

**ORDER: ACCEPT AND AWARD INMATE FOOD SERVICE CONTRACT TO  
SUMMIT FOOD SERVICE LLC**

Motion was made by Brent Larson, duly seconded by Larry Gillespie, to accept and award inmate food service contract to Summit Food Service LLC.

The vote on the motion was as follows:

Supervisor Brent Larson, voted yes  
Supervisor Larry Gillespie, voted yes  
Supervisor David Rikard, voted yes  
Supervisor Chad McLarty, voted yes  
Supervisor Mike Roberts, voted yes

After the vote, Vice President, McLarty, declared the motion carried, this the 18<sup>th</sup> day of July, 2022.

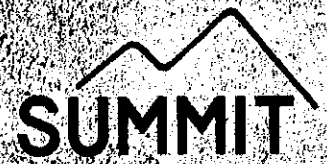


Chad McLarty, Vice President  
Board of Supervisors



Sherry Wall, Chancery Clerk

Response To  
Request For Proposal -  
Rebid for Lafayette  
County Jail Food Service



# Lafayette County Sheriff's Office

Inmate  
Food Services

**ORIGINAL**

July 12, 2022

July 11th, 2022

Lisa Carwyle  
County Administrator  
Lafayette County Board of Supervisors  
300 N Lamar Blvd.  
Oxford, Mississippi



Dear Lafayette County,

Summit Food Service, LLC, is pleased to submit our response to the request for pricing for Inmate Food Services at the Lafayette County. We are proposing a comprehensive Inmate food program that meets and exceeds the quality and support required for your facility.

Nationally, Summit operates over 500+ food and commissary clients and, since 1991, Summit is operating over 20 counties in the state of Mississippi. Some of our key accounts are Pearl River County, Jackson County, Simpson County, Rankin County and Madison County through this we have a deep understanding of all the standards and policies required by the American Correctional Association (ACA) and the American Jail Association (AJA).

Since 1991, Summit has been organized to provide Inmate food and commissary services within the correctional care environment. Our corporate offices, located in Sioux Falls, South Dakota, provide 24/7 support to our clients and our operating teams. We will strive to earn your business every day by providing an efficient and safe program that provides your staff and inmates with quality menus and products, well-trained and courteous staff, and industry best customer service.

For your program, we are proposing the following high value approaches:

- Our experience within the county proves our ability to find the best solutions, while continuing to give you the best service at the best prices
- Our flexibility and variety of meal options
- Our ongoing commitment to deliver a strong partnership - offering a win-win for all

The contact persons for this proposal process are:

**Karen Sorensen**, Business Development Director | karen.sorensen@summitfoodservice.com | 941.302.1529  
**Naomi McLaughlin**, Managing Director of Growth | naomi.mclaughlin@summitfoodservice.com | 605.359.1969

The following representative is authorized to commit Summit to the proposal and any contractual agreement.  
Brittany Mayer-Schuler, President | 612.382.8485 | brittany.mayer-schuler@summitfoodservice.com

All information contained in this proposal is true and complete to the best of my knowledge.

Summit appreciates the opportunity to provide a very crucial service in the daily operations of your facilities and looks forward to implementing an industry leading commissary management program.

*Brittany Mayer-Schuler*

Brittany Mayer-Schuler  
President - Summit  
500 East 52nd Street North | Sioux Falls, SD 57104  
612.382.8485 mobile | brittany.mayer-schuler@summitfoodservice.com

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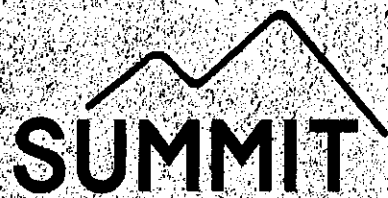
## Statement of Confidentiality

This proposal is submitted to Lafayette County for use in evaluating Summit as a Food Services Provider. This proposal contains information that is confidential and proprietary in nature. All pages are marked individually and are only to be utilized for fulfilling the terms of this agreement. Lafayette County shall not duplicate, use or disclose in whole or in part any materials containing such information for any purpose except for use in the procurement process without prior written consent. This proposal and all information are guaranteed for sixty (60) days.



You want a food service program with quality and consistency, delivered on time and with a smile.

Your Summit team is present, responsive, and ready to support **you**. Our skilled customer service staff is available 24/7, when you need them most.



## Section 1

Pricing

### **Pricing Will Be Inclusive Of:**

- Management fees such as licensing, insurance fees, bonding fees, long distance expenses, office supplies, etc.
- Labor Recruiting, Salaries, Uniforms, Benefits, Training and Retention Bonus, etc.
- Food Cost including orders, delivery and menu alterations, etc.
- Paper Costs which include disposables goods, paper bags, paper cleaning items, etc.
- Sanitation supplies including chemicals needed for dishwasher, etc.

### **Outside/Inside Commission**

We are proud to offer competitive commission rates and look forward to discussing a rate that works for your unique program.

### **Annual Price Increase**

The pricing we have proposed for your program will be honored without request for adjustment until one year after signature of the initial contract. Price adjustments always require a mutual agreement.

### **Material Adverse Change**

This proposal is based upon conditions stated in the Lafayette County RFP and Summit Food Service, LLC (Summit) reserves the right to renegotiate pricing or menu if necessary in the case of major change in Inmate population, availability of Inmate labor, scope of services or other changes beyond Summit's control. This includes any drastic increases in food, fuel, equipment, utilities or supply costs which may warrant menu changes/substitutions or a price per meal adjustment.

