

Request for Proposals
Request for Proposal # 0001-03-2023

To Provide

Comprehensive Food Services

For the

Western Tidewater Regional Jail

Issued: March 10, 2023

Pre-proposal Conference: March 24, 2023 at 10:00 am
Western Tidewater Regional Jail
2402 Godwin Blvd
Suffolk, Virginia 23434

Response Deadline: April 28, 2023 at 3:00 pm
Western Tidewater Regional Jail
2402 Godwin Blvd
Suffolk, Virginia 23434

Attendance at the Pre-proposal Conference is not mandatory but strongly recommended. This is the Proposer's opportunity to ask questions and to tour the facility. Please call Mrs. Dickens at (757) 942-0527 if you plan to attend the conference.

If you receive a copy of this Request for Proposal from a source other than the Issuing office, through eVA or Demandstar by Onvia, or Western Tidewater Regional Jail's website please contact the Issuing office and provide your name, address, telephone number and the RFP Number. You will be added as a Vendor of record and will receive any addenda to this RFP.

For help in downloading bids and RFP's from Demandstar/Onvia call (866)273-1863 or email support@demandstar.com. For help in downloading bids and RFP's from eVA, contact eVA Customer Care at (866)289-7367 or (804)371-2525 or email eVACustomerCare@DGS.Virginia.gov. The RFP will also be posted on Western Tidewater Regional Jail's website, www.wtrj.org, under the Procurement tab.

REQUEST FOR PROPOSALS: TO PROVIDE COMPREHENSIVE FOOD SERVICES FOR THE WESTERN TIDEWATER REGIONAL JAIL

Request Issue Date: March 10, 2023

Background:

The Western Tidewater Regional Jail is located in Suffolk, Virginia. It is a regional facility, which began operations in 1992. The current average daily population of inmates is 602. Approximately 178 Regional Jail and contractor employees staff the facility, including medical, food service and maintenance personnel. All inmates come from the member Cities/County. The inmates consist of male and female adults with the following statuses: pre-trial, post-trial, and convicted and waiting transfer to state/federal institutions. The facility has a stated operational capacity of 1,070 inmates. There are presently no plans for expansion of the facility. The Regional Jail reserves the right to admit federal inmates and inmates from any other jurisdictions. The building is approximately 150,000 square feet under roof.

Issuer: Western Tidewater Regional Jail Authority

Scope of Services:

Comprehensive Food Services

The Regional Jail was designed with the intent that inmates would eat in the dayroom area of their housing pod. Certain inmates, such as those in administrative or disciplinary segregation, may be required to eat in their cells. Food is prepared in bulk and pre-portioned onto individual trays in the central food services area (i.e., kitchen). The trays are transported by cart to each housing pod for distribution on a scheduled basis. At the conclusion of the meal service, the food trays are gathered back onto the carts and returned to the central food services area for cleaning. The facility's food services operation encompasses five interrelated functions: food storage, food preparation, meal tray assembly, meal distribution, and dish washing. All of these functions are coordinated and carried out from the central food services area in the facility.

The central food services area is 3,250 square feet and has separate areas for cooking, vegetable preparation, meat preparation, baking, and assembling meal trays. An area is provided for washing meal trays, utensils, pots and pans, and tray carts. Separate food storage areas are provided for dry storage, refrigerated storage, and freezer storage. As well as an office for the food service manager. A staff dining and serving area, the Officers' Dining Room (ODR), is also provided across from the central food services area.

The central food services area comes substantially equipped. A listing of the food service equipment located in the kitchen and ODR is attached (See attached spreadsheet labeled kitchen equipment). The Vendor is responsible for providing any and all additional equipment and supplies beyond those furnished initially by the Regional Jail.

This contract is to provide for food services that meet the needs of the Regional Jail and are cost effective. One 4-week menu is for our standard inmate meal with 2,700 calories which is currently in use. The menu needs to provide the portion sizes as well as the Nutritional values for the meals. Vendors are asked to provide a per meal price (see Attachment A: Price Scheduling)

Vendors are also invited to submit variations from the specific requirements of this RFP, particularly menus that would reduce the labor required to produce meals daily provided that the general level and quality of services are maintained.

Any variations from the specific requirements of the RFP shall be clearly identified and listed on a separate addendum to the proposal.

Vendors will be expected to provide the following services as part of the food service program:

1. Inmate Food Requirements:

- a. The Vendor shall provide three (3) meals per day (with at least two (2) being hot), seven (7) days per week, together with sack lunches of comparable nutritional value, as required by the Regional Jail. The Regional Jail reserves the right to change the requirement for meals to equal the requirements stated in ACA Standard 4-ALDF-4A-18 should the regional jail get ACA certified.
- b. The Vendor shall furnish all labor (other than inmate labor), food items, materials and supplies. Meals are to be prepared and served under staff supervision. Meals are picked up by jail staff and designated inmates and delivered to the housing units for consumption. The food services shall meet all applicable federal, state and local laws and regulations, and shall comply with the food services standards of the Virginia Department of Corrections, the American Correctional Association if applicable and the National Commission on Correctional Health Care.
- c. The current inmate meal schedule established by the Regional Jail is as follows:

Breakfast	approx. 0430 (typically cold)
Lunch	approx. 1100 (typically hot)
Dinner	approx. 1600 (typically hot)

The Regional Jail reserves the right to change the inmate meal schedule at its discretion.

- d. All menus and special diets must meet or exceed the standards for adult holding and detention facilities. All menus must be approved prior to service by a registered dietitian. All meals served will meet or exceed the current Dietary Reference Intake (DRI) requirements for adult males and females as established by the Food and Nutrition Board of the Institute of Medicine, National Academy of Sciences and will provide an average weekly caloric intake of 2,700 calories per day, in addition to all required nutrients (DOC Standard 6VAC15-40-550) and should include adequate levels of protein, vitamin A, C, calcium and iron. and will provide an average weekly caloric intake of 2,700 calories per day, in addition to all required nutrients (DOC Standard 6VAC15-40-550). The facilities dietary allowances are to be reviewed at least annually by a qualified nutritionist or dietician to ensure that they meet the nationally recommended allowances for basic nutrition. Menu evaluations are to be conducted at least quarterly by food service supervisory staff to verify adherence to the established basic daily servings. Sample inmate menus for four weeks are included in attachments to this RFP (see Attachment B: Sample Inmate Menu 4 weeks).

- e. The vendor shall supply bag lunches for inmates that are at court during lunch. The vendor shall also supply bag meals for inmates arriving in the facility after the scheduled meal delivery. A bag meal will meet the general nutritional guidelines of the meal it replaces and currently consists of two (2) sandwiches, one (1) fruit, dessert, chips and a drink.
- f. The vendor shall supply food supplements as ordered by the Medical Director.
- g. The Vendor must provide with the proposal a four-week menu, complete with nutritional analysis. The Vendor must provide the menu upon which the cost of service is calculated together with the "as served" portion sizes of each menu item.
- h. The Vendor shall warrant that all meals will be served at appropriate temperatures and in a manner that makes them palatable and visibly pleasing complete with condiments (dressing, sugar, salt, pepper, ketchup, or mustard, etc. where indicated).
- i. The Vendor shall provide, at no additional cost, religious and medical diets conforming to special religious or physician-ordered specifications (DOC Standard 6VAC15-40-550). Certain medical diets require a P.M. snack and are to be included in the meal price quoted. The Vendor will submit with the proposal a sample of the corrections diet handbook or a schedule of a sample four-week menu to be served inmates on restricted diets.
- j. The Vendor shall include in the proposal policies for serving special meals (spirit lifters) on holidays. Proposed menus and holidays to be included shall be identified. All such meals will be provided at contract rates. A minimum of five (5) spirit lifter meals shall be provided annually, including the Easter, Thanksgiving, Christmas, and New Year holiday periods and one (1) meal to be scheduled at the discretion of the Regional Jail.

2. Officers' Dining Room (ODR):

- a. The Vendor shall be responsible for providing meals to staff in the Officers' Dining Room adjacent to the kitchen. The ODR operates seven (7) days per week. The hours of operation are as follows: Lunch 1100 to 1330
Dinner pre-plated meals mutually agreeable and currently set at twenty-five (25)
- b. The Regional Jail reserves the right to change the ODR hours of operation. Any change in the hours of operation must be approved by the Superintendent in advance of the change.
- c. The food shall be high quality and served in a self-serve format. Portion guidelines are generally self-monitored and adhered to. A sign in sheet is required daily for those guests dining in the ODR. The lunch meal shall include at least two entree' choices with hot vegetables; salad bar with fruits, salad items and dressings; bread; dessert; and beverages. The Vendor shall submit a sample four-week menu for the ODR as part of the proposal.
- d. Staff meals are charged at the same rate as the inmate meals and added to the weekly meal count sheets to effect the scale point charged.
- e. The Regional Jail requires an ODR renovation to include a new steam table and requests prospective vendors to submit ideas and/or enhancement options at no additional cost.

