



REQUEST FOR PROPOSAL (RFP)

RFP #P26-18 Jail Contract Food Services

RFP SUMMARY:

To consider contracting with one (1) vendor to provide Jail food services for Larimer County Sheriff Office

*****MANDATORY PRE-PROPOSAL MEETING*****

A Mandatory Pre-Proposal meeting will be held Thursday October 15, 2026 at 10:00 a.m. (MT). All vendors will meet in the lobby at the Larimer County Admin Office, 2501 Midpoint Dr., Fort Collins, CO 80525. Representatives from Larimer County Sheriff's Office will be present to provide guided tour of the kitchen.

ALL VENDORS THAT PLAN TO ATTEND THIS MANDATORY PRE-PROPOSAL MEETING MUST SUBMIT VENDOR NAME, EMPLOYEE NAME, AND EMPLOYEE BIRTH DATE NO LATER THAN 10:00 A.M. (MT) TUESDAY, OCTOBER 13, 2026.

Please submit vendor name, employee name, and employee birth date to Les Brown at brownxld@co.larimer.co.us. No more than two (2) person per vendor are allowed to attend this Pre-Proposal meeting.

DUE TO SECURITY REQUIREMENTS, ANY PERSON THAT HAS NOT SUBMITTED THEIR NAME AND BIRTHDAY BEFORE CUT-OFF TIME WILL NOT BE ALLOWED TO ATTEND THE TOUR

VALID ID (STATE OR FEDERAL) WILL BE REQUIRED AND REVIEWED BY JAIL STAFF PRIOR TO ENTRY. DO NOT ARRIVE LATE. TOUR WILL START PROMPTLY AT 10:00 A.M. (MT) AND ARRIVALS AFTER 10:00 a.m. (MT) WILL NOT BE ADMITTED.

THIS WILL BE THE ONLY OPPORTUNITY TO VIEW THE JAIL KITCHEN

**** NO OTHER MEETING WILL BE CONDUCTED ****

Proposals will only be accepted from vendors that have attended and signed in at this MANDATORY Pre-Proposal meeting.

QUESTION DEADLINE: October 21, 2026 @ 10:00 a.m. (MT)

All questions regarding this solicitation must be emailed to the Contact Person identified below. If you do not receive a confirmation email of receipt, please call the Contact Person to verify receipt of your questions. No questions will be accepted after the date and time referenced above. All questions received will be answered via Addendum only.

DEADLINE FOR SUBMITTALS: November 2, 2026 @ 2:00 p.m. (MT)

The Board of Larimer County Commissioners will only be accepting proposals electronically submitted via the Rocky Mountain E-Purchasing System (BidNet, BidNet Direct) portal, up to the date and time referenced above, at which time they will be recorded, but not publicly opened on behalf of the Sheriff's Office Department.

BIDNET PORTAL / RFP OFFICIAL WEBSITE:

To submit your proposal and view official solicitation documents and addenda only available on the BidNet portal, use the following link: <https://www.bidnetdirect.com/colorado/larimer-county/>

CONTACT PERSON: Purchasing Agent Les Brown, brownxld@co.larimer.co.us, 970-498-5954

NOTE: Unauthorized contact with a County employee other than the Contact Person listed above or Purchasing Manager regarding this RFP may result in disqualification of your Proposal.

1. GENERAL INSTRUCTIONS FOR PROPOSERS:

1.1 Artificial Intelligence (AI) Disclosure:

Portions of this solicitation may have been prepared or modified with the assistance of Artificial Intelligence (AI) technologies. All such content has been reviewed, verified, and approved for accuracy and compliance by the Purchasing Agent prior to issuance.

1.2 Cooperative Use

Other governmental entities may piggyback on the award of this solicitation, assuming the award vendor is amenable, and should contact Larimer County Purchasing for any necessary procurement documents. The entity will deal directly with the award vendor concerning the placement of Purchase Orders, freight charges, contracting and disputes, invoicing, and payment. Larimer County will not be held liable or responsible for any liability, claims, costs, damages, demands, actions, losses, judgments or expenses incurred by the vendor or any government entity relating to such use.

