

**Southside Regional Jail Authority**  
**244 Uriah Branch Way Emporia VA 23847**  
**Phone: (434) 634-2254 / Fax: (434) 634-3730**

**Request for Proposal and Specifications for Food Services Contract**  
**FY25-02**

**Instructions to Vendors**

**1. Notice**

Request for Proposals will be received at the Southside Regional Jail (SRJ), ATTN: Col. Anthony Johnson, 244 Uriah Branch Way, Emporia VA 23847 until Monday, May 12, 2025, at 10:00 a.m., at which time the Superintendent or his designee will open them. Only the participating Vendors will be announced at this time. The primary contacts regarding this RFP are Lt. Col. Aretha Pegram and Col. Anthony Johnson. Any questions should be directed to them in writing via email at [apeggram@southsideregionaljail.org](mailto:apeggram@southsideregionaljail.org) or [johnsona@southsideregionaljail.org](mailto:johnsona@southsideregionaljail.org).

**2. Submittal**

Proposals shall be submitted in a sealed envelope, shall contain the full name of the person, agency or company submitting the proposal and shall be signed by an official authorized to execute a contract. One complete original proposal and four exact duplicates will be required for submission. Proposal envelopes shall be clearly marked as follows:

Food Services Proposal - Southside Regional Jail Authority ("SRJA")

Electronic proposals will be accepted and may be sent to [apeggram@southsideregionaljail.org](mailto:apeggram@southsideregionaljail.org) or [johnsona@southsideregionaljail.org](mailto:johnsona@southsideregionaljail.org), with a read receipt. All electronic submissions are still required to send one complete original proposal and four exact duplicates will be required for submission. Proposal envelopes shall be clearly marked as follows:

Food Services Proposal - Southside Regional Jail Authority ("SRJA")

**3. Schedule of Events**

The following is the schedule of events concerning this RFP:

A site visit and pre-proposal conference will be held at the Southside Regional Jail ("SRJ") on **Tuesday, April 22, 2025, at 10:00 a.m.**

Proposal Due Date: **Monday, May 12, 2025, at 10:00 a.m.**

Expected Start-up Date: **Tuesday, July 1, 2025, at 5:00 a.m.** or as determined after award of the contract.

**4. Taxes**

The SRJA is exempt from all sales, transportation and excise taxes. The unit prices proposed shall be exclusive of all such taxes. The Vendor is expected to obtain and pay for all required federal, state and local licenses and permits required for operation of the food service.

**5. Required Submittal Information**

The Vendor shall provide with its proposal:

- a. Outlines of the structure of the organization and number of years in institutional food service.
- b. One copy of the latest published annual report for the company or satisfactory written evidence of the financial stability of the organization.
- c. A minimum of five (5) current food service contracts with the following information: client, contact person, address and telephone number, type and size of facility, type of food service operation, date of original contract. Also, please include information as to the facility that is most like the SRJ in size and population and the facility that is geographically closest to the SRJ.
- d. A list of any correctional and/or food service affiliations.

**6. Evaluation Criteria**

Proposals shall be evaluated for suitability according to the following criteria:

Consideration for the Vendor's prior performance and experiences as they relate to the Vendor's ability to operate a successful food service program within a correctional facility.

Quality of plan of operations outlined in the vendor's proposal

\*Plan of operations submitted must demonstrate a clear understanding of the specifications and a thorough plan for operations of all aspects of the Southside Regional Jail Food Service Program.

Quality of available support from the Vendor's district or regional office to operate Southside Regional Jail's Food Service Program.

Current client references. Detailed reference checks will be conducted, especially with facilities similar to the SRJ. Quality and presentation of overall proposal package and the competitive advantage of pricing for the meals that will be provided to the inmates and staff.

**7. Deviations and Exceptions**

Deviations and exceptions from terms, conditions and specifications shall be described fully, signed and attached to the proposal on the Vendor's letterhead. In the absence of such statement, the Vendor's proposal shall be accepted as in strict compliance with all terms, conditions and specifications, and the Vendor shall be held liable for performing all specifications.

