

COUNTY OF BOONE - MISSOURI



**REQUEST FOR PROPOSAL
FOR
FOOD SERVICES
TERM AND SUPPLY**

RFP #02-09JAN19

Release Date: 12/04/18

**Submittal Deadline:
January 9, 2019
not later than 2:00 P.M. CST**

**Boone County Purchasing
613 E. Ash Street
Columbia, Missouri 65201**

**Liz Palazzolo, Senior Buyer
Phone: (573) 886-4392 Fax: (573) 886-4390
E-mail: lpalazzolo@boonecountymo.org**



NOTICE OF REQUEST FOR PROPOSAL

Boone County is accepting proposals in response to this Request for Proposals (RFP) for the following:

RFP #: 02-09JAN19 - Food Services - Term and Supply

Sealed proposals will be accepted until **2:00 P.M. on January 9, 2019** in the Boone County Purchasing Office, Room 109, located at 613 E. Ash Street, Columbia, MO 65201.

Request for Proposals are available in the Purchasing Office and requests for copies may be made by phone (573) 886-4392; fax (573) 886-4390 or e-mail: lpalazzolo@boonecountymo.org.

Vendors may obtain further information on the Boone County Web Page at <http://www.showmeboone.com>.

Liz Palazzolo, CPPO, C.P.M.
Senior Buyer

Insertion: Wednesday, December 5, 2018
COLUMBIA MISSOURIAN



1. INTRUCTIONS AND GENERAL CONDITIONS

- 1.1 Delivery of Proposals: Sealed proposals, subject to Instructions and General Conditions and any special conditions set forth herein, will be received at the Boone County Purchasing office until the proposal closing date and time indicated herein for furnishing the County with services as detailed herein.
- 1.2 Proposal Closing: All proposals must be **delivered before 2:00 P.M.** Central Time on **January 9, 2019** to:
- Boone County Purchasing Department
Liz Palazzolo, Senior Buyer
613 E. Ash Street, Room 109
Columbia, Missouri 65201-4460
- 1.2.1 The County will not accept any proposals received after 2:00 P.M.
Late bids may be returned unopened if the vendor requests within ten (10) business days after bid opening. All returns will be made at the vendor's expense.
- 1.3 Sealed Proposals Required: Proposals must be submitted in a sealed envelope identified with the proposal number and date of closing. List the proposal number on the outside of the box or envelope and note "Response to Request for Proposal enclosed." No fax or electronic transmitted proposals will be accepted.
- 1.3.1 If the offeror chooses not to submit a proposal, please return the enclosed *No Bid Response Page* and note the reason.
- 1.4 Copies: The offeror is advised to submit one (1) original proposal, and two (2) copies of the proposal (for a total of three copies), plus an electronic copy of the original proposal on a thumb drive (USB memory stick).
- 1.5 Bid Opening: Proposals will be opened publicly shortly after **2:00 P.M.** on **January 9, 2019** but only the names of offerors will be read aloud at the proposal opening. Following contract execution or rejection of all proposal responses, all responses will become a part of the public record and will be released to any person or firm who requests access. **Missouri Sunshine Laws:** Due to applicable sunshine laws and regulations concerning public documents (e.g., Section 610.021 RSMo), the County's proposal file becomes part of the public record at time of contract execution or when all proposals have been rejected.

1.6 If the offeror has obtained this proposal document from the Boone County Purchasing Web Page or from a source other than the Boone County Purchasing Department, prior to submitting the proposal the offeror is advised to check with the Boone County Purchasing Department in order to ensure that the RFP solicitation package is complete, i.e., the offeror has all addenda and attachments as applicable. ***The Boone County Purchasing Department will not be responsible for providing RFP addenda if the vendor has not been added to the official Vendor list for this Request for Proposal.***

1.7 **Guideline for Written Questions:** ***All questions regarding this Request for Proposal should be submitted in writing, prior to the RFP opening and no later than 5:00 P.M., December 28, 2018*** (which allows enough time to issue an addendum answering the questions). All questions must be mailed, faxed or e-mailed to the attention of Liz Palazzolo. All such questions will be answered in writing, and such answers will be provided to all parties having obtained a Request for Proposal packet by the County by posting the addendum on the County Web site at www.showmeboone.com (Select Purchasing, then Current Bid Opportunities). Submit questions to:

Liz Palazzolo, Senior Buyer
613 E. Ash Street, Room 109
Columbia, Missouri 65201
Phone: (573) 886-4392
Fax: (573) 886-4390
E-mail: lpalazzolo@boonecountymo.org

1.8 **RFP Addenda:** In the event that it becomes necessary to revise any part of this RFP, written addenda will be issued. Any addendum to this RFP is valid only if in writing and issued by the Boone County Purchasing Department. Verbal conversations or agreements with any officer, agent, or employee of the County which modify any terms or obligations of this RFP are invalid.



2. INTRODUCTION AND GENERAL INFORMATION

2.1 Introduction:

2.1.1 This document constitutes a request for sealed proposals for **Food Services - Term and Supply** as set forth herein.

2.1.2 Organization: This document, referred to as a Request for Proposal (RFP), is divided into the following parts:

- 1) Instructions and General Conditions
- 2) Introduction and General Information
- 3) Scope of Work
- 4) Proposal Submission Information
- 5) Vendor Response/Pricing Page(s)
- 6) Certification Regarding Lobbying
- 7) Certification Regarding Debarment
- 8) Work Authorization Certification
- 9) "No Bid" Response Form

2.1.3 Purpose: Boone County, hereafter referred to as "County," proposes to contract with an individual(s) or organization(s), hereinafter referred to as "contractor" for a Term and Supply contract for furnishing daily food services for the Boone County Sheriff's Office as specified in the following requirements. Subcontracting of any services specified herein shall not be acceptable to the County. Any response that includes the use of any subcontractor will not be considered for award.

2.1.4 Scope of Current Food Services Contract: The County currently contracts with Catering By Marlin's, Inc. (dba CBM Managed Services).

The County is paying the following per meal:

<u>Scale</u>	<u>Price</u>
<u>Count</u>	
111-135	\$2.135
136-160	\$1.895
161-185	\$1.715
186-210	\$1.595
211 +	\$1.505

Additional special menu food (e.g., doctor-prescribed), food supplements and snacks are billed separately. Snacks are specifically billed at \$1.00 each. All

Kosher meals are billed at \$6.50 per each meal. Actual or census count, whichever is greater, is used for determining the per-meal price for the day. All staff meals are billed at the same price as the detainee meal.

2.2 Tour:

- 2.3.1 A tour of the Boone County Detention facility located at 2121 County Drive in Columbia, Missouri will be conducted to ensure that the offeror understands the requirements. **The tour will start at 2:30 P.M. on Tuesday, December 18, 2018.**
- 2.3.2 Offerors interested in submitting a proposal are strongly encouraged to attend the scheduled tour. While the County will make accommodation for offerors who are unable to attend the scheduled tour, offerors are advised that the County strongly encourages all offerors to attend the scheduled tour in order to minimize detention center scheduling disruptions.
- 2.3.3 Each offeror is solely responsible for a prudent and complete personal inspection, examination, and assessment of the work site condition, facilities, and/or any other existing condition, factor, or item that may affect or impact on the performance of service and equipment described and required by the requirements herein. The bidder shall not be relieved of responsibility for performance under the contract for any reason whatsoever.
- 2.3.4 To arrange a site visit at a time outside the scheduled tour, please contact the Buyer of Record, Liz Palazzolo at 573-886-4392.



3. SCOPE OF WORK:

3.1 General Requirements:

- 3.1.1. The contractor shall perform food services for the Boone County Jail as specified herein, and in accordance with generally accepted standards applicable thereto and shall comply with all applicable state, federal, and local laws, ordinances, rules, and regulations relating to the services performed hereunder.
- 3.1.2 All meals provided including sack lunches shall meet the nutritional needs of detainees in accordance with current recommended daily allowances (RDA's) in accordance with the National Institutes of Health.
- 3.1.2 The contractor shall provide food services to provide three (3) meals per day including one (1) hot meal at breakfast, one (1) hot meal at lunch, and one (1) cold meal at dinner. Regular meal times shall be with no more than fourteen (14) hours between the evening meal and the following day's breakfast meal.
- 3.1.3 The contractor shall provide a sack lunch to detainees who miss the service of the regularly scheduled meal.
- 3.1.4 The contractor shall provide snacks and nutritional supplements as may be requested by County. Snacks and nutritional supplements shall be charged separately, i.e., not included in the quoted per meal price.
- 3.1.5 Procurement of Food and Supplies: The contractor shall be responsible for providing and paying for all food products and supplies necessary to satisfactorily perform specified contractual services. The contractor's procurement procedure shall follow equitable and reasonable procurement practices that shall be strictly maintained for the duration of the contract, and shall cover the entire process of purchasing, receiving, storing, and inventorying of all foods and supplies used in performance of the contract.
 - a) The County understands that all food and supplies provided under contract are subject to availability, therefore, the County allows the contractor the right to make food and supply substitutions when market conditions dictate, or items become unavailable for any reason beyond the contractor's control. All substitutions must be made with equivalent/comparable products.
 - b) The contractor must coordinate all shipping and receiving operations with the Boone County Jail to include prior notification regarding scheduled deliveries of food and food supply items necessary for contract performance.
 - c) Supplies Logo - Advertising: The County shall approve in writing all design, advertising, and/or lettering of textile, polystyrene or paper goods such as paper

cups, plates, napkins, prepackaged condiments, menus and similar items, prior to use of said items by the contractor in the Boone County Jail.

