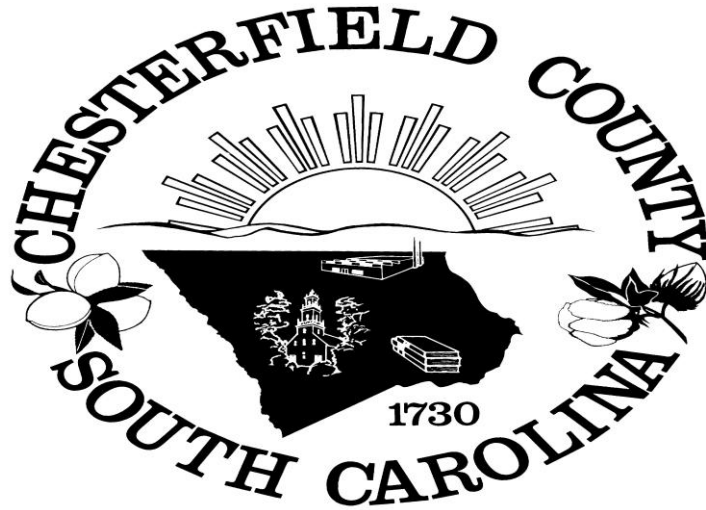




RFP – INMATE FOOD SERVICE ID NO. 03-26/27

BID DUE: Monday, September 21, 2026 at 12:00 pm

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REQUEST FOR PROPOSAL

Proposal ID: 3-26/27 Inmate Food Service Proposal

REQUEST FOR PROPOSAL

The County of Chesterfield will accept bids for the provision of furnishing food service to include inmate feeding based on the specifications provided with this Request for Proposal.

Bids will be received at the County Council Office, Administration Building located at 178 Mill Street, Chesterfield, South Carolina, 29709, until 12:00 Noon Local time, as indicated by personal timepiece of the County Administrator, on Monday, September 21, 2026 12:00 pm. The proposal ID as shown on the proposal must be clearly visible on the proposal submitted. Please contact Mr. Weldon Gainey, Interim Detention Center Administrator, at 843-623-2261 if you have any additional questions regarding the attached specifications.

SPECIFICATIONS

A. GENERAL SPECIFICATIONS

1. Scope of Work

The contractor shall furnish all management, labor, food, materials and supplies necessary to provide food service for the Chesterfield County Detention Center for inmates, including special diet meals, seven days a week, for a period of one (1) year. The contractor shall prepare at least 2 (two) hot meals a day. The Sheriff has requested the hot meals be given at breakfast and dinner. This contract may be extended annually, as agreed by both parties. Contractor shall include in its proposal the method by which it expects to adjust the price per meal after the first year.

2. Contracting Officer

The Detention Center Administrator shall be the Contracting Officer who shall act as the agent of the Chesterfield County Detention Center for the purpose of serving as the Chesterfield County Detention Center contact person for the successful bidder, hereinafter referred to as the Contractor, overseeing performance and completion of the contract pursuant to its terms and receiving, reviewing, and processing billings from the contractor, conducting periodic inspections of the food service area and reviewing menus.

3. Insurance

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

The Contractor shall provide the Chesterfield County not later than the date of commencement of service under the contract with certificates of insurance for the foregoing coverage's, which designate the Chesterfield County Detention Center as an additional insured with respect to the Contractor's participation in the contract and which includes a provision that the coverage shall not be cancelled, terminated or otherwise modified without a thirty (30) day prior written notice provided to the Chesterfield County Detention Center. Cancellation of insurance shall be cause for immediate cancellation of the contract.

4. Taxes, Licenses and Permits

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

5. Equal Employment Opportunity

Contractor shall at all times comply with all applicable Federal and State laws relating to discrimination and equal employment opportunity, including the Americans with Disabilities Act, and shall furnish documentation of compliance with such laws as reasonably requested by the Chesterfield County Detention Center.

6. Indemnity

The Contractor shall assume full responsibility for and shall indemnify the Chesterfield County Detention Center for any damage or loss of any Chesterfield County Property, including Building, fixtures, furnishings, equipment, supplies, accessories or parts resulting in whole or part from any negligent acts or omissions of the contractor or any employee, agent, or representative of the Contractor, except for negligence by the Chesterfield County Detention Center.

