


EL PASO COUNTY
COLORADO

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FINANCIAL SERVICES DEPARTMENT
EILEEN GONZALES, CPPO, CPPB – CONTRACTS & PROCUREMENT MANAGER

REQUEST FOR PROPOSALS
RFP NO.: 21-048

Sealed proposals for **Detention Food Management and Commissary Services** for the El Paso County Sheriff's Office shall be received by the El Paso County Contracts & Procurement Division, **BY NO LATER THAN WEDNESDAY APRIL 21, 2021 at 2PM (MST)**. Faxed proposals shall not be accepted. All proposals shall be submitted electronically via Bidnetdirect.com.

A MANDATORY PRE-PROPOSAL CONFERENCE and SITE VISIT will be held **Friday March 26, 2021 at 1:00 PM (MST)**, at the Criminal Justice Center, 2739 E. Las Vegas St., Colorado Springs, CO 80906. Proposers will be required to go through security check-in. Please Note: Due to security reasons, only vendors present at 1:00 PM at the front lobby will be escorted into the conference room. When attending the Pre-Proposal Conference, please bring your business card. Only those firms attending this meeting shall be allowed to bid on this project. All attendees shall comply with COVID-19 social distancing requirements and wear a proper face mask.

A **BID SECURITY** in the form of a certified check, cashier's check or bid bond made payable to El Paso County in the amount of 5% of your bid total shall accompany your bid. The successful Contractor will be required to furnish 100% Performance and Payment Bonds.

PLEASE USE THE ROCKY MOUNTAIN E-PROCUREMENT WEBSITE & LOG ONTO www.rockymountainbidsystem.com TO DOWNLOAD DOCUMENTS.

EL PASO COUNTY CONTRACTS & PROCUREMENT DIVISION WILL NOT BE HELD RESPONSIBLE FOR MISINFORMATION RECEIVED FROM PRIVATE PLAN HOLDERS.

It is the responsibility of all bidders to make sure that they have obtained all solicitation documents and addendums, and to include signed copies of each addendum signature page with their bid.

Any questions regarding this proposal should be submitted via www.rockymountainbidsystem.com. Do not contact any other individual regarding this solicitation. **Final questions are due by no later than Thursday, April 1, 2021 at 2:00 PM (MST).**

PUBLICATION DATES:
Fountain Valley News:
March 17, 2021
March 24, 2021

BOARD OF COUNTY COMMISSIONERS
EL PASO COUNTY

/s/ Eileen Gonzales
CONTRACTS MANAGER

If you are not interested in bidding on this project or similar projects, please contact the Contracts & Procurement Division at (719) 520-6390. We continue to look for opportunities to reduce the costs involved in the solicitation of bids and proposals for El Paso County. Your cooperation is appreciated.

EL PASO COUNTY
 CONTRACTS & PROCUREMENT DIVISION

RESPONSE CHECKLIST
For
DETENTION FOOD MANAGEMENT AND COMMISSARY SERVICES

The Proposer’s attention is especially called to the items listed below, which shall be submitted in full as part of the proposal. Failure to submit any of the documents listed below as a part of your proposal, or failure to acknowledge any addendum in writing with your proposal, or submitting a proposal on any condition, limitation, or provision not officially invited in this RFP (Request for Proposals) may be cause for rejection of the proposal.

Proposer shall check each box indicating compliance.

THIS CHECKLIST SHALL BE SUBMITTED AS PART OF YOUR PROPOSAL PACKAGE

Please submit the following items through Rocky Mountain E-Procurement Website. See Proposal Submission section for details	
	Response Checklist
	Addendum(s) Acknowledgement if any
	Bid Bond
	Project Plan
	Copies of requested Insurance Certificate
	Qualification Statement
	Fee Proposal

PLEASE READ THE “**INSTRUCTIONS FOR SUBMITTING PROPOSALS**” INCLUDED IN THIS PACKAGE.

COMPANY NAME	PHONE NUMBER
STREET ADDRESS	FAX
CITY, STATE, ZIP	EMAIL
AUTHORIZED REPRESENTATIVE NAME (PRINT)	TITLE
AUTHORIZED REPRESENTATIVE SIGNATURE	DATE

EL PASO COUNTY
 CONTRACTS & PROCUREMENT DIVISION

**GENERAL SPECIFICATIONS
 for
 DETENTION FOOD MANAGEMENT AND COMMISSARY SERVICES**

The El Paso County Sheriff's Office (County) is seeking proposals from existing, qualified, and experienced vendors for the purpose of contracting for detention food management and commissary services for its El Paso County Jail as well vending machine for the Office of Sheriff.

I. INTRODUCTION

The present inmate population (**ADP**) was 1,275 for the period July 1, 2020 through February 24, 2021. The inmate population has historically increased 6% to 7% per year. The maximum capacity of the detention center shall not exceed 1,837 inmates.

This Request for Proposal (RFP) is designed to address each service required in a separate section. This general section of the RFP contains information that is common to both the detention food management and commissary services. The award for both services shall be made to one contractor.

II. SCOPE OF SERVICES

A. DETENTION FOOD MANAGEMENT SERVICE

Listed below are the minimum mandatory program plan requirements.

1. Meals:

- a. Contractor shall provide two (2) hot meals and one (1) cold meal per day. Cost of cold meal should be less than for a hot meal.
- b. Contractor shall ensure that all raw food used for meals shall meet the following specifications:

BEEF, VEAL, LAMB	USDA CHOICE
POULTRY	USDA GRADE A NO. 1
EGGS AND DAIRY PRODUCTS	USDA GRADE A
FROZEN FOODS	USDA GRADE A
FRESH PRODUCE	NO. 1 QUALITY

All other foods shall be of comparable quality. In addition, ground meat shall contain no vegetable protein. No soybean, soybean derivatives or textured/hydrolyzed vegetable protein shall be used in the preparation of meals.

- c. Hours of Service (Jail): These times may be changed at the discretion of the authorized County Representative by memorandum and may vary at each site.

