

**LEGAL NOTICE REQUESTING PROPOSALS**

**NOTICE IS HEREBY GIVEN** that the Board of County Commissioners of Canyon County, Idaho, in accordance with Idaho Code Section 67-2806A, requests proposals for the following:

**Southwest Idaho Juvenile Detention Center Food Services**

Proposals must be delivered to the Clerk of the Board of Canyon County Commissioners, Canyon County Courthouse, 1115 Albany Street, Caldwell, Idaho 83605 no later than **8:30 a.m. on August 28, 2019**. The Board of County Commissioners shall publicly open the proposals in the meeting room of the Board of County Commissioners, Canyon County Courthouse, 1115 Albany Street, Caldwell, Idaho at **August 28, 2019 at 9:00 a.m.**



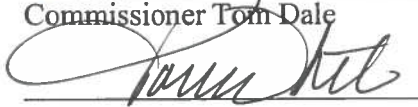
Information, specifications and other documents may be obtained from the Clerk of the Board of County Commissioners, Canyon County Courthouse, 1115 Albany Street, Caldwell, Idaho 83605, telephone (208) 454-7507, or by visiting the County website at [www.canyonco.org](http://www.canyonco.org).

The Board of County Commissioners reserves the right to accept or reject any or all proposals and portions thereof and to waive informalities or irregularities of proposals received based on any business reason it deems applicable if this is to the advantage of the County.

Dated this 13 day of Aug., 2019.

**BOARD OF CANYON COUNTY COMMISSIONERS**

- Motion Carried Unanimously
- Motion Carried/Split Vote Below
- Motion Defeated/Split Vote Below

	Yes	No	Did Not Vote
 _____ Commissioner Leslie Van Beek	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 _____ Commissioner Tom Dale	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 _____ Commissioner Pam White	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST CHRIS YAMAMOTO, CLERK

By:  Deputy

Dated: 8-13-19

Publication Dates: Idaho Press-Tribune, August 17, 2019 and August 23, 2019.



**COUNTY OF CANYON**

**REQUEST FOR PROPOSALS (RFP)**

**Southwest Idaho Juvenile Detention Center Food Services Project**

Issued By:

**BOARD OF COUNTY COMMISSIONERS**

Submit Proposals to:

**Board of County Commissioners**

**1115 Albany Street**

**Caldwell, Idaho 83605**

Telephone: (208) 454-7507

Fax: (208) 454-7336

[bocc@canyonco.org](mailto:bocc@canyonco.org)

**Proposals must be received by 8:30 a.m. Wednesday, August 28, 2019**

**Return in a sealed envelope marked:**

**"Request For Proposals for Southwest Idaho Juvenile Detention Center  
Food Services Project"**

Proposals received after said time/date will be returned unopened.

## I. INTRODUCTION

Notice is hereby given that Canyon County, Idaho, is inviting proposals for the provision of food services to juvenile detainees housed in the Southwest Idaho Juvenile Detention Center (SIJDC). SIJDC is administered by Canyon County. This Request for Proposals (“RFP”) is intended to serve as a tool by which to evaluate proposals from vendors qualified to provide such services as they pertain to the needs of the County. This RFP may also serve to formalize negotiations to enter an Agreement with the chosen provider or providers, if any. **YOU MUST CAREFULLY READ THIS RFP AND FOLLOW THE INSTRUCTIONS CONTAINED IN IT. YOUR FAILURE TO READ AND CAREFULLY FOLLOW THE INSTRUCTIONS MAY CAUSE THE COUNTY TO REJECT YOUR PROPOSAL.**

This is a Request for Proposals, and is not an Invitation for Bids.

The projected beginning date of the services for which proposals are being requested is **October 1, 2019**. This project is being directed by:

Director Steve Jett  
Southwest Idaho Juvenile Detention Center  
1115 Albany Street  
Caldwell, ID 83605  
Email: [sjett@canyonco.org](mailto:sjett@canyonco.org)  
Telephone: (208) 454-7353

The County’s selection, if any, will be based on the Proposer’s RFP response and ability in that response to demonstrate its capabilities to meet the needs of Canyon County. Canyon County will evaluate the Proposers based on, but not limited to, the following:

- Responsiveness to the RFP Requirements;
- The ability, capability and skill of the Contractor to perform the contract to provide the services required;
- Preference will be given to Proposers with a presence in Canyon County;
- References of the Contractor;
- Options and flexibility;
- The character, integrity, reputation, judgment and efficiency of the Contractor;
- The quality of performance of previous contracts or services;
- The number and scope of the conditions attached to the proposal;
- The proposing firm, its principals and subcontractors are current on all obligations to Canyon County;
- Other factors, as deemed important, in the County’s sole discretion.