### **Statement of Confidentiality**

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### **Specification Compliant Pricing Plans**

#### **Inmate Meal Price Per Tray & Finance Summary**

The pricing scale is based on the following categories:

- Adult Meals (Includes Religious & Medical)

Requested modifications from the details below may include pricing increases/decreases depending on the variation(s).

#### **Inmate Menu Considerations:**

- Menu RFP Complaint Option and Alternate Option offered:
- Mon - Fri: Hot, Hot, Hot; Sat - Sun: Hot, Hot, Cold
- Menu consists of 3,200 Calories

#### **Sack / Court / Work Release Meal Menu Considerations:**

- **Court Sack:** 2 oz meat, 2 slices cheese, 4 slices bread, 2 condiment, 1 oz chips, 2 cookie bars and beverage
- **Work Sack:** 2 oz meat, 2 slices cheese, 4 slices bread, 2 condiment, 1 oz chips, 2 cookie bars and beverage

#### **Catered Meal Considerations:**

- Selections must be based on proposed Catering Menus; any requests outside of this menu will incur additional charges to client

#### **Staffing Considerations:**

- Staffing levels stay at proposed staffing chart(s)
- Summit holds all labor rates consistent with market wages rates determined by Summit Human Resources
- The facility provides, at a minimum, 6 Trustees per shift to work in kitchen



# RFP Compliant Pricing Scale / Cost Form

Sign Envelope ID: 39AC74F8-4AC3-4F0E-B639-D6296254FEE5

## PROPOSAL FORM

Meal prices will be billed on an ordered or served basis, whichever is greater.

| Population Range |         | Price Per Meal<br>(based on 3200<br>calorie menu) with<br>the use of inmate<br>labor |    |    |    |
|------------------|---------|--|----|----|----|
| 0                | 89      | \$ TBN   | \$ | \$ | \$ |
| 90               | 99      | \$2.577  | \$ | \$ | \$ |
| 100              | 109     | \$2.431  | \$ | \$ | \$ |
| 110              | 119     | \$2.310  | \$ | \$ | \$ |
| 120              | 129     | \$2.209  |    |    |    |
| 130              | 139     | \$2.122  |    |    |    |
|                  | 140-149 | \$2.048  |    |    |    |
|                  | 150-159 | \$1.994  |    |    |    |
|                  |         | \$1.948  |    |    |    |
|                  |         |  |    |    |    |
|                  |         |  |    |    |    |

How many employees will you maintain with inmate labor? 3

How many inmates would you require to prepare meals? 6

It is agreed by the undersigned bidder that this signature submission of this bid represents the bidder's acceptance and compliance of all terms, conditions, and requirements of all bid documents. The undersigned agrees to provide the specified service at the price indicated.

NAME OF

BIDDER: Summit Food Service, LLC.

ADDRESS: 500 East 52nd Street North

CITY, STATE,

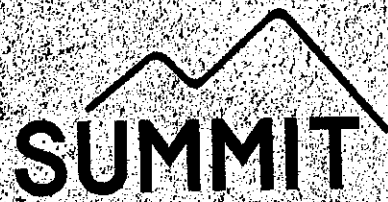
ZIP: Sioux Falls, SD 57104

PHONE: 941-302-1529

CONTACT PERSON FOR THIS BID: Karen Sorensen







## Section 2

Response to Specifications  
& Requirements



# Response to Specifications & Requirements

DocuSign Envelope ID: 39AC74F6-4AC3-4F0E-B639-D6296254FEE5

## Inmate Food Service Proposals Due: Tuesday, July 12, 2022, by 10:00

Proposals will be received by the Board of Supervisors of Lafayette County, Mississippi, until 10:00 on Tuesday, July 12, 2022, at the Chancery Clerk's office, 300 N Lamar Blvd., Oxford, Mississippi, to secure a vendor to provide food service for inmates at the Lafayette County Detention Center under the jurisdiction of the Board of Supervisors. The County is seeking pricing for a minimum 12-month contract with the option to adjust pricing annually based on the Consumer Price Index for up to 24 additional months.

Interested vendors may tour the facility on Thursday, June 30, 2022, at 2:00 p.m. by contacting Lisa Carwyle via email at [lcawyle@lafayettecoms.com](mailto:lcawyle@lafayettecoms.com)

Specifications may be received from the County Administrator, 300 N Lamar Blvd, Oxford, Mississippi, during normal business hours, available by contacting the County Administrator, Lisa Carwyle, [lcawyle@lafayettecoms.com](mailto:lcawyle@lafayettecoms.com); or (662) 236-2717. Official bid documents can be downloaded at [www.centralbidding.com](http://www.centralbidding.com). Electronic proposals may be submitted at [www.centralbidding.com](http://www.centralbidding.com). For any questions relating to the electronic bidding process, please call Central Bidding at (225) 810-4814. All proposals must comply with the specifications provided. Lafayette County reserves the right to amend the specifications, as necessary, and agrees to notify all participants.

All proposals are to be submitted to the Chancery clerk's office by 10:00 a.m. on Tuesday, July 12, 2022.

It is agreed by the undersigned that this signature submission of this proposal represents the vendor's acceptance and compliance of all terms, conditions, and requirements of all proposal documents contained herein, and that this pricing will remain valid with firm pricing for a period of 12 months or until a new contract has been approved by the Lafayette County Board of Supervisors. Lafayette County reserves the right to extend this agreement for an additional 12 month period adjusting pricing annually based on the Consumer Price Index if agreed by both the county and the vendor. This agreement may be extended by two (2) twelve (12) month periods for a total possible period of 36 months.

