

Request for Proposal for Inmate Food Service

Bid Release Date: 8/11/2025

Bid Due Date and Time: 8/22/2025 – 5:00 pm

Issued By:

Washington County, Utah
For
Washington County Sheriff's Office

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1. Legal Notice

Notice is hereby given that on 8/11/2025 Washington County has posted a Request for Proposals and sealed bids will be received by Washington County Sheriff's Office on 8/22/2025 at 5:00 p.m. to:

PROVIDE ALL MEALS AND COMPLETE FOOD SERVICE FOR THE WASHINGTON COUNTY SHERIFF'S OFFICE STATED IN THESE RFP SPECIFICATIONS

Bids must be enclosed in a **SEALED PACKAGE**, bearing the **NAME AND ADDRESS OF THE BIDDER AND THE NAME OF THE ITEM BID** on the outside of the envelope. Bids will also need to be submitted electronically.

Bids may be hand delivered at the place specified on or before the hour named. The County will not assume responsibility for bids forwarded by mail, and no bid will be accepted after the time specified.

Bidders are required to comply with all requirements of applicable laws of the State of Utah and be authorized to conduct business in the State.

Washington County reserves the right to reject any or all bids, to waive any informality in bids, and to accept the bid that, in the opinion of Washington County, is in the County's best interest. The award will not necessarily go to the proposal with the lowest price, but to the **lowest responsible bidder**, meaning the bidder that best demonstrates the ability to fulfill the requirements of the Request for Proposal and Specifications. *Washington County Code 1-12-1 et seq.*

2. Intent and Introduction

It is the intent of Washington County, Utah to obtain proposals from qualified food service providers to provide comprehensive inmate and staff feeding services seven days a week, including program support services for a population of up to approximately 600 inmates and 180 staff meals.

The initial contract term shall be 3 years from 2026 through 2029.

Facility Location: 750 South 5300 West Hurricane, Utah 84737

Contact Information:

- **Contact Person:** Johnathan Zwahlen
- **Phone:** 435-656-6617
- **Email:** jzwahlen@washeriff.net

3. Background and Objective

The objective of this RFP is to result in a contract between the successful bidder and Washington County that will meet the following objectives:

- Deliver high-quality food service compliant with established nutritional and health standards
- Operate the food service program using correction-experienced and professionally trained personnel
- Operate the food service program in a cost-effective manner with full reporting to the County
- Implement a food service operation plan with clear objectives, policies, procedures, and evaluation of compliance
- Maintain standards established by the County, American Correctional Association (ACA), and any applicable State and Federal Correctional Food Service Standards
- Offer a comprehensive program for continuing staff training of contractor employees and inmate training

4. Submission Deadline and Opening

To receive consideration, responses to this RFP must be received by the County no later than **5:00 pm on 8/22/2025**. One complete original physical copy and one complete electronic copy, shareable to Washington County Sheriff Staff, must be submitted physically and electronically to:

Washington County Sheriff's Office 750 South 5300 West Hurricane, Utah 84737 Attention: Johnathan Zwahlen, Jzwahlen@washeriff.net

Proposals will remain sealed until the specified opening time. Late proposals will not be considered and will be returned unopened.

Questions and Clarifications

All questions concerning this bid must be submitted in writing via email to Johnathan Zwahlen (jzwahlen@washeriff.net) no later than 8/18/2025. All inquiries and responses will be distributed to all bidders known to have received the RFP document. The County will not be responsible for or bound by any oral instructions made by any County employee regarding this RFP.

Any changes to this bid will be in the form of a written addendum, which will be furnished to all bidders listed with the County as having received a request for bid document. No addenda will be issued later than seven working days prior to the bid receipt date, except an addendum that postpones the bid receipt date or cancels the bid.