The following information must be submitted as part of your proposal:

REQUEST FOR PROPOSALS  
Southwest Idaho Juvenile Detention Center  
Food Services Project

- Acknowledgement of receipt of all RFP addenda, specifically referencing each addendum by date;
- Responses to all requirements of this RFP and addenda;
- Completed Non-Collusion Affidavit;
- Completed Bidder Certification Form;
- References; and
- Resumes of company executives and project managers.

Any proposal that does not provide a response to each of the required sections may be rejected as nonresponsive.

**A. Project Overview and Scope**

Canyon County desires to contract with a food services vendor or vendors to provide professional food services for the Southwest Idaho Juvenile Detention Center. The County intends to award a one-year contract (with option to renew for four additional years) to the vendor selected. The SIJDC is a secure facility that houses an average population of approximately 40 juvenile detainees per day. The maximum capacity for the facility is 90 juvenile detainees per day.

The selected Contractor will provide meals to juvenile detainees in the SIJDC three times a day according to a fixed pricing scale submitted as part of their proposal. All juvenile detainee meals must meet USDA, Idaho Department of Education and Idaho Secure Juvenile Detention Standards nutritional standards, all of which are incorporated by reference to this RFP.

The successful Proposer will offer:

- Local Representation
- Experience with current and past customers of similar size;
- Proof of licensure to do business in Idaho;
- Ability and willingness to comply with facility-required security and other SOP;
- Employee training in food safety;
- Equal opportunity employment;

In addition, the successful Proposer will meet and comply with the following requirements:

1. Food Services

Probation is seeking proposals from qualified vendors capable of providing juvenile facility food services for up to 90 youths. Contractor shall prepare food off-site and deliver meals to SIJDC. Youths receive three meals and a snack

daily, and is served in individual portions.

All food is delivered to the SIJDC, and then distributed by County staff. The distribution kitchen is located in Canyon County's Adult Jail. Food preparation facilities at Canyon County's Adult Jail are currently under contract to CBM Managed Services and will not be available to the selected vendor without agreement of CBM Managed Services and the Canyon County Sheriff's Office.

The selected Contractor will be expected to provide nutritionally sound, varied, and aesthetically pleasing meals to the youth housed in SIJDC in accordance with the requirements of the following regulations, rules, and standards:

- a) Nutrition Standards found in the National School Lunch and School Breakfast Programs, 7 CFR Parts 210 and 220;
- b) The Buy American provision was added to the National School Lunch Act (NSLA) by Section 104(d) of the William F. Goodling Child Nutrition Reauthorization Act of 1998 (Public Law 105-336). Section 12(n) to the NSLA (42 USC 1760(n)), requires school food authorities to purchase, to the maximum extent practicable, domestic commodity or product. The Buy American provision (7 CFR Part 210.21(d)) is one of the procurement standards proposers must comply with when purchasing commercial food products served in the school meals programs;
- c) Idaho Secure Juvenile Detention Standards , IDAPA 05.01.02 (Attachment C);

## 2. Requirements

- a) Contractor's Responsibilities
  - (1) The selected Contractor shall be required to provide food services to the youth housed in County facilities. The work detailed shall proceed with promptness and diligence and shall be executed in accordance with the highest professional workmanship standards in the field and to the satisfaction of the County.
  - (2) In addition to the specifications outlined in this section, vendors must be able to comply with the regulations and requirements therein. Contractor will be responsible for keeping abreast with changes to all laws and regulations governing the services provided during the term of the contract.

- (3) The Contractor shall be responsible for the purchase, maintenance, and control of food and supplies, and the provision of meals that are to be delivered to the SIJDC in accordance with the menu requirements, meal service requirements, quality requirements, and sanitation requirements established in this RFP and the Contract.
- (4) Contractor must comply with the following:

#### **USDA Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

**Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.**

**To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:**

- 1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;**
- 2) Fax: (202) 690-7442; or email: [program.intake@usda.gov](mailto:program.intake@usda.gov).**

