

**Request for Proposals
Inmate Food Service
RFP # 20171109**

ISSUED BY SCOTT COUNTY COMMISSION



Mandatory Meeting: October 19, 2017 at 9:00 a.m.

**(Scott County Commission Office in the Courthouse, 131 S
Winchester Street, Benton MO 63736)**

Bid Due Date: November 9, 2017 at 9:00 a.m.

**(Scott County Commission Office in the Courthouse, 131 S
Winchester Street, Benton MO 63736)**

BID AWARD PROCEDURES

Scott County has the right to negotiate with the provider who, in the County's opinion, offers the best program of service. The final award will be made to the most qualified, responsive vendor as determined by the County.

Scott County reserves the right to reject any and all proposals and to select the proposal considered most advantageous to the County.

All Proposals must be in compliance with the terms of RFP's. Failure to comply with any provision of the RFP may result in the vendor's disqualification from consideration for the project. The County reserves the right to waive minor defects or irregularities in any proposal. The vendor acknowledges that the County, in its sole and unqualified discretion, may waive or deviate from the procedures and/or timetable described in the RFP. The County also reserves the right to supplement, amend, or otherwise modify the RFP, with or without prior notice. The County further reserves the right to request additional information from any or all vendors.

The vendor acknowledges that all proposal materials become the property of the County and as such may be available to the public. By submitting a proposal, the vendor acknowledges that the County's decision is final, binding and conclusive upon the vendor for all purposes.

AWARD CRITERIA

The RFP award will be made to the vendor whose proposal is determined to be in the best interest of the County while taking into consideration the following criteria:

- General quality, organization, clarity and thoroughness of the proposal
- Qualifications and experience of the vendor and key personnel
- Demonstration of an understanding of the project and the uniqueness of the facility's needs
- Overall satisfaction of current and former clients
- Reasonableness of the cost proposal (annual price, per diem rates, etc.)

**REQUEST FOR PROPOSAL
SCOTT COUNTY, MISSOURI**

I. INTRODUCTION

Scott County is requesting proposals for the provision of food service to include inmate and staff feeding seven days/week and program support services for an approximate population of 117 inmates, for a term of three (3) years from January 1, 2018 through December 31, 2020. In addition, the County reserves the option of extending the contract without bid on a year to year basis for additional one (1) year periods for three (3) years.

Scott County presently operates a facility at the following location:
211 South New Madrid Street
Benton, Missouri 63736
Contact Person – Sheriff Wes Drury
Current Average Daily Population: 117

II. OBJECTIVES OF RFP

To result in a contract between the successful bidder and Scott County that will meet the following objectives:

- A. To deliver high quality food service that can be audited against established nutritional and health standards.
- B. To operate the food service program using corrections-experienced and professionally trained personnel.
- C. To operate the foodservice program in a cost-effective manner with full reporting to Scott County.
- D. To implement a written foodservice plan with clear objectives, policies, procedures and annual evaluation of compliance.
- E. To maintain an open collaborative relationship with the administration and staff of Scott County and other County offices.
- F. To maintain standards established by Scott County, as well as ACA, State and Federal Correctional Food Service standards.
- G. To offer a comprehensive program for continuing staff and inmate training.
- H. To operate the food service program in a humane manner with respect to the inmates' rights to basic health and nutritional standards.

III. PROPOSAL PROCESS

The following is a schedule of events concerning the bid process:

Distribution of the RFP

Mandatory Pre-bid meeting or site visit

October 19, 2017 at 9:00 a.m.

Due date/Public Opening

November 9, 2017 at 9:00 a.m.

Commence Services

January 1, 2018

A complete original and two exact duplicates of the proposal will be submitted to:

Scott County Commissioners Office
131 S. Winchester Street
Benton, Missouri 63736

Proposals must be received no later than 9:00 a.m., Thursday, November 9, 2017 at the address set forth above.

Questions regarding bid specifications may be directed to the following individual:

Wes Drury, Sheriff
(573) 545-3525

All proposals must be accompanied by a guaranty given in the amount of 10% of the proposed contract amount and may be given at the option of the proposer by Certified Check, Cashiers Check or Bid Bond from a reputable insurance company authorized to post such Bonds in the State of Missouri.

