Purchasing Department
160 N. Main, Suite 550
Memphis, TN 38103
(901) 545-4365
Fax: (901) 545-4531

Shelby County Tennessee

A C Wharton, Jr., Mayor

Memorandum

To: Honorable A C Wharton, Jr.
Shelby County Mayor

From: Clifton Davis, Administrator
Purchasing Department

Date: July 9, 2008

Re: RFP #08-003-57, Food Services (Addendum for Correctional Center)

In addition to being advertised, this RFP was issued directly to fourteen (14) vendors identified in Shelby County Government's vendor database. Only one (1) company submitted a proposal indicating their interest in providing food services to the Correctional Center as identified in the Addendum to the RFP.

	EOC Rating	Consultant Fees
1. **ARAMARK Correctional Services** Correctional Center	A	**$4,150,000.00** (Not-to-Exceed)

The evaluation committee comprised of Correctional Center staff members and Purchasing evaluated the response and determined that the proposal submitted by **ARAMARK Correctional Services** thoroughly demonstrated their ability to meet the requirements of the Scope of Services described in the addendum to the RFP. It is the recommendation of the evaluation committee, with the concurrence of the Purchasing Department, that **ARAMARK Correctional Services** be awarded the contract for Correctional Center food services.

The evaluation committee concluded that the proposal submitted by **ARAMARK Correctional Services** is recommended based upon the following:

A. **ARAMARK Correctional Services** has provided satisfactory food services for the Shelby County Sheriff's Department for the past five (5) years;
B. **ARAMARK Correctional Services** pricing for the Correctional Center is considered fair and reasonable and in alignment with the pricing offered Shelby County Sheriff's Department;
C. The cost as proposed by **ARAMARK Correctional Services** represents approximately $372,500 in savings from the budgeted in-house cost.

D. **ARAMARK Correctional Services** has demonstrated a complete understanding of the requirements and has provided these services in various correctional facilities throughout the country; and

E. No other vendors have shown interest in obtaining this business.

A copy of the department's recommendation is attached.

EOC Rating Codes:

A Compliance – 90% or more
B Compliance – 80%-89.9%
C Compliance - 50%-79.9%
D Less than 15 employees (automatically qualify)
E Approval by EOC Board of Appeals
F Exception granted by CAO or Administrator of EOC

Please indicate your approval or disapproval of this selection in the space provided below:

APPROVED: ✓

APPROVED WITH CHANGES: _____

DISAPPROVED: _____

DATE: 7/10/05

A C WHARTON, JR., MAYOR

cc: John Trusty, Correctional Center

Shelby County Tennessee

A C Wharton, Jr., Mayor

March 6, 2008

Addendum 1

RFP 08-003-57

For Jail Food Services is hereby revised to read as follows;

Please Note: Pre-Proposal Conference

A **MANDATORY** pre-proposal conference will be held on **Thursday, March 13, 2008 @ 9:00 a.m.** to address your questions and to tour the facility. *All interested respondents are required to attend this meeting.* The pre-bid conference will be held at the County Jail located at 201 Poplar Avenue, Memphis TN 38103. If you plan to attend you must contact Purchasing via email @ celeste.walker@shelbycountytn.gov to confirm your attendance with a Representatives name, Company & Contact Number. A confirmation email will be returned with specific information concerning the conference.

Shelby County Tennessee

A C Wharton, Jr., Mayor

March 25, 2008

Addendum 2

RFP 08-003-57

For Jail Food Services is hereby revised to read as follows:

Addendum Additions and Changes: to include Corrections Food Services

All items in the original RFP and Addendum I remain in effect unless modified in this addendum.

Pre-Proposal Conference - A MANDATORY pre-proposal conference will be held on Wednesday, April 2, 2008 @ 9:00 a.m. to address your questions and to tour the facility. *All interested respondents are required to attend this meeting.* The pre-bid conference will be held at the Shelby County Correction Center located at 1045 Mullins Station Rd., Memphis TN 38134. All attendees must enter thru the main gate. If you plan to attend you must contact Purchasing via email to deborah.cairncross@shelbycountytn.gov to confirm your attendance with a Representatives name, Company & Contact Number. A confirmation email will be returned with specific information concerning the conference.