- b) Operational Requirements
  - (1) Food Labeling
    - (a) The Contractor shall possess or develop a system, including a time coding system that will prevent expired foods from being delivered to SIJDC facilities.
    - (b) Individual meals will indicate the date of production, batch number, and the date of expiration for each batch of food prepared.
  - (2) Temperatures  
Temperatures for refrigerated foods, fruit, vegetables, snack foods requiring refrigeration, milk, and juice products shall be maintained between 35 degrees Fahrenheit and 40 degrees Fahrenheit during transport, and upon County's acceptance of delivery.
  - (3) Purchasing
    - (a) The minimum grade specifications are to be as follows for youth meals:
      - i. Beef- U.S.D.A. Select or better;
      - ii. Lamb- U.S.D.A. Select or better;
      - iii. Processed Meat must be from a U.S.D.A. government inspected plant;
      - iv. Poultry- U.S.D.A. Grade B or better;
      - v. Dairy- Eggs U.S.D.A. Graded A;
      - vi. Fresh Fruits and Vegetables- U.S.D.A. Grade A;
      - vii. Canned Fruits or Vegetables- U.S.D.A. Grade B or better; and
      - viii. Frozen Fruits and Vegetables- U.S.D.A. Grade B or better.
- c) Compliance with Laws and Regulations  
Contractor shall, at all times, observe and comply with all Federal, State, local and municipal laws, ordinances, rules and regulations in any manner affecting the contract.

3. Meal Service

- a) Responsibilities
  - (1) The Contractor shall provide all specified meal service for the youth regardless of holidays, weather conditions, work stoppages, or any other adverse or emergency conditions that shall occur.
  - (2) If, for any reason, the Contractor fails to provide food service, the SIJDC shall obtain the required meal(s) from the most expedient source, and the awarded Contractor shall be responsible for any and all charges, including consequential expenses incurred by SIJDC for food service.

Charges will be deducted from outstanding invoices and additional damages may be imposed.

b) Estimated Meals

(1) Estimated youth meals, snacks, and bag lunches are as follows:

(a) Youth Meals

Average Number of Youth	Meals per Day	Total meals per Day	Meals per week	Meals per year
40	3	120	840	43,800

(b) Youth Snacks (a snack for evening consumption is provided with dinner services)

Average Number of Youth	Snacks per Day	Total Snacks per	Snacks per week	Snacks per year
40	1	40	280	14,600

(c) The youth population housed varies. Contractor shall react on short notice to supply meals to a changing youth population.

(d) Contractor should plan to deliver meal quantities as specified above. Facility food service manager will be in contact with Contractor to provide approximate meal count 2-3 days in advance. Meal count will include a provision for increased intake should the population average increase.

(2) Condiments

(a) Condiments shall be provided as single-serve packets.

(3) Daily Delivery Requirements

(a) Youth Meals Delivery Times:

- i. Daily delivery shall be between 5:30 a.m. and 7:00 a.m.
- ii. Delivery timeframes can be amended as mutually agreed upon.

(b) Late Delivery Penalty

- i. A \$150 daily penalty will be imposed late deliveries.

c) Nutritional Requirements

(1) Youth meals must meet the nutritional requirements specified in 7 CFR Sections 210 and 220.



- (2) Youth breakfasts and lunches must additionally meet the requirements of the National School Lunch and School Breakfast Programs found in 7 CFR Parts 210 and 220.

d) Medical, Religious and other Special Diets

Religious, medical and other specialized diets shall be accommodated. Contractor shall be notified of all medical, religious or other special diets with a corresponding prescription or instruction to ensure accurate accommodation of the special meal. This includes, but is not limited to, Kosher, Halal, Vegetarian, Vegan, Ovo, Lacto, Ovo-Lacto, Allergy, and others as may become necessary.

e) Meal Variation

- (1) It is the County's intent to provide both youth with a varied meal menu. It is the County's requirement the youth meals provided must meet all nutritional and caloric requirements per the guidelines to the USDA National School Lunch and School Breakfast Program. Menus shall be planned to provide a variety of foods, thus preventing repetitive meals. Prior to final approval by the facility director, menus shall be approved by a registered dietitian, provided by the Contractor, before being scheduled for production.
- (2) Final menus will be approved by the facility director three months in advance.
- (3) Changes to approved menus will need to be submitted two weeks in advance.
- (4) County reserves the right to sample/taste food before being served to youth.
- (5) All changes will be noted in writing and the corrected menu will be filed with SIJDC.

f) Holiday Menus

- (1) Special holiday menus shall be designed and approved by the SIJDC for New Year's Day, Easter, Thanksgiving, and Christmas that meet all the guidelines of USDA National School Lunch and School Breakfast Program and other minimum standards for Juvenile Facilities.

