Limestone County Jail Groesbeck, Texas

Request for Proposals

Food Service

April 2025

REQUEST FOR PROPOSALS FOR LIMESTONE COUNTY LAW ENFORCEMENT CENTER JAIL FOOD SERVICE

Limestone County Sheriff's Office is seeking proposals for Jail Food Services. The LCSO is a 213-bed facility with population averaging 130 inmates. Vendor will provide four (4) weeks of rotating menus and the necessary food to prepare three (3) meals daily. Meals shall be based on a 2800 Calorie per day intake, with no dietary restrictions. Additionally, provide adaptive menus for inmates with special dietary needs.

SPECIFICATIONS: FOOD SERVICE VENDOR FOR LIMESTONE COUNTY

1) SCOPE AND INTENT:

- a) To provide quality meals with consistent portion control for the inmates of Limestone County Jail. The meals shall meet the food service requirements of the Texas Administrative Code Title 37 Part 9 Chapter 281.
- b) Meals will be provided to both inmates and on-duty officers.

2) GENERAL:

- a) The LCSO needs a vendor to prepare menus for three meals a day based on 2800 daily calorie intake and to provide the food items on the menu. Menus for special dietary needs also need to be prepared.
- b) The menus should "rotate" such that an inmate has the same weekly menu no more often than every four weeks.
- c) The vendor shall furnish all products and supplies in accordance with the specifications provided.
- d) The vendor shall comply with the daily cost and nutritional needs for the general population of the jail
- e) The vendor shall provide regional management, who will make a minimum of one visit per month to the facility or as needed.
- f) The vendor shall have the knowledge and expertise of "Kitchen Consulting Services". Should the LCSO decide to expand or renovate, the vendor will provide affordable equipment pricing and plans for a renovated or new kitchen facility; this service shall be included in the inmate meal price.
- g) The vendor shall provide a minimum of two references form facilities that they currently service.

3) EXISTING PERSONNEL:

- a) The LCSO Jail personnel and inmate trustee will prepare the meals daily.
- b) The vendor shall provide initial and ongoing training to both inmates and staff. Inmate training will include: menu preparation, proper portioning, sanitation, and personal cleanliness in a food preparation area. Staff training shall include: menu preparation, proper portion control, inventory reports, grocery ordering, daily meal count sheet, food cost control, and invoice reports.

- 4) EXISTING KITCHEN APPLIANCES:
 - a) The LCSO is equipped with a commercial kitchen, in which existing appliances may be used for the preparation of meals.
 - b) Proposed changes to equipment and serving methods will be considered.
- 5) INSURANCE AND BOND:
 - a) The vendor shall procure and maintain for the duration of the contract, insurance against claims for injuries to person or damages to property that may arise from or in connection with the performance of the work there under by the contractor, the agents, representatives, employees, or subcontractor. The cost of such insurance shall be the responsibility of the contractor; Limestone County, all public officials, employees, and volunteers shall be named as additional insured.
 - b) Payments shall not become due and payable until such certificates have been received. Limestone County reserves the right to require complete certified copies of all insurance policies, at any time, during this contract.

	policies, at any time, during this contract.
6)	PRICING:
	Total Daily Cost of Meals per Inmate: \$
	Period of Contract: October 1, 2025 -September 30, 2026. Agreement will be for a period of one year, with four one-year options to renew by mutual agreement. Contractor will be notified of any malfunction on its part and corrections will be made or discussions regarding corrections will be made.

Either party may terminate this agreement, with or without cause, upon thirty days written notice in accordance with the "Notices and Communications" above.

Vendor:	
	Company Name
	Address
	Phone
	Signature
	Title

INSTRUCTIONS TO VENDOR

Limestone County reserves the right to withdraw the request for proposals for any reason or to reject any or all proposals or parts of all any specific proposal or proposals. Limestone County further reserves the right to accept part or all of any specific proposal or proposals.

