

**FOOD SERVICES  
FOR  
THURSTON COUNTY CORRECTIONS  
FACILITY  
AND  
THURSTON COUNTY JUVENILE  
DETENTION CENTER  
  
REQUEST FOR PROPOSAL  
  
THURSTON COUNTY, WASHINGTON**

**August 2, 2022**

**3491 FERGUSON STREET SW,  
TUMWATER, WA 98512**

**THURSTON COUNTY SHERIFF'S OFFICE  
CORRECTIONS BUREAU  
AND  
THURSTON COUNTY JUVENILE DETENTION CENTER  
REQUEST FOR PROPOSAL  
FOOD SERVICES**

**Definitions**

**COUNTY:** Thurston County

**TCSO:** Thurston County Sheriff's Office

**TCCF:** Thurston County Corrections Facility

**TCJDC:** Thurston County Juvenile Detention Center

**SECTION 1 – Introduction**

The Thurston County Sheriff's Office (TCSO)/Corrections Bureau and Thurston County Juvenile Detention Center (TCJDC) are both located in Tumwater, Washington.

**1.1 Purpose of RFP**

The Thurston County Sheriff's Office Corrections Bureau and Thurston County Juvenile Detention Center are seeking proposals from qualified Food Service providers for inmate meals. Service delivery will also include food services to jail staff and juvenile offenders at the Thurston County Juvenile Detention Center which is located across the street from the jail.

**1.2 Facility Configuration**

**Jail:** The jail is a 395 bed detention facility that houses both male and female inmates (felons and misdemeanants) in minimum, medium and maximum security housing. Additionally, a 96 bed work release facility is located adjacent to the jail and houses both male and female inmates. The work release facility is not currently being used but may be in the future. Further expansion of the jail facility may occur in the future. In its scope of operations and services, the jail facility is compared to a medium sized County jail facility. The jail facility includes intake and release, jail programs, video visitation services, video court, administrative offices, transportation, kitchen and commissary services.

**Thurston County Juvenile Detention Center:** The Thurston County Juvenile Detention Center is located at: 2801 32<sup>nd</sup> Ave SW Tumwater, WA 98512 and is a 40 bed facility providing 24/7 care for juvenile offenders. The Detention Center is located approximately a quarter mile from the Jail site.

**1.3 Proposal**

The proposal will be for food services with the Vendor using the employees of their choice with the concurrence of Jail Administration. Food services are to be provided three (3) times per day, seven (7) days per week. Food services must be completed with the assistance of inmate workers. All services will be provided at TCCF which is located at:

#### **1.4 Address of Jail**

3491 Ferguson Street SW  
Tumwater, Washington 98512

### **SECTION 2 – Scope of Work**

The successful Vendor will provide the following:

- Daily food services to include breakfast, lunch, and dinner to staff, inmates and detained youth.
- Development and implementation of a food service plan with clear objectives, policies and procedures and with a process of documenting ongoing achievement of contract obligations (annual evaluations of compliance).
- The operation of a kitchen, using only properly licensed, certified, and permitted food service professionals.
- Meal preparation for employees.
- Food services will utilize inmate workers.
- Provide weekly / monthly menus.
- Meet Federal and State standards through the most cost effective menus.

### **SECTION 3 – Vendor Selection**

All Vendors, by submitting proposals, agree that they have read and are familiar with the complete terms, conditions and specifications provided in this request for proposal (RFP), and will abide by the terms, conditions, and specifications thereof.

Any addenda or modifications to this RFP will be mailed to Vendors within 14 calendar days following the Vendor tour.

TCSO/ TCJDC will select qualified Vendors to contract with based on, but not limited to, the following criteria:

- Completeness of response
- Customer references
- Relevant project experience
- Value added services
- Any other relevant factors listed in the RFP
- Cost of proposal

#### **3.1 Contract Form**

As part of a prospective Vendor's proposal and presentation, TCSO requires a copy of the proposed services contract. Part of this RFP lists a number of contractual terms that TCSO will require as part of any contract which is successfully negotiated.

### 3.2 Communications / County Contact

It is the responsibility of the Vendor to read and understand all parts of the RFP. All communications regarding this RFP from Vendors and other interested parties must be directed through:

**Captain Jim Downing**

Thurston County Sheriff's Office / Corrections Bureau  
3491 Ferguson Street SW  
Tumwater, WA 98512  
(360) 709-5941  
[Jim.downing@co.thurston.wa.us](mailto:Jim.downing@co.thurston.wa.us)

### 3.3 Admonition to Vendors - No Waiver of Formality

Once this RFP has been issued, the individual identified above is the sole point of contact for any inquiries or information pertaining to this RFP. No waiver of any term of the Terms and Conditions contained in this RFP shall be deemed a further or continuing waiver of such term or any other term.

### 3.4 Instructions to Vendors

#### 3.4.1 Schedule

This request for proposals will be managed according to the following schedule:

Issue RFP	August 2, 2022
Vendor's tour	August 9, 2022, 1:00pm Pacific Time
Deadline for receiving questions	August 16, 2022
Deadline for answering questions	August 23, 2022
Proposal deadline	August 30, 2022, 1:00pm Pacific Time
Proposal opening	August 31, 2022, 9:00am Pacific Time
Notification of vendors on short list	September 7, 2022
Evaluations and final vendor selection	September 14, 2022
Contract commencement	December 1, 2022

Vendors who desire to be considered by TCSO and TCJDC must first complete and submit their proposal by the deadline shown. Vendors who do not complete this submittal will not be moved forward in the process. TCSO and Thurston County Juvenile Detention Center reserves the right to eliminate a Vendor from further consideration based on answers provided in the Vendor's submittal which do not meet TCSO and TCJDC mandatory qualification requirements.

#### 3.4.2 Vendor Tour

A tour of the jail facility is scheduled for Tuesday, August 9, 2022 at 1:00 p.m. Vendors will meet at TCCF, 3491 Ferguson Street SW, Tumwater, WA 98512. The purpose of the tour will be to offer all interested parties an opportunity to ask questions about the

facility as designed and anticipated food tasks. Any substantive questions will be addressed officially in written response and posted at <https://www.thurstoncountywa.gov/sheriff/Pages/bureau-financial-services.aspx> under "Request for Proposal Information".

### **3.4.3 Proposal Submission Deadline**

All Vendor responses and proposals must be received at the address listed below no later than 1:00 p.m. (PST) on August 30, 2022. Facsimile or electronically transmitted proposals will not be accepted in lieu of the actual receipt. Late or incomplete proposals will not be accepted.