4. Deliverables/Reports

The Contractor will report to SIJDC information regarding services provided including but not limited to the following:

a) Monthly reports:

- (1) Daily record of meals served;
- (2) Daily and/or weekly summary records documenting all applicable Contractor and food service industry standard quality assurance procedures, to include the testing of temperatures in the refrigeration, cooking and serving areas and any other records necessary to meet health care standards;

- (3) All records necessary to document the minimum portion standards and nutritional adequacy of each meal served; and
- (4) Documentation of menus as actually served, including food-based nutritional analysis, recipes, and portion sizes of each menu:
  - (a) Nutrient analysis must be based on the cooked weight or volume of individual portions;
  - (b) The analysis must include weekly summaries of nutrients (kilocalories, protein, carbohydrates, fat, vitamins, and minerals). The analysis also must summarize the amount of sodium, cholesterol, and the percent of kilocalories supplied by saturated fat on a daily and weekly basis;
  - (c) Allergen Report tracking the eight commonly recognized allergen components (wheat, dairy, eggs, soy, shellfish, fish, peanuts, tree nuts) as defined by the Food Allergen Labeling and Consumer Protection Act of 2004 (FALCPA);
  - (d) Documentation of menus as actually served, including food labels used in preparing meals with additional information regarding the meals in the Allergen Report as mentioned listed in item (3) directly above; and
  - (e) In the event of an audit, Contractor shall provide all documentation including menus, production records, recipes, labels, and product formulation statements at no cost to the County.

**B. Selection**

The County will rank proposals in order of preference pursuant to the County's criteria contained within this RFP at Section III, subsection E.

**C. Scope of RFP**

This RFP contains the instructions governing the requirements for submission of proposals by interested parties, the materials to be included therein, the other requirements that must be met, and the Proposer's responsibilities before and after installation.

**D. Time**

All references to the hours of a day shall refer to Caldwell, Idaho time.

**E. Procedure**

Sealed proposals submitted pursuant to this RFP must be received by the office of the Board of County Commissioners, Canyon County Courthouse, 1115 Albany Street, Caldwell, Idaho, 83605, no later than **8:30 a.m. on August 28, 2019**. Three (3) paper copies of the proposal and one (1) digital "pdf" copy must be supplied at the time of submission. Late proposals will not be accepted, opened, or considered. Each proposal shall include the legal name of the Proposer and a statement indicating whether the Proposer is a sole proprietor, a partnership, a corporation or other legal entity, and shall be signed by the person or persons legally authorized to do so.

REQUEST FOR PROPOSALS  
Southwest Idaho Juvenile Detention Center  
Food Services Project

**F. Proposer's Questions**

Written, signed questions in response to this RFP must be received at the office of the Board of County Commissioners, Canyon County Courthouse, 1115 Albany Street, Caldwell Idaho, 83605, no later than **9:00 a.m. on August 20, 2019**. Proposers may submit questions/clarifications via U.S. Mail or email to **bocc@canyonco.org**. No facsimile questions/clarifications will be accepted. The County will respond to timely submitted questions by issuing addendum(s) to this RFP in accordance with the Calendar of Events included in this RFP.

No verbal answers will be binding on the County, and must be reduced to writing on County letterhead to have effect.

**G. Pre-Proposal Protest/Question/Clarification Process**

**1. Protest of RFP Requirements, Standards, Specifications, or Process** Any Proposer who wishes to protest the requirements, standards, specifications, or process outlined in this RFP may submit a written, signed notification to the Clerk of the Board of County Commissioners, via U.S. Mail at 1115 Albany Street, Caldwell, Idaho 83605 or by email at **bocc@canyonco.org**, to be received no later than **9:00 a.m. on August 20, 2019**. No facsimile protests will be accepted. The notification shall state the exact nature of the protest, describing the location of protested portion or clause in the proposal document and explaining why the provision should be struck, added, or altered, and contain suggested corrections. The Commissioners may deny the protest, require that the proposal be modified, modify the proposal, and/or reject all or part of the protest.

**2. Questions and Clarifications** Questions or clarifications to the RFP will be considered only if they are submitted in writing and received by Clerk of the Board of County Commissioners via U.S. Mail at 1115 Albany Street, Caldwell, Idaho 83605 or via email at **bocc@canyonco.org** no later than **9:00 a.m. on August 20, 2019**. No facsimile questions or clarifications will be accepted. All clarifications and answers will be addressed as a written addendum to the proposal. No verbal clarifications or answers will be binding on the County or the Proposer.

