

**RAPPAHANNOCK REGIONAL JAIL**  
Serving: The City of Fredericksburg  
and the Counties of King George, Spotsylvania and Stafford

**Request for Proposals**

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RFP No.: 2014-FS

Issue Date: February 12, 2014

Title: Food Service

Location: 1745 Jefferson Davis Hwy, Stafford, VA 22554

The Rappahannock Regional Jail is requesting proposals for the provision of furnishing food services to include inmate, juvenile, and staff meals, seven days/week for an approximate population of 1,475 inmates and 80 juveniles, for a term of one year from July 1, 2014 through June 30, 2015. In addition, the Rappahannock Regional Jail reserves the option of extending the contract on a year-to-year basis for up to four additional one-year periods. The Rappahannock Regional Jail has determined to issue a Request for Proposals, rather than an Invitation to Bid, because it is impractical and not fiscally advantageous to issue an Invitation to Bid due to the nature of the services and the difficulty in writing specifications. Sealed proposals for this RFP will be accepted until 2:00 p.m., Friday, March 28, 2014, at which time they will be opened in the Procurement Department, Rappahannock Regional Jail, 1745 Jefferson Davis Highway, Stafford, VA 22554. Proposals received after 2:00 p.m. on March 28, 2014, will not be considered.

**A mandatory Pre-proposal Conference will be held on March 04, 2014 at 10:00 a.m., 1745 Jefferson Davis Highway, Stafford VA 22554.** This is the Proposer's opportunity to ask questions and to tour the facility. Please call or e-mail in advance to confirm your attendance by contacting Lisa Edwards, Procurement Officer at (540) 288-5273 or e-mail [ledwards@rrj.state.va.us](mailto:ledwards@rrj.state.va.us). All prospective vendors are required to visit and examine the job site as a requirement to submit a proposal.

**Where to submit proposals:** Provide one (1) original and seven (7) copies of your proposal package, page 40 "Attachment C" and CLEARLY MARK "Sealed Proposal for Food Service" RFP# 2014-FS, date and time of closing. Address or hand deliver to:

Rappahannock Regional Jail  
Attn: Lisa Edwards, Procurement Officer  
1745 Jefferson Davis Highway  
Stafford, VA 22554

If you receive a copy of this Request for Proposal from a source other than the Issuing office, 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.

Lisa Edwards, Procurement Officer  
Email: [ledwards@rrj.state.va.us](mailto:ledwards@rrj.state.va.us)

**All inquiries relating to this proposal shall be obtained by contacting in writing via email:**

Lisa Edwards, Procurement Officer  
[ledwards@rrj.state.va.us](mailto:ledwards@rrj.state.va.us)

**RAPPAHANNOCK REGIONAL JAIL  
RFP NO. : 2014-FS**

**Schedule of Events**

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|----|-----------------------------------|-------------------|
| 1. | Post RFP – RRJ website            | February 12, 2014 |
| 2. | Advertise eVA                     | February 12, 2014 |
| 3. | Pre-proposal Conference Mandatory | March 04, 2014    |
| 4. | RFP responses due at 2:00 PM      | March 28, 2014    |
| 5. | Notify Vendor of selection        | April/May 2014    |
| 6. | Process Contract                  | July 1, 2014      |

## **REQUEST FOR PROPOSALS FOOD SERVICE**

### **I. PURPOSE:**

The intent and purpose of this Request for Proposals (RFP) and resulting contract is to solicit proposals from qualified Vendor(s), to provide food services to the Rappahannock Regional Jail, (RRJ).

### **II. BACKGROUND:**

The Rappahannock Regional Jail Authority (RRJA), the governing body for the Rappahannock Regional Jail (RRJ), is an Authority of the Commonwealth of Virginia which serves the City of Fredericksburg and the Counties of King George, Spotsylvania and Stafford. The jail has an average daily inmate count of 1,475 and an annual operating budget of \$31,851,259.00. The inmates consist of both male and female adults with the following statuses: pre-trial, post-trial, and convicted and waiting transfer to state institutions. The RRJ has a contract with Immigration and Customs Enforcement (ICE) to house ICE detainees on a space available basis. The Juvenile Detention Center holds 80 juveniles and will be served under this contract.

### **III. OBJECTIVES OF RFP:**

The Successful Vendor(s) must meet the following objectives and perform the services listed below to include but not limited to the following:

1. To deliver a high quality food service that can be audited against established nutritional and health standards.
2. To operate the food service program using corrections-experienced and professionally trained personnel.
3. To operate the food service program in a cost-effective manner, with full reporting to the RRJ.
4. To implement a written food service plan with clear objectives, policies, procedures, and an annual evaluation of compliance.
5. To maintain an open collaborative relationship with the administration and staff of the RRJ.
6. To maintain standards established by RRJ, as well as ACA, Department of Juvenile Justice, USDA, State and Federal Correctional Food Service Standards.

7. To offer a comprehensive program for continuing staff training.
8. To operate the food service program in a humane manner with respect for the inmates' right to basic health and nutritional standards.
9. The Vendor shall include in any new contract or contract renewal the entity's obligation to adopt and comply with the Department of Justice national Standard to Prevent, Detect, and Respond to Prison Rape (PREA).

[www.prearesourcecenter.org](http://www.prearesourcecenter.org)

#### **IV. SCOPE OF SERVICES**

Two sites will be served under this contract, the Rappahannock Regional Jail and the Rappahannock Juvenile Center. This contract is to provide food services that meet the needs of both the Regional Jail and the Rappahannock Juvenile Center and are cost effective. During Fiscal Year 2013 there were 1,715,817 meals served in the jail and 59,949 meals served to the juvenile center. This is not to be construed to mean the Vendor(s) shall serve 4,864 meals daily. It is only provided as a guideline for possible meals to be served. No proposal will be considered that does not provide the cost based upon the adult and juvenile requirements.

##### **1. ADULT Inmate Food and Nutritional Requirements**

The current meal service schedule is as follows:

<b>RRJ:</b>	Breakfast	5:00 – 6:15 AM
	Lunch	11:00 – 12:30 PM
	Dinner	6:00 – 10:00 PM

a. The Vendor shall provide three (3) hot meals per day, seven (7) days per week, together with sack lunches of comparable nutritional value, as required by the Regional Jail. The Vendor should include any difference in meal prices in the proposal. Currently, meals are delivered to inmates in the jail through a tray service.

b. The Vendor must provide with the proposal a four-week menu, complete with nutritional analysis.

c. All menus and special diets must meet or exceed the standards for adult holding and detention facilities as established by the American Correctional Association. All menus must be approved prior to service by a registered dietitian. All meals served will meet or exceed the current DRI's (Dietary

Reference Intakes) requirements for adult males as established by the National Academy of Sciences and the Institute of Medicine (2004) and will provide an average weekly caloric intake of 3,000 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 dietitian 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 (ACA Standard 4-ALDF-4A-07).

d. A registered dietitian will approve all menus prior to service and annually thereafter. All meals served will be in compliance with the most recently published Recommended Dietary Allowances and Dietary Reference Intakes for adult males and established by the National Academy of Sciences.

e. A variety of food flavors, textures, temperatures, and appearances shall be used. Any menu changes or product substitutions which may lessen quality, flavor, or texture of any given food product must be pre-approved prior to implementation by the Rappahannock Regional Jail's Superintendent or designee.

f. 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. Bag meals are to consist of 2 sandwiches made with 4 slices of bread, and 3 oz. meat and/or cheese, or peanut butter and jelly, 2 packets condiments, fresh fruit, chips or dessert item and bottled water.

g. 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, catsup, or mustard, etc. where indicated).

h. The Vendor will be required to serve the same meals, i.e. the same food items and beverage items to all inmates at any meal. With the exception of special medical or religious diets, serving more than one menu at any meal period to the general inmate population will be considered a material breach of the contract, and may be cause for the RRJ to immediately terminate the contract, or the RRJ may assess a fine to the Vendor in the amount of \$500.00 for the first occurrence, and \$1,000.00 for subsequent occurrence in any six month period.

## **2. ADULT Religious & Medical Diets**

The Vendor shall provide, at no additional cost, religious and medical diets conforming to special religious or physician-ordered specifications. Certain medical diets require a PM snack. A sample menu of the PM snack must be

included with the proposal as well as a sample of the corrections diet handbook or a schedule of a sample four-week menu to be served to inmates on restricted diets. The most common medical and religious diet orders are diabetic, Islamic "No Pork" diets and Kosher diets.