Inmate Dining Hours (Sunday – Saturday)	
Inmate Breakfast	4:00 AM – 5:30 AM
Inmate Lunch	10:15 AM–12:00 PM
Inmate Dinner	4:00 PM-5:30 PM
Staff Dining Hours (Sunday – Saturday)	
Staff Breakfast	6:00 AM-9:00 AM
Staff Lunch/Dinner	11:00 AM-6:00 PM

- d. Contractor shall prepare the appropriate number of meals according to the headcount provided by the County.
- e. Contractor shall provide sufficient meals for all inmates, food service staff, Sheriff personnel and visitors approved by the detention command staff. All staff, County employees and visitors shall be served the meals on the approved menu schedule. Running out of food is unacceptable. Errors on account of the Contractor need to be addressed and corrected immediately.
- f. Contractor shall purchase and receive all food items necessary for the preparation of each meal in sufficient quantity to meet the needs of inmates, staff, and visitors during the period of the contract.
- g. County staff and visitors shall be allowed an unlimited amount of coffee, cream and sugar, adequate snacks, and soda while on the premises. Explain in your proposal your definition of snacks.
- h. Contractor's choice to add credit card vending machines in ODR is allowable as an additional supplement to meals served, but not in lieu of meal service. Include this option in your proposal if apply.
- i. At the end of each meal, Contractor shall count the number of Contractor's staff meals and add that number to the daily staff meal count summary sheet.

2. Menu and Dietary Requirements:

- a. Contractor shall serve well-balanced meals that provide caloric values of a minimum of 3,000 calories per day (not to be determined on a weekly average).
- b. Daily protein consumption shall be a minimum of 56 grams of high biological value, HBV protein consumed at the rate of 16 HBV grams for breakfast, 20 HBV grams for lunch and 20 HBV grams for dinner. Provide an example of a one-day menu that your company would prepare to fulfill the above requirement.
- c. Contractor shall provide meals which comply with the tenets of recognized religious organizations as required by the authorized County representative. Sample menus shall show substitutes for religious diets and for all pork items on the menu.
- d. Contractor shall prepare and serve all approved medical diets including mental health (MH), and shall ensure that the menu prepared is in compliance with the detention facility physician's orders. Where possible, the menu of the day shall be modified for the medical diets. When this is not possible, medical and mental health diets shall be prepared separately. Medical diets shall be served during normal mealtimes in the manner specified by the physician. Snacks or other medical diet supplements shall be served at the time required by the medical authority.
- e. All menus shall be reviewed and certified annually as to nutritional adequacy by a registered, certified dietitian provided by Contractor to meet the requirements contained in the menu specifications. Quarterly menu evaluations shall be conducted by Contractor to verify adherence to basic daily servings. Contractor shall provide County with a nutrient analysis and cooked weight (volume) for each serving portion, and recipes for every menu item.
- f. On a weekly basis, the proposed menu for the coming week shall be prepared that shows the food that is to be served at each meal in order that the menu can be distributed to staff and the inmate population.
- g. Contractor shall provide the County with an actual four (4) week menu cycle based upon the recommendations of the Food and Nutrition Board National Research Council. Meal standards that apply from the American Correctional Association shall also be followed. Medical diet menus shall be provided for specific medical diets when requested.

- h. Contractor shall utilize USDA-approved food to the maximum extent possible. County understands that due to the uncertainty and variety of food items provided, menu changes might be necessary to allow for the maximum use of USDA commodities. Contractor shall ensure that the application of these commodities shall meet the dietary requirements of the Food and Nutrition National Research Council.
 - i. County reserves the right to request that the menu be rearranged and/or that like or similar items be substituted if the need should arise.
 - j. Contractor shall prepare all the beverages required at every meal. Milk shall be provided each day at breakfast. Coffee shall not be provided to inmates by Contractor. The Contractor shall provide two (2) desserts per day, one (1) at lunch and one (1) at dinner. Whole fresh fruit may be served for dessert not more than two (2) times per week. Contractor's use of baked goods for sandwiches/toast shall meet sufficient industry standards for freshness, appearance, and palatability.
 - k. Contractor shall provide a modified diet for riotous or special lockdown inmates (i.e. Nutraloaf).
 - l. Contractor shall submit questionnaires periodically according to ACA requirements to the inmate population to ascertain opinions and obtain suggestions to improve the quality of the dietary service. The results of the questionnaires shall be submitted to the authorized County representative for review. Contractor shall be required to provide both written and verbal explanation in answer to food complaints from inmates as directed by the shift commander. Provide with your proposal a sample questionnaire used by your company for the above purpose.
 - m. Contractor shall maintain for twenty-four (24) hours a refrigerated sample of each meal served. Contractor shall also keep any meal as directed by Detention Bureau Command Staff.
 - n. When combination foods are on the menu, the Contractor shall have on file the recipe showing the list of ingredients and their quantities, the number of servings prepared, and the size of each serving. The detention command staff may at any time inspect the food items, meals, food storage area, preparation area, serving area, test the food for caloric value, test for minimum RDA's or HBV's, reject food or material for not meeting the specifications contained in this contract or in the approved menu.
3. Staffing:
- a. Contractor shall provide a trained food service manager with at least three (3) years' experience in similar facilities, who shall work with the County. Employment of the food service manager and all other employees of the Contractor at the facilities shall be subject to review and approval by the County. Please provide a resume of experience of the food service manager that would be assigned to the County.
 - b. Contractor shall provide all necessary staff for the professional operation of food services for the County detention facility for each shift seven (7) days a week.
 - c. The Contractor shall provide sufficient staff to supervise the inmates assigned to the food service area. There shall be at least one supervisor per five (5) inmates. Please state the number of supervisory staff that would be assigned per shift and explain their responsibilities.
 - d. Contractor shall staff the ODR with qualified and experienced chefs and or cooks. Inmate labor shall not be utilized as chefs or cooks. Include in your proposal a form titled "Staffing" containing a list of positions, job requirements for those positions and corresponding range of wages per hour to be paid.
 - e. Contractor shall have available experienced administrative, dietetic, purchasing, equipment consulting and supervision personnel for this project at all times.
 - f. Contractor's food services director shall have a dietitian available to work with the health care administrator to calculate any medical diets ordered.