**8. Receipt and Rejections of Proposals**

Following the receipt of proposals, SRJA shall select the Vendor deemed to be fully qualified and best suited among those submitting proposals, based on the evaluation criteria listed herein. Negotiations can then be conducted with the Vendor so selected. SRJA shall select the Vendor, which, in its opinion, has made the best proposal, and award the contract to that Vendor.

The SRJA reserves the right to reject any or all proposals, to waive any informality in proposals and to accept the proposal that, in the opinion of the SRJA, is in the best interest of the SRJA. The award will not necessarily go to the proposal with the lowest price, but to the proposal which best demonstrates the ability to fulfill the requirements of the RFP and specifications.

**9. General Specifications**

**a. Scope of Work and Term of Agreement**

The Vendor shall furnish all management, labor, food, materials and supplies necessary to provide food service for the SRJ inmates and staff, including special diet meals, seven days a week, as further described in this RFP, for a period of three (3) years and up to three additional one (1) year extensions, unless otherwise agreed to by the parties. The Vendor shall include in its proposal the method by which it expects to adjust the price per meal after the first year. Price adjustments must not exceed the percentage listed in the Consumer Pricing Index (CPI) unless approved by all parties.

The Superintendent or his designee shall act as the agent of the SRJA for the purpose of serving as the jail contact person for the successful Vendor, overseeing performance and completion of the contract pursuant to its terms and receiving, reviewing and processing billings from the Vendor, conducting periodic inspections of the food service area and reviewing menus.

**b. Insurance**

The Vendor shall carry appropriate insurance on its employees, products and property, including Workers' Compensation and general liability in the minimum amount of \$1,000,000 per occurrence with aggregate of \$2,000,000.

The Vendor shall provide proof of said applicable policies to the facility no later than the date of commencement of service under the contract with certificates of insurance for the foregoing coverage, which designates the SRJA as an additional insured entity with respect to the Vendor's participation in the contract and which includes a provision that the coverage shall not be cancelled, terminated or otherwise modified without a thirty (30) day prior written notice which will be provided to the jail. Cancellation of insurance shall be cause for immediate cancellation of the contract.

c. Taxes, Licenses and Permits

The Vendor shall pay all applicable taxes and shall obtain and keep current all necessary licenses and permits.

d. Equal Employment Opportunity

The Vendor shall always comply with all applicable federal and state laws relating to discrimination and equal employment opportunity, including the Americans with Disabilities Act, and shall furnish documentation of compliance with such laws as reasonably requested by the SRJA.

e. Indemnity

The Vendor shall assume full responsibility for and shall indemnify the SRJA for any damage or loss of any jail property, including building, fixtures, furnishings, equipment, supplies, accessories, parts and/or personal injury to any person resulting in whole or part from any intentional or negligent acts or omissions of the Vendor or any employee, agent or representative of the Vendor, except for negligence by the SRJA.

f. Failure to Perform

The Vendor shall perform the work in accordance with specifications. Failure to perform the work as provided herein may result in a written notice to correct the concern followed by a thirty (30) day notice terminating its right to proceed as to the whole or any part of the contract. In the event of such termination, the Vendor shall be liable to the SRJA for any excess costs for such services.

g. Termination Notice

This contract may be terminated by either party provided a ninety (90) day written notice is given to the other party. Written notice to the SRJA must be sent to the Superintendent or his designee.

h. Subcontract

The Vendor shall not subcontract or assign any portion of the food service operation or its rights or obligations under the contract without prior written consent of the SRJA.

i. Discontinuance of Operation

Should it be necessary for the SRJA to discontinue operation of the institution for any reason, this contract shall become null and void.

j. **Emergency Conditions**

If the SRJ kitchen should be damaged by fire, flood, riot or any event, the SRJA shall determine after consultation with the Vendor, whether and to what extent the kitchen is operable. If the Vendor cannot then prepare and serve the required meals the SRJA, at its option, may continue with the contract or terminate without further obligation.