IV. QUALIFICATIONS OF BIDDER

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

- A. The vendor must be organized for the purpose of providing institutional and/or volume food service, and must have five (5) years previous correctional feeding experience with proven effectiveness in administering large scale corrections food service programs, one of which must be in the State of Missouri.
- B. The vendor must have a proven ability for a contract start-up by January 1, 2018.
- C. The vendor must have qualified and trained staff with sufficient back-up personnel to successfully complete the contract requirements. Personnel must include a full-time, corrections-experienced Registered Dietitian available for menu development.
- D. The vendor must have the central office capability to supervise and monitor the program ensuring satisfactory provision of services. In addition, the vendor must have an alternate emergency preparation site in the Benton, Missouri area.
- E. The vendor must submit a certified copy of a current financial report of the company. If the company is a subsidiary or division of a corporation, the relationship of the vendor must be clearly delineated in the proposal.
- F. The vendor shall submit a list of five (5) references, including name of institution, address, and contact person and phone number.
- G. The vendor shall submit a performance bond in the amount of 100% of the total bid after award but prior to start up. However, all proposals must be accompanied by an agreement

of surety (Consent of Surety) for 100% of the awarded amount if the contract is awarded to its principal. The consent of surety must not contain any conditions or reservations, other than the condition that the contract is to be awarded to the Proposing Contractor. Failure to submit the consent of surety will result in immediate rejection of a vendor's proposal.

IV PROPOSAL PACKAGE

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

- A. Transmittal Letter
 - 1. This letter is to be a brief letter, addressed to Scott County, which provides the following information:
 - a) Name and address of the vendor;
 - b) Name, title and telephone number of the contact person for the vendor;
 - c) A statement that the proposal is in response to this RFP; and
 - d) The signature typed name and title of the individual who is authorized to commit the vendor to the proposal.

- B. Technical Proposal This portion of the proposal must address each item listed below:
 - 1. Introduction
 - a) Company Profile
 - (1) Date organized to provide food service management in institutional and correctional facilities.
 - (2) Corporate background and depth of support, including description of parent company, if any.
 - (3) number of employees
 - (4) number of years doing business
 - b) Describe current contracts or business with other correctional food service facilities
 - (1) client
 - (2) date of original contract
 - (3) type/size
 - c) Facilities currently accredited by State or Federal Accreditation Board
 - (1) name of facility
 - (2) accrediting agency - list all
 - d) Company achievements in providing correctional food service management.
 - e) Corporate and regional office organizational structure
 - f) References, with addresses and phone contacts.

- C. Operational Standards - All proposals must clearly define:
 - 1. Procedures for meal delivery to the inmates and staff.
 - 2. Quality and inventory control methods and standards.
 - 3. Specific procedures for providing safe, sanitary, and secure food service management, including supervision and control of inmate labor and internal security of products and equipment available to inmates.

4. Procedures for dealing with inmate/staff complaints about food and minimizing the potential for inmate litigation.
5. Any additional equipment necessary for efficient food service operation.
6. Procedures for weekly billing and weekly inventory of food and supplies.
7. Operational procedures for handling food service should on-site kitchen facilities be rendered unusable through fire, etc.
8. Insurance - Vendor shall provide types of insurance and limits and provisions as contained herein:

<u>TYPE</u>	<u>COVERAGE FEATURES</u>	<u>LIMITS</u>
Automobile	County named as Certificate Holder, to meet statue requirements.	\$500,000/ \$500,000 CSL
Worker's Compensation		As required by law.
Employer's Liability		\$100,000
Comprehensive General Liability (Including personal injury and administrative type claims as covered in the Provider's policy.)	County named as additional Insured <u>only</u> to the extent of Provider's insurance coverage, neither Provider nor its insurance company shall have any obligation to continue defense of County. Limits to be reinstated annually.	\$1,500,000 \$1,500,000

9. Policies and Procedures - The proposal shall indicate the method the vendor will follow in establishing and revising food service policies and procedures.
10. Accreditation - The proposal shall address the vendor's plan to secure and/or maintain any food service accreditation for delivery of food service to Scott County.
11. Personnel - The proposal shall provide a list of benefits provided to all employees, including insurance coverage, vacation plan and other related benefits. If no hourly benefits are provided, the vendor must clearly address their plan for employee recruitment and retention, including hourly wage rates.

V. SCOPE OF WORK

A. Description of Current Operation

1. The average daily population has been approximately 117 adult, including an average of 5 sack meals to inmates in court or work crews.
2. This section is not to be construed to mean the vendor shall serve 351 meals daily. It is only provided as a guideline for possible meals to be served.

3. The price per meal charged shall be determined by taking the actual meals ordered or served each day times the contract price for that number of meals.

