



Adams County Finance Department
Purchasing Division
4430 South Adams County Parkway
Brighton, Colorado 80601

REQUEST FOR PROPOSAL COVER SHEET 2026.590

RFP Issue Date:	August 26, 2026
RFP Number:	RFP-RZA-2026.590
RFP Title:	FOOD SERVICES AT ADAMS COUNTY DETENTION FACILITY
Pre-Bid Meeting:	MANDATORY September 15, 2026, 2:00 PM-3:30 PM MST
Location:	Adams County Detention Facility 150 N. 19 th Avenue Brighton, Colorado 80601
RFP Questions Due:	September 29, 2026, 2:00 PM MST
Proposal will be received until:	October 19, 2026, 5:00 PM MST
Proposals will be received at:	https://www.bidnetdirect.com/colorado/adams-county
For additional information please contact:	Rebekah Zamora-Arroyo Contract Specialist II
Email Address:	rzamora-arroyo@adamscountyco.gov
Documents included in this package:	Proposal Instructions General Terms and Conditions Scope of Work (SOW)/ Specifications Pricing Form Submission Check List Contractor's Statement Reference Form Term of Acceptance Form Appendix A – Sample Agreement



Adams County Finance Department
Purchasing Division
4430 South Adams County Parkway
Brighton, Colorado 80601

REQUEST FOR PROPOSAL PROPOSAL INSTRUCTIONS

1. The Adams County Board of County Commissioners by and through its Purchasing Division of the Finance Department is accepting proposals for Food Services at Adams County Detention Facility.
2. SUBMISSION OF PROPOSALS: The proposal must be received before the due date and time as specified in this solicitation. Adams County will only accept electronic submittals. Proposals can be submitted at <https://www.bidnetdirect.com/colorado/adams-county>.
3. All documents related to this RFP will be posted on the Bidnet System at: <https://www.bidnetdirect.com/colorado/adams-county>
 - 3.1. Interested parties must register with this service to receive these documents.
4. TERM OF AGREEMENT: This is a three-year agreement with the option of two one-year renewals.
 - 4.1. OPTION TO RENEW the Continuation of the Agreement beyond the initial period is a County prerogative and not a right of the Contractor. This prerogative will be exercised only when such continuation is clearly in the best interest of the County and upon budget approval.
5. **PRE-PROPOSAL MEETING AND WALK-THROUGH IS MANDATORY:**
 - 5.1. A **mandatory** pre-proposal meeting will be held on September 15, 2026 2:00 OM MST at the Adams County Detention Facility, 150 N. 19th Avenue, Brighton, Colorado 80601, to discuss the Scope of Work. A representative of the Contractor must attend this **mandatory** conference in order to qualify to respond to this Agreement.
 - 5.2. Contractor shall take all necessary precautions by going through secure facility. Meet in the Jail lobby area on time, with government issued ID, no weapons as you will be going into secured part of the Jail.
 - 5.3. Late arrivals will not be accepted.

6. **CONTRACTUAL OBLIGATIONS**

- 6.1. The successful Contractor will be required to sign an Agreement substantially similar to the Agreement form in Appendix A. The County reserves the right to add or delete provisions to the form prior to Agreement execution.
- 6.2. Issuance of this solicitation does not commit the County to award any Agreement or to procure or Agreement for any equipment, materials or services.
- 6.3. If a formal Agreement is required, the Contractor agrees and understands that a Notice of Award does not constitute an Agreement or create a property interest of any nature until an Agreement is signed by the Awardee and the Board of County Commissioners and/or their authorized designee.
- 6.4. Contractor is responsible for reviewing the form Agreement and understanding the terms and conditions contained therein, including, but not limited to, insurance requirements, indemnification, equal opportunity, non-appropriation, and termination.
- 6.5. Contractor's Response must state its willingness to enter into the form Agreement or Contractor shall identify and include any proposed revisions they have for the form Agreement. Any proposed revisions made by the Contractor after the County Notice of Intent to Award the Solicitation may be grounds for rescinding said Notice. The identification of willingness to enter into the standard Agreement is for general purposes at this time, but is part of the evaluation process and must be included. There may be negotiations on a project-by-project basis that provide further clarification.
- 6.6. Incorrect Pricing/Invoicing. As part of any award resulting from this process, Contractor(s) will discount all transactions as agreed. In the event the County discovers, through its Agreement monitoring process or formal audit process, that material or services were priced/invoiced incorrectly, Contractor(s) agree to promptly refund all overpayments and to pay all reasonable audit expenses incurred as a result of the non-compliance.
- 6.7. The County may, during the term of the Agreement and any extensions, request additional work at other locations throughout Adams County by the successful Contractor.

7. **METHOD OF AWARD** - It is the intent of the County to award an Agreement to the Contractor who provides the best value for Adams County.

- 7.1. Evaluation criteria, other than costs, are evaluated first. After rating the written Responses, costs are then considered against trade-offs such as satisfaction of requirements in the Solicitation, qualifications and financial condition of the Contractor, risk and incentives.
- 7.2. If it is in the best interest of the County, the Evaluation Committee may invite a limited number of Contractors to provide an oral presentation.

The County reserves the right to conduct negotiations with Contractors and to accept revisions of Responses. During this negotiation period, the County will not disclose any information derived from Responses submitted, or from discussions with other Contractors. Once an award is made, the Solicitation file and the Responses contained therein are in the public record.

8. Questions which arise during the Response preparation period regarding issues around this Solicitation, purchasing and/or award should be directed, via e-mail, to name and email stated within this solicitation. The Contractor submitting the question(s) shall be responsible for ensuring the question(s) is received by the County by the date listed above in the schedule of activities for submitting the question(s) regardless of the method of delivery.
9. Any official interpretation of this RFP must be made by an agent of the County's Purchasing Division who is authorized to act on behalf of the County. The County shall not be responsible for interpretations offered by employees of the County who are not agents of the County's Purchasing Division.
10. COOPERATIVE PURCHASING: Adams County encourages cooperative purchasing in an effort to assist other agencies to reduce their cost of bidding and to make better use of taxpayer dollars through volume purchasing. Contractor(s) may, at their discretion, agree to extend the prices and/or terms of the resulting award to other state or local government agencies, school districts, or political subdivisions in the event they would have a need for the same product/service. Usage by any entity shall not have a negative impact on Adams County in the current term or in any future terms.
11. The Contractor(s) must deal directly with any governmental agency concerning the placement of purchase orders/agreements, freight/delivery charges, Contractual disputes, invoices, and payments. Adams County shall not be liable for any costs or damages incurred by any other entity.
12. BUDGET: Budget will not be disclosed.
13. DEBARMENT: By submitting this proposal, the Contractor warrants and certifies they are eligible to submit a proposal because their company and/or subcontract(s) is/are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in a transaction by any Federal, State, or local department or agency.

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Adams County Finance Department
Purchasing Division
4430 South Adams County Parkway
Brighton, Colorado 80601

REQUEST FOR PROPOSAL GENERAL TERMS AND CONDITIONS

1. **APPLICABILITY:** These General Terms and Conditions apply, but are not limited, to all bids, proposals, qualifications and quotations (hereinafter referred to as "Proposal" or "Response") made to Adams County (hereinafter referred to as "County") by all prospective Contractors, Contractors, bidders, firms, companies, publishers, consultants, or suppliers (herein after referred to as "Contractor" or "Contractors") in response, but not limited, to all Invitations to Bid, Requests for Proposals, Requests for Qualifications, and Requests for Quotations (hereinafter referred to as "Solicitation" or "Solicitations").
2. **CONTENTS OF PROPOSAL**
 - 2.1. **GENERAL CONDITIONS:** Contractors are required to submit their Proposals in accordance with the following expressed conditions:
 - 2.1.1. Contractors shall make all investigations necessary to thoroughly inform themselves regarding the plant and facilities affected by the delivery of materials and equipment as required by the conditions of the Solicitation. No plea of ignorance by the Contractor of conditions that exist or that may hereafter exist will be accepted as the basis for varying the requirements of the County or the compensation to the Contractor.
 - 2.1.2. Contractors are advised that all County Solicitations and Agreements are subject to all requirements contained in the County's Purchasing Division's Policies and state and federal statutes. When conflicts occur, the highest authority will prevail.
 - 2.1.3. Contractors are required to state exactly what they intend to furnish to the County in their Proposal and must indicate any variances to the terms, conditions, and specifications of this Solicitation no matter how slight. If variations are not stated in a Contractor's Proposal, it shall be construed that the Contractor's Proposal fully complies with all conditions identified in this Solicitation.
3. **Equal Opportunity:** The County intends and expects that the Contracting processes of the County and its Contractors provide equal opportunity without regard to gender, race, ethnicity, religion, age or disability and that its Contractors make available equal opportunities to the extent third parties are engaged to provide goods and services to the County as Subcontractors, Contractors, or otherwise. Accordingly, the Contractor shall not discriminate on any of the foregoing grounds in the performance of any Agreement awarded to the Contractor, and shall make available equal opportunities

to the extent third parties are engaged to provide goods and services in connection with performance of the Agreement. If submitting a joint venture proposal, or a proposal involving a partnership arrangement, articles of partnership stating each partner's responsibilities shall be furnished and submitted with the Response.

4. **Colorado Open Records Act:** All documentation submitted in response to this solicitation will become the property of Adams County. All documentation maintained or kept by Adams County shall be subject to the Colorado Open Records Act. C.R.S. 24-72-201 *et. seq.* ("CORA"). Accordingly, respondents are discouraged from providing information that they consider confidential, privileged, and/or trade secrets as part of a response to this solicitation. Any portions of submissions that are reasonably considered confidential should be clearly marked as such. The County does not guarantee the confidentiality of any record(s).