3. Additional Services:

- a. As part of the contract the Vendor will be asked to provide catered meals for special occasions. These special occasion meals may include but are not limited to the Monthly Board Meeting Breakfasts, Annual Service Awards Luncheon, Annual Volunteer Appreciation Breakfast, Annual United Way Breakfast, GED Graduation, and Annual Employee Christmas Party. The menus and per person price shall be determined prior to the event.

4. Pricing and Invoicing:

- a. The price per meal charged shall be determined by taking the actual meals served for inmates and staff each day, added for the week and divided by 21 to determine the scale point price to charge.
- b. The Vendor shall keep full and accurate records of sales and meal count records in connection with the food services. A copy of said record shall be supplied to the Regional Jail on a weekly basis on the first working day of the subsequent week. In addition, all such records shall be available for auditing by the Regional Jail or its agents at any time during regular working hours.
- c. The Vendor shall submit to the Regional Jail at the beginning of each week, covering the preceding week, an invoice for meals served. A report showing the number of meals issued by day and mealtime must be submitted with the invoice. The price per meal charged to the Regional Jail shall be stated in the proposal and shall be guaranteed for meals through the first 12 months of the contract at which time a Consumer Price Index (CPI) increase may be requested and mutually agreed to using the Food Away From Home index as a guideline for such request.

5. Staff Requirements

The Vendor shall provide a staff of employees on site. The current staffing level is one (1) full-time Food Services Manager, four (4) full-time Food Service Supervisors and two part time Supervisors. The Regional Jail shall reduce the monthly payments to the Contractor for any and all vacant time for the salary manager staff position. The Regional Jail does not currently have a licensed dietician on site. Vendors may submit proposals which include a licensed dietician on site as long as this is noted as a variation to the proposal on an attached addendum.

The Regional Jail and the Food Services contractor shall agree to a minimum staffing requirement prior to the award of the contract. The staffing schedule shall be a contractual minimum requirement only. It is the Regional Jail's expectation and requirement that the contractor shall provide sufficient staffing to provide the level of services needed for the inmate population at all times.

- a. Inmates will be provided as required by the vendor, subject to the approval of the Regional Jail. The Vendor will provide an organizational chart and job descriptions for all professional and inmate staff with the proposal including the number of inmates required per shift. Such inmate personnel shall be used for the preparation of food, delivery of meals, and general sanitation and cleaning. The Vendor shall train and supervise such personnel, subject to the overall control of the Regional Jail.

- b. The Vendor must have experience in the supervision and control of inmate labor. The Vendor shall provide internal security and inventory of products and equipment, particularly sharp instruments, which may be available to inmates.
- c. All proposals must clearly detail the proposed use of inmate workers as part of the Vendor's food service proposal. Included in this section shall be a detailed explanation of the method of supervision, performance review, job description and overall approach to working with Regional Jail inmates.
- d. Training in food service delivery and management shall be provided to inmate workers by the Vendor. The proposal shall outline what this training will entail as part of the Vendor's overall vocational training program.
- e. Inmates are not permitted to supervise other inmates.

6. Federal and/or State Commodities:

- a. The Vendor shall include with the proposal a plan to incorporate free federal and/or state commodities, which shall be used to offset price per meal for the contract period. Said commodities value shall be equal to fair market wholesale value. Said offsetting price commodities shall be declared to the Regional Jail on a monthly basis. Declaration shall include type of commodity, amount of commodity by weight or volume, wholesale price per unit, and total wholesale value.
- b. Vendor shall make the fullest use of the USDA donated commodities when they are available, wholesome, and appropriate for menu purposes. The Vendor reserves the right to refuse acceptance of any such commodities that are contaminated or in excessive amounts. The utilization/control of USDA donated commodities are subject to the following requirements:
 - i. The Vendor will properly handle, store, and prepare all commodities.
 - ii. A weekly inventory shall be taken of all commodities by the Vendor. The report shall include for each USDA donated commodity, the commodities on hand at the beginning of the week, the quantity used, the quantity lost due to spoilage, theft, or shrinkage, and the balance at the end of the week.
 - iii. Commodities received will be used solely for the benefit of the inmates.
 - iv. The Vendor shall credit to the Regional Jail's invoice, the fair market value of each commodity item used for the period, deducting the shipping and handling charges actually incurred.

7. Equipment and supplies:

- a. The Vendor shall provide all consumable supplies and food products that are required for food service operation. These supplies and food products shall remain the property of the Vendor. Kitchen cleaning and maintenance supplies shall be provided by the Vendor.
- b. The Vendor shall be responsible for routine cleaning and housekeeping of food service preparation, service, and storage area and must, on a continuing basis, maintain standards of

sanitation required by state, local, and DOC policies and regulations. The Vendor will participate in the Regional Jail recycling program as required. The Regional Jail will be responsible for removal of trash and garbage.

- c. The Vendor shall be responsible for maintaining and replacing all worn or damaged insulated trays as needed. Replacement trays must be compatible with existing trays and stackable. One of the current vendors is Design Specialty, item T-240 insulated tray. Proof of purchase of the required replacement trays will be required.
- d. The inventory of small wares will also be maintained by the vendor. Smallwares shall include all cookware, bakeware, small food preparation equipment and utensils not included in the attached equipment list.
- e. The Vendor shall return to the Regional Jail, at the expiration of this contract, the food service premises and all equipment (see Attachment C: Kitchen Equipment) furnished by the Regional Jail in the condition in which it was received by the Vendor at the start of the contract, except for ordinary wear and tear.
- f. The Regional Jail will pay for needed repairs or replacements, at its discretion, when the damages are caused by normal wear and tear to its equipment. The Regional Jail may, at its discretion, require the Food Services Vendor to repair, at the Vendor's expense, any damage to existing utilities, equipment or finished surfaces which is caused by abuse and is a direct result of the failure of the Vendor's staff to follow Regional Jail Policies and Procedures. The determination of abuse shall be made by the Regional Jail Superintendent with input from Jail staff, kitchen staff and the Vendor performing the repairs. The Vendor shall include \$5,000 per year in the contract for equipment damages.
- g. The facilities and equipment used in the contract shall not be used to prepare food for agencies or persons other than those designated under the proposal without advance written approval of the Regional Jail.

8. Inspections:

- a. Facility inspections shall be made by the Regional Jail when deemed necessary, with or without advance notice to the Vendor.
- b. Inspections of kitchen facilities by such organizations as the City and State health agencies, the Virginia Department of Corrections, NCCHC, U.S. Marshals Service and any other inspections conducted by an outside organization must achieve satisfactory ratings.

9. The Vendor shall develop a Plan of Operations which includes:

- a. The procedures to be used for safety, sanitation, and security training for both inmate and civilian labor;
- b. The method and schedule for the delivery of meals to inmates and staff;
- c. Quality control methods and standards; and

- d. A statement of nutritional adequacy prepared by a registered dietitian.
10. Daily Processing of Complaints - Food service complaints from inmates must be processed at least as follows:
- a. Food service trained personnel shall act upon all requests entered in the Tablet Request System in the allotted time assigned.
 - b. The responsible food service director shall determine the appropriate mechanism to be utilized for specific categories of requests.
 - c. The selected Vendor shall agree to abide by and follow the rules and time requirements of the Inmate Grievance Procedure at the Regional Jail. This procedure is in accordance with the Civil Rights for Institutionalized Persons Act, 42 USC 1997 and Section 3.7 of the Virginia Standards for Local Jails and Lockups.

General Requirements:

1. All contract employees must meet the Regional Jail's security clearance requirements. All employees of the contracting firm who will work in the jail must be cleared in advance by the Regional Jail. All employees must comply with the Regional Jail's written policy and procedures relating to facility security. Vendor's employees must wear Vendor-provided uniforms. ID badges provided by the Regional Jail must be worn at all times.
2. All contract employees assigned to duty at the jail shall submit to a periodic health examination at least as frequently and as stringently as required by law. The Vendor shall submit satisfactory evidence of compliance with all health regulations to the Regional Jail upon request.
3. The Regional Jail may require the Vendor to immediately remove any of its employees from the jail premises for any reason sufficient to the Regional Jail. The responsibility for making such removals will be assumed by the Vendor.
4. The Vendor is responsible for the reporting and payment of all sales, use, excise, business, and income taxes applicable to the food services operations.
5. The Vendor is responsible for securing and paying all federal, state and local licenses, permits and fees required for the operation of the food services provided hereunder. All permits and licenses must be in full force and effect for the duration of the contract and the vendor must remain in compliance with the terms and conditions of all permits and licenses. The Regional Jail pays for the annual health inspection by the Suffolk Health Department.
6. Vendor will verify, in writing, that it has not received any citations, notices or other correspondence relating to any violations or potential violations under any current permits. The vendor shall give the Regional Jail notice of any action which jeopardizes the continued validity of any permit or license within five days of such action.
7. The Regional Jail will provide reasonable facility access to the Vendor. The Regional Jail will provide heat, lights, ventilation, and local telephone service for business use.

