

# Boyd County Detention Center

## REQUEST FOR PROPOSAL (RFP) Food Service For Detention Center Facility

### FOOD SERVICE PROPOSAL

Boyd County Detention Center  
209 28th St  
Catlettsburg, Kentucky 41129  
Phone: (606) 739-4224 | Fax: (606) 989-2102  
[Gguzman@boydcountyky.gov](mailto:Gguzman@boydcountyky.gov)

**Prepared By: Justin Pruitt  
Date: January 23, 2023**

REQUEST FOR PROPOSAL  
FOOD SERVICE PROPOSAL  
Catlettsburg - Kentucky

**PROPOSAL SUBMISSION DEADLINE:** February 13, 2023, Close of business 4pm  
**QUESTION SUBMISSION DEADLINE:** February 2, 2023

Questions may be submitted in written form to:

<b>Contact Name:</b>	Gus Guzman
<b>Contact Address:</b>	209 28th Street Catlettsburg, Kentucky 41129
<b>Telephone Number:</b>	(606) 739-4224
<b>Email Address:</b>	Gguzman@boydcountyky.gov

## **INTRODUCTION**

Boyd County Detention Center invites and welcomes proposals for their Food Service proposal project. Based on your previous work experience, your firm has been selected to receive this RFP and is invited to submit a proposal. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time specified above under the "PROPOSAL SUBMISSION DEADLINE."

*BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) – NO EXCEPTIONS.*

## **PROJECT AND LOCATION**

The project associated with this RFP is or shall be located at 209 28th St, Catlettsburg, Kentucky 41129.

## **PROJECT MANAGER CONTACT INFORMATION**

The following individual(s) are the assigned contacts for the following:

For questions or information regarding Food Services, contact:

<b>Name:</b>	Gus Guzman
<b>Title:</b>	Major
<b>Phone:</b>	(606) 739-4224
<b>Fax:</b>	(606) 989-2102
<b>Email:</b>	Gguzman@boydcountyky.gov

## **PROJECT OBJECTIVE**

The objective and ultimate goal for this project is the boyd county detention center desires for proposals for food service at our facility in catlettsburg kentucky..

## **PROJECT SCOPE AND SPECIFICATIONS**

The Project Scope and Specification are:

- 1) Meals will be served 3 times daily. At least 2 meals will be hot.
- 2) Meals shall meet all requirements set forth by Kentucky Department of Corrections for calories and nutritional content.
- 3) Medical and religious diets must be offered.
- 4) Bag lunches shall be provided for work release inmates and those in court holding facilities.
- 5) Food should be purchased locally as much as possible.

- 6) All menus shall be developed and approved by a licensed dietitian.
- 7) Sufficient staff to manage kitchen operations. County will provide inmate labor to assist with food preparation and cleaning. Please provide staffing plan.
- 8) Provide worker's compensation insurance for the paid kitchen staff.
- 9) Provide liability insurance. Please state limits to policy.
- 10) Provide cleaning chemicals for the kitchen operation.
- 11) Contract length shall be for 1 year with annual extensions by mutual agreement and a minimum of a 30 day notice by either party that may wish to terminate contract.
- 12) Must provide 5 references from similar sized Kentucky jails.
- 13) Prefer company with District Manager and Office based in Kentucky

#### **SCHEDULED TIMELINE**

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

<b>MILESTONE</b>	<b>DATE</b>
Start of service :	March 14, 2023

## **PROPOSAL BIDDING REQUIREMENTS**

### **PROJECT PROPOSAL EXPECTATIONS**

Boyd County Detention Center shall award the contract to the proposal that best accommodates the various project requirements. Boyd County Detention Center reserves the right to: (i) award any contract prior to the proposal deadline or prior to the receipt of all proposals, (ii) award the contract to more than one Bidder, and (iii) refuse any proposal or contract.

### **DEADLINE TO SUBMIT PROPOSAL**

All proposals must be received by Boyd County Detention Center no later than Close of business 4pm on February 13, 2023 for consideration in the project proposal selection process.

### **PROPOSAL SELECTION CRITERIA**

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

1. Proposals received by the stipulated deadline must be in the correct format.
2. Bidder's alleged performance effectiveness of their proposal's solution.
3. Bidder's performance history and alleged ability to timely deliver proposed services.
4. Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
5. Overall cost effectiveness of the proposal.

Boyd County Detention Center reserves the right to cancel, suspend, and/or discontinue any proposal at any time, without obligation or notice to the proposing bidder.

### **PROPOSAL SUBMISSION FORMAT**

The following is a list of information that the Bidder should include in their proposal submission:

#### **Summary of Bidder Background**

1. Bidder's Name(s)
2. Bidder's Address
3. Bidder's Contact Information (and preferred method of communication)

4. Legal Formation of Bidder (e.g. sole proprietor, partnership, corporation)
5. Date Bidder's Company was Formed
6. Description of Bidder's company in terms of size, range and types of services offered and clientele.
7. Bidder's principal officers (e.g. President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Managers) and length of time each officer has performed in his/her field of expertise.
8. Bidder's Federal Employee Identification Number (FEIN)
9. Evidence of legal authority to conduct business in Kentucky (e.g. business license number).
10. Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.

#### **Financial Information**

- State whether the Bidder or its parent company (if any) has ever filed for bankruptcy or any form of reorganization under the bankruptcy code.
- State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

#### **Proposed Outcome**

- Summary of timeline and work to be completed.

#### **Cost Proposal Summary and Breakdown**

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.

#### **Insurance**

- Details of any liability or other insurance provided with regard to the staff or project.

#### **References**

- Provide 5 References From Similar Sized Kentucky Jails.references

By submitted a proposal, Bidder agrees that Boyd County Detention Center may contact all submitted references to obtain any and all information regarding Bidder's performance.