#### **Mail Proposals to:**

Heidi Thomsen  
Chief Deputy of Financial Operations  
Thurston County Sheriff's Office  
2000 Lakeridge Dr. SW  
Olympia, WA 98502

### **3.4.4 Submittal Materials**

Prospective Vendors must provide the following materials as part of their initial submittal:

- Proposal Cover Letter
- Completed Proposal Submittal Forms (as provided as part of this RFP)
- TCSO Contract Response Form (as provided as part of this RFP)
- Vendor's Standard Services Contract for TCSO.
- Signed Vendor's Certification and Formal Offer of proposal
- References

Please refer to Section 6 for complete details. The evaluation of the Vendor proposals is completely at the discretion of TCSO and the TCJDC, and there is no appeal offered or implied to TCSO's and TCJDC's final decision.

### **3.4.5 Time for Consideration**

Each Vendor warrants, by virtue of proposing, the prices quoted in submitted proposal will be good and not revocable by the Vendor for an evaluation period of 90 days from the date of proposal opening unless otherwise stated. Vendors will not be allowed to withdraw or modify their proposals after the opening date and time.

## **3.5 Definitions**

The term "RFP" refers to this Request for Proposal document.

The terms "Project," "Service Contract," "Solicitation," and "Agreement" refer to the project described in this RFP and for which proposals are being solicited.

For the purpose of this RFP, the terms “contractor,” “vendor,” “proposer,” and “respondent” are used interchangeably.

The term “FSMC” means Food Service Management Company.

Any statement in this document that contains the word “must” or the word “shall” requires mandatory compliance. Failure of the Vendor to meet this compliance may be cause for rejection of the proposal or cancellation of the contract. Technical terms used in this RFP are intended to follow industry conventions. Respondents should request clarification of terms wherever there is uncertainty as to the exact meaning.

### **3.6 Vendor Information and Qualifications**

#### **3.6.1 Vendor Contract Information**

The respondent must provide at least the name, office address, telephone number, and email address for each of the parties below. The respondent should also provide fax numbers where possible.

#### **3.6.2 Legal Authority**

Company principal, corporate officer or other individual with the authority to legally bind the Contractor.

#### **3.6.3 Account Executive**

Executive that will be responsible for managing the business relationship between the respondent and TCSO and Thurston County Juvenile Detention Center.

#### **3.6.4 Project Manager**

Person responsible for the performance of the technical staff engaged to implement the system.

#### **3.6.5 Vendor Background Information**

Provide the following information:

- Parent company (if applicable)
- Name and title of top local executive (nearest office to the City of Olympia, WA)
- Organizational type/structure
- State of incorporation
- Federal Identification Number
- Vendor experience
- Years company has conducted business in Washington State
- Number of agencies served, with focus on number of facilities in the size range with similar service delivery as contemplated by TCSO
- Additional background information (optional)

### **3.7 General Requirements**

With submission of their proposal, the Vendor understands and agrees to the following:

### **3.7.1 Professional Standing**

Respondents to the RFP must have relevant experience in food services and be able to provide on request verifiable documentation and references to that effect. The Vendor must not be disqualified from doing business with the county and must be able to provide Federal Tax ID numbers and business license numbers.

### **3.7.2 References**

#### **3.7.2.1 Number of References**

The respondent must provide at least three references relevant to the scope of this project.

#### **3.7.2.2 Reference Qualifications**

The references provided must have employed the respondent as primary contractor in work similar to that proposed within the past twenty-four (24) months.

#### **3.7.2.3 Reference Information**

Agency name, contact name, mailing address, and telephone number must be provided for each reference. A brief description of the work performed to demonstrate the relevance of the reference must be provided for each reference.

#### **3.7.2.4 Additional Information**

TCSO and Thurston County Juvenile Detention reserves the right to request and/or obtain additional information as required.

### **3.7.3 Form and Content of Proposals**

#### **3.7.3.1 Legibility and Organization**

Proposals must be typed or printed, must be written in English and must be legible and reasonably organized. Pages must be consecutively numbered. Responses must mirror the numbering order used throughout this RFP. The quality, clarity, and organization of the proposal will be one of the evaluation criteria in TCCF's Vendor selection.

#### **3.7.3.2 Completeness of Response**

Vendors must include responses to all of the provisions and items of this RFP using the forms provided herein for their responses.

#### **3.7.3.3 Copies**

Five signed printed copies and a thumb drive of the proposal must be provided.

#### **3.7.3.4 Signatures**

The proposal shall be signed by an individual who is authorized to bind the vending firm contractually. The signature must indicate the title or position that the individual holds in the firm. Firms who sign their contracts with the name of

the firm must provide the name of a corporate officer for signature validation by the County.

A proposal may be signed by the agent of the vendor only if he/she is an officer of a corporation the vendor has authorized to sign contracts on its behalf, a member or a partnership vendor, or is properly authorized by a power of attorney or equivalent document submitted to the County prior to the submission of proposals or with the proposal. The name and title of the individual signing the proposal must be typed immediately below the signature. Any unsigned proposal will be rejected.

### **3.8 RFP and Proposal Terms and Conditions**

#### **3.8.1 Right to Withdraw Proposals**

Proposals may be withdrawn at any time before signature of contract for any reason deemed appropriate.

#### **3.8.2 Right to Reject/Accept Proposals**

TCSO and TCJDC reserves the right to accept any proposal or, at its discretion, reject any or all proposals for whatever reason it deems appropriate. TCSO and TCJDC reserves the right to accept all or any part of the Vendor's proposal.

#### **3.8.3 Right to Modify Proposals**

With the concurrence of the Vendor, TCSO and the Thurston County Juvenile Detention Center reserves the right to modify minor irregularities in proposals received. If discrepancies between sections or other errors are found in a proposal, TCSO and Thurston County Juvenile Detention Center may reject the proposal; however, TCSO and TCJDC may, at its sole option, correct any arithmetical error in extended price calculations or the addition of line items. Vendors are responsible for all errors or omissions in their proposals, and any such errors or omissions will not serve to diminish their obligations to TCSO and TCJDC.

#### **3.8.4 TCSO and Thurston County Juvenile Detention Center Not Responsible for Proposal Expenses**

Receipt of a proposal does not obligate TCSO and Thurston County Juvenile Detention Center to pay any expenses incurred by the Vendor in the preparation of proposal or obligate TCSO and TCJDC in any other respect.

#### **3.8.5 RFP, Proposals Do Not Obligate**

Neither the publication nor distribution of the RFP, or the receipt of proposals, constitutes any obligation or commitment on the part TCSO and Thurston County Juvenile Detention Center.