4. Equipment/Supplies:

- a. Contractor shall purchase and/or supply all utensils, paper products, appropriate covering for bread racks and baked goods, and cleaning supplies mutually agreed to be necessary for the efficient and sanitary operation of the food service operation. The Contractor shall be responsible for the proper storage and control of these items to prevent any theft, damage, or other loss.
- b. All office supplies necessary for the management of the operation shall be furnished by the Contractor except those forms which may be required by the detention facility for compliance with established regulations.
- c. Contractor shall be responsible for furnishing linens for the dining area and uniforms for Contractor staff use. Service uniforms for Contractor personnel shall be easily distinguishable from the inmate food service uniforms.
- d. Contractor should make every effort to purchase office, food and dietary supplies from the Colorado Springs/El Paso County, Colorado area.
- e. Contractor shall be responsible for supplying and enforcing the use of all sanitary gloves, kitchen hats, aprons, hair nets; facial masks as required by Public Health and or Jail Command staff and any other apparel necessary for each inmate and Contractor staff working in the kitchen area.
- f. Contractor shall maintain an adequate inventory of food commodities on hand. At a minimum, a three (3) day supply of foodstuffs shall be available. All inventory shall be rotated regularly, and food items shall not be served after the manufacturer's expiration date.
- g. Contractor shall maintain its own equipment in adequate conditions to fulfill all contract requirements. Annually, Contractor shall provide the first \$30,000.00 for equipment upgrades and/or repairs. This balance, if not spent can carry forward to the next contract year for equipment upgrades or repairs.
- h. Contractor shall ensure that inmates are properly trained, to ACA standards in the use of equipment safety procedures.
- i. County shall furnish, and the Contractor shall maintain in good condition and be responsible for an inventory of support equipment, including pots, pans and other cooking and kitchen equipment as follows:
 - 5-gallon insulated beverage dispensers
 - Insulated Aladdin trays
 - Drying racks
 - Tray straps/stack carriers
 - Tray wash racks
 - Inmate-issued detention-grade cups
 - Miscellaneous smallware equipment for kitchen and officer dining areas
- j. Contractor shall be responsible for care of and replacement of the above and any other kitchen equipment.

5. Training:

- a. Contractor's employees shall be properly trained for providing services in a detention/correction setting. All Contractor employee training shall be documented and meet current published American Correctional Association (ACA) guidelines.
- b. Training documentation shall be maintained in the Contractor's office at the County location. The employee training plan shall be approved by the authorized County representative.

- c. On a quarterly basis, Contractor shall provide the County with copies of all required ACA Food Service documentation. If documentation is incomplete as of December 31 of any year, contractor shall be penalized ten percent (10%) of the annual contract amount.
 - d. ACA requires food service employees to receive forty (40) hours of training before they are put on the job; also forty (40) hours in-service training the first year on the job and forty (40) hours in-service training each year thereafter.
 - e. Contractor's personnel should be trained in accident prevention, first aid, use of safety devices, floor care, knife storage, and the use of fire extinguishers, at a minimum. They should attend regular meetings to discuss accident prevention and analyze any major accidents.
 - f. Contractor shall comply with all local and/or state health codes and that compliance with any procedures, rules and regulations are met.
 - g. All of Contractor employees shall be required to attend the Sheriff's Office detention program orientation which lasts approximately two (2) hours. In addition, contract employees shall be required to view approximately one (1) hour of Sheriff's Office roll call training each month. This training program is provided free of charge to the Contractor. The Contractor shall be responsible for paying its staff's salaries, benefits, etc. while attending the training.
6. Donated Food:
- a. Donated food shall be used only in connection with El Paso County's established food services operation and for the sole benefit of persons served by the County.
 - b. Any donated food received by the County and made available to the Contractor shall be utilized solely for the purpose of providing benefits for the food service operation. It is the responsibility of the County to demonstrate to the donating agency that the full value of all donated foods is used solely for the benefit of the food services operation.
 - c. Contractor shall be bound by the same terms and conditions of the donated food agreement as the County is with the Colorado Department of Social Services.
7. Accreditation:
- a. Provide the following ACA Outcome Measures to the Accreditation Manager by the 10th of each month. These outcome measures shall also meet all mandatory ACA food service-related standards.
 - i. Number of documented inmate illnesses attributed to food service operations in the past 12 months divided by the average daily population in past 12 months.
 - ii. Number of inmate grievances about food service decided in favor of the inmate in the last 12 months divided by number of grievances about inmate food service in last 12 months
 - iii. Number of violations cited by independent authorities for food service sanitation in the past 12 months.
 - b. Contractor shall provide proof of training within thirty (30) days of completion of said training, to Sheriff's Office Accreditation Manager.
 - c. Contractor's food service program provided under this contract shall meet or exceed the minimum standards of the American Correctional Association and National Commission on Correctional Healthcare (NCCHC). Contractor shall cooperate fully with the County in all efforts to seek and obtain formal ACA and NCCHC accreditation for the county's food service program at the detention centers.

- d. If for reasons solely attributable to actions or omissions of Contractor, the County does not obtain ACA accreditation within the twelve (12) month period from date of contract commencement or next accreditation cycle, County may at its sole option terminate this contract.

8. Records Requirements:

- a. Contractor's books and records pertaining to the food services operation shall be available on-site for a period of three years from the close of each fiscal year to which they pertain.
- b. Contractor shall maintain records of nutritional analysis, recipes, and portion sizes of menus.
- c. Contractor shall maintain complete records showing which inmates are to be provided medical diets, contents of the diet and whether the proper inmate received the prescribed meal. Copies shall be submitted to the health care services supervisor on a monthly basis. Previous month's documentation shall be submitted no later than the fifth working day of each month. Sheriff health care services shall provide to the Contractor documentation of verbal diet orders within 24 hours.
- d. Contractor shall maintain daily records documenting the testing of temperatures in the refrigerators, cooking and serving areas and any other records necessary to meet health care standards.
- e. Contractor shall maintain records of kitchen sanitation inspections

9. Other Requirements:

- a. Contractor shall pay the minimum wage stated in the range for each position provided in the proposal.
- b. Contractor shall provide vending machines for both the Jail and the Office of the Sheriff. These shall be both soft drink machines and snack machines. Estimated number of vendor machines are as follows: 2 drinks and 2 snacks at CJC, 5 drinks and 5 snack machines at the Sheriff's building.
- c. Contractor shall process for payment all invoices for delivery of above commodities. Contractor shall inventory commodities weekly and credit the invoice for the fair market value of unused commodities. In the event of the receipt of items not normally used in the approved menu, the Contractor shall apply a credit for the fair market value of the products normally used in food services. (Example: butter would be credited at the value of margarine, cherries at a lower value of canned fruit, etc.) Contractor shall debit the County for actual freight cost incurred for food delivered to the detention centers on a weekly basis.
- d. Contractor shall have a contingency plan for providing food service in the event of lockdowns, strikes by Contractor's employees, tornados, riots, fire power failure or other catastrophic events that may curtail or impact on the normal operation of the jails. The contingency plan shall include the Contractor's plans for providing uninterrupted food service including, but not limited to, designation of off-site locations for food preparation where necessary; alternative staffing plans; and any other proposals to demonstrate Contractor's capability of responding to catastrophic occurrences. The plan included in the proposal shall be finalized by the Contractor within thirty (30) days after award of contract and submitted to the authorized County representative for approval. In case of an emergency, the Contractor shall be required to have on site not less than five (5) days of three (3) complete meals. Submit with your proposal a contingency plan demonstrating how your company would handle the above situation.
- e. Contractor may be asked to cater special functions held with the County Sheriff's facilities. Explain if your company would be able to provide these services. If so, provide a sample of a catered menu which might be used by your company. Pricing for this catering option should be listed separately from the pricing for the required food management services.
- f. Contractor shall bill food management services on a weekly basis and said billing shall be on a sliding scale based on the daily average inmate count. Provide a sliding scale description of costs in the

pricing proposal submitted for these services. This shall be a TIER based billing starting with an ADP as low as 849 inmates.

