

# **CURRY COUNTY**

## **Request for Proposals**

**INMATE MEAL SERVICES DETENTION CENTER  
801 MITCHELL ST, CLOVIS, NM 88101**

### **Request for Proposal No. 2013/14 – 12**

#### **Sealed Proposals Submitted To:**

**Curry County Administration  
700 N. Main Street, Suite 10  
Clovis, NM 88101  
Attn: Purchasing Department**

#### **Date Qualifications Submitted By:**

**Thursday, July 17, 2014  
Time: 2:00 p.m.**

**Proposals must be submitted in a sealed  
envelope that is clearly marked**

**“RFP No. 2013/14– 12 – Do Not Open”**

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**Inmate Meal Services**  
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The Board of County Commissioners of Curry County, State of New Mexico (hereinafter referred to as "County") is requesting competitive sealed proposals for the provision of inmate meal services at the Curry County Detention Center. The services will be provided to **ALL** facilities within the Detention Center footprint; meaning meals will be provided to the adult male and female facilities and the juvenile facility as well. These meals will be provided to an average of 235 adult male and female inmates and 15 juvenile inmates. All facilities will be referred to herein as "the Detention Center" located at 801 Mitchell Street, Clovis, New Mexico.

To be responsive, six (6) copies of the proposals must be received no later than Thursday, July 17, 2014 at 2:00 p.m. at the Curry County Administration Office, located at 700 North Main Street, Suite 10, Clovis, NM 88101

**IMPORTANT**

**SEALED PROPOSAL** along with RFP number, the offeror's name and address **MUST** appear clearly on the sealed envelope or packaged with all proposals.

If there is any problem regarding the following specifications or conditions that would prevent you from submitting a proposal, contact Curry County Administration office (County Manager Lance Pyle or Carol Pipes) immediately for clarification and/or consideration of an addendum.

Proposals may be mailed to Curry County Finance Department, 700 N. Main, Suite 10, Clovis, NM 88101 or hand-courier delivered to Curry County Finance Department, 700 N. Main, Suite 10, Curry County Courthouse, Clovis, NM 88101.

**NOTE: WHEN SHIPPING OVERNIGHT DELIVERY, IT IS RECOMMENDED THAT SHIPMENT BE MADE TWO (2) DAYS PRIOR TO THE DEADLINE, IF POSSIBLE, TO ENSURE DELIVERY. IT IS ALSO RECOMMENDED TO VERIFY DELIVERY PRIOR TO PROPOSAL DEADLINE.**

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Curry County Purchaser  
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### **PURPOSE/GOAL**

The goal is for Curry County to enter into a contract with the successful offeror to ensure that the Curry County Detention Center has in place a contract for the provision of furnishing food services to the Detention Center seven (7) days per week, and program support services for an approximate average daily population of two hundred fifty (250) adult and juvenile inmates. The contract to be entered into will require the offeror to provide the following:

1. To deliver high quality food that can be compared to established nutritional and health standards.
2. To operate a food service program utilizing correctional experience and professionally trained personnel.
3. To operate a food service program in a cost effective manner with full reporting to Curry County.
4. To implement a written food service plan with clear objectives, policies, procedures and annual evaluation of compliance.
5. To maintain an open, collaborative relationship with the administration and staff of the Curry County detention offices and other County offices.
6. To maintain standards established by Curry County, as well as ACA, State and Federal Correctional Food Service standards.
7. To offer a comprehensive program for continuing staff and inmate education, relating to food preparation and service.
8. To operate the food service program in a humane manner with respect to the inmates' rights to basic health and nutritional standards

### **SPECIFIC CONDITIONS**

1. **Pre-Bid Opens, Monday, July 7, 2014 at which time we will conduct a mandatory walk-through of the facility. All offerors must be present at the walk-through. The walk-through will take place at approximately 2:00 pm, Mountain Time.**
2. **Proposals must be received by County no later than Thursday, July 17, 2014 at 2:00 pm, Mountain Time.** Late proposals will be opened and considered only in the event that all other proposals are deemed non-responsive.
3. A selection committee may interview the top qualified offerors submitting a proposal, prior to making a final selection, recommendation, or final qualifications ranking. The selection committee may require offerors to make oral presentations.
4. Offeror shall submit one (1) original and five (5) copies of the proposal. **Proposals are not to exceed fifteen (15) pages.** All attached forms, Forms 1, 2 and 3, must be completed and must be returned with the proposal in order to be a responsive proposal.
5. The quantities mentioned in this Request for Proposals are approximate.