- Note Sites Served, Kitchen Location(s), Meal Service Types (Cafeteria / tray / sack meals / other), Menus, Service schedules

Example:

- (1) Food is received, stored, prepared, and served at the main facility at Scott County Detention Center 211 South New Madrid Street Benton, Missouri 63736.
- (2) Inmate workers supervised by C.O.'s deliver meals to each living area. Meals will be served on thermal (define if you wish to) trays delivered.
- (3) Current menus for each site are included as Attachment C
- (4) The current meal service schedule is as follows:

Breakfast	5:00 to 6:15 am
Lunch	11:00 to 12:30 p.m.
Dinner	4:00 to 5:30 p.m.

B. Vendor Service Requirements

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

1. Food & Supplies
 - a) Purchase and safely manage all consumable supplies and food products that are required for food service operation. These supplies and food products shall remain the property of the contractor. The vendor shall provide kitchen cleaning supplies for the kitchen area.
 - b) Be responsible for routine cleaning and housekeeping of food service preparation, service, and storage area and will, on a continuing basis, maintain standards of sanitation required by state or local regulations. The County will be responsible for removal of trash and garbage.
 - c) Inspections of kitchen facilities by County and State health agencies must achieve satisfactory ratings.
2. Licenses, Fees, Taxes
 - a) Secure and pay all federal, state and local licenses, permits, and fees required for the operation of the food services provide hereunder. During the period of this agreement, if it is deemed by taxing authorities that all, or a portion of the services provided hereunder are to be subject to a sales or similar tax which has not been collected by the vendor, the County agrees to pay such tax.
3. Billing process / Record keeping
 - a) Vendor shall submit to the County on the first day of each week, covering the preceding week, an invoice for meals ordered or served whichever is greater.

The price per meal charged to the County shall be described in the proposal and shall be guaranteed for meals for (1) one year

- b) Access and Records - The vendor shall keep full and accurate records of sales and meal count records in connection with the food services. A copy of said record shall be supplied to the Sheriff or designee on a monthly basis on the first working day of the subsequent month. In addition, all such records shall be available for auditing by the County at any time during regular working hours
4. Return facility in good working order
- a) The Vendor shall return to the County at the expiration of this contract the food service premises and all equipment furnished by the County in the condition in which received except for ordinary wear and tear and except to the extent that said premises and equipment may have been lost or damaged by fire, flood, or unavoidable occurrence and except to the extent that said equipment may have been stolen by persons other than employees of the vendor without negligence on the part of the vendor or its employees and providing that all damages and losses are reported to the County for all items covered by this paragraph. The County will pay for needed repairs caused by normal wear and tear. The County will replace equipment, which in the opinion of the County has exceeded its useful life after consultation with the vendor.
5. Additional food service requirements
- a) The vendor agrees to provide any additional food services as mutually agreed upon at prices mutually agreed to
6. Participation in Client-required security training
- a) Note any mandatory requirements
7. Uniforms for Vendor staff
- a) Vendor shall provide professional, neat uniforms that distinguish the vendor's paid staff from the inmates and corrections officers.
8. Daily Processing of Complaints
- Food service complaints from inmates must be processed at least daily as follows:
- a) Trained food service personnel shall act upon all complaints.
 - b) The Food Service Director shall be responsible for resolving inmate or staff grievances.

C. **Menu Specifications**

- 1. All proposals must clearly define:
 - a) Proposed Menu(s)
 - b) Item-by-item nutritional analysis (May be appendix or disc copy - MSWord preferred))

- c) Registered dietitian certification of both the menu and nutritional analysis
- d) Summary of specifications that will be adhered to for all food products.
- e) All proposals must meet or exceed quality of food service as detailed in Scope of Work

2. Inmate Cycle Menu

a) Menu Cycle

- (1) Each Vendor shall submit a 4 week cycle menu.
- (2) Each week will include 21 meals and comply with ACA standards.
- (3) No proposal will be considered that doesn't provide the menu upon which the cost of service is calculated together with the portion sizes of each menu item. Sample menus that may not be served after the contract is awarded will not be allowed.