3.1.6 **Permits/Licenses:** The contractor shall be financially responsible for obtaining all required permits and licenses to comply with pertinent municipal, county, state and federal laws and regulations. All required permits and licenses shall be kept current by the contractor throughout the duration of the contract period.

3.2 Specific Tasks:

3.2.1 **Menu Census Counts Requirements:** The County shall provide the number of meals to be prepared for each meal/sack lunch which shall be called the "Census Count." All meal count orders will be given to the contractor at least two (2) hours prior to serving time for meals. The official weekly billing count shall be the daily Detainee Census Count or the actual meal count, whichever is greater. All additional County authorized "Caterings" shall be billed separately based on a mutually agreed upon price.

3.2.2 **Menu Cycles:** The contractor shall provide meals approved by a Licensed Registered Dietician on, at least, a four-(4)-week menu cycle that must include options for medically restricted diets, religious diets, religious non-pork diets, Kosher, vegetarian and vegan diets. The 4-week menu cycle shall have a weekly average of not less than 2,800 calories per day for adult meals.

3.2.3 **Menu Planning:** Menus shall be planned by the contractor in accordance with the National Academy of Sciences to meet the nutritional needs of the detainees. The contractor's menus shall provide a variety of foods in adequate amounts to meet the Recommended Daily Allowances (RDAs) in accordance with the National Institutes of Health. These shall be adjusted for age, gender, therapeutic modifications if needed, and activity level of the detainees. The contractor shall retain copies of pertinent standards at the individual facilities.

a. The contractor shall understand and agree that the Boone County Jail is a pork-free facility, therefore no pork products shall be included in menus.

3.2.4 **Menu Review and Approval:** The menus prepared by the contractor shall be reviewed and approved by a Licensed Registered Dietician, provided at contractor's expense, who is currently licensed by the State of Missouri, in order to ensure compliance with recommended dietary standards. All menus prepared by the contractor shall be approved by the Sheriff or his/her designee, with such approval not to be unreasonably denied.

3.2.5 **Recipes and Production Standards:** The contractor shall maintain standardized recipes and portion-control procedures for the County. Standardized recipes must be followed for all food preparation to ensure medical nutrition therapy, nutritional adequacy, and nutrient requirements.

3.2.6 **Menu Modifications and Substitutions:** The contractor shall make modifications in the menu, approved by the contractor's registered dietitian, to accommodate medically restricted, religious, religious non-pork, vegetarian, and vegan diets at no additional

charge. Any modifications in the menu shall also be approved by the Sheriff or his/her designee.

- 3.2.7 Meal Preparation and Service: The contractor shall supervise all meal preparation and service to ensure quality, sanitation, texture, consistency, appearance, therapeutic modifications, and temperature. The contractor shall freeze one sample tray from each meal served for a minimum of 72-hours. The contractor shall ensure that all meals are served at appropriate temperatures, e.g. 140-degrees Fahrenheit for hot meals, and 45-degrees Fahrenheit for sack lunches. Meals shall be served in a manner that makes them palatable and visibly pleasing, complete with condiments (e.g., salad dressing, salt, pepper, catsup, and mustard as appropriate).

3.3 Personnel Requirements:

- 3.3.1 The contractor shall provide all kitchen personnel. The contractor shall ensure that an adequate staff of employees shall be on duty for the efficient, prompt and sanitary service of food on a daily basis throughout the contract period. The contractor's kitchen personnel shall be subjected to periodic health examinations as required by law at the contractor's cost. The contractor shall submit to the County evidence of compliance with all health regulations, including results of health exams and possession of food handlers' certification upon request of the County.
- 3.3.2 Management Assignment/Requirements: The contractor shall understand and agree that the contractor's food service staff shall be subject to the prior approval of the County before performing contractual services.
- 3.3.3 Contractor Contacts: The contractor shall provide a list of all possible contractor personnel that may visit, perform, manage or oversee the foodservice operation in the County. This list must contain at minimum the person's name, phone number and email address, and shall be maintained by the contractor throughout the duration of the contract with the County. The contractor shall be responsible for promptly updating the contact list and providing updates to the County.
- 3.3.4 Single Point of Contact: The contractor shall assign a staff person to act as the single point of contact for the County regarding all food service issues.
- 3.3.5 Staff Listing and Approval: The contractor shall supply the County with a complete list of employees, supervisors and management assigned to work areas at the start of the contract, and as frequently thereafter as requested by the County. All employees of the contractor shall be subject to the approval of the County that will include a criminal background check. The contractor shall submit to the Boone County Sheriff's Department the name, date of birth, Social Security number, driver's license number, and references for any contractor or subcontractor employee who may be assigned to work in the kitchen at least ten (10) work days prior to commencement of work. The contractor shall be responsible for keeping the staff listing current and shall immediately notify the Sheriff's Department regarding any employee termination.

- 3.3.6 Personnel Relations: Personnel relations of employees on the contractor's payroll shall be the contractor's sole responsibility. The contractor shall comply with all applicable government regulations related to the employment, compensation, and payment of the contractor's personnel performing services for the County under the contract.
- 3.3.7 Independent Contractor: The contractor is an independent contractor and shall not represent the contractor or the contractor's employees to be employees of the County. The contractor shall assume all legal and financial responsibility for salaries, taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, etc., and agrees to indemnify, save, and hold the County, its officers, agents, and employees, harmless from and against, any and all loss; cost (including attorney fees); and damage of any kind related to such matters.
- 3.3.8 Security: All contractor personnel must follow all County security rules, regulations and policies, see **Attachment Two**, the current Boone County Jail Policy and Procedure Manual which shall be incorporated into the contract by reference. The County reserves the right to reject admittance to any person who may constitute a security risk in the sole opinion of the Boone County Sheriff's Department, or to otherwise require that person's termination for contract work. The County will notify the contractor of any updates to the Boone County Jail Policy and Procedure Manual.
- 3.3.9 Prison Rape Elimination Act (PREA): If applicable, the contractor shall comply with the County's zero-tolerance policy related to the sexual assault, sexual misconduct or rape of offenders/detainees. The contractor's employees, agents, representative and/or members of its Board of Directors, including volunteers, who have contact with detainees, shall attend and successfully complete any and all staff training(s) related to PREA, as required by the County.
- a. The County shall provide the training(s) at no cost to the contractor. The contractor shall be responsible for expenses incurred, including salary, benefits and/or transportation, in connection with the attendance of mandatory PREA training(s) by its employees, agents, representatives and/or members of its Board of Directors, including volunteers.
- 3.3.10 Detainee Labor – Vocational Training: Detainee labor will be available to clean facilities, and to prepare and serve prepared foods. The Sheriff or his/her designee will provide at least three (3) detainees and as many as (5) detainees for each meal. In the assignment of job duties, the contractor shall ensure that no detainee supervise another detainee. The Sheriff reserves the right to suspend detainee labor being made available to the contractor at any time if, in the opinion of the Sheriff or his/her designee, the presence of detainee labor presents a safety or security concern to the facility or to any person present in the facility. If detainee labor is suspended or not adequately provided, the contractor reserves the right to request an increase in the price per meal. Said request shall be presented to the Sheriff's Department which shall review said request and make recommendation to the Purchasing Department to amend contract pricing if the request is approved; no such change in pricing shall be considered authorized if not amended in writing by way of a formal amendment to the contract, and approved by the Boone County Commission. Such request would not be unreasonably denied by the County.

- a. Vocational Training: It is highly desirable that the contractor provide standard training for detainee laborers at no cost to the County. Any detainee receiving vocational training under the contract first must be designated by the County Sheriff's Department Classification Officer as a "Detainee Worker." Vocational training shall not occur until both the County and the contractor mutually agree regarding the training program to be offered, and the party responsible for the cost of the training.

3.3.11 Employment: The County will not engage the services of any current or dismissed contractor personnel for one (1) full year after termination of employment, or one (1) year after termination of the contract without the written consent of the contractor.

3.4 Facilities and Equipment:

3.4.1 Kitchen and Dining Space: The County shall provide the contractor with general kitchen facilities, permanently installed food service equipment, i.e. "capital equipment," storage areas, and restroom facilities. The County shall also provide and be responsible for the replacement of the capital equipment. The County shall provide the following existing office furniture and equipment for use by the contractor in the performance of the contract at no charge under the same terms applicable to capital equipment contained in the contract: desks, chairs, filing cabinets, telephone service and other equipment as deemed necessary and agreeable to the County. Upon termination or expiration of the contract, the contractor shall vacate the premises and deliver back to the County the premises in the same condition that the premises were in at the time the contractor entered the premises, with reasonable use and wear expected, including all capital equipment and any office furniture or equipment the contractor has used during performance of the contract that the County has provided.