**H. Proposer's Costs**

Costs for preparing and presenting proposals are entirely the responsibility of the Proposer and shall not be chargeable to the County.

**I. Delivery to County**

It is the Proposer's responsibility to ensure that proposals are received on time. No facsimile or emailed proposals will be accepted.

**J. Calendar of Events**

The following is a schedule of events concerning the proposal process: (Note: Unless specifically provided otherwise, all events will take place in the Commissioner’s Meeting Room on the first floor of the Canyon County Courthouse, 1115 Albany Street, Caldwell, Idaho 83605.)

- 1. Distribution of RFP ..... 9:00 a.m. August 13, 2019
- 2. Publication of Legal Notice ..... August 17 and 23, 2019
- 3. Questions/Clarifications and/or Written Objections to Specifications and/or Procedures Due ..... 9:00 a.m. on August 20, 2019
- 4. Addendum No. 1 ..... 9:00 a.m. August 21, 2019
- 5. Proposals Due..... 8:30 a.m. August 28, 2019
- 6. Proposals Opened..... 9:00 a.m. August 28, 2019
- 7. Selection Process Begins..... August 29, 2019
- 8. Board Notice of Intent to Award Contract (tentative)9:00 a.m. September 18, 2019
- 9. Objections to Award (due within seven days of award; tentative) ..... 8:59 a.m. September 25, 2019

**K. Acceptance and Rejection of Proposals**

The County reserves the right to reject any or all proposals, or any part thereof, to accept the proposal that is in the best interest of County, as determined by the Board of County Commissioners. The County’s decision shall be final in all respects. The County’s waiver of a minor defect shall in no way modify the RFP or excuse the Proposer from full compliance with its specifications. The County reserves the right to let separate contracts on any aspect of the Project.

Proposals that contain false or misleading statements, or which provide references that do not support an attribute or condition claimed by the Proposer, may be rejected. If, in the opinion of the County, such information was intended to mislead the County in its evaluation of the proposal, such proposal shall be rejected.

**L. Disclosure of Proposal Information**

As provided in the RFP, discussions may be conducted with responsible Proposers who submit proposals determined to be reasonably susceptible of being selected for award. After the opening of the proposals by the County, the proposals, except for financial information deemed confidential by the Proposer, shall be considered “public records” as defined in I.C. § 74-101and shall be available, if requested, for public inspection pursuant to I.C. § 74-102. The Proposer must separately seal any financial information the Proposer deems confidential, and by submitting a proposal agrees to indemnify and hold harmless Canyon County for barring this confidential material from public inspection.

**M. Signature of Proposer’s Agent**

Each proposal and any clarification to that proposal shall be signed by an officer of the Proposer company or a designated agent empowered to bind the firm in a contract.

## II. PROPOSER INFORMATION

We are seeking a proposal that best meets the needs of the County as stated in this RFP. The various sections of this RFP are intended to provide each potential Proposer with the opportunity to document/demonstrate its qualifications and the suitability of its proposed solution to the County's identified need.

Proposals must adhere to the structure outlined in the RFP. Proposals that do not adhere to the structure may be disqualified from review.

The structure of the proposal shall be as follows:

### A. Cover Letter

1. Use your firm's letterhead. Address the cover letter to:

Board of County Commissioners  
Canyon County Courthouse  
1115 Albany Street  
Caldwell, Idaho 83605  
[bocc@canyonco.org](mailto:bocc@canyonco.org)

2. Identify the submitting firm by name, main business office, field office conducting work (if applicable), and contact person.
3. Identify the firm's parent corporation by name and business location. If the firm has no parent corporation, state that this is the case. State whether you have read the RFP and are prepared to comply with contractual requirements.
4. Include a brief statement of the firm's understanding of the work to be accomplished.
5. Provide any additional explanatory information you believe will be necessary or helpful.
6. Signature of Company Principal authorized to sign contracts.

### B. Table of Contents

### C. Overview of Firm

1. Briefly summarize the history of your firm.
2. Describe the management structure of your firm. If it is responsible to a board of directors, include their names.
3. Disclose any claims or unresolved claims currently ongoing or pending, and/or any potential or anticipated litigation.