### **3. Staff Meals**

a. The Vendor shall be responsible for providing meals to staff in the Staff Dining Room. Approximately 1,941 staff meals are served per week. The Staff dining room operates 7 days per week. The hours of operation are as follows:

Breakfast	5:00 to 8:30 AM
Lunch	11:00 to 2:00 PM
Dinner	6:00 to 10:00 PM

b. The RRJ reserves the right to change the Staff dining room 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 generous portions with seconds allowed at half portion sizes. The breakfast meal shall include eggs, a choice of breakfast meats, hot cereals, fruits, cold cereals, juice, milk, and coffee. The lunch and dinner meals shall include at least two entrée choices with hot vegetables; salad bar with fruits, salad and dressings; bread; dessert; and beverages. The Vendor shall submit a sample four-week menu for the Staff dining as part of the proposal.

d. The vendor shall provide one employee in the Staff dining room during the hours of operation.

e. The Vendor shall be responsible for supplying coffee and supplies to the following staff break rooms at no additional cost:

1. Administration
2. Medical
3. Security and Confinement
4. Community Corrections Center

f. The Vendor will keep the staff break rooms fully stocked at all times, supplies and equipment shall include but are not limited to coffee maker, regular and decaffeinated coffee, tea bags, sugar, sugar-free sweetener, creamer, stir sticks, cups and lids.

g. 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 Authority Meeting Luncheons, Annual Service Awards'

Luncheon, Annual Volunteer Appreciation Dinner, Annual Law Enforcement Breakfast and other special occasions as deemed by the Superintendent. The menus and the cost for catered meals shall be mutually agreed upon by the Vendor and the Superintendent or designee prior to the event.

h. The Vendor shall include in the proposal policies for serving special meals (spirit lifters) on holidays. All such meals will be provided at contract rates. A minimum of six (6) spirit lifter meals shall be provided annually, including Independence Day, Easter, Thanksgiving, Christmas, and New Year holiday periods and one (1) meal to be scheduled at the discretion of the Regional Jail. Such menus shall be submitted in advance for approval by the Superintendent or his designee. Vendors should note: larger than usual portion sizes for these holiday meals and the holiday meals will be served at a time specified by the Superintendent or designee.

#### **4. Pricing & Invoicing**

a. The price per meal charged shall be determined by taking the actual meals served each day times the contract price on a sliding scale. See Attachment A - page 37.

b. Bag meals are to be filled at the lowest rate of the sliding scale.

c. 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 RRJ 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 RRJ or its agents at any time during regular working hours. The Vendor must maintain these records for the life of the contract.

d. The Vendor shall submit to the RRJ 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.

e. The Vendor shall secure and pay all federal, state and local licenses, permits, and fees required for the operation of the food services provided hereunder.

#### **5. Staff Requirements**

The Vendor shall provide a staff of employees on site. The RRJ shall reduce the monthly payments to the Vendor for any and all vacant time for the Food Services Manager and Assistant Food Services Manager staff positions. The RRJ does not currently have a licensed dietitian on site. Vendors may submit proposals which include a licensed dietitian on site as long as this is noted as a variation to the proposal on an attached addendum.

The RRJ and the Food Services Vendor 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 RRJ's expectation and requirement that the Vendor shall provide sufficient staffing to provide the level of services needed for the inmate and juvenile population at all times.

a. The Vendor will supply the on-site Food Service Manager. The Food Service Manager shall have at least four (4) years' experience in Correctional Food Service operations. All other food service employees shall have at least two (2) years of food service experience. All Vendor employees must be able to effectively communicate in English.

b. The Vendor's Food Service Manager shall be available at all times in case of emergency or personnel problems requiring immediate attention.

c. The Vendor shall assign a minimum of four (4) employees per shift three (3) kitchen and one (1) staff dining per shift to oversee and supervise all aspects of the food service operation. Inmates will be provided as required by the vendor, subject to the approval of the RRJ. The Vendor will provide an organizational chart and job descriptions for all professional and inmate staff with the proposal including 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 will be responsible for ensuring the proper temperature of trays prior to the trays leaving the food service area for delivery to the inmate population. The Vendor will directly oversee the inmate's delivery of meals and will be responsible for the accuracy of the delivery. The Vendor shall train and supervise such personnel, subject to the overall control of RRJ.

d. The Vendor will allow at least seven (7) days for the RRJ to process a criminal record check prior to beginning the employment of any new person. Potential employees with any criminal record shall not be offered employment or be employed by the Vendor.

e. The RRJ retains the right to approve or reject the Food Service Manager and any Assistant Food Service Manager assigned to the Jail.

f. Any change in supervisory personnel must be cleared in advance and be approved by the Superintendent or his designee. A complete roster of all employees' names and addresses shall be kept in the Vendor's site office and shall be updated and submitted as changes occur to the Superintendent's Office for the records.

g. The Vendor shall provide salary and FICA for one (1) Correctional Officer whose primary responsibility is the control, custody, or supervision of persons detained or incarcerated. This provides additional security measures for

the Vendor's staff. The Vendor shall reduce the monthly payments to RRJ for all vacant time for this position.

h. The RRJ shall be responsible for security and will be entitled to remove any or all inmate(s) at any time from the kitchen or food service assignment, if in the RRJ's discretion the inmate(s) presence poses or creates a security risk.

i. The Vendor is responsible for all wages, salary benefits, and overtime payments to its staff.

j. The Vendor must have experience in the supervision and control of inmate labor.

k. The Vendor shall provide internal security and inventory of products and equipment, particularly sharp instruments, which may be available to inmates.

l. 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 method of supervision, performance review, job description and overall approach to working with RRJ inmates.

m. Training in food service delivery, management and proper use of food service equipment 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. The Vendor will provide documentation of training to the Superintendent or designee.

n. Inmates are not permitted to supervise other inmates.

o. Kitchen inmate workers will be required, as a condition of being a kitchen worker, to bathe daily, be clean, and generally maintain clean personal habits.

p. Inmates are not to be paid by the Vendor nor become employees of the Vendor.

## **6. Uniforms**

a. Each Vendor shall submit a detailed description of the uniforms to be worn by on-site paid civilian personnel. Vendor uniforms shall not be similar in color to that of inmate uniforms. All uniform costs for vendor employees shall be borne by the Vendor. The Superintendent or his designee reserves the right to approve or reject the color of uniforms proposed for vendor personnel.

b. All Vendor employees are required to wear an approved uniform when in the Jail. Vendor's management staff will be permitted to wear business attire. New vendor employees are required to wear smocks until fitted with uniforms. Inmate uniforms will be provided by the Jail.

## **7. Equipment & Supplies**

Ownership of equipment provided for use to the Vendor by the RRJ shall remain the property of the RRJ. Equipment to be supplied to the Vendor will be available for inspection during the pre-proposal conference. Within ten (10) days of the start of the contract the Vendor and the RRJ designee shall conduct a complete inventory of all equipment supplied to the Vendor. The Vendor shall take all reasonable and prudent measures necessary to ensure that equipment is properly used and maintained. The Vendor shall report all equipment problems immediately upon becoming aware of the problem(s) via the RRJ's email system to the Helpdesk.

a. The Vendor shall ensure that temperature logs are maintained for each refrigerator and freezer twice a day once in the morning and once in the evening. At **NO** point will the freezer be utilized to cool hot foods. Failure to adhere will be considered a material breach of the contract, and may be cause for the RRJ to immediately terminate the contract, or the RRJ may assess a fine to the Vendor in the amount of \$500.00 for the first occurrence, and \$1,000.00 for subsequent occurrence in any six month period plus the cost to fix said equipment should it be deemed necessary. Additionally, logs will be maintained for the dishwasher during each time of operational use. These logs will be made available to the RRJ, ICE, Department of Health or DOC upon request.

