

Objectives

For the vendor to provide a nutritionally adequate food service for inmates with appropriate attention to freshness, flavor, temperature, appearance. The meals and service need to meet minimum nutritional Required Dietary Allowance (RDA) of the Institute of Medicines - Food and Nutrition Board, National Academy of Sciences, National Research Council, and the State of Ohio Department of Rehabilitation. Below is the standards for full service Jails in Ohio that must be meet.

Standards for Jail in Ohio 5120:1-8-10 Food service.

- (A) There shall be documentation that the food service operation complies with the regulations of the local or state health department.
- (B) Inmates shall be served a minimum of three meals at regularly scheduled intervals, not to exceed fourteen hours between meals. Inmates can be served a minimum of two meals daily at regularly scheduled intervals, not to exceed fourteen hours between meals, on weekends, State holidays and during emergencies.
- (C) Menu cycles and contents shall be evaluated and approved annually by a qualified nutritionist or registered dietician.
- (D) Records of food items served at meals shall be maintained pursuant to the jails record retention schedule.
- (E) The jail shall make provisions for modified diets by physician's order or to accommodate the mandatory dietary requirements of a recognized religion practiced by the inmate.
- (F) All persons involved in the preparation of food shall receive a pre-assignment medical examination and annual re-examinations.
- (G) The jail shall institute policies and procedures that require that:
 - (1) All food handlers are instructed to wash their hands upon reporting for kitchen duty, after restroom breaks and/or after handling unsanitary items.
 - (2) The food services manager or designee is responsible for a healthy and sanitary kitchen environment and shall immediately address any health or cleanliness issues with kitchen staff or inmate workers.

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I. SPECIFICATIONS FOR FOOD SERVICES

Bid Requirements

(please provide detail supporting your ability to meet these requirements)

A. Bid Specifications

1. Vendor will supply all labor, food, materials, and supplies including cleaning supplies for food preparation areas and dishwashing necessary to provide food services for the inmates of the Summit County Jail and Glenwood Jail. Food service will be required three hundred sixty five (365) days per year (366 during leap years), three times per day during the hours specified by the Sheriff.
2. All food will be prepared on site.
3. Vendor will make facility sanitation a high priority in its operation plan and shall actively maintain all food service areas in a sanitary condition which meet or exceed all applicable health regulations as well as any established by the Summit County Sheriff's office.
4. Vendor and vendor's employees shall strictly adhere to all security procedures established by the Summit County Sheriff's office. This will include random searches of persons and belongings.
5. Food and food services will meet all applicable federal state and local guidelines and regulations and other standards or requirements stated in this proposal. Vendor will provide all necessary licenses or permits and bear responsibility for all health and sanitation inspections.
6. Vendor will provide all; special, medical, religious, and vegetarian diets as required at no additional cost. Medical diets shall include all snacks as approved by the Summit County Jail's Medical Service provider.
7. Vendor shall provide coffee/tea service to the Sheriff's Office in the employee Jail cafeteria (24 hour) and at four (4) additional administrative locations designated by the Director of Corrections or designee. Vendor is to provide five (5) industrial coffee makers and pots. The coffee/tea service will include at least the following: filters, coffee, tea, creamer, sugar/sugar substitute, cups, sticks, etc.
8. Vendor shall provide, maintain and replace the following items per the Director of Corrections or designee directive:
 - a) Heavy-duty dishwasher (ex. Cooks Correctional model # CL44E)
 - b) Ice Machine for kitchen (ex. Cooks Correctional model #5524T9)

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- c) Delivery carts (ex. Cooks Correctional model #UC254CGY)
- d) Gator trays (ex. Cooks Correctional model #630-100B)
- e) Inmate flex cups (ex. Cooks Correctional model #630-008)
- f) Ice Cube Dispenser for ODR (ex. Cooks Correctional model #M-250)

9. Vendor shall provide a vehicle/employee to transport meals from the Summit County Jail to the Glenwood Jail three times per day.