#### **3.8.6 Proprietary Information/Public Disclosure**

BY SUBMITTING A PROPOSAL, ANY PROPONENT AGREES TO FORGO MAKING ANY PUBLIC RECORDS REQUEST FOR ANY PROPOSAL SUBMITTED FOR THIS RFP AND TO THE EXTENT ALLOWED BY LAW, WAIVES ITS RIGHT TO MAKE SUCH A REQUEST UNTIL A



CONTRACT IS AWARDED TO THE SELECTED PROPONENT AND EXECUTED BY TCSO AND EXECUTED BY THURSTON COUNTY JUVENILE DETENTION CENTER. To the extent allowed by law, all proposals received shall remain strictly confidential until the contract, if any resulting from the RFP is executed by TCSO and Thurston County Juvenile Detention Center, and the apparent successful Vendor.

Any information in the proposal that the Proponent desires to claim as proprietary and exempt from disclosure under the provisions of the Washington State Public Records Act (RCW 42.56) must clearly be designated. The page must be identified as well as the particular exemption from disclosure upon which the Proponent is making the claim. Each page claimed to be exempt from public disclosure must be clearly identified by the word "Confidential" printed on the lower right corner of the page. HOWEVER, IDENTIFYING PORTIONS OF A PROPOSAL IN THIS MANNER DOES NOT GUARANTEE THAT THE MATERIALS WILL NOT BE DISCLOSED, AND TCSO AND THURSTON COUNTY JUVENILE DETENTION CENTER CANNOT GUARANTEE OR WARRANT THE SAME.

TCSO and Thurston County Juvenile Detention Center will consider a Proponent's request for exemption from disclosure; however, TCSO and Thurston County Juvenile Detention Center will make a decision based on its interpretation of Washington State law. *Any request to make the entire proposal exempt from disclosure will not be honored.* The Proponent must be reasonable in designating information as confidential. If any information is marked as proprietary in the proposal, such information will not be made available until the affected Proponent has been given at least 24 hours prior notice so that the Proponent may seek a court injunction against the requested disclosure. The Proponent specifically waives any rights or expectations it may have regarding any obligation of TCSO and Thurston County Juvenile Detention Center to seek protective orders on the Proponent's behalf. Under no circumstances will TCSO and Thurston County Juvenile Detention Center be held liable for any costs incurred in the seeking of a court injunction on behalf of the Vendor.

Media releases, advertisements, disclosure of information, or any other public statements to the media about any matter pertaining to this RFP, the outcome of this RFP or the RFP process must not be made or published by any Proponent Vendor without TCSO's and Thurston County Juvenile Detention Center's prior written approval.

### **3.8.7 Notification**

Based on the evaluation of the RFPs, TCSO and Thurston County Juvenile Detention Center will select a Short List of Vendors. The selected Vendors will be notified in writing or email by the date indicated in Section 3.4.1.

### **3.8.8 Site Visits**

TCSO and Thurston County Juvenile Detention Center may choose to conduct site visit(s) to the Vendor headquarters and/or the Vendor clients as part of the evaluation process. The site visits may be used to determine the successful Vendor, and will be conducted following the notification of the Short Listed Vendors. Evaluations of the Vendor client sites will be based on the following:

- Assessment of the Vendor service in response to contract
- Assessment of the quality of Vendor services
- Overall user satisfaction with the service delivery

### **3.8.9 Contract Award and Execution**

TCSO and Thurston County Juvenile Detention Center reserves the right to make an award without further discussion of the proposal submitted. TCSO and Thurston County Juvenile Detention Center shall not be bound or in any way obligated until both parties have executed a Vendor contract. TCSO and Thurston County Juvenile Detention Center also reserves the right to delay contract award and/or not to make a contract award.

### **3.8.10 Use of Responses Received**

All materials received in response to this RFP shall become the property of TCSO.

### **3.8.11 Final Authority**

The final authority to award contracts as a result of this RFP rests solely with TCSO and Thurston County Juvenile Detention Center.

## **3.9 Terms and Conditions of Contract**

The selected Vendor will be required to enter into separate formal agreements with TCSO and the Thurston County Juvenile Detention Center. This RFP sets forth some of the general contract provisions that will be included in the final contract with TCSO and the final contract with TCJDC.

### **3.9.1 Governing Laws**

If the Vendor submits standard terms and conditions with its proposal, and if any of those terms and conditions are in conflict with the laws of the State of Washington, the laws of the State of Washington shall govern.

### **3.9.2 Non-Performance**

In the event of non-performance on the part of the Vendor (i.e., failure and/or inability to meet agreed upon deadlines or specifications as outlined herein), consequential damages will be claimed by TCSO. TCSO may terminate this agreement and be relieved of the payment of any consideration to the Contractor should the Contractor fail to perform as required by this agreement. In the event of such termination, TCSO may proceed with the work in any manner deemed proper by TCSO. The cost to TCSO shall be deducted from any sum due the Vendor under this agreement.

### **3.9.3 Contract Components**

The RFP, written questions, answers to questions, Vendor's proposal, and other documents associated with this proposal shall become part of the resultant contract.

### **3.9.4 Precedence of Conflict Resolution**

Washington State law, the terms and conditions of the signed contract, the terms and conditions of this RFP, then the Vendor's proposal is the order of precedence in conflict resolution in the performance of this agreement.

### **3.9.5 Changes to Contract**

During the course of the contract, either party may issue requests for changes in the contract. This shall take the form of a Change Proposal, which, if accepted by both parties, shall be executed as a change to the contract, which will thereby be amended to the extent of the change.

### **3.9.6 Subcontracting Relationships**

#### **3.9.6.1 Respondent as Prime**

The respondent to this RFP will be considered the primary contractor and will assume total responsibility for meeting all terms and conditions of the contract including standards of service, quality of materials and workmanship, costs and schedules.

#### **3.9.6.2 Subcontractor Approval**

TCSO reserves the right to approve subcontractors; the primary contractor must agree to be responsible for the actions and quality of workmanship of the subcontractor(s).

#### **3.9.6.3 Subcontractor Disputes**

Any dispute arising between the primary contractor and its subcontractors or between subcontractors must be resolved without involvement of any kind on the part of TCSO and without detrimental impact on the delivery of the contracted goods and services.

### **3.9.7 Legal and Regulatory Compliance**

#### **3.9.7.1 Valid License**

Only proposals from Vendors licensed or legally entitled to do business in the State of Washington will be considered.

#### **3.9.7.2 Legal Compliance**

During the course of work for TCSO, contractors, sub-contractors, and their employees are required to comply with all applicable local, state and federal laws, codes, ordinances, and regulations. The Vendor shall take all required actions to comply with Labor and Industries inspection requirements.

#### **3.9.7.3 Criminal History/Background Check**

The Vendor's employees and the employees of Vendor's approved subcontractors must submit to a Washington State Patrol fingerprint identity and criminal history check before they will be allowed to work in the Jail facility. TCSO agrees to bear any costs incurred in the performance of these checks.

