

Pennington County Sheriff's Office

102 1st Street W

Thief River Falls, MN 56701

Request for Proposals

2022

Correctional Food Service & Meals on Wheels

Proposal Due BY:

July 28, 2022

Table Of Contents

| | Page |
|----------------------------------|-------------|
| 100: Introduction | 1 |
| 200: Site Locations | 1 |
| 300: Scope of Service | 1 |
| 400: Pre-Proposal Tour | 2 |
| 500: Proposal Specifications | 2-5 |
| 600: Proposal Submittal | 5 |
| 700: Proposal Evaluation & Award | 5 |
| 800: Attachment (MN DOC 2911) | 8-20 |

100: Introduction

Pennington County Sheriff's Office (PCSO), herein referred to as Agency, provides correctional services to Pennington County in Northwest Minnesota.

PCSO operates the Pennington County Corrections Center (PCCC), a (92) bed adult detention facility with an average daily inmate population during the first quarter of 2022 of (44) inmates. PCCC also provides meal services for Meals on Wheels.

200: Site Location

The PCCC is located at 102 1st West, Thief River Falls, MN. The kitchen that provides meals for the Corrections Center and Meals on Wheels is located inside the PCCC secure area.

300: Scope of Service

Agency is requesting proposal from experienced and qualified food service vendors to provide comprehensive daily year-round food services for the PCCC and the Meals on Wheels program.

Proposal shall include:

- A tiered proposal (not to exceed meal tiers of 10) to provide full food services to Pennington County Corrections Center. Tier ranges shall be from 20- 100 meals.
- PCCC does not provide inmate labor for services within the kitchen.
- A proposal for Meals on Wheels service (Monday-Friday)

Proposing vendors are encouraged to propose new ideas to keep food service costs down without adversely affecting services or food quality.

400: Pre-Proposal Tours

Pre-proposal tours are available from the PCCC. PCCC will provide interested qualifying food service vendors a tour of the kitchen area. Proposing vendors may request a tour of the facility by contacting:

Dave Casanova, Jail Administrator
Pennington County Sheriff's Office
Telephone: 218-416-7095
Email: dcasanova@penningtonsheriff.org

500: Proposal Specifications

Agency Responsibilities

1. Agency will provide necessary equipment to enable selected vendor to provide contracted services.
2. Agency will provide necessary initial food service production utensils and bulk storage containers.
3. Agency will provide and pay for necessary utilities to operate the kitchen i.e., electricity, heating, cooling, internet, and water.
4. Agency will not provide inmate labor.

Proposing Vendor Responsibilities

1. Proposing vendor will provide all labor and management personnel, which shall include a director located on-site or within an hour from the PCCC, to ensure quality of meals are provided, the kitchen is efficiently operated and kept sanitary, and to ensure appropriate supervision of the laundry operation.
2. Proposing vendor shall include a full staffing plan of action to include the number of full-time equivalencies as well as proposed staffing schedule to be maintained.
3. Proposing vendor shall be responsible for supervision and documented training of staff labor.

4. Proposing vendor will purchase, receive, store, and inventory all food items and be responsible for payment.
5. Proposing vendor shall indicate U.S. Grades, either A or B, for procured food items. Food utilized is not to be expired or of inferior quality.
6. Proposing vendor will provide food service supply products related to preparing and storage of food. Proposing vendor will also provide all chemicals necessary to maintain the kitchen clean and for the process of washing/sanitizing trays, pans, pots, etc.
7. Proposing vendor shall inform Agency in their proposal of any additional need of equipment to provide meals listed in their proposal.
8. Proposing vendor will monitor, order, and ensure kitchen cleaning chemicals are maintained at appropriate levels. Proposing vendors will ensure the calibration of chemical dispensers is monitored and reviewed monthly. The dishwasher equipment shall be cleaned to prevent hard water deposits. The exhaust hood system is cleaned on a biannual basis by a qualified services to prevent fires.
9. Proposing vendor will provide (3) meals (7) days a week with a minimum of two daily hot meals for within the PCCC. Proposing vendor will provide (1) hot meal (5) days a week for Meals on Wheels.
10. Proposing vendor will ensure that the food service operation and services provided are in full compliance with all State and Federal guidelines, to include compliance with the MNDOC 2911 rules regarding food service for corrections (see attachment).
11. Proposing vendor will supply a registered Dietician to review the menu annually or upon request of Agency and after any changes are made to such menu. All menus to which food is prepared shall bear the signature and date of review of a Registered Dietician.
12. Proposing vendor shall provide insurance coverage for:
 - a. Workers Compensation
 - b. Employers Liability
 - c. Commercial General Liability

- d. General Aggregate
- e. Each Occurrence

13. Proposing vendor shall obtain and be financial responsible for any required licenses and permits to operate food services and to comply with all ordinances; local, state, and federal laws and regulations and pay any costs incurred in securing such permits or licenses.