1.3 Equal Opportunity Employer (EEO) / Disadvantaged Business Opportunities:

Larimer County, in accordance with Federal and State laws, is an Equal Opportunity Employer and does not discriminate. Larimer County strongly encourages the use of small and minority firms, women's business enterprises, and labor surplus area firm services.

Larimer County hereby notifies all Proposers they will be afforded full and fair opportunity to submit a Proposal in response to this RFP and they will not be discriminated against on the basis of age 40 and over, race, sex (including pregnancy), color, religion, national origin, disability, genetic information, sexual orientation, gender identity, gender expression, military or veteran status, or any other applicable status protected by Federal, State, or local law in consideration for award.

1.4 Payment:

Payment for work performed or goods sold to Larimer County can be expected within 30 days after receipt of the invoice and satisfactory acceptance by the Department receiving the service or goods (unless otherwise stated and agreed to by County).

1.5 Proposal Consideration:

Larimer County reserves the right to reject any and or all proposals, to further negotiate with any and/or all qualified proposers and to waive informalities and irregularities in proposals received, and to accept any portion of the proposal if deemed to be in the best interest of Larimer County to do so. If, in the sole judgment of the Board of County Commissioners, the proposals are substantially equal, the Board may grant the contract to companies located in Larimer County, however this is not applicable in the case that Federal funds are used.

1.6 Proposal Preparation:

Proposers will not be compensated for generating, producing, or duplicating any proposal materials associated with this RFP. Proposals must be furnished exclusive of any Federal, State, or Local taxes; Larimer County is tax exempt.

1.7 Proposal Submission:

Proposers must be registered with BidNet in order to submit a proposal; registration is free. Larimer County strongly recommends proposers register well in advance of the submittal deadline to ensure they have adequate time to upload and submit their proposal.

It is the sole responsibility of the Proposer to ensure all required Proposal documents are submitted through BidNet by the submission deadline. Proposals will be time-stamped by BidNet upon receipt; BidNet does not allow for uploading or submitting Proposal documents after the Proposal submittals deadline has passed, so allow adequate time to upload and submit your Proposal prior to the deadline. Larimer County will not accept uploads that are "saved" but not "submitted". To verify that a Proposal has been submitted successfully,

Proposers may contact BidNet Support, or verify, via the Proposal Management tab in the Proposer's account, that the documents are not in "Draft" status.

Proposers are required to submit one (1) non-redacted proposal. All parts of the proposal should be combined and submitted as one (1) single .pdf file; proposals comprised of multiple separate files are not acceptable and your proposal may be rejected.

By submitting a proposal, the proposer agrees they may not rescind their proposal on or after the closing date and time identified in the RFP or as modified by addendum. No delivery will become due or be accepted until an agreement has been completed either in the form of a formal executed contract, or a purchase order issued by the Purchasing Manager of Larimer County. **Prices and terms will remain in effect until a contract has been executed.**

1.8 Public Records:

Proposers may choose to also provide one (1) redacted .pdf proposal (as one single file), excluding any information that is not subject to disclosure under the [Colorado Open Records Act](#) ("CORA"), such as trade secrets, privileged information and confidential commercial, financial, geological or geophysical data exempt from public disclosure under C.R.S. §§ 24-72-204(3)(a)(IV). Statements that the entire proposal is confidential will not be honored. After the Notice of Award has been issued, all information submitted in response to this request for proposal (RFP) may be publicly disclosed if required under the CORA. If provided, the redacted electronic copy will be used to satisfy CORA requests. Proposers that do not provide a redacted electronic copy will have their non-redacted electronic copy used to satisfy CORA requests. Larimer County will endeavor to keep the non-redacted proposal, separate and apart from the redacted proposal subject to the provisions of CORA or Order of Court.

1.9 Reasonable Accommodations:

Per the Americans with Disabilities Act (ADA), Larimer County will provide reasonable accommodation to qualified individuals with a disability who need assistance. Services can be arranged with at least seven (7) business days' notice. Please email the Contact Person listed on the page 1 or call Relay Colorado 711. "Walk-in" requests for auxiliary aids and services will be honored to the extent possible but may be unavailable if advance notice is not provided.