#### **3.9.7.4**    Safety Considerations

The Vendor shall be responsible for compliance with all relevant state and federal workplace safety requirements to include compliance with TCSO's safety directives and policies. The Vendor shall be responsible for ensuring that its employees are trained in the safety procedures appropriate to assigned work. The Vendor agrees to indemnify, defend and save harmless the Thurston County, TCSO, and employees from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the Vendor in the performance of this contract. The Vendor shall provide necessary worker's compensation insurance at Vendor's own cost and expense.

#### **3.9.7.5**    Drug Use Policy

The use of illegal drugs, alcohol, or controlled substances on Jail property or premises is strictly prohibited. Working on this project while under the influence of drugs or alcohol is strictly prohibited, and if discovered, may be reported to the appropriate law enforcement agency.

#### **3.9.7.6**    Tobacco Policy

The use of tobacco of any kind on TCCF property or premises will be in compliance with County Policies.

#### **3.9.7.7**    Harassment, Discrimination, Fraternalization

Any form of harassment, discrimination, or improper fraternization with TCCF inmates or employees is strictly prohibited.

#### **3.9.7.8**    Collective Bargaining

The Vendor must specify if any of the Vendor's employees who will be working on TCCF premises are covered by any labor unions involved in collective bargaining agreements. If so, identify the date the current labor agreement expires. The Vendor must also disclose if the firm is currently involved in any labor related litigation, mediation, arbitration or negotiation that may affect its ability to perform its obligations under the proposed Scope of Work.

#### **3.9.7.9**    Guidelines and Standards

At a minimum, the execution of this RFP and all acts of the Vendor selected to perform work described herein, shall conform with and/or follow the guidelines of the following:

- Applicable Regulations of the Washington Department of Labor and Industries, including WA-DOSH Safety Regulations
- Thurston County Public Health rules and regulations
- State and Federal Anti-Discrimination Laws

*This list is not exclusive.*

#### **3.9.7.10 Insurance Requirements**

The Vendor awarded the contract will be subject to TCSO's requirements for insurance reflecting the minimum amounts and conditions as defined by TCSO. See Section 4.13.

#### **3.9.7.11 Worker's Compensation**

The Vendor shall procure and maintain for the life of the contract/agreement, Workers' Compensation Insurance covering all employees with limits meeting all applicable state and federal laws. This coverage shall include Employer's Liability with limits meeting all applicable state and federal laws. This coverage shall extend to any subcontractor that does not have their own Workers' Compensation and Employer's Liability Insurance.

#### **3.9.7.12 Copyright and Confidentiality**

Selected or prospective Vendors shall maintain strict privacy of all TCSO records, data, files (regardless of media), including any copyrighted material received from TCSO.

#### **3.9.7.13 Prime Vendor**

It is recognized that multiple Vendors may wish to combine their resources in responding to this Request for Proposal. A proposal with such a combination is acceptable, provided that the complete proposal contains all required information, and indicates which Vendor shall be responsible for each of the components that make up the complete system. In addition, one of the Vendors shall be designated as responsible for the complete definition, delivery, integration, implementation, and delivery of services, referred to as the prime Vendor.

#### **3.9.7.14 Litigation/Jurisdiction/Venue**

The laws of the State of Washington shall govern the interpretation, administration, and enforcement of the contract entered into by and between the Vendor and TCSO. Should either party bring any legal action, the prevailing party in such action shall recover, in addition to all other relief, its reasonable attorney's fees and court costs to be fixed by the court. Any and all such court action shall take place and be vested solely in the appropriate state court in Thurston County, Washington.

### **3.10 Requirements and Specifications**

#### **3.10.1 Acceptance and Rejection**

TCSO reserves the right (i) to reject any or all proposals, (ii) to waive irregularities, if any, and (iii) to accept the proposal or proposals which in the judgment of the Chief Deputy of Corrections is in the best interest of TCSO.

### **3.10.2 Proposal Specifications**

Vendor response shall include:

- A response to each qualification criterion outlined in Section 3.6.5
- A clear response to the specifications, and program requirements outlined in Section 5
- All attached forms

### **3.10.3 Agreement Terms and Conditions**

The agreements between the Thurston County Sheriff's Office, Thurston County Juvenile Detention Center, and the Vendor who may be awarded a contract will be for three years from the date of contract execution.

**3.10.3.1** TCSO and TCJDC will have the option to renew the contracts on a yearly basis for two successive one-year renewal terms, not to exceed a total of five years for the contract. Each renewal will be based on a yearly review of the services provided by the Vendor.

**3.10.3.2** TCSO and TCJDC reserves the right to negotiate with the Vendor awarded the contract relative to provisions in addition to those contained in this RFP. The contents of this RFP, revised and/or supplemented, and the successful Vendor(s) as accepted by TCSO and TCJDC will be incorporated into the agreement. If alternative terms and conditions were not accepted, all agreements henceforth pertaining to this RFP would be terminated.

### **3.10.4 Additional Terms and Conditions and/or Deviations**

Any additional terms and conditions, which may be the subject of negotiation, will only be discussed between TCSO, TCJDC and the Vendor and shall not be deemed an opportunity to amend the Vendor's proposal. The Vendor may submit with the proposal a complete set of any additional terms and conditions, which the Vendor is requesting be included in an agreement negotiated with the Chief Deputy of Corrections or designee, although the Chief Deputy of Corrections or designee has the right to reject any such request.

### **3.10.5 Written Questions**

Potential Vendors may submit questions by email as to the intent or clarity of this RFP until the close of business on August 23rd. All written questions must be addressed to Captain Jim Downing via email at [jim.downing@co.thurston.wa.us](mailto:jim.downing@co.thurston.wa.us). Questions and responses will be posted at <https://www.thurstoncountywa.gov/sheriff/Pages/bureau-financial-services.aspx> under "Request for Proposal Information".

## **SECTION 4 - Special Provisions**

### **4.1 In General**

The purposes of these provisions are to describe the requirements for food services at TCCF. It is important that Vendors familiarize themselves with the operation of the TCCF in order to understand the scope of effort required under this proposal.

### **4.2 Evaluation of Proposals**

The evaluation of proposals and the determination as to the quality of jail food and services shall be the sole and final responsibility of TCSO and will be based on the information furnished by the Vendor. This evaluation shall be performed by a project evaluation team, which will be comprised of personnel employed/contracted by TCSO and TCJDC. The project evaluation team will review, but not be solely limited to, the following criteria:

- Vendor qualifications for provision of jail food services
- Proposed minimum staffing plan
- Proposal price sheet
- References
- Pending litigation

### **4.3 Award**

The award of the contract may be made to the most responsive/responsible proposal offering services deemed suitable for use by TCSO and TCJDC. TCSO and TCJDC reserve the right to make award by items, groups, classes, or items as a whole (or Not At All) in whichever is deemed to be in the best interest of TCSO and TCJDC. In the event two or more Vendors have submitted the best proposals, the recommendation by the evaluation team will be forwarded to the Chief Deputy of Corrections and TCJDC for decision.