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6. Any silence, absence or omission from these specifications concerning any point must be regarded as meaning that only the best commercial practices are to prevail and that only material (i.e. food, supplies, etc.) and workmanship of a quality that would normally be specified by Curry County are to be used.
7. The offeror must acknowledge and accept that the County reasonably believes sufficient funds can be obtained to make all payments during each of the renewal terms under this contract. The County hereby covenants that it will do all things lawfully within its power to obtain and maintain funds from which the payments may be made, including making provision for such payments to the extent necessary in each annual fiscal year budget submitted for the purpose of obtaining funding. If, after formal written request, the County does not allocate funds necessary to continue payments for the renewal term, the County may terminate this agreement at the end of the fiscal year of any one year renewal term. Parties acknowledge and agree that it is the intent of the County that funding shall continue throughout the term of this agreement.
8. Curry County's Detention Center consist of an Adult Detention Center located at 801 Mitchell (Clovis) and a Juvenile Detention Center located 700 N. Main Street, Suite 5 (Clovis). All meals are to be prepared at the Adult Detention Center, with Juvenile meals to be delivered to the Juvenile Detention Center by the offeror in a vehicle or other equipment provided by the offeror for that purpose.
9. Offeror must be organized for the purpose of providing institutional and/or volume food service, and must have five (5) years previous county correctional feeding experience with proven effectiveness in administering and managing correctional food service. **Documentation of such must be provided in the proposal.**
10. Offeror must be able to commence start-up by August 25, 2014 or sooner.
11. Offeror must have sufficient qualified and trained staff with sufficient back up personnel to preclude both the absence of and/or delay of contracted food services.
12. Offeror must have the central office capability to supervise and monitor the program, ensuring satisfactory provision of services.
13. Offeror must submit a list of five (5) references, including the name of the institution, their address, a contact person and a phone number. **All such documentation shall be included in the proposal.**
14. The successful offeror must agree to a signed assurance through contract that they will comply with all applicable civil rights requirements, including, but not limited to, the following as amended: Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, 7 CFR Parts 15, 15a and 15b and FCS Instruction 113-6, Civil Rights Compliance and Enforcement in the School Nutrition Programs.

15. The contract period is anticipated to be for an initial one (1) year term, subject to annual renewal for up to three (3) additional one-year terms, for a total possible contract term of four (4) years.
16. Any change in fees or basis for fee increases not reflected in this Request for Proposal would constitute a substantive change to the contract which could require that the contract be re-bid.
17. Offeror shall provide information on how food will be kept warm during transport.

### **SCOPE OF WORK**

The successful offeror will be expected to provide the following services as part of the food service programs:

1. The offeror shall provide three (3) meals per day (morning, noon and evening meals), seven (7) days a week, of comparable nutritional value and quantity, as required by the Detention Center. Meals should consist of two (2) hot and one (1) cold meals, unless an emergency situation exists.
2. Approximate schedule for meal delivery is as follows (subject to change, as negotiated in final contract):
  - A. **BREAKFAST** is served between 6:00 a.m. and 6:30 a.m.
  - B. **LUNCH** is served between 11:00 a.m. and 11:30 p.m.
  - C. **DINNER** is served between 4:30 p.m. and 5:00 p.m.
  - D. **EVENING SNACK** for juveniles is served at 8:00 p.m.
3. Not more than 10% of meals served to include sandwiches.
4. The offeror will be allowed full use of the Curry County Detention Center kitchen, including all equipment presently available. The County shall pay the utilities.
5. The lunch meal shall not be a constant daily repetition of sandwiches. When served, sandwiches should have ample filling, with spread mayonnaise or other dressing on bread; and, not be prepared so far in advance of serving, so as to allow for the drying of bread. The offeror will be required to serve a balanced diet. Therefore, all offerors, as part of their response to the Request for Proposal, are required to submit regular menu detailing, at a minimum, a twenty-one (21) day meal plan, with specific portion sizes (indicate cooked or raw weight when appropriate) and caloric content and seasoned variations must be included. Menus shall meet or exceed the applicable diet by standards for adult and juvenile inmates and detainees or nutritional and caloric contents as established by the applicable provisions of all applicable New Mexico Statutes.
6. A dietitian's certification must accompany this proposal in order for this proposal to be considered responsive.
7. The County reserves the right to request that menus be varied if too repetitious. Seasoning of food in cooking might be altered, if necessary; and, that other items might be altered, which are causing problems. The