Start-up of the term is expected to be August 1, 2022, or an adjusted date agreed to by all parties.

This request does not commit the county to contract for any requirements detailed in this document. The county reserves the right to reject any or all offers and to waive informalities and minor irregularities in the proposal received.

All submissions must include all documents found in the packet. Vendors are welcome to add additional information and quotes, but the official proposal pricing must be included on the provided documents.

### Scope of Project:

- a. To deliver high quality food service to the Lafayette County inmates that can be audited against established nutritional and health standards.
- b. To operate the food service program using corrections-experienced and professionally trained personnel.
- c. To operate the food service program in a cost-effective manner with full reporting to Lafayette County Sheriff Joey East, or his designee.
- d. To implement a written food service plan with clear objectives, policies, procedures and annual evaluation of compliance.
- e. To maintain an open collaborative relationship with the administration and staff of the Lafayette

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- f. To maintain standards established by the Lafayette County Sheriff, as well as the American Correctional Association (ACA) and State and Federal Correctional Food Service Standards.
- g. To operate the food service program in a humane manner with respect to the inmates' rights to basic health and nutritional standards.

It is preferred that the awarded vendor have a minimum of five (5) years of service in the detention center food service industry. All proposals are expected to provide evidence and references of said service, as well as, documentation of its quality assurance program.

The awarded vendor is required to furnish both a Performance and Payment Bond along with proof of insurance within ten (10) days of award. Please refer to General Terms for additional information.

Award of contract shall be made to the most responsible, responsive vendor, whose offer is determined to be the best value, taking into consideration the relative importance of price. Lafayette County reserves the right to be the sole judge as to whether items proposed will serve the purpose intended. Lafayette County reserves the right to accept or reject in part or in whole any proposal submitted, and to waive any technicalities or informalities for the best interest of the County.

This request is not an offer to contract. Acceptance of this proposal by the County neither commits the County to award a contract to any supplier, even if all requirements stated in this proposal are met, nor limits our right to negotiate in our best interest. The County reserves the right to contract with a vendor for reasons other than lowest price. Mississippi State Laws authorize the county to award a contract to the lowest and best proposal that complies with the specifications of this request. The Lafayette County Office of Procurement will thoroughly examine each proposal for product quality, performance measures, customer support and more.

Proposals are to be made in good faith, without fraud, collusion or connection of any kind with any other contractor or employee for the same work.

Past performance and other issues will be considered as well as price, with the intent to remove proposals which cannot supply food service to the jail for the specified contract period. Any such determination will be based on facts.

At Lafayette County's request and direction, vendors shall provide product samples and/or testing of items bid to ensure compliance with specifications. Sample, demonstrations and/or testing may be requested at any point prior to or following contract award. All samples (including return thereof), demonstrations, and/or testing shall be at the expense of the vendor.

The bidder will certify all equipment complies with all regulations and conditions stipulated under the Willis-Steiger Occupational Safety and Health Act of 1971, as amended. The successful vendor will further certify that all items furnished under this project will conform and comply with federal and State of Mississippi OSHA standards.

**Required Insurance**

1. **Workers' Compensation:** Statutory Limits - CONTRACTOR shall comply with all applicable Workers' Compensation laws set forth in Mississippi Code Annotated Sections 71-3-1et. seq.
2. **Liability:** Contractor shall carry general liability insurance coverage for the term of the agreement, naming Lafayette County as an additional insured, which shall provide coverage of claims for bodily injury, occupational sickness or

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- disease, and death of vendor's employees or any other persons: claims for personal injury or property damage caused by defective products: claims for vendor's liability for injuries or property damage suffered by any party arising from the contractor's completion of operations as the result of the negligent and/or intentional actions of contractor's employees, officers, agents and subcontractors. The minimum insurance coverage limits and requirements are as follows: a) claims for bodily injury, occupational sickness or disease, and death of vendor's employees or any other persons: claims for personal injury or property damage caused by defective products: claims for vendor's liability for injuries or property damage suffered by a third party as the result of the contractor completion of operations: claims for liability incurred by vendor as a result of entering into written contract: \$500,000 per person, \$1,000,000 per occasion; b). Automobile General Liability, including owned, hired, and non-owned autos: \$500,000 per person, \$1,000,000 per occasion; c) Claims for vendors liability for property damage suffered by Lafayette County or a third party as a result of the contractor's operations: \$1,000,000.00.
3. All certificates shall indicate the names and addresses of the insurance companies, that coverage shall not be altered or canceled without ten days' prior notice in writing to OWNER, and be approved, in writing, by an agent, regularly commissioned and licensed to transact insurance business in the State of Mississippi.

**Bid Bond:** Certified Check or Bid Bond for five percent (5%) of total bid payable to Lafayette County must accompany each proposal.

**Performance Bond:** In accordance with Mississippi Code Ann. Sec. 31-5-51, Lafayette County requires bonds as follows:

The party awarded the bid must submit, within ten (10) days of the bid award, and before beginning the work or signing a contract, a performance bond in an amount equal to one hundred percent (100%) of the total amount of the bid. Said performance bond shall be made out in favor of Lafayette County, Mississippi and issued by a Surety company qualified and licensed to do business in the State of Mississippi and acceptable to Lafayette County, Mississippi. In lieu of the performance bond the party awarded the bid may post certified check, bank check, cashier's check, money order or letter of credit from a bank with an office in Lafayette County upon which the letter may be drawn, in the same amount may be submitted in lieu of the bid bond. The foregoing notwithstanding, the intent is for the contractor to comply with and satisfy Miss. Code. Ann. § 31-5-51 and any provision herein shall be construed to ensure compliance with said code section.