Each Vendor must include in the proposal a detailed description of the Vendor's emergency plan for providing alternate food service.

k. **Staffing**

1. **Food Service Manager**

The Vendor shall provide a trained food service manager with at least twelve (12) months experience in institutional food service management or similar experience in correctional facilities, who will work with the administration of the SRJ. The Vendor shall provide the Superintendent or his designee with the prospective manager's resume and qualifications. Employment of the manager and all other employees of the Vendor at the facility will be subject to review and approval by the Superintendent or his designee. The Superintendent or his designee reserves the right to remove any individual employed by the Vendor from the facility.

**Nutrition Consultant**

The Vendor shall provide a full-time qualified nutrition consultant who is at minimum a certified dietitian licensed by the Commonwealth of Virginia, on their management team for consultation and review of menus. The SRJA also reserves the right to consult with another dietitian for review of menus and nutritional information if necessary.

2. **Staffing**

The Vendor shall always provide sufficient staff to ensure the efficient operation of the food services.

3. **Minimum Wage**

The Vendor must pay Minimum Wage as defined by the state of Virginia or higher wages.

4. **Background Investigations**

The Vendor's employees will be subject to a background investigation and security check as is normally required for personnel of the SRJ. The SRJ reserves the right to deny any of the Vendor's employees' access to the facility that do not meet established security clearances or obey the jail's established rules and regulations. Final selection of all Vendor employees at the jail shall be at the approval of the Superintendent or his designee.

5. Physical Examinations

All employees shall be required to undergo annual physical exams as specified by the state and local regulations at the Vendor's expense.

6. Orientation and Training

The Vendor's employees must attend orientation classes and in-service training as mandated by the SRJA and the Commonwealth of Virginia. Such training will be provided by the jail staff, but employees' salaries for that time are the responsibility of the Vendor.

7. Conduct of Vendor's Employees

The Vendor shall instruct all employees that all rules and regulations, policies and procedures established by the SRJA shall be adhered to. In addition:

- i. The Vendor shall prohibit its employees from personal use of the telephone or office equipment provided for official business.
- ii. All of the Vendor's personnel shall be required to comply with SRJA and State of Virginia rules and regulations concerning food service.
- iii. All Vendor personnel may be required to wear identification badges issued by the jail.
- iv. No food, supplies, material or equipment provided, acquired or utilized in the performance of the contract shall be removed from the jail for personal use or used in any manner not provided herein without approval from the Superintendent or his designee.
- v. The Vendor's employees shall not fraternize with inmates or SRJA employees.

8. Staffing Proposal Requirements

The Vendor shall provide with its proposal individual job descriptions and levels of responsibility that will be assigned to those individuals within the jail.

9. Contract Supervision

The Superintendent or his designee shall appoint a person from the jail staff to oversee the contract. This person shall randomly check for contract compliance. The Vendor shall cooperate with this person in obtaining all requested information.

I. Food and Specifications

1. Location of Food Preparation

All food shall be provided by the Vendor and prepared on- site.

2. Grade of Food Specifications

The following are the minimum specifications for raw food; higher, but not lower grades can be purchased. The Vendor will use commodities as much as possible.

- a. Beef, veal and lamb shall be of at least USDA Select.
- b. Ground beef-utility or better, not to exceed 25% fat.
- c. Poultry shall be of at least USDA Grade A.
- d. Canned fruits and vegetables shall be of at least USDA -standard or better.
- e. Frozen fruits and vegetables shall be of at least USDA Grade No. 1.
- f. Fresh produce shall be of at least USDA No. 1.
- g. Dairy products shall be of at least USDA Grade A.
- h. Eggs shall be of at least USDA Grade "A" Medium.
- i. Frozen fish and seafood must be a nationally distributed brand, packed under continuous government inspection, USDA Grade A.

3. Meal Standards

All meals shall meet current RDA requirements. Menus shall provide for at least 2800 calories per day. Food will be served fresh, in a reasonable variety and at appropriate temperatures. Portion sizes shall be specified on the proposed menus as serving (cooked) weight unless otherwise specified.

Outside work crew inmates will be given double portions for their lunch meals for consumption off jail premises. Coffee or juice will also be provided as agreed by the parties. The Food Service Manager will be notified if these special meals are not needed.