County's requests shall not cause an increase in the contractor's cost per meal.

8. Because the normal occupancy of the jail is mixed in ethnic and racial origins, primarily Anglo, Native American, African-American and Mexican-American, offerors should plan to develop their menus to meet the unique racial and ethnic balance for Curry County.
9. The offeror shall assure the County that all meals will be served at appropriate temperatures and in a manner that makes them palatable (140 if hot, 45 if cold), and visibly pleasing, complete with condiments (dressing, sugar, salt, pepper, catsup, or mustard, where indicated). Food temperature logs, as required by the Student Nutrition Authority, shall be maintained for breakfast, lunch, and dinner meals that are delivered to the Juvenile Facility. These logs shall be delivered with all meals.
10. Curry County will reject any meals(s) that do not comply with this standard.
11. The offeror will provide, at no additional cost, religious and medical diets conforming to special religious or physician-ordered specifications.
12. The offeror shall include in the proposal their policies for serving special meals (spirit lifters) on holidays. Proposed menus and holidays 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 Easter, Thanksgiving, Christmas, and New Year holiday periods and one (1) meal to be scheduled at the discretion of the Jail Administrator.
13. The offeror agrees to provide up to five (5) holiday or special meals per year for special events, as designated by the Detention Centers, with not less than seventy-two (72) hours' notice.
14. The average daily population has been approximately 235 adult inmates, and 15 juvenile inmates. The average daily population is only provided as a guideline for possible meals to be served. The price per meal charged shall be determined by taking the actual meals served each day times the contract price for that number of meals.
15. The average daily population has been approximately 235 adult inmates, and 15 juvenile inmates. The average daily population is only provided as a guideline for possible meals to be served. The price per meal charged shall be determined by taking the actual meals served each day times the contract price for that number of meals.
16. All menus and special diets must meet the standards for adult holding and detention facilities as established by the American Correctional Association. All menus will be approved prior to service by a registered dietitian. **All meals served will be in compliance with the most current Recommended Daily Allowance for a referenced (average) adult male. Meals for juveniles shall meet the standards set forth by the State of New Mexico in the R.C.C.I. - Student Nutrition Program as applied to the Residential Child Care in Institutions nutrition program.** The allowances in Table I are designed to afford a margin of sufficiency and still

maintain good nutrition in essentially all healthy persons.

**TABLE I  
RECOMMENDED DAILY ALLOWANCES**

Calories	3,000**	Pantothenic Acid	7mg*
Protein	80g	Zinc	15mg
Vitamin A	5, 000 IU	Iodine	110mg
Vitamin D	400	Dietary Fiber	25g
Vitamin E	10 mg	Carbohydrates	358g*
Vitamin C	60 mg	Cholesterol	300mg
Folacin	400 mg	Fat Unsaturated	55 g*
Niacin (B3)	16.3 mg	Fat-Uptal	85 g*
Riboflavin	1.5 mg	Copper	2.5 g*
Thiamin (B1)	1.2 mg	Potassium	3,750mg*
Pyrodoxine (B6)	2.2 mg	Selenium	125mcg*
Cobalamin (B12)	3.0 mg	Sodium	3,000mg*
Calcium	800 mg	Phosphorus	800mg
Iron	10 mg	Magnesium	350mg

\*No specific RDA, suggested values

\*\*Average value, individual needs may vary

17. All meals shall include but not limited to the following daily minimum within each Basic Food Group to supply the essential nutrients listed in Table I.