**Invoices:** All invoices shall reference the contract order number. Invoices shall reference a detailed description for each item invoiced. Payment will be made under terms of the laws of the State of Mississippi.

**Contract Definition:** The General Conditions of Bidding, Specifications, and any other documents made a part of this request shall constitute the complete package. This proposal, when duly accepted by Lafayette County, shall constitute a contract equally binding between the successful vendor and Lafayette County.

**Change Order:** No different or additional terms will become part of this contract with the exception of a change order. 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 at the discretion and approval of Lafayette County and in accordance with the laws of the State of Mississippi.

**Termination of Default:** Lafayette County reserves the right to enforce the performance of this contract in any manner prescribed by law or deemed to be the best interest of the county in the event of breach or default of this contract.

Company Name: Summit Food Service, LLC.

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Lafayette County reserves the right to terminate the contract immediately in the event the vendor fails to perform to the terms of specifications or fails to comply with the terms of this contract. Breach of contract or default authorizes the county to award to another vendor.

**Sale, Assignment, or Transfer of Contract:**

The successful vendor shall not sell, assign, transfer or convey this contract, in whole or in part, without the prior written consent of Lafayette County.

**Signature on all proposal documents certifies:**

- The submission of the offer did not involve collusion or other anti-competitive practices.
- The vendor has not given, offered to give, nor intends to give at any time here-after any economic opportunity, future employment, gift, loan, gratuity, special discount, trip favor, or service to any public servant in connection with the submitted offer.
- The vendor hereby certifies that the individual signing the proposal is an authorized agent for the vendor and has the authority to bind the vendor to the contract.

**INSTRUCTIONS TO BIDDERS**

1. The average daily population has been approximately 135 inmates. On average 12,000 meals per month are served. Lafayette County Detention Center has a capacity of up to 201 inmates.
2. Lafayette County Detention Facility shall be responsible for and will provide accurate and timely orders for the number of meals to be served to inmates, within two (2) hours of the time for meals to be served.
3. Lafayette County Detention Facility will provide adequate ingress and egress to all production areas.
4. Lafayette County Detention Facility shall be responsible for and will provide adequate heat, lights, ventilation, and all other utilities.
5. The County will be responsible for extermination services and removal of trash and garbage from loading dock areas.
6. Lafayette County Detention Facility shall be responsible for and will provide general maintenance to the building structure including, but not limited to, the maintenance of gas, water, sewer, ventilation, lighting, air conditioning, refrigeration, duct work, floor coverings, and wall and ceiling surfaces. The jail's maintenance does not include day to day cleaning operations in the kitchen area.
7. Lafayette County Detention Facility will provide adequate preparation, storage, and holding equipment and maintenance for same.
8. Lafayette County Detention Facility will provide adequate number of inmates for kitchen duties.

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Company Name: Summit Food Service, LLC.



9. Vendor staff will be expected to supervise inmates in the tray make-up of meals at this site should the County choose a proposal that includes the use of inmate labor. Inmate workers supervised by the correctional officers will deliver meals to each living area on thermal trays.
10. Lafayette County Detention Facility shall be responsible for security, control and limitation of inmate movement in, to, and from the food service area, including physical security of employees, suppliers, and other authorized visitors.
11. Lafayette County Detention Facility will maintain kitchen appliances and equipment in proper working order on an on-going basis.
12. Lafayette County will provide small wares and Grizzly trays.
13. The price per meal charged shall be determined by taking the actual meals ordered or served each day times the contract price per meal. Any volume discount must be considered when determining the cost per meal.
14. Food is received, stored, prepared and served at the Lafayette County Detention Center.
15. The current meal service schedule is as follows:
  - Breakfast 05:00 to 06:15
  - Lunch 11:00 to 12:30
  - Dinner 16:00 to 17:30
16. The county accepts no responsibility for any expenses incurred by any bidder to participate in this process. Such expenses are to be borne exclusively by the bidders.
17. Whenever the term "owner", "county", or "Lafayette County" occur in these specifications, it shall mean Lafayette County, a political subdivision of the State of Mississippi acting through the Lafayette County Board of Supervisors. Whenever the term "firm/company", "provider", "vendor", "bidder", "proposer" or "contractor" is used, it shall mean the bidder.
18. Final award of the contract is contingent upon vote of the Board of Supervisors.
19. Whenever work or responsibilities are described in these specifications, it shall mean any work necessary to accomplish the scope of services and other descriptions of service.
20. The successful vendor shall comply with all State, Federal and Local laws and/or regulations.
21. A site visit to the Lafayette County Detention Facility kitchen is mandatory. This will be coordinated by the Lafayette County Administrator with the Sheriff's office. Contact Lisa Carwyle to confirm plans to attend on Thursday, June 30, 2022 at 2:00 pm by emailing [lcawyle@lafayettecoms.com](mailto:lcawyle@lafayettecoms.com).
22. Vendors shall include a sample contract with their proposal.
23. Bidders needing clarifications should fax or email questions as soon as possible. All questions must be sent prior to noon on July 7, 2022 unless unavoidable. Questions which change the scope of the project will be considered for addendum. Addenda will be sent to all vendors.