4. Food Inventory

The Vendor shall be responsible for purchasing and receiving all food necessary for preparation of each meal in sufficient quantity to meet the needs of inmates and staff during the period of the contract. The Vendor must maintain, at a minimum, a 3-day supply of foodstuffs on hand. All inventories shall be rotated regularly, and the Vendor shall ensure that the food items are not served after the manufacturer's expiration date. The Vendor shall retain ownership of such inventory.

5. Meal Counts

Designated jail staff will order inmate meals, staff meals, special diet meals and sack meals at times mutually agreeable to the Superintendent or his designee and the Vendor. However, the Vendor shall prepare sufficient additional meals, if needed, in the event of unexpected newly arrived inmates.

6. Pre-plating

Meals shall be portioned on trays in the kitchen and placed in a cart in the staging area where the carts with trays and beverages will be picked up and delivered to the housing units.

7. Meal Schedule

The Vendor shall provide three full, nutritionally balanced meals (cold breakfast, hot lunch, hot dinner) each day at regularly scheduled times as follows:

Breakfast	Start: 4:30 AM	End: 5:30 AM
Lunch	Start: 11:30 AM	End: 12:30PM
Dinner	Start: 4:00 PM	End: 5:00 PM

8. Staff Meals

SRJ administrative staff meals are to be provided in the administration area, all other staff will have meals delivered to their assigned duty post. Meals are available for staff during the same times as inmates. Staff meals shall be charged at a different rate than inmate meals. Vendors shall indicate the type of service and cost of meals proposed for the staff. The Vendor shall provide refreshments when requested by the Superintendent or his designee for special events such as business meetings, etc. The cost of these events will be invoiced separately from the daily meal costs.

9. Sack Meals

The Vendor shall provide sack lunches as needed. Sack lunches can be ordered for staff and/or inmates that cannot eat during regular mealtimes anytime the kitchen is open. Sack lunches will consist of, at a minimum, two sandwiches, one piece of fruit, chips or similar item, dessert and a beverage. The vendor shall vary sack meal items to avoid repetition. The vendor shall submit a sample one-week sack meal menu and cost with the proposal. Outside work crew inmates will receive two sack lunches.

10. Menu Cycle

The menus and prices included with the proposal will consist of a four-week minimum menu cycle and will be submitted for approval to the Superintendent or his designee at least two weeks in advance. The Superintendent or his designee reserves the right to specify the order in which the weekly menus are to be arranged. The Superintendent or his designee also reserves the right to make substitutions with respect to individual menu items and have them replaced with like or similar individual menu items, should it be necessary.

11. Recipes

Where combination foods are on the menu, the Vendor shall have a file containing the recipe that provides the list of ingredients and their quantities; also, the number of servings and the size of each serving. Recipes for the menus shall be maintained on-site.

12. Substitutions

Any substitution to the established menus shall be verified with a dietitian to determine the appropriateness of those substitutions.

13. Special Diets

The Vendor shall provide special medical, religious and vegetarian diets at no additional charge. Snacks are to be included in the price per meal. A dietitian shall review the contents of such meals to ensure their proper nutritional balance.

14. Records

The Vendor shall keep a permanent record of the number of meals served, the food content of each meal and any menu substitutions or modifications, with copies provided to the Superintendent or his designee. Records of substitutions shall include the items and portion sizes, the reason for the substitution and verification that a dietitian has been consulted when appropriate. The Vendor shall maintain and provide such daily, weekly and monthly records as the SRJA may require and shall maintain records for a minimum of three (3) years. The Vendor must possess the ability to answer any food service complaints from inmates within 72 hours.

15. Holiday/Spirit Lifter Meals

The Vendor is expected to provide, at no additional charge, a minimum of three (3) Holiday / Spirit Lifter Meals annually.

A copy of the proposed menus is to be included in the Proposal.

m. Operations

1. Average Daily Population

The average daily population is expected to be approximately 120 inmates per meal, although the average daily population can average between 105 and 240 inmates per meal.

2. Equipment

The Vendor and its employees must safeguard all property of the SRJA. The Vendor shall allow employees to use jail equipment only after they have been trained in its proper use. The Vendor shall be held responsible for damage resulting from negligence or carelessness on the part of its employees. The Vendor shall notify the Superintendent or his designee immediately of the need for equipment repair and maintenance. The SRJA will maintain all owned equipment.