**Group I: (Four or more servings daily of any combination of the following):**

- Cereals (1/2 cup cooked or 3/4 cup dry)
- Potatoes or other starches (1 cup or 1 unit)
- Enriched or whole grain bread (1 slice)

**Group II: (Two or more servings daily of any combination of the following cooked edible portion):**

- Meat (3 ounces)
- Poultry (3 ounces)
- Fish (3 ounces or 1/2 cup)
- Egg (2 units or at least 3 eggs per week)

- Peanut butter (4 tablespoons)
- Cheese (2 ounces)
- Cottage cheese (1/2 cup)
- Cold Cuts (2 slices)

**Group III: (Two servings daily from each of the following groups A & B):**

- A. Fruits:** May vary from canned to fresh with the fresh variety being served at least four times weekly.
- 1 unit or ½ cup of fruit, tomato or other rich source of Vitamin C
  - 1 unit or ½ cup or other fruit, dried fruit may be substituted
- B. Vegetables:** May be canned or fresh.
- 1 unit or ½ cup of leafy green or yellow vegetables
  - 1 unit or ½ cup of other vegetables

**Group IV: (The equivalent of 2 or more cups of milk daily)**

- Milk –whole or skimmed
- Cheese-may be substituted for milk (1/6 lb of cheese =’s 2 cups of milk)

**Group V: (To provide additional calories to meet RDA)**

- Fortified margarine
- Salad dressings
- Simple desserts: custard pudding, jello, etc.

18. The following is a suggested menu pattern:

**BREAKFAST:**

- Fruit rich in Vitamin C
- Cereal
- Toast or Roll
- Fortified margarine
- Eggs to be served at least 2 times a week
- Beverage

**LUNCH:**

- Main Dish of Group II
- Vegetable

- Bread
- Fortified margarine
- Simple dessert
- Beverage

**DINNER: (Evening Meal)**

- Meat, poultry, fish or other item from Group II
- Vegetable from Group III (B) - may be served as a salad
- Serving from Group I
- Simple dessert if not served at lunch
- Bread
- Fortified margarine
- Beverage

**OFFEROR'S DUTIES AND RESPONSIBILITIES**

**A. General Requirements:**

1. Provide all consumable supplies and food products which are required for food service operations. These supplies and food products shall remain the property of the offeror. Cleaning and maintenance supplies shall be provided by the offeror and all equipment must pass routine inspections by the Jail Administrator.
2. Be responsible for routine cleaning and housekeeping of food service preparation, service, and storage area and will, on a continuing basis, maintain standards of sanitation required by state or local regulations. A schedule will be provided to the Jail Administrator as to the designated days of all weekly cleanings, and deep cleanings that are to be done in the kitchen.
3. All offeror staff shall be approved by Curry County. Approval shall be granted within 90 days of placement with the County. Staff may also be requested to attend a "New Employee Orientation" for Curry County at the discretion of the Jail Administrator.
4. Assign a minimum of two (2) employees per shift to oversee and supervise all aspects of the food service operation. Inmates will be provided, as required by the offeror, subject to the approval of the Jail Administrator. Inmates may assist in food preparation, as long as they have been instructed in proper food preparation and handling, and are supervised. The offeror will provide an organizational chart and job descriptions for all professional and inmate staff with their proposal including the number of inmates required per shift. The offeror agrees to train and supervise such personnel, subject to County overall control.
5. Offeror agrees that its employees assigned to duty at the Adult Detention Center shall submit to periodic health examinations, at least as frequently and as stringently as required by law, and agrees to submit satisfactory