Refer all questions in writing to: [lcawyle@lafayettecoms.com](mailto:lcawyle@lafayettecoms.com)

Company Name: Summit Food Service, LLC.

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CONTRACTOR REFERENCES

BIDDING COMPANY NAME: Summit Food Service, LLC.

1. INSTITUTION NAME: Madison County Sheriff's Office  
ADDRESS: 2935 US 51 South, Canton MS, 39046  
CONTACT PERSON: Major Jeff Husted  
TELEPHONE: 601.855.0777 YEARS OF ASSOCIATION 2000 - Present

2. INSTITUTION NAME: DeSoto County Jail  
ADDRESS: 3425 Industrial Drive, Hernando, MS 38632  
CONTACT PERSON: Chad Wicker  
TELEPHONE: 901.626.9070 YEARS OF ASSOCIATION 2014- Present

3. INSTITUTION NAME: Jackson County Jail  
ADDRESS: 1719 Kenneth Ave., Pascagoula MS, 39567  
CONTACT PERSON: Captain Nelson  
TELEPHONE: 228.769.3246 YEARS OF ASSOCIATION 2011 - Present

4. INSTITUTION NAME: Simpson County Jail  
ADDRESS: 1498 Simpson Highway 149, Mendenhall MS, 39114  
CONTACT PERSON: Chief John Ingle  
TELEPHONE: 601.847.5848 YEARS OF ASSOCIATION 2011 - Present

5. INSTITUTION NAME: Rankin County Sheriff's Office  
ADDRESS: 211 Government Street, Brandon MS, 39042  
CONTACT PERSON: Captain Barry Vaughn  
TELEPHONE: 601.824.7122 YEARS OF ASSOCIATION 2016 - Present



### SPECIFICATIONS

1. Awarded vendor must be organized for the purpose of providing institutional and/or volume food service, and must have five (5) years previous correctional feeding experience with proven effectiveness in administering corrections food service programs.
2. The vendor shall submit a list of at least five (5) references from Mississippi using the Contractor Reference form, including name of institution, address, and contact person, phone number and years associated. References listed should be similar in size, volume, and service complexity of Lafayette County Detention Facilities if possible.
3. The vendor must have qualified and trained staff with sufficient back-up personnel to successfully complete the contract requirements. Personnel must include a full-time, corrections-experienced Registered Dietitian available for menu development, as well as experienced staff, district manager, general manager, transition team, and local and regional support network. The assigned employee that will be responsible for the daily operations of preparing all inmate meals must live within a 50 mile radius of the detention facilities.
4. Vendors who provide local representation will be viewed more favorably by Lafayette County.
5. Include resumes of the Dietitian, Director of Food Services, General Manager working at the Lafayette County facility including the person(s) at the central office responsible for supervising and monitoring the program to ensure satisfactory provision of services.
6. The vendor must submit a certified copy of a current financial report of the company including the last three (3) years of audited financial reports.
7. Awarded vendor is responsible for all Federal, State and local licenses, permits and fees required for the operation of the food services provided.
8. Awarded vendor shall submit to the County, on or before the tenth day of each month, invoices for the prior calendar month. Invoices must be itemized to reflect the number of meals ordered or served, whichever is greater. The price charged to the County shall be the contracted price. The County may decide to invoice weekly rather than monthly.
9. The vendor shall keep full and accurate meal count records in connection with the food service. A copy of said record shall be supplied to the designated Sheriff Department employee on a weekly or monthly basis at the same time the invoice is submitted. In addition, all such records shall be available for auditing by the County at any time during regular working hours.
10. Provide a sample invoice.
11. The vendor shall return to the County, at the expiration of this contract, the food service premises and all equipment furnished by Lafayette County in the condition in which received except for ordinary wear and tear and except to the extent that said premises and equipment may have been lost or damaged by fire, flood, or unavoidable occurrence and except to the extent that said equipment may have been stolen by persons other than employees of the vendor without negligence on the part of the vendor or its employees and providing that all damages and losses are reported to the County for all items covered by this paragraph. The County will pay for needed repairs caused by normal wear and tear. The County will replace equipment, which in the opinion of the County has exceeded its useful life after consultation with the vendor.
12. Supervision of all staff, including inmates, if used, is a must to prevent unnecessary damage. The awarded vendor will be held liable for all damage to equipment and premises with the exception of basic "wear and tear". To be clear, any damage caused due to negligence will be charged to the vendor.
13. Monthly inspections will be conducted by the Sheriff or his designee for the purpose of tracking normal wear and tear and/or damage due to misuse.

Company Name: Summit Food Service, LLC.

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Specifications 3/2014km





14. Vendor shall provide professional, neat uniforms that distinguish the vendor's paid staff from the inmates and corrections officers. Please describe your company's uniforms.

Please see our Uniform Section in our proposal.

15. All proposals must clearly define and provide the following:

- Proposed Menu(s)
- Item-by-item nutritional analysis (May be appendix or disc copy - MSWORD preferred)
- Registered dietitian certification of both the menu and nutritional analysis.
- All proposals must meet or exceed quality of food service as detailed in Scope of Work
- Documentation of all meals served including substitutions shall be maintained. Vendor is required to provide a sample menu records form with their submitted proposal.