7. Failure to Perform

The Contractor shall perform the work in accordance with specifications. Failure to perform the work as provided herein may result in written notice to the Contractor terminating its right to proceed as to the whole or any part of the contract. In the event of such termination, the Contractor shall be liable to the Chesterfield County Detention Center for any excess costs for such services.

Any cost incurred by the Chesterfield County Detention Center failure of the Contractor to abide by the food service agreement with the Chesterfield County Detention Center or to perform the necessary services as described herein will be borne by the Contractor.

8. Termination Notice

This contract may be terminated by either party provided a thirty (30) day written notice is given to the other party. Written notice to Chesterfield County must be sent to the Detention Center Interim. Administrator, Mr. Weldon Gainey at 319 Goodale Road, Chesterfield, SC 29709 and copy to Chesterfield County Sheriff Office Attn: Sheriff Cambo Streater 203 Watson Street, Chesterfield, SC 29709.

9. Subcontract

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

10. Discontinuance of Operation

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

11. Emergency conditions

If the Chesterfield County Detention Center kitchen should be damaged by fire, flood, riot, or any event that would render the kitchen inoperable, Chesterfield County shall determine, after consultation with the Contractor, whether and to what extent the kitchen is operable. If the Contractor cannot then prepare and serve the required meals, Chesterfield County, at its option, may continue with the contract or terminate without further obligation.

The bidder must include in the proposal a detailed description of the bidder's emergency plan for providing alternate food service in case of an emergency such as mentioned above.

B. STAFFING

1. Food Service Manager

The Contractor shall provide a trained food service manager with at least twelve (12) months experience in institutional Food Service Management or similar experience in correctional facilities, which will work with the administration of the Chesterfield County Detention Center. The Contractor shall provide the contracting officer with the prospective managers resume and qualifications. Employment of the manager and all other employees of the Contractor at the facility will be subject to review and approval by the Detention Center Administrator. The Detention Center Administrator reserves the right to require the Contractor to remove any employee of the Contractor from the facility at the Administrator's discretion.

2. Nutrition Consultant

Contractor shall provide a full-time qualified nutrition consultant, who is at minimum, a certified dietician licensed by the State of South Carolina, on its staff for consultation and review of menus. Chesterfield County also reserves the right to consult with another dietician for review of menus and nutritional information.

3. Staffing

Contractor shall provide sufficient staff at all times to provide for the efficient operation of food service. Chesterfield County shall provide a minimum of one (1) to two (2) inmates for assistance with sanitation and dishwashing. However, should inmate labor not be available, the Contractor shall ensure that sufficient employees are present to provide all such services.

4. Minimum Wage

The Contractor must pay minimum wage as defined by the State of South Carolina, or higher wages. Inmates ARE NOT paid.

5. Background Investigations

Contractor's employees will be subject to a background investigation and security check as is normally required for personnel of Chesterfield County Detention Center. Chesterfield County reserves the right to deny any Contractor's employees access to the facility that do not meet established security clearances or obey Chesterfield County rules and regulations. Final selection of all Contractor employees at the Detention Center shall be at the approval of the Detention Center Administrator.

6. Physical Examinations

All employees shall be required to undergo periodic physical exams as specified by the State and local regulations at the Contractor's expense.

7. Orientation and Training

The Contractor's employees must attend orientation classes and in-service training as mandated by Chesterfield County and the State of South Carolina. Such training will be provided by Chesterfield County, but employees' salaries for that time is the responsibility of the Contractor.

8. Conduct of Contractor's Employees

The Contractor shall instruct all employees that all rules and regulations, policies and procedures established by Chesterfield County shall be adhered to. In addition:

- Contractor shall prohibit its employees from personal use of the telephone or office equipment provided for official Chesterfield County business. No cell phones are allowed inside the facility.
- All Contract personnel shall be required to comply with Chesterfield County and the State of South Carolina rules and regulations concerning food service.
- All Contractor personnel may be required to wear identification badges issued by Chesterfield County.
- No food, supplies, material or equipment provided, acquired or utilized in the performance of the contract shall be removed from the corrections facility for personal use or used in any manner not provided herein without approval from Chesterfield County.
- Contractor's employees shall not fraternize with inmates or Chesterfield County employees.

