

LakeCounty

Purchasing Division

<http://doingbusiness.lakecountyil.gov/>

Waukegan Campus

Please note the submission location is:

Lake County

Attn: Purchasing Division

18 N. County Street – 9th Floor

Waukegan, IL 60085-4350

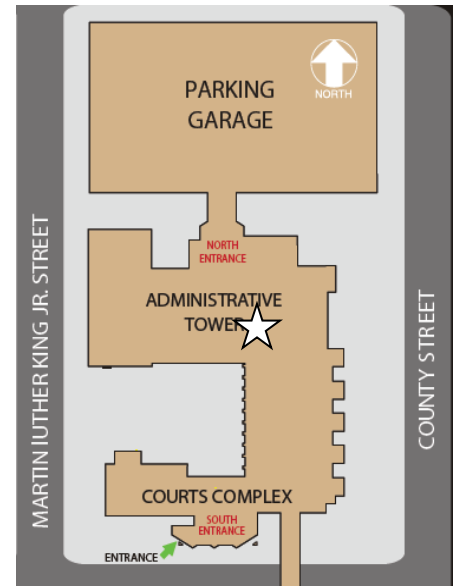
Contact information for Lake County Purchasing is:

Purchasing Division

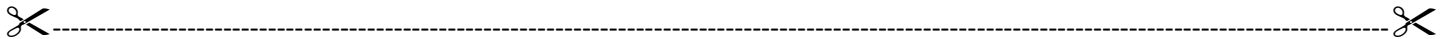
Phone 847-377-2992

Fax 847-984-5889

Email: purchasing@lakecountyil.gov



ALL SUBMITTALS SHOULD BE LABELED ACCORDINGLY. PLEASE USE BELOW LABEL FOR YOUR CONVENIENCE.



<u>BID/RFP No.</u> RFP #18134	Vendor Name: _____ Lake County ATTN: PURCHASING DIVISION 18 N. County Street – 9 th Floor Waukegan, IL 60085-4350
<u>Buyer:</u> Michael Schieve	
<u>Bid/RFP Description:</u> Inmate Food and County Café	
<u>BID/RFP Due Date*</u> : August 23, 2018 at 2:00pm	

*Please note: Responses are due at the 9th floor reception desk and shall be time stamped by 2:00 p.m. CST on the required due date. Please allow sufficient time for parking, passing through security and arriving at the 9th floor.

**Lake County, Illinois
Request for Proposals # 18134
Inmate Food and County Café**

This Request for Proposal (RFP) is for the purpose of obtaining proposals to evaluate qualified proposers to provide Inmate Food and a County Café.

GENERAL REQUIREMENTS: Proposers are to submit sealed proposals, to be opened and evaluated in private. Submit one (1) marked Original, one (1) electronic unprotected copy on a USB flash drive, and one (1) redacted copy that can be used to comply with the Illinois Freedom of Information Act (FOIA). Please refer to the FOIA statute, 5 ILCS 140/1 et seq., and specifically Section 7 therein, for an explanation of the information that may be redacted.

SUBMISSION LOCATION: Lake County Purchasing Division
18 N. County Street, 9th Floor
Waukegan, IL 60085-4350

SUBMISSION DATE & TIME: **August 23, 2018 2:00 p.m. local time**
Proposals received after the time specified will not be opened.

CONTACT / QUESTIONS: Should the proposer require additional information about this RFP, please submit questions on our website at <http://lakecountypurchasingportal.com> by selecting the RFP number and addendum link. Questions may also be submitted via email to purchasing@lakecountyil.gov. All questions shall be submitted no less than seven (7) days prior to the RFP opening date.

CONTENTS: The following sections, including this cover sheet, shall be considered integral of this solicitation.

- *Cover Sheet
- *General Terms and Conditions
- *General Information
- *Specifications
- *Submittal Requirements
- *Evaluation Criteria
- *Addendum Acknowledgement
- *Price Sheet
- *General Information Sheet
- *References
- *Sustainability Statement

If your RFP includes any exceptions, proposers must insert an "X" in the following box indicating a submission with exceptions and provide separately a submission with noted exceptions.

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NOTE TO PROPOSERS: Any and all exceptions to these specifications MUST be clearly and completely indicated in the Proposer's response to the RFP. Failure to do so may lead the County to declare any such term non-negotiable. Proposer's desire to take exception to a non-negotiable term will not disqualify it from consideration for award

1. NEGOTIATIONS

Lake County reserves the right to negotiate specifications, terms and conditions, which may be appropriate to the accomplishment of the purpose of this Request for Proposal (RFP).

2. CONFIDENTIALITY

Proposals are subject to the Illinois Freedom of Information Act (FOIA). As such all Proposers responding are asked to submit one redacted copy of their proposal that can be used by the County to respond to any future FOIA requests.

We do not disclose proposals or bids until an award or final selection is made.

Accordingly, please restrict your redactions to trade secrets and commercial or financial information where the trade secrets or information are proprietary, privileged or confidential, or where disclosure of the trade secrets or information may cause competitive harm.

If you do not provide a redacted copy, the Purchasing Department will determine what information should be redacted as proprietary, privileged or confidential in response to a FOIA request. A proposer who fails to provide a redacted copy of its proposal waives its right to maintain any claims against Lake County, its agents or employees for disclosure of this information.

3. RESERVED RIGHTS

Lake County reserves the right, at any time and for any reason, to cancel this RFP or any portion thereof, to reject any or all proposals, or to accept an alternate proposal. The County reserves the right to waive any immaterial defect in any proposal. Unless otherwise specified by the Proposer, the County has ninety (90) days to accept. The County may seek clarification from a Proposer at any time. Proposer's failure to respond promptly is cause for rejection. The County may require submission of best and final offers.

4. INCURRED COSTS

Lake County will not be liable for any costs incurred by respondents in replying to this RFP.

5. AWARD

Lake County reserves the right to award this contract based on the evaluation criteria set forth herein. Lake County reserves the right to award to one or more Proposers if determined to be in the best interests of Lake County. Award shall be made by the Lake County Board to the responsible proposer determined to be the most advantageous to the County.

6. CONTRACT PERIOD

The Contract period shall commence upon execution of the contract(s) and shall remain in effect for a two (2) year period. Lake County reserves the right to extend this contract for three (3) additional, one (1) year periods, subject to acceptable performance by the proposer. At the end of any contract term, Lake County reserves the right to extend this contract for a period of up to sixty (60) days for the purpose of getting a new contract in place. For any year beyond the initial contract year, this contract is contingent upon the appropriation of sufficient funds.

7. ADDITIONAL INFORMATION

Should the Proposer require additional information about this RFP, please submit questions on our website at <http://lakecountypurchasingportal.com> by selecting the RFP number and addendum link. Questions may also be submitted via email to purchasing@lakecountyil.gov. All questions shall be submitted no less than seven (7) days prior to the RFP opening date. ANY and ALL changes to these specifications are valid only if they are included by written Addendum to all Proposers. No interpretation of the meaning of the plans, specifications or other contract documents will be made orally. Failure of any Proposer to receive any such addendum or interpretation shall not relieve the Proposer from obligation under this RFP as submitted. All addenda so issued shall become part of the RFP documents. Failure to request an interpretation constitutes a waiver to later claim that ambiguities or misunderstandings caused a Proposer to improperly submit a proposal.

8. ADDENDUM ACKNOWLEDGEMENT

Any and all changes to the specifications and terms and conditions of this RFP are valid only if they are included by addendum issued by Lake County Purchasing. Proposers shall acknowledge addenda by signing the enclosed Addendum Acknowledgement form. It is the Proposers responsibility to check for addendums, posted on the website at <http://lakecountypurchasingportal.com>

prior to the submittal due date. No notification will be sent when addendums are posted unless there is an addendum within three business days of the submittal due date.

9. DISCUSSION OF PROPOSALS AND NEGOTIATION

Lake County may conduct discussions with any Proposer who submits a proposal. During the course of such discussions, the County shall not disclose any information derived from one proposal to any other Proposer. Lake County anticipates conducting negotiations with the successful Proposer. Your proposal should indicate any exceptions taken to this.