The Vendor must maintain a temperature log on kitchen equipment at all times as follows:

1. Dishwashing Machine – record temperature prior to using the equipment after each meal for wash and rinse water.
2. Freezer – record temperature twice a day once in the morning and once in the evening.
3. Refrigerator – record temperature twice a day once in the morning and once in the evening.

b. The Vendor shall provide small wares. Small wares shall be generally defined as items not requiring electricity, plumbing, or gas and those items that are moveable or not attached to walls or floors. The initial inventory of small ware will be agreed upon between the Superintendent or designee and Vendor. Replacement of small wares will be at the expense of the Vendor.

b. 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, including but not limited to, chemicals, hand soaps, dishwashing detergents, paper towels, clear trash bags, rags, gloves, goggles, hair nets, inmate aprons and any other supplies necessary for cleaning and sanitation not specifically listed will be the responsibility of 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 require all supervisory employees on all shifts to have Federal, State, or Jail Food Service Sanitation Certifications.

c. RRJ will provide the trash bins used to transport trash and recyclables out of the facility. The Vendor will be responsible to place and separate trash from recyclables, "Cardboard and Metal Cans", in these trash bins. All trash will be placed in clear trash bags and be mindful not to overload bags. RRJ will be responsible to empty, clean and return the trash bins to the hallway outside the kitchen area.

d. The Vendor will be responsible to contract for the removal of used grease and fat off site from the facility. Used grease and fat produced in the Kitchen, will be placed in a 5 gallon or less sized container. These containers will be placed in the Kitchen Slider for removal. RRJ's warehouse staff will assist in taking used grease and fat to the Vendor supplied grease receptacle located outside of the Facility.

e. The Vendor shall be responsible for maintaining and replacing as needed approved drink ware and disposable flatware for all feeding operations. Vendors will be required to replace cups and spoons as needed.

f. The Vendor shall be responsible for maintaining and replacing all worn or damaged Insulated trays as needed or at a rate of 20 percent per year, whichever is greater. Replacement trays must be compatible with existing trays CORTECH4000C, Rock II Tray, Chocolate, custom. Proof of purchase of the required replacement trays will be required. The meal carts are required to be zip tied during delivery to the housing units to ensure that meal carts have not been tampered with when they leave the kitchen area and are delivered to the housing units. The Vendor will supply the zip ties required for locking the meal carts. Additionally, the Vendor will be responsible for the replacement of the gray dishwasher trays that are damaged by inappropriate use by inmates.

g. The Vendor will implement a system in which to label "Special Diet" trays from general population trays.

h. The Vendor shall provide small wares. Small wares shall be generally defined as items not requiring electricity, plumbing, or gas and those

items that are moveable or not attached to walls or floors. The initial inventory of small ware will be agreed upon between the Superintendent or designee and Vendor. Replacement of small wares will be at the expense of the Vendor.

i. The inventory of small wares will also be maintained by the vendor. Small wares shall include all cookware, bake ware, small food preparation equipment and utensils not included in the equipment list. As stated on page 9 section – k – of this proposal.

j. The vendor shall return to RRJ, at the expiration of this contract, the food service premises and all equipment furnished by the RRJ in the condition in which it was received by the Vendor at the start of the contract, except for ordinary wear and tear.

k. The RRJ will pay for needed repairs or replacements, at its discretion, when the damages are caused by normal wear and tear to its equipment. The RRJ will, at its discretion, require the Food Services Vendor to repair or replace, 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 RRJ Policies and Procedures and proper inmate training and supervision. The determination of abuse shall be made by the RRJ Superintendent with input from Jail staff, kitchen staff and the Vendor performing the repairs.

l. On a quarterly basis, the Vendor shall report to the Superintendent or his designee on the status and condition of the equipment. Such report shall state with specificity, the Vendor's recommendations for equipment additions and/or replacement. The Vendor shall use its knowledge and judgment to anticipate the need for equipment and the timing of vendor recommendations for procurement. The Superintendent or his designee shall make the final determination for the purchase of any and all equipment after consultation with the Vendor.

m. The facilities and equipment used in the contract shall not be used to prepare or store food for agencies or persons other than those designated under the proposal without advance written approval of the RRJ.

n. The Vendor shall submit a safety plan to the RRJ's OSHA Safety Officer prior to the start of the contract. The Vendor shall ensure that its safety plan complies, at a minimum with all applicable Stafford County, Commonwealth of Virginia, and Federal safety rules, regulations and standards.

o. The Vendor shall ensure that all hazardous chemicals, materials and substances are stored and used in compliance with the OSHA Hazard Communication Standard "HCS", 1910.1200. The Vendor shall maintain and make for immediate availability to RRJ Staff, Stafford County, State and Federal Agencies a complete listing of Safety Data Sheets, "SDS" for all chemicals,

cleaning supplies, lubricants, etc. used in this contract. The Vendor will also provide a copy of their Hazard Communication Program and make for immediate availability for an OSHA inspection, all training records pertaining to "HCS".

p. The Vendor shall ensure to comply with the OSHA Bloodborne Pathogens Standard "BPS", 1910.1030. A copy of the Vendor's Exposure Control Plan "ECP" will be made for immediate availability to RRJ Staff, State and Federal Agencies. If an incident occurs involving an inmate, the Vendor must identify the inmate and provide RRJ with an incident report stating what occurred. RRJ will provide to the Vendor's Workers Compensation Physician, a copy of the Inmates blood results as mandated by the standard. A copy of the inmate's blood results will be delivered to the Vendor's Workers Compensation Physician via RRJ's OSHA Compliance Officer. A chain of custody letter will be used during the transfer of inmate's blood results to provide confidentiality under HIPPA laws.

q. At the end of the contract term, or upon termination, the Vendor and Superintendent or designee shall jointly conduct a closing inventory, documenting additions and deletions from the initial inventory and condition of equipment.

## **8. Warehouse & Receivables**

a. Warehouse and loading dock hours are as follows:

7:00 AM to 11:00 AM  
12:00 PM to 3:00 PM  
Closed on weekends and all legal holidays

b. All food service deliveries are preferred to be done during the 7:00 AM – 11:00 AM time frame. The Vendor shall be present to verify accuracy of deliveries.

c. Warehouse staff will be given a two (2) week notice prior to all unscheduled deliveries (drop shipments).

d. The Vendor will give RRJ's warehouse staff at least a 24 hour notice prior to requesting frozen items which need to be pulled from the warehouse freezers.

e. RRJ warehouse staff will be notified by 8:00 AM, if any non-frozen supplies are needed to be delivered to the kitchen. This excludes weekends and all legal holidays.

f. Vendor will be responsible to make sure perishable and non-perishable food items or supplies are accounted for per shipping invoice. The Vendor will also be responsible to make sure all shipments of frozen or

refrigerated items delivered to this facility are shipped at the applicable delivery temperatures. RRJ will not be held accountable for lost, missing or damaged goods.

g. RRJ will be responsible for unloading all vendor delivered supplies and food shipments for use at the facility.

## **9. Inspections**

a. Facility inspections shall be made by the RRJ when deemed necessary, with or without advance notice to the Vendor.

b. Inspections of kitchen facilities by such organizations as the County and State Health Agencies, the Virginia Department of Corrections, NCCHA, ACA, US Marshalls, Bureau of Prisons, and Homeland Security (ICE), and any other inspections conducted by an outside organization must achieve satisfactory ratings.

## **10. 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. A statement of nutritional adequacy prepared by a registered dietitian.

## **11. Quality Assurance and Control Plan**

The Vendor shall establish and maintain a quality control plan to assure the requirements of the contract are met. The plan shall be submitted as part of the Proposal. An updated copy must be submitted to the Superintendent within six (6) weeks after the start of service and as changes occur. The original plan and any future amendments shall include, but not be limited to the following:

a. An inspection system covering all the services required by these specifications.

b. The methods of identifying and preventing deficiencies in the quality of services performed before the level of performance becomes unacceptable.

c. A file of all inspections conducted by the Vendor or an inspection agency and, where necessary, the corrective action taken. This documentation shall be available as requested by the Superintendent or his designee during the term of this contract.

d. Random temperature checks of food on the tray assembly while meals are being assembled onto the trays. Records are to be maintained for six (6) month minimum.

e. Quality control methods and standards.

## 7. Daily Processing of Complaints

The Vendor shall agree to abide by and follow the rules and time requirements of the Inmate Grievance Procedure at the RRJ. 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.

### **JUVENILE DETENTION CENTER SCOPE OF SERVICES**

Juvenile meals include three (3) hot meals per day and a snack. These meals are prepared and served using Flex trays and Flex lids at RRJ and delivered to the Juvenile site at 275 Wyche Road (on same property as RRJ). Vendor workers will supervise inmates in the tray make-up. A Jail officer will transport the trays to the loading dock where the officer, with inmate workers, will deliver trays to the Juvenile facility. Juvenile trays are **NOT** to be used for the RRJ adult population. They are maintained separately and must be inventoried.

<b>1. Juvenile Facility:</b>	Breakfast	6:30 AM	delivered	6:05 AM
	Lunch	11:45 AM	delivered	11:15 AM
	Dinner	4:30 PM	delivered	4:15 PM
	Snack	7:30 PM	delivered	4:15 PM

a. Each Vendor shall submit a price per meal based upon the juvenile requirements as defined by the Department of Juvenile Justice and USDA, provided in the RFP. Additional requirements for juveniles: Meat must be A-Grade, Hamburger must be 80/20, and all other products must be First Market Products. All juvenile products must have a CN (Child Nutritional Label) and meet all applicable USDA guidelines.