8. The Vendor's staff is required to receive eight (8) hours of orientation/PREA security in-service training by the Regional Jail Security staff upon hiring.
9. The Regional Jail, its agents and employees, shall not be liable to the Vendor for any damage to Vendor's property while on the Regional Jail premises or for food spoilage caused by any interruption or cessation of heat, air conditioning, equipment and/or utility service. The Regional Jail cannot be held responsible for any losses that may occur as a result of vandalism, riot, forcible entry or any other reason.
10. Subject to the provisions stated in this RFP, the Vendor's quality of work, hours of operation, delivery schedules, and all other phases of operation will be subject to the review and approval of the Regional Jail at all times.
11. The Regional Jail will have the right to send representatives into areas assigned for the Vendor's use at any time for maintenance, inspection, or other purposes.
12. The Regional Jail reserves the right to inspect the books and records of the Vendor at any reasonable time during normal business hours.

Vendor Qualifications:

To be considered for award of this contract, the Vendor must meet the following minimum qualifications:

1. Have at least five (5) years experience with food service operations in a correctional institution, serving at least four thousand (4,000) meals per day;
2. Provide a list of all Corrections food service contracts held during the past five (5) years;
3. Provide a copy of a current certified financial report of the company;
4. Provide resumes of the food service manager and district manager, both showing at least three (3) years of experience in facilities comparable to the Western Tidewater Regional Jail in size and complexity.
5. Provide a description of the corporate-level support staff available, trained, and experienced in correctional food service operations.

Inquiries:

Questions may be directed to Marissa Dickens via email only at dickensm@wtrj.org no later than 10 working days after the pre bid conference has been held. Any written correspondence, other than the proposal submission, should be sent to the Western Tidewater Regional Jail at 2402 Godwin Blvd, Suffolk, VA, 23434 to the attention of Marissa Dickens.

Pre-Proposal Conference:

All interested vendors are strongly encouraged to attend a pre-proposal conference on March 24, 2023 at 10:00 am local time at the Western Tidewater Regional Jail. This will be an opportunity to

ask questions and request additional information. All prospective vendors are required to visit and examine the facility as a precondition to submitting a proposal. Tours of the facility will be provided at the Pre-proposal conference.

Response Deadline:

All responses must be in a sealed envelope or package and clearly marked: “bid number 0001-03-2023 Sealed Response – Comprehensive Food Services– Western Tidewater Regional Jail.” All responses must be received no later than April 28, 2023 by 3:00 p.m., local time.

Proposal Submission:

In order to be considered for selection, respondents must submit a complete signed response to this RFP. Five (5) copies of each response must be submitted to the address below.

Submit Proposals to:

Western Tidewater Regional Jail
Front Lobby (only)
2402 Godwin Blvd
Suffolk, VA, 23434

Fax and email RFP responses will not be accepted.

It is the responsibility of the Proposer to ensure that the RFP document is delivered within the proper timeframe to the correct location. RFP’s received after the specified date and time will not be considered.

The Proposer submits the following Proposal for Food Services to The Western Tidewater Regional Jail in accordance with the Specifications, Terms and Conditions of this RFP and at the prices set forth herein.

Proposals shall be made and submitted in the format provided by The Regional Jail. In addition to the RFP requirements, any additional information the Vendor feels appropriate may be added as an addendum to the RFP.

Submission of a signed Proposal in response to this solicitation implies that you or a representative from your company, has inspected the areas at the location indicated and have satisfied yourselves as to the existing and probable conditions under which you will be obligated to perform your work or services.

Proposal must address each item listed in the Scope of Service section of this document.

Proposal must reflect a live signature in ink by a person or officer authorized to bind the Vendor to the Request for Proposal.

Each proposal should be prepared simply and economically, providing a straightforward and concise description of the Vendor’s approach and ability to meet the Regional Jail’s needs, as stated in this RFP.

Each offeror will be responsible for all costs and expenses incurred in preparation of his/her proposal, and in no event will the Regional Jail be responsible or liable for any costs or expenses due.

The Regional Jail advises that all Proposals submitted under this RFP will become the property of The Regional Jail and will not be returned. However, if any portion of the Proposal is marked “proprietary” or “confidential” and is clearly noted, this portion may be returned to the Vendor after award of contract, if requested.

Proposal Format:

Vendors must submit a response in the form of a proposal, which includes the following sections:

1. Signed Request for Proposal Form
2. A Transmittal Letter

This letter is to be a brief letter, addressed to the Regional Jail Superintendent, which provides the following information:

- a. Name and address of the vendor;
- b. Name, title and telephone number of the contact person for the vendor;
- c. A statement that the proposal is in response to this RFP; and
- d. The signature, typed name and title of the individual who is authorized to commit the vendor to the proposal.

3. Technical Proposal

This portion of the proposal must address each item listed below:

- a. Introduction
- b. Company Profile
 - 1) Date organized to provide food service in institutional and correctional facilities.
 - 2) Corporate background and depth of support, i.e. number of employees, number of years doing business.
 - 3) Describe current contracts or business with other correctional food service, i.e. client, date of original contract, type/size, and services provided.
 - 4) Facilities currently accredited by State or Federal Accreditation Board, i.e. name of facility, accrediting agency.
- c. Company achievements in providing correctional food services.
 - 1) Corporate office organizational structure.
 - 2) Include resume and qualifications for key personnel

- 3) Five references with addresses and phone contacts.
- d. A certificate of insurance meeting the requirements listed (see Attachment D)
- e. Operational Requirements. All proposals must clearly define:

Food Services:

- 1) Plan of Operations:
 - a) Procedures for meal delivery to the inmates and staff;
 - b) Quality and inventory control methods and standards;
 - c) Procedures for providing safe, sanitary, and secure food service management, including supervision and control of inmate labor and internal security of products and equipment available to inmates; and
 - d) Statement of nutritional adequacy prepared by a registered dietitian.
- 2) Procedures for dealing with inmate/staff complaints about food and minimizing the potential for inmate litigation;
- 3) Proposed policies for serving special meals (spirit lifters) on holidays including proposed menus;
- 4) A sample four-week menu for the ODR;
- 5) Plan for the use of USDA commodities;
- 6) Specifications that will be adhered to for all food products;
- 7) Minimum proposed staffing level;
- 8) A plan for the proposed use of inmate workers including a detailed explanation of method of supervision, performance review, job descriptions and overall approach to working with inmates;
- 9) Outline of the training for inmate workers;
- 10) A clear statement of all prices and costs to specifically include: cost per meal for inmate meals, cost per meal for staff meals. The per meal cost shall be based on the four-week menus of standard inmate meals included in the RFP.
- 11) Proposed alternate menus may be included as a separate addendum to the proposal and must include the complete menu upon which the cost of service is calculated together with the "as served" portion sizes and nutritional values of each menu item;
- 12) Procedures for weekly billing and weekly inventory of food supplies; and

13) Plans for a smooth transition of services from the current vendor if required.

Basis for Selection:

The selection of a proposal shall be in the sole discretion of the Regional Jail. Selection shall be based on the evaluation of all the information the Regional Jail may request. The Regional Jail reserves the right to accept or reject any or all proposals and to waive any informality. The criteria used for selection will include the following:

1. The extent to which the proposed services meet the requirements as specified in the RFP.
2. The extent to which the Vendor meets all other requirements of the RFP.
3. Price.
4. The Vendor's qualifications, expertise and experience in providing the required services.
5. Any other pertinent criteria as determined by the Regional Jail Superintendent.

Contract Terms:

1. The Request for Proposal, amendments to the RFP, and purchase orders issued by the Regional Jail will constitute the contract. If there are any differences in the provisions contained in the RFP and those in the written proposal, all provisions contained in the RFP shall be mandatory as stated. The RFP provisions will apply unless the Regional Jail, at its option, selects the provisions of the written proposal.
2. The term of the contract shall be for the three (3) year period from July 1, 2023 to June 30, 2026. The contract may be renewed for four (4) additional one-year periods if mutually agreed to by both parties, in writing, at least 120 days prior to the end of the contract period.

Additional RFP Requirements:

1. Failure to submit all information requested may result in the rejection of the proposal.
2. Each offeror will fully inform him/herself of all terms, conditions, and limitations described in this RFP.
3. Each offeror will be responsible for all costs and expenses incurred in preparation of his/her proposal, and in no event will the Regional Jail be responsible or liable for any costs or expenses due.
4. The Regional Jail may request an offeror to furnish such supplementary information as is sufficient, in the sole opinion of the Regional Jail, to assure that the offeror's competence, business organization and financial resources are adequate to successfully perform the contemplated work.
5. The Regional Jail specifically reserves the right to negotiate with one or more of the offeror's in order to arrive at a final selection.