### **4.4 Next Responsive Vendor**

In the event of default by the Vendor who may be awarded a contract, TCSO and TCJDC reserve the right to utilize the next ranked proposal as the awarded Vendor.

### **4.5 Termination**

When deemed in the best interest of TCSO, any award(s) of a contract resulting from this RFP may be cancelled by the following means:

- Ten days written notice with cause;
- Ninety days written notice without cause; or
- A lesser number of days may be specified and enforced if required by an outside agency such as OSHA or the Department of Health for compliance or shutdown of the food services at TCCF.

### **4.6 Substitution**

The Vendor shall not substitute or deviate from said specifications of the proposed food services contained in this RFP without the written consent of TCSO. Any violation of this procedure by the Vendor will be considered cause for immediate cancellation of the contract for cause by TCSO.

#### **4.7 Addition/Deletion**

TCSO reserves the right to add or delete any items from this proposal or resulting award(s) when deemed in the best interest of TCSO.

#### **4.8 Vendor Qualifications**

- Vendors may be required to furnish evidence, in writing, that they maintain a permanent place of business and have adequate finances and personnel to furnish the item(s) and service offered satisfactorily and expeditiously.
- Vendors must obtain an active occupational license and provide this information upon request. The contract pursuant to this RFP will only be entered into with responsible Vendors, found to be satisfactory by TCSO, qualified by experience, and secure in a financial position to do the work specified.
- The Vendor must carry professional liability insurance and catastrophic insurance unless otherwise proved by Section 4.13.
- The Vendor must demonstrate its ability to provide food services to the inmates in custody at TCCF.
- The Vendor must have a proven ability for an immediate contract start up.
- The Vendor must demonstrate the capability to supervise and monitor the program, ensuring satisfactory provision of services.

#### **4.9 Invoicing and Payments**

The Vendor shall invoice Juvenile Detention Center and TCSO for Food Services separately. Invoices are to be sent weekly. The invoices shall contain the description of service including quantity if any. Timely payment of invoices is incumbent upon Juvenile Detention Center and TCSO and payment shall not exceed forty-five (45) days from date of receipt of an invoice.

##### **Send TCSO Invoices to:**

Thurston County Sheriff's Office  
2000 Lakeridge Dr. SW, Building 3  
Olympia, WA 98502  
Email: [tcsofinance@co.thurston.wa.us](mailto:tcsofinance@co.thurston.wa.us)

##### **Mail Thurston County Juvenile Detention Center Invoices to:**

Georgia Christian  
Senior Management Analyst  
Thurston County Juvenile Detention Center  
2000 Lakeridge Drive SW  
Olympia, WA 98502  
Email: [superiorcourtaccounting@co.thurston.wa.us](mailto:superiorcourtaccounting@co.thurston.wa.us)

#### **4.10 Indemnification**

In addition to the requirements to obtain and maintain a policy of liability insurance pursuant to which the Thurston County and TCSO shall be named as either additional insured or the named insured, the Vendor and all subcontractors shall agree to indemnify, defend and hold Thurston County and TCSO harmless from and against all claims, suits, actions, damages or causes of action for any personal injury, loss of life, damage to property or any action as a result



of the performance of the work for which the contract was entered into and from and against any orders, judgments, or decrees, which may be entered thereto, and from and against all costs, attorney's fees, expenses and liabilities incurred in or by reason of the defense of any such claim, suit, or action, and the investigation thereof.

#### **4.11 Adjustments, Modifications, and Amendments**

- Should the Sheriff or designee, and the Vendor mutually agree to a change the scope of the program during the contract term, the Vendor will be allowed to change the contract price up or down as indicated by the change in contract scope. However, any amendment to the contract must be signed by the Sheriff or designee prior to such change being effective.
- Changes in contractual provisions of products or services to be rendered under the contract may be made only in writing and must be approved mutually by an authorized agent of the Vendor and by the Sheriff or designee.
- The Vendor shall give full attention to the faithful execution of the contract, shall keep the contract under his/her/its control, and shall not by the power of attorney or otherwise assign the contract to any other party without prior approval of the Sheriff or designee, which may not be unreasonably withheld.
- If products to be furnished or services to be provided pursuant to the contract are abandoned or delayed by the Vendor, or any time, the Sheriff or designee, is of the opinion that products to be furnished or services to be provided have been abandoned or delayed by the Vendor, the Sheriff or designee, may terminate the contract or any part thereof if the Vendor fails to resolve the matter within three days after receipt of written notice of delay or abandonment from TCCF.
- Should laws change requiring additional services or significant changes in cost, the Vendor and the Sheriff or designee will negotiate an equitable price increase. The reverse will hold true should laws change requiring fewer services or reductions in cost, in which case the Vendor and Sheriff or designee, will negotiate an equitable price reduction.
- During the term of this contract, the Vendor shall furnish all the services specified in this RFP.
- All notices and requests by TCSO and the Vendor shall be in writing and shall be delivered by (i) personal delivery, (ii) facsimile, or (iii) registered or certified United States mail, postage prepaid, return receipt requested, to the applicable party at the correct address provided in the contract

#### **4.12 Insurance Requirements**

##### **4.12.1 Commercial General Liability:**

The CONTRACTOR shall maintain Commercial General Liability coverage for bodily injury, personal injury and property damage, subject to limits of not less than \$1,000,000 per loss. The general aggregate limit shall apply separately to this Contract and be no less than \$2,000,000.

- The CONTRACTOR shall provide Commercial General Liability coverage which does not exclude any activity to be performed in fulfillment of this Contract. Specialized forms specific to the industry of the CONTRACTOR will be deemed equivalent provided coverage is no more restrictive than would be provided under a standard

Commercial General Liability policy, including contractual liability coverage. Specific converge sub-limits shall be maintained at the amounts as follows:

- Products-Completed Operations Aggregate Limit \$2,000,000
  - Personal and Advertising Injury Limit \$1,000,000
  - General Each Occurrence Limit \$1,000,000
  - Damage to Premises Provided for or Rented to You (Any One Premises) \$1,000,000
- The CONTRACTOR'S Commercial General Liability insurance shall include the COUNTY, its officers, officials, employees and agents with respect to performance of services, and shall contain no special limitations on the scope of protection afforded to the COUNTY as additional insured.
  - The CONTRACTOR shall furnish the COUNTY with evidence that the additional insured provision required above has been met. An acceptable form of evidence is the endorsement pages of the policy showing the COUNTY as an additional insured.
  - If the CONTRACTOR'S liability coverage is written as a claims made policy, then the CONTRACTOR must evidence the purchase of an extended reporting period or "tail" coverage for a three-year period after project completion, or otherwise maintain the coverage for the three-year period.
  - The CONTRACTOR shall maintain Employers Liability Coverage with a limit of not less than \$1 million. This coverage shall extend to any subcontractor that does not have their own Employer's Liability Insurance.