- g. Contractor shall order, in coordination with the authorized County representative, USDA food items. Contractor shall also handle all normal paperwork required for the operation of the food service areas and maintain copies on file for review by the County.
- h. Contractor shall ensure that food commodity deliveries are made to correspond with the schedules and security procedures of the detention facility.
- i. Contractor shall submit a salary schedule for kitchen personnel to the authorized County representative on an annual basis.

B. COMMISSARY SERVICES

Listed below are the minimum mandatory program plan requirements.

- 1. Contractor shall offer inmates the opportunity to make commissary purchases at least once every seven days, or as otherwise agreed to with the Sheriff's Office. Describe what hours of service shall be available for commissary purchases.
- 2. Contractor shall offer a variety of commissary items at reasonable prices.
- 3. Contractor shall furnish all labor and equipment necessary to provide services herein.
- 4. Contractor shall be solely responsible for the delivery of all commissary items to the inmates. Goods shall be in individual containers appropriately labeled to expedite delivery.
- 5. Contractor shall be responsible for deducting the correct expenditure from the proper inmates' fund account.
- 6. Contractor shall ensure that merchandise, materials and services furnished under the contract are in compliance with all applicable laws, codes and regulations issued by Federal, State, local or other agencies having jurisdiction over the sale, use or performance thereof.
- 7. Contractor shall propose in their response the procedures to be followed in dealing with inmate complaints regarding commissary services in the County detention facilities. Provide any additional information in your proposal which was not specifically addressed in this section.
- 8. County reserves the right to restrict inmate participation in the commissary operation.
- 9. County reserves the right to limit the number of items available for sale and the price of all items sold by the inmate commissary operation.
- 10. County shall review all items scheduled to be sold by the inmate commissary operation and reserves the right to accept or reject any item for sale.
- 11. Any new items to be added to the commissary list at a future date shall be approved by the authorized County representative prior to sale in the commissary.
- 12. County may audit and/or inspect any inmate fund account at any time.
- 13. Contractor shall not be held responsible for failure to perform the duties and responsibilities imposed by the contract due to strikes, fire, lockouts, riots, civil disobedience, acts of God or similar occurrences at the detention facilities which are beyond the control of the Contractor and make performance impossible or illegal.

14. Prices of commissary items established by the Contractor shall be reviewed by the Sheriff's Office for compatibility with similar goods in the Colorado Springs area. The Contractor shall provide documentation to support its pricing if requested by the Sheriff's Office.
15. The Inmate Commissary Fund shall retain a commission on all sales with the exception of stamps and phone cards. Commissions shall be based on NET sales. Net sales are defined as gross sales less all applicable sales or use taxes. Provide proposed percent of net sales to be provided to County.
16. Payment for commissary items shall be made to the Contractor at the conclusion of each commissary day. Payment shall be the amount of the after-tax cost of goods sold less the amount to be deposited in the commissary fund account.
17. At contract start-up, the Contractor shall purchase any existing inventory of commissary items at the original cost per item.
18. New items, which vary from the original merchandise in quality and/or content, shall be approved by the Sheriff's Office prior to being offered for sale to the inmates.
19. Contractor shall not employ any subcontractor without first obtaining prior written approval from the County. If a subcontractor is hired, the Contractor is responsible for providing the County with certificates of insurance coverage on the subcontractor and its employees.

C. ADDITIONAL REQUIREMENTS FOR ALL SERVICES

1. Staff – Director and Unit Managers:
 - a. Contractor's director and unit managers shall be selected with prior approval of the County.
 - b. The director and unit managers assigned to the County shall not be changed by Contractor reassignment more than once per year unless mutually agreed to between the parties.
 - c. Contractor shall give County thirty (30) days advance notice of such reassignment.
 - d. The replacement selection made shall be acceptable to and mutually agreed upon by the County.
 - e. These positions shall not remain vacant for a period exceeding thirty (30) days at one time. Should one of the key positions not be filled within thirty (30) days, fines to start on the 31st day that the position is not filled. The amount of the fine shall be equal to the salary of the vacant position.
2. Physical Security:
 - a. Contractor's staff shall utilize designated exits and entries in and out of County facilities.
 - b. Contractor agrees to exercise security measures consistent with the County's rules and regulations.
 - c. In consideration of the security responsibility of the Sheriff's Facilities, County reserves the right to observe Contractor's operations and inspect the Contractor's areas.
 - d. Contractor is responsible for the control of keys obtained for the detention facility and the security of the keyed areas when they are used by Contractor's employees. Keys may not be duplicated without the written permission of the County. The Contractor shall immediately report any losses incurred as a result of break-ins. If the Contractor loses a key, the Contractor shall be required to pay the County's cost to replace the key, plus a twenty percent (20%) administrative cost. If a breach of security results from the loss of keys, requiring that locks be changed or re-keyed, the Contractor shall be charged the County's cost, plus twenty percent (20%) for administrative cost. These charges shall be deducted from monthly payments due to the Contractor. All losses shall be

reported immediately to Jail Detention Supervisor and a written report shall be created on County JMS system.

3. Security for Contractor's Employees:

- a. All individuals requiring physical access to any Sheriff's Office facility for the purposes of installing and supporting the proposed system shall be subject to a CJIS qualified records check and background investigations. Approval of such individuals being granted access to Sheriff's Office facilities shall be based on the results of the records check and background investigation and shall be at the sole discretion of the Sheriff's Office.
- b. Contractor's employees shall be thoroughly screened by the County before being allowed to work at the jails, due to their contact with inmates, and other matters relating to security in the jails. County shall have sole right, at any time, to reject any such employee who, in the County's judgment poses a risk or potential risk to the security or operations of the County's facilities. County reserves the right to require all the Contractor's employees and sub-contractors to submit to photographing, fingerprinting, and urinalysis testing at the Contractor's expense.
- c. Contractor shall advise the County when it has knowledge that any of its employees have been charged with a crime during the life of the contract.
- d. Contractor's personnel shall be required to wear Detention Bureau photo ID badges while working in the facility.