6. The Regional Jail reserves the right to award by item, groups of items, or total proposal; to cancel the RFP and reject any and all proposals in whole or in part, and to waive informalities in proposals if it is determined to be in the best interest of the Jail.
7. Vendor must have in their possession all special tools required to perform the service required by this contract.
8. All materials used as part of this contract shall be new and shall be completely designed and manufactured to meet the quality standards and tolerances recommended by the original equipment manufacturer.
9. The apparent silence of these specifications and any supplemental specification as to any detail or the omission from the specification as a detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail and only material of the highest quality and correct type, size and design are to be used. All interpretations of these specifications shall be made on the basis of this statement.

Terms and Conditions:

Performance Bond:

A performance bond in the amount of the annual contract will be required from the successful Vendor within 10 days of contract approval.

General Requirements:

An authorized representative of the company shall sign the Request for Proposal Form. All information requested should be submitted. Failure to submit all information requested, may result in the Western Tidewater Regional Jail requiring prompt submission of missing information. Proposals that are substantially incomplete or lack key information may be rejected by WTRJ. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.

It will be the sole responsibility of the vendor to ensure by whatever means, that all property and personnel will be protected from damage and injury. Any damage or injuries will be at the expense of the vendor.

The Superintendent of The Regional Jail or his designee constitutes the only persons authorized to enter into an agreement between the parties with respect to the subject matter. Any representations, affirmation of fact, acceptance of offering, prior negotiation, incorporated herein shall not be binding on The Regional Jail.

Antidiscrimination:

Every contract in excess of Ten Thousand Dollars (\$10,000.00) which may be executed with the bidder shall include the following provisions:

During the performance of this contract, the bidder agrees:

- That the bidder will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, except where religion, sex or

national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The bidder agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

- The bidder, in all solicitations or advertisements for employees placed by or on behalf of the bidder, will state that such bidder is an equal opportunity employer.
- Notices, advertisements and solicitations placed in accordance with Federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

Brand Name “or equal”:

Specifying a brand name make or models is for the purpose of establishing a grade or quality of material only. However, the Regional Jail reserves the right to request, test, approve or reject for use any “equal” item submitted as part of this RFP. Proposers must list all deviations from the listed specifications. In submitting proposals on a commodity other than as specified, proposer shall furnish complete data and identification with respect to the alternate commodity they propose to furnish. Failure to furnish required information may result in rejection of the proposal.

The determination of equal products will be made solely by the Regional Jail.

Consideration will be given to bids submitted on alternate commodities to the extent that such action is deemed to serve the best interests of the Regional Jail. If the bidder does not indicate that the commodity, he proposes to furnish is other than specified, it will be construed to mean that the bidder proposes to furnish the exact commodity described.

Cancellation of Bids/RFP’s:

The Regional Jail reserves the right to cancel this Request for Proposal, and to reject any or all bids or proposals in whole or in part whenever the Superintendent or his designee determines that such action is in the best interest of the Regional Jail.

Compliance with all Laws:

The vendor shall comply with all federal, state, and local statutes, ordinances, and regulations now in effect or hereafter adopted, in the performance of scope of work set forth herein. The vendor represents that it possesses all necessary licenses, permits, and certifications required to conduct its business and will acquire any additional licenses, permits and certifications necessary for performance of this agreement prior to the initiation of work. The vendor further represents that it is a company in good standing in the Commonwealth of Virginia and will remain in good standing throughout the term of the agreement. The vendor shall at all times observe all health and safety measures and precautions necessary for the sanitary and safe performance of the contract work.

Confidentiality:

All bids and proposals will be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by a bidder/proposer shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the bidder/proposer must invoke the protections of Section 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other material is submitted. **The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The written notice shall include a cover page outlining the section and page number of the proprietary section. In addition, the proprietary or trade secret material submitted must be identified by some distinct**

method, such as highlighting or underlining, and must indicate only the specific words, figures or paragraphs that constitute trade secret or proprietary information. The classification of an entire bid/proposal document, line item prices and/or total bid prices as proprietary or trade secrets is not acceptable and will result in rejection of the bid/proposal.

Debarment:

By submitting their signed proposals, all vendors certify the following:

- a. The vendor is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any State or Federal Department or Agency;
- b. The vendor has not within a 3-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c. The vendor is not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph b of this section; and
- d. The vendor has not within a 3-year period preceding this proposal had one or more public transactions terminated for cause or default.

Documentation:

Material Safety Data Sheets (MSDS) are required for all chemicals delivered to the Regional Jail.

Drug-Free Workplace:

During the performance of this agreement, the vendor agrees as follows:

- a. The vendor will provide a drug-free workplace for the vendor's employees.
- b. The vendor will post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the vendor's workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- c. The vendor will state in all solicitations or advertisements for employees placed by or on behalf of the vendor that the vendor maintains a drug-free workplace.
- d. The vendor will include the provisions of the foregoing Sections a, b, and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

Ethics in Public Contracting:

By submitting their signed proposals, all vendors certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other bidder/offeror, supplier, manufacturer, or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

Faith-Based Organizations:

The Regional Jail does not discriminate against faith-based organizations.

Hold Harmless Agreement:

The vendor shall indemnify and hold harmless the Western Tidewater Regional Jail Authority and its member county/cities: Isle of Wight County, City of Franklin and the City of Suffolk. and their representatives from and against all losses and claims, demands, suits, actions, payments and judgments arising from personal injury or otherwise, brought or recovered by reason of any act or omission of the vendor, its agents, servants, or employees, in the execution of the contracted work, including any and all expense, legal and otherwise, incurred by the Western Tidewater Regional Jail Authority and its member cities or their representatives in the defense of any claim or suit.

Insurance:

During the term of the contract, the vendor shall, at his own expense, purchase and maintain the following insurance coverages with companies properly licensed and satisfactory to the Regional Jail:

- Vendor will maintain Workmen's Compensation, including Occupational Disease and Employer's Insurance.
- Vendor will maintain Public Liability, including coverage for direct operations, sublet work, contractual liability, and complete operations with limits not less than those stated below:
 - Vendor will provide Bodily Injury Liability to include personal injuries \$500,000 each person; \$1,000,000 each occurrence.
 - Vendor will provide, Property Damage Liability in the amount of \$500,000 each occurrence; \$1,000,000 aggregate.
 - Regarding property damages – include broad form property damage and remove "XCU" exclusions (explosion, collapse, underground property date). Regarding completed operations liability, continue coverage in force for one (1) year after completion of work.
- Vendor will provide, at its own expense any other insurance deemed necessary, by the Regional Jail for the installation of equipment.

Immigration Reform and Control Act of 1986:

By submitting their Proposal, vendors certify that they do not and will not during the performance of this contract, employ illegal alien workers or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986.

Nondiscrimination of Vendors:

A bidder, offeror, or vendor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, or disability or against faith based organizations. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services or disbursements, the Regional Jail shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services or disbursements from an alternative provider.

Non-Appropriation Clause:

It is understood and agreed between the parties to any agreement resulting from this RFP that the Regional Jail will be bound hereunder only to the extent of funds available or which hereafter may become available for the purposes of the agreement.

Non-Assignment Clause:

Bidder or offeror shall not assign, delegate or subcontract the award or any of its rights or obligations under it in whole or in part without the prior written approval of the Regional Jail.

Payments:

Invoices must be itemized and include the appropriate purchase order number. All correspondence received by the Regional Jail must include the appropriate purchase order number. Mail all invoices to:

Western Tidewater Regional Jail
Attention: Accounts Payable
2402 Godwin Blvd
Suffolk, VA 24334

The Regional Jail is tax exempt. A certificate will be provided upon request.

The Regional Jail will pay promptly for completed and delivered goods or services by the payment due date.

Interest charges shall not exceed the allowable rate specified by the Commonwealth of Virginia Prompt Payment Act of 1% per month.

Within seven (7) days after receipt of payment, the vendor will:

1. Pay any subcontractors for the proportionate share of the total payment received attributable to the work performed by the subcontractor, or
2. Notify the Regional Jail and subcontractor, in writing, of their intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment

The contractor is obligated to pay interest to any subcontractor on all amounts owed by the vendor that remain unpaid after seven (7) days following receipt by the vendor of payment from the Regional Jail, except for amounts withheld in accordance with section 2 above. Unless otherwise provided under the terms of this contract, interest shall accrue at the rate of one percent (1%) per month.

The vendor shall promptly pay all suppliers and subcontractors. Failure to do so will result in payment to the Vendor being reduced by the amount owed to the subcontractor. Payment will be withheld until the Regional Jail receives notification that the supplier or subcontractor has been fully paid.

The vendor shall include in each of its subcontracts a provision requiring each subcontractor to include or otherwise be subject to the same payment and interest requirements of this section with respect to each lower-tier subcontractor.

It is understood and agreed between the parties to any agreement resulting from this proposal that the Regional Jail will not be obligated to purchase or pay for services covered by this agreement unless and until they are ordered, delivered and performed for the Regional Jail.

Security:

All persons wishing to enter the facility must have a valid picture ID (Driver's License) and must log in at the lobby prior to being granted access to the facility. All persons and vehicles entering this facility are subject to search.