16. Inmate Cycle Menu:

- Each vendor shall submit a 4 week cycle menu. Vendors must include menu and cost explanation.
- Each week will include 21 meals and comply with ACA standards.
- No proposal will be considered that does not provide the menu upon which the cost of service is calculated together with the portion sizes of each menu item. Sample menus that may not be served after the contract is awarded will not be allowed.

17. Menu Description Requirements

- Menus submitted in the proposal must include clearly defined descriptions of food items.
- Ingredient Statement along with the manufacturer name and code # for each menu item is required.
- All menu items must be listed weight or volume measurements (e.g. 1/2 c, 3 oz. wt., etc.). All cake, muffin and cornbread portions that are cut in a pan must indicate the size of the cut (e.g. 1/80 cut).
- Meat portions in casseroles must include cooked weight measurements of meat or meat equivalent per portion (e.g. a 10 oz. casserole planned to include 2 oz. of meat or meat equivalent should be written on the menu as 10 oz. (2 oz. meat).
- Weights of entrees on menus must be indicated as cooked or raw weights. For those items purchased already fully cooked, it shall be indicated as either prior to reheating or following reheating.
- The ground meat to be served must be indicated on the menu. For example, if ground turkey will be utilized in the casserole, that must be indicated on the menu. If diced meat is intended to be served in a casserole, indicate diced in the name.

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- If imitation cheese is intended to be served, it must be indicated on the menu.
- Appropriate condiments to be served must be included on the written menu.

18. Balanced Menu Planning Requirements

- The menu shall be planned with products and recipes with proven inmate acceptability. The vendor shall include in the proposal a method to monitor inmate preferences and to make acceptability adjustments.
- A variety of food flavors, textures, temperatures, and appearances shall be used.
- Standardized recipes with portion yield data for all items shall be available and utilized.

19. Excessive Calories

A maximum of 1/4oz. shall be used as a margarine or salad dressing portion. Sandwich meals shall include appropriate mustard and catsup condiments, not unnecessary margarine.

20. Nutritional Requirements

- Menus will provide a weekly average of 3,200 calories per day in addition to all required nutrients.  
A meat or meat equivalent may include meat, eggs, cheese, peanut butter, or soy.
- Menus will provide a minimum of two glasses (8 oz.) of fluid milk per week.
- Nutritional analysis tied to actual recipes & products proposed:
  - a. An item-by-item computer nutritional analysis of the menu (on CD) with a weekly summary (in proposal) indicating the percentage of compliance to the highest RDA values for the population shall be submitted with the proposal.
  - b. Each item on the menu shall have specific nutritional values based on recipes that will be used in the facility. For example, the specific calories, protein, fat, sodium, calcium, iron and vitamins in the recipe that will be used for Beef, Macaroni, and Tomatoes and all other meal items shall be separately identified on the computer analysis.

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21. Menu & Analysis Certified by Registered Dietician

- A registered dietician shall certify the inmate menu in the proposal with a signed nutritional compliance statement for the age and sex of the population.
- A copy of the dietician's ADA registration cards shall be submitted with the proposal.
- A registered dietician will approve all menus prior to service and annually thereafter.
- All meals served will be in compliance with the most recently published Recommended Dietary Allowances and Dietary Reference Intakes for adult males as established by the National Academy of Sciences.

22. Court Sack Meals

Sack meals for approximately 20 inmates five days per week are to be provided for anyone requiring a court appearance. These meals are in place of regular inmate meals.

- Court sack meals are to consist of:  
Two sandwiches made with: 4 slices of bread and 3 oz. meat and/or cheese, 2 p. c. condiments, chips, dessert item, and a bulk beverage.
- Court sack meals are to be billed at regular inmate rates.
- No sack lunch menu is required.

23. Work Release Sack Meals

Sack meals will be required as needed for inmates on work release.

- Work release sack meals may be required any day of the week for a varying number of inmates. These meals are in place of regular inmate meals.
- Work release sack meals are to consist of:  
Two sandwiches made with 4 slices of bread and 3 oz. meat and/or cheese, 2 p.c. condiments, chips, dessert item, portion pack beverage at least 8 oz.
- Work release sack meals are to be billed at regular inmate rates.

24. Medical & Religious Diets

- The vendor shall provide, at no additional cost, medical diets conforming to physician ordered specifications.
- The vendor shall provide, at no additional cost, a lacto-ovo vegetarian and/or vegan diet for all religious requests from the administrative or religious authority. Other meals requested, such as prepackaged meals, shall be provided at same contract price.
- The average daily number of inmates receiving medical diets has been approximately 20 including an average of 5 night snack meals to inmates for medically approved diets. The most common medical diet orders are Diabetic. The average daily number of inmates receiving religious diets has been approximately two (2). The most common religious diet orders are no pork.
- The vendor shall submit a sample of their corrections diet handbook that includes diabetic and geriatric menus.

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#### Policies and Documentation Requirements

25. No visitor or staff is to be served meals at the detention facilities. Mississippi Code Section 19-25-73 states that the county is required to feed prisoners. The Board of Supervisors may eat at the county jail only as part of their legally required inspection of the food that is served to the prisoners.

#### 26. Holiday Meals

- The vendor shall include in the proposal their policies for serving special meals (spirit lifters) on holidays.
- Proposed menus and holidays shall be identified.
  - a. A minimum of eleven (11) spirit lifter meals shall be provided annually, including New Year's Day, Martin Luther King, President's Day, Easter, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Thanksgiving, Christmas dy.
  - b. All such meals will be provided at contract rates.