10. EXCEPTIONS

Any and all exceptions taken by Proposer to the terms of this RFP are to be identified in writing and included in the list of submittals.

11. RESPONSIBILITY & DEFAULT

The Proposer shall be required to assume responsibility for all items listed in this RFP. The successful Proposer shall be considered the sole point of contact for purposes of this contract.

12. INTERPRETATION OR CORRECTION OF REQUEST FOR PROPOSALS

Proposers shall promptly notify the Purchasing Division of any ambiguity, inconsistency or error that they may discover upon examination of the RFP. Interpretation, correction and changes to the RFP will be made by addendum. Interpretation, corrections or changes made in any other manner will not be binding.

13. TAXES

The County is exempt from paying certain Illinois State Taxes.

14. TERMINATION

The County reserves the right to terminate this contract, or any part of this contract, upon ninety (90) days written notice. In case of such termination, the Proposer shall be entitled to receive payment from the County for work completed to date in accordance with the terms and conditions of this contract. In the event that this Contract is terminated due to Proposers default, the County shall be entitled to purchase substitute items and/or services elsewhere and charge the Proposer with any or all losses incurred, including attorney's fees and expenses.

15. INDEPENDENT CONTRACTOR

The Contractor is an independent contractor and no employee or agent of the Contractor shall be deemed for any reason to be an employee or agent of Lake County.

16. WORKING CONDITIONS

The Lake County Adult Correctional Division and the Adult Community Based Corrections Center (CBCC) or Work Release is secure facilities with restricted access. The Proposer, their subcontractor, and employees shall strictly observe and comply with all rules, regulations, policies, procedures, post orders and general orders established at each facility. The proposer shall report violations by their subcontractors and/or employees to Lake County in writing, within 24 hours and provide written notice of proposer action taken. The proposer shall furnish sufficient personnel data on all individuals who require access to the facilities to allow the Sheriff to conduct background investigations. Such information shall include, at a minimum, the individual's name, address, date of birth, social security number, driver's license number, past and pending criminal charges. Lake County reserves the right to refuse access to any individual(s) for any reason, and the proposer shall immediately assign an individual who is acceptable.

17. PROPOSER QUALIFICATIONS

Proposers shall be familiar with the Illinois Department of Corrections adult regulations and procedures, and all federal, state, and local requirements for facilities of this type and use. Proposers shall have a minimum of 3 years' experience providing correctional food service management, including experience using inmate workers.

18. NON-DISCRIMINATION

The Proposer shall comply with the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., as amended and any rules and regulations promulgated in accordance therewith, including, but not limited to the Equal Employment Opportunity Clause, Illinois Administrative Code, Title 44, Part 750 (Appendix A), which is incorporated herein by reference. Furthermore, the Proposer shall comply the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq., as amended.

19. INDEMNIFICATION

The Proposer agrees to indemnify, save harmless and defend Lake County, its agents, servants, and employees, and each of them against and hold it and them harmless from any and all lawsuits, claims, demands, liabilities, losses and expenses, including court costs and attorney's fees, for or on account of any injury to any person, or any death at any time resulting from such injury, or any damage to property, which may arise or which may be alleged to have arisen out of or in connection with the work covered by this contract. The foregoing indemnity shall apply except if such injury, death or damage is caused directly by the willful and wanton conduct of Lake County, its agents, servants, or employees or any other person indemnified hereunder.

20. INSURANCE

All Contracts may be subjected to change

The contractor must obtain, for the Contract term and any extension of it, insurance issued by a company or companies qualified to do business in the State of Illinois with an A.M. Best Rating of at least A-and provide the County with a Certificate of Insurance 15 days before the start of the project, and thereafter annually for contracts/ projects that will last more than one year. Insurance in the following types and amounts is necessary and/or where applicable:

Workers Compensation (Coverage A) and Employers Liability (Coverage B)

Workers Compensation Insurance covering all liability of the Contractor arising under the Worker's Compensation Act and Worker's Occupational Disease Act at limits in accordance with the laws of the State of Illinois. Employers' Liability Insurance shall be maintained to respond to claims for damages because of bodily injury, occupational sickness, or disease or death of the Contractor's employees, with limits listed below:

Employers Liability

- a) Each Accident \$1,000,000
- b) Disease-Policy Limit \$1,000,000
- c) Disease-Each Employee \$1,000,000

Such Insurance shall contain a waiver of subrogation in favor of Lake County.

Commercial General Liability Insurance

In a broad form on an occurrence basis shall be maintained, to include, but not be limited to, coverage for property damage, bodily injury (including death), personal injury and advertising injury in the following coverage forms where exposure exists:

- Premises and Operations
- Independent Contractors
- Products/Completed Operations
- Liability assumed under an Insured Contract/ Contractual Liability
- Personal Injury and Advertising Injury

With limits of liability not less than:

\$ 1,000,000 Each Occurrence

\$ 1,000,000 Products-Completed Operations

\$ 1,000,000 Personal and Advertising injury limit

\$ 2,000,000 General aggregate; the CGL policy shall be endorsed to provide that the General Aggregate limit applies separately to each of the contractor's projects away from premises owned or rented to contractor.

Automobile Liability Insurance (if applicable)

Automobile liability insurance shall be maintained to respond to claims for damages because of bodily injury, death of a person, or property damage arising out of ownership, maintenance, or use of a motor vehicle. This policy shall be written to cover any auto whether owned, leased, hired, or borrowed.

The Contractor's auto liability insurance, as required above, shall be written with limits of insurance not less than the following:

\$ 1,000,000 Combined single Limit (Each Accident)

Professional Liability – Errors and Omissions (if applicable)

The Engineers/Architects/Consultants for the plans of the project shall be written with limits of insurance not less than the following:

\$ 1,000,000 per claim per policy year

Coverage shall be provided for up to three (3) years after project completion. Policy is to be on a primary basis if other professional liability is carried.

Excess/ Umbrella Liability (if applicable)

The Contractor's Excess/ Umbrella liability insurance shall be written with the umbrella follow form and outline the underlying coverage, limits of insurance will be based on size of project:

\$ 2,000,000 per occurrence limit (minimum, and may be higher depending on the project)

Liability Insurance Conditions

Contractor agrees that with respect to the above required insurance:

- a) The CGL policy shall be endorsed for the general aggregate to apply on a "per Project" basis;
- b) The Contractor's insurance shall be primary in the event of a claim.
- c) Contractor agrees that with respect to the above required insurance, Lake County, Kane County and McHenry County shall be named as additional insured, including its agents, officers, and employees and be provided with thirty (30) days' notice, in writing by endorsement, of cancellation or material change;
- d) Lake County shall be provided with Certificates of Insurance and endorsements evidencing the above required insurance, prior to commencement of this Contract and thereafter with certificates evidencing renewals or replacements of said policies of insurance at least thirty (30) days prior to the expiration of cancellation of any such policies.
- e) Any hard copies of said Notices and Certificates of Insurance shall be provided to:

**Lake County
Purchasing Division
18 N. County 9th Floor
Waukegan, Illinois 60085
Attn: RuthAnne Hall, Lake County Purchasing Agent**

Failure to Comply: In the event the Contractor fails to obtain or maintain any insurance coverage required under this agreement, Lake County may purchase such insurance coverage and charge the expense to the Contractor.

21. ASSIGNMENT

The Proposer may not reassign any award made, as the result of this RFP, without prior written consent from the County.

22. JURISDICTION, VENUE, CHOICE OF LAW

This RFP and any contract resulting there from shall be governed by and construed according to the laws of the State of Illinois.

Jurisdiction and venue shall be exclusively found in the 19th Judicial Circuit Court, State of Illinois.