**D. Contractor Financial Report**

The Proposer must provide a copy of its most recent corporation annual report. If no annual report is available, the Proposer must provide the latest audited financial report prepared by a certified public accountant. In no case shall the Proposer's accounts payable be in arrears greater than thirty (30) days. If this information is considered confidential by the Proposer it will be clearly labeled as such and presented in a separate sealed envelope with the RFP response package. See **Section I. L.** (Disclosure of Consultant Confidential Information) of this RFP.

**E. Experience**

Describe the expertise your firm has to provide Jail food and/or commissary service. Please include a short discussion of technical qualifications, awards, publications, studies, typical projects, etc., that demonstrate a thorough knowledge and professional competence.

**F. List of Similar Contracts**

Describe local, regional or national projects of a similar size and scope in which the Proposer has been involved.

**G. Customer Reference List**

The Proposer will provide a list of customers who have used your services. Customers on each Proposer's list (and any other the County may select) may be contacted. The customers will be interviewed in multiple areas including but not limited to the ability, capability, and skill of the Proposer to perform the contract or provide the services required, the character, integrity, reputation, judgment and efficiency of the Proposer. The majority of the customers must respond positively in order for the Consultant to be successful in this portion of the evaluation.

Please provide references; names, addresses and phone numbers of firms that have dealt with designated team individuals on at least three (3) other similar projects.

**H. Proposer's Staff**

Identify the specific qualifications of the people who will actually perform the project and the firm's ability to manage multiple projects simultaneously. All consultant's personnel with professional licensure, certification, or registration must be licensed to practice in the State of Idaho or work under the direct supervision of a professional licensed in the State of Idaho.

**I. Statement of Approach**

The proposal should be clear and to the point. How will your firm's solution to the County's need, as articulated in this RFP, be created and executed? What services will be offered, and how?

**J. Acknowledgment of Receipt of all RFP Addendum**

Provide, in writing, an acknowledgment of all addendum to the RFP, specifically referencing each addendum by date.

### III. EVALUATION PROCESS

#### A. Introduction

All proposals received in response to this RFP will be evaluated by the Canyon County Sheriff's Office to determine which proposal, if any, meets the County's needs.

#### B. Validation Against Requirements

All proposals submitted will be checked in detail for compliance with the mandatory requirements set forth in this RFP.

During the validation process, the County may find it necessary to request additional information from the Proposer.

#### C. Compliance

Each proposal will be evaluated to determine its responsiveness to the requirements specified in this RFP.

#### D. Correction of Errors

If errors are found in a proposal, the County may reject the proposal; however, the County may, at its sole option, correct arithmetic or transposition errors on the basis that the lowest level of detail will prevail in any discrepancy.

In the event of a discrepancy between the quantities cited in the narrative description and proposed contract quantities and information submitted for evaluation purposes, the quantities cited in the narrative shall govern the quantities and summarization shall be recomputed accordingly.

#### E. Selection

The proposals will be ranked based on the points noted in parentheses assigned to each item listed below.

- |    |  |           |
|----|--|-----------|
| 1. | Compliance with RFQ requirements:                                    | 5 points  |
| 2. | Experience:  | 25 points |
| 3. | References:  | 10 points |
| 4. | Statement of Approach:   | 25 points |
| 5. | Cost:  | 25 points |
| 6. | Perceived congruence of Proposer's solution with the County's needs: | 10 points |

#### F. Protest of Contractor Award

Any actual Proposer who is aggrieved in connection with the award of the contract may submit a protest in writing to the Clerk of the Board of County Commissioners via U.S. Mail at 1115 Albany Street, Caldwell, Idaho 83605 or via email at [bocc@canyonco.org](mailto:bocc@canyonco.org). No facsimile protests will be accepted. The protest shall be submitted within seven (7) calendar days after the County gives notice of intent to award the contract to a named vendor. The notice of intent to award the contract



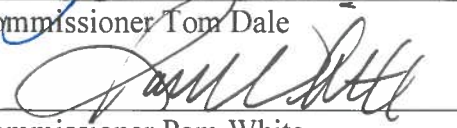
REQUEST FOR PROPOSALS  
Southwest Idaho Juvenile Detention Center  
Food Services Project

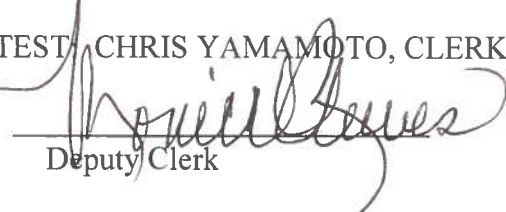
precedes the signing of a contract with the chosen Vendor. The protest must set forth in specific terms the alleged reason the contract award is unlawful or in violation of process or clearly expressed public policy