#### 27. Plan for Product Wholesomeness

- Vendor will provide warranty that all meat products will be purchased from suppliers using HACCP (Hazard Analysis Critical Control Point) programs.
- All food items will be purchased from facilities and manufacturers that meet all applicable federal and state regulations for food safety, use only industry "best practices" to assure wholesomeness and maintain appropriate liability insurance on their products.
- Describe in detail your specific plan for maintaining safe and wholesome food in the facilities operated by this jurisdiction.  
Summit will only use approved vendors. Summit also has a rigorous vendor approval process. We have a dedicated procurement team that focuses on quality issues daily. Once food is received it is dated and rotated, following all guide lines pertaining to food storage.
- Describe your policy for assuring all meals will be served at appropriate temperatures and in a manner that makes them palatable, neat, and visibly pleasing;  
Summit has a team of dietitians that create our recipes. All recipes are tried tested daily across America. All of our Food Service Directors are ServSafe certified. We temp our foods at critical points in the cooking process to ensure food safety as well as quality. We take pride in our plating process so that food is neatly arranged and looks inviting.

#### 28. Staff Requirements

- Vendor shall provide a staffing plan to provide adequate resources to meet objectives.
- Inmates will be provided for vendor use, as the vendor requires, subject to the approval of the Lafayette County Director of Detention Services.
- Vendor will provide an organizational chart and job descriptions for all professional and inmate staff with their proposal including number of inmates required per shift. Inmate personnel shall be used for the preparation of food and general sanitation and cleaning, should the County choose this option.

Company Name: Summit Food Service, LLC.

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- Vendor agrees to train and supervise Inmate personnel (should this option be chosen by the County), subject to the overall control of the Lafayette County Sheriff or his designee.
- The vendor is responsible for all wages, salary benefits, and overtime payments to its staff.

29. Employee Related Processes

- Vendor agrees that its employees assigned to duty at the jail shall submit to periodic health examination at least as frequently and as stringently as required by law and agrees to submit satisfactory evidence of compliance with all health regulations to the county, upon request.
- All employees of the contracting firm who will work in the jail must be cleared by the Sheriff or his designee. All employees must comply with the County's written policy and procedures relating to facility security.

30. Supervision & Training of Vendor Staff

- The vendor shall provide security training for all employees annually. Please explain.  
All of our staff receives PREA Training. All Summit employees receive multiple trainings dealing with Inmate manipulation. We also have ongoing trainings on our learning platform Elinor University, along with monthly trainings. We also partner with the facility to participate in any required trainings.
- Inmates are not permitted to supervise other inmates.

31. Responsibilities of Vendor Staff

Vendor shall clearly detail the proposed use of inmates as part of the vendor's food service proposal. Inmates are trained/supervised after getting cleared for work. They are assigned to specific tasks, such as, assisting in the production/cooking and plating processes. Then, trustees will wash, clean and sanitize pots/pans, and preparation/serving area. Once trays are returned they will wash and sanitize.

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32. Contract Review

The County and the vendor shall, within 30 days of execution of an agreement, formulate a monthly report form that will establish the basis for the quarterly review sessions.

33. Cost Summary

The cost per meal prepared shall be indicated on the bid proposal form. The per-meal prices stated in this bid will be firm for the period beginning on the effective date and ending 12 months after the effective date unless otherwise noted. Vendors are allowed to offer pricing with and/or without inmate labor. The County reserves the right to choose the best option for the County.

34. Food and Supplies

- a. The vendor is responsible for the purchase and safe management of all consumable supplies and food products that are required for food service operation. These supplies and food products shall remain the property of the contractor.
- b. The vendor will be responsible for routine cleaning and housekeeping of food service preparation, service and storage area and will, on a continuing basis, maintain standards of sanitation required by state or local regulations. The vendor shall provide kitchen cleaning supplies for the kitchen area.
- c. Inspections of kitchen facilities by the LAFAYETTE County Sheriff or his designee and the County and/or State health agencies must achieve satisfactory ratings.

**Additional Services the County Can Expect**

Please describe any additional services the county can expect from your company than those specifically requested in these bid documents.

If additional pages are necessary, please label those pages "ADDITIONAL SERVICES THE COUNTY CAN EXPECT."

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Please respond as directed to the following general questions:

1. How long has your company done business in Mississippi under its existing name? 8 years
2. Is your company prepared for a contract start-up on or before October 1, 2018? Summit can start on August 1, 2022
3. Does your company have personnel who can visit the county when information may be needed or problems resolved? Yes
4. Is your company a subsidiary, affiliate, or division of a corporation? Yes If yes, the relationship of the vendor must be clearly delineated in this proposal. What is the name and address of your parent company?  
Elior North America, 300 South Truon Street, Suite 400, Charlotte, North Carolina 28202

5. Is your company currently for sale or involved in any transaction to expand, downsize, acquire other companies, or to become acquired by another business entity? No If yes, please explain. If additional space is required, please label those pages "CURRENTLY PLANNED CHANGES FOR BUSINESS".

6. Please explain any litigation, past or current that would or might affect your company's performance under the contract with the county. If additional space is required, please label those pages "LITIGATION".  
N/A

7. Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? No If yes, please specify dates, details, circumstances, and prospects for resolution. If additional pages are needed, please label those pages "FINANCIAL DEFAULTS".

8. To the best of your knowledge, is anyone in your company related directly or by marriage to any county employee? No If yes, please explain.

9. In general, what differentiates your organization from your competition? Variety with menus, solutions, helping to keep county in budget with these inflating times, solutions, communicative, and a true partner.