23. CHANGE IN STATUS

The Proposer shall notify Lake County immediately of any change in its status resulting from any of the following: (a) Proposer is acquired by another party; (b) Proposer becomes insolvent; (c) Proposer, voluntary or by operation law, becomes subject to the provisions of any chapter of the Bankruptcy Act; (d) Proposer ceases to conduct its operations in normal course of business. Lake County shall have the option to terminate its Agreement with the Proposer immediately on written notice based on any such change in status.

24. DISPUTE RESOLUTION

All issues, claims, or disputes arising out of this Agreement shall be resolved in accordance with the Appeals and Remedies Provisions in Article 9 of the Lake County Purchasing Ordinance.

25. NON-ENFORCEMENT BY THE COUNTY

The Proposer shall not be excused from complying with any of the requirements of the Contract because of any failure on the part of the County, on any one or more occasions, to insist on the Proposer performance or to seek the Proposers compliance with any one or more of said terms or conditions.

26. PRECEDENCE

Where there appears to be variances or conflicts, the following order of precedence shall prevail: Lake County General Terms & Conditions, Lake County Request for Proposal Terms and Conditions, and the Proposal Response.

27. PERSONAL EXAMINATION

Proposers are required to satisfy themselves, by personal examination of the site as to work involved and the difficulties likely to be encountered in the performance of work under this Agreement. No plea of ignorance of conditions that exist now or hereafter,

or of any conditions of difficulties that may be encountered in the execution of the work under this Agreement will be accepted as an excuse for failure to or omission on the part of the Proposer to fulfill in every respect all the requirements and specifications, nor will same be accepted as a basis for any claim for extra compensation.

The Proposer is responsible to investigate and gather all relevant and pertinent information prior to submitting a proposal. By submitting a proposal, the Proposer affirms that they have performed all due diligence and are aware of all critical factors that may affect the provision of the services as described in the RFP. Such critical factors may include but are not limited to; location, space, utilities, scope of operations, and any other conditions, which may affect the Proposer operations. No allowance will be made for not being familiar with existing conditions to be encountered.

28. PRICING

See **PROPOSAL PRICE SHEET** for pricing information.

29. RATE ADJUSTMENTS

Prices shall remain firm/fixed for the first two (2) year term. Written requests for price revisions after the two (2) year term shall be submitted at least sixty (60) days prior to the end of the contract term. Requests must be based upon and include documentation of the actual change in cost of the components involved in the contract and shall not include overhead or profit. The exact amount of any price increase granted shall be in the exact amount of the documented cost increase to the Bidder or change in the one-year C.P.I. index, for All Urban Consumers – Food Away from Home or 3%, whichever is lower.

30. JOINT PURCHASING

The purchase of goods and services pursuant to the terms of this Contract shall also be offered for purchases to be made by other governmental units, as authorized by the Governmental Joint Purchasing Act, 30 ILCS 525/0.01, et seq. (the “Act”). All purchases and payments made under the Act shall be made directly by and between each governmental unit and the successful Proposer. The Proposer agrees that Lake County shall not be responsible in any way for purchase orders or payments made by the other governmental units. The Proposer further agrees that all terms and conditions of this Contract shall continue in full force and effect as to the other governmental units during extended terms. The credit or liability of each governmental unit shall remain separate and distinct. Disputes between Proposers and governmental units shall be resolved between the immediate parties.

The Proposer and the other governmental units may negotiate such other and further terms and conditions to this Contract (“Other Terms”) as individual projects may require. To be effective, other terms shall be reduced to writing and signed by a duly authorized representative of both the successful Proposer and the other governmental unit.

The Proposer shall provide the other governmental units with all required documentation set forth in the solicitation including but not limited to: performance and payment bonds, Certificates of Insurance naming the respective governmental unit as an additional insured, and certified payrolls to the other governmental unit as required.

31. ECONOMIC OPPORTUNITY PROGRAM

Lake County launched a **Buy Local. Build Local. Work Local.** initiative in 2013 to increase the outreach and procurement opportunities for businesses located within Lake County, including women-owned businesses and minority-owned business enterprises (L/W/MBE). The overarching objective is to maximize participation from these businesses in the County’s procurement process, in accordance with applicable law. The County will take all necessary and reasonable steps to assure that business enterprises defined as L/W/MBE shall have a fair opportunity to participate in County contracts. As part of its Economic Opportunity Program (EOP) commitment the County will make every effort to achieve the following objectives:

- (a) To ensure nondiscrimination in the award and administration of contracts;
- (b) To create a level playing field on which L/W/MBEs can compete fairly for contracts by providing any necessary training and assistance in bid preparation;
- (c) To ensure that the County’s EOP is narrowly tailored in accordance with applicable law;
- (d) To establish a means for firms identifying themselves as L/W/MBEs to register for procurement opportunities and work cooperatively with contracted firms to report on measures that demonstrates the County’s commitment to its EOP; and,
- (e) To help remove barriers to the participation of L/W/MBEs through notification of contract opportunities.

Successful Proposers are encouraged to work with Workforce Development to post any and all opportunities for employment on County contracts. Lake County’s Workforce Development mission is to foster and ensure the economic prosperity of the Lake County community by maximizing the potential of businesses and workers. As such, Workforce Development provides a key resource for job seekers and employers.

State law mandates an open and competitive bidding process and requires that publicly procured contracts be awarded to the lowest responsible and responsive bidder with no demonstrated preference based on the bidder's location, race and gender.

32. REPORTING REQUIREMENTS FOR AWARDED CONTRACTS

All awarded vendors will identify and report the type of ownership— L/W/MBE, and/or not L/W/MBE for any work that they or their approved subcontractors will perform. In addition, Lake County requests that all awarded vendors provide an accounting of employees assigned throughout the term of the contract in regard to their home address and ethnicity. Lake County may use any data collected to report on potential of businesses and workers benefitting from County contracts.

33. SUSTAINABILITY STATEMENT

Lake County is committed to green and sustainable practices and good environmental stewardship. Consequently, we are asking Proposers to provide a Statement of Sustainability to ensure our Proposer are also incorporating sustainability into their firms' practices. Please complete the Sustainability Statement, included herein, and include it with the Proposer's response.

34. JOINT VENTURES & SUCCESSFUL PROPOSER MERGERS, ACQUISITIONS, DIVESTITURES OR CHANGE IN STRATEGY

In the event a joint venture is proposed, each party to the joint venture must meet all applicable requirements of the RFP. The party submitting the response shall be considered the sole contact for issues relating to this RFP. In the event of a merger, acquisition, divestiture or change in strategy, the successful proposer will state its commitment to continue to provide services.

35. OUT OF POCKET EXPENSES

All out-of-pocket expenses paid by the Proposer during the project will be incurred solely at the Proposers expense.

36. DELIVERY COSTS

The Proposer shall be responsible for the cost of producing, delivering, and if necessary installing the solution in Lake County's facility in the agreed upon medium.

1. INTENT

The purpose of this RFP is to establish a contract to with a qualified firm(s) to provide all necessary labor and supplies for a high quality, cost effective food service for the Lake County Jail, and County Café and Coffee Kiosk at Lake County's Main Courthouse, 18 N County St, Waukegan, IL 60085. This includes menu planning, food procurement, food preparation, maintaining supply inventory, and staffing for all administrative, managerial, and operational functions described herein.

2. BACKGROUND

Lake County is located in northeast Illinois and is 471 square miles in size, between the Chicago and Milwaukee metropolitan areas. Lake County is home to about 736,000 residents and made up of 55 municipalities and 18 townships. Lake County is committed to open government and transparency, and the County board's conservative fiscal policies have allowed the County to maintain fiscal stability and achieve AAA bond rating from Standard & Poor's and Moody's.

Inmate Food

Lake County Sheriff's Office (LCSO) operates a 740 bed Adult Correctional Facility and a 105 bed Adult Community Based Corrections Center (CBCC) or Work Release located in Waukegan, Illinois. The jail consists of housing units referred to as 'pods' in which Correctional Officers and detainees intermingle without the full complement of traditional barriers. A pod typically holds between 24 and 60 detainees. The adult correctional facility currently operates under a direct supervision model. The Lake County Sheriff Adult Correctional Division incarcerates adults (17 years of age and older) accused of crimes and awaiting trial, as well as those convicted and sentenced to less than 1 year in jail (county time) and those sentenced to the Illinois Department of Corrections and awaiting transfer.