An original on a flash drive and four (4) binded copies of the respondent's proposal must be delivered to Natasha Goodman, County Auditor by the Proposal Deadline at the following address:

Limestone County Auditor's Office 200 W. State Street, Ste 301

Groesbeck, Texas 76642

Proposals cannot be altered, amended, or withdrawn by the vendor after the proposal-opening deadline. Any interlineations, alteration, or erasure made before this deadline, must be initialed by the signer of the proposal, guaranteeing authenticity.

Limestone County is exempt from Federal Excise and State Sales Tax; therefore, tax must not be included in the proposal price.

All prices quoted by the vendor will remain firm for a minimum of 90 days from the date of the proposal unless otherwise specified by the County or Vendor.

All products offered shall be designated Freight On Board (FOB) Destination, with all delivery charges to be prepaid by the vendor. The vendor shall specify date of delivery.

Guarantees and warranties should be attached as a part of the proposal as they may be a consideration in awarding the contract.

The successful vendor's rights and duties awarded by the contract may not be assigned to another without the written consent of Limestone County and signed by the County's Authorized Agent. Such consent shall not relieve the assigner of the liability in the event of default by the assignee.

Should there be a decline in the market price of the commodities provided during this contract, then Limestone County shall have the benefit of such decline.

The proposal shall be based on, but not necessarily limited to:

A. Unit Price

- B. Total Price
- C. Delivery Price
- D. Quality and length of warranty
- E. Special needs and requirements of Limestone County
- F. Limestone County's experience with products proposed
- G. Vendor's past performance record with Limestone County
- H. Limestone County's evaluation of Vendor's ability

Limestone County reserves the right to hold all proposals for thirty (30) days before final decision and ordering is made for this purchase.

Any ambiguity in the proposal as a result of omission, error, and lack of clarity or non-compliance by the vendor with specifications instructions and all conditions of proposing shall be construed in the favor of the County.

Limestone County reserves the right to terminate the contract upon then (10) days written notice if the vendor fails to perform in a manner deemed acceptable to the County. If the County chooses to terminate the contract, or if the vendor cannot supply the product, the second lowest vendor may be given an opportunity to complete the contract.

No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All change orders to the contract will be made in writing and shall not be effective unless signed by an authorized representative of Limestone County. Limestone Conty may, by written notice to the successful vendor, cancel this contract with liability to the vendor if it is determined by the County that gratuities or bribes in the form of entertainment, gifts, or otherwise, were offered or given by the successful vendor, or its agent or representative to any county official, employee or elected representative with respect to the performance of the contact. In addition, the successful vendor may be subject to penalties, as stated in Title 8 of the Texas Penal Code.

Invoices shall be sent directly to:

LIMESTONE COUNTY SHERIFF'S OFFICE 912 N TYUS GROESBECK, TX 76642

Payments are processed after the Auditor's office has been notified that the delivery is complete and has been accepted by an authorized representative of Limestone County.

Limestone County utilizes an automated purchase order system which requires the release of a purchase order number prior to delivery of all orders, supplies, equipment, and services. Limestone County is not responsible for verbal orders placed by an employee outside the sheriff's office. Vendors should always ask for a purchase order.

AFFIDAVIT

The undersigned certifies that the bid prices contained in this proposal have been carefully checked and are submitted as correct and final and if bid is accepted, agrees to furnish any and/or all items upon which prices are offered, at the price(s) and upon the conditions contained in the specifications. The period of acceptance in this bid proposal will be ____ calendar days (30 calendar days unless a different period is inserted by bidder) after the bid opening date.