Careful consideration should be given before submitting confidential information to the County. The Colorado Open Records Act permits public scrutiny of most materials collected in this solicitation process.

5. CLARIFICATION AND MODIFICATIONS IN TERMS AND CONDITIONS

- 5.1. Where there appears to be variances or conflicts between the General Terms and Conditions, any Special Terms and Conditions and the Scope of Work/Specifications outlined in this Solicitation, the Scope of Work/Specifications, and then the Special Terms and Conditions, will prevail.

- 5.1.1. If any Contractor contemplating submitting a Proposal under this Solicitation is in doubt as to the true meaning of the Scope of Work or any other portion of the Solicitation, the Contractor must submit a **written request** via email for clarification to the Point of Contact listed on the first page of this Solicitation. The Contractor submitting the request shall be responsible for ensuring that the request is received by the County prior to the deadline for submitting questions.

- 5.1.2. The County shall issue a written addendum if substantial changes which impact the technical submission of Proposals are required. A copy of such addenda will be available at the Bidnet System website. In the event of conflict with the original Solicitation documents, addenda shall supersede to the extent specified. Subsequent addenda shall supersede prior addenda only to the extent specified.

- 5.1.3. **ADDENDA: CONTRACTOR IS RESPONSIBLE FOR OBTAINING AND ACKNOWLEDGING ALL SUBSEQUENT ADDENDA VIA THE ROCKY MOUNTAIN E-PURCHASING SYSTEM (BIDNET). FAILURE TO SUBMIT ANY AND ALL SUBSEQUENT ADDENDUM/ADDENDA MAY DEEM THE CONTRACTOR NON-RESPONSIVE. EACH AND EVERY ADDENDUM TO BE SEPARATELY ACKNOWLEDGED.**

5.2. PRICES CONTAINED IN PROPOSAL-DISCOUNTS, TAXES, COLLUSION

- 5.2.1. Contractor agrees to hold submitted prices up to 120 days after bid due date.

5.2.2. Contractors may offer a cash discount for prompt payment. Discounts will be considered in determining the lowest net cost for the evaluation of Proposals; discounts for periods of less than twenty days, however, will not be considered in making an award. If no prompt payment discount is being offered, the Contractor shall enter a zero (0) for the percentage discount to indicate net thirty days. If the Contractor does not enter a percentage discount, it is hereby understood and agreed that the payment terms shall be net thirty days, effective on the date that the County receives an accurate invoice or accepts the products, whichever is the later date. Payment is deemed to be made on the date of the mailing of the check.

5.2.3. Contractors shall not include federal, state, or local excise or sales taxes in prices offered, as the County is exempt from payment of such taxes.

5.2.3.1. Federal Identification Number: 84-6000732

5.2.3.2. State of Colorado Tax Exempt Number: 98-03569

6. SIGNING PROPOSAL

6.1. Contractor, by affixing its signature to this Solicitation, certifies that its Proposal is made without previous understanding, agreement, or connection either with any persons, firms or corporations making a Proposal for the same items, or with the County. The Contractor also certifies that its Proposal is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action. To insure integrity of the County's public procurement process, all Contractors are hereby placed on notice that any and all Contractors who falsify the certifications required in conjunction with this section will be prosecuted to the fullest extent of the law.

7. PREPARATION AND SUBMISSION OF PROPOSAL

7.1. PREPARATION

7.1.1. The Proposal must be typed or legibly printed in ink. All corrections made by the Contractor must be initialed by the authorized agent of the Contractor.

7.1.2. Proposals must contain the signature of an authorized agent of the Contractor in the space provided on the Contractor's Statement page. The Contractor's Statement of this Solicitation must be included in Proposal response. If the Contractor's authorized agent fails to sign and return the original Contractor's Statement page of the Solicitation, its Proposal may be considered invalid.

7.1.3. Alternate Proposals will not be considered unless expressly permitted in the Scope of Work.

- 7.1.4. The accuracy of the Proposal is the sole responsibility of the Contractor. No changes in the Proposal shall be allowed after the date and time that submission of the Proposals is due.

7.2. SUBMISSION

- 7.2.1. The Proposal shall be submitted via the Bidnet Direct System. The County's Pricing Form, which is attached to this Solicitation, must be used when the Contractor is submitting its Proposal. The Contractor shall not alter this form (e.g. add or modify categories for posting prices offered) unless expressly permitted in the Solicitation or in an addendum duly issued by the County. Only proposals received by the Purchasing Division of the Finance Department will be accepted; proposals submitted telephone, email, or facsimile machines are not acceptable.
- 7.2.2. Failure to provide any requested information may result in the rejection of the Proposal as non-responsive.
- 7.2.3. Proposal must be submitted in the format supplied and/or described by the County. Failure to submit in the format provided may be cause for rejection of the proposal. Proposals must be furnished exclusive of taxes.
- 7.2.5 Contractor is responsible for ensuring their Proposal is received by the Purchasing Division prior to the deadline outlined in the solicitation regardless of the method of delivery. Contractors, which qualify their Proposal by requiring alternate Contractual terms and conditions as a stipulation for Agreement award, must include such alternate terms and conditions in their Response. The County reserves the right to declare a Contractor's Proposal as non-responsive if any of these alternate terms and conditions is in conflict with the County's terms and conditions, or if they are not in the best interests of the County.

8. LATE PROPOSALS

- 8.1. Proposals received after the date and time set for the opening shall be considered non-responsive and may be returned unopened to the Contractor.
- 8.2. Allow ample time to upload your proposals. The County assumes no responsibility for any IT related issues that occur.
- 8.3. The County assumes no responsibility for a Proposal being either opened early or improperly routed if not submitted into the Bidnet System properly.

9. MODIFICATION AND WITHDRAWAL OF PROPOSALS

- 9.1. MODIFICATIONS TO PROPOSALS. Proposals may only be modified in the form of a written notice on Contractor letterhead and must be received prior to the time and date set for the Proposals to be opened. If more than one modification is submitted, the modification bearing the latest date of receipt by the County's Purchasing Division will be considered the valid modification.

9.2. **WITHDRAWAL OF PROPOSALS.** Proposals may be withdrawn in the form of a written notice on Contractor letterhead and must be received prior to the time and date set for the opening of Proposals. Any withdrawal of a Proposal submitted to Adams County Purchasing Division must contain the Contractor's name and contact information.

9.2.1. Proposals may not be withdrawn after the time and date set for the opening for a period of ninety calendar days. If a Proposal is withdrawn by the Contractor during this ninety-day period, the County may, at its option, suspend the Contractor and may not accept any Proposal from the Contractor for a six-month period following the withdrawal.

10. REJECTION OF PROPOSALS

10.1. **REJECTION OF PROPOSALS.** The County may, at its sole and absolute discretion:

10.1.1. Reject any and all, or parts of any or all, Proposals submitted by prospective Contractors;

10.1.2. Re-advertise this Solicitation;

10.1.3. Postpone or cancel the process;

10.1.4. Waive any irregularities in the Proposals received in conjunction with this Solicitation; and/or

10.2. **REJECTION OF A PARTICULAR PROPOSAL.** In addition to any reason identified above, the County may reject a Proposal under any of the following conditions:

10.2.1. The Contractor misstates or conceals any material fact in its Proposal;

10.2.2. The Contractor's Proposal does not strictly conform to the law or the requirements of the Solicitation;

10.2.3. The Proposal expressly requires or implies a conditional award that conflicts with the method of award stipulated in the Solicitation;

10.2.4. The Proposal does not include documents, including, but not limited to, certificates, licenses, and/or samples, which are required for submission with the Proposal in accordance with the Solicitation; and/or

10.2.5. The Proposal has not been executed by the Contractor through an authorized signature on the Contractor's Statement.

10.3. The County reserves the right to waive any irregularities or informalities, and the right to accept or reject any and all proposals.

11. ELIMINATION FROM CONSIDERATION

- 11.1. A Proposal may not be accepted from, nor any Agreement be awarded to, any person or firm which is in arrears to the County upon any debt or Agreement or which is a defaulter as surety or otherwise upon any obligation to the County.
- 11.2. A Proposal may not be accepted from, nor any Agreement awarded to, any person or firm who has failed to perform faithfully any previous Agreement with the County or other governmental entity, for a minimum period of three years after the previous Agreement was terminated for cause.
- 11.3. Any communications in regards to this RFP must go through the Adams County Purchasing Division only. Any contact with other County personnel or County Contractors may be cause for disqualification.
- 11.4. No damages shall be recoverable by any challenger as a result of the determinations listed in this Section or decisions by the County.
- 11.5. The Board of County Commissioners may rescind the award of any proposal within one week thereof or at its next regularly scheduled meeting; whichever is later, when the public interest will be served thereby.
12. **QUALIFICATIONS OF CONTRACTOR:** The County may make such investigations as deemed necessary to determine the ability of the Contractor to perform work, and the Contractor shall furnish all information and data for this purpose as the County requests. Such information includes, but is not limited to: current/maximum bonding capabilities, current licensing information, audited financial statements, history of the firm on assessments of liquidated damages, Agreements cancelled prior to completion and/or lawsuits and/or pending lawsuits against the firm and/or its principals. The County reserves the right to reject any Proposal if the evidence submitted by, or investigation of, such Contractor fails to satisfy the County that such Contractor is properly qualified to carry out the obligations of the Agreement and to complete the work contemplated therein. Conditional Proposals will not be accepted.
13. **AWARD OF SOLICITATION:** The County shall award this Solicitation to the successful Contractor through the issuance of a Notice of Intent to Award. All Contractors that participated in the Solicitation process will be notified of Contractor selection. No services or goods shall be provided, and no compensation shall be paid, until and unless an Agreement has been signed by an authorized representative of the County and the Contractor.



