

INVITATION TO BID

Sealed bids will be received at the office of the City Secretary, 1200 E. Broad Street, Mansfield, Texas 76063 **until 3:00 p.m. August 21, 2013** and then publicly opened and read aloud for:

Complete Meal Preparation and Kitchen Responsibilities

for the Mansfield Law Enforcement Corrections Department

City of Mansfield Bid Number 2013-11-03

The City of Mansfield, Texas is requesting proposals for the complete meal preparation and kitchen responsibilities for the Mansfield Law Enforcement Corrections Department. Bid packets are available at the Office of the City Secretary at Mansfield City Hall, 1200 East Broad Street, Mansfield, Texas 76063, Phone (817) 276-4204, between the hours of 8:30 a.m. and 4:30 p.m., Monday – Friday.

Sealed bids must be received before 3:00 p.m. on August 21, 2013 at which time all bids will be publicly opened and read. The City Council of Mansfield reserves the sole right to reject or accept any bid for any reason determined to be in the best interest of the citizens of Mansfield, Texas.

All interested parties are required to attend the mandatory Pre-bid meeting for this project. The Pre-bid meeting will be held at 4:00 p.m. on Monday, August 19, 2013.

The Law Enforcement Center is located at 1601 Heritage Parkway, Mansfield, TX 76063.

The City reserves the right to reject any or all bids and to waive formalities.

Advertisement Dates: August 9, 2013
 August 16, 2013
 Star Telegram

BID NOTICE AND INVITATION TO BID

Bid Package

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The City of Mansfield is seeking a contractor to provide 3 inmate meals per day; 2 hot meals and 1 cold with a minimum of 2500 calories per day.

Average inmate count = 398.

The contractor will provide a monthly menu 30 days prior each month for approval. The contractor will break down the caloric intake achieving the 2500 minimum caloric intake. The contractor will provide emergency sack lunches as specified.

The contractor is to provide a complete operating kitchen.

BID # 2013-11-03

The city of Mansfield is seeking a contractor to provide a complete operating commercial kitchen.

The successful contractor will be responsible:

1. To staff and manage the kitchen, purchase all supplies, food, plates, bags, and approved utensils to maintain a complete and functioning kitchen.
2. The contractor will be expected to prepare meals based on a count provided by the shift commander 4 hours prior to the expected serving time.
3. The contractor will be required to serve 2 hot meals and one cold meal to meet or exceed 2500 caloric calorie intake per day.
4. The contractor will provide the indicated number of emergency sack lunches as required. Each emergency sack lunch will include a sandwich with approved meat, condiments, chips, 1 snack, 1 drink, and 1 piece of fruit.
5. The contractor will provide special meals as required to meet a diet or religious requirements.
6. The contractor will include 2 holiday meals as a typical preparation for Thanksgiving and Christmas.
7. The contractor will be required to prepare the meals, load the existing food cart; officers will serve the prepared trays. Upon completion, the City staff will return trays and utensils for the contractor to clean and make ready for the next meal.
8. The contractor will be required to maintain a qualified, properly licensed staff to complete the kitchen functions and an onsite designated supervisor anytime workers are present
9. The contractor will meet or exceed all health and safety requirements.
10. The contractor will meet or exceed all state and federal guidelines for employee wages and insurance.
11. The contractor will provide a safe workplace for the kitchen staff and facility alike and will conform to existing and future facility safety protocols.