3.4.2 Equipment and Supplies: The following requirements shall apply:

- a. County/Contractor Supplied Equipment: The County shall provide the contractor with the initial inventory of supplies (i.e., hand utensils, cleaning equipment, trays, pans, pots, dishes, glasses, silverware, etc.) and capital equipment at the start of the contract. The contractor shall supply as needed, any foodservice supplies including smallwares.
- b. Other Equipment: Other equipment not provided by the County that the contractor deems to be necessary, shall be provided by the contractor at its own expense for the start-up and on-going operations contract tasks.
- c. All equipment, supplies, etc. provided, supplied or owned by the contractor shall remain the property of the contractor. All equipment, supplies, etc. provided, supplied, or owned by the County shall remain the property of the County.
- d. Leased/Rental Equipment: The contractor shall be responsible for provision of all necessary leased/rental equipment required by the contractor to perform contract services for Boone County. Any lease/rental agreement including

payment and responsibility for the leased/rented equipment shall be the contractor's sole responsibility.

- e. Repair and Replacement: The contractor shall be responsible for the cost of repair of County capital equipment where it has been determined by the County that damages were due to the contractor's gross negligence or the gross negligence of the contractor's employees and staff including assigned detainees, agents or subcontractors. The County shall be responsible for repairs that arise due to normal wear and tear of food service equipment. For any new food service equipment that is provided by the contractor, the contractor shall be responsible for the repair/replacement of new equipment.
- f. Vehicle: The contractor will not need to provide a transport vehicle for the delivery of food service.

3.4.3 Use of Provided Space: The following requirements shall apply:

- a. Food Service Areas: The County shall permit the contractor to use the kitchen facilities in the Boone County Jail and other spaces as necessary to carry out the terms of the contract. Such other spaces, as defined by the County, include areas for food service equipment and limited supplies. The County shall provide heat, air conditioning, sewer, electricity, natural gas and cold/hot water. The contractor shall exercise care to keep these energy services to a minimum and comply with established energy conservation practices, regulations and policies, and mutually endeavor to conserve the use of energies. Food loss that results from a loss or interruption of power shall be the responsibility of the County.
- b. Right of Inspection: The Sheriff, his or her designee, and any authorized agents of the County shall have the contractor's complete cooperation and full access to all food service, production and storage areas and records on inspections that they may conduct. This right shall extend to any other public officer or agent involved in food safety inspections. Access shall include all food service areas, dining facilities, storage and auxiliary service rooms including inspection of the contractor's kitchen operations with respect to the quality and quantity of food service, the method of service, opening and closing hours, and generally with respect to use, safety, sanitation and the maintenance of said premises. This provision shall not be construed to limit the County's ability to enter into the premise with or without notice for any reason.
- c. Use of Dining and Service Areas by County: The County may, without interfering with normal food service, use the dining and service areas from time to time for other purposes. Appropriate setup and cleanup for such other purposes shall be undertaken by County personnel at no cost to the contractor.
- d. Facility Security: The contractor shall be responsible for control of keys and other entry devices obtained from the County for the contractor's employees and for the security of those areas that are used by its employees, staff or subcontractors related to provision of contractual food services.

- i. Lock Cylinder/Key Installation and Replacement: The contractor shall be responsible for the cost for replacement of lost keys and the cost of re-keying and replacement of lock cylinders required as a result of its negligence and/or loss of keys.
- ii. County Security: The County shall provide the contractor with safety and security services inside the County's facilities.

3.4.4 Utilities and Telephone: The following requirements shall apply:

- a. Utilities: The County shall provide all utilities necessary for normal food service operations.
- b. Telephone/Internet: The County shall provide the contractor with telephone service (local) and internet service. The contractor shall have access to local service utilizing equipment provided by the County. The County shall pay for all long-distance telephone fees. The County shall pay for equipment repair and replacement, and line maintenance for the telephone and internet service.
- c. Uninterrupted Service: The County shall guarantee an uninterrupted supply of water, steam, electricity, gas, telephone, heat, or high/low temperature refrigeration barring acts of God, natural or manmade disasters and interruptions of the utility services listed in this section that are outside of the County's control.

3.4.5 Equipment and Facility Maintenance, Replacement and Sanitation: The following requirements shall apply:

- a. Cleanliness and Sanitation: The contractor shall adhere to the highest standards of cleanliness and sanitary practices to ensure continual sanitation in all functions of matters related to the execution of the terms of the contract including food handlers' appearance and performance in the preparation, service, transport, and storage of food and related items. The contractor shall comply with all current State of Missouri Department of Health and Senior Services, Food Service Health and Sanitation guidelines and regulations, see also <https://health.mo.gov/safety/foodsafety/>.
- b. Safety Requirements: All materials, equipment and supplies provided by the County and the contractor must comply fully with all safety requirements as set forth by local, state and federal law.
- c. Housekeeping and Sanitation Responsibilities: As part of contract services, the contractor shall provide daily housekeeping and sanitation services of kitchen facilities occupied by the contractor at no additional cost to the County. The Kitchen Checklist in **Attachment One** shall be used by the contractor and submitted upon request of the County and otherwise retained for access by the County as deemed necessary. **Attachment One** shall be incorporated into the contract by reference. The County shall be responsible for the replacement of soaps/chemicals for sanitation and dishwashing in the kitchen. All Material Safety Data Sheets (MSDS) shall be made available for posting.

- d. Stripping and Sealing of Floors: The County shall be responsible for the periodic stripping, sealing and waxing of floors in the food service areas as determined by mutual agreement.
- e. Pest Control: The County shall be responsible for the costs and maintenance of insect and pest control in all food service, production and storage areas at the Jail.
- f. Trash Removal: The contractor shall adhere to applicable state, County and municipal recycling and waste, disposal requirements, The contractor shall be financially responsible for the costs of removal of trash and garbage from food service and production operation to dumpsters. The County will be responsible for providing and paying for the dumpsters and trash removal from the dumpsters.
- g. Waste Containers: The County shall provide waste containers in sufficient quantity to maintain sanitary standards for trash disposal. Waste containers used by the contractor for kitchen operations shall be kept in a clean and satisfactory condition at all times and emptied daily by the contractor.
- h. First Aid Equipment: The County shall be responsible for the provision and costs of a basic first aid kit and related supplies in all food production and service areas.
- i. Fire Extinguisher System: The County shall furnish and maintain fire extinguisher equipment and supplies, including automatic hood extinguisher systems.
- j. Cleaning of Hood Ducts, Plenums and Related Vents and Fans: The contractor shall be responsible for routine day to day cleaning and maintenance of hood vents. The contractor shall notify the County in writing if at any time it believes that the hood ducts, plenums and related vents and fans are in need of cleaning.

3.4.6 Excused Performances: If, because of riots, war, public emergency or calamity, fire, flood, earthquake, act of God, government restriction, or labor disturbance or strike, business operations at the County facility are interrupted or stopped, performance of the contract, with the exception of monies already due and owing, shall be suspended and excused to the extent commensurate with such interfering occurrence. The expiration date of the contract may be extended for a period of time equal to the time that such default in performance is excused.

3.5 Performance Monitoring – Complaint Management

3.5.1 Regular Meetings on Performance: Recognizing that the successful performance of the contract is dependent on favorable response from the users, the contractor shall meet regularly with authorized personnel of the County in order to address adjustments in food service operations. The contractor shall cooperate with the County at all times to maintain maximum efficiency and good public relations with detainees and staff. The

frequency and timing of the meetings shall be mutually agreed between the County and the contractor; all meetings shall be on-site; in the event of conflict, the decision of the County shall be final.

- 3.5.2 Processing of Complaints: The contractor shall follow the County's grievance process and provide a prompt response for addressing complaints from detainees related to food service.

3.6 Statements, Audits, Payments, and Billing Requirements:

- 3.6.1 Invoicing and Payments: The contractor shall invoice and be paid in accordance with firm, fixed prices shown on the Vendor Response and Pricing Pages of the contract. The contractor shall submit an itemized invoice to the Boone County Sheriff's Department at the following address:

Boone County Sheriff's Department
2121 County Road
Columbia, Missouri 65202

- 3.6.2 Weekly Billings: The contractor shall submit to the County, on a weekly basis, an invoice for the detainee census count total for the week or the actual total meals served whichever is greater. These invoices will be processed by the County for payment within thirty (30) days.

- a. No other pricing will be paid by the County. Quoted contract pricing must cover all costs of providing food service as specified herein with the exception of doctor-prescribed snacks and food supplements that must be billed by the contractor separately. Pricing for doctor-prescribed snacks and food supplements shall be mutually agreed between the County and the contractor. The contractor shall provide proof of actual cost if requested by the County.
- b. All Boone County Sheriff Department staff meals shall be billed at the same applicable rate that is being charged for detainee meals.

- 3.6.3 Reporting Period: The contractor's year-to-date reports shall correspond with the County's fiscal reporting period (January – December). A month shall be a calendar month. A week shall run from Thursday through Wednesday.

- 3.6.4 Review of Yearly Operating Reviews: Upon the request of the County and at no additional charge, the contractor shall meet with the County and review each year's operation, explain deviations, discuss problems, and mutually agree on courses of action to improve the results of the required services.