1.10 Regulatory and Legal Compliance Requirements:

No vendor awarded a solicitation will be federally debarred. Such debarment will be checked through the System for Award Management, at www.sam.gov.

All businesses, organizations, and individuals contracting with Larimer County must comply with Title II of the Americans with Disabilities Act of 1990, as amended. For more information on these requirements and to read the full Title II text, please go to the following web page: https://www.ada.gov/ada_title_II.htm.

The Proposer certifies that by submitting an offer, neither the contractor nor subcontractors, the organization nor its principals are suspended or debarred or otherwise excluded from procurement by the Federal government and do not appear on the Excluded Parties List System (EPLS) maintained by the General Services Administration (GSA).

2. PROJECT OVERVIEW:

The Larimer County Sheriff's Office Jail intends to enter into an agreement with one (1) Contractor to provide correctional food services and commissary services.

Current Vendor Information and Cost:

1. The Larimer County Jail is currently contracted with Trinity Services Group, Inc. for food service and pays the following prices per meal depending on the current population range.

ADP	Price Per Meal ¹
200 — 219	\$3.879
220 — 239	\$3.646
240 — 259	\$3.451
260 — 279	\$3.285
280 — 299	\$3.141
300 — 319	\$3.017
320 — 339	\$2.908
340 — 359	\$2.811
360 — 379	\$2.725
380 — 399	\$2.649
400 — 419	\$2.577
420 — 439	\$2.514
440 — 459	\$2.457
460 - 479	\$2.405
480 - 499	\$2.358
500 - 519	\$2.312
520 - 539	\$2.275
540 - 559	\$2.239
560 - 579	\$2.206
580 - 599	\$2.177
600 - 619	\$2.150
620 - 639	\$2.123
640 - 659	\$2.097
660 — 679	\$2.074
680 — 699	\$2.051
700 - 719	\$2.031
720 - 739	\$2.011
740 - 759	\$1.994
760 - 779	\$1.976
780 - 799	\$1.960
800 - 819	\$1.942
820 – and above	\$1.927

2. Commissary at the Larimer County Jail is currently contracted with Global Tel*Link Corporation d/b/a ViaPath Technologies who subcontracts out service to Aramark Correctional Services, LLC.
 - 2.1. The Larimer County Jail receives monthly commissions at the rate of 40% of the Adjusted Gross Sales of commissary items.
 - 2.1.1. 'Adjusted Gross Sales' is defined as gross commissary sales minus the sales of non-commissioned commissary items.

3. QUALIFICATIONS:

Qualifications, at a minimum, include the following and **must** be documented explicitly in your proposal:

1. Contractor must have a minimum of five (5) years providing correctional food services and commissary services in a facility where inmates/offenders are classified by security levels.

4. SCOPE OF WORK:

The Contractor at a minimum, will provide, perform, and/or furnish the following:

1. Provide Correctional Facility Food Services and Correctional Facility Commissary Services for the Larimer County Jail located at 2405 Midpoint Dr., Fort Collins, CO 80525.
2. Contractor will provide the Correctional Facility Food Service in accordance with the facility's specific needs as detailed in Attachment B - Food Services Technical Questionnaire.
3. Food will be prepared in the Jail's kitchen (2405 Midpoint Dr., Fort Collins, CO 80525) for serving the inmates housed in the Jail.

5. INSURANCE:

BEFORE submitting your company proposal, confirm with your insurance carrier that your company can meet the insurance requirements published in the solicitation. Your company insurance coverages should be correctly noted in the most current EOC. **NOTE:** All Larimer County contracts require that the Award Vendor possess appropriate insurance at all times during the contract; these coverages are purchased at the company's expense. The County's insurance requirements may necessitate a company adding or increasing coverage/limits, and those changes may impact pricing for the proposed project. These costs must be included in your pricing at the time of submission and will not be permitted to be added later.