14. Proposing vendor shall provide the following:

- a. A four-week menu rotation with a daily calorie count of minimally 2500-2700
 - i. Milk included with breakfast
 - ii. Two hot meals and one cold meal per day
 - iii. A varied menu
 - iv. Inclusive of beef products
 - v. Sufficient spices within recipes
- b. Four-week special diet menu to address common special meals
 - i. Diabetic
 - ii. No pork
- c. Procedure to address less common special diets such as low salt, soft, not spicy, etc.
- d. Ramadan or other religious diets shall be addressed as to how they will differ from the standard meal to be served on a specific religious day.
- e. Policy on substituting menu items from the approved menu
- f. One week sack lunch menu for inmates participating in activities outside of the facility
- g. A high security meal loaf upon request of Agency
- h. Contents and nutritional value of sack lunches and security meal loaf in Attachment A to the (4) week menu rotation
- i. Four-week hot meal menu for Meals on wheels

15. Proposing vendor shall stock sufficient supplies on site to prepare minimally a weeks' worth of meals.

16. Proposing vendor shall provide snacks/supplements and special diets as directed by Health Services or Agency staff. Special diets shall be provided for medical and religious reasons. Dietary adjustments, to include

nutritional values, for snacks. supplements and special diets shall be described in an Attachment A to the (4) week menu rotation and indicate related costs.

17. Proposing vendor shall provide and describe a contingency plan addressing how meals will be made/delivered in the event of each one of:
 - a. There are no workable utilities i.e., water, electricity, and gas
 - b. Insufficient staff to prepare meals on-site
 - c. Food Shortage
 - d. Natural disaster

600: Proposal Submittal

- e. Proposal will need to be received by end of day on July 26, 2022. Proposing vendors will need to follow the "Proposing Vendor Responsibilities" format in their proposal responses. Please submit your proposal to:

Ray Kuznia, Sheriff
Pennington County
102 1st W.
Thief River Falls, MN 56701
Email: rkuznia@penningtonsheriff.org

700: Proposal Evaluation & Award

Agency will review received proposal and us under no obligation to accept any proposal. Proposals meeting Agency's needs and are fiscally viable will be requested to make a presentation to describe their services and may be asked to prepare and serve sample meals following recipes and ingredients as to be used in preparation of inmate meals, and to address. Agency reserves the right to negotiate with a selected contractor to best serve agency needs and interest without total consideration to a single factor such as price or design implementation. Proposal award is not contingent on the proposing vendors ability to secure the award with Agency.

Agency criteria for proposal evaluation will consist of, and not limited to:

- A. Cost
 - B. Experience
-

- C. Staff schedule
- D. Field support
- E. Menu
- F. Ability to provide approved menu consistently
- G. Quality of food
- H. Emergency contingency plan

A vendor with an accepted proposal by the Pennington County Board will be notified of such acceptance by Agency.

Vendor shall be prepared to provide contracted services within (60) days of contract award.

800: Attachment (MN DOC 2911)

2911.3800 FOOD HANDLING PRACTICES.

Food service shall be provided according to Minnesota Department of Health rules.

Statutory Authority: *MS s 241.021*

History: *23 SR 1834; 38 SR 523*

Published Electronically: *December 20, 2013*

2911.3900 DIETARY ALLOWANCES.

Subpart 1. **Generally.** Nutritional needs of adult inmates, and juvenile inmates housed in an adult facility, shall be met in accordance with inmate needs or as ordered by a medical professional, and meet the dietary allowances contained in this part which are based upon 2005 MyPyramid guidelines for a weekly 2,400 calories per day and meeting the 2002 Dietary Reference Intakes. A facility governed by this chapter shall have menu planning sufficient to provide each inmate the specified food servings per day contained in subparts 2 to 7.