4. Contractor's Conduct:

- a. At all times, while on County facilities, Contractor's staff shall comply with all the rules, regulations, directives and bulletins of the Sheriff's Office and the detention facility. Contractor's employees shall not be allowed to bring any personal items or equipment onto the premises without prior written approval
- b. Contractor's staff shall not fraternize with inmates outside the scope of their duties or otherwise engage in activities with inmates that could endanger anyone's life, liberty, property, or disrupt detention programs.
- c. Contractor shall maintain an open line of communication between its staff and the County.
- d. Contractor shall perform its services with a high degree of customer service.
- e. Contractor shall clear all press/media related matters with the County prior to communication with the press or media.

5. Other Requirements:

- a. Contractor shall be responsible for documenting on specified forms and notifying County in writing of any of rule violations by inmates.
- b. If County cannot provide adequate inmate labor to assist Contractor, it shall be the responsibility of the Contractor to hire adequate manpower to fulfill its service obligations to the County. The cost of such staff shall be borne by Contractor. Contractor may request the County to remove specific inmates assigned to assist with any services.
- c. Contractor shall perform regular routine cleaning of all equipment and fixtures. Contractor shall have full responsibility for cleaning all food service items/areas, including the kitchen, ODR, food storage and food preparation areas on a daily basis at the end of each inmate work crew shift.

- d. Within ten (10) days after award of a contract, Contractor shall be required to conduct a joint inspection of equipment with a designated representative from the maintenance team to determine the conditions and serviceability of the equipment. Unless otherwise, expressly noted, it shall be presumed that Contractor accepts the equipment as inventoried; as in good working order; and sufficient for the purpose of performing this contract.
- e. Equipment repairs caused by the negligence or abuse of Contractor's employees or inmates under the Contractor's supervision shall be charged to the Contractor, at the County's cost plus 20% administrative cost. The determination as to abuse/negligence of equipment shall be made by the County.
- f. Contractor shall return to the County, at the expiration of the contract, all equipment furnished by the County, in the condition in which received, except for normal wear and tear.
- g. Contractor shall bear the full and complete cost for all damages, loss of equipment, products, or money, resulting from the negligence or wrongful acts of the Contractor or its employees, agents, or officers. Contractor shall not be responsible for damages or losses caused by the inmates or County employees.
- h. Contractor's personnel, supplies, equipment, and facilities utilized by the Contractor in providing services may be subject to search and/or inspection by the Sheriff or any of his deputies at any time without notice.
- i. Contractor shall maintain at the detention facility the following record which shall be made available to the detention manager upon request:
 - i. A current manning chart and work schedule for all employees.
 - ii. A complete job description for all staff positions and inmate assignments.
 - iii. Records of all staff to include days worked and absences.
- j. Contractor shall invoice the county for food management services on a weekly basis (unless otherwise requested in writing by the authorized county representative). Invoices shall at a minimum include supporting documentation satisfactory to the county for each line item on the invoices. Provide in your submitted pricing proposal a detailed breakout description of all costs for these services; identify if these costs are based on a price-per-meal basis per day and/or the daily average inmate count. Also include in your pricing proposal an explanation of how you intend to invoice/bill the County

III. COUNTY'S RESPONSIBILITIES

- A. County will attempt to provide sufficient inmate labor for services the Contractor determines can be appropriately handled by inmate labor, except during lockdown, strikes or other emergencies.
- B. County reserves the right to restrict access to the facility or require immediate removal of any person(s) without prior notification.
- C. County shall be responsible for taking the necessary steps for inmate disciplinary action, where appropriate.
- D. County shall maintain and repair the building in areas assigned to the Contractor and provide all utilities necessary for the performance of the food service operations.
- E. County shall provide to the Contractor one (1) master phone for local calls only without charge. Contractor shall be responsible for any additional phone service required.
- F. County shall provide uniforms for inmates working in the food service area.
- G. County shall furnish to Contractor existing County-owned inventory of equipment for use by Contractor during the term of this contract. All such equipment shall remain the property of the County. Contractor and County shall jointly conduct an initial inventory of the equipment provided by the County, assessing both the quantity

and condition of such equipment, as well as any serial and/or model numbers. County shall permit the Contractor to install additional equipment (food service or otherwise) at its own expense with the County's approval.

- H. County shall maintain and repair County owned equipment at County expense unless it is determined that equipment damage is a result of inmates not being properly supervised. Contractor shall be responsible for ensuring the proper use and care of the County-owned equipment and shall repair or replace any county-owned equipment damaged.
- I. County shall provide pest control for all areas assigned to the Contractor in accordance with existing detention policy and procedure.
- J. County shall provide adequate trash containers and waste removal services.
- K. County shall provide office space and the following furniture for the Contractor: Desk, Chair, Filing Cabinet, Phone and Cutlery Cabinet, as well as no more than two (2) computers and no more than two (2) desktop printers.
- L. County cannot guarantee an uninterrupted supply of water, steam, electricity, gas, telephone, heat, or air conditioning. However, it shall make every effort to restore service as rapidly as possible following any interruption. County shall not be liable for any product loss which may result from the interruption or failure of any such utility services.
- M. County shall provide security for the Contractor's employees comparable to that offered to detention facility employees. This includes issuing a maximum of three (3) radios.

IV. TRANSITION – NEW CONTRACT PERIOD

The current contract for detention food management and commissary services expires December 31, 2021. However, the County understands that there shall be a transition period required for a new Contractor. Proposer should submit an outline for this transition should proposer be chosen as the Successor Contractor so that the County may manage the current contract accordingly.

Contractor shall provide the following to the County:

- A. Contractor shall deliver to the County a detailed plan to describe the transition process to be used to assume the operations of the program effective date of July 1, 2021.
- B. Contractor's transition plan shall be delivered to the County within three (3) weeks of contract award.
- C. Transition is anticipated to begin June 1st, 2021 and the program must be fully operational less than (2) months of that date. The plan shall specify all tasks to be accomplished and time frames for each task's start and end. The plan shall include information (such as duties to be performed and resumes or qualifications) for each Contractor staff assigned to complete this phase.
- D. The transition plan and period shall be accomplished at the Contractor's expense and shall not be reimbursed under this contract.
- E. In the course of a transition, the Contractor shall minimize any disruption of services under the existing contract.