The successful Provider shall comply and have experience with both the National Commission on Correctional Health Care (NCCHC) and American Correctional Association (ACA) standards.

The average daily population of the Adult Correctional Facility is 542 with some seasonal variation. CBCC has an average daily population of 83. All facilities house both males and females in separate pods. Typically, 80% to 90% of the inmates are incarcerated on a pre-trial basis. The Lake County Jail only incarcerates individuals for a period of up to one year. Individuals sentenced to longer than one year are transferred to the custody of the Illinois Department of Corrections.

The three year trend in annual average daily population (ADP) is presented below:

<u>Year</u>	<u>Jail ADP</u>	<u>CBCC ADP</u>
2015	566	91
2016	563	83
2017	612	83
2018	542	83

Lake County currently contracts with an outside firm to provide food service, as well as properly train and carefully supervise all inmate workers. The successful proposer will need to provide proper staffing to ensure efficient operation for the proposed meal cost.

Below are year to date statistics for 2018:

Average monthly adult population:	542
Average monthly CBCC population	83
Number of inmate meals served:	339,310
Current Cost per inmate meal prepared onsite	\$ 1.089
Current Cost per inmate meal prepared offsite	\$ 1.358

County Café

Lake County's Main Courthouse and Administrative Complex (hereafter the "County Building") serves over 600,000 visitors annually. The County Building provides citizens of Lake County with all court services (criminal and civil), as well as the services of Circuit Court Clerk, Recorder of Deeds, Treasurer's Office, Assessment Office, and County Clerk Office. The Administrative Complex provides various support services to departments, elected officials, and the public. The County Building occupies approximately 865 full time employees. In July 2018 the Waukegan Campus expanded with the opening of the Lake County Courthouse with the addition of an 8 story approximately 200,000 sq. foot building. With the opening of the new Courthouse there is an opportunity to add a second coffee kiosk. There is a space identified in the new building and the County is willing to partner with the proposer to complete the necessary capital build out needed.

Currently the café operates Monday-Friday with breakfast served 8am-10am and lunch served 11:30am-1:30pm. The menu was recently reduced to provide for pre-made sandwiches, grab and go items in the coolers, self-serve salad and soup and pizza.

The following information is posted along with the RFP:

1. Exhibit A – Café Drawing
2. Exhibit B – County owned equipment

3. PROJECT TIMELINE

Lake County has established the following dates for the Request for Proposal and selection process. The County reserves the right to make adjustments to these dates if necessary.

Action Item	Proposed Schedule
Issue RFP	July 27, 2018
Pre-Proposal Meeting – See additional info below	August 9, 2018
Deadline for submission of questions	August 16, 2018
RFP Deadline	August 23, 2018
Shortlist Presentation (if necessary)	September 10-14, 2018
Contract Negotiations	September 24-28, 2018
County Board Approval	October 9, 2018

***This timeline is subject to change.**

A pre-proposal meeting will be held on August 9, 2018 at 10 am local time. Please meet at the Lake County Sheriff's Office located at 25 S. Martin Luther King Dr. Waukegan, IL 60085. Please RSVP, if you will be attending the pre-proposal meeting by sending an email to purchasing@lakecountyil.gov

1. SCOPE OF WORK - JAIL

The food service provider (contractor) shall provide for all aspects of the food service operation and meet minimal requirements of federal, state, and local requirements that may pertain to the food service operation. This shall include but not limited to Illinois Department of Corrections (IDOC) Title 20, Chapter I, Subchapter F, Part 701 Section 701.110 County Jail Standards for Food Services. Which is posted and can be found at IDOC's website at <https://www.illinois.gov/idoc>.

The proposer shall provide inmate food services inclusive of obtaining and overseeing all necessary food /beverage products, supplies (except where specifically noted otherwise), and labor for the Lake County Adult Corrections and CBCC inmates. The proposer shall be responsible for food preparation and delivery of meals as further defined herein. The proposer shall maintain a supply of inventory and provide staffing for all administrative and operational functions as described in this Request for Proposal. Food service shall meet the standards of the National Commission on Correction Health Care (NCCHC), the American Correction Association (ACA), and the Illinois Department of Corrections Jail Standards.

1. Staffing

- A.** All personnel assigned to this contract shall comply with current and future federal, state, and local laws, regulations, and policies and procedures of the Lake County Sheriff Department.
- B.** The proposer shall provide a Supervisor/Manager to be onsite to oversee the day-to-day operations and be the point contact for the Jail Administration. The Supervisor/Manager shall have previous experience with correction food service management.
- C.** Prior to any subsequent changes in personnel, the Proposer shall consult with and receive approval from Jail Administration.
- D.** The proposer shall fill all vacant positions within thirty (30) days from the date the position became vacant to ensure continuity of services.
- E.** The proposer shall have a registered dietitian available to review and approve all menus to ensure that all of the nutritional requirements are met in accordance with the specific regulatory agency.
- F.** The proposer shall perform a pre-employment screening on all prospective staff to include, but not limited to a background check, physical examination, TB test and drug test. The proposer shall be responsible for all pre-employment expenses.
- G.** All staff assigned to Lake County shall be appropriately dressed in a uniform that is professional, neat, and clearly distinguish the proposer's paid staff from the inmates and correctional officers. The proposer shall be responsible for all uniform costs.
- H.** All staff shall wear clearly visible identification of the company while working inside and outside County buildings. All on-site staff will be provided with a photo ID by Jail Administration.
- I.** Lake County reserves the right to refuse employment, request replacement, or remove security clearance of any employee(s) of the proposers for good cause or for actions considered not to be in the best interest of the County. The proposer shall replace any employee when requested to do so by Jail Administration.
- J.** All staff shall make themselves available to meet with Sheriff Department staff on a to be determined cycle (monthly, quarterly, etc.) to review jail kitchen operations to ensure operational effectiveness.

A. Security Clearance/Jail Access

- a.** Prior to commencing services, a security clearance will be required for all on-site personnel needed access into the Lake County Jail. All on-site personnel shall be required to complete a release form.

- b. Lake County requires at least five days to complete security clearances prior to commencement of any onsite activity and prior to any new employees being assigned to Lake County.
- c. Depending on the nature of work and/or services provided, the jail administration may provide an access card necessary for entry into areas required to complete normal duties.

B. Training

- a. The proposer shall submit a formalized monthly training program for on-site staff outlining the topics to be discussed each month. Topics must include all necessary training in fire control, security, safety, food service, delivery, and management.
- b. The proposer shall be required to train all on-site staff in the operation of correctional food service programs prior to the assignment of employee(s) to Lake County. A signed training document shall be placed in the employee file and available to the County upon request.

2. Inmate Labor

- A. County sentenced inmates that meet the department criteria may be eligible to volunteer in the jail kitchen. Lake County does not guarantee any specific number of inmate workers. However, Jail Administration may provide inmate workers in varying and fluctuation quantities (except during lock down or other emergencies).
- B. Inmate works may be used for the preparation of food, delivery of meals (within the jail), and general sanitation and cleaning.
- C. In no event shall inmates supervise or have authority over other inmates.
- D. The proposer shall be responsible for preparing staff and inmate scheduling, however Jail Administration has the final decision on the inmate worker schedule.
- E. All inmate worker assistance is strictly voluntary and the proposer shall utilize inmate workers at its own risk. The County will provide security and assignment of appropriate inmates, but not supervision of daily tasks.
- F. The proposer shall be responsible for documenting and notifying Jail Administration of rules violations by inmate workers in the food service area. Jail Administration shall be responsible for taking appropriate disciplinary action.
- G. The proposer shall have the right to request Jail Administration remove inmate worker(s) from the food service assignment.