9. Supervision of Inmate Workers

The Contractor shall provide sufficient qualified staff to supervise, at all times, any inmates assigned to the food service area while performing their job assignment, including, but not limited to, staging of trays, receiving materials and sanitation. The Contractor shall be responsible for documenting on specified forms and notifying security personnel of rule violations by inmates working in the food service section of the facility. Chesterfield County shall be responsible for taking the necessary steps for disciplinary action, where appropriate. Contractor shall have the right to request that the

Chesterfield County Detention Center Administrator remove inmate staff from assignment to the food service area.

10. Staffing Proposal Requirements

The Contractor shall provide with its proposal:

- a. Individual job descriptions and levels of responsibility.
- b. State the number of personnel required.

11. Contract Supervision

Chesterfield County shall appoint a person from its staff to oversee the contract. This person shall randomly check for contract compliance. The Contractor shall cooperate with this person in obtaining all requested information.

C. FOOD & SPECIFICATIONS

- 1. All food shall be provided by the Contractor and prepared on-site. Contractor will prepare at least two (2) hot meals a day, breakfast and dinner.**

Raw Food:

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

- a. Beef, Veal, and Lamb shall be of at least USDA Choice.
- b. Ground Beef-utility or better, not to exceed 25% fat.
- c. Poultry shall be of at least USDA Grade A.
- d. Canned fruits and vegetables shall be of at least USDA Grade C.
- e. Frozen fruits and vegetables shall be of at least USDA Grade B.
- f. Fresh produce shall be of at least USDA No. 2.
- g. Dairy products shall be of at least USDA Grade A.
- h. Eggs shall be of at least USDA Grade A Medium.
- i. Frozen fish and seafood must be a nationally distributed brand, packed under continuous government inspection, USDA Grade A.

- 2. Commodities**

Contractor agrees to assist Chesterfield County in securing surplus food items when minimum quality standards are satisfied and when costs of a given surplus item are less than that available to the Contractor. If surplus food is used, the Contractor agrees to fully utilize all appropriate surplus food commodities obtained by Chesterfield County from the US Department of Agriculture. Commodities should not be used in calculating meal prices. The difference between the cost of the commodities received for each month and current market cost for such commodities shall be applied as a credit and applied to the next invoice to Chesterfield County. Contractor shall follow all record keeping requirements of the USDA for purchasing surplus food.

- 3. Donated Items by the County**

Chesterfield County may periodically donate food items. The current market cost for donated items shall be applied as a credit and applied to the next invoice to

Chesterfield County. Contractor shall give Detention Center Administrator a copy of the credit for approval.

4. Meal Standards

All meals shall meet current RDA requirements. Menus shall provide an average of 2,900 calories per day. Food will be served fresh, in a reasonable variety and at appropriate temperatures. Breakfast and Dinner at least are requested to be hot meals; lunch may be a cold meal. Portion sizes shall be specified on the proposed menus as serving (cooked) weight unless otherwise specified.

5. Food Inventory

Contractor shall be responsible for purchasing and receiving all food necessary for preparation of each meal in sufficient quantity to meet the needs of inmates during the period of the contract. The Contractor must maintain, at a minimum, a five (5)-day supply of foodstuffs on hand. All inventories shall be rotated regularly and the Contractor shall ensure that the food items are not served after the manufacturer's expiration date. Contractor shall retain ownership of such inventory.

6. Meal Counts

The Chesterfield County Detention Center will order inmate meals, special diet meals and sack meals at times mutually agreeable to the Detention Center Administrator and the Contractor. However, the Contractor shall prepare sufficient additional meals in the event of newly arrived inmates.