<http://www.fns.usda.gov/cnd/Governance/regulations.htm>

b. There is at least a one-week advance menu preparation. Each week includes 21 meals and should comply with ACA and National School Lunch Program and Snack Reimbursement Program Standards.

c. Fruit and vegetable requirements – To assure a minimum level menu quality, at least five cups fruit and vegetable equivalents are required each day on the menu. USDA School Lunch Buying Guide shall be used to determine qualifying equivalents. A minimum daily variety of four different fruits and vegetables shall be used to meet the requirements. All food items must be in compliance with USDA standards.

d. A registered dietitian shall certify the inmate menu in the proposal with a signed nutritional compliance statement for the age and sex of the population. A copy of the dietitian's ADA registration card shall be submitted with the proposal. The dietitian shall review all juvenile menus/recipes to ensure compliance with applicable mandates.

e. Bag meals for juveniles are to consist of 2 sandwiches made with 4 slices of bread, peanut butter and jelly, fresh fruit, chips or dessert item and beverage.

f. The Vendor shall provide, at no additional cost, modification in menus based on juveniles' medical or reasonable religious requirements. Medical or dental diets shall be prescribed by the facility's medical authority. Vendor will adhere to physician-ordered specifications.

g. 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 to inmates on restricted diets.

h. The vendor must provide the menu upon which the cost of service is calculated by taking the actual meals served each day times the contract price for that number of meals on a sliding scale. Sample Menu attached - Appendix A.

i. The Vendor will ensure compliance with time and temperature mandates utilizing log sheet. Attachment – Appendix C

j. The Vendor will maintain documentation of all meals served including substitutions. A plan for assuring nutritional compliance with substitutions shall be provided in the proposal. Production records and recipes will be maintained and completed in accordance with Department of Juvenile Justice mandates.

k. All products utilized for the juvenile population will have CN labels or the appropriate documentation. All such documentation will be maintained and readily available for review during the life of the contract.

## **2. Juvenile Detention Staffing Requirements**

a. The Vendor will supply one (1) employee per shift that will be assigned to oversee and supervise the preparation of juvenile meals. This position is included in section 5, c. Staff Requirements of this proposal.

b. The Vendor must have qualified and trained staff with sufficient back-up personnel to successfully complete the contract requirements. The Vendor must include a full-time, Juvenile School Based and corrections-experienced Registered Dietitian available for menu development.

c. The Vendor will participate in Client-Required Training for Annual Food Service Training sponsored by the Department of Juvenile Justice and the Department of Education.

### **3. 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 RRJ 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. The 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:

1. The Vendor will properly handle, store, and prepare all commodities.
2. 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.
3. Commodities received will be used solely for the benefit of juvenile offenders.
4. The Vendor shall credit to the RRJ invoice, the fair market value of each commodity item used for the period, deducting the shipping and handling charges actually incurred.

c. The Vendor shall credit to the RRJ the actual amount for any meals that do not meet USDA school program, requirements or Department of Juvenile Justice standards.

#### **4. School Meals Program**

The Juvenile Detention Center participates in the USDA's National School Breakfast and Lunch Programs for its juvenile offenders. – Attachment – Appendix B

a. The Juvenile approved Menu must be served by the successful Vendor.

b. The menu shall be nutritionally based and developed in accordance with USDA and Department of Juvenile Justice standards.

c. The Vendor must also outline in its proposal the training provided to the Food Service Director on the processes required for maintaining reimbursement status (food purchases, recipes, documentation and USDA audits).

d. The facility shall have a Virginia Department of Health (VDH) inspection conducted every 6 months, in compliance with school based programs.

#### **V. GENERAL REQUIREMENTS**

1. All contract employees must meet the RRJ security clearance and health exam requirements. All employees of the contracting firm who will work in the jail must be cleared in advance by the RRJ. All employees must comply with the RRJ written policy and procedures relating to facility security. Vendor's employees must wear Vendor-provided uniforms as outlined in Section 6. Uniforms. ID badges provided by the RRJ must be worn at all times.
2. All contract employees assigned to duty at the jail shall submit to 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 RRJ upon request and will be responsible for said cost.
3. The RRJ may require the Vendor to immediately remove any of its employees from the jail premises for any reason sufficient to the RRJ. The responsibility for making such removals will be assumed by the Vendor.
4. The Vendor is responsible for the reporting an 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.
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 RRJ notice of any action which jeopardizes the continued validity of any permit or license within five days of such action.
7. The RRJ will provide reasonable facility access to the Vendor. The RRJ will provide heat, lights, ventilation, and local telephone service for business use.
8. The Vendor's staff is required to receive any security related in-service training as deemed by RRJ.
9. The RRJ, its agents and employees, shall not be liable to the Vendor for any damage to Vendor's property while on the RRJ premises or for food spoilage caused by any interruption or cessation of heat, air conditioning, equipment and/or utility service. The RRJ 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 the 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 RRJ at all times.
11. The RRJ 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 RRJ reserves the right to inspect the books and records of the Vendor at any reasonable time during normal business hours.
13. Upon termination of this contract, the Jail may purchase or have a successor food service Vendor purchase any reasonable quantities or remaining inventory.

**VI. QUALIFICATIONS OF OFFERORS:**

To be considered for award of this contract, the Vendor(s) must meet the following Minimum qualifications:

1. The Vendor(s) must be organized for the purpose of providing institutional and/or volume food service, and must have previous correctional feeding experience with proven effectiveness in administering large scale corrections food service programs for both adults and juveniles.
2. The Vendor(s) must have a proven ability for a contract start-up by July 1, 2014.
3. The Vendor(s) must have qualified and trained staff with sufficient back-up personnel to successfully complete the contract requirements. Personnel must include a full-time, corrections-experienced Registered Dietitian available for menu development. All Vendor(s) personnel must submit and successfully pass the RRJ's criminal background investigation prior to placement in the facility.
4. The Vendor(s) must have the central office capability to supervise and monitor the program ensuring satisfactory provision of services. In addition, the Vendor(s) must have an alternate emergency preparation site in the Northern/Central Virginia area, capable of sustaining food service requirements as set forth in the RFP.
5. The Vendor(s) must submit a certified copy of a current financial report of the company. If the company is a subsidiary or division of a corporation, the relationship of the Vendor(s) must be clearly delineated in the proposal.
6. The Vendor(s) shall submit a list of five (5) references, including name of institution, address, contact person, and phone number. References from the Commonwealth of Virginia are preferred.

## **VII. PROPOSAL SUBMISSION:**

In order to be considered for selection, respondents must submit a complete signed response to the RFP. **An original and seven (7) copies must be submitted to the address below by 2:00 PM on Friday, March 28, 2014.**

Submit Proposals to :

Lisa Edwards  
Procurement Officer  
Rappahannock Regional Jail  
1745 Jefferson Davis, Hwy.  
Stafford VA 22554

**FAX AND EMAIL RFP RESPONSES WILL NOT BE ACCEPTED.**

**It is the responsibility of the Vendor 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 Vendor submits the following Proposal for Food Services # 2014-FS to the Rappahannock 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 RRJ. 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. – Attachment C – page 40.

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

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

The RRJ advises that all Proposals submitted under this RFP will become the property of the Rappahannock 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.

#### **VIII. PROPOSAL FORMAT:**

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

1. A signed Request for Proposal Form – Attachment C
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 below
- 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 staff dining room.
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 the training for inmate worker on proper use of equipment.
10. A clear statement of all prices and costs to specifically include: cost per meal for inmate meals, juvenile meals, and staff meals on a sliding scale.
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.
13. Plans for a smooth transition of services from the current vendor.

**IX. SELECTION CRITERIA:**

The Selection of a proposal shall be in the sole discretion of the RRJ. Selection shall be based on the evaluation of all the information the Regional Jail may request. The RRJ 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 Vendor(s) demonstrated experience and expertise in correctional facilities. Experience shall include current service in correctional facilities of similar size and volume, as well as experience of staff, district manager, kitchen manager, dietitian, transition team, as well as local and regional support network.

2. The Vendor(s) demonstrated ability to comply with American Correctional Association and Department of Juvenile Justice standards for local detention facilities and attain ACA certification for food services. Vendor(s) will indicate those facilities currently under contract, which have attained accreditation as a result of their efforts.
3. Past history and references. Vendor(s) 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 a size and service complexity comparable to the RRJ.
4. The Vendor(s) financial stability and condition.
5. Vendor(s) development of an operating plan for food service that best meets the stated objectives and needs of the RRJ. Includes a Quality Assurance Plan, proposed staffing, and personnel plan.
6. Services and menu quality offered for price proposed. Includes nutritional quality, menu acceptability and stated menu standards.
7. The price per meal proposed on a sliding scale. "Attachment A"

<b>Evaluation Criteria:</b>	<b>Max. Weight Available</b>	<b>Score</b>
The extent to which the proposal meets the requirements of the RFP	<b>25</b>	
Cost of required services to Rappahannock Regional Jail Authority.	<b>25</b>	
The demonstrated ability of the Vendor to provide the required services to the Rappahannock Regional Jail Authority.	<b>25</b>	
The quality of performance of previous contracts.	<b>10</b>	
The financial resources of the proposer to perform the contract services.	<b>15</b>	
<b>TOTAL SCORE</b>	<b>100</b>	

Scoring is on a scale of 0 to the highest maximum weight available for a given criteria.