STATE OF TEXAS

COUNTY OF

Before me, the undersigned authority, a Notary Public in a personally appearedupon oath did depose and say:	and for the State of Texas, on this day who, having first been duly sworn,
That the foregoing proposal submitted by	npany, corporation, firm, partnership by other bidder or to any person or lopening of this bid. And further, that and has not been for the past six months or combination to control the price of
Name and Address of Bidder:	Signature:
	Title:
	Telephone:
Sworn to and subscribed before me this day of	
Nota	ry Public in and for the State of Texas
Awarded in Open Court this day of, 20	·
Richard Duncan, Limestone County Judge	
Monard Dandan, Emigstone County Judge	

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.	OFFICE USE ONLY				
This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).	Date Received				
By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.					
A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.					
Name of vendor who has a business relationship with local governmental entity.					
Check this box if you are filing an update to a previously filed questionnaire. (The law re completed questionnaire with the appropriate filing authority not later than the 7th busines you became aware that the originally filed questionnaire was incomplete or inaccurate.)	quires that you file an updated s day after the date on which				
Name of local government officer about whom the information is being disclosed.					
Name of Officer					
Describe each employment or other business relationship with the local government officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with Complete subparts A and B for each employment or business relationship described. Attack CIQ as necessary. A. is the local government officer or a family member of the officer receiving or life other than investment income, from the vendor? Yes No B. Is the vendor receiving or likely to receive taxable income, other than investment of the local government officer or a family member of the officer AND the taxable income governmental entity?	h the local government officer. h additional pages to this Form kely to receive taxable income, income, from or at the direction				
Yes No					
Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.					
Check this box if the vendor has given the local government officer or a family member as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a)(B), excluding gifts described in Sect	of the officer one or more gifts 03(a-1).				
Signature of vendor doing business with the governmental entity D	ate				

CONFLICT OF INTEREST QUESTIONNAIRE For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm. For easy reference, below are some of the sections cited on this form.

<u>Local Government Code § 176.001(1-a)</u>: "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:
 - (2) the vendor:
 - (A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that
 - $(\bar{\mathbf{i}})$ a contract between the local governmental entity and vendor has been executed; or
 - (ii) the local governmental entity is considering entering into a contract with the vendor;
 - (B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:
 - (i) a contract between the local governmental entity and vendor has been executed; or
 - (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

- (a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:
 - (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
 - (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
 - (3) has a family relationship with a local government officer of that local governmental entity.
- (a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:
 - (1) the date that the vendor:
 - (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
 - (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or
 - (2) the date the vendor becomes aware:
 - (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
 - (B) that the vendor has given one or more gifts described by Subsection (a); or
 - (C) of a family relationship with a local government officer.

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

OFFICE USE ONLY Complete Nos. 1 - 4 and 6 if there are interested parties. Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties. 1 Name of business entity filing form, and the city, state and country of the business entity's place of business. 2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed. 3 Provide the identification number used by the governmental entity or state agency to track of and provide a description of the services, goods, or other property to be provided up the contract. Nature of Interest (check applicable) City, State, Country Name of Interested Party (place of business) Controlling Intermediary St www.ex 5 Check only if there ja interested Party. 6 UNSWORN DECL ____, and my date of birth is My name is (street) (city) (state) (zip code) (country) under penalty of perjury that the foregoing is true and correct. County, State of ______, on the ___ (month) (year) Signature of authorized agent of contracting business entity (Declarant)

ADD ADDITIONAL PAGES AS NECESSARY

PLEASE NOTE CAREFULLY

THESE ARE THE ONLY APPROVED INSTRUCTIONS FOR USE ON YOUR INVITATION TO BID.

ITEMS BELOW APPLY TO AND BECOME A PART OF TERMS AND CONDITIONS OF BID. ANY EXCEPTION THERETO MUST BE IN WRITING.