10. The vendor must show their demonstrated ability to comply with American Correctional Association standards by indicating those facilities currently under contract which have attained accreditation as a result of vendor efforts. List facilities that have become accredited due to vendor's efforts.

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11. Please indicate your plan to secure and/or maintain food service accreditation for delivery of food service to the county facilities.  
Please see page 32 'Awards & Accomplishments' for details.

12. Indicate the method the vendor will follow in establishing and revising food service policies and procedures.

13. State your plan for the transition from the current meal plan to your company's plan.  
Summit is the incumbent vendor therefore a transition is not necessary.

14. A support facility (alternate emergency preparation site) within 30 minutes of the LAFAYETTE County facilities must be provided for emergency backup. List the site that your company would use in an emergency.

15. Describe in detail your company's emergency backup plan with operational procedures for handling food service in the event on-site facilities are rendered unusable through fire, etc. Be specific.  
Please see page 98-101 'Planning for Emergencies' for details.

16. Vendor Service Requirements:

Specify procedures that will be used for providing safe, sanitary, and secure food service management, including supervision and control of inmate labor and internal security of products and equipment available to inmates.

a. Sanitation and Safety Procedures:

Please see Section 8: 'Safety & Sanitation' for details.

Company Name: Summit Food Service, LLC.

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## RFP Compliant Pricing Scale / Cost Form

Sign Envelope ID: 39AC74F6-4AC3-4F0E-B639-D6296254FEE5

### PROPOSAL FORM

Meal prices will be billed on an ordered or served basis, whichever is greater.

| Population Range |         | Price Per Meal<br>(based on 3200<br>calorie menu) with<br>the use of inmate<br>labor |    |    |    |
|------------------|---------|--|----|----|----|
| 0                | 89      | \$ TBN   | \$ | \$ | \$ |
| 90               | 99      | \$2.577  | \$ | \$ | \$ |
| 100              | 109     | \$2.431  | \$ | \$ | \$ |
| 110              | 119     | \$2.310  | \$ | \$ | \$ |
| 120              | 129     | \$2.209  |    |    |    |
| 130              | 139     | \$2.122  |    |    |    |
|                  | 140-149 | \$2.048  |    |    |    |
|                  | 150-159 | \$1.994  |    |    |    |
|                  |         | \$1.948  |    |    |    |
|                  |         |  |    |    |    |
|                  |         |  |    |    |    |
|                  |         |  |    |    |    |

How many employees will you maintain with inmate labor? 3

How many inmates would you require to prepare meals? 6

It is agreed by the undersigned bidder that this signature submission of this bid represents the bidder's acceptance and compliance of all terms, conditions, and requirements of all bid documents. The undersigned agrees to provide the specified service at the price indicated.

NAME OF

BIDDER: Summit Food Service, LLC.

ADDRESS: 500 East 52nd Street North

CITY, STATE,

ZIP: Sioux Falls, SD 57104

PHONE: 941-302-1529

CONTACT PERSON FOR THIS BID: Karen Sorensen



# **Alternate Pricing Scale / Cost Form**

Sign Envelope ID: 39AC74F8-4AC3-4F0E-B639-D6298254FEE5

## **PROPOSAL FORM**

Meal prices will be billed on an ordered or served basis, whichever is greater.

| Population Range |         | Price Per Meal<br>(based on 3200<br>calorie menu) with<br>the use of inmate<br>labor |    |    |    |
|------------------|---------|--|----|----|----|
| 0                | 89      | \$ TBN   | \$ | \$ | \$ |
| 90               | 99      | \$2.445  | \$ | \$ | \$ |
| 100              | 109     | \$2.299  | \$ | \$ | \$ |
| 110              | 119     | \$2.179  | \$ | \$ | \$ |
| 120              | 129     | \$2.078  |    |    |    |
| 130              | 139     | \$1.993  |    |    |    |
|                  | 140-149 | \$1.919  |    |    |    |
|                  | 150-159 | \$1.863  |    |    |    |
|                  |         | \$1.817  |    |    |    |
|                  |         |  |    |    |    |
|                  |         |  |    |    |    |
|                  |         |  |    |    |    |

How many employees will you maintain with inmate labor? 3

How many inmates would you require to prepare meals? 6

It is agreed by the undersigned bidder that this signature submission of this bid represents the bidder's acceptance and compliance of all terms, conditions, and requirements of all bid documents. The undersigned agrees to provide the specified service at the price indicated.

NAME OF

BIDDER: Summit Food Service, LLC.

ADDRESS: 500 East 52nd Street North

CITY, STATE,

ZIP: Sioux Falls, SD 57104

PHONE: 941-302-1529

CONTACT PERSON FOR THIS BID: Karen Sorensen



EMAIL: karen.sorensen@summitfoodservice.com PHONE: 941-302-1529

ACCOUNTS PAYABLE INFORMATION:

CONTACT PERSON: Alvin Lewis

PHONE: 601-664-3173

Tax-Summit@ellor-na.com

REMIT ADDRESS: Summit Food Service, LLC.: PO Box 743293; Atlanta, GA 30374-3293

Are there any limitations in your ability to deliver, prepare and serve food items to the LAFAYETTE  
County Detention  
Center as requires in this proposal? Yes        No ✓

Please  
explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Designated by:

Brittany Mayer-Schuler

7EED0E973A74444  
Authorized Signature

06/27/2022

DATE