5. Qualifications of Bidder

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

A. Experience Requirements:

- Must be organized for the purpose of providing institutional and/or volume food service
- Must have five (5) years previous correctional feeding experience with proven effectiveness in administering corrections food service programs
- Must have two food service operations in the state of Utah

B. Operational Requirements:

- Must have the ability for contract start-up by January 31, 2026
- Must have qualified and trained staff; at minimum, the contract manager must have three years of corrections feeding experience

C. References:

- Must submit a list of five references, including the name of the institution, address, contact name, and phone number
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6. Project Scope

Food Requirements

The contractor shall provide the following services as part of the food service program:

Inmate Daily Meal Service

- Three meals per day, at least two of which will be hot, seven days per week
- Sack lunches of comparable nutritional value as required by the facility
- One of the three daily meals may be a cold meal
- No more than 12 hours shall pass between breakfast and dinner meals, with no more than 6 hours between each meal, that is, breakfast, lunch, and dinner

Nutritional Standards

- All menus and special diets must meet standards for adult holding and detention facilities as established by the American Correctional Association
- All menus will be approved prior to service and quarterly thereafter by a registered dietitian
- All meals served will provide an average of 2,600 calories per day plus all required nutrients

- Summary nutritional analysis for the menu, including "as served" portion sizes

Special Dietary Requirements

- Diets conforming to special religious or physician-ordered specifications, must be provided
- Complete records showing which inmates receive medical diets, contents of the diet, and meal receipt confirmation
- Monthly reporting to healthcare service administrator by the fifth working day of each month

Emergency Preparedness

- At least a seven-day supply of food maintained on-site for emergency contingencies
- Emergency meal plans for various situations (loss of water, steam, electricity, contractor failure, work stoppage)

Holiday Meals

- Sample menus for special meals ("spirit lifters") on holidays
- Minimum of six spirit lifter meals annually including Independence Day, Thanksgiving, Christmas, New Year's holidays, and two meals scheduled at County discretion

Population and Service Requirements

- **Average daily population:** Approximately 600 inmates, needing 3 meals a day
- **Staff and visitor meals:** Approximately 180 meals per day, 60 meals for each breakfast, lunch, and dinner

Contractor Responsibilities

The contractor shall:

- Provide all consumable supplies and food products required for food service operations
- Maintain responsibility for routine cleaning and housekeeping of food service areas
- Set aside up to \$75,000 yearly for equipment and maintenance (surplus returned to County)
- Assign minimum of one employee per shift to oversee food service operations
- Train and supervise inmate labor (up to 11 inmates per shift)
- Ensure employee health examinations and compliance with health regulations
- Secure and pay all required federal, state, and local licenses, permits, and fees
- Submit weekly invoices covering the previous week
- Maintain full and accurate records of sales and meal counts
- Provide uniforms and proper attire for all food service personnel

Contractor Staff Requirements:

- Contractor shall provide all management, hourly employees, fringe benefits, food products, and supplies necessary for inmates and staff visitors.
 - All employees must be cleared by the Sheriff's Office and comply with all security policies
 - Training programs for both contractor staff and inmates
 - 24 hours of approved in-service training annually for all employees
 - Detailed supervision plans and job descriptions for inmate workers
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7. Proposal Package Outline

Contractor proposals must include the following sections:

1. Cover Letter

- Name and address of the contractor
- Name, title, and telephone number of the contact person
- Signature, typed name, and title of individual authorized to commit the contractor

2. Executive Summary

- Brief overview of the contractor's proposal to the County

3. Experience and Reputation

- Corporation's background and history (years in business, number of employees, accounts, annual gross sales)
- Professional association affiliations
- Depth of corporate and operational support
- At least five current references for correctional facilities similar to Washington County
- Copy of current standard insurance certificate

4. Operation Plan

- Overview of contractor's plan to operate the County's facility

5. Management and Staffing

- Plan to support onsite personnel
- Resumes of key operational management personnel
- Staffing schedules for contractor personnel and inmate labor
- Ability to supervise inmate labor

6. Training and Education

- Staff orientation program overview
- In-service training programs highlights
- Certification programs

- Inmate training programs overview

7. Menus

- Menu management approach and support services
- Substitution policy
- Minimum food specifications
- Special medical and religious diet accommodation plans
- Sample holiday menus
- Four-week cycle menu with nutritional analysis certified by registered dietitian
- Staff dining plan with sample menus
- Emergency meal plans
- Program for high-quality, fresh food items