12. The contractor shall provide the listed minimum limits of insurance from an A+ rated company.

General Liability	\$1,000,000.00 Per Each Occurrence
	\$2,000,000.00 Aggregate
	\$1,000,000.00 Personal Injury
Automobile	\$1,000,000.00 Combined Single Limit
Umbrella	\$3,000,000.00 Each Occurrence
	\$3,000,000.00 Aggregate
Workers' Compensation	\$ 500,000.00 Each Accident
	\$ 500,000.00 Disease Each Employee
	\$ 500,000.00 Disease Policy Limit

13. The contractor to include the City of Mansfield as an additional insured on insurance certificates issued.
14. The contractor to indemnify the City of Mansfield and hold the City employees, managers, directors, and officers harmless to any direct or indirect liability.
15. The contractor will submit a sample contract for review.
16. The contractor and its employees are aware they are working in a maximum secured facility and are aware of the risk and that the contractor and its employees work at their own risk.
17. No trustee kitchen help is available.
18. The contractor to provide a sliding scale pricing based on serving 125, 126-250, 251-420 meals per setting (Breakfast, Lunch, Dinner).
19. No soy protein or texture vegetable protein substitute allowed.

City of Mansfield's Responsibilities:

1. To provide the contractor with a meal count a minimum of 4 hours in advance.
2. To serve the meals.
3. Retrieve and deliver kitchen trays and utensils for cleaning.
4. Make timely payments of approved contractor invoices.
5. The City will be responsible to maintain all the existing kitchen equipment as required.
6. The City is responsible for the above and below grease trap.

Contractor Minimum Requirements:

1. A minimum of 3 years verifiable jail or prison-like work performed.
2. A clean drug test on each employee by a City of Mansfield recognized 3-party testing location at the contractor's expense.
3. A polygraph examination on each person working in the facility at the City's expense.
4. A current license or certificate required to perform the assigned duties at the contractors expense.
5. TB testing on all contractor employees' first arrival and annually at the contractor's expense.
6. An acceptable background conducted by a Mansfield investigator for each person and an annual criminal history at the City's expense.
7. Employees to attend mandatory facility training from time to time at the contractors expense (labor/time).
8. Attend a **mandatory** pre-bid meeting held on August 19, 2013 at 1601 Heritage Parkway, Mansfield, TX 76063 at 4:00 p.m.
9. For bids to be considered each packet **must** include the following:
 - A. The Bid Summary Sheet
 - B. Sample Certificate of Insurance
 - C. Sample menu with caloric intake break down
 - D. 3 Vendor references
 - E. 3 Customer references
 - F. A contract sample
 - G. A company profile
 - H. Conflict of Interest Questionnaire (Form CIQ)
 - I. Each bid to be sealed in an envelope
 - J. Label the envelope "**Kitchen Bid # 2013-11-03**". Bids will not be accepted after the posted date and time.

BID SUMMARY SHEET

Facility Location: 1601 Heritage Parkway, Mansfield, TX 76063

Average population = 398

Average emergency meals per day = 30

Per Day Meals Breakdown

	Average per 125	Average per 126-250	Average per 251-420
Breakfast Meal			
Lunch Meal			
Dinner Meal			
Emergency Meal (Note 4)			
Special (Note 5)			
Holiday Meals (Note 6)			

NOTE: Special meals are an average of 12 per day (4- per serving).

City of Mansfield reserves the right to back charge the contractor as a result of a contractor's failure to provide at a particular setting requiring Mansfield to provide the meals. The cost will be charged at \$3.00 per meal, increasing 5% year 2, 5% year 3, and continue until the expiration of the contract.

The successful contractor will be awarded with a 1- year contract with (2) 1-year automatic renewals provided the contractor has met or exceeded the requirements and no change was made in the contract or amount except for actual cost incurred. The maximum increase if required: Year 2 _____%, Year 3 _____%.

Payment to the contractor will be 30 days from receipt of the invoice or the City may elect to pay the contractor early when a discount of _____% net 10 days or _____% net 15 days is applied.

All questions concerning the bid package will be asked and answered at the pre-bid meeting.

I have read and understand the requirements of the bid. I have attended the pre-bid meeting and was provided with an opportunity to ask questions and receive answers.

Submitted by _____

Date _____

Office Phone _____

Email _____

(Complete each blank)

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NOTE: ATTACHMENTS note 9.