- evidence of compliance with all health regulations to the Jail Administrator.
6. Offeror shall secure and pay all federal, state and local licenses, permits, taxes, and fees required for the operation of the food services provided hereunder.
  7. Offeror shall submit to the County, on the first day of each week covering the preceding week, an invoice for meals served. The price per meal charged to the County shall be described in the proposal and shall be guaranteed for meals for the term of the contract.
  8. The offeror shall return to the County at the expiration of this contract the food service premises and all equipment furnished by the County in the condition in which received, except to the extent of the following: ordinary wear and tear; said premises and equipment lost or damaged by fire, flood, or unavoidable occurrence; and equipment stolen by persons other than employees, providing all damages and losses are reported to the County. The County will pay for needed repairs caused by normal wear and tear. Equipment, which in the opinion of the County has exceeded its useful life, will be replaced by the County after consultation with the offeror.
  9. The offeror agrees to provide any additional food services, as may be mutually agreed upon by both parties to the contract.
  10. Access and Records - The offeror 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 Jail Administrator on a weekly basis on the first working day of the subsequent week. In addition, all such records shall be made available to the County, for auditing purposes, at any time during regular working hours.
    - A. Facility inspections shall be made by the Jail Administrator weekly or when deemed necessary, with or without advance notice to the offeror. The facilities and equipment used in the contract shall not be used to prepare food for agencies or persons other than those designated under this proposal without advance written approval of the Jail Administrator.
    - B. Inspections of kitchen facilities by County and State health agencies must achieve satisfactory ratings.
  11. The offeror shall be responsible for purchasing and maintaining disposable flatware, as well as sandwich bags, paper bags, paper towels and napkins for all feeding operations.

**B. STAFF REQUIREMENTS:**

1. All employees of the offeror will be allowed to enter the Adult Detention Center, only upon successful completion of a security background check, fingerprinting, and final approval of the Jail Administrator.
2. Employees shall be of good moral character and free from any physical, emotional or mental condition, which might adversely affect their

- performance. Written certification of compliance must be submitted to the Jail Administrator prior to the employee entering the facility.
3. Employees shall not have been convicted by any state or by the federal government of a crime, the punishment for which could have been imprisonment in a federal penitentiary or a state prison.
  4. Written certification of compliance must be submitted to the Jail Administrator prior to the employee commencing work at the Adult or Juvenile Detention Centers. Certification must include at least three (3) references from past or current employers, employee drug screenings done prior to entering the facility for employment, and must agree to have fingerprints and background checks conducted by the facility before entering the facility for employment.
  5. Employees will agree, in writing, that they understand any personal belongings entering the Detention Centers are subject to search, without notice, at the discretion of the Jail Administrator. A copy of this written agreement will be maintained on file with the employee's background check/clearance.
  6. Employees shall provide both facilities with written, valid, emergency contact numbers.
  7. The Curry County Detention Centers are non-smoking facilities. Employees shall not bring matches, lighters, or tobacco products into the facility, without the advanced approval of the Jail Administrator. Employees may only smoke in areas designated by the Jail Administrator.
  8. All proposals must clearly detail the proposed use of the food service manager and inmates as part of the contractor's food service proposal. The proposal should include a detailed explanation of the method of supervision, performance review, job description and overall approach to working with County employees.
  9. If the proposal is to use inmates, training in food service delivery and management shall be provided by the offeror. The proposal shall outline what this training will entail as part of the offeror's overall vocational training program.
  10. Inmates shall not be permitted to supervise other inmates. Inmates shall not be permitted to enter the offeror's office space located in the kitchen.
  11. Daily Processing of complaints: Food service complaints from inmates must be processed at least daily as follows:
    - A. Trained personnel shall act upon all complaints.
    - B. The responsible food service director shall determine the appropriate mechanism to be utilized for specific categories of complaints.
  12. Maintenance of and service for kitchen appliances and equipment: The County will replace non-functional or inoperative equipment. However it will be the responsibility of the offeror to provide maintenance and upkeep on all appliances and equipment at the offeror's cost. If equipment

becomes broken due to careless behavior, lack of maintenance, lack of upkeep, or lack of supervision the offeror shall be held liable for the repairs or replacement of the equipment.