10. The term of the contract will be 1 year with 4 renewal options.

B. Personnel

1. Food service personnel employed by the Vendor will be properly attired in a clean uniform at all times. Vendor will provide said uniforms for its personnel. Hair restraints and food service gloves shall be worn at all times that such personnel are performing their duties.
2. Up to twenty (20) inmate workers may be provided to assist in kitchen sanitation and related duties, upon mutual agreement of both parties per day. Vendor shall be responsible for scheduling, supervising, and documenting all training provided to inmate workers. Vendor will train proper food service preparation and sanitization of equipment in the kitchen area. Any food rewards for any special details shall be provided by the vendor **only with** approval of the Director of Corrections or Designee. Vendor's paid employees shall directly supervise such inmate workers during work assignment.
3. Vendor shall maintain a properly selected and trained staff at all times while serving high quality, properly prepared food within the correct temperature range, portion, and quality guidelines in the most efficient manner. Summit County Sheriff's Office reserves the right to approve employment and/or deny access to the facility of any food service employees based on criminal record or breach of security policies and procedures.
4. The successful bidder is to provide documentation to the Sheriff's Office that they (the vendor) have conducted an extensive criminal background check , **to possibly include a drug screen**, for every employee they hire and intend to place in the jail at the vendors expense.
5. All employees of the Vendor will be required to maintain proper grooming and hygiene; be tested for contagious diseases prior to assignment in food preparation areas; and undergo periodic physical examinations as specified by state and local regulations. The Vendor will provide written verification and results of all such examinations within seven (7) days of their completion. Follow-up examination shall occur annually. Written verification shall be provided for all follow-up examinations.
6. Vendor will provide an experienced food service manager with correctional food

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service experience who will work in conjunction with the Corrections Administrator. Bidder shall include a resume of a proposed Food Service Manager who has prior documented management experience in a medium (300+) or large sized facility. The Director of Corrections or designee will have final approval of the proposed food service manager.

7. A copy of the Vendor's Workers' Compensation Certificate is to be maintained on file at the Summit County Sheriff's Office throughout the term of the agreement.

8. Vendor shall insure that sufficient employees are present to deliver agreed upon services each day that the agreement is in effect. There must be a minimum of one (1) Supervisor and three (3) food service Workers on-site, per shift. Consideration will be given for any additional staffing over the minimum required or if transporting food to Glenwood Jail.

9. Please submit and attach a **detailed staffing plan** indicating the number and type of personnel on duty at any given time.

10. Vendor will be responsible for time and attendance accountability and provide appropriate records to the Summit County Sheriff's Office upon demand.

11. Employees are to safeguard all property of the Summit County Sheriff's Office. Such equipment is to be used only by those trained and qualified for their use. Vendor will be responsible for damage resulting from lack of inmate training or inmate supervision, negligence, or carelessness on the part of an employee.

12. Contracting agency reserves the right to deny any Vendor's employee access to the facility who does not meet security clearances or obey established rules and regulations. Final selection of vendor employees at the Summit County Jail shall be at the approval of the Summit County Sheriff's Office Director of Corrections or designee.

13. All Vendors' employees are to wear readily identifiable uniforms. They will also wear identification tags issued or approved by the Summit County Sheriff's Office.

14. Vendor's employees are to attend (at the cost of the employer) training in accordance with the minimum Standards for Jails in the State of Ohio and other applicable regulations.

15. Vendor must follow all Prison Rape Elimination Act (PREA) standards at the cost of the vendor.

C. Operational Vendor Responsibilities

1. Vendor will purchase, receive, store, prepare, produce, service and/or package food to meet prescribed menu and shall deliver meals to inmate housing units. Meal delivery will be conducted in a timely manner in accordance with the jail's schedule.

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2. Vendor shall ensure food is served at proper meal times that food is tasty, visually appetizing and nutritious, and adequate portions are provided. Food shall be served in accordance with state and local health department's standards.
3. A plan of operation will be submitted explaining vendor's proposed method of food service to the institution, including the number and composition of projected daily staffing by shift.
4. Vendor will provide policies and procedures for normal operations and contingency plans to provide service in the event of power failure, fire, flood or other acts which would cripple the normal operation.
5. Vendor will furnish an itemized invoice, with the daily count for each meal time, have it approved by the Corrections Division Supervisor, then forward to the Fiscal Division of the Sheriff's Office on a weekly basis and will be paid monthly. (Please provide sample copy of billing)
6. Vendor shall follow security procedures established by the Summit County Sheriff's Office to ensure security within the kitchen area including the accounting for all utensils, controlling contraband and supply storage, supervising incoming supplies and disposal of garbage.

Vendor will assume the following costs of operation:

1. Cost of food.
2. Labor – personnel hired by the Vendor will be on the Vendor's payroll and Vendor will pay all wages fringe benefits Workers' Compensation, payroll taxes, etc.
3. All insurance permits fees licenses, etc. necessary for vendor to legally perform and carry out its services.
4. Paper supplies, office supplies, uniforms, and incidental items necessary for food service operations.
5. All chemical soaps detergents necessary to meet code and /or maintain cleanliness and sanitation of food service facilities.
6. Cost of labor for delivery of food service on carts to each housing unit of the Jail.
7. Vendor shall provide for its own photocopying, facsimile (fax) machine, and long distance telephone services.