#### **4.12.2 Automobile Liability:**

The CONTRACTOR shall maintain Business Automobile Liability insurance with a limit of not less than \$1,000,000 each accident combined Bodily Injury and Property Damages. Coverage shall include owned, hired and non-owned automobiles.

#### **4.12.3 Workers' Compensation (Industrial Insurance):**

The CONTRACTOR shall maintain workers' compensation insurance as required by Title 51 RCW, and shall provide evidence of coverage to the Thurston County Risk Management Division.

- The CONTRACTOR shall send to Thurston County at the end of each quarter written verification that premium has been paid to the Washington State Department of Labor and Industries for Industrial Insurance coverage. Alternatively, the CONTRACTOR shall provide certification of approval by the Washington State Department of Labor and Industries if self-insured for Workers Compensation.

#### **4.12.4 Other Insurance Provisions:**

- The CONTRACTOR'S liability insurance provisions shall be primary with respect to any insurance or self-insurance programs covering the COUNTY, its elected and appointed officers, officials, employees and agents.

- Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the COUNTY, its officers, officials, employees or agents.
- The CONTRACTOR'S insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- The CONTRACTOR shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverage for subcontractors shall be subject to all of the requirements stated herein.
- The insurance limits mandated for any insurance coverage required by this Contract are not intended to be an indication of exposure nor are they limitations on indemnification.
- The CONTRACTOR shall maintain all required policies in force from the time services commence until services are completed. Certificates, policies, and endorsements expiring before completion of services shall be promptly replaced.

#### **4.12.4 Verification of Coverage and Acceptability of Insurers:**

The CONTRACTOR shall place insurance with insurers licensed to do business in the State of Washington and having A.M. Best Company ratings of no less than A-, with the exception that excess and umbrella coverage used to meet the requirements for limits of liability or gaps in coverage need not be placed with insurers or re-insurers licensed in the State of Washington.

- Certificates of Insurance shall show the Certificate Holder as Thurston County and include c/o of the Office or Department issuing the Contract. The address of the Certificate Holder shall be shown as the current address of the Office or Department.
- Certificates of Insurance and any written notice of cancellation or change shall be mailed to the COUNTY at the following address:

Attn: Risk Analyst  
Human Resources  
2000 Lakeridge Drive S.W.  
Olympia, Washington 98502

- The CONTRACTOR shall furnish the COUNTY with properly executed certificates of insurance and signed policy which shall clearly evidence all insurance required in this section prior to commencement of services. The certificate will, at a minimum, reference this contract and list limits of liability and coverage. The certificate will provide that the underlying insurance contract will not be canceled or allowed to expire except on thirty (30) days prior written notice to the COUNTY.

- The CONTRACTOR or its broker shall provide a copy of any and all insurance policies specified in this Contract upon request of the Thurston County Risk Management Division.

## SECTION 5 - Specifications

### 5.1 Background Information

TCCF operates a 395 bed main jail and a 96 bed work release facility. The work release facility is not currently in use. The TCCF main jail may be expanded in the future. TCCF is located at 3491 Ferguson St. SW, Tumwater, Washington 98512. TCJDC is located at located at: 2801 32<sup>nd</sup> Ave SW Tumwater, WA 98512. Meals served yearly at the jail and TCJDC have been as follows:

Year:	<b>2019</b>	<b>2020</b>	<b>2021</b>
Adult Inmates:	411,850	321,800	283,792
Juvenile Offenders:	10,922	8,622	5,541
Staff:	24,735	25,349	25,116
<b>Total:</b>	<b>447,507</b>	<b>355,771</b>	<b>314,449</b>

TCSO does not anticipate the yearly meals served will vary greatly from the yearly numbers mentioned above but the successful Vendor must be able to scale operations as necessary to accommodate inmate population spikes and future inmate population growth which is inherent to a medium sized county jail. Although not anticipated at this time, TCSO reserves the right to contract inmates from other detention facilities which may cause an increase in the inmate population. The successful Vendor must be able to scale operations as necessary to accommodate the inmate population growth due to contracting jail beds.

### 5.2 Responsibilities of TCSO

TCSO agrees to provide the food service provider a kitchen area with necessary equipment, office space or facilities, utilities (including telephone services), reasonably sufficient to enable the food service provider to perform its obligations.

As TCCF is a newer facility, no assumptions should be made regarding food supplies, furnishings or office equipment. Vendors will work with TCSO to finalize a list of equipment and obtain such. All office and food equipment and supplies in place at the termination of services will remain the property of TCSO.

### 5.3 Base Price

In an effort to assist with the determination of proposed contract price, assume 280,000 – 300,000 meals are anticipated to be served at the TCCF in 2023.

The base price is to include the furnishing of all services, labor, materials, equipment, insurances, licenses and applicable taxes necessary or proper for the completion of the work. Vendor will purchase items such as cleaning supplies, small tools, and cookery items, styro meal containers, hard trays, sacks, paper spoons, and paper bags (This is not an inclusive list). The vendor purchases these items and the county will reimburse the vendor for the items. The vendor is responsible to ensure there is a proper amount of inventory on hand.

**5.3.1** The successful Vendor will coordinate purchase of all food supplies as well as any additional food with TCSO.

**5.3.2** The successful Vendor is requested to provide, in its proposal, the following:

**5.3.2.1** A base price on Proposal Price Sheet, subject to change or amendment as provided for in Paragraph 4.12.

**5.3.2.2** The base price shall be subject to review no more often than once each year at the anniversary date of entry of the contract.

#### **5.4 Specifications and Program Requirements**

The Vendor is to provide high quality food service in accordance with industry standards. Food and food service will meet all applicable federal, state, and local guidelines, laws, and regulations and will meet other guidelines as prescribed by the American Correctional Association (ACA).

The Vendor is to operate the food service program using correction-experienced and professionally trained personnel.

The Vendor is to operate the food service program in a cost effective manner.

The Vendor is to maintain an open, collaborative relationship with the administration and staff of TCSO.

The Vendor is to offer a comprehensive program for staff and inmate labor and training in food service for TCCF. This includes training and providing food handler cards to inmate labor.

**5.4.1** Three (3) meals per day, two (2) of which must be hot meals, seven (7) days per week served to the inmate population. Inmates on the work release program and detained youth in a day reporting or work program will have sack lunches available to take to work during their work day.