8. Quality Assurance and Sanitation Program

- Quality assurance program overview (menu planning through meal delivery)
- Performance assurance plans
- Sanitation program overview
- Sample forms to be used

9. Workplace Safety and Security

- Workplace safety standards
- Security control maintenance plans
- Tool control program
- "Hot" items control plan

10. Accounting and Reporting

- Computerized reporting and accounting system description
- Sample reports for food production, inventory management, and ordering

11. Transition Plan

- Detailed plan and time schedule for transitioning kitchen operations

12. Price Proposal

- Pricing per meal on sliding population scale for inmate meals
- Staff meal pricing
- Kosher, religious, and medical meal pricing

8. Timeline

Event	Date
RFP Distribution	8/11/2025

Event	Date
Proposals Due	8/22/2025 at 5:00 pm
Public Opening	8/26/2025 (To be posted at the Washington County Sheriff Admin Building after opening)
Notification of Award	9/2/2025 (date subject to change)
Contract Execution	10/07/2025 (date subject to change)
Commence Services	January 31, 2026

9. Method of Award

The award will be made to the contractor whose proposal is determined to be professionally and technically complete. The selection process may include a request for additional information or an oral presentation to support the written proposal.

The County reserves the right to award this contract not necessarily to the contractor with the lowest price, but to the lowest responsible bidder that demonstrates the best ability to fulfill the requirements of the RFP.

The successful contractor shall commence work only after transmittal of a fully executed contract and after receiving written notification to proceed from the County.

Washington County reserves the right to reject any or all proposals for any reason. The County will not pay for any information requested herein, nor is it liable for any costs incurred by the proposer.

10. County Responsibilities

Washington County shall provide:

- Accurate and timely meal orders within two hours of serving time
- Adequate ingress, egress, heat, light, ventilation, and utilities
- Local intercom and business telephone service
- Extermination and trash removal services
- General building maintenance (excluding daily kitchen cleaning)

- Food service equipment and maintenance
 - Security and inmate movement control
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11. Terms and Conditions of the RFP

Disclosure

Upon contract award, all proposals become public record except elements clearly marked as "trade secret," "confidential," or "proprietary." Blanket confidentiality statements are not sufficient. If disclosure is required under Utah GRAMA or other laws, the County shall not be liable for such disclosure.

Agreement for Awarded Contractor

The selected contractor will enter into an Independent Contractor Agreement with the County based on RFP contents and the contractor's proposal.

Insurance

Before contract execution, the contractor must provide proof of required insurance and endorsements. Contractors should verify insurance requirements with carriers upon reviewing contract terms.

Failure to Agree

If the County and selected contractor cannot agree on satisfactory terms, the County reserves the right to terminate negotiations and may negotiate with another applicant or reissue the RFP.

Right to Reject

The County reserves the right to reject any and all proposals. The County will not reimburse costs associated with proposal preparation or presentation.

Submitted this ____ day of ____, 2025.

By: _____ Title: _____
(Signature)

Representing: _____
(Name of Firm)

(attachments on next page)

12. Attachments

Attachment A - Cost Proposal Summary

I, _____, a duly authorized representative of the below named firm, do hereby submit the following sealed bid amount for the Washington County Food Service Contract and agree to provide the following for the price per meal as listed:

1. A Food Service Director and hourly labor needed to operate the food service at the Washington County Sheriff's Office
2. Payment of all fringe benefits for company employees
3. Payment of all taxes, licenses, and insurance costs
4. Provision of uniforms and name tags for all employees
5. Purchase of all food products and supplies required
6. Preparation and serving of wholesome food to staff, inmates, and visitors

Pricing Structure:

Inmate Population Price Per Meal

[Population Range] \$ _____

[Population Range] \$ _____

[Population Range] \$ _____

Meal Type	Price Per Meal
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Staff Meal	\$ _____
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Kosher Meal	\$ _____
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Religious Meal	\$ _____
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Medical Meal	\$ _____
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Attachment B - Draft Contract

Vendors are required to include a draft contract with their proposal submission.