A. Training

- a. The proposer shall conduct initial and ongoing training for inmates assigned to the kitchen. Topics must include all necessary training in food preparation, fire contract, safety, hygiene, sanitation, and food service delivery. The inmate shall sign-off upon completion of each training section. A signed training document shall be available to the County upon request.
- b. The proposer shall develop an Inmate Training Packet, including training information and forms for the inmate and food service staff to sign evidencing training. A signed training document shall be available to the County upon request.

3. Supervision

- A. The proposer shall have supervisory staff in attendance at all times in the area when inmates are present for daily tasks.

4. Scheduling

- A. The proposer shall be responsible for setting up the work schedules of all its staff and inmate labor in such a manner to meet all objectives and requirements of the RFP.

- B. The jail kitchen is currently staffed from 3:30am to 8:00pm. Times are provided below:

Staff times:

Morning Shift: 3 am to 11:30 am

Evening Shift: 11 am to Close (A shift Sgt. must inspect the kitchen before staff can leave.)

ODR (officer dining room) Shift: 9:45 am to 6:15 pm

Inmate workers:

Morning Shift: 3:45 am to end of shift (End of shift is determined by contractor staff)

Second Shift: Noon to Close (End of shift is determined by contractor staff)

5. Safety

- A. The proposer shall be responsible for providing a safe work environment, including personal protection gear for the inmate workers and staff.
- B. Signage is currently in place and required around equipment stating the requirements for use and required protective clothing to be worn.
- C. The proposer shall be responsible for replacing all inmate worker safety equipment and clothing when it becomes severely worn or damaged. Items include, but not limited to footwear, protective clothing, mesh gloves, aprons, etc.
- D. The proposer staff shall provide direct supervision of inmates boiling water and moving or pouring boiled water whenever boiling water is required as part of the food preparation process.
- E. The proposers and on-site staff shall be required to work closely with jail staff to insure the safety all employees, inmates, and staff in the food service area. Corrective action will be taken of all staff for not following safety protocols.
- F. It shall be the responsibility of the proposer's staff to report to the jail administration any actions or alleged action of the jail population, which violates any policy or procedure of the jail.
- G. All accidents shall be immediately reports to jail staff. The injured party and any witnesses shall fill out an Accident Report and a copy of the report shall be forwarded to the jail administration immediately.

6. Security

- A. Proposer will be required to provide all on-site staff security procedures prior to starting in the kitchen.
- B. All on-site staff shall be responsible for security and control of their County issued keys and work tools.
- C. The proposer shall be required to account for all tableware, utensils, and other items that could be potential weapons after each meal and store such items in a secure place.
- D. All "sharps" such as knives, peelers, etc. shall be inventoried and recorded on log sheets to be checked daily by the jail staff. All "sharps" shall be kept in a lockable area when not in use. Any loss or unaccountable disappearance shall be reported to the jail administration immediately upon discovery.
- E. Any on-site staff violating rules with respect to contraband, messages, bribes, contact, or committing any other inappropriate actions shall be immediately reprimanded, suspended, or terminated by the proposer. Proper action shall be coordinated with the jail administration.
- F. The jail administration reserves the right to terminate security access of any individual(s) at any time.
- G. All staff members are subject to a random inspection and/or search of packages.
- H. In the event of an emergency, the proposer's staff shall take direction from the jail staff.

7. Sexual Assault/Prison Rape Elimination Act (PREA)

- A. The proposer shall work cooperatively with the Chief of Corrections and adhere to all policies and procedures of the Prison Rape Elimination Act (PREA).

8. Delivery of Food/Supplies

- A. Adult Corrections has a loading dock and receiving vestibule available where trucks can back in and unload products. Products must be unloaded from the back of the truck/vehicle and then transported into the receiving vestibule by the

truck/vehicle driver and/or Proposers on-site staff.

- B. Once delivery items are in the receiving vestibule at the Adult Corrections dock, the inmate workers can move food to the jail kitchen. The Proposers on-site staff must provide direct supervision. Inmates are not allowed outside or in the truck beds to receive deliveries.
- C. The proposer shall be responsible for ensuring the correct merchandise is ordered and the deliveries are made to correspond with the appropriate schedules and security measures.
- D. Adult Corrections currently accepts deliveries between the hours of 0700-1430 (dock closed from 1100-1300).
- E. The jail administration may require advanced notification of deliveries.

9. Supplies

- A. The proposer shall purchase, receive, store, and inventory all consumable supplies, food products, commodities, and equipment not supplied by the County, but necessary for an efficient, sanitary, and economically sound operation if services specified.
- B. The proposer shall provide all disposable eating utensils, including but not limited to plates, cups, napkins, etc. Currently, the staff use all disposable items.
- C. All food, supplies, and products purchased shall remain the property of the proposer until items are consumed or billed to and paid for by the County.
- D. Lake County is committed to green and sustainable practices and good environmental stewardship. If disposable utensils, plates, cups, or other paper supplies are used they should be biodegradable and/or able to be recycled.

10. Storage & Storage Space

- A. Frozen and refrigerated products are maintained in two (2) walk in freezer, one (1) walk in coolers, one (1) walk in refrigerator and one (1) dry storage area.

11. Equipment & Facilities

- A. The County shall supply all utilities relating to the operation of the food service area, including one telephone line to the food service area. The proposer shall direct efforts at conserving utilities whenever possible.
- B. The proposer shall not make any alteration on the premises, including additional partitions or fixtures without the written consent of the County.
- C. No signs, pictures, bulletins, advertisements, or notices of any kind shall be painted, inscribed or affixed to any part of the premises or any part of the building until said items have been submitted and approved by the jail administration.
- D. The County shall provide, install, maintain, repair, and permit the proposer to use the capital equipment, kitchen utensils, and tableware (serving trays), which the County deems necessary for food service and related activities. Equipment may be viewed at the pre-proposal meeting.
- E. The proposer shall take reasonable measures to ensure that the County equipment is being properly used and maintained. Items destroyed or thrown away by employees or inmates shall be the responsibility of the proposer and must be replaced at no expense to the County within ten (10) days. Equivalent quality replacement equipment is necessary. All replacement equipment shall be the property of the County.
- F. Prior to the actual start-up of food service, the proposer and the County shall conduct a complete inventory of non-food supplies. A list of such equipment, along with pictures shall be compiled and a statement of the condition of each item shall be made. The County and the proposer shall retain copies of the inventory.
- G. The proposer agrees to keep all equipment in good order and return all such equipment to the County at the conclusion of the contract in the same condition, with normal wear being expected.

- H. The proposer shall be responsible for the replacement of tableware during the term of this contract. Cups are 7oz polymer and trays are five compartments with flatware slot. Spoons and trays are counted both going into and out of each pod daily by Corrections staff.
- I. The proposer and a representative of the jail staff shall conduct a joint inventory, at least semi-annually on all capital equipment and county owned equipment.
- J. The proposal shall be responsible for ongoing cleaning of the ice machine and semi-annual cleaning of the hood system. The proposer shall submit to the jail administration proof that the cleanings have occurred.
- K. The proposer shall supply all on-site management with equipment to communicate with jail staff.