- 1. EACH BID SHALL BE PLACED IN A SEPARATE SEALED ENVELOPE COMPLETELY AND PROPERLY IDENTIFIED. Bids must be in the Limestone County Auditor's Office NO LATER than the hour and date specified. The date and time on the time clock in the County Auditor's Office is considered the OFFICIAL TIME.
- 2. LATE bids properly identified will be returned to the bidder UNOPENED. Late bids/emailed bids will not be considered under any circumstances.
- 3. QUOTE F.O.B. destination. If otherwise, show exact cost to deliver. Bid unit price on quantity specified extend and show total. In case of errors in extension, UNIT price shall govern. Bids subject to unlimited price increase not considered.
- 4. Bids MUST give full firm name and address of bidder. Failure to manually sign bid will disqualify it. Person signing bid should show TITLE OR AUTHORITY TO BIND HIS FIRM IN A CONTRACT. BIDDER MUST RETURN ATTACHED AFFIDAVIT, SIGNED AND NOTARIZED WITH HIS/HER BID FOR IT TO BE CONSIDERED.
- 5. Bids CANNOT be altered or amended after opening time. Any alterations made before opening time must be initialed by bidder or his authorized agent. No bid can be withdrawn after opening time without approval of Commissioners' Court based on a written acceptable reason.
- 6. The County is exempt from Federal Excise Tax. DO NOT INCLUDE TAX IN BID.
- 7. Any catalog, brand name or manufacturers reference used in bid invitation is descriptive NOT restrictive it is to indicate type and quality desired. Bids on brands of like nature and quality will be considered. If bidding on other than reference specifications, bid must show manufacturer, brand or trade name, lot number, etc., of article offered. If other than brand(s) specified is offered, illustrations and complete description should be made part of the bid. If bidder takes no exception to specifications or reference data, he/she will be required to furnish brand names, numbers, etc., as specified.
- 8. Samples, when requested, must be furnished free of expense to the County. If not destroyed in examination, they will be returned to the bidder, on request, at his expense. Each sample should be marked with bidder's name and address, and County bid number. DO NOT ENCLOSE OR ATTACH SAMPLE TO BID.
- 9. DELIVERY: Bid must show number of days required to place material in receiving agency's designated location under normal conditions. Failure to state delivery time obligates bidder to complete delivery in 14 calendar days. A five-day difference in delivery promise may break a tie bid. Unrealistically short or long delivery promises may cause bid to be disregarded. Consistent failure to meet delivery promises without valid reason may cause removal from bid list. See 10 below.

- 10. If delay is foreseen, contractor shall give written notice to County Auditor. The County has the right to extend delivery date if reasons appear valid. Contractor must keep County advised at all times of status of order. Default in promised delivery (without acceptable reasons) or failure to meet specifications, authorizes the County to purchase supplies elsewhere and charge full increase in cost and handling to defaulting contractor.
- 11. All items bid shall be new, in first class condition, including containers suitable for shipment and storage, unless otherwise indicated in bid invitation. Verbal agreements to the contrary will not be recognized. All materials and services shall be subject to Purchaser's approval. Unsatisfactory material will be returned at Seller's expense.
- 12. Inquiries pertaining to bid invitations must give BID number, commodity and opening date.
- 13. NO substitutions or cancellations permitted without written approval of Commissioners' Court.
- 14. The County reserves the right to accept or reject all or any part of any bid, waive minor technicalities and award the bid to the lowest responsible bidder. The County of Limestone reserves the right to award by item or by total bid, prices should be itemized.
- 15. Delivery shall be made during normal working hours only, 8:00 a.m. 5:00 p.m. unless otherwise noted in bid specifications.
- 16. Consistent and continued tie bidding could cause rejection of bids by County and/or investigation and antitrust violations.
- 17. The contractor agrees to protect the County from claims involving infringement of patents or copyrights.
- 18. This is a quotation inquiry only and implies no obligation on the part of Limestone County.
- 19. Certificate of Liability Insurance must be submitted with bid.
- 20. The Conflict of Interest Questionnaire form must be submitted with bid. (see attached instructions)
- 21. The selected bidder will be required to file the required disclosures with the Texas Ethics Commission pursuant to HB 1295 before the bid is considered final. (see attached instructions)

FIRM	BY	
ADDRESS	PHONE	