- 3.6.5 Record Retention/Audits: The contractor shall retain all financial records and statements pertaining to the contract for a period of three (3) years from the close of each year's operation. The contractor's accounting procedures and internal financial controls shall conform to generally accepted accounting practices in order to ensure that food, food

supplies, and labor costs can be readily determined and expenditures verified if requested by the County.

3.6.6 Purchases and Expenses: The taxes or costs described below shall be borne by the contractor and shall be built into the quoted per meal pricing accordingly as applicable:

- a. Payroll taxes, for the contractor's employees, shall be paid by the contractor to appropriate federal, state and local authorities.
- b. All fees for required licenses and permits, such as health and food service permits, shall be paid by the contractor to the appropriate authority. All licenses and permits shall be kept current for the duration of the contract.
- c. Other Services and/or Sales: Sales tax applies to all direct sales of meals to County and contractor employees and visitors. The contractor shall be responsible for collecting and remitting the necessary sales tax payments

3.7 **Other General Contract Requirements:**

3.7.1 Insurance Requirements: The contractor shall not commence work under the contract until the contractor has obtained all insurance required under this paragraph and the Certificate of Insurance has been approved by the County; nor shall the contractor allow any subcontractor to commence work on their subcontract until all similar insurance required of the subcontractor has been so obtained and approved. All policies shall be in amounts, form, and from companies satisfactory to the County which must carry an A-6 or better rating as listed in the A.M. Best or equivalent rating guide. Insurance limits indicated below may be lowered at the discretion of the County.

- a. Employers Liability and Workers Compensation Insurance: The contractor shall take out and maintain during the life of the contract, **Employers Liability and Workers Compensation Insurance** for all of its employees employed at the site of work, and in case any work is sublet, the contractor shall require the subcontractor similarly to provide Workers Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the contractor. Workers Compensation coverage shall meet Missouri statutory limits. Employers Liability limits shall be \$500,000.00 each employee, \$500,000.00 each accident, and \$500,000.00 policy limit. In case any class of employees engaged in hazardous work under the contract at the site of the work is not protected under the Workers Compensation Statute, the contractor shall provide and shall cause each subcontractor to provide Employers Liability Insurance for the protection of their employees not otherwise protected.
- b. Commercial General Liability Insurance: The contractor shall take out and maintain during the life of the contract, such commercial general liability insurance as shall protect it and any subcontractor performing work covered by the contract, from claims for damages for personal injury including accidental death, as well as from claims for property damages, which may arise from operations under the contract, whether such operations be by themselves or for any subcontractor or by anyone directly or indirectly employed by them. The

amounts of insurance shall be not less than \$3,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death. If the contract involves any underground/digging operations, the general liability certificate shall include X, C, and U (Explosion, Collapse, and Underground) coverage. If providing Commercial General Liability Insurance, then the Proof of Coverage of Insurance shall also be included.

- c. The contractor may satisfy the minimum liability limits required for Commercial General Liability or Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum per occurrence limit of liability under the umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for either Commercial General Liability or Business Auto Liability. **The contractor shall agree to endorse the County as an Additional Insured on the umbrella or Excess Liability, unless the Certificate of Insurance state the Umbrella or Excess Liability provides coverage on a "Follow-Form" basis.**
- d. Business Automobile Liability: The contractor shall maintain during the life of the contract, automobile liability insurance in the amount of not less than \$3,000,000.00 combined single limit for any one occurrence, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the Contractor's own automobiles, teams and trucks; hired automobiles, teams and trucks; non-owned and both on and off the site of work.
- e. Subcontractors: The contractor shall cause each subcontractor to purchase and maintain insurance of the types and amounts specified herein. Limits of such coverage may be reduced only upon written agreement of County. The contractor shall provide to the County copies of certificates of insurance evidencing coverage for each subcontractor. The subcontractors' commercial general liability and business automobile liability insurance shall name the County as an Additional Insured and have the Waiver of Subrogation endorsements added.
- f. Proof of Carriage of Insurance: The contractor shall furnish the County with Certificate(s) of Insurance which name the County as an additional insured in an amount as required in the contract. The Certificate of Insurance shall provide that there will be no cancellation, non-renewal or reduction of coverage without thirty (30) calendar days prior written notice to the County. In addition, such insurance shall be on an occurrence basis and shall remain in effect until such time as the County has made final acceptance of the services provided.
- g. Indemnity Agreement: To the fullest extent permitted by law, the contractor shall indemnify, hold harmless and defend the County, its directors, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising by reason of any act or failure to act, negligent or otherwise, of the contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with the contractor or a subcontract for part of the services), of anyone directly or

indirectly employed by the contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, in connection with providing these services. This provision does not, however, require the contractor to indemnify, hold harmless, or defend the County of Boone from its own negligence.

- h. Nothing in these requirements shall be construed as a waiver of any governmental immunity of the County, its officials nor any of its employees in the course of their official duties.
- i. Failure to maintain the required insurance in force may be cause for contract termination. In the event the Agency/Service fails to maintain and keep in force the required insurance or to obtain coverage from its subcontractors, the County shall have the right to cancel and terminate the contract without notice.

Certificate Holder address:

County of Boone, Missouri
C/O Purchasing Department
613 E. Ash Street
Columbia, MO 65201

- 3.7.2 Contract Terms and Conditions: The contractor must be prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this agreement or its rights, title or interest therein, or its power to execute such agreement to any other person, company or corporation without the prior consent and approval in writing by the County.
- 3.7.3 Contract Period: The initial contract period shall run **Date of Award (as determined by signature of the Boone County Commission) through December 31, 2019**. The contract shall have four (4), one (1)-year renewal periods, or any portion thereof, following the completion of the initial/original contract term. After the completion of the final renewal term, the contract will continue on a month-to-month basis until either party terminates the contract by providing the other party with thirty (30) calendar days prior written notice.
- 3.7.4 Cancellation Agreement: The County reserves the right to cancel the contract without cause by giving not less than thirty (30) calendar days prior notice to the contractor in writing of the intention to cancel, or with cause, if at any time the contractor fails to fulfill or abide by any of the terms or conditions specified. Failure of the contractor to comply with any of the provisions of the contract may be considered a material breach of contract and must be cause for immediate termination of the contract at the discretion of Boone County. Boone County may allow the contractor reasonable opportunity to cure material breach, but is not required to do so.
- 3.7.5 Fiscal Non-Funding Clause: In the event sufficient budgeted funds are not available for a new fiscal period, the County must notify the provider of such occurrence and the contract must terminate on the last day of the current fiscal period without penalty or expense to the County.

3.7.6 Estimated Usage: All orders will be placed by the County on an “as needed” basis. The services specified herein are estimates based on past usage and anticipated future requirements and as such, do not constitute a guarantee on the part of the County.

3.7.7 Pricing: The contract will be awarded on a firm, fixed price basis for the entirety of the initial/original contract period. Prices are subject to adjustment only upon renewal of the contract period, subject to quotations on the Vendor Response Page for the specific renewal period; adjusted pricing must be effective on the renewal date and must remain firm through the entirety of the specific renewal period.

- a. Price Increase: It shall be the responsibility of the contractor to notify the County sixty (60) calendar days prior to the end of the current contract period of any pending price increase which will take effect at the beginning of the ensuing renewal period.
- b. If the option for renewal is exercised by the County, the contractor must agree that the prices for the renewal period must not exceed the maximum percent of increase for the applicable renewal period stated on the Vendor Response Pages of the contract.
- c. If renewal percentages are not provided, then prices for the renewal period(s) shall be the same as during the initial/original contract period. All pricing adjustments shall be calculated using the initial/original pricing.

3.7.8 Confidentiality: The contractor must be responsible for maintaining the confidentiality of the County records and data, which cannot be sold, shared or otherwise disclosed to other companies or individuals without written permission from the County Employee Benefits Plan officials.

3.7.9 Transition On Commencement Of Contract: The contractor shall coordinate and cooperate with the existing food service contractor to ensure a smooth and orderly transition with uninterrupted food services. Upon award of contract, the contractor shall name a Transition Manager who shall have responsibility for transition activities. No later than within thirty (30) calendar days after award of the contract, the contractor shall submit a final Transition Plan to the Sheriff for approval. The final plan shall include, but not be limited to details for dealing with existing food and food supplies inventories on site.



4. PROPOSAL SUBMISSION INFORMATION

4.1. SUBMISSION OF PROPOSALS:

4.1.1 When submitting a proposal, the offeror should include the **original and two (2) copies for a total of three (3) copies**. The offeror should also include an **electronic copy of the proposal on a removable storage drive**.

a. The offeror must submit the proposal to:

Boone County Purchasing Department
Attn: Liz Palazzolo, Senior Buyer
613 E. Ash Street, Room 109
Columbia, MO 65201

b. The proposals must be delivered no later than **2:00 P.M. on January 9, 2019**. Proposals will not be accepted after this date and time.

4.1.2 **Terms and Conditions:** The offeror agrees that by submitting an offer, Boone County's Terms and Conditions as incorporated herein must become part of the contract, and in the event of conflict between any terms the offeror submits, the terms and conditions of the County must govern.