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REQUEST FOR PROPOSAL PROPOSAL SUBMITTAL

1. INTRODUCTION

The Adams County Detention Facility seeks a qualified food service vendor. The Adams County Detention Facility is a 1620 bed County Jail Facility serving the County of Adams. Generally, the purpose of this agreement will be for the provision of food services. The food services will be for all food, food services, and labor necessary to supply three (3) meals per day, seven (7) days per week 365 days per year without fail to approximately 800 – 1000 inmates per meal. Additionally, the services will include all food and labor necessary to operate the Adams County Detention Facility Staff Dining room at a minimum of Monday through Friday from 0600-2100. The vendor may choose to extend those hours as they see fit. There will be hot meals available from 6AM to 9AM, 11AM to 3PM, and 4PM to 8PM daily. The vendor will provide all food, supplies, and labor necessary to supply catering events as requested in the operation of the Adams County Detention Facility. A monthly Key Performance Indicator (KPI) Report will be provided to the Contract Liaison or their designee, meal delivery timeline adherence, and sanitation scores to ensure verifiable oversight of the operation by the 6th of each month. All health department guidelines must be followed.

The Response Format detailed below is intended to ensure consistency in format and content in the proposal prepared by the Consultant. The submittal must be clear and concise in the recommended format, and it should provide the County with an understanding of the Consultant's ability to provide the requested services.

2. RESPONSE FORMAT

2.1. Failure to provide required information in the provided format may deem your submittal non-responsive.

2.2. Submissions via Bidnet (<https://www.bidnetdirect.com/colorado/adams-county>) is required.

2.3. The Proposal shall be combined into a single PDF document and should contain the following:

- 2.3.1. Cover Letter/Executive Summary (1 page limit)
- 2.3.2. Table of Contents – *Optional*
- 2.3.3. Vendor/Firm Information
- 2.3.4. Firm Capability and Assigned Personnel

- 2.3.5. Project understanding and Approach
- 2.3.6. Additional information
- 2.3.7. Contractor's Statement (Signature required)
- 2.3.8. Reference Form (you may use your own or the one provided)
- 2.3.9. Pricing Form/Rate Sheet. Pricing (forms and rates) must be provided as a separate PDF document in a separate envelope. There must not be any pricing information within the Proposal document.
- 2.3.10. Your firm's W-9

3. QUALIFICATIONS AND PROJECT APPROACH:

3.1.1. **Cover Letter / Executive Summary**-should include:

- 3.1.1.1. The name and number of the RFP to which you are responding.
- 3.1.1.2. Interest in the project.
- 3.1.1.3. Brief summation of the Proposal. Highlight points that show your firm is qualified for this engagement.

3.1.2. **Vendor/Firm Information**

- 3.1.2.1. Describe your firm's business and background
- 3.1.2.2. Number of years in the business
- 3.1.2.3. Details about ownership
- 3.1.2.4. An overview of services offered and qualifications
- 3.1.2.5. Size of the firm
- 3.1.2.6. Location(s) of offices. If multiple, please identify which will be the primary for our account.
- 3.1.2.7. Primary contact information for the company including contact name(s) and title(s), mailing address(s), phone number(s), and email address(s).

3.1.3. **Firm Capability and Assigned Personnel**

- 3.1.3.1. Identify the key staff who will be involved in the project and their responsibilities. Include the following:
 - 3.1.3.1.1. Qualifications and relevant individual experience.
 - 3.1.3.1.2. Unique knowledge of team members related to the project.
 - 3.1.3.1.3. What position they will serve on the team.
 - 3.1.3.1.4. Resumes of Key Personnel
- 3.1.3.2. Any other items you deem important.

3.1.4. **References and Past Performance**

- 3.1.4.1. Present information regarding how the team's qualifications and experience, and performance have proved successful on similar projects
- 3.1.4.2. Provide references (current contact name, current telephone number and email address) from at least three similar projects with similar requirements that have been completed within the past five (5) years and that have involved the staff proposed to work on this project. Provide a description of the work performed and the project cost. *The Proposer authorizes County to verify any and

all information contained in the Consultant's submittal from references contained herein and hereby releases all those concerned providing information as a reference from any liability in connection with any information they give.

- 3.1.4.3. Provide any substantiated complaints against the firm in the last 3 years and any outstanding litigation.

3.1.5. Understanding of the Project and Project Approach:

3.1.5.1. Project Concept and Approach

- 3.1.5.1.1. Demonstrate a clear and concise understanding of the project based on the Scope of Work provided.
- 3.1.5.1.2. Briefly describe the plans of the project team to achieve the project goals and objective.

3.1.5.2. Schedule

- 3.1.5.2.1. Provide a proposed schedule that show's the team's plan in detail and indicates the total amount of time anticipated to complete the project.
- 3.1.5.2.2. Describe how the project will be managed to meet the established schedule.

3.1.5.3. Project Management

- 3.1.5.3.1. List the names of staff members and what part of the project they are responsible for. These items may include cost control and quality control.

3.2. Additional Information

- 3.2.1. Provide any information that distinguishes your firm from your competition and any additional information applicable to this RFP that might be valuable in assessing Vendor's proposal.

DETAILED SCOPE/SPECIFICATION/BACKGROUND

QUALIFICATIONS:

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

- 1.1 The Successful Contractor must be organized for the purpose of providing food service management and must have five (5) years previous experience with proven effectiveness in the installation and maintenance of high-quality services similar to that required as described herein.
- 1.2 The Successful Contractor must have a proven ability for a 30-day contract start-up as evidenced by past performance and current resources and personnel.

- 1.3 The Successful Contractor shall be capable of providing employees capable of passing a two-stage background process. Should any contractor's employee fail the clearance process, they will not be allowed on site and immediately escorted from the property.
- 1.4 The Successful Contractor must have a proven track record of demonstrating environmental and energy awareness and responsibility by minimizing waste in any form.
- 1.5 The Successful Contractor must have a record of reasonable, competitive prices in the course of business while utilizing local vendors where possible.
- 1.6 The Successful Contractor must be able to network with food vendors to provide emergency changes to meals and supplies when necessary to satisfy whatever security, weather, or physical plant deficiencies that may arise.

2. SELECTION CRITERIA:

Each Proposal will be evaluated on the following categories:

- 2.1 PRICE: All proposals shall be rated from the common reference point of cost per meal ordered. All costs associated with this contract shall be factored into this amount (including staff dining).
- 2.2 FOOD PREPARATION PROCEDURES: Each proposal will be evaluated with in the area of food preparation including menus, special diets, quality assurance, production control, quality of ingredients.
- 2.3 CORPORATE STABILITY: Each proposer shall be evaluated in the following primary areas with regard to corporate stability:
 - 2.3.1: Experience in providing correctional food services in jail facilities with inmate populations exceeding one thousand (1000) inmates. Each proposal should provide a reference list with updated contact information (contact person, facility name and address, and phone number) of all food service contracts, for the previous two years leading up to the date of this request for proposals. All Colorado correctional food service contracts should be included regardless of the size.
 - 2.3.2: Financial Stability as determined by review of the audited financial results of the previous year's operations. Each proposal must provide an audited financial statement including footnotes, being no more than eight (8) months old.
 - 2.3.3: Any and all legal action against the company or corporate principals within the company within the past forty-eight (48) months must be disclosed along with a description of the current status of the legal action.
 - 2.3.4: The ability to start up and manage the proposed program within a thirty-day (30) period after the contract is awarded.

2.4 PROJECT PERSONNEL: Each proposal will be evaluated on its approach to personnel management, including recruitment, compensation plans, training, supervision, scheduling, and staffing. ALL PROPOSALS MUST CONTAIN A STAFFING MATRIX SHOWING STAFFING OF THE FACILITY SUFFICIENT TO SATISFY THE REQUIREMENTS OF THIS REQUEST FOR PROPOSALS. THIS SHALL INCLUDE AT A MINIMUM, ONE (1) FOOD SERVICES DIRECTOR, NO LESS THAN TWO (1) ASSISTANT DIRECTORS OPERATING IN A SUPERVISORY ROLE, (1) ADMINISTRATIVE SUPPORT POSITION THAT SHALL BE LOCATED ON SITE NO LESS THAN TWENTY HOURS (20) PER WEEK, AND A CULINARY SUPERVISOR DEDICATED TO STAFF DINING. THIS STAFFING MATRIX SHALL ALSO INCLUDE ALL OTHER STAFF NECESSARY TO CONTINUE OPERATIONS IN AN UNINTERRUPTED CAPACITY 365 DAYS PER YEAR. THIS STAFFING MATRIX SHALL BECOME THE BASIS FOR MINIMUM STAFFING IN THE FACILITY REQUIRED BY THIS CONTRACT. PROPOSALS THAT FAIL TO PROVIDE A STAFFING MATRIX OR STAFFING MATRICIES DEEMED INSUFFICIENT TO MEET STAFFING NEEDS WILL NOT BE CONSIDERED.

2.4.1 FOOD SERVICES DIRECTOR QUALIFICATIONS: The Successful Contractor shall provide a Food Services Director who possesses, at a minimum, five (5) years of documented, progressive leadership experience in correctional food service management within a facility housing at least 1,000 inmates. The candidate must demonstrate proficiency in high-volume production control, special diet management, and the implementation of safety and sanitation protocols compliant with the Colorado Jail Standards and 6 CCR 1010-13. The Director must hold a current certification from a nationally recognized food safety program (e.g., SERV Safe Manager) and provide evidence of formal training in budget management and nutritional planning. This individual must possess the ability to effectively supervise diverse personnel, manage complex automated reporting systems, and maintain proactive communication with facility command staff. The Adams County Sheriff's Office reserves the right to review the credentials of the proposed Director and reserves the right to reject any candidate who does not meet these professional standards.