b) Menu Description Requirements

- (1) Menus submitted in the proposal must include clearly defined descriptions of food items.
- (2) All menu items must be listed weight or volume measurements (e.g. ½ c, 3 oz, wt., etc.). All cake, muffin and cornbread portions that are cut in a pan must indicate the size of the cut (e.g. 1/60 cut).
- (3) Meat portions in casseroles must include cooked weight measurements of meat or meat equivalent per portion (e.g. a 10 oz casserole planned to include 2 oz of meat or meat equivalent should be written on the menu as 10 oz (2 oz meat))
- (4) Weights of entrees on menus must be indicated as cooked or raw weights. For those items purchased already fully cooked, it shall be indicated as either prior to reheating or following reheating.
- (5) The ground meat to be served must be indicated on the menu. For example, if ground turkey will be utilized in the casserole, that must be indicated on the menu. If diced meat is intended to be served in a casserole, indicate diced in the name.
- (6) If imitation cheese is intended to be served, it must be indicated on the menu.
- (7) Appropriate condiments to be served must be included on the written menu

c) Balanced Menu Planning Requirements

- (1) The menu shall be planned with products and recipes with proven inmate acceptability. The vendor shall include in the proposal a method to monitor inmate preferences and to make acceptability adjustments.
- (2) A variety of food flavors, textures, temperatures, and appearances shall be used.
- (3) Fruit and vegetable requirements:
 - (a) To assure a minimum level of menu quality, at least five 1/2-cup fruit and vegetable equivalents are required each day on the menu. A minimum daily variety of four different fruits

and vegetables shall be used to meet the requirement. Items such as fruit drink, rice and noodles do not qualify as fruit or vegetable equivalents.

- (b) Menus will provide a minimum of one fruit or fruit equivalent (1/2 c) serving per day (which will count as one of the five minimum fruit and vegetable portions)
- (4) Avoid excessive fat calories :
 - (a) To avoid excessive fat calories, and provide more stomach filling bulk on the menu, portions for margarine, butter, salad dressing, and mayonnaise shall be restricted on the menu. A maximum of 1/2 oz shall be used as a margarine or salad dressing portion. Sandwich meals shall include appropriate mustard and catsup condiments, not unnecessary margarine.

d) Nutritional requirements

- (1) Menus will provide a weekly average of 2,800 calories per day in addition to all required nutrients
- (2) Menus will provide a weekly average of 70 grams of protein per day. This will be met by providing a minimum of 4 oz of meat or meat equivalent per day, excluding breading. A meat or meat equivalent may include meat, eggs, cheese, peanut butter, or soy.
- (3) Menus will provide a minimum of one (8 oz) of fluid milk per week, or milk alternative.
- (4) No organ meats shall be allowed in any ground meat.
- (5) Nutritional Analysis – tied to actual recipes & products proposed
 - (a) An item-by-item computer nutritional analysis of the menu (on CD) with a weekly summary (in proposal) indicating the percentage of compliance to the highest RDA values for the population shall be submitted with the proposal.
 - (b) Each item on the menu shall have specific nutritional values based on recipes that will be used in the facility. For example, the specific calories, protein, fat, sodium, calcium, iron, and vitamins in the recipe that will be used for Beef, Macaroni, and Tomatoes and all other meal items shall be separately identified on the computer analysis.
- (3) Menu & analysis certified by R.D.
 - (a) A registered dietitian shall certify the inmate menu in the proposal with a signed nutritional compliance statement for the age and sex of the population. A copy of the dietitian's ADA registration card shall be submitted with the proposal.
 - (b) A registered dietitian will approve all menus prior to service and annually thereafter. All meals served will be in compliance with the most recently published Recommended Dietary Allowances and Dietary Reference Intakes for adult males as established by the National Academy of Sciences.

- 3) Court Sack Meals
 - a) For approximately 5 inmates, five days per week sack meals for court are to be provided. These meals are in place of regular inmate meals.
 - b) Court sack meals are to consist of:
 - Two sandwiches made with: 4 slices bread and 3-oz. meat and/or cheese
 - 2 p.c. condiments
 - Fresh fruit
 - Chips or dessert item
 - Bulk beverage
 - c) Sack meals are to be billed at regular inmate rates

- 5) Medical & Religious Diets
 - a) The vendor shall provide, at no additional cost, medical diets conforming to physician-ordered specifications.
 - b) The vendor shall provide, at no additional cost, a lacto-ovo vegetarian and/or vegan diet for all religious requests from the administrative or religious authority. Other meals requested, such as prepackaged meals, shall be provided at mutually agreed upon pricing.
 - c) Average number and type
 - (1) The average daily number of inmates receiving medical diets has been approximately 4 including an average of 1 night snack meals to inmates for medically approved diets.
 - (2) The most common medical diet orders are: Diabetic
 - (3) The average daily number of inmates receiving religious diets has been approximately zero (0)
 - d) Policies and Documentation Requirements
 - (1) The vendor will submit with their proposal a sample of their corrections diet handbook.