5a. INSURANCE REQUIREMENTS

Prior to commencement of any work, contractor/vendor shall provide a Certificate of Insurance issued to Larimer County, 200 West Oak Street, Suite 4000, Fort Collins, Colorado 80521 as the Certificate Holder. The insurance required herein shall be procured and maintained in full force and effect for the duration of the Contract or Agreement and shall be written for not less than the following amounts, or greater if required by law. Such certificate shall be delivered to InsuranceCert@larimer.org.

1. **Workers' Compensation and Employers' Liability**

- | | |
|-----------------------------|---------------------------------|
| 1.1. Workers' Compensation: | Statutory |
| 1.2. Employer's Liability: | \$100,000 Each Accident |
| | \$500,000 Disease-Policy Limit |
| | \$100,000 Disease-Each Employee |

1.3. Waiver of Subrogation in favor of Larimer County

- 1.4. If the contractor/vendor is not required to carry Workers' Compensation coverage *per Colorado Workers' Compensation Act 8-40-202(2)(b)* a signed Workers' Compensation waiver must be provided.

2. **General Liability** on an Occurrence Form with minimum limits as follows:

- | | |
|---|-------------|
| 2.1. Per Occurrence Limit | \$1,000,000 |
| 2.2. General Aggregate Limit | \$2,000,000 |
| 2.3. Contractor/Vendor agrees that the insurance afforded the County is primary non-contributory. | |

3. **Automobile Liability Insurance** including coverage for all owned, non-owned, & hired autos. Limits to be as follows:

- | | |
|---|-------------|
| 3.1. Bodily Injury & Property Damage Combined Single Limit | \$1,000,000 |
| 3.2. Lower limits may be accepted if automobiles are not used for transport in relation to goods/service provided as outlined in agreement (i.e. only commuting to job site). | |

4. **Crime Insurance** \$1,000,000

5. Minimum required limits set forth herein may be met by utilizing a combination of excess/umbrella policies in conjunction with primary insurance policies if necessary.

6. **General Liability and Automobile Liability insurance policies shall include Larimer County and its elected and appointed officials and employees as additional insureds as their interests may appear.**
7. The County reserves the right to reject any insurer it deems not financially acceptable by insurance industry standards. Insurance Companies shall be licensed to do business in the State of Colorado and shall have an AM Best rating of not less than A-I.
8. **Notice of Cancellation:** Each insurance policy required by the insurance provision of this Contract or Agreement shall provide the required coverage and shall not be suspended, voided, or canceled. Should any of the required policies be canceled before the expiration date, notice shall be delivered to Larimer County, 200 West Oak Street, Suite 4000, Fort Collins, CO 80521 or InsuranceCert@larimer.org.
9. **Subcontractors:** If subcontractors are used by contractor/vendor in the performance of contracted services, all subcontractors are required to carry insurance coverage consistent with the limits as listed in this document and the subcontractor must include Larimer County as an additional insured as described in section VII.

ANY DEVIATIONS FROM THE STANDARDS GIVEN ABOVE MUST BE APPROVED BY THE LARIMER COUNTY RISK MANAGEMENT DIVISION.

Proof of Auto Liability and Workers' Compensation insurance is waived if goods/products are not delivered to a County facility (delivery is made to roadway or private staging area), or they are delivered by a common carrier (i.e., private shipper or freight forwarder, etc.).

6. EVALUATION CRITERIA:

Proposal submittals will be individually and independently evaluated and scored by each Evaluation Committee Member. The criteria below will be the basis for review of the written proposals. The rating scale will be for available points; receiving the maximum points available per criteria would be considered an outstanding rating.

CRITERIA	STANDARD	POINTS AVAILABLE
FOOD PREPARATION PROCEDURE/ SECURITY SAFETY AND SANITATION PROCEDURES	- Does the Contractor's proposed 28-day menu for the Jail describe an understanding and a comprehensive approach to accomplish the scope of work? - Does the Contractor's proposed food preparation procedure include menus, special diets, quality assurance, and production control? - Does the Contractor understand and provide evidence they know how to manage security, safety, and sanitation?	35
PRICE	Is the Contractor's pricing competitive, responsible, responsive, reasonable, best fit, and advantageous to Larimer County?	30
PROGRAM PERSONNEL	Does the Contractor's approach to personnel management allow the Evaluation Committee to determine if the respondent will best meet the needs of the County?	20
COMPANY BACKGROUND AND EXPERIENCE	Does the Contractor have background and experience in providing correctional food services in facilities similar in size and comparable to Larimer County?	10
ENVIRONMENTAL, SOCIAL, GOVERNANCE (ESG)	Does the Contractor have any environmental, social, governance (ESG) or sustainability programs and goals?	5
Maximum Possible Points = 100		