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D. County Responsibility

1. County will provide, install, maintain, repair and replace, and permit the Vendor to use all County owned equipment currently in place. The County will provide the kitchen preparation areas including refrigeration and storage areas to operate the jail food service as now provided.
2. County will provide, maintain, and repair the building structure in areas assigned to the Vendor including necessary painting, maintenance of water, steam, refrigeration, sewer, electrical lines, grease traps, ventilation, air conditioning, lighting, heating, duct work, exhaust fans for hoods, floor, floor coverings, walls and ceilings; provided that the vendor shall bear the expense of repairs necessary due to the Vendor or the Vendor's paid employee's negligence.
3. County will provide all utilities necessary for the operation and performance of the specifications outlined herein.
4. County will provide pest control for all areas assigned to the Vendor.
5. County will provide laundry services for all towels, dishcloths, etc. used in the food service operations. This does not include Vendor supplied uniforms. Vendor or its employees shall be responsible for the cleaning and pressing of their uniforms.
6. County will provide adequate trash removal containers for use by the Vendor to maintain the highest standards of sanitation.
7. County will provide adequate ingress and egress including reasonable use of existing elevators, corridors, passageways, driveways, loading platforms and storage space.

E. Food Service Requirements

Menu

1. The inmate meals shall follow a pre-approved four (4) week cycle menu, which is to be submitted with the proposal
2. The menu shall be used at least for the first six (6) months of the agreement. If changed thereafter the menu cycle will run for no more than four (4) weeks - twenty eight (28) days.
3. Menus shall be planned in advance by the Vendor and approved in advance by Director of Corrections or designee.
4. Such menus shall follow sufficient variety and shall be designed with the inmate population in mind.

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5. Sample menus will not be acceptable.
6. Portion sizes and weights specified on such menus “as served” (i.e. not raw portions). Weights indicated will be “cooked weight” except for uncooked items, which shall be identified as raw weight. The cooked meat weight in combination entrees are to be clearly indicated on the menu, For example, Beef, Macaroni, and Tomato Casserole – 10 oz (2 oz meat) and Sloppy Joe – 4oz. (2 oz meat).
7. A sample item by item nutritional analysis of the menu including a weekly summary indicating the percentage of compliance to the highest RDA values for the population shall be submitted with the proposal. The nutritional analysis shall also indicate weekly values for the percentage of fat.
8. Each item on the menu shall have specific nutritional values based on recipes which will be actually used in the facility. For example, the specific calories, protein, fat, sodium, calcium, iron and vitamins in the recipe that will be used for beef, macaroni, and tomatoes. All other meal items shall be separately identified. A registered dietitian shall certify the inmate menu in the proposal with a signed nutritional compliance statement for the age and sex of the population in the proposal.
9. The Vendors’ dietitian shall review and certify the inmate menu annually. All menu revision shall also be certified.
10. A permanent record of the number of meals served, the food content of each meal, and any menu substitutions or modifications will be maintained and copies provided to the Summit County Sheriff.
11. A plan for assuring nutritional compliance with substitutions shall be provide in the proposal.
12. Records of substitutions shall include the items and portion sizes the reason for the substitution and verifications that a dietitian has been consulted when necessary. Substitutions shall be in writing to designated jail officials on a weekly basis.
13. The menu will provide a weekly average of at least 2,700 calories per day, per person, (a maximum of thirty five (35) percent fat) and will meet all guidelines pertaining to food service as outlined in the Statement of Intent and Objectives.
14. The Recommended Dietary Allowance as adjusted for the age and sex of the population shall be met. For example calcium shall meet 1,200 mg level for males under 25 years and iron shall meet 15 mg level for females. To meet the 1200 mg calcium level, a minimum of ten (10) milk beverage servings per week plus additional dairy products is required.

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15. The menu shall be planned with products and recipes that have been “Corrections Tested” for inmate acceptability. A variety of food flavors, textures, temperatures and appearance shall be used. The Vendor shall include in the proposal a method to monitor inmate preferences and to make acceptability adjustments. A sample meal quality assurance assessment form shall be included.

16. The quantity, quality and type of meat on the menu is to comply with specifications, or the bid will be rejected.

- No pork or pork byproducts shall be used.
- The quantity of meat/eggs/cheese on the menu shall be a minimum of five (5) ounces of cooked served weight for each day. The weight shall exclude breading and bones.
- Dried beans shall not be counted as meat equivalent except in vegetarian menus.

17. To assure a minimum level of menu quality, at least five (5) one half (1/2) cup fruit and vegetable equivalents are required each day on the menu.

- United States Department of agriculture (USDA) School Lunch Buying Guide shall be used to determine qualifying equivalents.
- A minimum daily variety of four (4) different fruits and vegetable shall be used to meet the requirement.
- As specified by the guide, item’s such as fruit drink, rice, and noodles do not qualify.
- Fruit juice is to be one hundred (100) percent to be used as a fruit equivalent.

18. To provide appropriate size of meals, the number of items offered on the menu shall be consistent and provide a minimum of three (3) main items for breakfast, and four (4) main items for lunch and dinner.