12. Meals

- A. Proposer shall provide food service 365 days a year, 3 meals per day to the inmates at regular meal times during each 24-hour period, with no more than 14 hours between the evening meal and breakfast.
- B. The breakfast meal shall be served cold. Lunch and dinner meals shall be served hot. Milk is only provided at breakfast meal. Individual powder drink mix is provided during lunch and dinner meal.
- C. Proposer shall assure the dietary operation for the jail and CBCC is in compliance with the standards set by ACA and DOC regulations. Currently all inmates are provided 2,800 calories per day, unless dietary or religious restrictions prohibit. All menus shall be approved by the proposer's registered dietitian to assure compliance. Recipes with detailed ingredients and nutritional analysis must also be provided upon request.
- D. The proposer shall maintain standard recipes in the kitchen for each item to be prepared. All recipes shall be utilized by cooks in preparing each meal and shall include the cooking procedures, ingredients, and quantities required. Recipes shall be made available upon request for audit or inspection.
- E. The menus shall be planned with products and recipes that have proven inmate acceptability. There shall be a method in place to monitor inmate preferences and to make acceptable adjustments.
- F. It is expected that menu substitutions will be kept to a minimum, however the jail administration shall be notified of substitution as they occur. Compliance with all other requirements, such as the number of calories per day, must be adhered to. A copy of all menus shall be provided for jail staff to post in all housing units.
- G. All meals shall be transported and served at appropriate temperatures (140 degrees for hot and 45 degrees for cold) and in a manner that makes the food palatable and visibly pleasing. All meals shall come complete with appropriate condiments (dressing, salt, pepper, sugar, ketchup, mustard, mayo, etc.).
- H. All proposers shall submit their own four (4) week menu and determine the cost per meal on the Pricing Document.
- I. The proposer shall provide traditional type meals to be served on holidays at contract rates. The proposer shall include in their proposal response policies for serving special, traditional meals on holidays to include at a minimum New Year's Day, Easter, 4th of July, Thanksgiving, and Christmas. Proposed menus and the holiday in which they will be served shall be identified.
- J. Special diets shall be adhered to when prescribed by jail medical staff.

A. Incentive Meals

- a. Currently, inmate workers are provided pizza and soda on a weekly basis for voluntarily providing assistance to the food service provider. Proposers shall provide pricing per inmate for this service. The County reserves the right to terminate this service for their convenience.

B. Staff Meals

- a. Staff at the jail may not leave the building during breaks and/or meals. The current vendor offers a separate employee's food line 7 days a week. The midnight shift requires a variety of pre-made wrapped sandwiches and other dinner items. The number of staff meals sold on the 1st and 2nd shifts averages 12-14 each day.

- b. The employee's food line shall be a higher quality of product, slightly larger portions, and offer additional condiments.
- c. Inmate labor shall not be used to prepare or distribute staff meals.
- d. Proposers should provide a price per staff meal.

C. Staff Beverage

- a. The proposer should be prepared to provide 24 hour coffee service for Sheriff staff, including cups, 2% milk, coffee, sugar, cream, and sweet-n-low. Please provide a monthly cost to provide this service.
- b. Coffee service is maintained at four (4) coffee stations; Jail Administration, Sheriff's Administration, and officers dining room. Currently, the staff consume approximately 27 cases of coffee per month (one case is 12 lbs.; 42 filter packs at 1.5 oz. each). The proposer is only required to provide coffee and supplies. Sheriff staff will prepare the coffee.
- c. Beverage and juice is provided for employee meals only. Beverage/juices are provided in two (2) beverage dispensers and prepared from juice concentrate. Currently, the staff consume approximately 8 cases (one case is 12 packages; 8.6 oz. per package). Additional beverage service can be offered as a value add.
- d. Proposers shall provide a monthly price to provide unlimited coffee and beverage/juice service to Sheriff employees only.

13. Food Distribution

- A. All food shall be prepared on site in the jail kitchen. Food shall be placed in individual serving trays, which are loaded onto food delivery carts and transported to the various housing units within the jail, including CBCC.
- B. Inmates eat their meals in their assigned housing unit.
- C. Inmate workers are used to deliver the meals from the jail kitchen area to the inmate housing units and also retrieve the trays and return them to the kitchen for cleaning, drying, and reuse at the next mealtime.
- D. Current meal times for the jail and CBCC are:

Breakfast	05:30
Lunch	10:45
Dinner	16:15

14. Catering

- A. Food and beverage service for functions held within the Sheriff's department, inclusive of the jail shall be provided upon request. This may include sweet rolls, lunches, or other items.
- B. All catering orders shall be billed separately from the other meal costs.
- C. Inmate labor shall not be used to prepare or distribute catering services.

15. Daily Processing of Complaints

- A. The proposer shall be responsible for immediately following up on all food service complaints from inmates or any Lake County staff.
- B. All complaints received are to be recorded along with a notation of resolution and forward to the jail administration on a weekly basis. The proposer shall work with the jail administration staff to identify issues and determine the appropriate mechanism to be utilized for specific categories of complaints.

16. Food Samples

- A. The proposer shall save samples of all prepared foods for a period of no less than 48 hours of its services for testing in the event of an outbreak or illness. The County shall not be billed for meals frozen for food testing.
- B. Samples shall be clearly marked as to the dates and times of preparation, service, and storage.
- C. All food shall be tested at the proposer's expense if food borne illness is suspected.

17. Sanitation & Cleaning

- A. All cleaning and janitorial supplies necessary for keeping the food service area, equipment, dishes, tableware, and utensils clean and sanitary are to be provided by the proposer in the kitchen area only. The County will provide cleaning and supplies for the restroom in the kitchen area.
- B. The proposer shall be responsible for routine sanitation, cleanliness, and general housekeeping of all food service preparation areas, service areas, and storage areas and will on a continuing basis maintain standards of sanitation required by state and local regulations, including but not limited to the State Jail Inspector and County Health Department.
- C. The proposer shall obey all Federal, State and Local laws and ordinances regarding health, sanitation and safety, and shall hold all necessary state certifications required by law. The contractor shall bear all costs of obtaining necessary state and local certifications. (Note: The State of Illinois requires that at least one cook per shift must possess a Certificate of Sanitation issued by the Illinois Department of Public Health.)
- D. The Lake County Health Department does not permit operation of any facility not in compliance with sanitation certification requirements. If in the event of an inspection failure it shall be the proposer's responsibility to correct any occurrence that would prohibit continuous operations. If the jail kitchen is closed for a failed inspection it shall be the proposer's responsibility to provide continuous meal service including but not limited to associated costs for offsite preparation.
- E. The proposer shall be responsible for sorting and removing all garbage several times a day to outside disposal units on Lake County grounds. No inmate workers are allowed outside.
- F. The County will be responsible for removal of trash and garbage after proposer places the trash and garbage in the County supplied dumpsters.

18. Linens

- A. The proposer shall be responsible for providing all linens used in the jail kitchen. This includes, but is not limited to dishtowels, washcloths, cleaning cloths, etc.
- B. The proposer shall be responsible for cleaning / laundering of such items.

19. Reports

- A. Proposer agrees to provide daily, weekly, and monthly and reports. Reports shall provide listing of the total meals served, total bag lunches, total staff meals served, total pizza sales and other food items.
- B. Proposer shall provide reports of all food temperature records that are recorded at each meal for each menu item.
- C. Proposer shall keep full and accurate records of sales and meal count (tally sheets) in connection with the food service for the term of the contract. All such records shall be available for auditing by the County at any time during regular working hours. Proposer shall retain all records for seven years after the last meal service.

20. Continuity of Service

- A. The County does not guarantee an uninterrupted supply of water, sewer, electricity, gas, air conditioning, or heat. However, the County shall be diligent in restoring service following any interruptions. The County shall not be liable to the proposer or to others for any loss, damage, cost, or expense, which may result from the interruption or failure of any such service. Therefore, proposer shall provide a plan for how food service will be handled.

21. Return Facility in Good Working Order

- A. At the expiration of this contract, the proposer shall return to the County the food service premises and all equipment furnished by the County in the condition in which received. Allowance will be made for ordinary wear and tear and to the extent that said premises and equipment may have been lost or damaged by fire, flood, or unavoidable occurrence.
- B. Excluded from this provision is equipment that may have been damaged or stolen by persons other than employees of the proposer without negligence on the part of the proposer or its employees, providing that all damages and losses are reported to the County as soon as discovered.
- C. The County will pay for needed repairs caused by normal wear and tear. The County will replace equipment, which in the opinion of the County has exceeded its useful life after consultation with the proposer throughout the term of the contract.
- D. Damage incurred to the County's physical plant and/or equipment/supplies as a result of the proposer's negligence or intentional misuse/abuse shall be the responsibility of the proposer and shall be repaired or replaced at the proposer's expense. Note, the County will make all necessary repairs or replacement and proposer shall reimburse the County.