Subp. 2. **Meat or protein group.** Two or more servings per day of meat or protein shall be provided. A serving of meat or protein is equal to 14 grams or more of protein and includes food such as:

A. two to three ounces cooked weight or three to four ounces raw weight of any meat without bone, such as beef, veal, pork, lamb, poultry, and variety meats such as liver or giblets;

B. two slices prepared luncheon meat equal to two to three ounces by weight;

C. two eggs;

D. two to three ounces cooked weight of fresh or frozen fish or shellfish, or one-half cup canned fish;

E. one-half cup cooked dry beans, peas, or lentils;

F. one ounce of nuts or seeds or two tablespoons of peanut butter;

G. three ounces of natural or processed cheese or three-fourths cup of cottage cheese, not to exceed six ounces per week as a meat alternate; or

H. two ounces of equivalent meat alternate, such as textured vegetable protein, as certified by the United States Department of Agriculture, Nutrition Standards in the National School Lunch and School Breakfast Programs, Code of Federal Regulations, title 7, parts 210 and 220.

Subp. 3. **Dairy group.** A minimum of two servings per day of dairy shall be provided for adults, with four servings required for juveniles and pregnant females. This includes milk that is pasteurized and fortified with vitamins A and D (fluid, evaporated, dry), cheese, yogurt, and ice cream. One serving per day may be from foods other than fluid milk. A serving is equivalent to eight ounces of fluid milk and provides at least 250 mg calcium, such as:

A. 1-1/4 ounce American cheese;

B. eight ounces yogurt;

C. two cups ice cream; or

D. eight ounces milk alternate beverage, fortified with a minimum of 250 mg calcium and vitamins A and D.

Subp. 4. Vegetable and fruit group. Five or more servings per day of vegetables and fruits shall be provided. A serving is one-half cup vegetable or fruit; one medium apple, orange, banana, potato, half a grapefruit, one cup raw leafy greens, one-fourth cup dried fruit, or four ounces 100 percent juice. Potatoes may be included once daily as a vegetable. One serving of a rich vitamin C source must be provided daily and one serving of a rich vitamin A source must be provided four times per week.

Rich vitamin C sources include mostly fresh or raw produce, such as: citrus fruits, tomatoes, strawberries, leafy green vegetables, melon, bell peppers, and the broccoli and cabbage families; and may also include foods such as skin-on potatoes, sweet potatoes, and vitamin C-fortified real fruit juice.

Rich vitamin A sources include foods such as: apricots, cantaloupe, carrots, mixed vegetables with carrots, winter or yellow squash, pumpkin, sweet potatoes or yams, spinach, greens (collard, kale, chard, mustard, beet or turnip), liver (counted under meat), and broccoli.

Subp. 5. [Repealed, 38 SR 523]

Subp. 6. Bread or cereal. Six or more servings per day of whole grain or enriched cereal and bread products shall be provided. Whole grains are encouraged on a daily basis with the following sources suggested: oatmeal, grits, whole grain ready-to-eat cereal, whole wheat bread, corn tortillas, corn bread, plain popcorn, brown rice, and barley soup and rye crackers. A serving is defined as:

- A. one slice of bread or one ounce of bread product, such as sliced bread, buns, biscuits, muffins, pancakes, waffles, sweet rolls, stuffing, crackers, or bagels;
- B. one-half cup cooked cereal, pasta, rice, or egg noodles;
- C. three-fourths cup dry cereal;
- D. one six-inch tortilla; or
- E. three cups popped popcorn.

Subp. 7. Fat group. Servings of butter, fortified margarine, gravy, salad dressing, or salad oil may be used in minimal amounts to make food palatable. Facilities are encouraged to reduce sources of saturated and trans fats.

Subp. 8. Additional servings. Additional servings of the foods in subparts 2 to 4 may be used to meet caloric requirements, in addition to soups, beverages, desserts, and condiments. Added sugars should be limited to reasonable amounts recommended for a healthy diet.

Subp. 9. [Repealed, 38 SR 523]

Statutory Authority: *MS s 241.021*

History: *23 SR 1834; 38 SR 523*

Published Electronically: *December 20, 2013*

2911.4000 ANNUAL FOOD SERVICE REVIEW.

A facility's menu content and cycle shall be reviewed at least once annually by a registered dietitian or nutritionist to ensure compliance with part 2911.3900. The review and findings shall be documented and on file.

Statutory Authority: *MS s 241.021*

History: *23 SR 1834; 38 SR 523*

Published Electronically: *December 20, 2013*

2911.4100 MEALS.

Subpart 1. **Evening meal.** There shall not be more than 14 hours between a substantial evening meal and breakfast. A substantial evening meal is classified as a serving of three or more menu items at one time to include a high quality protein such as meat, fish, eggs, or cheese. The meal shall represent no less than 20 percent of the day's total nutrition requirements.