2.4.2 ASSISTANT FOOD SERVICES DIRECTOR QUALIFICATIONS: The Successful Contractor shall provide two (2) Assistant Food Services Directors who possess, at a minimum, three (3) years of documented, progressive leadership experience, preferably in correctional food service management within a facility housing at least 1,000 inmates. The candidates must demonstrate proficiency in high-volume production control, special diet management, and the implementation of safety and sanitation protocols compliant with the Colorado Jail Standards and 6 CCR 1010-13. The Assistant Food Services Directors must hold current certifications from a nationally recognized food safety program (e.g., SERV Safe Manager). These individuals must possess the ability to effectively supervise diverse personnel, manage complex automated reporting systems, and maintain proactive communication. They will report to the Food Services Director. The Adams County Sheriff's Office reserves the right to review the credentials of the proposed Assistant Food Services Directors and reserves

the right to reject any candidate who does not meet these professional standards.

2.4.3 ADMINISTRATIVE SUPPORT QUALIFICATIONS: The Successful Contractor shall provide one (1) Administrative Support position dedicated to the management of food service record-keeping, billing, and operational documentation. This individual shall be located on-site at the facility no less than twenty (20) hours per week to ensure that the Food Services Director is adequately supported in the execution of their duties. The Administrative Support staff member must possess, at a minimum, two (2) years of experience in office management or institutional administrative support. Their responsibilities shall include, but are not limited to maintaining accurate, audit-ready financial and inventory records; processing daily meal count reports and ensuring the correct application of volume-based sliding scale pricing; managing staff dining POS transaction logs; and coordinating the filing of sanitation, safety, and menu substitution reports. This position is critical to ensuring the Successful Contractor maintains the transparency and operational compliance required by this contract; therefore, the position must be held by an individual with strong attention to detail and proficiency in automated reporting systems. The Adams County Sheriff's Office reserves the right to review the qualifications of the proposed Administrative Support staff member and may require the removal of any personnel who fails to maintain accurate and timely records. The Administrative Support Staff member must maintain all legal mandated or required forms and make available for inspection upon request.

2.4.4 CULINARY SUPERVISOR (STAFF DINING) QUALIFICATIONS: The Successful Contractor shall provide a Culinary Supervisor dedicated exclusively to the management, preparation, and sanitation of the Staff Dining area. This individual shall report directly to, and be under the direct supervision of, the Food Services Director. The Culinary Supervisor must possess, at a minimum, three (3) years of experience in high-volume food service, catering, or institutional dining. The Culinary Supervisor must demonstrate a proven ability to manage "cafeteria-style" hot food service, maintain high aesthetic and quality standards for produce and proteins, and oversee the prompt, accurate updating of facility-provided electronic menu systems. The candidate must hold a current, nationally recognized food safety certification (e.g., SERV Safe) and possess strong organizational skills to manage inventory, POS system operations, and the comprehensive sanitation of the dining hall and its dedicated restroom facilities. This individual must be capable of providing a high level of customer service to facility personnel and maintaining all Staff Dining areas in a state of constant inspection-readiness. The Adams County Sheriff's Office reserves the right to review the credentials of the proposed Culinary Supervisor and reserves the right to reject any candidate who does not meet these professional standards.

2.5 POLICIES AND PROCEDURES: Each proposal will be evaluated on its record of compliance with and ability to operate within the tenants of the Colorado Jail Standards, The Colorado Code of Regulations 6 CCR 1010-13, The Colorado Retail Food Establishment Rules and Regulations, The Colorado Revised Statutes, and the requirements of all other governing laws associated with the

provision of food services in a Detention Facility.

2.6 SECURITY AND SANITATION PROCEDURES: Each proposal should include examples of steps taken to provide for a secure working environment as it pertains to hiring practices and those procedures with examples associated with the sanitation of work and food service areas, utensils, and equipment.

2.7 EMERGENCY CONTINGENCY PLAN: Each proposal SHALL INCLUDE no less than three contingency plans capable of providing alternative cooking plans during an emergency or weather event. At least one of these plans should include a plan for the provision of a field kitchen capable of maintaining operations that precludes the use of on-site facilities.

2.8 OVERSITE MATERIAL AVAILABILITY: Each proposal shall detail the availability of oversight reports as they pertain to all matters of food preparation and personnel from the Successful Contractor's operations within the facility. Special preference will be given to the contractor capable of providing an online dashboard capable of showing up to date information regarding personnel (names / employment status), food operations, most recent safety/sanitization reports (to include temperature checks), licenses, menus, and diet lists in use. This dashboard must include a real-time log of any meal delivery delays to monitor schedule requirements.

2.9 UNIFORMS: Professional employee uniforms shall be required on site. Each Proposal shall contain examples of employee uniforms to be worn on site. Contract personnel are not allowed to wear civilian clothing over provided uniforms, so these examples should also contain examples of any coats or jackets that will be provided for onsite use in fulfillment of the agreement.

3. OPERATIONAL REQUIREMENTS:

3.1 PURCHASING: The successful contractor shall be responsible for providing nutritionally adequate food to inmates in the Adams County Detention Facility as well as food provided to employees in Staff Dining.

3.1.1: Food Inventories purchased by the Successful Contractor are the property of the Successful Contractor. The Contractor shall be responsible for any loss, damage, or spoilage for any reason whatsoever, and dispose of spoiled or expired items. The Successful Contractor shall, on no less than a weekly basis, take a physical inventory of food and supply items.

3.1.2: On expiration or termination of this contract the inventories of food and expendable supplies of the Contractor shall remain those of the Contractor until purchased by the new Contractor or they shall be removed from the premises. Final payments to be made to the Contractor by Adams County Sheriff's Office shall be withheld until all transactions or

arrangements for the inventory purchases or removal have been completed to the satisfaction of Adams County Sheriff's Office

3.1.3: The Successful Contractor shall provide, within its proposal, the minimum purchasing specifications to be used in the purchase of all food products and disposable service-ware. The specifications provided should address the level of quality, grade, size, pack, count and all other relevant information. Adams County Sheriff's Office must approve, in writing, any changes from the specifications stated.

3.1.4: The Successful Contractor shall be responsible for receiving all goods at the loading dock. The Contractor shall be responsible for all personnel for the receiving, unloading, and storage of food and related items. The Contractor shall remove all food items from the dock in a timely manner to prevent spoilage or damage to include palletized food products.

3.1.5: The Successful Contractor shall provide at their own cost, any disposable food containers such as Styrofoam, plastic wrap or otherwise, to include all paper sacks required for the service of foodstuffs to inmates and all necessary plates, bowls, hot and cold cups, plasticware and napkins for employees in staff dining.

3.1.6: ADA and Information Technology

(a) The Successful Contractor shall comply with and the services or work product provided under this Agreement shall be in compliance with the accessibility standards for an individual with a disability adopted by the Office of Information Technology ("OIT") pursuant to C.R.S. § 24-85-103, the Rules Establishing Technology Accessibility Standards, 8 CCR 1501-11 (the "Rules"). The Contractor shall indemnify, hold harmless, and assume liability on behalf of the County, and the County's officers, employees, and agents, for all costs, expenses, claims, damages, liabilities, court awards, attorney fees and related costs, and any other amounts incurred by the County in relation to the Contractor's noncompliance with the Rules. The County may require that the Contractor's compliance with the Rules is determined and attested to by a qualified third party selected by the County.

(b) By signing this Agreement Contractor certifies that its services or work product meets the current WCAG standard required by the Rules.

3.1.7: The Successful Contractor shall be responsible for supplying all cleaning supplies including but not limited to hand soaps, dishwashing detergents, paper towels, trash bags, rags, gloves, goggles, etc. All these items, as well as chemicals (facility provided), are to be stored in a locked closet (or appropriate metal cabinet if flammable) when not in use and shall be inventoried daily. All mops, brooms and squeegees, shall be furnished by the facility and when not in use these, tools shall be properly stored, secured and inventoried daily. Broken tools shall be properly secured and exchanged one for one by the facility Supply Technician. Mop heads will be laundered daily in the facility laundry.

3.1.8: Reusable food rags may be sent to the facility laundry for washing. Rags used with chemicals may not be sent to the laundry. Dirty rags must be kept in properly marked metal containers with lids. Rags used with chemicals must be taken to the designated outside disposal area prior to closing the kitchen each day.

3.1.9: The Successful Contractor shall provide medical examinations as required by law for each employee and appropriate records shall be kept on file of these examinations for the Sheriff's Office inspection and the inspection by the Adams County Health Department.

3.1.10: The Successful Contractor shall be responsible and accountable to ensure the accuracy and performance of all food service budgeting, purchasing, and accounting practices by one of their designated employees to include:

- a) Food Expenditure Cost Accounting designed to determine cost per meal per inmate.
- b) Estimation of food service requirements
- c) The purchase of supplies at wholesale and other favorable prices and conditions where possible.
- d) Determination of and responsiveness to inmate eating preferences.
- e) Refrigeration of food with specific storage periods.
- f) Assistance with the dietician in the preparation and planning of menus for both regular and special diets.
- g) Document substitutions and variations in planned menus.
- h) Have 28-day menus available for review, a minimum of one week in advance for both staff dining and inmates.
- i) Maintain a menu file for a period of no less than three years.
- j) Ensure no less than two hot meals are served daily.
- k) Ensure that there are no more than 14 hours between the serving of dinner and breakfast.
- l) Conduct quarterly evaluations of menus to verify adherence to the nationally recommended basic daily servings.
- m) Immediately correct any deficiencies found.
- n) Submit the menus utilized by the facility to a registered dietician at least annually.