22. Communications Equipment

- A. The proposer shall provide and pay for all costs associated with all office equipment including but not limited to computers, internet connectivity, fax, and phone required for the food service operation. Equipment must be acceptable to the jail administration. There is currently one phone available to the proposer.

2. SCOPE OF WORK – COUNTY CAFÉ AND COFFEE KIOSK

Lake County currently provides a cafeteria and coffee kiosk in the Administrative Building. The café and coffee kiosk currently provides grab and go food options to County employees, visiting public, attorneys, jurors, and catering services for County meetings. The current Café operation has limited food preparation capabilities onsite.

- A. The Proposer shall offer a solution for Lake County to provide a variety of food options, such as a full-service cafe, grab and go vending, 24 hour micro-markets, etc. to Jurors, County employees and visiting public. The County is open to any and all proposals regarding what can be done to create options.
- B. Proposer shall provide a solution that allows for various payment types at point of sale. The County requires at a minimum that any solution proposed accept cash, credit and debit.
- C. The Proposer shall perform all necessary cleaning of the food service equipment, food service preparation areas, and floors in the storage and food service preparation areas. The Proposer shall be responsible for monitoring the service area floors and shall promptly clean up any spills on the floors during café operating hours. The Proposer shall agree to maintain conditions of sanitation and cleanliness in accordance with applicable laws. Proposer shall be responsible for all repairs and maintenance to all equipment fixture and items in the kitchen area.
- D. The Proposer shall be responsible to provide all necessary computer hardware and software required for services proposed.
- E. A list of County owned equipment is provided as Exhibit B any additional equipment brought in by the Proposer shall be in compliance with all applicable regulations. Upon expiration or termination of this contract, the Proposer shall return to the County the café food service premises and all equipment furnished by the County in the condition in which received. Allowance will be made for ordinary wear and tear.
- F. The proposed solution should fit within the current space provided. Any additional capital improvements shall be the responsibility of the Proposer.
- G. The County will provide all utilities and services including, but not limited to, heat, hot and cold water, steam, gas, lights and electric current, garbage removal services, exterminator services, sewage disposal services, janitorial and office space.
- H. The Proposer shall be responsible for hiring all employees necessary for the performance of this contract. Upon being hired, employees shall be subject to such health examination, including background checks and drug testing. The

Proposer may choose to accept applications from and interview current café staff for existing and anticipated positions. All persons employed by the Proposer will be the employees of the Proposer, and not the County.

- I.** The Proposer shall provide onsite staff to oversee the day-to-day operations. The County reserves the right to approve all staff prior to the start of this contract.
- J.** All staff assigned to Lake County shall comply with and observe all applicable rules and regulations concerning conduct on the premises which County imposes upon County's employees and agents.
- K.** All staff assigned to Lake County shall be appropriately dressed in a uniform that is professional, neat, and clearly distinguishes the proposer's paid staff. The Proposer shall be responsible for all uniform costs.
- L.** Lake County reserves the right to refuse employment, request replacement, or remove individual(s) of the proposers for good cause or for actions considered not to be in the best interest of the County. The proposer shall replace any employee when requested to do so.
- M.** The Proposer shall regularly schedule employee training regarding topics such as customer service, food service, safety, sanitation, etc.
- N.** The Proposer should include catering options for various County meetings. Billing for catering events is invoiced to the individual departments that requested the catering function. Catering functions are priced using menu item pricing.
- O.** The proposer shall purchase, receive, store, and inventory all consumable supplies, food products, commodities, and equipment not supplied by the County, but necessary for the operation of the proposed solution.
- P.** The proposer shall provide all disposable eating utensils, including but not limited to plates, cups, napkins, etc.
- Q.** Lake County is committed to green and sustainable practices and good environmental stewardship. If disposable utensils, plates, cups, or other paper supplies are used they should be compostable, biodegradable, and/or able to be recycled. Any additional costs and/or savings should be identified in the proposer's response.
- R.** Proposer will be responsible for removing all refuse, recycling, and food scraps if applicable from Café and Coffee Kiosk operations and placing into the County supplied dumpsters.
- S.** The Proposer shall maintain auditable, accurate, and true records of all sales. The County reserves the right to conduct inspections of such records. The Proposer shall provide access to all records upon request.
- T.** Proposer may be required to submit detailed monthly reports for all services provided within this contract.
- U.** The County will pay for needed repairs caused by normal wear and tear. The County will replace County owned equipment, which in the opinion of the County has exceeded its useful life after consultation with the proposer throughout the term of the contract.
- V.** Damage incurred to the County's physical plant and/or equipment/supplies as a result of the proposer's negligence or intentional misuse/abuse shall be the responsibility of the proposer and shall be repaired or replaced at the proposer's expense. Note, the County will make all necessary repairs or replacement and proposer shall reimburse the County.
- W.** The proposer shall provide all office equipment (i.e. computer/internet/fax/phone) required for the operations.

- X. The County recognizes eight fixed holidays and five floating holidays each year. All County employees are off during fixed holidays and have the choice during the floating holiday to be off or bank it for another date. The County Café and coffee kiosk should be closed during fixed holidays, yet it's the proposer's choice if it should be operational during floating holidays.

2018 County Observed Fixed Holiday Schedule

Holiday	Date Observed
New Year's Day	January 1, 2018
Memorial Day	May 28, 2018
Independence Day	July 4, 2018
Labor Day	September 3, 2018
Thanksgiving Day	November 22, 2018
Day after Thanksgiving	November 23, 2018
Christmas Eve	December 24, 2018
Christmas Day	December 25, 2018

2018 County Observed Floating Holiday Schedule

Holiday	Date Observed
Marin Luther King Jr. Day	January 15, 2018
Lincoln's Birthday	February 12, 2018
Float Holiday (Good Friday)	March 30, 2018
Columbus Day	October 8, 2018
Veteran's Day	November 12, 2018

1. DETAILED SUBMITTAL REQUIREMENTS

Proposals should be prepared as simple as possible and provide a straightforward, concise description of the proposed products and services to satisfy the requirements of the RFP. Attention should be given to accuracy, completeness, relevance and clarity of content. The proposal should be organized into the following major sections:

- A. Introduction Material and Executive Summary
- B. Company Background
- C. Scope of Services
- D. Implementation Plan
- E. Client References
- F. Exceptions to the RFP
- G. Price Proposal
- H. Value Added Services
- I. Sustainability Statement

A. Introduction Material and Executive Summary

The introductory material must include a title page with the RFP number, subject, name of the Proposer, address, telephone number, e-mail address, the date, and letter of transmittal and a table of contents. The executive summary should be limited to a brief narrative summarizing the proposal.

B. Company Background

In this section provide information about the company so that the County can evaluate the Proposer's stability and ability to support the commitments set forth in the response to this RFP. Information in this section should contain the following information in addition to the General Information Sheet that is also included as an exhibit to this RFP:

- Company name and location of the corporate headquarters and of the nearest office to Lake County.
- The number of years the company has been in business and the number of years the company has been providing services to the public sector.
- Include information on the company's customer base, such as the number of public sector clients the company serves, the number of local government clients, and the number of public sector clients in the state.
- Identify if the company serves other industries.
- Include a brief summary of the company's organizational characteristics such as the number of employees, whether the company is privately held, publicly traded, or if it is a subsidiary to a parent company.
- Describe any other business affiliations (e.g., subsidiaries, joint ventures)

C. Scope of Services

This section of the proposal should include a general discussion of the Proposer's overall understanding of the project and the scope of services. For each task that is identified in the scope of services outlined in the specifications, please identify your firm's approach and response to address the desired service outlined.

D. Staff and Meal Plan

This section should describe the Proposer's staffing and meal plan. Proposers should assume that the County will contribute all necessary effort to ensure success in the project.