V. TURNOVER REQUIREMENTS – CONTRACT TRANSITION UPON TERMINATION OF CONTRACT

- A. Contractor shall deliver to the County, in four (4) months or less after date of contract award, a preliminary plan to describe the turnover process to be used to end the operations of the Contractor. The fully detailed turnover plan shall be due no later than fifteen (15) months before the end of the contract. The turnover

plan shall be delivered to the County as hard copy and on thumb drive or CD/DVD. The computer copy shall be in software compatible with that used by the Sheriff's Office and the County.

- B. The turnover plan shall apply to any of the following circumstances: end of the contract term, loss of funding, or other termination by the County.
- C. Contractor shall provide for an orderly and controlled transition to another Contractor, including, but not limited to, transfer of management and control.
- D. Contractor shall minimize any disruption of services.
- E. Contractor shall maintain the program and contractual requirements and effectiveness.
- F. All records shall be turned over to the Sheriff's Office, or its designee.
- G. Contractor shall provide detailed descriptions of all the functional units as they pertain to the contract. Descriptions should include information on workflow, staffing assigned, equipment, space requirements, supply consumption, workloads, standard procedures, and files accessed.
- H. Contractor shall provide detailed statistics on operating volume.
- I. Contractor shall provide costs by functional area.
- J. Contractor shall provide training course outlines and materials and assist with turnover training, as requested by the County.
- K. Contractor shall describe the physical layout of their facility, and provide drawings, plans or photographs of the facility, if available.
- L. Contractor shall allow access to the facility by the successor Contractor in relationship to the turnover process.
- M. Contractor shall provide a listing of all subcontractor(s).
- N. Contractor shall provide a complete list of the most current software programs used.
- O. The turnover plan shall include all other information requested by the Sheriff's Office that the Sheriff's Office, in its sole discretion, believes is necessary to effectuate a smooth turnover to the successor Contractor.

VI. PROJECT PLAN

Project Plan shall be divided into appropriate sections, and information submitted shall be concise and easily found. The following information shall be included in the Project Plan, in the order listed:

- A. Company history, stability, and financial standing: Provide a brief description of your firm including location(s), office locations, size of firm, and financial stability (annual public reports or private financial statements shall be included in an appendix or under separate cover; private financial information shall be kept confidential by the County).
- B. Ability of the firm to meet or exceed the requirements defined in the RFP (do not repeat this information in the Qualification Statement, reference this section):
 - 1. Describe/summarize the firm's relevant experience. Include a maximum of 5 relevant projects with similar services, timelines and/or magnitudes, as applicable.
 - a. Describe project scope and services provided.

- b. Specifically identify key personnel involved in the similar project.
 2. Summarize/list the Company's applicable qualifications and/or certifications. The County may request proof of the listed certifications prior to performing work.
 3. References:
 - a. Provide 3 minimum, 5 maximum references other than El Paso County and preferably city or county governments, where your firm provided similar services. It is preferred that representatives of El Paso County not be provided as references.
 - b. Provide: Firm names, contact names and titles, phone numbers, and email addresses.
 - c. Provide a list of services and summarize type of service(s) and past performance. Limit descriptions of services provided to each reference to two (2) concise paragraphs.
 - d. Provide dates of the service.
 4. Provide a list of Sub-Contractors that shall be used for the proposed work. (company name, primary contact: contact info and position title). Describe the scope of work that shall be provided by each Sub-Contractor.
- C. Ability of the Company's Key Personnel to meet or exceed the requirements defined in the RFP:**
 1. Describe number and nature of professional staff available for this project.
 2. Provide an organization chart with anticipated staff and Key Personnel (include food service manager) that shall be assigned to the project. Provide a resume of experience of the food service manager that would be assigned to the County. State the number of supervisory staff assigned per shift and explain their responsibilities. The County may request additional and/or updated information about the personnel prior to performing work.
 3. Provide current and projected workload of Key Personnel.
 4. Describe/summarize Key Personnel's relevant experience and role in the project. Include relevant projects with similar services, timelines and/or magnitudes, as applicable. (This may include experience with a different Company).
 5. Summarize/list applicable qualifications, licenses, training and/or certifications of Key Personnel. The County may request proof of the listed training, certifications, and/or licenses prior to performing work.
 6. Resumes for Key Personnel may be included if additional information is deemed necessary. If included, resumes shall be located in an appendix and referenced in the proposal as applicable. Do not exceed one (1) page per resume.
- D. Understanding and approach:**
 1. Provide a summary narrative describing the Company's understanding and approach for completing the proposed work as described in this RFP.
 2. Describe how your company will meet or exceed each of the minimum requirements outlined in Scope of Services section in the order listed and provide all requested documents as attachments if needed (Training Plan for example).

3. Provide any value-added services your company will provide that are not covered in the minimum requirements.
4. Provide a narrative and/or exhibits describing your innovative or unique approach to completing the project requirements and solving project issues (i.e. budget, schedule, outreach, milestones).
5. Provide an overall schedule to include key tasks and milestones.
6. Submit an outline Transition Plan.
7. Submit an outline Turnover Plan.
8. Address any other responses requested by this RFP.
9. State any reservations, conditions, exceptions, or constraints related to this RFP specification or County's standard contract. If none, then state that you have none.

VII. FEE PROPOSAL

Proposer should include Fee/rate/cost schedule for services proposed; shall include the following at minimum in the order listed:

- A.** The proposed fee schedules shall include the actual program cost for the one full year.
 1. Fee proposal shall contain cost for the entire term of the contract including optional renewal period. Use the attached Fee Schedule Form for summary. Renewal options must include a potential cost increase in percentage from prior year for budgetary purposes. However, the increase percentage must stay firm for the duration of the entire contract period.
 2. Provide detailed breakout description of all costs for these services; explain in detail if the costs are based on a price-per-meal basis per day and/or the daily average inmate count. Provide a sliding scale description of costs in the pricing proposal submitted for these services. This shall be a TIER based billing starting with an ADP as low as 849 inmates.
 3. Provide a reimbursement pricing model for the commissary services.
- B.** Submit a form titled "Staffing" containing a list of positions, job requirements for those positions and corresponding range of wages per hour to be paid. Include a salary schedule containing a list of positions, job requirements for those positions and corresponding range of wages to be paid for each position either per hour or salary.
- C.** Submit by labor category/title and associated rate.
 1. Include names of Key Personnel with their title and rate.
 2. Include "all" anticipated labor categories/titles that may be used on the project. A separate rate sheet from the schedule of services may be used.
- D.** Non-labor expenses shall be listed at cost (no loading on non-labor).
- E.** All direct & indirect costs associated with the program including, but not limited to, costs for expenses, deliverables, and fees for sub-contractors (if any), identified as separate line items or subtotals in the price/rate schedule. Pricing for catering option should be listed separately from the pricing for the required food management services.
- F.** Provide pricing for catering option on a separate form from the food management services pricing. This should not be included in your total project cost.