**5.4.2** All menus and special diets (medical, religious, etc.) must meet the standards for adult holding and detention facilities and juvenile detention facilities as established by the ACA. A registered dietician will approve all menus prior to service. All meals served will be in compliance with USDA caloric intake recommendations and will provide an average of 2,600 calories per day for adult inmates and 3,000 calories per day for juvenile detainees in addition to all required nutrients.

**5.4.3** A four (4) week cycle menu is to be submitted in the proposal. Proposers are asked to use the same menu types. Sample menus provided with the RFP response shall be used in the submitted pricing structure.

**5.4.4** The Vendor shall warrant that all meals will be served at appropriate temperatures and in a manner that makes them palatable (140 degrees if hot, 45 degrees if cold), and visibly pleasing complete with condiments if indicated.

**5.4.5** Religious and medical diets conforming to special religious or physician-ordered specifications shall be provided at no additional cost to TCSO. Each Vendor will submit a sample of its corrections diet handbook or sample of the four-week menu it proposes to serve inmates on restricted diets.

**5.4.6** TCCF and TCJDC staff on duty are eligible to receive a meal. This meal is to be prepared by contract food service staff. This meal is to be different from the inmate population and available at their mealtimes. There are four meal breaks in a twenty four hour period. A mutual agreement of how this may be accomplished will be determined between the successful Vendor and the Chief Deputy of Corrections.

**5.4.7** Vendor agrees to provide catered meals for special events as designated by TCSO with not less than seventy-two (72) hours' notice. The cost for catered meals shall be mutually agreed upon by the Vendor and TCSO in advance of each event.

## **5.5 Food Supplies**

The Vendor shall provide all consumable supplies and food products that are required for the food service operation. Upon termination of the contract, for any reasons, TCSO shall purchase or cause the successor food service provider to purchase, all usable supplies and food products at the food service provider's invoice cost.

**5.5.1** Vendor will have three days of non-perishable emergency food supplies on site at all times. This is in addition to any food products required for the day to day operation.

## **5.6 Cost Controls**

**5.6.1** In an effort to assist with the determination of proposed contract price, assume 280,000 – 300,000 meals are anticipated to be served at the TCCF in 2023. The number is provided as a guideline for meals to be served and shall not be construed to mean that the Vendor shall serve that exact corresponding number of meals on a yearly basis.

**5.6.2** The prices per meals shall be guaranteed for a period of one year unless there is a change in the scope of services, at which time the parties shall negotiate mutually agreeable financial terms.

**5.6.3** On the first day of each week, the Vendor shall submit to TCSO an invoice for meals ordered or meals served, whichever is greater, for the preceding week.

### **5.6.4 State and Federal Commodities**

A plan to incorporate free federal and/or state commodities (for the Jail only) or free USDA Foods (for Juvenile Detention only), which shall be used to offset the price per meal for the contract period, must be included in the proposal.

The Vendor shall make full use of the USDA donated commodities (for the Jail only) or USDA Foods (for Juvenile Detention only) when they are available, wholesome, and appropriate to the menu. The Vendor reserves the right to refuse acceptance of any such commodities that are contaminated or supplied in excessive amounts rendering them unusable within their respective dates of expiration.

The successor Vendor warrants that free federal and/or state commodities (for the Jail only) or USDA Foods (for Juvenile Detention only) received will be used solely for the benefit of those persons in custody at Thurston County Juvenile Detention Center.

The Vendor shall properly handle, store and prepare commodities for consumption.

#### **5.6.5 TCSO Grown Produce**

Should TCSO implement a garden, the Vendor shall make full use of the available produce when they are wholesome, and appropriate to the menu.

### **5.7 Kitchen Facility and Equipment**

TCSO owns all of the equipment currently installed in the kitchen at TCCF and shall retain title to that equipment. The equipment will remain at the kitchen and be used by the Contractor.

**5.7.1** Vendor must provide a list of additional equipment that is needed to operate the kitchen, including such items as:

- Additional cooking pots and pans
- Cooking, serving and eating utensils (TCCF owns many of these utensils. The successful Vendor will make use of the existing utensils at TCCF unless deemed unusable.)
- Beverage containers
- Equipment to prepare food
- Any additional equipment that is reasonably necessary to perform the food services at TCCF

**5.7.2** TCSO will assure that all necessary utilities work in the kitchen.

**5.7.3** The Vendor will coordinate any service or maintenance of kitchen equipment with TCSO. Vendor employees who will utilize loading dock equipment (electronic pallet jacks etc.) are required to have the required certifications at the vendors expense prior to use of equipment.

### **5.8 Routine Maintenance and Cleaning of the Kitchen**

**5.8.1** The Vendor shall be responsible for routine cleaning and housekeeping of food service preparation, service, and storage areas. The vendor is responsible for removal and disposal of pallets. Excess pallets cannot be stored on TCCF property.

**5.8.2** The Vendor must maintain standards of sanitation required by state or local regulations.

**5.8.3** TCSO shall provide all cleaning supplies for the kitchen areas and equipment.

**5.8.4** Facility inspections shall be made by Thurston County Department of Health as deemed necessary, with or without advance notice to the Vendor, and such inspections shall not interfere with the food service operations.

**5.8.5** Inspections of kitchen facility by Thurston County Department of Health must result in no **RED** violations. If red violations are noted, the Vendor must notify TCSO of areas to be improved and shall remedy the deficiency within five (5) days of receipt of such notice.

## **5.9 Staffing**

**5.9.1** The Vendor shall provide an organization chart and job descriptions for all professional and inmate staff in its proposal. The Vendor shall specify the number of inmates required per shift for an assumed preparation of 280,000 – 300,000 meals yearly.

### **5.9.2 Food Service Vendor Labor**

A singular designated Food Service Manager with responsibility for assuring the appropriateness and adequacy of food services. A minimum of two staff are required to be on site for each shift.

### **5.9.3 Inmate Labor**

Inmates will be provided for food services at the TCCF, as required by the contractor, by TCSO. The inmates shall be selected using the classification process of TCCF.

**5.9.3.1** Inmates shall be used for the preparation of food, delivery of meals, and general sanitation and cleaning of the kitchen.

**5.9.3.2** Inmates are not permitted to supervise other inmates and are not allowed outside the secure perimeter of the facility.

**5.9.3.3** The Vendor agrees to train and supervise inmates only with respect to the food service tasks. Vendor training and supervision of inmates shall be subject to the overall control of TCSO. The proposal shall include the inmate-training program as part of the Vendor's overall training program. This includes providing food handler cards to inmate labor. **TCCF staff will not be posted in the kitchen but will make periodic welfare checks.**

## **5.10 Administrative Requirements**

The successful Vendor shall have the responsibility to provide:

**5.10.1** Well-defined operational policies and procedures to include, at a minimum, those required by ACA standards, and in concert with TCSO and procedures for service delivery. The vendor's operational policies must include procedures that address major



incidents and assurance of the accessibility of an emergency food supply for inmates. TCSO shall develop the policies and procedures necessary to specify the role of food services in a jail setting and to provide liaison between the food service and security staff.