Contractors who are granted access to the facility must surrender the picture ID to the Lobby officer and pass through a metal detector before entering. At that time they will be given a visitor's badge. The picture ID will be returned when the visitor's badge is collected as they exit the facility. All contractors must be escorted at all times by a member of the Regional Jail staff.

All contractors' personnel will be uniformed with appropriate I.D. badges and/or cards at all times while on the grounds of the Regional Jail. The Regional Jail reserves the right to conduct background checks and deny access to the facility to any personnel for security reasons.

A tool inventory will be conducted upon entering and leaving the building.

Smoking or using any tobacco product is prohibited inside the Regional Jail building. Vendors may not have any tobacco products, matches, or lighters in their immediate possession while inside the security perimeter of the building. Marijuana usage is prohibited outside the facility.

Vendors also may not have cell phones or cameras inside the Regional Jail building.

The Regional Jail reserves the right to have a contractor's personnel or staff removed from the Regional Jail facilities or premises due to unprofessional or unethical behavior.

Withdrawal of Proposals

A proposer may, without prejudice, withdraw a proposal submitted prior to the proposal closing date and time by requesting such withdrawal in writing before the time and date set for receiving the proposals. After the proposal opening, all proposals submitted shall be good and may not be withdrawn for a period of ninety (90) calendar days.

In the case of an error, a proposer must submit to the Superintendent, or his designee the original work papers, documents, and materials used in the preparation of the proposal within two (2) days after the date fixed for the opening of the proposal. The work papers shall be delivered by the proposer in person or by registered mail. Such mistake shall be proved only from the original work papers, documents, and materials delivered as required herein.

Waiver:

No waiver of a breach or of any provision of this contract shall constitute a waiver of any other breach or provision. No modifications, change in, departure from, or waive of the provision of this contract shall be valid or binding unless approved in writing by The Regional Jail Superintendent or his designee.

Warranty:

The contractor agrees that the products furnished under this contract shall be covered by the most favorable warranties given any customer for such products. This warranty will remain in place for the practical life of the product.

References:

1. Company name: _____

Address: _____

Contact name and title: _____

Telephone number: _____

2. Company name: _____

Address: _____

Contact name and title: _____

Telephone number: _____

3. Company name: _____

Address: _____

Contact name and title: _____

Telephone number: _____

4. Company name: _____

Address: _____

Contact name and title: _____

Telephone number: _____

5. Company name: _____

Address: _____

Contact name and title: _____

Telephone number: _____

This Company is organized as a (check one): Corporation ___ Limited Liability Corporation ___

Business Trust ___ General Partnership ___ Registered Limited Liability Partnership ___

Sole Proprietorship ___

State Corporation Commission ID number (required): _____

I certify by my signature below that I have received the documents associated with this Request for Proposal and understand that the review for completeness of these RFP documents and understanding and comprehension of the specifications is solely my responsibility and I have fully informed myself of all terms, conditions, and limitations described in this RFP.

I certify that this company is in good standing with the State Corporation Commission.

I also certify that the Company listed below agrees to conform to the RFP Terms, Conditions, and the Specifications including any addendum, and that the Company has the competence, business organization and financial resources to successfully perform the contemplated work or services.

I propose, and agree to furnish and deliver the supplies and services at the price listed in this Proposal, and agree to fulfill all specified contract terms.

Company Name and Address:

Phone _____ Fax _____

Signature: _____

Print Name: _____

Title: _____

Email: _____

Payment Terms _____ Date _____

ATTACHMENT A: PRICE SCHEDULING

YEAR ONE:	COST
Meal cost per inmate/per day	\$
(times daily estimated inmate population)	x650
Total for estimated daily meal cost:	\$
(times days per year)	x365
TOTAL ESTIMATED ANNUAL MEAL COST TO THE INSTITUTION	\$ _____
Additional Pricing:	
Price for each additional bagged meal:	\$
Meal cost per staff/per day	\$
YEAR TWO:	COST
Meal cost per inmate/per day	\$
(times daily estimated inmate population)	X650
Total for estimated daily meal cost:	\$
(times days per year)	x365
TOTAL ESTIMATED ANNUAL MEAL COST TO THE INSTITUTION	\$ _____
Additional Pricing:	
Price for each additional bagged meal:	\$
Meal cost per staff/per day	\$
YEAR THREE:	COST
Meal cost per inmate/per day	\$
(times daily estimated inmate population)	X650
Total for estimated daily meal cost:	\$
(times days per year)	x365
TOTAL ESTIMATED ANNUAL MEAL COST TO THE INSTITUTION	\$ _____
Additional Pricing:	
Price for each additional bagged meal:	\$
Meal cost per staff/per day	\$

ATTACHMENT B:

**Sample Inmate Menu
4 Weeks**

Sample Inmate Menu Week 1

Proposed: 12/20/20
Revised: 9/22

Western Tidewater, VA
ADULT MENU

Weekly Average 2700 calories per day
30% fat, <300 chol, 10% sat fat, <2300 Sodium, >30 g fiber/day cycle average



Week: 1

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Meal Name: Breakfast						
Fruit (1½ or 1/2 cup equivalent) 1 portion	Fruit (1½ or 1/2 cup equivalent) 1 portion	Fruit (1½ or 1/2 cup equivalent) 1 portion	Fruit (1½ or 1/2 cup equivalent) 1 portion	Fruit (1½ or 1/2 cup equivalent) 1 portion	Fruit (1½ or 1/2 cup equivalent) 1 portion	Fruit (1½ or 1/2 cup equivalent) 1 portion
Cinnamon Breakfast Bar® 1/60 out	Gran Muffin 1/60 out	Peanut Butter Breakfast Bar (250 cal) 1/60 out	Gran Muffin 1/60 out	Cinnamon Breakfast Bar® 1/60 out	Gran Muffin 1/60 out	Peanut Butter Breakfast Bar (250 cal) 1/60 out
Hard Cooked Egg 1 each	Peanut Butter 1 each	Hard Cooked Egg 1 each	Peanut Butter 1 each	Hard Cooked Egg 1 each	Peanut Butter 1 each	Hard Cooked Egg 1 each
Fruit Drink w/ Vitamin C 1 packet	Grape Jelly 1 packet	Fruit Drink w/ Vitamin C 1 packet	Grape Jelly 1 packet	Fruit Drink w/ Vitamin C 1 packet	Grape Jelly 1 packet	Fruit Drink w/ Vitamin C 1 packet
	Fruit Drink w/ Vitamin C 1 packet		Fruit Drink w/ Vitamin C 1 packet		Fruit Drink w/ Vitamin C 1 packet	

Meal Name: Lunch						
Crispy Chicken Patty (3 oz each) 1 patty	AuGratin Potatoes (2 oz soy / 1 c veg) 10 oz	Roast Creamy Sauce & Veg (2 oz soy) 10 oz	T. Ham & Pinto Beans LS (2 oz dried) 10 oz	Glazed BBQ Patty (3 oz each) 1 patty	Noodles & Gravy Casserole LS (2oz soy) 10 oz	T. Ham 2 oz
Potato Salad LFLS 1 cup	Carrots LF 1/2 cup	Cabbage LF 1/2 cup	Green Beans LF 1/2 cup	Mayo Dressing 1 packet	Noodles LF 1 cup	Mustard 1 packet
Green Beans LF 1/2 cup	Enriched Bread or Rolls 2 each	Enriched Bread or Rolls 2 each	Enriched Bread or Rolls 2 each	Enriched Bread or Rolls 2 each	Garden Salad 1/2 cup	Enriched Bread or Rolls 2 each
Enriched Bread or Rolls 2 each	Whipped Margarine 1/3 oz	Whipped Margarine 1/3 oz	Whipped Margarine 1/3 oz	Macaroni Salad LFLS 1 1/2 cup	Homemade Italian Dressing 1/2 fl oz	BBQ Black Beans 1 1/2 cup
Whipped Margarine 1/3 oz	Frosted Fudge Brownie 1/60 out	Sandwich Cookies 4 each	Fresh Baked Oatmeal Cookie (2 oz) 1 each	Creamy Colcassie LF 1/2 cup	Enriched Bread or Rolls 2 each	Pasta LF 1/2 cup
Sandwich Cookies 4 each	Punch Fruit Drink w/ Vitamins B12, C, D, E & Calcium 1 cup	Punch Fruit Drink w/ Vitamins B12, C, D, E & Calcium 1 cup	Punch Fruit Drink w/ Vitamins B12, C, D, E & Calcium 1 cup	Whipped Margarine 1/3 oz	Whipped Margarine 1/3 oz	Fresh Baked Oatmeal Cookie (2 oz) 1 each
Punch Fruit Drink w/ Vitamins B12, C, D, E & Calcium 1 cup				Frosted Fudge Brownie 1/60 out	Sandwich Cookies 4 each	Punch Fruit Drink w/ Vitamins B12, C, D, E & Calcium 1 cup
				Punch Fruit Drink w/ Vitamins B12, C, D, E & Calcium 1 cup	Punch Fruit Drink w/ Vitamins B12, C, D, E & Calcium 1 cup	