**X. GENERAL CONTRACT TERMS AND CONDITIONS:**

**1. Annual Appropriations:**

It is understood and agreed that this contract shall be subject to annual appropriations by the Rappahannock Regional Jail Authority. Should the Board fail to appropriate funds for this contract, the contract shall be terminated when existing funds are exhausted. There shall be no penalty should the Board fail to make annual appropriations for this contract.

**2. Award of the Contract:**

The Jail reserves the right to reject any and all proposals and to waive any informalities.

The successful offeror shall, within fifteen (15) calendar days after prescribed documents are presented for signature, execute and deliver to the Purchasing Office the contract forms and any other forms or bonds required by the RFP.

Any contract resulting from this RFP is not assignable.

Notice of award or intent to award will appear on the Jail's website: [www.rj.state.va.us](http://www.rj.state.va.us) and eVA <http://www.eva.virginia.gov/>

**3. Proposal Addendums:**

A person authorized to bind the Vendor and returned prior to the date established for receipt of proposals or included with the proposal submitted must sign all addendums issued by the Rappahannock Regional Jail. By doing so, vendor acknowledges receipt of the addendum and assures full compliance with the addendum. The addendum becomes a part of the proposal package and supersedes original scope of services that are changed by the addendum.

**4. Proposal Documents:**

These terms and conditions shall also become part of the contract documents and shall be binding upon the Offeror to whom award is made.

**5. Cancellation of Proposals:**

The Rappahannock Regional Jail reserves the right to cancel the Request for Proposal, and to reject any or all proposals in whole or in part whenever the Purchasing Agent or designee determines that such action is in the best interest of the Rappahannock Regional Jail. The reasons for cancellation or rejection shall be made part of the contract file. The Rappahannock Regional Jail may also waive any

minor informalities or irregularities in any proposal where such action serves the Rappahannock Regional Jail's best interest.

**6. Compensation:**

The Offeror shall be required to submit a complete itemized invoice on each delivery or service, which he may perform under the contract. Payment shall be rendered to the Successful Offeror for satisfactory compliance with the contract within forty-five (45) days after the receipt of the proper invoice.

**7. Contract Period**

The contract period shall be from July 1, 2014 through June 30, 2015. The contract price shall be firm for the one-year contract period. The contract may be renewed for four (4) additional one-year terms upon written, mutual agreement between the Jail and the Successful Offeror.

If the RRJ elects to exercise the option to renew the contract for additional one year periods, under the terms and conditions of the original contract except the contract price(s) of the original contract increased/decreased by no more than the percentage increase/decrease of the "Expenditure Category", "Food" of the CPI-U section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.

**8. Collusion:**

By submitting a proposal in response to this Request for Proposal, the Offeror represents that in the preparation and submission of this proposal, said Offeror did not, either directly or indirectly, enter into any combination or arrangement with any person, Offeror or corporation or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free, competitive bidding in violation of the Sherman Act (15 U.S.C. Section 1) or Section 59.1-9.1 through 59.1-9.17 or Sections 59.1-68.6 through 59.1-68.8 of the Code of Virginia.

**9. Conditions of Proposal:**

- a. Each Offeror is responsible for informing himself fully of the conditions relating to the project. Failure to do so will not relieve a successful Offeror of his obligation to perform as per the provisions of the contract.
- b. After proposal opening, all proposals submitted and not withdrawn pursuant to paragraph c shall be binding and may not be withdrawn for a period of 180 calendar days.
- c. The procedure for Proposal withdrawal shall be stated as follows: The Offeror shall submit to the Purchasing Agent his original work papers, documents, and materials used in the preparation of the proposal within two (2) days after the

date fixed for opening of proposals. The work papers shall be delivered by the Offeror in person or by registered mail. Such mistake shall be proven only from the original work papers, documents, and materials delivered as required herein.

**10. Contractual Disputes:**

Contractual claims, whether for money or other relief, shall be submitted by the Vendor in writing no later than sixty days after final payment; however, written notice of the Vendor's intention to file such claim shall have been given at the time of the occurrence or beginning of the work upon which the claim is based. The County shall consider the claim, and shall make a written determination as to the claim within forty-five days after receipt of the claim. Such decision shall be final and conclusive unless the Vendor appeals within six months of the date of the final decision by instituting legal action as provided in the Virginia Public Procurement Act.

**11. Contract Extensions:**

The Rappahannock Regional Jail reserves the right to offer contract extensions to successful Offerors with no increase in price or with pricing as specified within the proposal package.

**12. Controlling Law; Venue:**

This contract is made, entered into, and shall be performed in the County of Stafford, Virginia, and shall be governed by the applicable laws of the Commonwealth of Virginia. Any dispute arising out of the contract resulting from this RFP, its interpretations, or its performance shall be litigated only in the Stafford County General District Court or the Stafford County Circuit Court.

**13. Default:**

1. If the Successful Offeror is wholly responsible for failure to make delivery or complete implementation and installation, or if the system fails in any way to perform as specified herein, the RRJ may consider the Successful Offeror to be in default. In the event of default, the RRJ will provide the Successful Offeror with written notice of default, and the Successful Offeror will be provided twenty (20) calendar days to provide a plan to correct said default.
2. If the Successful Offeror fails to cure said default within twenty (20) days, the RRJ, among other actions, may complete the system through a third party, and the Successful Offeror shall be responsible for any amount in excess of the agreement price incurred by the RRJ in completing the system to a capability equal to that specified in the contract.

**14. Discussion of Exceptions to the RFP:**

The RFP, including its venue, termination, and payment schedule provisions, shall be incorporated by reference into the contract documents as if its provisions were stated verbatim therein. Therefore, any exception to any provisions of the RFP shall be explicitly identified in a separate “Exceptions to RFP” section of the proposal for resolution before execution of the contract. In case of any conflict between the RFP and any other contract documents, the RFP shall control unless the contract documents explicitly provide otherwise.

**15. Drug-Free Workplace to be Maintained by the Vendor (Code of Virginia, Section 2.2-4312):**

1. During the performance of this contract, the Vendor agrees to (i) provide a drug-free workplace for the Vendor’s employees; (ii) 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; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the Vendor that the Vendor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subVendor or vendor.
2. For the purposes of this section, “*drug-free workplace*” means a site for the performance of work done in connection with a specific contract awarded to a Vendor in accordance with the Virginia Public Procurement Act, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

**16. Employment Discrimination by Vendor Prohibited:**

During the performance of this contract, the Vendor agrees as follows (Code of Virginia, Section 2.2-4311):

- a. The Vendor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Vendor. The Vendor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- b. The Vendor, in all solicitations or advertisements for employees placed by or on behalf of the Vendor, will state that such Vendor is an equal opportunity employer.

- c. Notices, advertisements and solicitations placed in accordance with federal law, rules or regulations shall be deemed sufficient for the purpose of meeting the requirements of this section.
- d. The Vendor will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each sub-Vendor or vendor.

**17. Employment of Illegal Aliens:**

The Vendor does not, and shall not during the performance of this contract; knowingly employ an Unauthorized alien as defined in the Federal Immigration Reform and Control Act of 1986.

**18. Ethics:**

By submitting their signed proposals, all Offerors 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, supplier, manufacturer or subVendor 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.

**19. Federal Identification Number:**

The Vendor's federal identification number (or social security number if an individual) is \_\_\_\_\_

**20. Insurance Requirements:**

The Successful Offeror shall maintain insurance to protect itself and the Rappahannock Regional Jail from claims under the Workers' Compensation Act, and from any other claim for damages for personal injury, including death, and for damages to property which may arise from operations under this contract, whether such operations be by itself or by any sub-Vendor or anyone directly employed by either of them. Such insurance shall conform to the Insurance Specifications. **(Attachment B)**

The contracting physician must provide his own malpractice insurance covering his service at the Rappahannock Regional Jail up to the statutory amount, unless the physician can provide evidence that malpractice insurance is not available to him because of his work in a correctional facility. In that case, the jail will request coverage through Virginia Risk Management, and provide it if agreed to by Risk Management.