- Provide a proposed staffing plan for all positions under this contract, including shift relief and back-up plan when inmate workers are not available.
- Provide the total number of employees that will be assigned to this contract. Please describe the role for each employee, including job title(s) and job description(s).
- Provide a 4-week cycle menu for traditional inmate meal service with portion sizes and nutrition breakdown.
- Provide your policies for serving special, traditional meals on holidays, including sample menus with portion sizes and nutrition breakdown.
- Provide a written contingency plan and identify potential off-site facilities and related resources required to operate inmate meal service without disruption.
- Provide an implementation schedule describing your transition plan.
- Provide copies of current written policies and procedures.
- Provide current copies of licenses authorizing services with the State of Illinois.

- Describe any value-added services to Lake County, specifically citing how these services are currently deployed and benefiting other clients.

E. Client References

The County considers references to be an important factor in its decision to award a contract. Proposers should supply references that will be available to speak with the County. Three references should be provided that provided similar type of work completed five years. A reference sheet is included as a submittal as part of this RFP document.

F. Exceptions to the RFP

All requested information to this RFP must be supplied as this document and subsequent proposals submitted help form the basis for a contract with the selected contractor. Proposers may take exception to certain requirements in this RFP. All exceptions shall be clearly identified in this section and written explanation shall include the scope of the exceptions, the ramifications of the exceptions for the County and the descriptions of the advantages or disadvantages to the County as a result of the exception. The County, at its sole discretion, may reject any exceptions or specifications within the proposal.

G. Price Proposal

The price proposal cost sheeting included as part of this proposal shall be completed and returned with your response. Any additional services identified by the proposer shall be delineated separately for the County to consider.

H. Value Added Services

Please include any value-added services your firm provides in your submittal.

I. Sustainability Statement

Lake County is committed to green and sustainable practices and good environmental stewardship. Consequently, Proposers are asked to provide a Statement of Sustainability to demonstrate that they are also incorporating sustainability into their firms' practices. A Sustainability Statement form is included as part of the RFP. Proposers are asked to provide a clear description of your firm's sustainable practices, policies, or procedures in the following areas: waste minimization, energy efficiency, water efficiency, staff and education.

The Evaluation Committee shall evaluate, in a fair and impartial manner, all proposals submitted in response to this RFP on the following criteria:

1. Experience, background, financial capability and years in business performing similar services
2. Creative approach to providing cafeteria options to Lake County
3. Menu and Nutrition specifications, Meal specifications for the Lake County Jail
4. Understanding and ability to meet the scope of services
5. Ability to meet requirements for transition of services beginning December 1, 2018

Shortlist

The County reserves the right to shortlist the proposers on all of the stated criteria. However, the County may determine that short-listing is not necessary.

Interviews

The County reserves the right to conduct interviews with all or some of the proposers at any point during the evaluation process. However, the County may determine that interviews are not necessary. In the event interviews are conducted, information provided during the interview process shall be taken into consideration when evaluating the stated criteria.

Additional Investigations

The County reserves the right to make such additional investigations as it deems necessary to establish the competence and financial stability of any firm submitting a proposal.

Prior Experience

Experiences with the County and entities which evaluation committee members represent shall be taken into consideration when evaluating qualifications and experience.

Best and Final Offer

The County reserves the right to request a Best and Final Offer (BAFO) if additional information or modified terms are necessary for the Evaluation Committee to complete its evaluation and ranking. A BAFO will not be used solely to reduce pricing. If a BAFO is requested, all short-listed proposers, or if the short list process is not used, all qualified Proposers will be provided an opportunity to submit a modified Response. Only one BAFO request will be issued by the County. The information received from the BAFO will be used by the Evaluation Committee to re-evaluate and re-rank the Proposers.



Addendum Acknowledgement RFP # 18134

The undersigned acknowledges receipt of the following addendum(s):

ADDENDUM #	SIGNATURE

I have examined and carefully prepared the submittal documentation in detail before submitting my response to Lake County.

Submittal Number: 18134

Company Name: _____

Authorized Representative: _____
Signature

Authorized Representative: _____
Print

Date: _____

It is the vendor's responsibility to check for addendums, posted on the website at <http://lakecountypurchasingportal.com> prior to the submittal due date. No notification will be sent when addendums are posted unless there is an addendum within three business days of the submittal due date.

If the submittal has already been received by Lake County, vendors are required to acknowledge receipt of addendum via email to purchasing@lakecountyil.gov prior to the due date.

Submittals that do not acknowledge addendums may be rejected.

All responses are to be submitted in a sealed envelope. Envelopes are to be clearly marked with required submittal information.

Inmate Food and County Cafe**PRICE PROPOSAL****July 2018**

Proposer shall provide a cost proposal for the County based on the overall meals served at the end of the day. The cost per meal shall include the cost of all food, beverages, labor, equipment, material (such as paper/plastics plates and bowls, paper bags, plastic ware) and management fees required to provide all services detailed in the RFP. Proposer shall state if there are any other fees/costs associated with the RFP here.

Inmate Food Service	Proposed Cost
Price per inmate meal (includes bag lunches and beverages)	\$
Price per inmate for incentive meal (includes beverage)	\$
Staff Food Service	Proposed Cost
Price per staff meal	\$
Cost per month to provide coffee & beverage service	\$
County Café and Coffee Kiosk	Percentage of Commission
Provide the percentage of commission that will provided if applicable.	
Other Associated Costs	

*Attach additional sheets as necessary.

AUTHORIZED NEGOTIATORS:

Name: _____ Phone # _____ Email Address: _____

Name: _____ Phone # _____ Email Address: _____

BUSINESS ORGANIZATION: (check one only)

_____ Sole Proprietor: An individual whose signature is affixed to this proposal.

_____ Partnership: State full names, titles, and addresses of all responsible principals and/or partners on attached sheet.

_____ Corporation: State of incorporation: _____

_____ Non-profit Corporation

_____ 501c3-- U.S. Internal Revenue Code

By signing this proposal document, the proposer hereby certifies that it is not barred from responding on this contract as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code of 1961, as amended.

Business Name

Signature

Print or Type Name

Title

Date

List below other similar size clients for who you have provided similar services in the last three years. The County has a strong preference that references provided be for public sector entities of comparable size and complexity.

Agency Name

Address

City, State, Zip

Phone Number

Email

Contact Name

Dates of Service

Agency Name

Address

City, State, Zip

Phone Number

Email

Contact Name

Dates of Service

Agency Name

Address

City, State, Zip

Phone Number

Email

Contact Name

Dates of Service

The County of Lake is committed to green and sustainable practices and good environmental stewardship. Consequently, we are asking Proposers to provide a Statement of Sustainability to ensure our Proposers are also incorporating sustainability into their firms' practices.

INSTRUCTIONS

On the following Sustainability Statement form, provide a clear description of your firm's sustainable practices, policies, or procedures. These practices may include, but may not be limited to, the following categories and examples:

Waste Minimization within your office or facilities, such as a recycling programs, double-sided copying, electronic internal communications (i.e. memos), use of recycled-content materials and reusable cups, limiting printing, electronic document management, instituting green purchasing policies, using green cleaning supplies and practices, or reducing packaging in materials you procure or supply.

Energy Efficiency within your office, facilities, or firm, such as lighting retrofits, photo-sensor switches for lighting, effective use of daytime lighting, using Energy Star rated appliances or equipment, using an alternative fuel or having efficient fleet policies, an anti-idling policy, or indoor temperature management (i.e. turning the thermostat up in the summer and down in the winter).

Water Efficiency within the office, facilities, or firm, such as faucet or fixture retrofits, switching from individual bottled water to office water coolers or drinking fountains, and installing drought-tolerant landscaping.

Staff encouraged to adopt sustainable practices and supported by your firm through public transit benefits, bicycle accommodations, telecommuting options, support for green seminar attendance, becoming US Green Building Council LEED accredited, or creating an internal "green team."

Education of your staff about green practices, education of your business peers about your green accomplishments, education of your community by your sustainability, or notice of any environmental awards your firm has achieved.

CONTINUE TO NEXT PAGE

SUSTAINABILITY STATEMENT

Attach additional sheets if necessary.

Waste Minimization

Energy Efficiency

Water Efficiency

Staff

Education