I. INTRODUCTION

This addendum adds the Shelby County Division of Corrections to the RFP. The Division of Corrections is managed by a Director who reports to the County Mayor. The Sheriff is responsible for management and operation of the Jail. The Division of Corrections has an average daily population of 2700 inmates over the last several years. During the current year, population is averaging 3100 inmates. The Division operates two adjacent facilities which are also adjacent to Jail East. These facilities are:

Main Compound – 1045 Mullins Stations Road, Memphis, TN 38134
Adult Offender Center (AOC) – 961 Sycamore View Road, Memphis, TN 38134

II. MINIMUM REQUIREMENTS: No changes, same as original RFP document

III. CORRESPONDENCE

Additional questions as related to the new sites may be addressed in the same manner as originally provided. ***The deadline for submitting questions will be April 3, 2008 by 12:00 p.m. (CST).***

IV. PROPOSAL SUBMISSION AND DEADLINE

All proposals must be received at the address listed above no later than **April 9, 2008 @ 3:00 p.m. (CST).** Only the date is being changed.

V. PROPOSAL TIMELINE

Shelby County reserves the right to modify this timeline at any time. If the due date for proposals is changed, all prospective Proposers shall be notified.

Request for Proposals Released	**Monday, March 3, 2008**
Addendum I Issued	**Thursday, March 6, 2008**
Addendum II Issued	**Monday, March 25, 2008**
Pre-Proposal Conference for Jail	**Thursday, March 13, 2008**
Pre-Proposal Conference for Corrections(Add II)	**Wednesday, April 2, 2008 at 9:00 a.m. (CST)**
Proposal Due Date (revised)	**Monday, April 9, 2008 by 3:00 p.m. (CST)**
Notification of Award	**May 2008**
Services to begin	**July 1, 2008**

The County may reproduce any of the Proposer's proposal and supporting documents for internal use or for any other purpose required by law.

VI. PROPOSAL CONDITIONS - No changes, same as original RFP document

VII. GENERAL REQUIREMENTS

a. Background

The Corrections Division during the most recent eight months provides food services for an approximate average daily population of 3100 (historical average of 2700 over several years) inmates in its facilities located in East Memphis. The food services for Corrections have always been provided with a combination of Division employees and inmate labor. The Division feeds inmates a hot meal for breakfast and dinner and provides sack lunches for lunch. The Division also provides a hot meal for staff three times a day and normally feeds 250 to 300 staff per day.

The Division has two main kitchen facilities and additional serving locations. Lunch meals for all inmates are delivered to housing units by food service staff with inmate labor. All inmates housed at the AOC are served in the AOC inmate dining room for breakfast and dinner. All female inmates housed in the Women's Building at the Correction Center are served in the W Building inmate dining room for breakfast and dinner. Most male inmates (except as stated below) housed at the Correction Center are served in the Correction Center inmate dining room for breakfast and dinner. Separate feeding is conducted in E & J Buildings (high security) for all inmates housed in

those buildings. In addition, selected inmates housed in the Main Building in medical, juvenile and pre-trial areas are feed in their housing units. Food service staff and inmate labor deliver all meals not served in an inmate dining room.

The Division uses inmate labor in the entire food service operation including its warehouse. This presently provides work for 300-350 inmates per week with each inmate assigned to work 4 days per week for 5 or 8 hour shifts. This reduces inmate idleness and allows for time credits to reduce time served. Use of a similar number of inmates should be a consideration in your response.

VIII. AWARD OF CONTRACT

Proposers are advised that the lowest cost proposal will not necessarily be awarded the contract, as the selection will be based upon qualification criteria as deemed by the County and as determined by the selection committee and the County Mayor. The County may elect to award the contract to one provider for the Jail and another to the Division of Corrections or all to one provider. The County reserves the right to not award a contract for any portion of the RFP.

Due to county budgetary considerations and other contractual obligations, accounting and billing for services must be made separately for the Jail and the Division of Corrections. Proposals submitted should separate costs for each facility and identify any savings to county by awarding all facilities to one vendor.

IX. PURPOSE

Services Required

Information contained in the initial RFP applies to the Jail locations.

Services Required For Division of Corrections

Consultant will be required to perform the following Services:

1. Have qualified and trained staff with sufficient back-up personnel to successfully complete the contract requirements.
2. A corrections-experienced Registered Dietitian must be available for menu development and provide written approval for menus used.
3. Include a complete staffing plan, by shift, by positions, and include hours to be worked and pay rates.
4. Because of the complexity and critical nature of the food service operation at Shelby County, the on-site General Manager should have a minimum of ten (10) years of experience in correctional food service, including at least two years experience in a facility of at least 2,000 beds. The General Manager must live within 30 miles of the facilities. A complete resume indicating correctional experience, current contract information, and references listing the names and locations of current clients.
5. The Food Service Director will have a minimum of two (2) years correctional food service experience. A complete resume must be provided.
6. The successful proposer to have central office capability to supervise and monitor the program ensuring satisfactory provision of services. In addition, the vendor must have an alternate emergency preparation site in the Shelby County area.