- o) Inspect the food services area during each shift for general cleanliness.
- p) Ensure that all personnel working in the kitchen are wearing hats/hair nets. Gloves shall be worn when any handling of food occurs.
- q) Ensure all kitchen personnel thoroughly wash their hands and exposed portions of their arms with soap and warm water before starting work and as often as is necessary to keep them clean after eating or using the toilet.
- r) Monitor personnel working in the food service area for health and personal cleanliness.
- s) All staff are properly trained, and records of that training are kept on site, available for inspection.
- t) Remains compliant with all facility policy and procedure.

The above does not constitute an exhaustive list and should not be interpreted as such.

3.1.11 Audit Rights: The Adams County Sheriff's Office reserves the right to conduct independent, unannounced audits of all financial records, including ingredient usage and raw food cost reports, to verify the Contractor's adherence to "wholesale and favorable pricing" requirements.

3.1.12 Independent Nutritional Verification: The Successful Contractor shall provide raw nutrient analysis data (calories, sodium, etc.) in a format allowing the County to conduct independent spot-checks against the served menu at any time.

3.1.13 The Successful Contractor shall provide personnel to answer electronic grievances in accordance with the Colorado Jail Standards and the policies, procedures, and practices of the Adams County Sheriff's Office. Timely resolution of grievances are an important part of housing requirements that improve the welfare of inmates and shall not be ignored, allowed to expire, or answered in a manner that does not show respect and due care for the issue being presented.

3.2 STORAGE: The Successful Contractor shall be responsible to maintain a safe and healthy environment, jails shall have written policies and procedures to comply with all local and state public health requirements for food storage, preparation, and service.

3.2.1: There shall be an annual health inspection of the food service and food storage area to be inspected by the Adams County Health Department. Any site-specific reasons (condition of the physical plant, operating condition of the equipment, etcetera) affecting the ability of the Successful Contractor to pass any inspection shall be reported immediately in writing to the Adams County Sheriff's Office Contract Liaison. Failure to do so will

render the inability of the Successful Contractor to pass the inspection for site-specific reasons the sole responsibility of the Successful Contractor.

3.2.2: Failure to successfully pass the annual health inspection where the culpability associated with that failure is attributable to the actions or inactions of the Successful Contractor shall result in a penalty of \$10,000.00 per annual occurrence. Sanitation inspections will be conducted by the Adams County Health Department. The Contractor is expected to maintain a standard of compliance that enables the facility to obtain the highest possible rating. Any deficiencies noted will be corrected immediately.

3.2.3: The Successful Contractor shall be responsible to maintain accurate and up to date refrigerator logs. This shall include temperature logs as well as clearly posted dates on the exterior of all refrigerator and Cooler units. These logs shall be kept available for inspection at the convenience of the Contract Liaison or designee.

3.2.4: The Food Services Director is responsible for a healthy and sanitary kitchen environment and shall immediately address any health or cleanliness issues with kitchen staff or workers who are inmates. The Food Services Director shall prevent food service workers displaying symptoms of infectious illness from working until they are no longer symptomatic.

3.2.5: The Food Services Director shall provide adequate training that pertains to cleanliness, sanitation, safety, and safe food handling for all staff and inmates working in food service. Documentation for this training shall be kept on site and subject to inspection by the Contract Liaison or Designee at any time.

3.2.6: The Successful Contractor shall keep on site sufficient emergency provisions to:

- a) Provide uninterrupted service of 3000 calories of nutritious and palatable food to the inmate population. This shall include no less than five days of provisions sufficient to circumvent any Force Majeure events, natural disasters, societal unrest, security threats, inclement weather, supply chain failures, or interruptions due to equipment or physical plant failure.
- b) Provide for dynamic operational changes related to preventative maintenance schedules and construction.

3.2.7: Both Class A and Class B kitchen utensils will be furnished by the Facility and will be stored on shadow boards or in a locked cabinet/cage when considered in service. Reserve utensils will be stored in a secure warehouse. Inventories of in-service utensils shall be on-going. Reserve utensils must be inventoried at minimum each week. Records of inventories shall be furnished to the Contract Liaison or designee.

3.2.8 Unannounced Inspections: The Sheriff's Office or its designees may conduct unannounced inspections of food storage, preparation areas, and meal quality at any time, without prior notification to the vendor.

3.3 MENUS: As a normal course of business the Successful Contractor shall create and maintain menus. All menus should be planned in advance, dated, and substantially followed. Any changes to an approved menu or substitutions in meals actually served shall be documented. Menus must include an ethnic variety, reflective of the inmate population. A variety of foods should be planned with specific attention to the variety offered in the sack meals. The facility may place limitation on the types of containers and wrappings, i.e. aluminum foil and hard plastics, which can be used in the sack meals.

3.3.1: The Successful Contractor shall submit with each proposal, 28-day menus that is culturally, religiously, and medically appropriate for inmates. Menus and menu cycles shall ideally be reviewed at least annually by a nutritionist or dietician to ensure that they provide an appropriate level of nutrients and calories. Documentation of these reviews shall be provided to the Contract Liaison or Designee.

3.3.2: Special Diets: The proposed diet load sheets for special diets shall be submitted as part of each proposal. The proposed diet load sheets for special diets shall be submitted for a minimum of 2200 and 2800 calories for at least the following categories:

- a) Medical Diets
- b) Low fat/low salt
- c) Diets for pregnant or post-partum inmates
- d) Vegetarian or vegan
- e) Enhanced
- f) Food Allergy diets
- g) Religious diets to include Kosher and Halal

Special diets shall be kept as simple as possible and shall conform as closely as possible to the food served to other inmates by utilizing items from the regular menus whenever possible. Special diets shall be available upon medical authorization or program authorization for religious reasons. At minimum the Contractor should be prepared to furnish, at minimum, Medical, Kosher, Halal, Vegetarian, and Vegan diets.

3.3.3: Regular Menus: Regular menus shall provide NO LESS THAN 3000 CALORIES PER DAY PER INMATE (Special diets may require additional calories). The menu should reflect two (2) hot meals per day (breakfast and lunch) and a sack meal in the evening. Appropriate condiments, including salt and pepper, shall be served and listed on the proposed menus submitted with this proposal.

3.3.4: Emergency Menus: On occasion, due to preventative maintenance, mechanical failure, security requirements, or inclement weather, sack meals may be requested for the entire inmate population. If this should occur, these sack meals should be provided at the same cost as regular meals.

3.3.5: All food portion sizes shall be the cooked weight or shall be specifically identified as raw weight. ***At no time shall the vendor serve expired food or food past its pull date to any person for the duration of this contract.*** All menus offered shall provide inmates an appropriate level of nutrients based upon current recommended dietary guidelines and shall be as palatable as possible. The guidelines provided shall not fall below the Recommended Dietary Allowances of the National Academy of Sciences and current Food Guide Pyramid. The Food Services Director shall be directly responsible to ensure that portion sizes are consistent and appropriate to meet the requirements of this agreement.

3.3.6: Appropriate accommodations to food service may be made for safety reasons. The accommodations should not result in a decrease in nutritional intake. Meals should be modified only as necessary to protect the dignity and wellbeing of the inmate.

3.3.7: The Contractor shall also assure the dietary operation meets or exceeds the Professional Practices for Colorado Jails Standards. The menus will be reviewed and approved by the Contractor's registered dietician to ensure compliance with this requirement.

3.3.8: Changes in the planned menu shall be noted in writing on the menu in the kitchen and the corrected menu filed with the Sheriff's Office.

3.3.9: Documentation of menus as they are **actually served** shall be maintained as verification of providing nutritionally adequate diets. The Successful Contractor must also provide in writing to the Contract Liaison, on a daily basis, any menu substitutions made for both regular and special diet meals and the reason for the substitution.

3.3.10: The Successful Contractor shall have the capability of delivering regular and special diets in containers appropriate to facility needs, i.e., Styrofoam. The Adams County Detention Facility maintains several special housing areas as well as a medical and behavioral health unit. The Successful Contract shall be prepared to provide food in disposable containers during emergency situations only with the expressed approval of the Contract Liaison or their designee. Disposable containers shall be provided at the cost to the Successful Contractor.

3.3.11: **Holiday Menus**: Special Holiday Menus for inmates shall be designed for Thanksgiving and Christmas. These menus shall be approved by the facility prior to service.

3.3.12: **Court, Booking, Work Release, and Transport**: Food service shall also include sack meals or snacks for inmates being transferred to and from court or who are being transported to other facilities. Since inmates arrive at varying times throughout the day, a storage of food sacks is kept in the booking unit to be provided to new bookings and inmates being transported. Work Release inmates also leave and arrive at varying times throughout the day, and a store of food sacks are maintained in the work release area to accommodate. Deputies from the Court Security Unit will be responsible for

collecting needed sacks from booking for inmates who will not be available during mealtimes as they experience court proceedings.

3.3.13: Standard Mealtimes: The Adams County Detention Facility understands that the Colorado Jail Standards require that no less than three meals may be served in a 24-hour period and that not more than 14 hours shall pass without supplemental food being served. In order to accommodate that necessity and to ensure the health, safety, and dignity of the inmates, the Adams County Detention Facility requires that the Successful Contractor Shall adhere to the following schedule:

- a) No later than 0400 hours, but not prior to 0345 breakfast shall be provided to the housing units.
- b) No later than 1100 hours, but not prior to 1045 hours lunch shall be delivered to the housing units.
- c) No later than 1600 hours, but not prior to 1545 hours dinner shall be delivered to the housing units.