3. Keys

The Vendor is responsible for control of keys obtained from the SRJ and the security of those areas for which the keys are given. The Vendor shall be responsible for immediately reporting all facts relating to any loss of keys or

losses incurred because of break-ins to those areas. No keys to any part of the jail may be duplicated. All keys will be provided by the SRJA and made available at the beginning of the shift and turned in at the end of the shift using the Key Watcher system. No keys shall leave the jail.

4. Contractor Expenses

The Vendor shall be responsible for all labor-related costs, food costs and other expenses such as cleaning supplies, paper supplies, laundry and uniforms for Vendor's employees, insurance premiums and license fees, long distance expenses, office supplies and postage.

5. Knife Security

The Vendor agrees that all knives and kitchen utensils shall be counted, the count documented, and the knives and kitchen utensils secured for safe keeping in accordance with policy and procedures provided to the Vendor by the SRJA.

6. Sanitation

The Vendor shall perform regular routine cleaning of the kitchen area including all equipment and fixtures therein sufficient to continuously maintain such area. The equipment and fixtures shall be maintained in a clean, sanitary condition as specified by the Health Department, Department of Corrections and other applicable Federal and State laws.

7. Inspections

The Vendor shall agree to allow unscheduled visits by the Superintendent or his designee, by the Health Department, by the DOC or by any other inspecting agency whose purpose is to ensure that all employees in the food service area are free from disease or open wounds and that the food service area complies with all requirements for sanitation, food storage and the control of vermin.

n. Responsibilities of the Southside Regional Jail Authority

1. Provide, install, maintain, repair and replace, if necessary, and permit the Vendor to use all food service equipment and fixtures.
2. Provide all utilities such as trash removal, pest control, office space including desk(s), chair(s), filing cabinet(s) telephone(s), telephone service and inmate uniforms. SRJ will not provide long distance telephone service.
3. Provide laundry services for all aprons, towels, dishcloths, etc. used in the food service operations, except for the Vendor's employees' uniforms. The Vendor shall be responsible for ensuring its staffs uniforms are clean and in good repair.
4. Provide I.D. badges for all Vendor employees.
5. Provide timely orders for meals.
6. Provide a sufficient supply of departmental forms to be used in food service.

7. Provide inmate workers to assist the Vendor with food preparation and cleaning of the SRJ kitchen.

**o. Billing**

**Vendor Compensation**

As full and complete compensation to the Vendor for all food, labor and material furnished and all services performed pursuant to these specifications, the SRJ shall pay the Vendor within 30 days of submission of properly certified invoices prepared in a format required by the SRJA. Compensation shall be based on the applicable daily per meal costs expressed in the awarded proposal multiplied by the number of meals ordered or served each day, whichever is higher, less any credit due from previous invoices.

**p. Drug Free Workplace**

During the performance of this contract, the Vendor agrees to (i) provide a drug-free workplace for the Vendor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Vendor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the Vendor that the Vendor maintains a drug- free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

**q. Illegal Immigrants**

The Vendor does not and shall not during the performance of this contract knowingly employ an unauthorized alien as defined in the Federal Immigration and Reform and Control Act of 1986.

## Proposal Signature Sheet

I/we the undersigned do hereby accept in total all the terms and conditions stipulated and referenced in this RFP and do hereby agree that if a contract is offered or negotiated it will abide by the terms and conditions presented in the RFP or as negotiated pursuant thereto.

I/we the undersigned also certify that by submitting a proposal in response to this RFP that in the preparation and submission of this proposal that I/we did not either directly or indirectly enter into any combination or arrangement with any person, firm or corporation or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free competitive bidding.

I hereby certify that I am authorized to sign as a representative for the Vendor:

Vendor: \_\_\_\_\_

Address: \_\_\_\_\_

FIN: \_\_\_\_\_

Signature: \_\_\_\_\_

Name (Print): \_\_\_\_\_

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

Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Fax: \_\_\_\_\_

Date: \_\_\_\_\_

**SUBMIT THIS FORM WITH PROPOSAL**