**EVALUATION CRITERIA**

1. The offeror will be selected on the basis of the written proposal and any requested presentations. A selection committee will review all proposals and make their recommendation for selection based on the following criteria:
  - A. 30 Points Offeror shall demonstrate experience and expertise with correctional facilities. Experience shall include current service in correctional facilities of similar size and volume, as well as experience of staff, the district manager and transition team.
  - B. 20 Points Price per meal proposed.
  - C. 15 Points Past history and references. Contractors shall include a listing of references with their proposals, indicating facility locations, name, and telephone number of facility contact person. This list should contain at least five (5) current references, preferably of size comparable to Curry County.
  - D. 20 Points Management Plan. Contractors shall include a detailed summary of qualifications for the individual who will be managing the on-site delivery of services.
  - E. 15 Points Special Meals. Contractors shall include a detailed summary in regards to the guidelines followed for special meals including but not limited to: Religious meals, diabetic and/or other health related meals, and meals for pregnant inmates.

**PROCEDURE**

1. Procedure: Proposals will be reviewed by an evaluation committee. Offeror's who are deemed, on the basis of selection criteria, fully qualified and best suited among those submitting proposal, may be requested to participate in discussions or interviews regarding their proposals. Discussions may cover cost, methods of delivery, and other relevant factors. Those offerors will then be ranked on the basis of the evaluation criteria and/or information presented during the discussion/interview(s), if requested. A recommendation will be taken before the Curry County Commission for award. Once awarded, negotiations will be conducted with offeror. If a satisfactory agreement can be reached, the contract will be awarded to the offeror. Otherwise, negotiations will either be conducted with each subsequent architect until a satisfactory contract can be established or until the County determines the cancellation of the process is in the best interest of Curry County.

2. Method of award: Award will be made to the offeror whose proposal is determined to be the most professional, technically complete, and in the best interest of Curry County. The selection process may, however, include a request for additional information or an oral presentation to support the written proposal; the prices offered will be considered offeror and cannot be altered after receipt of proposals.
3. The County reserves the right to award this contract not necessarily to the offeror with the lowest price, but that demonstrates the best ability to fulfill the requirements of this request for proposal.
4. Pursuant to the New Mexico Procurement Code, prices are to be determined through formal negotiations relating to the scope of work. Each offeror must submit with their proposal, a fee schedule, for the services to be performed. **That fee schedule shall be in a separate envelope, clearly marked on the outside, "FEES"**. The fees envelope shall not be opened until the County Committee has made their rankings/recommendations and shall only be opened if the County goes into negotiations with the offeror based upon the submission.

#### **PROPOSAL PACKAGE**

Response must be in the form of a proposal which includes the following sections:

1. Transmittal Letter - This letter is to be a brief letter, addressed to Curry County, which provides the following information:
  - A. Name and address of the offeror;
  - B. Name, title and telephone number of the contact person for the offeror;
  - C. A statement that the proposal is in response to this RFP; and
  - D. Company Profile
    - i. Date organized to provide food service management in correctional facilities.
    - ii. Corporate background and depth of support
      - Number of employees
      - Number of years doing business
    - iii. Describe current contracts or business with other correctional facilities
      - Client
      - Date of original contract
      - Type/size
  - E. Facilities where offeror is currently providing inmate meals or has provided inmate meals within the last five (5) years, which are accredited by State, Federal or nationally recognized accreditation Board
    - Name of facility
    - Accrediting agency - list all
    - Company achievements in providing correctional food service.

- Corporate office organizational structure
  - References, with address and phone contracts.
- F. The signature, typed name and title of the individual who is authorized to commit the offeror to the proposal.
2. Operational Requirements - All proposals must clearly define:
- A. Procedures for meal delivery to the inmates and staff. Procedures shall include on-site and off-site delivery.
  - B. Quality and inventory control methods and standards
  - C. Procedures for providing safe, sanitary, and secure food service, including supervisions and control of inmate labor and internal security of products and equipment available to inmates.
  - D. Procedure for dealing with inmate complaints about food services, while minimizing the potential for inmate litigation.
  - E. Specifications that will be adhered to for all food products.
  - F. All proposals must meet or exceed existing grades and quality of food services being provided in the Detention Centers.
  - G. Procedures for weekly billing and inventory of food supplies.
  - H. Operational procedures for food handling service, should on-site kitchen facilities be rendered unusable through fire etc.