- The count of items shall exclude breads, condiments, and beverage. Casseroles shall count only as one (1) item.
- Entree items for lunch and dinner meals will not appear on the menu more than one time per week.
- A maximum of three (3) all cold lunches and no all-cold dinners may be served per week.
- Sandwich with “luncheon meats” will not be served more than twice per week.
- Breakfast entree will be varied.
- No entrée will be repeated on successive days.

19. Bag lunches will be provided for inmates who miss the service of the regularly

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scheduled meal due to court, work assignments, outside medical appointments, disciplinary, and late bookings, etc. Bagged meals will also be provided for inmates housed in the intake area of the Jail for the breakfast and lunch daily meal.

- When utilized, these will consist of two (2) sandwiches (individually wrapped), with a total of three (3) ounces of protein, two (2) condiments, one (1) piece of fruit, and one (1) beverage.

20. All meal preparation and production is to be supervised by Vendor with random checks by Sheriff's personnel to ensure that items have the appropriate appearance and taste, and that portions served meet specifications.

21. Vendor will provide inmate workers with double large (main-entrée only) portions at no extra cost. (Up to 72 inmates may be assigned as daily.)

22. Holiday or special meals shall be served each year including Thanksgiving, Christmas, Easter, and other appropriate holidays. All holiday meals shall have prior approval before service.

G. Food Quality

1. All products served or used in production shall be wholesome and free from spoilage, decay and foreign matter. Uncooked items such as fresh fruits and vegetables shall be clean and free from blemish.

2. Cooking temperatures and cooking time will be regulated in order to retain nutrients and to serve palatable and attractive food.

3. All food items purchased by the Vendor in connection with this contract shall meet and comply with all local, county and state codes, regulations, and laws.

4. All institutional meat purchases are to meet "General Requirements" as formulated by the US Department of Agriculture. All applicable items are to have a grading certificate.

5. Grade requirements for food items shall be as follows:

- Seafood USDA Grade A
- Poultry USDA Grade A
- Vegetable (canned) Standard or better
- Fruit (canned) Standard or better
- Beef USDA Good or better
- Eggs USDA Grade A Medium
- Fresh Fruits/vegetables USDA Number 1
- Dairy products/Cheese USDA Grade 1
- Ground Beef USDA Utility or better (not to exceed 25% fat)

6. Special Diets The following special diets and/or combination thereof may be

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required at any given time during the term of this contract:

- Religious: (Muslim, Orthodox, Jewish, Catholic, etc.) Substitutions as required.
- Medical: Low sodium, low saturated fat, soft diet, bland diet, diabetic, pregnancy, etc., in conjunction with orders initiated by the Medical Unit in the Jail. Nutritional supplements such as **Ensure** may be required.

I. Surplus Commodities

- The County, as federal and state rules and regulations permit, consents to the Vendor's use, to the degree possible and available, US Department of Agriculture commodities in providing food service to the inmates of the Summit County Jail. Vendor will reimburse Summit County of use of all USDA surplus commodities at the USDA Listed Fair Market Value. Such reimbursement should occur monthly and may be provided as a credit on the County's billing.
- Any USDA commodities received by the Vendor on behalf of the County pursuant to this agreement shall incur only to the benefit of the County and shall be utilized by the Vendor only in the performance of this contract.
- The books and records of the Vendor pertaining to meal preparation and delivery shall be available for a period of thirty six (36) months after the close of the Federal Fiscal Year (October 1 to September 30) to which they pertain for inspection and audit by representatives of the State of Ohio, the US Department of Agriculture, and/or the United States General Accounting Office at any reasonable time and place.
- Commodities shall not be used in calculating meal price.

K. Miscellaneous

- Additional Contracts: Meals for additional Summit County related corrections facilities may be prepared by the Vendor from the food preparation site at the Crosier Street Jail. However this may only be done upon the consent of the Sheriff's Office, and only to the degree that such preparation will in no way interfere with the proper and timely provision of services specified herein. Price adjustments resulting from the Vendor's use of these facilities will be subject to negotiation between the parties.
- Vendor shall provide catering for authorized Sheriff's Office meetings, training, and/or specialty functions at a reasonable cost to the County, if services are necessary.
- Copies of current food service menus are attached.

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***The Summit County Jail address is 205 E. Crosier Street Akron, Ohio has a maximum bed capacity for 671 inmates.**

***The Glenwood Jail address is 40 East Glenwood Ave., Akron, Ohio has maximum bed capacity for 154 inmates.**

***THE 2014 SUMMIT COUNTY JAIL AVERAGE DAILY INMATE POPULATION WAS 611.**

***THE 2014 GLENWOOD JAIL AVERAGE DAILY INMATE POPULATION WAS 60.**