

**WASHINGTON COUNTY ARKANSAS**

ATTN: Alisha Willett  
280 N College Ave, Suite 530  
Fayetteville, AR 72701



**INVITATION TO QUALIFY**  
**DUE: 9:00 AM – February 21, 2017**  
Sealed Bids must be clearly marked on  
the outside of the package with:  
**“RFQ 2017-01 Food & Commissary  
for County Jail”**

**BIDS WILL BE OPENED FEBRUARY 21, 2016 @ 2:00 PM**  
**LOCATION: WASHINGTON COUNTY COURTHOUSE**  
**280 N. COLLEGE AVE, SUITE 530, FAYETTEVILLE, AR 72701**

**RFQ 2017-01 FOOD & COMMISSARY FOR COUNTY JAIL**

GENERAL SPECIFICATIONS: The Washington County Sheriff’s Office is soliciting quotes by invitation only for commissary and food service (excluding vending machines).

REQUIREMENT: Bidders failing to comply with any of the following requirements will not be considered for the evaluation and award process:

1. Each quote submitted must include 100% of all items within each category
2. Submittals are required to list brand names on the items bid.

INFORMATION: For additional information, email purchasing@co.washington.ar.us. Bidders shall direct bid inquiries to the Washington County Purchasing Office.

**FOR EVALUATION PURPOSES WE REQUEST THAT YOU SUBMIT ONE (1) ORIGINAL AND FOUR (4) COPIES OF YOUR BID IN A SEALED ENVELOPE LABELED “RFQ FOOD & COMMISSARY FOR COUNTY JAIL”.**

It is solely and strictly the responsibility of the bidder to ensure that the bid is received by the Washington County Purchasing Division on or before the specified date and time.

**LATE BIDS WILL NOT BE ACCEPTED.**

The undersigned hereby offers to furnish & deliver the articles and/or service as specified, and all parts of this offer at the prices & terms stated herein, and in strict accordance with the specifications and general conditions of bidding, all of which are made a part of this offer. This offer is not subject to withdrawal unless upon mutual written agreement by Bidder and Washington County

Name of Firm: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Below Offer Includes Food & Commissary Services

Total Price: \_\_\_\_\_

The Washington County Sheriff's Office is soliciting quotes by invitation only for commissary *and* food service (excluding vending machines). There is an average of 500-700 average meals for detainees and 40 meals for the officer dining room. Both require three meals per day. Each quote must include food and commissary services. Qualifications will be evaluated and selected based on but not limited to the following specification/criteria.

#### Food Service

1. Detainee per meal cost based on 3000 calorie diet per day and the actual number of meals served (Hot meals).
2. Officer per meal cost based on the actual number of detention employees (Hot Meals), including management of the Officer Dining Room.
3. All food must meet the current standards of; The American Correctional Association, The Food and Nutritional Board of the National Academy of Science as prescribed for inmates, and the State of Arkansas.
4. Kitchen management staff managing detainee labor.
5. Special meals and support for Monthly and Annual Sheriff's Office meetings and community outreach events.

#### Commissary Services

1. Provide point of sale and Kiosk ordering for detainee commissary services to the facility.
2. Provide computer kiosk in each housing area for ordering commissary items, submitting grievances, requests, providing informational bulletin board for detainees, and any other item the sheriff requests.
3. Provide a large selection of quality brand name items for purchase at reasonable local convenience store prices. Such as but not limited to food, candy, non-alcoholic beverages, health and drug items, and other general merchandise as requested and or approved by the sheriff.
4. Provide web-based ordering system for family to detainee ordering of commissary items.
5. Furnish indigent personal care items for indigent detainees.
6. Share Percentage of total commissary sales with facility.
7. Billing and management of medical co-pay and other charges to detainee commissary account.
8. Billing and management for phone cards using current phone service provider.
9. Maintain/manage commissary trust fund to GAAP standards.
10. Furnish and maintain a booking deposit kiosk and maintain related disbursement for detainee funds.

## **SECTION I - TRANSMITTAL LETTER**

Include a short (one to three pages) Transmittal Letter that shall include:

1. A Summary of why the Respondent believes itself to be the most qualified.
2. A statement indicating that to the best of the Respondent's abilities, all information contained in the RFQ submittal is complete and accurate.
3. A statement granting the County and its representatives authorization to contact any previous client of the Respondent (or a Respondent's Team Member) for purposes of ascertaining an independent evaluation of the Respondent's or a Respondent's Team member's performance.

## **SECTION II - FIRM/INDIVIDUAL EXPERIENCE**

1. Firm/Individual Experience;
2. The Respondent's areas of specialization;
3. Total number of professionals organized by seniority (i.e., 75 professionals 25 of whom have 20 or more years with the firm, 35 that have 10 or more years with the firm ... );
4. Internal resources (i.e. , accounting, legal, support staff);
5. Firm history and references;
6. Location of home and branch offices;
7. Names and licensures of the principal officers of the firm;
8. Type of organization: Individual or sole proprietorship, professional corporation, partnership, joint venture, etc.;
9. Identification of the major consultants;
10. Key Professionals: Identify the key members of your team that would be involved in providing services and describe their area of expertise and what role they will perform in providing services;
11. Resumes: Provide a resumes or curriculum vitae of each person identified as a key professional. The resumes should contain the following:
  - A. Name
  - B. Professional registrations
  - C. Educational background.
  - D. Employment history.
  - E. Proposed role in the services.
  - F. Other information you believe to be relevant.
12. Respondent Contact Information: Provide the following information about the person who is designated to be the Respondent's key contact with the County:
  - A. Name
  - B. Title
  - C. Office phone number
  - D. Facsimile number
  - E. E-Mail address