- 6) Staff Meals
 - a) Vendor shall detail their recommendations for institution of an officers dining room program.
 - Note any specific needs here such hours of operation, location of ODR, types of meals, etc.
 - b) (Optional) In addition, the vendor shall be responsible for supplying coffee and fixing's to the staff break rooms.

- 7) Holiday Meals
 - a) The vendor shall include in the proposal their policies for serving special meals (spirit lifters) on holidays.
 - b) Proposed menus and holidays shall be identified. A minimum of five (5) spirit lifter meals shall be provided annually, including Easter,

Thanksgiving, Christmas, and New Year holiday periods and one (1) meal to be scheduled at the discretion of the Sheriff's Office.

- c) All such meals will be provided at contract rates.
- 8) Plan for Product Wholesomeness
- a) Vendor will warranty that:
 - (1) All meat products will be purchased from suppliers using HACCP (Hazard Analysis Critical Control Point) programs
 - (2) All food items will be purchased from facilities and manufacturers that meet all applicable federal and state regulations for food safety, use only industry "best practices" to assure wholesomeness and maintain appropriate liability insurance on their products.
 - b) Vendor will provide a written procedure for verification of food safety and quality of "spot buys" (defined as items purchased at a discount usually from a broker or distributor).
 - c) Vendor will include in the proposal its specific plan for maintaining safe and wholesome food in the facilities operated by this jurisdiction.
- 9) Documentation of meals served
- a) Served Menu records -Substitution policy
 - (1) Documentation of all meals served including substitutions shall be maintained. A plan for assuring nutritional compliance with substitutions shall be provided in the proposal.
 - (2) The vendor shall outline procedures used to assure all meals will be served at appropriate temperatures and in a manner that makes them palatable, neat, and visibly pleasing.
 - b) Standardized recipes
 - (1) Standardized recipes with portion yield data for all items shall be available and utilized.

D. Staff Requirements

- 1) Staffing plan to provide adequate resources to meet objectives
 - a) Assign a minimum of one (1) employees per shift to oversee and supervise all aspects of the food service operation.
 - b) Inmates will be provided, as the vendor requires, subject to the approval of the Sheriff.
 - c) The vendor will provide an organizational chart and job descriptions for all professional and inmate staff with their proposal including number of inmates required per shift. Inmate personnel shall be used for the preparation of food, delivery of meals, and general sanitation and cleaning.
 - d) The vendor agrees to train and supervise inmate personnel, subject to the overall control of the County.
 - e) The vendor is responsible for all wages, salary benefits, and overtime payments to its staff.
- 2) Credentials of vendor staff

- a) The vendor shall submit the resume of the District Manager as a part of its proposal.
 - b) The vendor will include a description of the qualifications of the Food Service Director they plan to place in the facility.
- 3) Employee related processes
- a) Health exams
Vendor will agree that its employees assigned to duty at the jail shall submit to periodic health examination at least as frequently and as stringently as required by law and agrees to submit satisfactory evidence of compliance with all health regulations to the County, upon request.
 - b) Clearance requirements
All employees of the contracting firm who will work in the jail must be cleared by the Sheriff's Office. All employees must comply with the Department's written policy and procedures relating to facility security.
- 4) Supervision & training of inmates
- a) If the proposal is to use inmates, the vendor shall provide training in food service delivery and management. The proposal shall outline what this training will entail as part of the vendor's overall vocational training program.
 - b) Inmates are not permitted to supervise other inmates.
- 5) Supervision & training of paid staff
The vendor shall provide training in food service delivery and management. The proposal shall outline what this training will entail as part of the vendor's overall training program.
- 6) Responsibilities of Contractor's staff
All proposals must clearly detail the proposed use of inmates as part of the vendor's food service proposal. Included in this section shall be detailed explanation of method of supervision and job descriptions.

This section shall also define the levels of contractor staffing, their responsibilities, job descriptions, performance reviews, and overall approach to working with County employees.

VI. CONTRACT REVIEW

Scott County and the Food Service Provider shall, within 30 days of execution of an agreement, set dates through the scheduled contract termination date for quarterly review meetings between the Department and the Food Service Provider personnel for the evaluation and amendment, if necessary, of the Agreement.

The Department and the Food Service Provider shall, within 30 days of execution of an agreement, formulate a monthly report form that will establish the basis for the quarterly review sessions.