Certified copies of the insurance policies or other evidence of current coverage reasonably satisfactory to the Rappahannock Regional Jail shall be delivered to the Rappahannock Regional Jail.

**21. Indemnification:**

Under this contract, the successful Offeror agrees to indemnify, defend and hold harmless the Rappahannock Regional Jail, its officers, agents and employees from any claims, damages, suits, actions, liabilities and costs of any kind or nature, including attorneys' fees, arising from or caused by the provision of any services, or the use of any services or materials furnished (or made available) by the successful Offeror, provided that such liability is not attributable to the Jail's sole negligence. The Vendor shall notify the Rappahannock Regional Jail of any suit, claim, demand, loss or action made or filed against the Vendor immediately upon the Vendor's receipt or learning of it.

The owner will not agree to any limitation of damages, waiver of incidental or consequential damages, or indemnification clauses in the contract resulting from this procurement. By submitting a proposal, the proposer agrees not to request such clauses in the resulting contract.

**22. Laws and Regulations:**

All applicable state laws and Rappahannock Regional Jail rules and regulations of the authority having jurisdiction over the project/contract shall apply to the contract throughout, and they will be deemed to be included in the contract the same as though written out in full herein.

**23. Minority and Women-Owned Businesses:**

The RRJ welcomes and encourages the participation of small businesses and businesses owned by women and minorities in procurement transactions made by the Jail. The Rappahannock Regional Jail actively solicits both small business, women-owned and minority (SW\M) businesses to respond to all Invitations for Bids and Requests for Proposals. All solicitations are posted on the Jail's Internet [www.rrj.state.va.us](http://www.rrj.state.va.us)

**24. No Discrimination against Faith-Based Organizations:**

Rappahannock Regional Jail does not discriminate against faith-based organizations as that term is defined in Virginia Code Section 2.2. - 4343.1.

**25. Non-Appropriation:**

Contracts are made subject to the appropriation of funds by the Board of Directors of the Rappahannock Regional Jail Authority and are null and void in the event of non-appropriation. Non-appropriation shall be deemed a cancellation and shall

terminate this contract without recourse and with no liability on the part of the Rappahannock Regional Jail.

**26. Nondiscrimination:**

1. During the performance of this contract, the Vendor agrees as follows (Code of Virginia, Section 2.2-4311):
  - a. The Vendor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Vendor. The Vendor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
  - b. The Vendor, in all solicitations or advertisements for employees placed by or on behalf of the Vendor, will state that such Vendor is an equal opportunity employer.
  - c. 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 his section.
2. The Vendor will include the provisions of the foregoing paragraphs a, b, and c in every subcontract or purchase order of over \$10,000 so that the provisions will be binding upon each sub-Vendor or vendor.

**27. Non-Waiver:**

The failure of Vendor or the Rappahannock Regional Jail to exercise any right, power or option arising under this contract, or to insist upon strict compliance with the terms of this contract, shall not constitute a waiver of the terms and conditions of this contract with respect to any other or subsequent breach thereof, nor a waiver by Vendor or the Rappahannock Regional Jail of their rights at any time thereafter to require exact and strict compliance with all the terms hereof.

**28. Offeror's Performance:**

1. The Offeror agrees and covenants that its agents and employees shall comply with all County, State and Federal laws, rules and regulations applicable to the business to be conducted under the contract.
2. The Offeror shall ensure that its employees shall observe and exercise all necessary caution and discretion so as to avoid injury to person or damage to property of any and all kinds.

3. The Offeror shall cooperate with Jail officials in performing the contract work so that interference with normal program will be held to a minimum.
4. The Offeror shall be an independent Vendor and shall not be an employee of the Rappahannock Regional Jail.

**29. Ownership of Deliverable and Related Products:**

The selected Offeror shall be expressly prohibited by the terms of any contract resulting from this procurement from receiving additional payments or profit from the items referred to in this paragraph, other than, that which is provided for in the general terms and conditions of said contract.

This shall not preclude Offerors from submitting proposals, which may include innovative ownership approaches in the best interest of the Jail.

**30. Payment of Sub-Vendors:**

The Vendor agrees to take one of the two following actions within seven days after receipt of amounts paid to the Vendor under this contract for work performed by a sub-Vendor under this contract:

- a. Pay the sub-Vendor for the proportionate share of the total payment received by the Vendor attributable to the work performed by the sub-Vendor under this contract, or
- b. Notify the County and the sub-Vendor, in writing, of the Vendor's intention to withhold all or part of the sub-Vendor's payment with the reason for nonpayment. The Vendor shall pay interest to the sub-Vendor on all amounts owed by the Vendor that remain unpaid after seven days following receipt by the Vendor of payment for work performed by the sub-Vendor under this contract, except for amounts withheld as allowed in (b) above. Unless otherwise provided under the terms of this contract, interest shall accrue at the rate of one percent per month. The interest charge shall not be deemed an obligation of the County, and a cost reimbursement claim may not include any amount for reimbursement for such interest charge.

The Vendor shall include in each of its subcontracts a provision requiring each sub-Vendor to include or otherwise be subject to the same payment and interest requirements with respect to each lower-tiered sub-Vendor.

**31. Questions:**

Any questions about items shall be submitted to the Purchasing Agent or designee not less than (5) five days prior to the bid opening by e-mail, telephone or in writing.

Necessary replies will be sent to all proposers of record as an addendum, which becomes part of the Request for Proposal package.

Oral instructions do not form a part of the Request for Proposals.

**32. Record Retention/Audits:**

The Successful Offeror shall retain, during the performance of the contract and for a period of three years from the completion of the contract, all records pertaining to the Successful Offerors proposal and any contract awarded pursuant to this Request for Proposals. Such records shall include but not be limited to all paid vouchers including those out-of-pocket expenses; other reimbursement supported by invoices, including Offeror copies of periodic estimates for partial payment; ledgers, cancelled checks; deposit slips; bank statements; journals; contract amendments and change orders; insurance documents; payroll documents; timesheets; memoranda; and correspondence. Such records shall be available to the Rappahannock Regional Jail on demand and without advance notice during the Successful Offeror's normal working hours.

Jail personnel may perform in-progress and post-audits of Offerors records as a result of a contract awarded pursuant to this Request for Proposals. Files would be available on demand and without notice during normal working hours.

**33. Rejection of Proposals:**

The Rappahannock Regional Jail may reject a proposal if:

- a. The Offeror misstates or conceals any material fact in the proposal, or if,
- b. The proposal does not strictly conform to the law or the requirements of the proposal, or if,
- c. The proposal documents are in any respect incomplete or unsigned, or if,
- d. The proposal is conditional, except that the Offeror may qualify his/her proposal for acceptance by the Rappahannock Regional Jail on an "All or None" basis or a "low item" basis. An "All or None" basis proposal must include all items upon which proposals are invited.

**34. Severability:**

Any written contract resulting from this RFP shall contain a severability clause, which provides that each paragraph and provision of the contract will be severable from the entire agreement and if any provision is declared invalid the remaining provisions shall nevertheless remain in effect.

**35. Subcontracts:**

No portion of the work shall be subcontracted without prior written consent of the Rappahannock Regional Jail. In the event that the Vendor desires to subcontract some part of the work specified in the contract, the Vendor shall furnish the Jail the names, qualifications, and experience of the proposed sub-Vendors. The Vendor shall, however, remain fully liable and responsible for the work to be done by his/her sub-Vendor(s) and shall assure compliance with all the requirements of the contract

**36. Taxes:**

1. The Offeror shall pay all county, city, state and federal taxes required by law enacted at the time proposals are received and resulting from the work or traceable thereto, under whatever name levied. Said taxes shall not be in addition to the contract price between the Jail and the Offeror, as the taxes shall be an obligation of the Offeror and not of the Jail, and the Offeror shall hold the Jail harmless for same.
2. The Rappahannock Regional Jail is exempt from the payment of federal excise taxes and the payment of State Sales and Use Tax on all tangible, personal property for its use or consumption. Tax exemption certificates will be furnished upon request.

**37. Termination of Contract:**

1. The Rappahannock Regional Jail reserves the right to terminate the contract/purchase order immediately in the event that the Successful Offeror discontinues or abandons operations; if adjudged bankrupt, or is reorganized under any bankruptcy law; or fails to keep in force any required insurance policies or bonds.
2. Failure of the Successful Offeror to comply with any section or part of this contract/purchase order will be considered grounds for immediate termination of the contract/purchase order by the Rappahannock Regional Jail.
3. Notwithstanding anything to the contrary contained in the contract/purchase order between the Jail and the Successful Offeror, the Jail may, without prejudice to any other rights it may have, terminate the contract/purchase order for convenience and without cause with 90 days written notice to the Offeror.
4. If the termination clause is used by the Jail, the Offeror will be paid by the Jail for all scheduled work completed satisfactorily by the Successful Offeror up to the termination date set in the written termination notice.

