will provide food services, including professional resumes; and
- Other pertinent information that would demonstrate your qualifications to perform inmate food services.

## 8. Narrative Response to the Proposal

In addition to completing the detailed proposal documents that are included with this RFP, the vendor should provide a narrative section of their proposal that addresses their approach to providing the services outlined for the scope of services and requirements. The narrative response should be completed in the order the requirements are listed in the RFP.

The aforementioned proposal forms are referenced in the RFP and MUST be completed and included with your proposal response.



## **E. PROPOSAL EVALUATION CRITERIA**

Evaluation - The award will be based on, but not limited to, the following factors:

1. The experience and other qualifications of the proposer and its team in the ability to serve high quality food, nutritious, well-prepared, and tasteful food that is served at the proper temperature at a reasonable cost in accordance with state laws and regulations. There is a preference for services that have been implemented in facilities of similar size and operation of Beltrami County.
2. The ability of the proposer to satisfy the inmate food services requirements outlined in this RFP.
3. The ability of the proposer to operate facility food services at full staffing and use only licensed, certified, or professionally trained personnel.
4. The ability of the proposer to operate food services in a cost-effective manner with full reporting and accountability to the Facility Administrator.
5. References from persons knowledgeable of the proposer's ability to fulfill the terms of the contract.
6. Completeness of the transition plan and ability to implement inmate food services on or before **June 1<sup>st</sup>, 2024**.
7. Litigation and claims history for last five years.
8. Financial stability and years in business.

## **F. EXHIBITS**

The following exhibit is included to provide proposers with additional background and clarification on Beltrami County's operations.

- Exhibit A – Full Inventory of Kitchen Equipment



## **EXHIBIT A (1 OF 2)**

### **CURRENT FULL EQUIPMENT LIST**

Walk in Refrigerator

Walk in Freezer

3 Door Refrigerator

3 Door Freezer

4 Well Steam Table

Convection Oven- Double

Proofer/ Holding Combination

Tilt Skillet 40 Gal.

Steam Jacket Kettle 40 Gal

2- Four Burner Stoves

Microwave

Mixer 20 Qt.

Hot Water Machine

#### **FOODSERVICE EQUIPMENT SCHEDULE**

ITEM #	QTY	DESCRIPTION
	6	CONVENIENCE RECEPTACLE
1	2	HIGH DENSITY SHELVING
2	5	DRY STORAGE SHELVING
3	3	PAN STORAGE SHELVING
4	1	WALK-IN REFRIGERATOR/FREEZER COMPLEX
5A	1	RACKED REFRIGERATION SYSTEM
5B	2	FREEZER SYSTEM COIL
5C	2	REFRIGERATION SYSTEM COIL
6	1	OPEN NUMBER
7	4	DUNNAGE RACK
8	16	REFRIGERATOR/FREEZER SHELVING
9	4	MOBILE TRASH BIN
10	1	OPEN NUMBER
11	1	OPEN NUMBER
12	1	WORKCOUNTER W/SINKS
13	2	DISPOSER W/OFFSET CHUTE
14	2	SPRAY RINSE
15	1	WALL SHELF
16	1	FOOD PROCESSOR



## **EXHIBIT A (2 OF 2)**

### **FOODSERVICE EQUIPMENT SCHEDULE**

ITEM #	QTY	DESCRIPTION
17	1	MOBILE EQUIPMENT STAND
18	1	20 QUART MIXER
19-24	1	OPEN NUMBER
25	4	HAND SINK
26	1	20 QUART MIXER W/STAND
27	1	WORKCOUNTER W/SINK
28	2	INGREDIENT BIN
29	1	DIVIDER ROUNDER
30-32	1	OPEN NUMBER
33	1	MOBILE PROOFING CABINET
34	1	MOBILE WARMING CABINET
35	1	EXHAUST HOOD (TYPE I)
36	1	STAINLESS STEEL WALL PANEL
37	1	FIRE PROTECTION SYSTEM
38	1	EXHAUST HOOD CONTROL PANEL - VARIABLE VOLUME
39	1	CONVECTION OVEN, 2-SEC.
40	1	OPEN NUMBER
41	1	STAINLESS STEEL WALL TRIM AND CAP
42	1	CONVECTION OVEN, 2-SEC.

### **FOODSERVICE EQUIPMENT SCHEDULE**

ITEM #	QTY	DESCRIPTION
43	1	RANGE W/OVEN
44	1	RANGE W/OVEN
45A	1	FLOOR TROUGH
45B	1	FLOOR TROUGH
46	1	TLTING FRY PAN, 40 GALLON
47	1	40 GALLON SHORT KETTLE
48	1	HOT WATER DISPENSER W/ SHELF
49	1	KNIFE SECURITY CABINET
50-59	1	OPEN NUMBER
60	1	WORKCOUNTER W/SINK & OVERSHELVES
61	1	HOT FOOD WELL, 4-WELL
62	6	TRAY DELIVERY CART
63	1	SOILED DISHTABLE
64	1	CONDENSATE HOOD (TYPE II)
65	1	DISHMACHINE W/BOOSTER HEATER
66	1	FLOOR TROUGH
67	1	EYE/FACE WASH STATION
68	1	HOSE REEL
69	1	CLEAN DISHTABLE
70	1	OPEN NUMBER

ITEM #	QTY	DESCRIPTION
71	1	OPEN NUMBER
72	4	DRYING RACK
73	1	DETERGENT SHELVING
74	1	UTILITY SHELF W/MOP HANGER
75	1	POT & PAN SINK
76	1	DISPOSER W/OFFSET CHUTE
77	1	SPRAY RINSE
78	1	UTILITY CART