Meal Name: Dinner						
American Goulash LS (2oz soy) 10 oz	Fambroze Slow (2 oz soy) 10 oz	Scotch American Poultry Patty- 3 oz	Savory Stroganoff w/ Noodles (2 oz soy) 10 oz	Hearty Spanish Rice LS (2oz soy) 10 oz	Chili with Beans (2 oz Soy) LS 10 oz	Baked Mexican (3 oz each) 1 patty
Pinto Beans 1 1/2 cup	Rice LF 1 1/2 cup	Baked Beans 1 1/2 cup	Noodles LF 1 1/2 cup	Ranch Pinto Beans LS 1 1/2 cup	Rice LF 1 1/2 cup	Gravy LS 2 fl oz
Garden Salad 1/2 cup	Garden Salad 1/2 cup	Carrot Salad Vinaigrette LFLS 1/2 cup	Carrots LF 1/2 cup	Fried Cabbage 1/2 cup	Pasta & Carrots LF 1/2 cup	Noodles LF 1 1/2 cup
Homemade Italian Dressing 1/2 fl oz	Honeydew French Dressing 1/2 fl oz	Enriched Bread or Rolls 2 each	Enriched Bread or Rolls 2 each	Enriched Bread or Rolls 2 each	Enriched Bread or Rolls 2 each	Green Beans LF 1/2 cup
Enriched Bread or Rolls 2 each	Enriched Bread or Rolls 2 each	Whipped Margarine 1/3 oz	Whipped Margarine 1/3 oz	Whipped Margarine 1/3 oz	Whipped Margarine 1/3 oz	Enriched Bread or Rolls 2 each
Whipped Margarine 1/3 oz	Whipped Margarine 1/3 oz	Fresh Baked Sugar Cookie (2 oz) 1 each	Frosted Fudge Brownie 1/60 out	Sandwich Cookies 4 each	Fresh Baked Oatmeal Peanut Butter Cookie (2 oz) 1 each	Whipped Margarine 1/3 oz
Fresh Baked Oatmeal Cookie (2 oz) 1 each	Sandwich Cookies 4 each	Sweetened Iced Tea 1 cup	Sweetened Iced Tea 1 cup	Sweetened Iced Tea 1 cup	Sweetened Iced Tea 1 cup	Fudge Brownie w/ Powdered Sugar Topping 1/60 out
Sweetened Iced Tea 1 cup	Sweetened Iced Tea 1 cup					Sweetened Iced Tea 1 cup

All entree portions purchased fully cooked, within manufacturer tolerance specifications, are weight measurements prior to reheating. Casseroles and combination items made from scratch are based upon approximate cooked weight measurements. Weights on cookies, bread, rolls, & breadsticks made from mix or scratch are prior to baking. Pancakes made from mix or scratch are batter volume measurement prior to cooking. Side dishes are volume measurements. All casseroles and combination dishes are made with soy unless otherwise indicated. All starches, vegetables, and cooked cereal are prepared with margarine unless indicated as LF (Low Fat). No pork is used unless item is named pork. Imitation cheese with calcium is used.

NUTRITION STATEMENT: This menu meets the nutritional guidelines of the American Correctional Association which are based upon the current DRI's for males and females 19 to 50 years as established by the Food and Nutrition Board of the Institute of Medicine, National Academy Sciences. Adequate levels of protein, vitamin A, vitamin C, calcium, and iron are included.

FLM QUARTERLY MENU REVIEW (initials/date) Q1 _____ Q2 _____ Q3 _____ Q4 _____
In accordance with ACA Standard (ref. 4-ALDF-4A-07) (MANDATORY) Menu evaluations are conducted at least quarterly by food service supervisory staff to verify adherence to the established daily servings.

Reviewed 9/22 Aramark Dietitian's Signature

Client's Signature:  Date: 9/22/20 FLM Signature:  Date: 9/22/20

Sample Inmate Menu Week 3

Proposed 12/20/20
Revised: 8/22

Western Tidewater, VA ADULT MENU

Weekly Average 2700 calories per day
30% fat <300 and 10% sat fat <200 Sodium, 30g Blandley plus average



Week: **MONDAY** **TUESDAY** **WEDNESDAY** **THURSDAY** **FRIDAY** **SATURDAY** **SUNDAY**

Meal Name: Breakfast		Meal Name: Lunch		Meal Name: Dinner	
1 portion	Fruit (1/8) or 1/2 cup equivalent	1 portion	Fruit (1/8) or 1/2 cup equivalent	1 portion	Fruit (1/8) or 1/2 cup equivalent
1 portion	Protein (1/8) or 1/2 cup equivalent	1 portion	Protein (1/8) or 1/2 cup equivalent	1 portion	Protein (1/8) or 1/2 cup equivalent
1 portion	Grain (1/8) or 1/2 cup equivalent	1 portion	Grain (1/8) or 1/2 cup equivalent	1 portion	Grain (1/8) or 1/2 cup equivalent
1 portion	Vegetable (1/8) or 1/2 cup equivalent	1 portion	Vegetable (1/8) or 1/2 cup equivalent	1 portion	Vegetable (1/8) or 1/2 cup equivalent
1 portion	Dairy (1/8) or 1/2 cup equivalent	1 portion	Dairy (1/8) or 1/2 cup equivalent	1 portion	Dairy (1/8) or 1/2 cup equivalent

1 portion	Fruit (1/8) or 1/2 cup equivalent	1 portion	Fruit (1/8) or 1/2 cup equivalent	1 portion	Fruit (1/8) or 1/2 cup equivalent	1 portion	Fruit (1/8) or 1/2 cup equivalent	1 portion	Fruit (1/8) or 1/2 cup equivalent	1 portion	Fruit (1/8) or 1/2 cup equivalent
1 portion	Protein (1/8) or 1/2 cup equivalent	1 portion	Protein (1/8) or 1/2 cup equivalent	1 portion	Protein (1/8) or 1/2 cup equivalent	1 portion	Protein (1/8) or 1/2 cup equivalent	1 portion	Protein (1/8) or 1/2 cup equivalent	1 portion	Protein (1/8) or 1/2 cup equivalent
1 portion	Grain (1/8) or 1/2 cup equivalent	1 portion	Grain (1/8) or 1/2 cup equivalent	1 portion	Grain (1/8) or 1/2 cup equivalent	1 portion	Grain (1/8) or 1/2 cup equivalent	1 portion	Grain (1/8) or 1/2 cup equivalent	1 portion	Grain (1/8) or 1/2 cup equivalent
1 portion	Vegetable (1/8) or 1/2 cup equivalent	1 portion	Vegetable (1/8) or 1/2 cup equivalent	1 portion	Vegetable (1/8) or 1/2 cup equivalent	1 portion	Vegetable (1/8) or 1/2 cup equivalent	1 portion	Vegetable (1/8) or 1/2 cup equivalent	1 portion	Vegetable (1/8) or 1/2 cup equivalent
1 portion	Dairy (1/8) or 1/2 cup equivalent	1 portion	Dairy (1/8) or 1/2 cup equivalent	1 portion	Dairy (1/8) or 1/2 cup equivalent	1 portion	Dairy (1/8) or 1/2 cup equivalent	1 portion	Dairy (1/8) or 1/2 cup equivalent	1 portion	Dairy (1/8) or 1/2 cup equivalent

All orders prepared purchased (1/2) cooked, with manufacturer's reference specifications, are weight measurements prior to packaging. Containers and combination items made from brands are based upon appropriate cooked weight measurements. Weights on cookies, bread, nuts, are provided from one cup or more and are based on volume measurement prior to cooking. Old clothes are volume measurements. All calories and combination dishes are made with soy unless otherwise indicated. All orders, vegetables, and cooked cereals are prepared with margarine unless indicated as LF (Low Fat). No pork is used unless item is named pork. Inhibit choice with certain to used.

NUTRITION STATEMENT: This menu meets the national guidelines of the American Council on Education which are based upon the current DRI's for males and females 19 to 50 years as established by the Food and Nutrition Board of the Institute of Medicine, National Academy of Sciences. Fatigue levels of protein, which A, which C, calories, and fat are included.

PLM QUARTERLY MENU REVIEW (AMERICAN COUNCIL ON EDUCATION): PLM Standard (PLM-44-07) (AMERICAN COUNCIL ON EDUCATION) Menu evaluations are conducted at least quarterly by food service supervisors and to verify adherence to the established daily menu.