## **INSURANCE**

The proposal should not contain more than 15 pages.

## **CONTRACT REVIEW**

The Adult Detention Center (Jail) Administrator and the successful offeror shall, within 30 days of execution of an agreement, set dates through the scheduled contract termination date for quarterly review meetings between the County and the food service provider personnel, for the evaluation and amendment, if necessary, of the agreement.

The contractor shall, within 30 days of execution of an agreement, formulate a monthly report form which will establish the basis for the quarterly review sessions.

FORM 1

INMATE MEAL SERVICE FOR THE CURRY COUNTY  
 ADULT AND JUVENILE DETENTION FACILITIES

PROPOSAL FORM

This form must be completed and included as part of the proposal document.

PRICES SHALL BE STATED IN UNITS AND ON EACH ITEM SEPARATELY. IN CASE OF CONFLICT, UNIT PRICES WILL GOVERN.

ALL PRICES AND NOTATIONS MUST BE IN INK OR TYPEWRITTEN. MISTAKES MAY BE CROSSED AND CORRECTIONS TYPED ADJACENT, BUT MUST BE INITIALED IN INK BY PERSON SIGNING THE BID.

<u>Total Meals Per Service Period</u>	<u>Rate for Adult Meals Served Per Service Period</u>
0 – 50 Meals	\$ _____
51 – 75 Meals	\$ _____
76 – 100 Meals	\$ _____
101 – 150 Meals	\$ _____
151 – 175 Meals	\$ _____
176 – Over Meals	\$ _____
<u>Total Meals Per Service Period</u>	<u>Rate for Juvenile Meals Served Per Service Period</u>
0 – 25 Meals	\$ _____

The above prices will remain offeror during the initial contract period.

**OVERALL ANNUAL ESTIMATE COST FOR THE FOOD SERVICE MANAGEMENT CONTRACT: \$ \_\_\_\_\_**

Date proposed for commencement of services: \_\_\_\_\_

FORM 2

INMATE MEAL SERVICE FOR THE CURRY COUNTY  
ADULT AND JUVENILE DETENTION FACILITIES

INFORMATION FORM

This form must be completed and included as part of the proposal document.

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Proposal submitted by:

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Name (Type or Print)

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Signature

---

Title

---

Offeror Name

---

Business Address

---

City/State/Zip

---

Telephone Number

---

Fax Number

FORM 3

**CAMPAIGN CONTRIBUTION DISCLOSURE FORM**

Pursuant to Chapter 81, Laws of 2006, any prospective contactor seeking to enter into a contract with any state agency or local public body must file this form with the state agency or local public body. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

**“Applicable public official”** means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

**“Campaign Contribution”** means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official’s behalf for the purpose of electing the official to either statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, not does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

**“Contract”** means any agreement for the procurement of items of tangible personal property, services, professional services, or construction.

**“Family member”** means spouse, father, mother, child, father-in-law, mother-in-law, daughter,-in-law or son-in-law.

**“Pendency of the procurement process”** means the time period commencing with the public notice of the request for proposals and ending with the award of the contractor or the cancellation of the request for proposals.

**“Person”** means any corporation, partnership, individual, joint venture, association or any other private legal entity.

**“Prospective contractor”** means a person who is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a purchase contract.

**“Representative of a prospective contractor”** means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

DISCLOSURE OF CONTRIBUTIONS:

Contribution Made By: \_\_\_\_\_  
Relation to Prospective Contractor: \_\_\_\_\_  
Name of Applicable Public Official: \_\_\_\_\_  
Date Contribution(s) Made: \_\_\_\_\_  
Amount(s) of Contribution(s): \_\_\_\_\_  
Nature of Contribution(s): \_\_\_\_\_  
Purpose of Contribution(s): \_\_\_\_\_

**NAME**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Title (position)

**-OR-**

**NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to** an applicable public official by me, a family member or representative.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Title (position) E-Mail Address (if applicable)