4.2 ORGANIZATION OF PROPOSAL:

4.2.1 To facilitate the evaluation process, the offeror is encouraged to organize their proposal into distinctive sections that correspond with the individual evaluation categories described herein.

a. Each distinctive section should be titled with each individual evaluation category and all material related to that category should be included therein.

b. The signed response page from the original RFP and all signed amendments should be placed at the beginning of the proposal.

c. The offeror is advised that the proposal should, at a minimum, address all mandatory and desired services, equipment, materials, etc. Responses will fully describe how the service will be performed and what hardware/software (if any) is required at the County to access the service.

4.2.2 The offeror is cautioned that it is the offeror's sole responsibility to submit information related to the evaluation categories, and that the County is under

no obligation to solicit such information if it is not included with the proposal. The offeror's failure to submit such information may cause an adverse impact on the evaluation of the proposal. Any offeror whose responses deviate from the outlined specifications may automatically be disqualified.

4.3 OFFEROR'S CONTACTS WITH PURCHASING:

4.3.1 Offeror's Contacts: Offerors and their agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all of their questions or comments regarding the RFP, the evaluation, etc. to the buyer of record indicated on the first page of this RFP. Offerors and their agents may not contact any County employee other than the buyer of record regarding any of these matters during the solicitation and evaluation process. Inappropriate contacts are grounds for suspension and/or exclusion from specific procurements. Offerors and their agents who have questions regarding this matter should contact the buyer of record.

4.4 VALIDITY OF PROPOSAL RESPONSE:

4.4.1 Offerors must agree that proposals must remain firm for a period of ninety (90) calendar days after the date specified for the return of proposals.

4.5 EVALUATION OF PROPOSALS

4.5.1 Evaluation and Award Process: After determining a responsible offeror and a responsive proposal through the determination that the proposal satisfies the mandatory requirements stated in the Request for Proposal, the evaluator(s) must use both objective analysis and subjective judgment in conducting a comparative assessment of the proposal. The evaluation will include an assessment of cost, the offeror's experience, expertise and reliability, proposed methodology, and contractor support.

4.5.2 In order to conduct an evaluation of proposals, the vendor is advised to complete the Vendor Response Page, all parts, and to return the completed pages with the vendor's proposal. Failure to provide information necessary to evaluate the vendor's response may render the proposal incapable of award consideration. The County is not obligated to obtain information necessary for evaluation from the vendor. When evaluating responses, the County reserves the right to consider relevant information and fact, whether gained from the response, from a vendor, from the vendor's references, or from any other source.

4.5.3 After an initial evaluation process, a question and answer interview may be conducted with the offeror, if deemed necessary by the County. In addition, the offeror may be asked to make an oral presentation of their proposal to the evaluation team at a designated Boone County location. Attendance cost must be at the offeror's expense. All arrangements and scheduling will be coordinated by the County.

4.5.4 Competitive Negotiation of Proposals: The offeror is advised that under the provisions of this Request for Proposal, the County reserves the right to conduct negotiations of the proposals received or to award a contract without negotiations. If such negotiations are conducted, the following conditions must apply:

- a. Negotiations may be conducted in person, in writing, or by telephone.
- b. Negotiations will only be conducted with potentially acceptable proposals. The County reserves the right to limit negotiations to those proposals, which received the highest rankings during the initial evaluation phase.
- c. Terms, conditions, prices, methodology, or other features of the offeror's proposal may be subject to negotiation and subsequent revision. As part of the negotiations, the offeror may be required to submit supporting financial, pricing and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the proposal.
- d. The mandatory requirements of the Request for Proposal must not be negotiable and must remain unchanged unless the County determines that a change in such requirements is in the best interest of the entities.

4.5.5 Evaluation of the Vendor's Experience, Expertise and Reliability: Experience, expertise, and reliability of the offeror's organization are considered subjectively in the evaluation process. Therefore, the offeror is advised to submit any information, which documents successful and reliable experience in past performances, especially those performances related to the requirements of this RFP, and outlines the expertise of key personnel who will be assigned tasks to perform for Boone County.

- a. Qualifications Statement/References/Certifications/Licenses: The offeror should provide the following information related to previous and current services/contracts performed by the Offeror's organization and any proposed subcontractors which are similar to the requirements of this RFP.
- b. State the names and capacity of the professional staff assigned to work on the County account and a brief resume of their background, experience and include any certifications. Indicate professional staff training history. Indicate professional staff experience. The proposal should also include how the professional personnel will operate organizationally and the name and the title of the person who will direct the work.
- c. Name other businesses or preferably any government agencies/municipalities for which the vendor has provided similar services in the last three (3) years and provide a current contact name, email address and phone number for each account.
- d. The offeror should submit a copy of all licenses, certifications, accreditation, and/or permits, which may be required by state, federal, and/or local law, statute, or regulation in the course of conduct of the

offeror's business. If not submitted with the proposal, the County reserves the right to request and obtain a copy of any license or certification required to perform the defined services prior to contract award.

4.5.6 Evaluation of the Vendor's Proposed Method of Performance and Sample Inspection: Proposals will be subjectively evaluated based on the offeror's distinctive plan for performing the requirements of the RFP. Therefore, the offeror should present a written narrative, which demonstrates the method or manner in which the offeror proposes to satisfy these requirements. The language of the narrative should be straightforward and limited to facts, solutions to problems, and plans of action. The County will be evaluating the offeror's adherence to mandatory performance requirements as well as other features of the offeror's proposed approach to performing the work described herein.

- a. Offerors are cautioned about the use of specific words in the RFP. Where the words "must" or "must" are used, they signify a required minimum function of system capacity that will heavily impact the offeror's final response rating. Where the words "should," "may" or "desired" are used, they signify that the feature or capacity is desirable but not mandatory; therefore, the specifications in question will possess minimal impact on the offeror's final response rating.
- b. The method by which the proposed method of performance is written will be left to the discretion of the offeror. However, the offeror should address each specific paragraph and subparagraph of the specifications by paragraph and page number as an item for discussion. Immediately below these numbers, write descriptions of how, when, by whom, with what, to what degree, why, where, etc, the requirements will be satisfied.

4.5.7 Rejection / Withdrawal of Proposals Response:

- a. Rejection of Proposals: The right is reserved by the County at its discretion to reject any or all proposals or parts thereof. The County reserves the right to waive defects or informalities, to negotiate with offerors and to accept the proposal deemed to be in the best interest of the County.
- b. Withdrawal of Proposals: Proposals may be withdrawn on written request from the offeror at the address shown in the solicitation prior to the time of acceptance.
- c. Negligence on the part of the offeror in preparing the proposal confers no right of withdrawal after the time fixed for the acceptance of the proposals.



5. VENDOR RESPONSE AND PRICING PAGES

In compliance with this Request for Proposal and subject to all the conditions thereof, the offeror agrees to furnish the services/equipment/supplies requested and proposed and certifies he/she has read, understands, and agrees to all terms, conditions, and requirements of this proposal and is authorized to contract on behalf of the firm named below. (Note: This form must be signed. All signatures must be original and not photocopies).

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

Federal Tax ID (or Social Security #): _____

Print Name: _____ Title: _____

Signature: _____ Date: _____

Contact Name and E-Mail Address:

NOTE: The offeror must clearly state in writing any restrictions or deviations from specifications and requirements stated herein. In the absence of such statement, the County will assume that all items/services offered are in strict compliance with specifications stated in the RFP, including all technical and cost requirements, terms and conditions. The vendor must agree that the proposal if selected for award by the County will be included as part of the final contract with the County.

Cooperative Procurement: The vendor should indicate by checking "Yes" or "No" in the indicated space if the vendor will honor the submitted prices and terms for purchase by other entities in Boone County that participate in cooperative purchasing with Boone County, Missouri?

_____ Yes _____ No

(Continued on next page)

5.1. PRICING:

The vendor must submit a total firm, fixed price per meal below for all identified line items. No other pricing will be paid by the County with the exception of doctor-prescribed snacks and food supplements that must be billed separately. The pricing below must cover all costs of providing food service as specified herein.

The meal price charged shall be based on the weekly detainee census count or actual meal count, whichever is greater. All Boone County Sheriff Department staff meals shall be billed at the same applicable rate that is being charged for detainee meals.

<u>LINE ITEM</u>	<u>DETAINEE CENSUS SCALE COUNT - MEAL DESCRIPTION</u>	<u>UNIT PRICE</u>
5.1	110 and below	\$ _____/Per Meal
5.2.	111-135	\$ _____/Per Meal
5.3.	136-160	\$ _____/Per Meal
5.4.	161-185	\$ _____/Per Meal
5.5.	186-210	\$ _____/Per Meal
5.6	211+	\$ _____/Per Meal
5.7	Per Each Kosher Meal	\$ _____/Per Kosher Meal
5.8	Snack – total one price covers all snacks price	\$ _____/Per Snack

5.9 Renewal Options – applies to all line items with the exception of the discount

The County must have the sole option to renew the contract in one-year increments, or any portion thereof, for a total accumulated period of four (4) additional years following the initial term. If the options are exercised, pricing must be the same as quoted for the initial contract period subject to the specific percentage of price adjustment quoted below for the applicable renewal contract period. Prices for the renewal period must not exceed the maximum percent of increase for the applicable

renewal period stated on the Pricing Page of the contract.