### **5.11 Statistical Reporting**

A comprehensive annual statistical report will be forwarded to the Chief Deputy of Corrections in accordance with ACA standards. In addition, monthly and daily statistics will be required as follows:

#### **5.11.1 Monthly Statistics**

The Chief Deputy of Corrections, or designee, will require a review of statistical data reflecting the previous month's activities. The data may include but will not necessarily be limited to:

- Number of hours worked by inmate staff, specifying each post or shift
- Number of meals served each day, including any specialty diets
- Types of specialty meals available
- Reports to USDA for juvenile meals
- Other data deemed appropriate by the TCSO

#### **5.11.2 Monthly Meetings**

On a scheduled basis, there will be documented monthly meetings with jail staff, medical staff, and security staff to evaluate statistics, program needs, problems, and coordination between security, medical personnel and food service staff.

**5.11.3** Prior to TCSO's approval for employment; an applicant screening shall be conducted. The successful Vendor shall provide a completed background packet on each employee applicant prior to employment and admission into the jail. The Food Service Manager must receive all applicable licenses or certificates for all professional staff prior to employment.

**5.11.4** TCSO may prohibit entry to the facility, or remove therefrom, a contract employee who does not perform his/her duties in a professional manner, or who violates TCSO's security rules and procedures.

**Any personnel that are suspected of violating security policies for TCCF will immediately be terminated from employment at TCCF by the Vendor.**

**TCSO reserves the right to search any person, property, or article entering its facilities. Vendor employees are strictly prohibited from possession or storage of any firearm on TCCF properties.**

### **5.12 Food Services Contract**

The successful Vendor may enter into a contract with TCSO. The initial term shall be for three years with an option to renew the contract on a yearly basis for two successive one-year

renewal terms, not to exceed a total of five years. Each renewal will be based on a yearly review of the services provided by the Vendor.

## SECTION 6 - Proposal Format and Required Forms

### Vendor Response Checklist

This checklist is provided for the Vendor's convenience to ensure that all required materials have been included in the vendor's response. **It is not required as part of the Vendor's response.**

#### Vendor Checklist

Vendor's Cover Letter	<input type="checkbox"/>
Vendor Contact Information Form	<input type="checkbox"/>
Vendor Background Information/Experience	<input type="checkbox"/>
Professional Standing	<input type="checkbox"/>
Customer Reference 1	<input type="checkbox"/>
Customer Reference 2	<input type="checkbox"/>
Customer Reference 3	<input type="checkbox"/>
Required Food Service Equipment	<input type="checkbox"/>
Proposed Four Week Menus	<input type="checkbox"/>
Acknowledgement of Pending Litigation	<input type="checkbox"/>
Collective Bargaining Response Form	<input type="checkbox"/>
Signed Vendor's Certification and Formal Offer of Proposal	<input type="checkbox"/>
Vendor's Standard Services Contract	<input type="checkbox"/>
Vendor's Proposal	<input type="checkbox"/>
Optional - Other supplemental materials	<input type="checkbox"/>

# TCSO PROPOSAL SUBMITTAL FORMS


<b>Vendor Contact Information:</b>	
Company Name:	
Headquarters Address:	
Name and Title of Executive with Legal Authority to enter into contracts with TCSO	
Account Executive Name:	
Account Executive Phone Number:	
Account Manager Email Address:	
Project Manager Name:	
Project Manager Phone Number:	

**Vendor Background Information:**

Parent Company:	
Name and Title of top local executive nearest to Olympia, WA:	
Organizational Type/Structure:	
State of Incorporation:	
Federal Identification Number:	

**Vendor Experience:**

Years Vendor has conducted business in Washington State:	
Number of Agencies served with like services of similar scale to TCCF:	
Other pertinent background information (optional):	

<b>Professional Standing:</b>		
The vendor certifies they are not disqualified from doing business with TCSO and must be able to provide Federal Tax ID numbers, Business License jurisdiction and numbers, and contractor License numbers for both primary and sub-contractors.	<b>Yes</b>	<b>No</b>
If "No" Above, please explain in the space below:  		

**References**

Provide at least three references relevant to the scope of this contract. More than three references may be provided. For additional references, please add additional sheets with the requested information in the same format as shown below:

<b>Customer Reference (1) Information:</b>	
Institution Name:	
Address:	
Contact Name:	
Contact Title:	
Contact Phone Number:	
Contact Email Address:	
Number of Years a Customer:	
Size of Agency (Number of Beds):	
Years Served:	
Additional Relevant Information	

**Customer Reference (2) Information:**

Institution Name:	
Address:	
Contact Name:	
Contact Title:	
Contact Phone Number:	
Contact Email Address:	
Number of Years a Customer:	
Size of Agency (number of beds):	
Years Served:	
Additional Relevant Information	



**Customer Reference (3) Information:**

Institution Name:	
Address:	
Contact Name:	
Contact Title:	
Contact Phone Number:	
Contact Email Address:	
Number of Years a Customer:	
Size of Agency (number of beds):	
Years Served:	
Additional Relevant Information	





## Collective Bargaining:

Are/will any employees working on or at TCCF facilities covered by or members of any union covered by collective bargaining agreements?

Yes

No

If yes, please specify which unions and agreements and their expiration dates.

Are any represented Vendor employees involved in any labor related litigation, mediation, arbitration, or negotiation that may affect the Vendor's ability to perform its obligations under the proposed scope of work?

Yes

No

If yes, please explain:

# PROPOSAL PRICE SHEET

\_\_\_\_\_ will provide Jail Food Services for TCSO, in accordance with the specifications of this proposal.

**FIRST PROPOSAL** (Vendors using the employees of their choice):

**TOTAL COST FIRST YEAR** \$ \_\_\_\_\_

**Annual Cost will be divided into 12 equal payments for a monthly amount of \$** \_\_\_\_\_

**COST PER MEAL** \$ \_\_\_\_\_

**SECOND PROPOSAL** (Vendors using the four (4) civilian food service's employees currently employed at TCCF):

**TOTAL COST FIRST YEAR** \$ \_\_\_\_\_

**Annual Cost will be divided into 12 equal payments for a monthly amount of \$** \_\_\_\_\_

**COST PER MEAL** \$ \_\_\_\_\_

**Vendor's Certification and Formal Offer of Proposal:**

By signing and dating below, the Vendor affirms that the information provided in this proposal response and any included materials are true and correct, and that by signing, the signer certifies that he or she is authorized to enter into agreements on behalf of the Vendor.

Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**TCSO is an equal opportunity employer and any successful Vendor must be so dedicated.**