VII. TERMINATION OF CONTRACT

- A. Termination for Cause: Scott County may terminate the contract at any time that the Contractor fails to carry out its provisions or to make substantial progress under the terms specified in the contract.
- 1) Scott County shall provide the Contractor with sixty- (60) days written notice of conditions endangering performance. If after sixty (60) days written notice the Contractor fails to remedy the condition contained in the notice, Scott County shall issue an order to stop work immediately.
 - 2) Scott County shall be obligated to reimburse the Contractor only for those services rendered prior to the date of notice of termination, less any liquidation damages that may be assessed for non-performance.
- B. Unilateral Right to Terminate: Either party upon receipt of not less than ninety (90) days written notice may terminate the contract on an agreed date prior to the end of the contract period without penalty to either party.
- C. Lack of Funds: Notwithstanding any other provisions of the contract, if the funds anticipated for the continued fulfillment of this contract are at any time not forthcoming, through the failure of the County government to appropriate funds, discontinuance or material alteration of the program under which funds were provided, Scott County shall have the right to terminate the contract without penalty by giving not less than ninety (90) days written notice documenting the lack of funding.

VII. RESPONSIBILITY OF COUNTY

- A. The Department of Corrections and/or County shall be responsible for and provide:
- 1) Accurate and timely orders for the number of meals to be served to inmates, correctional officers, and staff within two (2) hours of the time for meals to be served.
 - 2) Provide adequate ingress and egress to all production areas.
 - 3) Adequate heat, lights, ventilation, and all other utilities. Scott County shall provide local intercom and business telephone service to the vendor at no charge. This telephone shall be used only for local service, business-related calls. Should the contractor desire local service for personal use and other non-business related calls or long distance calls, whether business or personal, a separate telephone not connected to the county system shall be installed at the contractor's expense.
 - 4) Extermination services and removal of trash and garbage from loading dock areas.
 - 5) General maintenance to the building structure including, but not limited to, the maintenance of gas, water, sewer, ventilation, lighting, air conditioning, refrigeration, duct work, floor coverings, and wall and ceiling surfaces. The county's maintenance does not include day to day cleaning operations in the kitchen area.

- 6) Adequate preparation, storage, and holding equipment and maintenance for same.
- 7) Adequate number of inmates for kitchen duties.
- 8) Security, control, and limitation of inmate movement in, to, and from the food service area, including physical security of employees, suppliers, and other authorized visitors.
- 9) Maintain kitchen appliances and equipment in proper working order on an on-going basis

IX. COST SUMMARY

The cost per meal prepared shall be indicated on the bid summary sheet (Attachment A).

The per meal prices stated in this RFP will be firm for the period beginning on the Effective Date and ending on _____, 20____. Per meal prices for each subsequent 12-month period shall be adjusted on the anniversary of the Effective Date by an amount to be determined utilizing a Market Basket or CPI which ever is greater to calculate changes in food costs.

The Market Basket approach will calculate food costs for six categories found within the proposed menu (Meat, Produce, Dairy, Baked Goods, Beverage, and Grocery). Each category is assigned a percentage weighting in the calculation based upon actual purchasing. The respective weighting for each category is then multiplied by the percentage change in the corresponding Bureau of Labor Statistics (BLS) category most closely correlating with such a category and as compiled by the U.S. Department of Labor published at www.bls.gov.

ATTACHMENT A

**SCOTT COUNTY
INMATE FEEDING COST SUMMARY**

Meal prices will be billed on an ordered or served basis, whichever is greater. Special functions and catering meal services will be mutually negotiated. The price increment will be determined by adding the total number of billable inmate meals ordered or served to inmates for the billing week, and dividing by twenty-one (21). Staff / Visitor meals will be billed at the same price as the inmate meal for that specific week

**2,800 Calorie Menu
Population Range**

Price per meal

70	79	
80	89	
90	99	
100	109	
110	119	
120	129	
130	139	
140	149	

ATTACHMENT B

In further description of this proposal, we desire to submit sheets marked as follows:

Bidding under the name of: _____

Federal Employee Identification Number _____
which is (Check one of the following):

() Corporation, incorporated under the laws of the State of: _____ *

() Partnership, consisting of (List Partners) _____

() Assumed Name (Register No.) _____

() Individual

AUTHORIZED SIGNATURE: _____

Printed or typed: _____

TITLE: _____

ADDRESS: _____

DATE: _____

TELEPHONE: _____

When payment on such order or contract is to be directed to the same company at an address different from above, fill in the following address:

The Contractor shall not assign this contract without the approval of the _____ County Board of Commissioners.

* A detailed and certified financial statement shall be submitted by all corporations.