Menu Review

Approved 8/22
Approved Dietitian's Signature

Client's Signature

Date: 8/15/20

8/15/20

Sample Inmate Menu Week 4

Proposed: 12/20/20
Revised: 9/22

Western Tidewater, VA

ADULT MENU

Weekly Average 2700 calories per day

37% fat, <300 chol, 19% sat fat, <2300 Sodium, >30 g Dietary fiber average



Week: 4

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Meal Name: Breakfast						
Fruit (1/8 or 1/2 cup equivalent) 1 portion	Fruit (1/8 or 1/2 cup equivalent) 1 portion	Fruit (1/8 or 1/2 cup equivalent) 1 portion	Fruit (1/8 or 1/2 cup equivalent) 1 portion	Fruit (1/8 or 1/2 cup equivalent) 1 portion	Fruit (1/8 or 1/2 cup equivalent) 1 portion	Fruit (1/8 or 1/2 cup equivalent) 1 portion
Cinnamon Breakfast Bar* 1/60 cal	Gran Munch 1/60 cal	Peanut Butter Breakfast Bar (250 mg Ca) 1/60 cal	Gran Munch 1/60 cal	Cinnamon Breakfast Bar* 1/60 cal	Gran Munch 1/60 cal	Peanut Butter Breakfast Bar (250 mg Ca) 1/60 cal
Hard Cooked Egg 1 each	Peanut Butter 1 each	Hard Cooked Egg 1 each	Peanut Butter 1 each	Hard Cooked Egg 1 each	Peanut Butter 1 each	Hard Cooked Egg 1 each
Fruit Drink w/ Vitamin C 1 packet	Grape Jelly 1 packet	Fruit Drink w/ Vitamin C 1 packet	Grape Jelly 1 packet	Fruit Drink w/ Vitamin C 1 packet	Grape Jelly 1 packet	Fruit Drink w/ Vitamin C 1 packet
	Fruit Drink w/ Vitamin C 1 packet		Fruit Drink w/ Vitamin C 1 packet		Fruit Drink w/ Vitamin C 1 packet	

Meal Name: Lunch

Chili with Beans (2 oz soy) LB 10 oz	Beefed & Italian Sauce LB (2oz soy) 10 oz	Cheesy Chicken Pasta (9 oz soy) 1 pt	T. Ham 2 oz	Country Pasta (9 oz soy) 1 pt	Asian Fried Rice (2 oz soy) 10 oz	Macaroni & Cheese Casserole (2 oz soy) 10 oz
Rice LP 1 1/2 cup	Green Beans LP 1/2 cup	Cottage Pile LB 1 1/2 cup	Mustard 1 packet	Rice LP 1 1/2 cup	Fried Cabbage 1/2 cup	Pasta LP 1/2 cup
Potato Salad LFLB 1 cup	Enriched Bread or Rolls 2 each	Pasta LP 1/2 cup	Enriched Bread or Rolls 2 each	Cheesy Casserole LP 1/2 cup	Enriched Bread or Rolls 2 each	Enriched Bread or Rolls 2 each
Enriched Bread or Rolls 2 each	Whipped Margarine 1/3 cup	Enriched Bread or Rolls 2 each	Pasta Salad 1 1/2 cup	Enriched Bread or Rolls 2 each	Whipped Margarine 1/3 cup	Whipped Margarine 1/3 cup
Whipped Margarine 1/3 cup	Fresh Baked Sugar Cookies (2 oz) 1 each	Whipped Margarine 1/3 cup	Carrots LP 1/2 cup	Whipped Margarine 1/3 cup	Frosted Fudge Brownie 1/60 cal	Fresh Baked Sugar Cookies (2 oz) 1 each
Sandwich Cookies 4 each	Peach Fruit Drink w/ Vitamins B12, C, D, E & Calcium 1 cup	Frosted Fudge Brownie 1/60 cal	Whipped Margarine 1/3 cup	Sandwich Cookies 4 each	Peach Fruit Drink w/ Vitamins B12, C, D, E & Calcium 1 cup	Peach Fruit Drink w/ Vitamins B12, C, D, E & Calcium 1 cup
Peach Fruit Drink w/ Vitamins B12, C, D, E & Calcium 1 cup		Peach Fruit Drink w/ Vitamins B12, C, D, E & Calcium 1 cup	Oatmeal Peanut Butter Cookies (2 oz) 1 each	Peach Fruit Drink w/ Vitamins B12, C, D, E & Calcium 1 cup		
			Peach Fruit Drink w/ Vitamins B12, C, D, E & Calcium 1 cup			

Meal Name: Dinner

Noodles & Cheesy Casserole LB (2oz soy) 10 oz	Scratch Cajun-Style Poultry Patey- 3 oz	Cheesy Broccoli Rice Casserole (2 oz soy) 10 oz	Home-style Dinner Lent- 4 oz	Home-style Escaloped Potatoes (2 oz soy) 10 oz	Yucca Frying LB (9 oz soy) 4 oz	Cajun Jeroboam (2 oz soy) 10 oz
Pinto Beans LP 1 1/2 cup	Gravy LB 2 1/2 oz	Green Beans LP 1/2 cup	Gravy LB 2 1/2 oz	Pasta & Carrots LP 1/2 cup	Rice LP 1 1/2 cup	Pinto Beans LFLB 1 cup
Carrots LP 1/2 cup	BBQ Black Beans 1 1/2 cup	Potato Salad LFLB 1 cup	Mashed Potatoes LP 1 1/2 cup	Garden Salad 1/2 cup	Pinto Beans LP 1 cup	Carrots & Green Beans LP 1/2 cup
Enriched Bread or Rolls 2 each	Carrot Salad Vinegrette LFLB 1/2 cup	Enriched Bread or Rolls 2 each	Corn LP 1/2 cup	Scratch Oil & Vinegar Dressing 1 1/2 oz	Enriched Bread or Rolls 2 each	Casseroles Vinegrette 1/2 cup
Whipped Margarine 1/3 cup	Enriched Bread or Rolls 2 each	Whipped Margarine 1/3 cup	Enriched Bread or Rolls 2 each	Enriched Bread or Rolls 2 each	Whipped Margarine 1/3 cup	Enriched Bread or Rolls 2 each
Oatmeal Cookies (2 oz) 1 each	Whipped Margarine 1/3 cup	Fresh Baked Oatmeal Peanut Butter Cookies (2 oz) 1 each	Whipped Margarine 1/3 cup	Whipped Margarine 1/3 cup	Sandwich Cookies 4 each	Whipped Margarine 1/3 cup
Sweetened Iced Tea 1 cup	Frosted Fudge Brownie 1/60 cal	Sweetened Iced Tea 1 cup	Sandwich Cookies 4 each	Fresh Baked Oatmeal Cookies (2 oz) 1 each	Sweetened Iced Tea 1 cup	Fresh Baked Oatmeal Peanut Butter Cookies (2 oz) 1 each
	Sweetened Iced Tea 1 cup		Sweetened Iced Tea 1 cup	Sweetened Iced Tea 1 cup		Sweetened Iced Tea 1 cup

All entree portions purchased fully cooked, within manufacturing tolerance specifications, are weight measurements prior to reheating. Casseroles and combination items made from scratch are based upon appropriate cooked weight measurements. Weights on cookies, bread, rolls, and breadsticks made from mix or scratch are prior to baking. Pastas made from mix or scratch are by dry volume measurement prior to cooking. Side dishes are volume measurements. All casseroles and combination dishes are made with soy unless otherwise indicated. All starches, vegetables, and cooked cereal are prepared with margarine unless indicated as LP (Low Fat). No pork is used unless item is named pork. In addition cheese with calcium is used.

NUTRITION STATEMENT: This menu meets the nutritional guidelines of the American Correctional Association which are based upon the current DRI's for males and females 19 to 50 years as established by the Food and Nutrition Board of the Institute of Medicine, National Academy of Sciences. Adequate levels of protein, vitamin A, vitamin C, calcium, and iron are included.

FLM QUARTERLY MENU REVIEW (initials) 01 02 03 04

In accordance with ACA Standard (ref. 4-ALDF-4A-07) (MANDATORY) Menu evaluations are conducted at least quarterly by food service supervisory staff to verify adherence to the established daily servings.