The vendor must respond with a firm, fixed percentage of increase or decrease. Do not quote BOTH a Maximum Increase and a Minimum Decrease – quote one or the other. Statements such as "a percentage of the then-current price" or "consumer price index" are NOT ACCEPTABLE i.e., reference to a CPI adjustment shall be deemed unacceptable.

If a percentage is "0%" or is not proposed (i.e., left blank), the County must have the right to execute the option at the same price(s) proposed for the initial contract period.

In conducting the cost evaluation, Boone County will evaluate pricing that determines the potential maximum financial liability to the County.

All percentages must be applied to the firm pricing quoted for the initial contract period. The offeror is cautioned that percentages that are the same value for successive renewal options must be calculated against original, not compounded, pricing.

5.9.1 **Renewal Option Percentage Price Adjustment**

1st Renewal Period: January 1, 2020 – December 31, 2020

_____ %
Applied to original bid pricing
Vendor must identify below by checking appropriately as an INCREASE
OR DECREASE: Maximum Increase: _____
OR Minimum Decrease: _____

5.9.2 **Renewal Option Percentage Price Adjustment**

2nd Renewal Period: January 1, 2021 – December 31, 2021

_____ %
Applied to original bid pricing
Vendor must identify below by checking appropriately as an INCREASE
OR DECREASE: Maximum Increase: _____
OR Minimum Decrease: _____

5.9.3 **Renewal Option Percentage Price Adjustment**

3rd Renewal Period: January 1, 2022 – December 31, 2022

_____ %
Applied to original bid pricing
Vendor must identify below by checking appropriately as an INCREASE
OR DECREASE: Maximum Increase: _____
OR Minimum Decrease: _____

5.9.4 **Renewal Option Percentage Price Adjustment**

4th Renewal Period: January 1, 2023 – December 31, 2023

_____ %
Applied to original bid pricing

Vendor must identify below by checking appropriately as an INCREASE
OR DECREASE: Maximum Increase: _____
OR Minimum Decrease: _____

5.10 Vendor's Experience, Expertise and Reliability:

The evaluation of the vendor's proposed experience, expertise, and reliability must be subjective based on the ability of the vendor to perform the requirements stated herein. Therefore, the vendor should present detailed information regarding their experience and reliability. The following information should be provided by the vendor in order to assist Boone County in evaluation of the vendor's experience and reliability. The County reserves the right to use this information, including information gained from any other source, in the evaluation process.

Failure to submit requested information may negatively impact the evaluation of the proposal. The County is under no obligation to obtain information from the vendor not submitted with the proposal that may impact the subjective evaluation of the vendor's proposal.

5.10.1 Company History:

The vendor should describe in the available space the company's background in provision of food services to County jails like the Boone County Jail. Also identify when the company was founded, and how long the company has been serving the national and Missouri market, etc:

5.10.2 Professional Standards

Describe all professional organizations and standards the vendor adopts and integrates into provision of jail-based food services:

5.10.3 Vendor's References:

Provide at least three (3) references for whom the vendor has performed detainee or inmate food services in the past twelve (12) months:

- **Reference 1**

Company/Entity Name: _____

Contact Name: _____

Contact's Title: _____

City: _____ State: _____

Telephone Number and Area Code: _____

E-mail Address: _____

Description of Equipment/Services Furnished: _____

Availability of Reference: _____

=====
• Reference 2

Company/Entity Name: _____

Contact Name: _____

Contact's Title: _____

City: _____ State: _____

Telephone Number and Area Code: _____

E-mail Address: _____

Description of Equipment/Services Furnished: _____

Availability of Reference: _____

=====
• Reference 3

Company/Entity Name: _____

Contact Name: _____

Contact's Title: _____

City: _____ State: _____

Telephone Number and Area Code: _____

E-mail Address: _____

Description of Equipment Furnished: _____

Availability of Reference: _____

5.10.4 Personnel Expertise Summary:

Expertise of **key personnel** who will be assigned tasks as defined herein will be considered in the subjective evaluation of proposals. The vendor should identify the names and provide a brief description of the background, including educational degrees and certifications, of key personnel who will be assigned as key contact personnel for the County in administering the contract and also to supervise food services operations for the County. Identify the title the staff person will be assigned under the prospective contract and emphasize the expertise the person brings for consideration.

Organizational Chart - In addition, the vendor should provide an organizational chart showing the staffing and lines of authority for the key personnel to be used. The organizational chart should include (1) The relationship of service personnel to management and support personnel, (2) The names of the personnel and the working titles of each, and (3) Any proposed subcontractors including management, supervisory, and other key personnel. The organizational chart should outline the team proposed for this project and the relationship of those team members to each other and to the management structure of the vendor's organization.

(Also attach resumes for key personnel)

Personnel	Background and Expertise of Personnel
1. _____ (Name) _____ (Title)	
2. _____ (Name) _____ (Title)	
3. _____ (Name) _____ (Title)	
4. _____ (Name) _____ (Title)	

5.11. Performance Methodology:

The offeror should provide the following information regarding the proposed approach to provide food services to the Boone County Jail:

5.11.1 Describe the procurement methods/processes the vendor uses to obtain food and food supplies for detainee meals that would be prepared for the Boone County Jail. Identify suppliers the vendor routinely uses (e.g. Sysco, U.S. Foods, etc.) and describe the relationship the vendor has with its routine suppliers (e.g., term contract, spot purchases, etc.)

5.12.2 Description of Vendor's Typical Menu:

The vendor should address how the vendor's typical menu ensures meeting dietary RDA's and ACA standards. Provide sample menus and address how the menu items meet RDA and ACA standards.

5.12.3 Description of Special Menus:

The vendor should describe the vendor's ability to meet special dietary needs, e.g., Kosher, vegan, etc. and provide sample menus:

5.11.4 Description of Nutritional Supplement and Snack Food Items:

The vendor should describe the nutritional supplements and snack food items that the vendor can make available to the Boone County Jail, (e.g., provide names of products including brand names and packaging size, etc):

5.11.5 Description of Routine Daily Kitchen Operations:

Address the vendor's proposed routine daily kitchen operation tasks including meal preparation, serving, and clean-up, and include a proposed schedule for a routine day that covers the previously stated primary tasks:

5.11.6 Equipment, Smallwares, Etc. the Vendor will Supply:

Provide the contact name, phone number and e-mail for the primary contact person who will be the Single Point of Contact for the Boone County Jail regarding food service issues:

5.11.7 Single Point of Contact Information:

Provide the contact name, phone number and e-mail for the primary contact person who will be the Single Point of Contact for the Boone County Jail regarding food service issues:

5.11.8 Food Safety and Handling:

Describe the vendor's routine operating procedures to ensure food safety and handling:

5.11.9 Sanitation and Hygiene Protocol:

Describe the vendor's routine operating procedures regarding kitchen sanitation, waste removal and general hygiene requirements the vendor requires kitchen staff to follow:

5.11.10 Vocational Training:

The vendor should describe details of any existing food service vocational training programs the vendor uses or has developed for used to educate detainees in food service:

5.11.11 Reports and Record Keeping:

The vendor should submit samples of its routine reports regarding daily kitchen operations. In addition the vendor should provide samples of “incidents” or “accidents” reports. In general the vendor should address its record keeping practices and address what reporting it can make available to the County:

5.11.12 Subcontractors:

If the vendor intends to subcontract any part of specified performance tasks to any subcontractor then the vendor should describe any subcontractors by name, location and task that the subcontractor(s) will perform:

5.11.13 Other:

Describe any other features of the vendor’s proposed food service program that would be beneficial for the County to know in order to evaluate the potential the vendor’s service may bring to the County:

CERTIFICATION REGARDING LOBBYING

(The vendor should complete and return with the proposal)

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loan, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Vendor Signature

Date

(The vendor should complete and return with the proposal)

**Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR
CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant must attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature

Date

Liz Palazzolo
Senior Buyer



Boone County Purchasing
613 E. Ash Street, Room 109
Columbia, MO 65201
Phone: (573) 886-4392
Fax: (573) 886-4390

INSTRUCTIONS FOR COMPLIANCE WITH HOUSE BILL 1549

House Bill 1549 addresses the Department of Homeland Security's and the Social Security Administration's E-Verify Program (Employment Eligibility Verification Program) that requires the County to verify "lawful presence" of individuals when we contract for work/service; verify that contractor has programs to verify lawful presence of their employees when contracts exceed \$5,000; and a requirement for OSHA safety training for public works projects.

The County is required to obtain certification that the bidder awarded the attached contract participates in a federal work authorization program. To obtain additional information on the Department of Homeland Security's E-Verify program, go to:

http://www.dhs.gov/xprevprot/programs/gc_1185221678150.shtm

Please complete and return form *Work Authorization Certification Pursuant to 285.530 RSMo* if the contract amount is in excess of \$5,000. Attach to this form the *E-Verify Memorandum of Understanding* that the vendor completed when enrolling. The link for that form is:
<http://www.uscis.gov/files/nativedocuments/save-mou.pdf>

Additional information may be obtained from:
<http://www.uscis.gov/files/nativedocuments/MOU.pdf>

If the vendor is an Individual/Proprietorship, then the vendor must return the attached *Certification of Individual Bidder*. On that form, the vendor may do **one of the three options** listed. Be sure to attach any required information for those options as detailed on the *Certification of Individual Bidder*. If the vendor chooses option number two, then the vendor will also need to complete and return the attached form *Affidavit*.