- G. The Inmate Commissary Fund shall retain a commission on all sales with the exception of stamps and phone cards. Commissions shall be based on NET sales. Net sales are defined as gross sales less all applicable sales or use taxes. Provide proposed percent of net sales to be provided to County.
- H. Include any additional costs associated with providing the services as required, identified as separate line items or subtotals in the fee schedule.

VIII. PROPOSAL PROCESS REQUIREMENTS

A. INQUIRIES

Questions related to this Request for Proposals (RFP) shall be directed to Mark Means, Procurement Specialist, Contracts & Procurement Division at 719-520-6489 or by e-mail to: MarkMeans@elpasoco.com. All technical questions shall be submitted in writing via www.rockymountainbidsystem.com. If needed, written responses to those questions shall be published as an addendum after the final questions are due. All final questions are due **no later than APRIL 1, 2021 2PM (MST)**. **Do not contact any other individual regarding this RFP other than the Procurement Contact listed above.**

B. PRE-PROPOSAL CONFERENCE

A **MANDATORY PRE-PROPOSAL CONFERENCE and SITE VISIT** will be held **Friday March 26, 2021 at 1:00 PM (MST)**, at the Criminal Justice Center, 2739 E. Las Vegas St., Colorado Springs, CO 80906. Proposers will be required to go through security check-in. Please Note: Due to security reasons, only vendors present at 1:00 PM at the front lobby will be escorted into the conference room. When attending the Pre-Proposal Conference, please bring your business card. Only those firms attending this meeting shall be allowed to bid on this project. All attendees shall comply with COVID-19 social distancing requirements and wear a proper face mask.

C. PROPOSAL RESPONSE REQUIREMENTS

The following items shall be included in the proposal in the order listed herein:

- 1) The Response Checklist (form included in this RFP package).
- 2) An Addendum acknowledgement signed for each addendum issued. The Addendum content does not need to be attached, just the acknowledgement page.
- 3) Bid Bond
- 4) Project Plan
- 5) Copies of requested insurance certificates
- 6) Qualification Statement
- 7) Fee Proposal (separate file)

D. PROPOSAL SUBMISSION

Proposals shall be submitted through Rocky Mountain E-Procurement System by **no later than 2:00 PM (MST), Wednesday, April 21, 2021** www.rockymountainbidsystem.com. Proposers shall submit three .pdf files: The County prefers the .pdf files to be searchable. Proposers shall follow the naming convention as described below.

1. Technical Proposal: Company Name RFP # Tech. Example (ABC Cleaning 19-001 Tech)
2. Fee Proposal: Company Name RFP # Fee. Example (ABC Cleaning 19-001 Fee)
3. Public Copy: Company Name RFP # Public. Example (ABC Cleaning 19-001 Public)

Public Copy shall be available for public inspection and should not contain any information that the proposer deems confidential and proprietary.

Proposals shall be signed by an authorized representative of the proposer. Failure to submit the information requested may result in the El Paso County Contracts & Procurement Division requiring

prompt submission of missing information and/or giving a lower evaluation of the proposal. The Contracts & Procurement Division may reject proposals that are substantially incomplete or lack key information.

By submitting a proposal, you represent that you have (1) thoroughly examined and become familiar with the scope of services outlined in this RFP, and (2) are capable of performing quality work to achieve the County's objectives.

E. ORAL PRESENTATIONS / INTERVIEWS

Firms submitting a proposal in response to this RFP may be required to give an oral presentation of their proposal in an interview session with the Evaluation Committee. Additional technical and/or cost information may be requested from any firm by the Evaluation Committee prior, during or after the interview for clarification purposes, but in no way shall change the original proposal submitted. Interviews are at the option of the Evaluation Committee and may or may not be conducted. If required interviews shall be conducted via teleconferencing.

F. RFP TIMETABLE

NOTE: THE DATES SHOWN IN ITALICS ARE APPROXIMATE, ARE NOT BINDING, AND ARE SUBJECT TO CHANGE.

RFP NOTICE ADVERTISED	March 17 th & 24 th
PRE-PROPOSAL CONFERENCE	1 PM, March 26, 2021
FINAL RFP QUESTIONS DUE	2 PM, April 1, 2021
PROPOSAL DUE DATE	2 PM, April 21, 2021
EVALUATION OF PROPOSALS	<i>Week of April 26th</i>
INTERVIEWS (IF APPLICABLE)	<i>TBD</i>
RECOMMENDATION OF AWARD TO BOCC	<i>May 11 or May 18, 2021</i>

G. TERM OF CONTRACT

1. Issuance of this RFP and receipt of proposals does not commit the County to award a contract. The County reserves the right to postpone opening, to accept or reject any or all proposals received in response to this RFP. The County may negotiate with other than the highest ranked proposer should negotiations with the highest ranked proposer be terminated, or to cancel all or any part of this RFP.
2. **21-048** The contract may be renewed for four (4) optional one-year terms upon satisfactory performance by the successful Contractor and at a negotiated rate agreed to in writing at least ninety (90) days prior to the contract expiration date. Failure to negotiate an agreed-upon rate for the forthcoming year shall result in non-renewal of the contract. Award of a contract or renewal of a contract is contingent upon available and approved funding.
3. Any contract awarded between El Paso County and the successful firm shall consist of the County's standard Services Contract (a copy of which is included in this RFP package) signed by both parties, this RFP and any addenda, the submitted proposal, all negotiation documents and the resulting Purchase Order and original certificates of insurance.
4. If proposer does not agree with any terms or conditions of the County's standard Contract or any items in this document, the proposer shall present its exceptions with its proposal. If no concerns are expressed by proposer, the County shall consider that all terms and conditions of the standard contract shall control. El Paso County reserves the right to reject proposals based upon exceptions to its standard contract terms and conditions.

5. A proposal shall be disqualified and rejected by the County if the price in the proposal was not arrived at independently without collusion, consultation, communication, or agreement as to any matter relating to such prices with any other proposer, County employee, or any competitor.
6. The Proposer is prohibited from submitting multiple proposals in a different form (i.e. as a prime Contractor and as a sub-Contractor to another prime Contractor). Submittal of multiple proposals in different form may result in the disqualification of all Proposers associated with a multiple proposal.
7. Should any such prohibited action Stated above in this section be detected any time during the term of the Contract, such action shall be considered a material breach and grounds for Contract termination.
8. By submitting their proposal, the Proposer certifies that they are not currently debarred from submitting bids or proposals for contracts by any agency of El Paso County, Colorado and/or the State of Colorado, nor are they an agent of any person or entity that is currently debarred from submitting bids or proposals on contracts by El Paso County, Colorado or the State of Colorado.