**38. Use of Contract by Other Political Jurisdictions:**

The Offeror is advised that the resultant contract may be extended with the

authorization of the Offeror, and subject to receipt of necessary approvals to other public bodies of the Commonwealth of Virginia to permit their ordering of supplies at the prices and terms of the resultant contract. If either of such localities decides to use the resultant contract, the Offeror must deal directly with such locality concerning the placement of orders, issuance of purchase orders, contractual disputes, invoicing and payment. The Rappahannock Regional Jail acts only as the Contracting Agent for these jurisdictions and political subdivisions. Failure to extend a contract to any jurisdiction will have no effect on consideration of a proposal. It is the awarded Offeror's responsibility to notify the jurisdictions and political subdivisions of the availability of the contract(s).

Each locality has the option of executing a separate contract with the awardee. Contracts entered into with them may contain general terms and conditions unique to those jurisdictions and political subdivisions covering minority participation, non-discrimination, etc. If, when preparing such a contract, the general terms and conditions of a jurisdiction are unacceptable to the awardee, the awardee may withdraw its extension of the award to that locality. The Rappahannock Regional Jail shall **not** be held liable for any costs or damages incurred by another jurisdiction as result of any award extended to that jurisdiction or political subdivision by the awardee.

**39. Authorization to Transact Business In Virginia:**

If the Vendor is organized as a stock or non stock corporation, limited liability company, business trust, or limited partnership or is registered as a registered limited liability partnership, the Vendor agrees that during the performance of the contract it is authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law.

**40. Virginia Freedom of Information Act and Virginia Public Procurement Act:**

All proceedings, records, contracts and other public records relating to procurement transactions shall be open to the inspection of any citizen, or any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act and the Virginia Public Procurement Act.

- a. Cost estimates relating to a proposed procurement transaction prepared by or for a public body shall not be open to public inspection.
- b. Any competitive sealed bidding bidder, upon request, shall be afforded the opportunity to inspect bid records within a reasonable time after the opening of bids but prior to award, except in the event that the Owner decides not to accept any of the bids and to reopen the contract. Otherwise, bid records shall be open to public inspection only after award of the contract. Any competitive negotiation offeror, upon request, shall be afforded the opportunity to inspect proposal records within a reasonable time after the evaluation and negotiations

of proposals are completed but prior to award except in the event that the Owner decides not to accept any of the proposals and to reopen the contract. Otherwise, proposal records shall be open to the public inspection only after award of the contract except as provided in paragraph “c” below. Any inspection of procurement transaction records under this section shall be subject to reasonable restrictions to ensure the security and integrity of the records.

- c. Trade secrets or proprietary information submitted by a bidder, offeror or Vendor in connection with a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the bidder, offeror or Vendor must invoke the protections of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.
- d. Nothing contained in this section shall be construed to require the Owner, when procuring by “competitive negotiation” (Request for Proposal), to furnish a statement of reasons why a particular proposal was not deemed to be the most advantageous to the Owner.

**41. Payment Terms:**

The Rappahannock Regional Jail generally pays within 45 days of receipt of invoice (net 45).

**ATTACHMENT A  
RAPPAHANNOCK REGIONAL JAIL  
INMATE FEEDING COST SUMMARY**

Inmate Meals:

Cost Per Meal

701- 750 Inmates	_____
751- 800 Inmates	_____
801- 850 Inmates	_____
851- 900 Inmates	_____
901- 950 Inmates	_____
951-1000 Inmates	_____
1001-1150 Inmates	_____
1151-1200 Inmates	_____
1201-1250 Inmates	_____
1251-1300 Inmates	_____
1301-1350 Inmates	_____
1351-1400 Inmates	_____
1401-1450 Inmates	_____
1451-1500 Inmates	_____
1500-1550 Inmates	_____
1551-1600 Inmates	_____
1601-1650 Inmates	_____
1651-1700 Inmates	_____
1701-1750 Inmates	_____
1751-1800 Inmates	_____

Bag Lunches:

Cost Per Meal

same as the lowest cost per meal

Staff Meals:

Cost Per Meal

\_\_\_\_\_

Juvenile Meals:

Cost Per Meal

\_\_\_\_\_

Cost Per Meal without  
milk, ice-cream, juice

\_\_\_\_\_

Cost Per Meal Reward Snack Bag

\_\_\_\_\_

**ATTACHMENT B  
RAPPAHANNOCK REGIONAL JAIL  
INSURANCE SPECIFICATIONS**

The Vendor(s) shall carry Public Liability Insurance in the amount specified below, including contractual liability assumed by the Vendor, and shall deliver Certificate of Insurance from carriers acceptable to the owner specifying such limits. The Certificate shall show the Rappahannock Regional Jail named as an additional insured for the Commercial General Liability and Umbrella Liability coverage. A carrier(s) rated "Excellent" by A.M. Bests shall provide the coverage. In addition, the insurer shall agree to give the Jail 30 days notice of its decision to cancel coverage.

*Workers' Compensation*

Statutory Virginia Limits	
Employers' Liability Insurance	\$100,000 for each Accident by employee \$100,000 for each Disease by employee \$500,000 policy limit by Disease

*Commercial General Liability*

Combined Single Limit	\$1,000,000 each occurrence including contractual liability for specified agreement \$2,000,000 General Liability
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*Products/Completed Operations:* Coverage must include Broad Form property damage and (XCU) Explosion, Collapse and Underground Coverage

	\$1,000,000 Personal and Advertising Injury \$100,000 Fire Damage Legal Liability
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*Comprehensive Automobile Liability:* Including owned, non-owned and hired car coverage

	Combined Single Limit - \$1,000,000 each accident
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<i>Excess Liability</i>	\$1,000,000 per occurrence
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NOTE 1: Contractual Liability covers the following indemnity agreement:

“The Vendor(s) shall indemnify and hold harmless the owner against and from all liability, claims, damages and costs, including attorney’s fees of every kind and nature and attributable to bodily injury, sickness, disease or death or to damage or destruction of property resulting from or in any manner arising out of or in connection with the project and the performance of the work under the contract.”

NOTE 2: To satisfy the requirements above, the classification code numbers appearing on the Comprehensive General Liability coverage parts shall not exclude the symbols “X-C-U”.

NOTE 3: The intent of this insurance specification is to provide the coverage required and the limits expected for each type of coverage. With regard to the Automobile Liability and Comprehensive General Liability, the total amount of coverage can be accomplished through any combination of primary and excess umbrella insurance and self-insured reserves. The Vendor(s) shall submit evidence of self-insurance to the Owner for its review and approval in addition to the required certificate of insurance. Such evidence shall consist of, at minimum, current financial statements, which clearly indicate the reserves, committed to the Vendor(s) self-insurance program. The Vendor(s) shall for the duration of the project maintain the self-insurance reserves at a level not less than that which is stated by the Vendor(s) at the time that the Contract is executed. However, the total insurance protection provided for Comprehensive General Liability protection or for Comprehensive Automobile Liability protection, either individually or in combination with the Excess Liability Umbrella, must total \$2,000,000 per occurrence. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance programs afforded the Rappahannock Regional Jail. This policy shall be endorsed to be primary with respect to the additional insured.

**ATTACHMENT C  
RAPPAHANNOCK REGIONAL JAIL  
PROPOSAL SIGNATURE SHEET**

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth in **RFP #2014-FS**. My signature also certifies that by submitting a proposal in response to this Request for Proposals, the Vendor(s) represents that in the preparation and submission of this proposal, said Vendor(s) did not, either directly or indirectly, enter into any combination or arrangement with any person, firm or corporation or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free, competitive bidding in violation of the Sherman Act (15 U.S.C. Section 1 et seq.) or Sections 59.1-9.1 through 59.1-9.17 or Sections 59.1-68.6 through 59.1-68.8 of the Code of Virginia.