Revised 9/22

Aramark Dietitian's Signature

Client's Signature

Date: 9/10/20 FLM Signature

Date: 9/10/20

ATTACHMENT C: KITCHEN EQUIPMENT

Description	MFG	Model Number	Serial #	Date
Booster Heater	Hatco	C-45	9823901210	2006
Convection Oven	Vulcan	VC4GD-11D1	54-1058404	2012
Convection Oven	Vulcan	VC4GD-11D1	54-1058425	2012
Convection Oven	Vulcan	VC4GD-11D1	54-1058424	2012
Convection Oven	Vulcan	VC4GD-11D1	54-1058405	2012
Convection Oven	Vulcan	VC4GD-11D1	54-1062718	2013
Convection Oven	Vulcan	VC4GD-11D1	54-1062696	2013
Convection Oven	Vulcan	VC4GD-11D1	54-1062695	2013
Convection Oven	Vulcan	VC4GD-11D1	54-1062724	2013
Convection Oven	Vulcan	VC4GD-11D1	54-1062723	2013
Convection Oven	Vulcan	VC4GD-11D1	54-1062717	2013
Dishwasher	Jackson	ES4400-CS	08A232048	2008
Griddle	Vulcan	972RX-201	650096599	2013
Ice Maker	Manitowac	IY0606A-261	1101188269	2012
Ice Maker	Scotsman	C0630MA-32E	1.90813E+13	2019
Kettle 80 Gal	Vulcan	GLE80	N-1907	2013
Kettle 80 Gal	Vulcan	GLE80	N-1908	2013
Mixer	Berkel	FMS60	ES-1000-643	2011
Mixer	Hobart	HC200	31-1426-398	2010
Range	Vulcan	V4B36S	481805637	2013
Slicer	Centerline	Edge 12-11	EN-1088386	2010
Tilt Skillet	Vulvan	VG40	46-6008506	2013
Tilt Skillet	Vulcan	G400	27-1056736	1991
Tray Washer	Insinger	Trac-321-RPW	120101	2012
Warming cabinet	Traulsen	AHF232WP-HHS	T34197C13	2013
Warming cabinet	Metro	C-175	N/A	unk
Warming cabinet	Metro	C5	C5HME014447	2013
Warming cabinet	Metro	C5	C5HME014445	2013
Warming cabinet	Metro	C5	C5HME014526	2013
Hot Food Table	Suprememetal	HF-3E-120	40294	2011
Food Cutter	Hobart	84186	56-1333-413	2013
Conveyor #1	Cook's	GC100	2013	2013
Conveter #2	Cook's	GC100	2013	2013
ODR Undercounter	Beverage Air	UCR27A	1068478	2013
ODR Steam Table	Duke	E305M	3133611	2013
ODR Juice Dispenser	Crathco	D25-3	T228342	2013
ODR Salad Bar	Beverage Air	No data Plate	No data Plate	2003
Walk In Refrigerator	Brown	UDS-4	12WA-01836-01B	2013
Walk In Refrigerator	Brown	UDS-4	12WA-01836-01C	2013
Walk In Freezer	Brown	UDS-4	12WA-01836-01A	2013
Serving Line (Diet Line)	Supermetal	5 Well	40294	2011

**ATTACHMENT D:
INSURANCE REQUIREMENTS**

1. The successful proposer shall not commence any work in connection with this agreement until it has obtained all of the following types of insurance and such insurance has been approved by the AUTHORITY, nor shall the successful proposer allow any subcontractor to commence work on its subcontract until all similar insurance required of the subcontractor has been so obtained and approved. All insurance policies shall be with insurers qualified and doing business in Virginia.
2. Loss Deductible Clause: The AUTHORITY shall be exempt from, and in no way liable for, any sums of money which may represent a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of the Contractor and/or subcontractor providing such insurance.
3. Worker's Compensation Insurance: The Contractor shall take out and maintain during the life of this Agreement, Worker's Compensation Insurance for all of its employees connected with the work of this project and, in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Worker's Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor. Such insurance shall comply fully with the Virginia Worker's Compensation Law. In case any class of employees engaged in hazardous work under this contract at the site of the project is not protected under the Worker's Compensation statute, the Contractor shall provide, and cause each subcontractor to provide adequate insurance, satisfactory to the AUTHORITY for the protection of its employees not otherwise protected.
4. Excess Umbrella Liability: The Contractor shall take out and maintain during the life of the agreement Excess Umbrella Liability policy in the amount of \$500,000.00. All umbrella insurance shall be noted to be "following form," and shall be no more restrictive that is required of the underlying coverage.
5. Contractor's Public Liability and Property Damage Insurance: The Contractor shall take out and maintain during the life of this agreement Comprehensive Automobile Liability Insurance as shall protect it from claims for damage for personal injury, including accidental death, as well as claims for property damages, which may arise from operations under this Agreement whether such operations be by itself or by anyone directly or indirectly employed by it, and the amounts of such insurance shall be the minimum limits as follows:

<p>BODILY INJURY LIABILITY \$500,000 operations each claim per person \$500,000 completed operations each claim per person</p>	<p>PROPERTY DAMAGE LIABILITY (other than automobile) \$500,000 each claim per person \$500,000 operations per claim \$500,000 protective per claim (covering automobile) \$500,000 contractual per claim</p>						
<p>AUTOMOBILE PUBLIC LIABILITY</p> <table style="width: 100%; border: none;"> <tr> <td style="padding-left: 20px;">Bodily injury: Property Damage</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">\$250,000 each claim per person</td> <td style="text-align: right;">\$100,000 each claim per person</td> </tr> <tr> <td style="padding-left: 20px;">\$500,000 aggregate</td> <td style="text-align: right;">\$100,000 aggregate</td> </tr> </table>		Bodily injury: Property Damage		\$250,000 each claim per person	\$100,000 each claim per person	\$500,000 aggregate	\$100,000 aggregate
Bodily injury: Property Damage							
\$250,000 each claim per person	\$100,000 each claim per person						
\$500,000 aggregate	\$100,000 aggregate						

**ATTACHMENT D CONT.:
INSURANCE REQUIREMENTS**

6. Subcontractor's Public Liability and Property Damage Insurance: The Contractor shall require each of its subcontractors to procure and maintain during the life of this subcontract, insurance of the type specified above or insure the activities of his subcontractors in its policy, as specified above.

7. Owner's Protective Liability Insurance: The Owner shall be responsible for Purchasing and maintaining his own liability insurance and, at his option, may purchase and maintain such insurance as will protect him against claims which may arise from his operations under the Contract.

8 Certificates of Insurance: A Certificate of Insurance Form will be furnished by the Contractor upon notice of award. These shall be completed by the authorized Resident Agent and returned to the Procurement Services Office. This certificate shall be dated and show:

- (1) The name of the insured contractor, the specified job by name and job number, the name of insurer, the number of the policy, its effective date, and its termination date.
- (2) Statement that the Insurer will mail notice to the AUTHORITY at least thirty (30) days prior to any material changes in provisions or cancellation of the policy.
- (3) The AUTHORITY and any other governmental agencies using this agreement in cooperation with the AUTHORITY shall be named or additional named insured on Public Liability Insurance and Automobile Liability Insurance.

Employee Honesty and Securities Coverage: The Contractor shall provide employee honesty and securities coverage with the following limits:

COVERAGE	LIMIT
Employee Theft Per Loss	\$500,000 per claim per person
Forgery Or Alteration	\$250,000 per claim per person
Theft Of Money and Securities	\$250,000 per claim per person
Computer Fraud	\$250,000 per claim per person
Funds Transfer Fraud	\$250,000 per claim per person
	\$500,000 per claim per person

Initials of Signatory: _____

Date: _____

The AUTHORITY reserves the unilateral right to modify the insurance requirements set forth at anytime during the process of solicitation or subsequent thereto.

ATTACHMENT F: CONFLICT OF INTEREST STATEMENT

STATE OF _____)

COUNTY OF _____)

Before me the undersigned authority personally appeared _____, who was duly sworn, deposes and states:

- A I am the _____ of _____ with a local office in _____ and principal office in _____.
- B Said entity is submitting this proposal/offer to RFP No _____.
- C The AFFIANT has made diligent inquiry and provided the information in this statement affidavit based upon his full knowledge.
- D The AFFIANT states that only one submittal for this solicitation has been submitted and tendered by the appropriate date and time and that said above stated entity has no financial interest in other entities submitting a proposal for the work contemplated hereby.
- E Neither the AFFIANT nor the above named entity has directly or indirectly entered into any agreement, participated in any collusion or collusion activity, or otherwise taken any action which in any way restrict or restraint the competitive nature of this solicitation including but not limited to the prior discussion of terms, conditions, pricing or other offer parameters required by this solicitation.
- F Neither the entity nor its affiliates nor anyone associated with them is presently suspended or otherwise prohibited from participation in this solicitation or any contracting to follow thereafter by any government.
- G Neither the entity nor its affiliates nor anyone associated with them have any potential conflict of interest because and due to any other clients, contracts, or property interests in this solicitation or the resulting project.
- H I hereby also certify that no member of the entity's ownership or management or staff has a vested interest in the Western Tidewater Regional Jail, City of Franklin, City of Suffolk or County of Isle of Wight Virginia Government or Office.
- I I certify that no member of the entity's ownership or management is presently applying, actively seeking or has been selected for an elected position within Western Tidewater Regional Jail, City of Franklin, City of Suffolk or County of Isle of Wight Virginia government.
- J In the event that a conflict of interest is identified in the provision of services, I, the undersigned will immediately notify the AUTHORITY in writing.

Dated this _____ day of _____, 20_____

AFFIANT

Typed Name of AFFIANT

Title

ATTACHMENT F CONT.: CONFLICT OF INTEREST STATEMENT

NOTARY:

STATE OF _____)

COUNTY OF _____)

Sworn and Subscribed before me this _____ day of _____, 20 _____

Personally known: _____

Or Produced Identification: _____

Notary Public - State of: _____ Commission Expires: _____

>>>Failure to submit this form may disqualify your response. <<<