7. AWARD AND AGREEMENT:

A formal agreement will be awarded to the vendor with the most responsible, responsive, reasonable proposal, deemed the best value, best fit, and most advantageous to Larimer County. To assist in the decision for award: interviews may be held, background checks may be performed, references may be contacted, and other inquiries may be taken to determine the abilities of the Contractor.

The initial term of the agreement will be for a two (2) year period, from the February 9, 2027 to February 8, 2029. The County, at its sole option, may offer to extend this Contract for up to four (4) additional one-year terms. The extension option may be exercised providing satisfactory service is given, and must be mutually agreed upon in writing, by and between the County and the Award Vendor.

A Sample of Larimer County's "Professional Services Agreement" is included with this Request for Proposal as Attachment A - Professional Services Agreement. Any exceptions or requested additions to the attached agreement must be stated and submitted with your Proposal; these requests will not be accepted after the Proposal has closed. The County makes no guarantee of any changes or concessions but will review and consider all requests submitted.

Upon Notice of Award, the Award Vendor will be required to submit a valid Certificate of Insurance (COI) that meets, at a minimum, the Insurance Requirements published in the solicitation (see example COI below). This valid COI must be received by Larimer County within 10 calendar days of the Notice of Award and must include Larimer County listed as Additional Insured and Certificate Holder.

9. PROPOSAL SUBMITTAL REQUIREMENTS:

Please submit your proposal, addressing each of the following items **in the order as outlined below**. Following submission directions detailed starting on page two (2) of this solicitation, submit only the three (3) files identified below:

- 1 - ORIGINAL proposal - Addressing all of the items listed below. This version will be scored by each member of the Evaluation Committee.
- 1 - Excel format of Attachment B - Food Services Technical Questionnaire. For the avoidance of doubt, the Attachment B - Food Services Technical Questionnaire must be submitted in your PDF Original proposal and in Excel format.
- 1 - REDACTED proposal - This version will be used to satisfy public records requests. This redacted file may be the same as the original proposal if your original proposal contains nothing that is confidential.

BidNet will only allow vendors to submit one (1) Original Proposal, one (1) Excel format of Attachment B, and one (1) Redacted Proposal, it will not allow you to attach any other documents.

Vendor's Original Proposal is to be no more than 60 pages; any pages beyond this maximum will be deleted and will not be evaluated (i.e. pages 61 through the end of your proposal will be deleted with no review of content).

Incomplete proposals, proposals that do not adhere to the maximum page, or proposals that do not address each of the following items in the order as outlined below may be rejected.

1. Signed Signature Page (found below)
2. Cover Letter:

A one-page cover letter should be provided that expresses the firm's interest and identifies the primary contact person for the firm, including title, mailing address, office phone number, cell phone number and email address.

3. Qualifications:

Explicitly describe/explain how your firm meets or exceeds the QUALIFICATIONS stated earlier in this RFP. Be specific with dates and details, as the minimum qualifications are a pass/fail and proposals that do not meet these qualifications may be deemed NONRESPONSIVE and rejected.