7. Pre-plating

Meals shall be portioned on trays in the kitchen and placed in a cart in the staging area. Detention staff will deliver the carts with trays and beverages to the housing units

8. Meal Schedule

Contractor shall provide three full, nutritionally balanced meals each day at the regularly scheduled times as follows:

Breakfast (hot meal)	Start: 6:00 AM	End: 7:00 AM
Lunch	Start: 11:00 AM	End: 12:00 PM
Dinner (hot meal)	Start: 4:00 PM	End: 5:00 PM

Meals for inmates returning late from court or late "book-ins" will be provided until 12:00 PM for lunch and 5:00 PM for dinner. These times may be changed at the discretion of the Detention Center Administrator.

9. Sack Meals

Contractor shall provide box lunches as needed. Sack lunches can be ordered for inmates that cannot eat during regular meal times anytime the kitchen is open. Sack

lunches will consist of, at minimum, two sandwiches, 1 piece of fruit, chips or similar item, dessert and a beverage. Contractor shall vary sack meal items to avoid repetition. Contractor shall submit a sample one-week sack meal menu with the proposal.

10. Menu Cycle

The menu cycle will be four (4) weeks minimum and will be submitted for Chesterfield County's approval at least 30 days in advance. Contractor shall submit, as part of its proposal, the proposed menu cycles to be served. The contracting officer reserves the right to request that the order of the menu be rearranged and that like or similar items be substituted if the need shall arise or if commodity is available.

11. Recipes

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

12. Substitution

Any substitution to the established menus shall be verified in advance with a dietician to determine the appropriateness of those substitutions and approved by the Chesterfield County Detention Center Administrator.

13. Special Diets

The Contractor shall provide special medical, religious, and vegetarian diets at no additional charge. Snacks are to be included in the price per meal. A dietician shall review the contents of such meals to ensure their proper nutritional balance. The average number of diets being served is 10 per meal.

14. Records

The Contractor shall keep a permanent record of the number of meals served, the food content of each meal and any menu substitutions or modifications, with copies provided to the contracting officer. Records of substitutions shall include the items and portion sizes, the reason for the substitution and verification that a dietician has been consulted when appropriate. The Contractor shall maintain and provide such daily, weekly, and monthly records as the contracting officer may require and shall maintain records for a minimum of three years.

15. Holiday/Spirit Lifter Meals

The contractor is expected to provide, at no additional charge, a minimum of three (3) Holiday/Spirit Lifter Meals annually. A copy of the proposed menus is to be included in the Proposal.

D. OPERATIONS

1. Average Daily Population

Average daily population is expected to be approximately 130 inmates on a daily basis. The average daily population can average 120 - 140 per meal.

2. Equipment

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

3. Keys

The Contractor is responsible for control of keys obtained from Chesterfield County and the security of those areas for which the keys are given. The Contractor shall be responsible for immediately reporting all facts relating to any loss of keys or losses incurred as a result of break-ins to those areas. No keys to any part of the facility may be duplicated. All keys will be provided by Chesterfield County and made available at the beginning of the shift and turned in at the end of the shift. No keys shall leave the facility.

4. Contractor Expenses

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

5. Knife Security

The Contractor agrees that all knives and kitchen utensils shall be counted and locked for safe keeping in accordance with policy and procedures provided to the Contractor by Chesterfield County. Also, the utensils will require to be inventoried three (3) times daily.

6. Sanitation

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

7. Inspections

The Contractor shall agree to allow unscheduled visits by the contracting officer or his designee, by the Health Department, by the DOC or ACA inspectors and by any other inspecting agency whose purpose is to ensure that all employees in the food service area complies with all requirements for sanitation, and food storage.

8. Termination of Contract

Upon termination of the contract:

- a. The inventories of food and expendable supplies of the Contractor shall remain those of the Contractor unless purchased by a new Contractor or by Chesterfield County. Final payments to be made to the Contractor by Chesterfield County shall be withheld until all transactions or arrangements for these inventory purchases or removal have been completed to the satisfaction of Chesterfield County.
- b. Chesterfield County and the Contractor shall conduct a physical inventory of all non-expendable supplies and equipment. At that time, the Contractor shall turn over to Chesterfield County an account for all equipment and other property belonging to the County.
- c. The Contractor shall make available to Chesterfield County, for examination, all data, records and reports concerning the food service program and shall make available to the County copies of them, upon request, at no expense to Chesterfield County.