Subp. 2. **Snack.** If a nourishing snack is provided at bedtime, up to 16 hours may elapse between the substantial evening meal and breakfast. A nourishing snack is classified as a combination of two or more food items from two of the four food groups, such as cheese and crackers, or fresh fruit and cottage cheese.

Subp. 3. **Three meals.** Where inmates are not routinely absent from the facility for work or other purposes, at least three meals shall be made available at regular times during each 24-hour period. Variations may be allowed based on weekend and holiday food service demands provided basic nutritional goals are met. As an example, a facility may provide a brunch on Saturdays, Sundays, or holidays in lieu of separate breakfast and lunch meals.

Subp. 4. **Hot meal minimum.** A minimum of one of the three meals served daily shall be a hot meal.

Statutory Authority: *MS s 241.021*

History: *23 SR 1834; 38 SR 523*

Published Electronically: *December 20, 2013*

2911.4200 THERAPEUTIC DIETS.

Subpart 1. **Medical diets.** A facility housing inmates in need of medically prescribed therapeutic diets shall have documentary evidence that the diets are dietitian-approved and provided as ordered by health services. A healthier general menu contributing to the management of chronic diseases may minimize the need for medical diets.

Subp. 2. **Food-allergy diets.** The seven most common food allergies causing anaphylactic reactions are foods such as: fish, shellfish, tree nuts, peanuts, soy, wheat, and milk. A dietitian-approved allergy diet shall be provided as necessary and shall meet the nutritional guidelines under part 2911.3900.

Subp. 3. **Vegetarian diets.** A facility may provide reasonable animal protein substitutions at meals for inmates requesting vegetarian or vegan diets. A vegetarian or vegan diet must be dietitian-approved and meet the nutritional guidelines under part 2911.3900.

Subp. 4. **Pregnancy.** A facility shall develop a diet that meets the increased calcium and calorie requirements of pregnant inmates. Pregnant inmates shall be provided a substitution or supplements as ordered by the medical professional or health services. A pregnancy diet must be dietitian-approved and meet the nutritional guidelines under part 2911.3900.

Statutory Authority: *MS s 241.021*

History: *23 SR 1834; 38 SR 523*

Published Electronically: *December 20, 2013*

2911.4300 RELIGIOUS DIETS.

A facility shall have a written policy and procedure that provides for special diets or meal accommodations for inmates whose religious beliefs require adherence to religious dietary laws. Creation of religious diets shall involve a dietitian and strive to meet the nutritional guidelines under part 2911.3900.

Statutory Authority: *MS s 241.021*

History: *23 SR 1834; 38 SR 523*

Published Electronically: *December 20, 2013*

2911.4400 USE OF FOOD IN DISCIPLINE.

Food shall not be withheld as punishment.

Statutory Authority: *MS s 241.021*

History: *23 SR 1834; 38 SR 523*

Published Electronically: *December 20, 2013*

2911.4500 SUPERVISION OF MEAL SERVING.

Meals shall be served under the direct supervision of staff.

Statutory Authority: *MS s 241.021*

History: *23 SR 1834; 38 SR 523*

Published Electronically: *December 20, 2013*

2911.4600 MENU RECORDS.

All menus shall be planned, dated, and available for review at least one week in advance. Notations shall be made of any substitutions in the meals actually served, and substitutions shall be of equal nutritional value.

Statutory Authority: *MS s 241.021*

History: *23 SR 1834; 38 SR 523*

Published Electronically: *December 20, 2013*

2911.4800 COMMISSARY.

Subpart 1. **List of approved commissary items to be purchased by staff member at local store.** A facility with an approved capacity of more than 50 inmates shall establish, maintain, and operate a commissary. The facility shall have a written policy and procedure regarding commissary operation that must allow an inmate to purchase approved items not furnished by the facility. Class I facilities are not required to provide commissary services.

Subp. 2. [Repealed, 38 SR 523]

Subp. 3. [Repealed, 38 SR 523]

Subp. 4. [Repealed, 38 SR 523]

Subp. 5. **Hot meal minimum.** One of the three meals served daily shall be a hot meal.

Statutory Authority: *MS s 241.021*

History: *23 SR 1834; 38 SR 523*

Published Electronically: *December 20, 2013*