H. INSURANCE REQUIREMENTS

For proposal purposes, proposers shall submit copies of certificates of insurance for professional and general liability and workers' compensation, as referenced on the Response Checklist. The Contractor shall be required to provide original certificates of Insurance showing coverage for the items identified in the "INSURANCE CHECKLIST", at its own expense, **naming El Paso County as an additional insured**, along with an original Workers' Compensation certificate, both with a 30-day cancellation notice, and maintain such coverage for the duration of the proposal award/contract.

I. BOND REQUIREMENTS

A **BID SECURITY** in the form of a certified check, cashier's check or bid bond made payable to El Paso County in the amount of 5% of your bid total shall accompany your bid. The successful Contractor will be required to furnish 100% Performance and Payment Bonds.

J. EVALUATION AND AWARD PROCESS

The Evaluation Committee shall evaluate all proposals received for completeness and the proposer's ability to meet all specifications as outlined in this RFP. The committee may then short-list for interviews the specific firms whose proposals best meet all the criteria required.

K. SELECTION CRITERIA

The following factors (not listed in order of priority) shall be considered when evaluating each proposal. The County reserves the right to consider other factors not named here in making its decision.

1. Completeness of the response to this RFP.
2. Project Plan.
3. Reservations, conditions, exceptions, or constraints related to this RFP.
4. Fee Proposal.

L. ATTACHMENTS:

1. Fee Proposal Summary Form
2. 21-048 Insurance Checklist
3. Instructions for Submitting Proposals
4. General Services Contract

Any questions regarding this RFP should be directed to Mark Means, Procurement Specialist, Contracts & Procurement Division by e-mail to MarkMeans@elpasoco.com

Mark Means II

Procurement Specialist

EL PASO COUNTY
CONTRACTS & PROCUREMENT DIVISION

CONTRACTOR'S QUALIFICATION STATEMENT
For
DETENTION FOOD MANAGEMENT AND COMMISSARY SERVICES

This statement shall provide information which shall enable the County to evaluate the qualifications of your firm and staff with regard to the requirements of this Request for Proposal.

Please complete this form in its entirety and submit it along with the other required proposal documents. If there is not enough room on the form to answer the questions, attach additional pages if necessary.

(PRINT or TYPE):

FIRM NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

AUTHORIZED REPRESENTATIVE: _____

TITLE: _____

AUTHORIZED REP. SIGNATURE: _____

PHONE: _____ FAX: _____

E-MAIL: _____

1. TYPE OF BUSINESS:

2. TYPE OF LICENSE & LOCATION:

CORPORATION INDIVIDUAL
PARTNERSHIP JOINT VENTURE

OTHER: _____

3. TYPE OF SERVICE TO BE PROVIDED FOR RFP: _____

4. NUMBER OF YEARS IN BUSINESS: _____

5. ON A SEPARATE SHEET, PROVIDE A BRIEF HISTORY OF YOUR FIRM, STAFF SIZE, AND EXPERIENCE. SUBMIT A RESUME FOR THE PROJECT MANAGER AND EACH KEY PERSONNEL ASSIGNED TO THIS PROJECT.

6. WHAT OTHER NAME(S) HAS YOUR COMPANY OPERATED UNDER:

7. HAVE YOU OR YOUR FIRM EVER FAILED TO COMPLETE ANY WORK AWARDED TO YOU? NO YES IF "YES", EXPLAIN:

8. HAS ANY OFFICER OR PARTNER OF YOUR ORGANIZATION EVER BEEN AN OFFICER OR PARTNER OF ANOTHER ORGANIZATION THAT FAILED TO COMPLETE A CONTRACT WITHIN THE LAST FIVE (5) YEARS? NO YES

IF "YES", EXPLAIN:

9. HAS YOUR FIRM OR ANY PARTNERS OR OFFICERS EVER BEEN INVOLVED IN ANY BANKRUPTCY ACTION? NO YES IF "YES", EXPLAIN:

10. ARE YOU PRESENTLY INVOLVED IN ANY LITIGATION WITH AN OWNER OR OTHER GOVERNMENT AGENCY? NO YES IF "YES", EXPLAIN TYPE, KIND, PLAINTIFF, DEFENDANT, ETC., AND STATE THE CURRENT STATUS:

11. BANK REFERENCE:

ADDRESS: _____
CONTACT: _____ PHONE: _____

12. LIST THREE (3) SIMILAR PROJECTS (LOCAL OR STATE-WIDE, **OTHER** THAN THE COUNTY) FROM THE LAST FIVE (5) YEARS – INCLUDE LOCATION OF PROJECT, CONTACT NAME, ADDRESS, TELEPHONE NUMBER, AND SIZE OF PROJECT (CONTRACT AMOUNT):

NOTE: DETAILED INFORMATION ON THESE PROJECTS MAY ALSO BE REQUESTED IN THE RFP PACKAGE

1. _____

2. _____

3. _____

13. LIST CURRENT SIMILAR PROJECTS (LOCAL OR STATE-WIDE) UNDER CONTRACT- INCLUDE LOCATION OF PROJECT, CONTACT NAME, ADDRESS, TELEPHONE NUMBER, AND SIZE OF PROJECT (CONTRACT AMOUNT):

NOTE: DETAILED INFORMATION ON THESE PROJECTS MAY ALSO BE REQUESTED IN THE RFP PACKAGE

1. _____

2. _____

3. _____

14. LIST OF SUBCONTRACTORS TO BE USED FOR THIS PROJECT: (INCLUDE FIRM NAME, CONTACT NAME, ADDRESS, TELEPHONE NUMBER, AND TYPE OF WORK):

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

15. BONDING COMPANY AND AGENT (IF EVER BONDED):

NAME: _____

PHONE: _____

(A) CURRENT BONDING RATE: _____

(B) LARGEST INDIVIDUAL PROJECT BOND TO DATE: _____

16. SURETY (insurance) REFERENCE FOR LAST FIVE (5) YEARS: _____

IF ADDITIONAL INFORMATION IS PROVIDED ON A SEPARATE SHEET FOR ANY OF THE ABOVE ITEMS, CLEARLY SPECIFY ON THIS FORM WHERE IT CAN BE LOCATED IN YOUR PROPOSAL PACKAGE.