Any deviation from this schedule will require notification to the duty sergeant for reporting to the Contract Liaison no less than two (2) hours prior to the scheduled delivery. Repeated failures to deliver inmate meals in accordance with this schedule, without good faith exceptions unrelated to staffing, shall result in a penalty assessment of \$100.00 per occurrence.

3.3.14: Adams County Sheriff's Office Delivery and Service Equipment:

- a) The Adams County Sheriff's office supplies carts for food delivery, food trays, and lids for meals not served in special housing units, and all inmate mugs and spoons.
- b) Contractor personnel shall facilitate the delivery of meals to the living units and the retrieval of empty carts upon the completion of the meal. This may be accomplished through radio dispatch and does not require an escort. All movement of meal carts from the kitchen to the housing units require clearance from Master Control prior to movement due to the amount of hallway traffic this will create.
- c) Contractor personnel shall be responsible to ascertain whether carts and trays are ready for pickup. The Successful Contractor recognizes that timely retrieval of the food carts is an important matter that reduces sanitation problems and potential security concerns.
- d) Since new inmates require cups and spoons, the cups and spoons of recently released inmates must be recycled and given to new inmates to maintain sustainability goals and reduce operating costs. The Successful Contractor shall be responsible to collect dirty cups and spoons from the Booking Unit, clean them, and return clean cups and spoons to the Booking Unit.

- e) When not in use, all doors into and out of the kitchen shall be closed. This deters inmates moving throughout the facility from entering the kitchen and is a security requirement. Kitchen employees may be immediately removed from the facility if it is found that they have allowed security matters to develop due to negligence regarding door control.

3.3.15 Dietary Documentation: The Successful Contractor must utilize a digital diet card or tracking system that verifies the delivery of medical and religious diet meals to the specific inmate, creating an audit-ready log of compliance. This system will be provided for the use of the contractor by the contractor and will remain the property of the contractor.

3.3.16 Personnel Removal: The Adams County Sheriff's Office reserves the right to request the immediate removal or reassignment of any contract employee whose performance consistently falls below safety or sanitation standards, regardless of the vendor's internal HR policies.

3.3.17: Miscellaneous: Several matters pertaining to daily activity of food production.

- a) The Adams County Detention Facility has a large dock that is adjacent to the kitchen. This dock has a large sliding door that opens directly into the kitchen. It is a facility requirement that the kitchen sliding door is never open at the same time as the dock delivery door. Employees found failing to adhere to this will be reported to the Food Services Director. Repeated violations after reporting to the Food Services Director will result in that employee having their security clearance for the site revoked and they will be escorted from the building.
- b) The Successful Contractor will be responsible for the removal of all pallets associated with their deliveries. Pallets contain nails, can be broken into weapons, create a buildup of debris that can affect operations, and create visual barriers that can impede security.
- c) Inmates often walk from one area of the facility to the other and may present a danger to others based upon unpredictable behaviors. For that reason, the following must be adhered to:
 - 1) Contract staff may not use phones in the facility except in designated areas during break time. These personal devices distract staff, divide attention, and put contract staff at risk due to lack of awareness.
 - 2) Contract staff may not have earbuds in their ears at any time unless they are in designated areas and on break.

- 3) The kitchen is a loud environment that makes hearing difficult and interferes with Contract staff awareness of their surroundings. For this reason, music will not be allowed in the kitchen as this exacerbates this problem.
 - 4) Coolers and freezers shall be locked at all times when they are not in direct use. Padlocks can be quickly grabbed and turned into weapons. Contract employees found failing to adhere to this will be reported to the Food Services Director. Repeated violations after reporting to the Food Services Director will result in that employee having their security clearance for the site revoked and they will be escorted from the building.
- d) For security purposes, it is very important to be able to differentiate between various contract staff. For that reason, Contract staff will not be allowed to wear civilian clothing over employee provided uniforms while on site.
 - e) In order to provide quality and nutritious food to the inmates and reduce the number of deliveries to the facility, the Successful Contractor shall make every effort to provide fresh bread, made on site, whenever practicable.

3.4 STAFF DINING: Due to the limited number of dining options in the area, the hours associated with operations, the necessity for security staff to remain on site, and the difficulty associated with entering and exiting the facility, The Adams County Detention Facility operates a dining hall for the benefit of on-site personnel that offers discounted meals and supplies employees a venue for facility events. At this time approximately 80-100 employees purchase their noon meal in Staff Dining and approximately 40-60 purchase breakfast foods. At times training classes, guests, special events, or guests from outside the facility may increase the number of patrons.

3.4.1 Hours: The Adams County Detention Facility Staff Dining room shall operate 24 hours per day. However, staffing by the contractor shall be at a minimum of Monday through Friday from 0600-2100. The Successful Contractor may choose to extend those hours as they see fit. Since staff within the facility rely upon this service, the Successful Contract agrees and understands that Staff Dining cannot be closed without prior approval from the Contract Liaison.

3.4.2 Staffing: The Adams County Sheriff's Office requires personnel with a culinary background assigned for oversight of Staff Dining. This person shall provide a 28-day menu subject to approval of the Contract Liaison or designee. This menu shall provide sufficient variance in the items offered to ensure reasonable employee satisfaction.

3.4.3 Pricing: Staff dining meals are paid for by the employees directly to the Contractor on a per meal basis. The prices paid for staff dining food should be deeply discounted with the Successful Contractor recognizing that Staff Dining is not intended to be a profit center. All prices and price changes are subject to approval by the Contract Liaison.

3.4.4 Daily Food Requirements: The Successful Contractor shall provide the following daily at a minimum:

Breakfast: 1) The contractor should offer ala carte options for breakfast items (ex: eggs, hashbrowns, breakfast protein, tortillas, biscuits, pancakes, etcetera). 2) A breakfast burrito option that may be made fresh to order. 3) A breakfast plate consisting of at least one entrée and at least one side.

Lunch/Dinner: 1) A salad bar with no less than two dressing options. Although the items in the salad bar may vary, all raw produce utilized in the salad bar must be fresh, crisp, and free from decay, bruising, or browning. Produce showing signs of oxidation, wilting, or enzymatic browning (such as oxidized lettuce) is strictly prohibited from service. Any salad bar items exhibiting such deterioration shall be removed immediately by the Food Services Director and replaced at the Contractor's expense. 2) A reliable low-cost option that shall be present every day for those employees that may have financial hardships. It is requested that these items be such things as single slices of pizza, hot dogs, or an option for a substantial soup. 3) A "Meal Deal" that should provide an entrée and a choice of a side or side salad. 4) A "cooked to order" hamburger/cheese burger that may be substituted for the entrée in the "meal-deal" to be offered every day. 5) "Grab-and-go" offerings (see 4.4.6 for additional details). 6) A "Contractor's Choice" option (see 4.4.5 for additional details).

3.4.5 The "Contractor's Choice": is an optional meal offering or "special" that the Successful Contractor may offer in addition to the required offerings. The size, type, and price of this offering shall be at the discretion of the contractor. The Contractor may also choose not to implement this option at their discretion. The intention of the "Contractor's Choice" is to offer the contractor the opportunity to find options to provide Sheriff's Office employees, expand the skills of Contractor employees, and provide the Successful Contractor the opportunity to take advantage of purchasing opportunities that may benefit the business. This shall never be considered a replacement for daily offerings and the quality of the products offered should never suffer in exchange for attempts to use materials or supplies of questionable quality. All 'Contractor's Choice' items must meet the same fresh-ingredient and quality standards outlined in Section 3.4.4

3.4.6 "Grab-and-Go": To ensure that on-site personnel have equitable access to nutrition during all operational hours, the Successful Contractor shall maintain a "convenience store" style

selection of grab-and-go food items available for staff purchase during all times that the staff dining is not manned by Contract Personnel.

3.4.7 Community Pricing Parity: The Successful Contractor shall ensure that all prices for grab-and-go items are fair, reasonable, and commensurate with prices for similar items at local retail convenience stores or markets within the surrounding community of Brighton. The Adams County Sheriff's Office reserves the right to review the Contractor's pricing schedule periodically; should prices be found to exceed reasonable market rates, the Contractor shall be required to adjust pricing to remain in compliance with this community parity standard.

3.4.8 Inventory and Quality Control: The Successful Contractor shall be responsible for ensuring that all grab-and-go options are properly stocked, inventoried, and remain within their designated expiration dates. Items showing signs of degradation, including but not limited to wilted produce, stale baked goods, or improperly sealed packaging, are strictly prohibited and shall be replaced by the Contractor at no additional cost to the facility or staff.

3.4.9 Complimentary Services: The Adams County Detention Facility requires that the Successful Contractor provide the following complementary services to the employees of the Adams County Detention Facility:

- a) Coffee Service: It is requested that coffee (decaf and regular) and coffee cups, stir sticks and coffee condiments be available in Staff Dining and the Administrative Break Room (also referred to as the "F-Side" breakroom) 24 hours each day. Coffee and an accompanying machine shall also be supplied to the Adams County Justice Center in the Sheriff's Office employee breakroom. The Current Contractor utilizes a commercial Keurig coffee machine provided by a third-party service. The Successful Contractor will assume the contract for those services or provide an offering of similar style and quality.
- b) Soda Pop Service: The Successful Contractor shall maintain complimentary fountain soda (diet and regular), soda cups, and straws be available in Staff Dining 24 hours each day.
- c) Soft-Serve Ice Cream: The Successful Contractor shall furnish and maintain a complimentary chocolate/vanilla combination ice cream machine with the necessary products including the liquid ice cream products,

cones/cups and associated condiments to be available in Staff Dining 24 hours each day.

