



SCOPE OF WORK

1.0 INTENT

The intent of this invitation to bid is to establish an annual requirements contract to provide food and beverage items for incarcerated persons. Items shall be provided 7 days per week, 365 days per year.

The intent of this specification is to provide a well-balanced, nutritious diet for all prisoners. The quality, serving quantities, and wholesomeness of the food shall achieve daily minimum requirements as established by the Federal Government. Prepackaged components to make a meal will be required.

The City reserves the right to request samples of products being bid prior to award of the bid. The City also reserves the right to make an award to either one vendor whose proposal is the best value for the City, or to multiple vendors, at the City's discretion.

2.0 FOOD

Each vendor submitting a bid for the below items. All items must be able to be served at room temperature or heated by microwave from a frozen state. No item shall contain nuts or seafood that would trigger a related allergy. Throughout the contract, for each of these days are not to change without the express written agreement of the City. Vendors must also be able to accommodate additional dietetic substitutions on an "as needed" basis that may be required for health or religious reasons. Prices for these items will be communicated from the vendor to the City upon the City placing an order, but in no case will the price exceed double the cost of the highest meal price submitted by the vendor as part of this bid.

1. 2oz Muffin (Blueberry or Strawberry)
2. 5oz Cold Cut Sandwich (Turkey or Chicken with or without cheese)
3. 5oz Cheeseburger
4. 1oz Chips (Single serving bags)

3.0 PACKAGING

Each item shall be delivered individually wrapped, frozen or room temperature, and in a manner that satisfied all standards established by the food industry and all applicable health/food safety handling ordinances. All cheeseburgers must be in packaging suitable to heat in a microwave without removing the burger.

NO KNIVES, METAL, OR GLASS ITEMS ARE TO BE USED.

All meal components must be delivered in stackable, plastic or corrugated storage containers for ease of storage and distribution. Storage containers must be designed such that food is not crushed when stored. Empty delivery and storage containers shall be removed from the premises at each delivery as directed by jail personnel.



4.0 LABELING

Each meal/component shall be labeled as to ingredients of foods, preservatives and additives contained, or be labeled with a fully descriptive recipe listing all ingredients. Each component must be labeled with a “date prepared” and/or “expiration date” clearly visible.

5.0 BEVERAGES

Each vendor submitting a beverage bid shall provide a price for:

1. 8oz single-serve white milk in a cardboard container
2. 4oz single-serve apple juice in a cardboard container
3. 4oz orange juice in a cardboard container.

6.0 PERMITS AND INSPECTION

All necessary health and operation licenses/permits must be prominently displayed at the food preparation location. All permits must be maintained and current for the duration of the contract. The food preparation site shall be open to inspection by personnel of the City of Arlington Health Department and/or Arlington Police Department or other representatives of the city as deemed necessary. The Arlington Health Department, or local Health Department inspectors may make periodic inspections of the contractor’s site. Contractor must maintain a minimum score of 70 or better. A score below 70 will be grounds for termination of the contract.

7.0 VIOLATIONS

Any violation of the contract due to quality, quantity of food, or health violation shall be grounds for cancellation. Written notification of all violations will be issued promptly by the Police Department. Ample opportunity shall be given to correct violations unless the violation is determined to be of a critical nature. A critical violation shall be defined as one that could affect the health or safety of the inmates including, but not limited to, bacteria contaminated food. The quality, quantity, and wholesomeness of the food shall be monitored by the Jail staff on a daily basis. Violations shall be relayed to the contractor by telephone for immediate correction.

8.0 SAMPLING

Food samples may be required for submission to Health Department testing or independent laboratory testing. The contractor will pay the cost of analysis. Testing will be conducted on an “as needed” basis for verification of quality and conformity to bid specifications.

9.0 SITE INSPECTION

A site inspection will be required before any food service delivery commences. Sample products, as they will be supplied, must be available for inspection and tasting by City of Arlington personnel.



10.0 DELIVERY

Delivery will be made within the time frame quoted herein, excluding weekends, generally twice a week with a third delivery if required. The City prefers delivery within 48 hours of order placement. Delivery will be made between 6:00A.M. and 9:00 A.M. Preferred time is Monday-Friday 9:00 A.M. until noon. Orders must be accepted by phone Monday-Friday, 8:00 A.M. – 5:00 P.M. **Prices quoted are to be inclusive of all delivery charges.**