E. CHESTERFIELD COUNTY DETENTION CENTER RESPONSIBILITIES

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

F. BILLING

Contractor Compensation

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

END OF SECTION

CONDITIONS

Contractor Qualifications and References

The Contractor shall provide with its bid:

- a. Outlines of the structure of the organization and length of company existence.
- b. One copy of the latest published annual report for the company or satisfactory written evidence of the financial stability of the organization.
- c. A list of all current food services contracts with the following information: client, contact person, address and telephone number, type and size of the facility, type of food service operation, date of original contract. Also, please include information as to the facility that is most similar to the Chesterfield County Center in size and population and the facility that is geographically closest to the Chesterfield County Center. See attachment.
- d. A list of any correctional and/or food service affiliations.

END OF SECTION

SCHEDULE OF AWARD of CONTRACT

The County reserves the right to select a vendor who, in the County's opinion, provides the most advantageous solution for the County and whose response to this "Request for Proposal" best demonstrates adherence to and ability to meet the above minimum requirements.

The County reserves the right to interview all or any of the responding vendors to this RFP.

Contractors who submit proposals shall be responsible for all cost related to the preparation of such proposals.

The County anticipates that it will award the contract to the vendor selected in a timely manner.

All Contractors shall be notified in writing of the selection decision.

END OF SECTION

SUBMISSION PROCEDURES AND REQUIREMENTS

Contractors shall submit an original of their proposal. All proposals must be valid for **sixty (60) days** after the proposal date. Confidential information which contractors consider being exempt from disclosure should be marked as propriety. The County reserves the right to determine which information is propriety.

- A. The proposal submission must be received no later than **12:00 Noon, Monday, September 21, 2026.** Any proposal received after the date and time stipulated will be rejected and returned unopened.
- B. The proposal submission must be clearly marked as **– 03-26/27 Inmate Food Service Proposal** and must be delivered to the address below in sufficient time to ensure receipt by the Owner's representative on or before the time and date specified above:

Heather Felts
County Council Office
Chesterfield County Administration Bldg
178 Mill Street
Chesterfield, South Carolina, 29709

Contractor assumes full responsibility for the timely delivery of the package to the Owner's representative.

- C. For good and sufficient reason, Chesterfield County may extend the date and/or time of the Proposal deadline.

END OF SECTION

PROPOSAL FORM

Proposal Submitted to: Chesterfield County, South Carolina

Project Name: Inmate Food Service Proposal

Contractor: _____

Address: _____

Phone and Fax Number: _____

E-Mail Address: _____

Federal Identification No.: _____

BID PRICE PER MEAL (BASED ON 130 INMATES PER MEAL):

BREAKFAST (hot meal) \$ _____

LUNCH \$ _____

DINNER (hot meal) \$ _____

DAILY TOTAL \$ _____

The Contractor hereby certifies that Proposal as submitted herein will remain valid for a period of not less than sixty (60) days from due date of this Proposal submission.

The Contractor also understands the Owner assumes no responsibility or obligation to the Vendor, and will make no payment for any costs associated with the preparation or submission of this Proposal.

Non-Collusion Statement: The undersigned states the company has not, either directly or indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive pricing in connection with the Proposal. No person(s) associated with the company is any employee of the Owner. No existing agreements with the Owner create a Conflict of Interest in the submission of the Proposal.

The Contractor hereby guarantees by signature that he/she is legally authorized to make such declarations and responses on behalf of the corporation or partnership as listed below.

Respectfully submitted:

By: _____

(Signature)

Title: _____

(Typed)

Corporate Seal (if applicable)

Contractor: _____

Attest: _____

ATTACHMENT

REFERENCES

NAME OF CUSTOMER_____

ADDRESS_____

PHONE NUMBER_____

PERSON TO CONTACT_____

TYPE OF FACILITY_____

SIZE(POPULATION)_____

OTHER INFORMATION_____

NAME OF CUSTOMER_____

ADDRESS_____

PHONE NUMBER_____

PERSON TO CONTACT_____

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