CERTIFICATION OF INDIVIDUAL BIDDER

Pursuant to Section 208.009 RSMo, any person applying for or receiving any grant, contract, loan, retirement, welfare, health benefit, post-secondary education, scholarship, disability benefit, housing benefit or food assistance who is over 18 must verify their lawful presence in the United States. Please indicate compliance below. Note: A parent or guardian applying for a public benefit on behalf of a child who is citizen or permanent resident need not comply.

Options

- ____ 1. I have provided a copy of documents showing citizenship or lawful presence in the United States. (Such proof may be a Missouri driver's license, U.S. passport, birth certificate, or immigration documents). Note: If the applicant is an alien, verification of lawful presence must occur prior to receiving a public benefit.

- ____ 2. I do not have the above documents, but provide an affidavit (*copy attached – see following page*) which may allow for temporary 90-day qualification.

- ____ 3. I have provided a completed application for a birth certificate pending in the State of _____. Qualification must terminate upon receipt of the birth certificate or determination that a birth certificate does not exist because I am not a United States citizen.

Applicant

Date

Printed Name

AFFIDAVIT
(Only Required for Certification of Individual Bidder (Option #2))
- see previous page -

State of Missouri)
)ss
County of _____)

I, the undersigned, being at least eighteen years of age, swear upon my oath that I am either a United States citizen or am classified by the United States government as being lawfully admitted for permanent residence.

Date

Signature

Social Security Number
or Other Federal I.D. Number

Printed Name

On the date above written _____ appeared before me and swore that the facts contained in the foregoing affidavit are true according to his/her best knowledge, information and belief.

Notary Public

My Commission Expires:



“No Bid” Response Form

Boone County Purchasing
613 E. Ash Street, Room 109
Columbia, MO 65201

Liz Palazzolo, Senior Buyer
(573) 886-4392 Fax: (573) 886-4390
E-Mail: lpalazzolo@boonecountymo.org

“NO BID RESPONSE FORM”

NOTE: THE VENDOR SHOULD COMPLETE AND RETURN THIS FORM ONLY IF THE VENDOR DOES NOT WANT TO SUBMIT A BID

If the vendor does not wish to respond to this bid request, but would like to remain on the Boone County vendor list **for this service/commodity**, please remove form and return to the Purchasing Department by mail, e-mail or fax.

Bid: RFP #02-09JAN19 - Food Services – Term and Supply

Business Name: _____

Address: _____

Telephone: _____

Contact: _____

Date: _____

Reason(s) for Not Submitting Proposal Response :

STANDARD TERMS AND CONDITIONS - BOONE COUNTY, MISSOURI

1. Contractor shall comply with all applicable federal, state, and local laws and failure to do so, in County's sole discretion, shall give County the right to terminate this Contract.
2. Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Boone County Department identified in the Request for Bid and/or Proposal.
3. The Boone County Commission has the right to accept or reject any part or parts of all bids, to waive technicalities, and to accept the offer the County Commission considers the most advantageous to the County. Boone County reserves the right to award this bid on an item-by-item basis, or an "all or none" basis, whichever is in the best interest of the County.
4. Bidders must use the bid forms provided for the purpose of submitting bids, must return the bid and bid sheets comprised in this bid, give the unit price, extended totals, and sign the bid. The Purchasing Director reserves the right, when only one bid has been received by the bid closing date, to delay the opening of bids to another date and time in order to revise specifications and/or establish further competition for the commodity or service required. The one (1) bid received will be retained unopened until the new Closing date, or at request of bidder, returned unopened for re-submittal at the new date and time of bid closing.
5. When products or materials of any particular producer or manufacturer are mentioned in our specifications, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.
6. Do not include Federal Excise Tax or Sales and Use Taxes in bid process, as law exempts the County from them.
7. The delivery date shall be stated in definite terms, as it will be taken into consideration in awarding the bid.
8. The County Commission reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must notify the Purchasing Department.
9. In case of default by the Contractor, the County of Boone will procure the articles or services from other sources and hold the Bidder responsible for any excess cost occasioned thereby.
10. Failure to deliver as guaranteed may disqualify Bidder from future bidding.
11. Prices must be as stated in units of quantity specified, and must be firm. Bids qualified by escalator clauses may not be considered unless specified in the bid specifications.
12. No bid transmitted by fax machine or e-mail will be accepted.
13. The County of Boone, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered to the County and is accepted by the County.
14. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from a state or other governmental entities contract under more favorable terms. The resulting contract will be considered "Non-Exclusive". The County reserves the right to purchase from other vendors.

15. The County, from time to time, uses federal grant funds for the procurement of goods and services. Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to the funds used by the County for said procurement, and contract clauses required by the federal government in such circumstances are incorporated herein by reference. These clauses can generally be found in the *Federal Transit Administration's Best Practices Procurement Manual – Appendix A*. Any questions regarding the applicability of federal clauses to a particular bid should be directed to the Purchasing Department prior to bid opening.
16. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
17. Should an audit of Contractor's invoices during the term of the Agreement, and any renewals thereof, indicate that the County has remitted payment on invoices that constitute an over-charging to the County above the pricing terms agreed to herein, the Contractor shall issue a refund check to the County for any over-charges within 30-days of being notified of the same.
18. For all bid responses over \$25,000, if any manufactured goods or commodities proposed with bid/proposal response are manufactured or produced outside the United States, this MUST be noted on the Bid/Proposal Response Form or a Memo attached.
19. **For all titled vehicles and equipment the dealer must use the actual delivery date to the County on all transfer documents** including the Certificate of Origin (COO,) Manufacturer's Statement of Origin (MSO,) Bill of Sale (BOS,) and Application for Title.
20. **Equipment and serial and model numbers** - The contractor is strongly encouraged to include equipment serial and model numbers for all amounts invoiced to the County. If equipment serial and model numbers are not provided on the face of the invoice, such information may be required by the County before issuing payment.

Revised 1/17/2018

End of Document

RFP 02-09JAN19 - FOOD SERVICES

ATTACHMENT ONE

Daily end of shift walk through checklist

_____ All surfaces are clean

_____ All sinks are clean

_____ Kitchen equipment has been cleaned

_____ Drains do not have food on or near them

_____ Food debris has been removed from food traps/catch basins

_____ Entire kitchen has been swept and mopped

_____ All food is covered and/or stored properly

_____ The hallway trash cans are empty and clean. All loose trash has been taken outside
***if not, what is the name of the officer on duty that you alerted that assistance was needed to take trash
outside? _____

_____ The hallway and open areas outside the kitchen have been swept and mopped

_____ All delivery carts have been cleaned

_____ All pots/pans/trays have been properly washed/dried/stored

_____ All knives are accounted for

Kitchen supervisor comments:

_____ **Kitchen supervisor completing walk through**

_____ **Date/Time of completion**

Maintenance supervisor comments:

_____ **Maintenance supervisor walk through**

_____ **Date/Time of completion**

Please do not destroy these forms. Refer to Detention Administration for permission to destroy. Thank you



**RFP 02-09JAN19
Attachment Two**



**Boone County Jail
Policy and Procedure Manual**

Policy Number & Name Food Service	Approved by: Sheriff Dwayne Carey
Effective / Revision Date: 09/04/18	References: G02.01.01, G02.01.01, G02.02.01, G02.02.02, G02.02.03, G02.03.01, G02.03.02, G02.04.01, G02.04.02, G02.04.03, G02.05.01, G02.05.02, G02.05.03, P03.03.02, P03.03.03,

Purpose: To ensure the detainee(s) of the Boone County Jail (BCJ) receive nutritionally adequate meals prepared in a sanitary food service area.

Definitions:

Legitimate Religion. A denomination or group subscribing to religious principles and/or beliefs recognized by a group of persons who share common ethical, moral, or intellectual views.

Registered Dietician. A person registered as having training around nutrition and who can apply that information to the regulation of a diet.

Special Diet. Diets directed by medical staff for medical reasons and diets necessary to accommodate detainees' legitimate religious requirements.

Policy: It is the policy of the BCJ to follow dietary and professional food preparation guidelines by providing for the storage, preparation, and service of meals under sanitary conditions.

Procedure:

Section A: General Food Services

A-1. The BCJ will provide food services for the detainees by contracting with a private institutional food service provider.

- A-2. The food service provider will prepare and serve meals in a suitable and sanitary jail food service area (kitchen), consistent with health code requirements of the State of Missouri, the County of Boone, and the City of Columbia, MO.
- A-3. The food service provider staff will inspect each completed detainee food tray prior to stacking; paying attention to portion size and food appearance. Noted deficiencies will be immediately corrected.
- A-4. The food service provider will employ an on-site Food Service Manager as part of the contract. The Food Service Manager will supervise all contracted food service employees (cooks) and provide expert administrative, dietetic, purchasing, equipment consulting and personnel advice. The jail Captain will monitor the contractor's performance.
- A-5. The food service provider will maintain documentation of meal service and menus for a minimum of three years. This documentation will include the following:
 - 1. Special meals served.
 - 2. Names of detainees receiving special meals.
 - 3. Dates the special meals were provided.
 - 4. The menu items for the special meals.
 - 5. Who approved the special meal (medical or religious).