I hereby certify that I am authorized to sign as a Representative for the Firm:

NAME OF OFFEROR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

FED ID NO: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NAME (print): \_\_\_\_\_

TITLE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

FAX: \_\_\_\_\_

DATE: \_\_\_\_\_

**SUBMIT THIS FORM WITH PROPOSAL**

**ATTACHMENT D**

**JUVENILE DETENTION CENTER'S**

**APPENDIX A**

**APPENDIX B**

**APPENDIX C**

RAPPAHANNOCK JUVENILE CENTER DECEMBER 2013 NEW MENU						
<i>This Institution is an Equal Opportunity Provider APPENDIX A</i>						
	BREAKFAST		LUNCH		DINNER	
Monday Menu #1	Fresh Fruit	1 Lry	Breaded Chicken Breast Pattie	2 oz/1 oz	All Beef Hot Dog ( 2 Each)	8 oz
	Fruit Cocktail	1 Cup	Zucchini	1/2 Cup	Bun	4 oz
	Scrambled Eggs	2 oz	Diced Peaches	1 Cup	w/Chili, Onions	2 oz
	2 Slices Bread (Whole Grain)	2 oz	Garbanzo Beans	1/2 Cup	Baked Beans	1/2 Cup
	Yogurt	4 oz	Milk-Variety	8 oz	Corn	1/2 Cup
	LF Margarine	2 Pks	2 Slices Bread (Whole Grain)	2 oz	Ice Cream	4 oz
	Milk-Variety	8 oz	Lettuce and Tomato	N/A	Milk Variety	8 oz
			Mayo	1 pk	Mustard	2 pks
					Ketchup	2 pks
Tuesday Menu #2	Full Strength Juice	8 oz	Chicken Tenders	2 oz/1 oz	Cheesburger w/Bun (2 each)	6oz/1oz/2oz
	Fresh Fruit	1Lry	Sweet Potatoes	1/2 Cup	Lettuce, Tomato, Onions	4 oz
	Sautéed Apples	4 oz	Cabbage	1/2 Cup	Sweet Potato Fries	4 oz
	Cereal (Whole Grain)	1 ea	Fruit Cocktail	1 Cup	Frosted Cake	4 oz
	Scrambled Eggs	2 oz	Milk Variety	8 oz	Milk-Variety	8 oz
	1 Slice Bread (Whole Grain)	1 oz	1 Slice Bread (Whole Grain)	1 oz	Mustard	1 pk
	Milk-Variety	8 oz	Honey Mustard	1 pk	Ketchup	1 pk
Wednesday Menu #3	Full Strength Juice	8 oz	Deli Turkey Slices	2 oz	Pepperoni Pizza (2 each)	8 oz
	Fresh Fruit	1Lry	Squash	1/2 Cup	Celery & Cauliflower	1 Cup
	Mandarin Oranges	1 Cup	Bok Choy	1/2 Cup	Fruit Cocktail	1/2 Cup
	Boiled Egg	1 ea	Diced Pears	1 Cup	Frosted Cake	4 oz
	Yogurt	4 oz	Milk Variety	8 oz	Salad Dressing (Ranch)	1 pk
	Milk-Variety	8 oz	2 Slices Bread (Whole Grain)	2 oz	Milk-Variety	8 oz
			Lettuce and Tomato	N/A		
		Mayo	1 pk			
Thursday Menu #4	Full Strength Juice	8 oz	Chicken Chunks	2 oz/1 oz	Chicken Pattie on Bun	4 oz/1 oz
	Fresh Fruit	1 Lry	Collard Greens	1/2 Cup	Lettuce, Tomato, Onions	4 oz
	Diced Pears	1 Cup	White Beans	1/2 Cup	Applesauce	1/2 Cup
	Cereal (Whole Grain)	1 ea	Sliced Peaches	1 Cup	Potato Salad	1/2 Cup
	Scrambled Eggs	2 oz	Honey Mustard	1 pk	Brownies	4 oz
	Milk-Variety	8 oz	Milk Variety	8 oz	Ice Cream	4 oz
			1 Slice Bread (Whole Grain)	1 oz	Milk-Variety	8 oz
				Mayo	1 pk	
Friday Menu #5	Fresh Fruit	1 Lry	Fish Sticks	2 oz/1 oz	Spaghetti	4 oz
	Diced Peaches	1 Cup	Broccoli	1/2 Cup	Ground Beef Sauce	4 oz
	Fried Egg	1 ea	Whole Corn	1/2 Cup	Tossed Salad	4 oz
	2 Slices Bread (Whole Grain)	2 oz	Fruit Cocktail	1 Cup	Diced Pears	1/2 Cup
	Milk-Variety	8 oz	Milk Variety	8 oz	French Bread	2 oz
	LF Margarine	2 pks	1 Slice Bread (Whole Grain)	1 oz	Milk Variety	8 oz
			Tartar Sauce	1 pk	Salad Dressing	1 pk
				Frosted Cake	4 oz	
Saturday Menu #6	Fresh Fruit	1 Lry	Deli-Turkey Slices	2 oz	Beef & Bean Burrito w/Cheese	10 oz/2 oz
	Apple Sauce	1 Cup	Mashed Potatoes	1/2 Cup	Grated Cheese, Salsa	1 oz/2 pks
	Oatmeal	1 Cup	Kale	1/2 Cup	Onions/Sour Cream	1 oz/1 oz
	2 Slices Bread (Whole Grain)	2 oz	2 Slices Bread (Whole Grain)	2 oz	Salad - Lett, Tom, Cucumber	4 oz
	Milk-Variety	8 oz	Mandarin Oranges	1 Cup	Fresh Apple	1 Med
	LF Margarine	2 Pks	Milk Variety	8 oz	Brownie	4 oz
			Lettuce and Tomato	N/A	Milk Variety	8 oz
		Mayo	1 pk	Salad Dressing	1 pk	
Sunday Menu #7	Fresh Fruit	1 Lry	Chicken Tenders	2 oz/1 oz	Beef Taco w/Corn Shell	6 oz/2 oz
	Scrambled Eggs	2 oz	Carrots	1/2 Cup	Lettuce, Tomato, Onions	4 oz
	Sautéed Apples	1/2 Cup	Spinach	1/2 Cup	Sour Cream, Shredded Cheese	1 oz/1 oz
	Tater Tot	1/2 Cup	Applesauce	1 Cup	Diced Pears	1/2 Cup
	2 Slices Bread (Whole Grain)	2 oz	Sliced Bread (Whole Grain)	1 oz	Cookies	2.2 oz
	Milk-Variety	8 oz	Milk-Variety	8 oz	Milk Variety	8 oz
			Honey Mustard	1 pk	Taco Sauce	1 pk

**DEPARTMENT OF JUVENILE JUSTICE  
FOOD OPERATIONS UNIT  
NATIONAL SCHOOL BREAKFAST, LUNCH & SNACK PROGRAMS**

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**BREAKFAST MEAL REQUIREMENTS**

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**P**     **Must offer 4 components, with at least 3 components taken:**

**A**  
**T**  
**T**  
**E**  
**R**  
**N**  
**#1**

- 1) Meat/Meat Alternate (minimum of 2 oz.)
- 2) Fruit/Vegetable (minimum of 4 oz.) (Fresh fruit = 1 ea.)
- 3) Bread/Grain (1 serving)
- 4) Milk (minimum of 8 oz.)

OR

**P**  
**A**  
**T**  
**T**  
**E**  
**R**  
**N**  
**#2**

- 1) Fruit/Vegetable (minimum of 4 oz.) (Fresh Fruit = 1 med. ea.)
- 2) Bread/Grain (1 serving)
- 3) Bread/Grain (1 serving)
- 4) Milk (minimum of 8 oz.)

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**LUNCH MEAL REQUIREMENTS**

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**Must offer 5 components, with at least 3 components taken:**

- 1) Meat/Meat Alternate (minimum of 4 oz.)
- 2) Fruit/Vegetable (minimum of 4 oz.)
- 3) Fruit/Vegetable (minimum of 4 oz.)
- 4) Bread/Grain (3 servings) \*                      \* Only applies to Lunch Pattern
- 5) Milk (minimum of 8 oz.)

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**SNACK REQUIREMENTS**

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**Must offer 2 of 4 components:**

- 1) Milk (8 oz.)
  - 2) Vegetable/Fruit (6 oz. raw or 100% juice)
  - 3) Bread/Grain (1 serving)
  - 4) Meat/Meat Alternate (2 oz.)
- (Note: Cannot offer Milk and Juice for same Snack)

**APPENDIX  
C**

<i>Menu Item</i>	<i>Prep Time</i>	<i>Prep Temp</i>	<i>Traying Time</i>	<i>Traying Temp</i>	<i>Delivery Time</i>	<i>Delivery Temp</i>	<i>Comments</i>
<i>Aramark Supervisor</i>							Form to be kept on file with each meal packet, weekly and kept on file.
<i>Juvenile receiving</i>							ANY Item(s) with a non compliant temperature issue are reported to the Superintendent.
<i>RRJ Facility</i>				<i>JDC Facility</i>			
<i>Cart Number</i>	<i>Cart Temperature</i>	<i>Time of Receipt</i>	<i>Signature</i>	<i>Cart Number</i>	<i>Cart Temperature</i>	<i>Time of Receipt</i>	<i>Signature</i>