This RFP is issued this 13 day of August, 2019

THE BOARD OF COUNTY COMMISSIONERS

	Yes	No	Did Not Vote
 _____ Commissioner Leslie Van Beek	<input checked="" type="checkbox"/>	_____	_____
 _____ Commissioner Tom Dale	<input checked="" type="checkbox"/>	_____	_____
 _____ Commissioner Pam White	<input checked="" type="checkbox"/>	_____	_____

ATTEST CHRIS YAMAMOTO, CLERK  
By:   
Deputy Clerk

## **LIST OF ATTACHMENTS**

**A. NON-COLLUSION AFFIDAVIT**

**B. BIDDER CERTIFICATION FORM**

**C. IDAPA Rules**

## **LIST OF ATTACHMENTS**

**1. NON-COLLUSION AFFIDAVIT**

**2. BIDDER CERTIFICATION FORM**

NON-COLLUSION AFFIDAVIT

STATE OF \_\_\_\_\_ )  
 ) ss  
COUNTY OF \_\_\_\_\_ )

\_\_\_\_\_, being first duly sworn,

deposes and says that he is \_\_\_\_\_ of  
(sole owner, a partner, president, secretary, etc.)

\_\_\_\_\_ the party making the foregoing proposal; that such proposal is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization, or corporation; that such proposal is genuine and not collusive or sham; that said Proposer has not directly or indirectly induced or solicited any other Proposer to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any Proposer or anyone else to put in a sham proposal, nor that anyone shall refrain from proposing; that said Proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal amount of said Proposer or any other Proposer, nor to fix any overhead, profit, or cost element of such proposal, nor of that of any other Proposer, nor to secure any advantage against the public body awarding the Contract or anyone interested in the proposed Contract; that all statements contained in such proposal are true; and, further, that said Proposer has not directly or indirectly, submitted his proposal or any breakdown thereof, nor the contents thereof, nor divulged therewith to any corporation, partnership, company, association, organization, bid depository, nor to any member or agent thereof, nor to any other individual except to such person or persons as have a partnership or other financial interest with said Proposer in his general business.

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

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

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 2019.

( S E A L )

\_\_\_\_\_  
Notary Public for \_\_\_\_\_  
Residing at: \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

## BIDDER CERTIFICATION FORM

- 1. Debarment and Suspension** — In submitting this bid proposal, we hereby certify that we have not been suspended or in any way excluded from Federal procurement actions by any Federal Agency. We fully understand that if information contrary to this certification subsequently becomes available, such evidence may be grounds for non-award or nullification of a bid contract.
- 2. Anti-Lobbying** — In submitting this bid proposal, we hereby certify that to the best of our knowledge and belief, no appropriated Federal funds have been paid or will be paid by or on behalf of person associated with this proposal to any person for influencing or attempting to influence and officer or employee of any agency, a member of Congress, an office or employee of Congress or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.
- 3. National Sexual Offender Registry** — In submitting this bid proposal, you certify to the District that your company will prohibit any persons in your employ who are registered or required to register under the Idaho Sex Offender Registration Act from participation in company business with the District if such participation would require them to be present on school property. You certify further that you have cross checked such employees against the National Sex Offender Registry found at the following web link: <http://www.nsopr.gov/>

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

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

**03. Weapons Locker.** The detention center shall provide a weapons locker or similar arrangement at security perimeter entrances for the temporary storage of weapons belonging to law enforcement officers who must enter the detention center. (3-30-07)

**229. (RESERVED)**

**230. FOOD SERVICES.**

The detention center shall have written policy and procedures which govern food service. If food is not obtained through a food service contract from an outside source, the detention center's food service operation shall be supervised by a designated employee who has experience and/or training in meal preparation, menu planning, staff supervision, ordering procedures, health and safety policies, theft precautions, and inventory control. If food is obtained through a food service contract from an outside source, provisions shall be made to assure that the contractor complies with the applicable section of these rules. (3-30-07)

**231. (RESERVED)**

**232. SPECIAL DIETS.**

The detention center shall have written policy and procedures which govern special diets. (3-30-07)

**01. Special Diets, Medical.** Special diets prescribed by a physician shall be followed according to the orders of the treating physician or dentist. (4-5-00)