- d) Complimentary Food Items: Bread, butter, peanut butter and jelly and seasonal whole fruit should be available in the Staff Dining Room. Bread provided should be of good nutritional value. All condiments, napkins, plates, and utensils shall be provided free of charge to employees. In the event that the Successful Contractor chooses to use non-paper plates, this matter must be approved by the contract liaison. Because many employees choose to eat their lunch at their duty post, the Successful contractor shall provide a reasonable disposable method of transporting food through a detention facility in a manner that will protect the food from common matters that may make it inedible.

3.4.10 The Successful Contractor is invited at their discretion to decorate staff dining in accordance with any national or locally recognized holidays. Any decorations must be safe for a corrections environment, professionally appropriate, and at the sole cost of the Successful Contractor.

3.4.11 The Successful Contractor is invited to suggest improvements for staff dining subject to the approval of the Contract Liaison.

3.4.12: Staff Dining Payment: To maintain facility security and mitigate risks associated with currency on-site, the use of cash in the Staff Dining area is strictly prohibited. The Successful Contractor shall be solely responsible for providing, installing, and maintaining at their own cost a fully functional Point of Sale (POS) system that supports cashless payment methods.

3.4.13: The Successful Contractor assumes all responsibility for the hardware, software, and IT support required to operate the POS system. All payment processing must comply with industry-standard data security regulations to protect employee financial information. The Contractor shall ensure the POS system is operational during all scheduled Staff Dining hours; any system downtime must be reported immediately to the Contract Liaison, and a contingency payment method must be identified by the Contractor to ensure uninterrupted service. Moreover, the POS system must be available for operation for the purchase of "grab-and-go" items when Staff Dining contract personnel are not on site.

3.4.14 Accepted Payment Methods:

The POS system must, at a minimum, accept the following forms of payment:

- a. Major credit and debit cards.

- b. Pre-charged, facility-approved dining cards or employee-specific accounts.
- c. A pre-paid punch card system should the Contractor and the Adams County Sheriff's Office agree to implement one for staff convenience.

3.4.15 Staff Dining Sanitation and Upkeep: The Successful Contractor shall be responsible for the comprehensive cleaning, stocking, and general maintenance of the Staff Dining area. This includes, but is not limited to, the daily sanitization of dining tables, floors, food service counters, and all kitchen equipment used within the Staff Dining space. Equipment maintenance will be limited to the soda machine and coffee machine(s), soft serve ice cream machine.

3.4.16 Staff Dining Restroom Sanitation and Supply: The Successful Contractor shall assume full responsibility for the cleaning, and sanitation of the Staff Dining bathroom facilities. The Contractor must ensure these facilities are cleaned to a standard that meets all health department requirements. Furthermore, the Contractor is responsible for the continuous stocking of all necessary restroom supplies, including hand soap, paper towels, and toilet paper, to ensure the facilities remain fully operational and hygienic for staff use at all times. The supplies will be provided by the Adams County Detention Facility, but it is the responsibility of Contract staff to notify the appropriate facility staff.

3.4.17 Inspection Readiness: The Staff Dining area and its dedicated restroom shall be maintained to the same high standards of cleanliness required for the inmate kitchen and storage areas. These areas shall be subject to the same unannounced inspections by the Contract Liaison or designee, and any failure to maintain these areas in a clean, stocked, and sanitary condition will be treated as a performance deficiency under this contract.

3.4.18 Electronic Menu Management:

The Successful Contractor shall be responsible for the daily update of the facility-provided electronic menu system in Staff Dining to accurately reflect the hot meals, and contractor labeled "grab-and-go" options, and any daily specials available in the Staff Dining area. Updates must be completed prior to the commencement of each service period (e.g., breakfast, lunch) to ensure staff have reliable, real-time information. Failure to maintain the accuracy of the electronic menu system shall be documented as a performance deficiency under this contract.

4. PAYMENT:

4.1 Schedule: Payment will be monthly and will be made on the basis of invoices submitted. Payment will be made within thirty (30) days of receipt of each accurate invoice unless other acceptable

arrangements are made with the County. Information on the monthly invoice will be reflected weekly for each week within the same month.

4.2 Unified Billing and Volume Aggregation: For the purpose of applying any sliding scale pricing structure, the "total tray volume" shall be defined as the sum of all meals served to inmates, regardless of diet type, category, or preparation method. The Successful Contractor is prohibited from segmenting or segregating inmate meals into separate billing categories (e.g., Kosher, Halal, medical/special, or religious) to circumvent the volume-based pricing structure. All meals, including standard, medical, religious, and special diets, must be aggregated into a single daily count to determine the appropriate price point on the agreed-upon sliding scale.

4.3 Price Transparency and Reporting: The Successful Contractor shall provide an itemized daily meal report, with the monthly invoice, to the Contract Liaison or designee that lists total meal counts for the facility. This report must demonstrate that the sliding-scale discount was applied to the aggregate total of all meals, not a sub-total of standard meals. Any attempt to bill special diet meals at a separate, non-discounted rate, or any attempt to exclude these meals from the total volume calculation, shall be considered a material breach of contract.

4.4 Inventory Start-up: The Contractor and the Sheriff's Office shall jointly inventory at contract start-up and at least annually all capital equipment and County owned service-ware under the Contractor's direct control. Prior to the actual start-up of the food service, the Contractor and the Sheriff's Office shall conduct a complete inventory of all equipment as well as a complete statement as to the condition of said equipment. The document showing the results of this inventory shall be kept on file with the Sheriff's Office with copies retained by the Contractor. Any equipment that is need of repair or replacement should be notified at that time.

5. EMERGENCIES:

5.1 The Contractor shall institute contingency plans to provide service in the face of unexpected events, i.e. power failure, fire, riot, lockdown, labor strike, or Force Majeure events that would preclude normal expectations.

6. TRAINING:

6.1 The Successful Contractor agrees that all contract personnel shall be adequately trained according to industry standards and the requirements of both local health regulations and the Colorado Jail Standards. Failure to train personnel and any resulting harm shall be the sole responsibility of the Successful Contractor.

6.2 New Contract staff will “shadow” and/or receive a minimum of 36 hours of training by existing kitchen staff prior to working independently on any shift. All Contractor employees will be required to attend mandatory facility training. The total classroom time is approximately ten hours, upon hiring and annually thereafter, and the Contractor shall be responsible for employee wages and/or overtime necessary to fulfill this requirement. The Contractor shall also be responsible for providing other required training to include hours required as part of health, industry, and Colorado Jail Standards requirements. Summaries of all training provided to staff shall be reported to the Contract Liaison annually.

7. SPECIFICATIONS AND STATEMENT OF JOINT RESPONSIBILITIES:

7.1 A designated representative of the Facility, either a designated person or as an assigned duty of a specific post shall provide the Contractor with an order for a specific number of meals for each period.

7.2 Meals ordered, including sack lunches, medical diets, religious diets, and regular inmate meals shall constitute the meal counts for payment purposes.

7.3 The County will provide, install, maintain, repair and permit the Contractor to use the capital equipment, small-wares, kitchen utensils and serving supplies which the County deems necessary for food services and related activities. The County will replace equipment it has provided as it deems necessary, considering the average life of the equipment as determined by the manufacturer as well as an extraordinary circumstance.

7.4 The County shall provide, at its own expense, all utilities necessary for the performance of food service operations. The County shall provide one phone in the Food Service Director's office for local calls, as well as an additional phone in each of the food service preparation areas capable of communication within the Sheriff's Office only.

7.5 The County will provide office space and the following furniture for the Contractor in the kitchen area to include: Desks, desk chairs, filing cabinet, bulletin board and wastebasket. Any other equipment and/or furniture must be supplied by the Contractor. Such equipment must be inventoried and a copy of that inventory provided to the County.

7.6 The County shall provide all pest control services, as required. This does not relieve the Successful Contractor from notifying the Adams County Sheriff's Office or Adams County Facilities that a pest problem exists. Knowledge of pest problems will be delivered in writing to the Contract Liaison or designee the same day that they are discovered.

7.7 The Adams County Sheriff's Office maintains capital items equipment and pays for repair on the same. However, it is the responsibility of the Successful Contractor to train the use, monitor the use, clean, and perform daily care for the machines. Temperatures must be checked by the contract staff to include food, tray washer, refrigeration units, and dish washer temperatures. Any damage deemed to be a byproduct of reckless misuse, sabotage, intentional destruction, or neglect shall transfer any costs associated with repair or replacement to the Successful Contractor. Any claims associated with the above must be supported by the Adams County Sheriff's Office with sufficient evidence to prove the matter by a preponderance and subject to the language in 8.1(a) of this agreement.

7.8 The Contractor and its employees, servants and agents shall be considered for purposes of this agreement to be an independent contractor. The Contractor, its employees, servants and agents are not and shall not be construed as or become employees of Adams County as a result of the performance of services as set under this agreement.

8. EQUIPMENT SECURITY:

8.1 Contract employees will be responsible for security and control of their work tools.

8.2 It is required that all tools such as knives, peelers, etc., be kept in a lockable shadow board area designated by the Sheriff's Office when not in use.

8.3 Under no circumstances are any edged or bladed tools to be left unattended unless tethered.

8.4 Missing tools are to be reported immediately to the Duty Sergeant.

8.5 Broken tool(s), whether the property of the Contractor or facility, must be surrendered to the Sheriff's Office for disposition (repair, replacement or disposal).