7. Submit a certified copy of the current financial report of the company and audited financial statements for the past three years. If the company is a subsidiary or division of a corporation, the relationship of the vendor must be clearly delineated in the proposal.
8. Submit a list of five (5) references, including name of institution, address, and contact person and phone number.
9. List all contracts terminated in the past three (3) years and the reason for termination.
10. Develop an operating plan for food service that best meets the stated objectives and needs of Shelby County. Include Quality Assurance plan and proposed staffing and personnel plan.
11. Present an operating plan that incorporates use of inmate labor. The present use of inmates involves 103 men in the AOC food service operation, and at the Correction Center 28 women in the W building food service function as well as 212 men in the rest of the food service and warehouse operations.
12. Food Service should include at least three (3) meals daily with the lunch meal being a sack lunch. A significant percentage of inmates leave the Division for work lines during the day and must take the lunch with them when they leave each morning.
13. Provide menu quality offered for price proposed. Include nutritional quality, menu acceptability and stated menu standards.

a. Menus must provide weekly average of 3000 calories per day for adults distributed between three meals.
b. Not to exceed a monthly average of 35% of calories as fat unless specifically requested by the County.
c. Weekly average of 80 grams of protein per day.
d. Optional food items must be available for those inmates on a non-pork diet for religious or other reasons.
e. Medical diets shall be provided upon request.
f. Appropriate condiments must be served with meal.
g. Hamburger Buns and Hot Dog Buns are required when Hamburger or Hot Dog are listed on the menu.
h. No organ meats or textured vegetable protein shall be allowed in any ground meat.
i. Coffee is required daily at the breakfast meal.
j. The menu must be the same for all inmates at that meal regardless of the location.
k. The present dining facilities use a tray with five (5) sections for food with an item each meal in each slot. Generally, one slot includes a minimum of 4 oz. of the main entree, two slots are for 4-6 oz. of a vegetable and/or fruit, one slot is for bread and one slot is for a dessert item of 4-6 oz. In a prison environment, unacceptable food can lead to disturbances. Proposal should insure similar portions since perception of food quantity as well as adequate food to feel full assists in controlling inmate attitudes.
l. Include a copy of an actual menu to be served in the proposal.

14. Contractor will be responsible for maintaining and repair of all kitchen equipment. The vendor must provide a detailed plan of maintenance procedures, including a detailed preventive maintenance plan. The County reserves the right to inspect all preventive maintenance and repair performed by the vendor.
15. Vendor must provide a detailed Emergency Contingency plan specific to the Shelby County Division of Corrections facilities, not a generic plan. This should include detailed plans for dealing with lockdowns, power outages, traffic accidents, work stoppages, and weather or national security emergencies.
16. Proposals which contain false or misleading statements, or which provide references

that do not support an attribute or condition contended by the Vendor, may be rejected.
17. Provide a price per meal for all categories of meals to be served.

Minimum Expectations on Deliverables

1. To deliver high quality food service that can be audited against established nutritional and health standards.
2. To operate the food service program using correction experienced and professionally trained personnel.
3. To operate the food service program in cost-effective manner with full reporting to the designated contract monitor with the Shelby County Division of Corrections.
4. To implement a written food service plan with clear objectives, policies, procedures and annual evaluation of compliance.
5. To maintain an open collaborative relationship with the administration and staff of the Shelby County Division of Corrections and other County offices.
6. To maintain standards established by the Shelby County Division of Corrections, as well as State Correctional Food Service standards.
7. To offer a comprehensive program to continuing staff training.
8. To operate the food service program in a humane manner with respect to the inmates' right to basic health and nutritional standards.

X. CONTRACT REQUIREMENTS - No changes, same as original RFP document

XI. PROPOSAL SUBMISSION

A. **GENERAL** – Change to item 4 only, all other items remain the same as original RFP document. Item 4 should read:

Hard copy proposals must be received by no later than 3:00 p.m. (CST) on April 9, 2008, at Shelby County Government Purchasing Department, 160 N. Main St., Suite 550, Memphis, TN 38103.

B. **PRE-PROPOSAL PRESENTATION** - Change to item 1 only, all other items remain the same as original RFP document. Item 1 should read:

One (1) original copy (clearly identified as original) and **nine (9) copies** of the proposal are required.

C. **PROPOSAL FORMAT** - Change to item 4 only, all other items remain the same as original RFP document. Item 4 should read:

4. Cost and Fees

List cost and fees separately for the Jail and Corrections in items a., b. and c. If you propose lower cost and fees if all locations are awarded to one vendor, list those as a separate option by location to your base proposal.