- 3.1. Contractor must have a minimum of five (5) years providing correctional food services and commissary services in a facility where inmates/offenders are classified by security levels.
4. Contract Requirements:
 - 4.1. The County anticipates that the selected vendor will sign the County's "Professional Services Agreement" which is included as Attachment A. In this section, you must specifically address any issues with the agreement and propose solutions.
 - 4.2. Colorado Constitution Article XI, §1 and §2 prohibit the County from pledging credit, providing aid, and accepting debt/liability of another. Because of this, the County is unlikely to accept a Limitation of Liability provision in the final agreement. Specifically address your firm's position on agreeing to this contract term.
5. General Company Information:
 - 5.1. List any name changes in the last 10 years and the date the firm was established.
 - 5.2. Describe how the firm is organized.
 - 5.3. State and briefly describe any values, mottos, or goals that your organization operates by.
 - 5.4. Copies, if any, of licenses/certificates/awards pertinent to this RFP.
 - 5.5. Organization's ability to show that they have adequate financial resources or the ability to obtain such resources as required to successfully provide these services to Larimer County.
6. Relevant Project Experience and References

Please submit a list of at least three (3) projects within the last five (5) years that were similar in size, complexity, and nature (Colorado/Government experience is preferred); include the dates of these projects. Include relevant information about each project that applies to the experience of your firm. Specific items to emphasize in the proposal include, but are not limited to:

 - 6.1. Brief description of the work performed.
 - 6.2. Participation by key staff proposed for this project and what their roles were.
 - 6.3. Owner reference name, address, email address, and cell phone number.
7. Complete and submit in both PDF format (part of your Original Proposal) and Excel format Attachment B - Food Services Technical Questionnaire. **Do NOT add rows/columns or modify the format of this questionnaire.** Failure to respond in the required Excel document or provide the required information may eliminate your proposal from consideration
8. Complete and submit Attachment C - Jail Price Per Meal Sheets as part of your Original Proposal.
9. Provide sample menus.
10. Environmental, Social, Governance (ESG)
 - 10.1. Describe your firm's sustainable business practices, programs, or policies.
 - 10.2. Describe how your firm incorporates sustainability and social equity into its everyday business practices. Include information regarding how your firm will address sustainability and social equity in performing the full scope of services of this RFP.
 - 10.3. Has your firm been issued any environmental violations or penalties by government agencies within the last three (3) years?
 - 10.4. Describe any skills training or experience with cultural competency that the staff who will be providing these services have received or possess. How will they be prepared to assist clients from diverse backgrounds and cultures in a culturally competent manner?
 - 10.5. Describe how your firm accommodates the differing needs of your employees, to aid in their success. Provide information on how you both prevent exclusionary practices and promote a healthy and respectful workplace. Include initiatives which promote community wellness and provide information on your firm's employee retention.
 - 10.6. Describe how your firm develops a welcoming and accepting workforce. Include information regarding the approach(es) used for recruitment, internal on-the-job training, mentoring, technical

training and/or professional development. Additionally, provide information on your firm's employee retention.

11. Insurance

Provide a copy of your Evidence of Coverage Certificate (EOC) or Certificate of Insurance (COI) that most closely reflects the insurance requirements described in this solicitation. Provide statements to answer the following questions

- 11.1. Does coverage meet minimum project requirements?
- 11.2. Can this coverage be extended for work on this project?
- 11.3. Can coverage be increased?
- 11.4. Can the County be listed as an additional insured?

P26-18 SIGNATURE PAGE

ADDENDA:

The proposer acknowledges the receipt of the following Addenda:

<u>Addendum Number</u>	<u>Date of Addendum</u>	<u>Date Received</u>
_____	_____	_____
_____	_____	_____

The undersigned is an authorized signatory of the firm identified below and certifies that they have examined the specifications and instructions to proposers and submitted a proposal in full compliance and without collusion with any other person, individual or corporation.

For all employees hired to perform labor or services in the United States after November 6, 1986, firm will have completed Form I-9, Employment Eligibility Verification.

SIGNED: _____ TITLE: _____

PRINTED NAME: _____

FIRM: _____ UNIQUE ENTITY ID (DUNS): _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

DATE: _____ TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

Provide the following information for the individual who will serve as the primary contact for your organization for technical and contractual clarifications during the RFP process, if different than the signatory:

PRIMARY CONTACT NAME:	
TITLE:	
ADDRESS:	
PHONE NUMBER:	
EMAIL ADDRESS:	

For further information regarding this request for proposal, P26-18, please contact Purchasing Agent Les Brown at 970-498-5954, or brownxld@co.larimer.co.us