9. SECURITY:

9.1 All prospective contract personnel will have an NCIC/CCIC clearance run by the Sheriff's Office prior to being considered for employment. The Contractor will be asked to furnish a signed statement indicating that the company has completed a reasonable background on each applicant as well as well as provide Affirmation of Legal Work Status. The Contractor agrees to provide a digital copy of a "Yellow-tag" application along with a government issued driver's license or ID for each employee requiring access at any point to the Adams County Detention Facility. These items will be submitted through an online portal that will commence the preliminary background process. The applicant will be required to sign a

statement agreeing to abide by the rules of the facility upon passing the initial screening. Once approved, the prospective employee will check-in at the front desk with their government issued ID and they will receive an assigned "Yellow tag" to allow access to the facility. This must be returned upon leaving the facility each day. The contract employee must then complete the background package, that will need to be notarized, supplied by the Sheriff's Office along with the supporting documentation including, but not limited to, copies of birth certificate, driver's license, social security card, GED or high school diploma, professional licenses and military service if applicable within 30 days. The Sheriff's Office, upon receipt of the completed background questionnaire, will review the information and schedule an integrity interview with the applicant. When this process is complete and the contract employee has successfully passed their background investigation, the Contractor will be advised that the contract employee may begin working as a permanent contract employee and a picture ID badge and a proxy card will be issued by the Sheriff's Office. These items remain the property of the Adams County Sheriff's Office. All Sheriff's Office issued ID's and proxy cards are to be collected prior to a Contract employee's termination for delivery to the Contract Liaison or designee.

9.2 The Contractor agrees to exercise security measures in compliance with ACSO's Policies and Procedures.

9.3 If a contract employee is refused clearance the Contractor will be informed as soon as possible during the background process.

9.4 The Sheriff's Office retains the right to withdraw the security clearance of any contract personnel at any time.

9.5 The Contractor shall ensure that personnel assigned to perform work are able to understand and communicate in English to the extent necessary to safely perform the work, comply with safety requirements, respond to emergencies, and communicate with jail personnel regarding safety issues. If personnel assigned to perform work are not proficient in English, Contractor shall assign designated representatives who are proficient in English to be present with any personnel who are not proficient in English to ensure that all safety instructions, emergency communications, and work directives are effectively communicated to personnel performing the work.

10. **EMPLOYEE CONDUCT INSIDE AND OUTSIDE OF THE FACILITY:**

10.1 Contract employees should familiarize themselves with Sheriff's Office policies and procedures that affect their area. Of particular importance are the following policies:

- A. Contract employees shall be advised of the possibility that a hostage taking incident could occur at any time.

- B. Alcoholic beverages/drugs will not be brought into the facility, nor will anyone under the influence of alcoholic beverages or drugs or who is suspected of being under the influence of alcoholic beverages or drugs be admitted to the facility.
- C. In the event of any disturbance inside the facility, the contract employee will immediately follow the orders of the Duty Sergeant or designee or comply with the policy regarding facility emergency procedures.
- D. Contract employees shall not fraternize with, become involved with, or share personal information with inmates.
- E. Contract employees shall not bring in food from their homes, stores or restaurants for inmates.
- F. Contract employees shall not wear headphones or earbuds during work hours or perform any activity that interferes with safety, security or orderly running of the facility and the food service operations.
- G. Contract employees shall be expected to conduct their personal lives in such a manner as not to discredit the Sheriff's Office.
- H. Contract employees that are witnesses to crimes or misconduct on behalf of employees of the Adams County Sheriff's Office will be expected to provide testimony and cooperate with any criminal, administrative, or internal investigations.

EVALUATION CRITERIA:

Each proposal will be evaluated in the following categories: price, corporate stability, project personnel, policies, procedures, and security procedures.

1. **PRICE:** All responses shall be rated from the common reference point of cost per inmate per day as well as staff dining costs.
2. **CORPORATE STABILITY:** Each Proposer will be evaluated in three (3) primary areas.
 - a. Experience in providing food services in jail facilities with inmate populations up to one thousand (1000) inmates. Each proposer should provide a reference list of all food service contracts, both past and current, for the past two years with correctional facilities housing 1000 or more inmates. All Colorado correctional food service contracts should be included regardless of size. The list should include a contact person, facility address and phone number.

- b. Financial stability as determined by review of the audited financial results of the previous year's operations. Each proposer must provide an audited financial statement, including footnotes, being no more than eight (8) months old.
 - c. Ability to start-up and manage the proposed program at the time the contract is awarded.
- 3. **PROJECT PERSONNEL**: Each firm will be evaluated on its approach to personnel management including recruitment, compensation plan, training, supervision, scheduling and staffing.
- 4. **POLICIES AND PROCEDURES**: Each firm will be evaluated on its record of compliance with and ability to operate within Professional Practices for Colorado Jails Standards, Policies and Procedures.
- 5. **SECURITY PROCEDURES**: Each firm will be evaluated on its ability to comply with all security procedures and practices outlined within this proposal.

Interview / Oral Presentation (if required): May include any and all items identified in the Evaluations List above.

Official documents located at: www.bidnetdirect.com



Adams County Finance Department
Purchasing Division
4430 South Adams County Parkway
Brighton, Colorado 80601

**REQUEST FOR PROPOSAL
PRICING FORM: 2026.590**

COMPANY NAME: _____

Cost per inmate daily

Staff dining costs

Official documents located at: www.bidnetdirect.com



Adams County Finance Department
Purchasing Division
4430 South Adams County Parkway
Brighton, Colorado 80601

REQUEST FOR PROPOSAL SUBMISSION CHECK LIST

Does your Proposal comply with all the terms and conditions of this Solicitation? If no, indicate exceptions.	YES	NO
Does your Proposal provide proposed revisions to the attached Sample Agreement and identified on the Term of Acceptance Form?	YES	NO
Does your Proposal meet or exceed all specifications, including minimum service requirements? If no, indicate exceptions.	YES	NO
Requirements met and response included?	YES	NO
Is your W-9 included?	YES	NO
May other governmental entity avail itself of this Agreement and purchase any and all items specified?	YES	NO
Have all the addendums been acknowledged and enclosed?	YES	NO
Has a duly authorized agent of the contractor signed the Contractor's Statement?	YES	NO
Is pricing form enclosed in a separate document?	YES	NO
Has your firm or your sub-contractors ever received a Notice to Cure, Reprimand Letter, Cancel Agreement Notice, or Cancel Purchase Order Notice from Adams County? If so, please explain.	YES	NO
Are the requested Bonds included if applicable?	YES	NO

Please Enter the contact information of the officer signing the Agreement:

Printed Name	
Title	
Phone Number	
Email Address	



Adams County Finance Department
Purchasing Division
4430 South Adams County Parkway
Brighton, Colorado 80601

REQUEST FOR PROPOSAL CONTRACTOR'S STATEMENT

Pursuant to 2 C.F.R. Part 200 Subpart C 200.213, Contractor certifies that they are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency, and has read and fully understand all the conditions herein set forth in the foregoing paragraphs, and by my signature set forth hereunder, I hereby agree to comply with all said conditions as stated or implied. In consideration of the above statement, the following Proposal is hereby submitted.

If any of the documents listed on the cover page are missing from this package, contact Adams County Purchasing. If you require additional information, call the Purchasing Division contact person.

The undersigned hereby affirms that (1) he/she is a duly authorized agent of the Contractor, (2) he/she has read all terms and conditions and technical specifications which were made available in conjunction with this solicitation and fully understands and accepts them unless specific variations have been expressly listed in his/her Proposal, (3) the Proposal is being submitted on behalf of the Contractor in accordance with any terms and conditions set forth in this Solicitation, and (4) the Contractor will accept any awards made to it as a result of the Proposal submitted herein for a minimum of 120 calendar days following the date of submission.

WE, THE UNDERSIGNED, HEREBY ACKNOWLEDGE RECEIPT OF

Addenda (list all): _____

Contractor Name

Date

Signature

Printed Name

Title

Address

City, State, Zip Code

County

Telephone

Fax

Email



Adams County Finance Department
Purchasing Division
4430 South Adams County Parkway
Brighton, Colorado 80601

**REQUEST FOR PROPOSAL
REFERENCE FORM**

(You may use your own form)

Contractors shall furnish the names, contact information (e-mail and telephone number) of a minimum of three (3) firms or government organizations for which the Contractor has provided similar projects:

Company Name

Reference Name

Reference Contact info

Project Name /Description

Value

\$

Company Name

Reference Name

Reference Contact info

Project Name /Description

Value

\$

Company Name

Reference Name

Reference Contact info

Project Name /Description

Value

\$



Adams County Finance Department
Purchasing Division
4430 South Adams County Parkway
Brighton, Colorado 80601

**REQUEST FOR PROPOSAL
TERM OF ACCEPTANCE FORM**

Request for Proposal # _____

I, on behalf of the Contractor identified below, hereby certify that I have read a copy of the sample Agreement attached to the RFP and understand the terms and provisions contained in that Agreement. I further hereby certify that it is the Contractor's intent to comply with each and every term and provision contained in the sample Agreement and propose no modifications to the sample Agreement except as follows:

- 1) _____
- 2) _____
- 3) _____

I understand that the modification stated above, if any, are offered for discussion purposes only and that Adams County reserves the right to accept, reject or further negotiate any and all proposed modification to the sample Agreement. The county will not consider any modifications to the Agreement not disclosed in the proposal.

Contractor Name

Authorized Signature

Printed Name

Title

Date



Adams County Finance Department
Purchasing Division
4430 South Adams County Parkway
Brighton, Colorado 80601

**REQUEST FOR PROPOSAL
APPENDIX A
SAMPLE AGREEMENT FOR SERVICES**

[I.](#) The Sample Agreement for Services is included in this solicitation for informational and reference purposes only.