

DEWITT COUNTY JAIL
MEAL VENDOR BID SPECS
101 W. WASHINGTON STREET
CLINTON, IL. 61727

All person interested in bidding on the contract for providing meals to the DeWitt County Jail are required to supply with their bid documents the following:

1. Current copies of liability insurance including but not limited to \$1,000,000 of insurance, and areas of coverage.
2. Proof of workers compensation coverage.
3. Certification that the business is not owned or operated by any individuals prohibited from bidding on public contracts in the State of Illinois.
4. Bid security that shall be submitted as follows:
 - a. Bids and required supporting documents are to be delivered in a sealed envelope addressed the **DeWitt County Administrator Office located at 201 W. Washington Street by July 8, 2019 no later than 4:00 P.M.** Delays attributable to postal services shall not excuse late delivery
 - b. Late delivery of bid proposals shall be cause for rejection of a bid regardless of the bid's actual contents.

DeWitt County Sheriff's Office is an Illinois sales tax exempt body. All work shall be done in accordance with the current prevailing wage rates, which can potentially change on a monthly basis. Bidders may review rates at the Illinois Department of Labor's website. The Sheriff reserves the right to reject any and all bids.

The bids will be opened at the DeWitt County Board Room on **July 11, 2019 at 7 A.M.** In the event that a representative of the entity that is awarded the contract cannot be contacted within 3 business days DeWitt County reserves the right to award to another responsible bidder.

Bidders will be expected to begin food service to the DeWitt County Jail on the **1st day of August, 2019.** Failure to meet this operational deadline shall be cause for DeWitt County to award a contract to another responsible bidder.

Any questions or appointments to tour the facilities may be directed to Bill Giese, Dewitt County Jail Administrator at (217) 935-7850.

FOOD SERVICE

Part 1- General Requirements

1.01 Summary

- A. This section includes the general requirements imposed by law pertaining to meals served to inmates in the State of Illinois.
- B. Scope of Work:
 - a. Prepare meals off-site.
 - b. Deliver meals to DeWitt County Jail once or more times per day.

- c. Meals must meet the requirements of Section 701.110 of the Illinois Administrative Code.
- d. Provide and maintain certification from the Illinois Department of Public Health.
- e. Provide substitutions for religious purposes as requested.
- f. Provide a diverse selection of meals.
- g. Deliver meals on divided/segmented trays or containers suitable for ease of clean-up, transportation, and holding temperature.
- h. Provide on hot meal per day.
- i. Period of service agreement shall be three years, expires December 31, 2022.
- j. Provide an emergency weather plan to deal with inclement weather temporarily preventing delivery of meals.

1.02 Performance Requirements

- A. Provide meals that meet the nutritional requirements imposed by Illinois and Federal law three times per day, with one meal and one meal only being a hot meal.

1.03 Warranty

- A. Express Warranty: Food provided will be warranted as fit for human consumption. Breach of warranty shall allow DeWitt County Jail to obtain food from another vendor on an as needed basis with any increased cost in materials or personnel above what would be paid to provider to be deducted from future payments.

Part 2-Product

2.01 Meal Requirements

- A. Meals must provide a minimum nutritional value of 1,800 to 2,000 calories for adults and 2,500 to 3,000 calories for juveniles and pregnant women per day.
- B. Meals for juveniles, diabetic, and pregnant inmates must include a non-perishable evening snack.
- C. Meals shall never consist of pork of any sort.
- D. A beverage other than water shall be supplied for each meal.
 - a. This beverage may be supplied in a collapsible single use non-metallic containers.
- E. Menus shall be preplanned and copies of menus shall be maintained for at least three months.
- F. Menus shall be diverse to prevent monotony.
- G. Meals must meet the requirements of Section 701.110 of the Illinois Administrative Code at a bare minimum.
- H. Provider shall produce sample meal plans that include the following:
 - a. nutritional information
 - b. portion size
 - c. substitution options
 - d. one and only one hot meal per day per inmate.

2.02 Meal Preparation

- A. Meals are to be prepared off-site.
 - a. No food preparation areas exist within DeWitt County Jail.
- B. All off-site food preparation is to be done accordance with rules and regulations promulgated by the Illinois Department of Public Health.
- C. Must be located in DeWitt County.
- D. Meals are to be packaged for distribution before arriving at the DeWitt County Jail.

2.03 Substitutions

- A. Implement a system to allow for substitutions due to religious reasons.
- B. Provide a system to effectuate substitutions in a timely manner.
- C. Provide a similar system to effectuate substitutions based upon special diets as prescribed by jail medical personnel or to avoid inmate specific food allergens.
- D. Provide sample meal plans for the following special diets:
 - a. Diabetics
 - b. Juveniles
 - c. Pregnancy
 - i. These meals shall include a non-perishable evening snack.

Part 3-Execution

3.01 Meal Delivery

- A. Meals may be delivered once or more times per day.
- B. Meals must be able to provide at reasonable and proper intervals, adhering to recognized breakfast, lunch, and dinner schedules, with no more than 14 hours between the evening meal and morning breakfast.
- C. The hot meal shall be provided at the delivery time ready to serve.
- D. Meals shall be unloaded at the DeWitt County Jail and transported to the area of delivery within the jail.
- E. Provide a plan detailing delivery for terms of inclement weather that may make delivery on a daily basis impossible.
- F. Provide a method for all food and beverages to be protected from contamination during transport.
- G. Plan for all meals to be delivered ready for consumption, requiring no additional heating at the DeWitt County Jail.
- H. Meals to be served at a later time shall be stored at the DeWitt County Jail.
- I. Bidder shall provide a method of storage.
 - a. Method of storage must be compatible with space limitations within the DeWitt County Jail.
 - b. Storage may rely upon already present delivery.
 - c. Bidders are encouraged to tour the facilities to observe space limitations associated with food storage.

3.02 Price Calculation Method

- A. Provider shall implement a plan for varying the amount of meals dependent on the amount of inmates present in the DeWitt County Jail.
 - a. Provider shall produce a sliding scale for the costs per day for meals based upon the amount of inmates.
AND/OR
Provider shall produce a fixed amount for 3 meals per day per inmate.
 - b. Providers that do not wish to present a bid with a sliding scale shall instead declare a price on a per day basis per inmate.
- B. Price will be presented in a per day format only.

3.03 Personnel & Equipment

- A. Provide sufficient personnel to prepare, deliver, and retrieve product and materials
- B. Provide reliable transport from the food preparation site to the DeWitt County Jail.
- C. Provide a disposable utensil with each meal, commonly referred to as "spork".

- a. Trays shall be provided by the bidder.

3.04 Food Service Credentials

- A. Maintain the necessary credentials required by Illinois and Federal Law.
- B. Provide copies of credentials on an annual basis.
- C. Provide copies of credentials with bid package.

3.05 Communication

- A. Designate a point of contact that has authority to
 - a. Manage operations and implement policy decisions concerning services to the DeWitt County Jail.
 - b. Assist in fulfilling any requests for documents germane to the operation that are subject to subpoena or Freedom of Information Act requests.
- B. Provide an emergency contact in the event of unforeseeable circumstances that must be addressed.

3.06 Insurance

- A. Provider is to maintain insurance for general liability in the amount of \$1,000,000 for the duration of the agreement.
- B. Provider is to maintain insurance for bodily injury in the amount of \$1,000,000 for the duration of the agreement.
- C. Provider is to maintain workers compensation insurance in the amount of \$1,000,000 for the duration of the agreement.