**02. Special Diets, Religious.** Provisions should be made for special diets when a juvenile offender's religious beliefs require adherence to particular dietary practices. (4-5-00)

**233. DIETARY RECORDS.**

**01. Food Service Records.** The detention center shall maintain an accurate record of all meals served to juvenile offenders, including special diets. All menus shall be planned, dated, and available for review at least one (1) week in advance. Notations shall be made of any changes in the menu. Menus shall be kept at least one (1) year after use. (3-30-07)

**02. Review of Menus.** Menus and records of meals served shall be reviewed on a regular basis at least annually by a licensed dietician, physician or nutritionist to verify nutritional adequacy or shall meet the current guidelines of the National School Lunch Program. The detention center shall maintain documentation of the dietician's, physician's or nutritionist's review and verification. Subsequent menus shall be promptly revised to eliminate any deficiencies noted. (3-30-07)

**234. MEALS.**

**01. Providing Meals.** The detention center shall have written policy and procedures which govern the providing of meals. Three (3) meals, at least two (2) of which includes a hot entree, shall be served daily. (3-29-12)

**a.** Meals must be served at approximately the same time every day. No more than fourteen (14) hours shall elapse between the evening meal and breakfast the next day unless an evening snack is served. If snacks are provided, up to sixteen (16) hours may elapse between the evening meal and breakfast. (4-5-00)

**b.** Juvenile offenders out of the detention center attending court hearings or other approved functions when meals are served shall have a meal provided upon their return if they have not already eaten. (3-30-07)

**c.** If meals are provided to staff, the menu should be the same as provided to juvenile offenders. (3-30-07)

**d.** The health authority or a medical employee shall be notified when a juvenile offender does not eat three (3) consecutive meals. (3-30-07)

**02. Withholding of Meals as Disciplinary Sanction Prohibited.** The detention center shall have

written policy and procedures which dictate that meals shall not be withheld from juvenile offenders, nor the menu varied as a disciplinary sanction. (3-25-16)

**03. Control of Utensils.** The detention center shall have a control system for the issuance and return of all food preparation and eating utensils. (3-30-07)

**235. FOOD SERVICE SANITATION.**

**01. Written Policy and Procedures.** The detention center shall have written policy and procedures to govern food service sanitation. Food service and related sanitation practices shall comply with the requirements of the state health department or other appropriate regulatory body. The detention center's food service operation shall be inspected in the manner and frequency mandated by local health authorities. The detention center administrator shall solicit at least an annual sanitation inspection by a qualified entity. The results of such inspections shall be documented and the detention center administrator shall take prompt action to correct any identified problems; (3-21-18)

**236. – 239. (RESERVED)**

**240. SANITATION AND HYGIENE.**

**01. Sanitation Inspections.** Written policy and procedures shall provide that the detention center be maintained in a clean and healthful condition and that the detention center administrator or designee shall conduct monthly sanitation and maintenance inspections of all areas of the detention center. (3-30-07)

**02. Vermin Control.** The detention center shall have a plan for the control of vermin and pests which includes inspections and fumigations, as necessary, by a licensed pest control professional. (3-30-07)

**03. Housekeeping Plan.** The detention center shall have a written housekeeping plan for all areas of the physical plant which provides for daily housekeeping and maintenance by assigning specific duties to juvenile offenders and staff. All work shall be assigned and supervised by detention center employees. No juvenile offender shall be allowed to assign work to other juvenile offenders. (3-30-07)

**04. Maintenance and Repair.** The detention center shall have written policy and procedures to provide that all plumbing, lighting, heating and ventilation equipment, furnishings, and security hardware in juvenile offender living areas shall be kept in good working order. Any broken fixture, equipment, furnishings, or hardware shall be promptly repaired or replaced. Painted surfaces shall not be allowed to become scaled or deteriorated. (3-30-07)

**05. Water Quality.** The water shall meet all current standards set by the applicable state and local authority as to bacteriological, chemical, and physical tests for purity. (3-30-07)

**241. – 244. (RESERVED)**

**245. PERSONAL HYGIENE.**

**01. Personal Hygiene Items.** The detention center shall have written policy and procedures which shall govern the provision of, without charge, the following articles necessary for maintaining proper personal hygiene: (3-30-07)

- a. Soap; (4-5-00)
- b. Toothbrush; (4-5-00)
- c. Toothpaste; (4-5-00)
- d. Comb or brush; (3-30-07)