Section B: Nutritional Meals

- B-1. All meals served to the detainees will be nutritionally complete. A registered dietician will evaluate all meal menus before a menu may be implemented for use. Menus will be approved by the jail Director or his/her designee.
- B-2. All menus are to be based on the recommended dietary allowances of the National Academy of Sciences.
- B-3. All menus are to be evaluated and updated on an annual basis for continued nutritional completeness. A registered dietician will conduct this review.
- B-4. Deviation from the planned menu should be kept to a minimum without justification, and a reasonable equivalent used when possible.

Section C: Special Diets

- C-1. Medical or special diets for detainees must be provided upon medical authorization. Medical diets shall be prepared and served to the detainees according to the orders of the treating physician or dentist or as directed by a responsible medical authority. Disciplinary diets will be approved by a jail supervisor and after review of a nutritionist or dietician to ensure it is adequate.

- C-2. Medical diets shall be specific and complete, and shall be documented in the Jail Management System (JMS). Medical diet orders shall be submitted in writing to the Food Services Manager.
- C-3. The Food Service Manager will have on file, one-week menus for religious, medical, and disciplinary diets.
- C-4. Unless there is a dietary need, no detainee will receive more than one meal per meal service.
- C-5. Detainees requesting special diets for religious reason(s) must make the request in writing. The request will be forwarded to jail staff for approval.
- C-6. If the request is approved, the request will be forwarded to the Food Service Manager and a copy will be placed in the detainees file located in the booking control room. It will also be documented in the detainee's event file in the JMS. If the request is denied, the jail staff member will indicate the reason(s) for denial in writing and have a copy placed in the detainee's file. The detainee will also receive a copy of the request.
- C-7. The Food Service Manager will instruct food service staff, who will prepare the special meal(s) in accordance with their policies and protocols. Emphasis will be placed on avoiding inadvertent tainting, adulterating, or mixing of kosher or halal meals with pork byproducts or meat-free religious meals with animal byproducts.
- C-8. Food service staff will have procedures in place for ensuring that food served to the detainee(s) who are forbidden to eat certain items:
1. Should be served an alternate meal which does not include the forbidden items
 2. Should not be tainted by using the same utensils and cooking pots in the preparation of the special diets which were being used to prepare prohibited food items; and
 3. Should take measures to reasonable ensure that byproducts of the forbidden food items do not taint the religious meal.
- C-9. Food service staff should not compel Jewish or Muslim detainees who object to participate in the preparation, cooking or serving of meals which include pork or pork byproducts.
- C-10. Regular menu items will be utilized for religious diets unless specifically approved by a jail supervisor.
- C-11. Jail supervisors reserve the right to use special disciplinary or control diets, such as Nutra-loaf, finger foods, snack meals, etc. If these alternate food selections are used, a Registered Dietician shall evaluate them to ensure they are nutritionally adequate, pursuant to controlled procedures.
- C-12. A record of all special diets provided shall be maintained by the Food Service Manager. The Food Service Manager will document the detainee's name, location within the

facility, type of diet (i.e. religious, medical, etc.) and all special instructions regarding the diet.

Section D: BCJ Meal Service

- D-1. Detainee meals will be provided three times per day, with no more than fourteen hours between meals. Exception will be during times when detainee(s) choose to fast for religious reasons.
- D-2. Barring exigent circumstances, detainees will be served at least one hot meal per day.
- D-3. Detainees will be allowed at least fifteen minutes of eating time per meal.
- D-4. Detainee meals will be served in a sanitary manner in a dayroom or other dining area located away from the immediate proximity to detainee toilets. Detainees in lockdown units will be allowed to eat on their bunk and/or at the table within their cell.
- D-5. All detainee workers will wear hairnets and disposable gloves when preparing and serving meal trays and food items.
- D-6. Officers supervising meal service in the BCJ will count the detainee food trays prior to service. The officers will inspect each detainee food tray during service. This includes all meals served in dormitories as well as lock-down units. Noted deficiencies will be immediately reported to food service staff, and a substitute tray (or missing item) provided.

Section E: Staff Supervision

- E-1. To ensure proper quality, quantity and sanitation control, the Food Service Manager will closely monitor and supervise detainees acting as kitchen workers.
- E-2. The Food Service Manager, or designee, will make daily health and safety inspections of all food handlers at the beginning of each shift to ensure:
 - a. The absence of apparent illness or infection.
 - b. Adherence to jail dress code and proper hygienic practices.
- E-3. During meal service, jail officers will assume supervision responsibilities of the detainee workers serving the meals in the housing units.

Section F: Accounting for Supplies and Utensils

- F-1. The Food Service Manager is responsible for strict accounting and control of all food supplies and kitchen tools to prevent detainees from putting them to improper use.

Example: Utensils (i.e. knives, ladles, spoons, forks, etc.) can be used, or modified, as weapons. Extra food can be sold by kitchen detainee workers to other detainees. Certain food supplies can be used to make illegal alcoholic beverages (i.e. yeast, sugar, bread, fruit, etc.), and other ingredients such as vanilla and nutmeg can be consumed for its content.

Officers will conduct routine inspections of the kitchen for compliance.

- F-2. No detainee, including detainee workers, will be given use of any kitchen knives.
- F-3. All kitchen knives and edged utensils will be stored in the locked utensil storage box, located in the BCJ kitchen staff office, when not in use. Food service staff will maintain a log that records removal of implements from this lock box.
- F-4. At the beginning and end of each shift, food service staff will conduct an inventory of all knives, utensils, and moveable equipment. Any discrepancy involving a missing tool or material will be reported to a shift supervisor immediately. A cursory effort to locate missing tools and/or materials will be initiated by the reporting staff immediately. Steps to locate missing tools and/or material may include locking down detainees and restricting movement. A detailed report of the incident will be submitted through the chain of command to the Jail Captain.
- F-5. The jail officer(s) supervising the serving of meals will ensure all eating utensils are accounted for before and after meal service.

Section G: Food Ordering, Storage, and Inventory

- G-1. The Food Service Manager, or designee, is responsible for placing food orders as needed to ensure necessary supplies are maintained.
- G-2. Perishable foods will be stored in a BCJ kitchen cooler or freezer depending on anticipated use. All perishable foods will be maintained at a temperature of forty-five degrees or below while in storage. Frozen foods will be maintained in a frozen state and thawed immediately prior to using, in a manner that minimizes microbial growth.
- G-3. Dry goods will be stored in the kitchen storeroom or BCJ kitchen shelves depending on anticipated use. Dry goods will remain in their original or specialized containers until used.
- G-4. Any food item that appears tainted or spoiled will not be used for meal preparation but instead will be disposed.
- G-5. The Food Service Manager is responsible for weekly inventory of all food items kept on hand.
- G-6. Par-levels (emergency levels) of all dried goods will be maintained.

- G-7. As food orders are received for storage, older items will be rotated to the front of the shelves for first use.
- G-8. Leftover foods from meals will be dated and disposed of after three days.
- G-9. Any discrepancies to the inventory will be reported immediately to an on-duty supervisor.
- G-10. Administrative staff will review the monthly food service provider invoice using the meal count report generated by Jail Management System (JMS) to ensure appropriate charges. The Food Service Manager is immediately notified of any discrepancies and corrections are made at that time.

Section H: Sanitation

- H-1. The Food Service Manager will ensure detainees are provided nutritionally adequate food that is prepared and served under conditions which do not present a threat to the health and well-being of detainees. Food that is not properly prepared and served may become contaminated with bacteria, some of which can result in serious illness.
- H-2. The Food Service Manager will adopt and implement food service policies and procedures which ensure proper sanitation in the jail kitchen, in accordance with Missouri, Columbia, and Boone County food handling laws.
- H-3. All food service workers, including kitchen detainee workers, will comply with the following hygienic requirements:
 - 1. Use appropriate preparation/meal service devices as designated by the Food Service Manager, i.e. tongs, gloves, ladles, etc.
 - 2. Wash hands upon reporting to duty, after using toilet facilities, after picking up items from the floor, after handling garbage and after any other potentially unsanitary practice.
 - 3. Wear plastic gloves while handling food and utensils.
 - 4. Wear hair nets/caps/beard nets.
- H-4. All food service areas and equipment will be inspected daily by the Food Service Manager, or designee, to ensure that the functions associated with the kitchen are carried out under acceptable safe and sanitary conditions in compliance with established health and safety codes.
- H-5. The kitchen will be cleaned after each meal. This cleaning will include the following:
 - 1. All floor areas.
 - 2. All counters and stainless-steel surfaces.
 - 3. All grills and cooking surfaces.
 - 4. All utensils and trays.

5. All food carts.
6. Storage areas and pantries shall be cleaned as needed or least once each week.

Section I: Disaster Plan for Kitchen

- I-1. The Food Service Manager will maintain an emergency plan to provide food service in case of emergency situations. This plan will provide for the uninterrupted provisions of food service during the emergency period. The Jail Captain will permit reasonable variations in the service as a part of such a plan.
- I-2. In the event of an emergency, cold meals that meet all nutritional requirements will be served on paper products.