

## **INVITATION TO BID**

The County of Carbon will receive sealed bids until 3:30 P.M., prevailing time, Monday, June 13, 2016 at the office of the County Controller, Courthouse Annex, 2<sup>nd</sup> Floor, P.O. Box 59, Jim Thorpe, PA 18229, for:

### **FOOD SERVICE, CARBON COUNTY CORRECTIONAL FACILITY**

Contract documents may be obtained at a non-refundable cost of \$35.00, payable to the County of Carbon, by contacting the Carbon County Purchasing Department at (570) 325-8988, Courthouse Annex, 2<sup>nd</sup> Floor, Jim Thorpe, PA 18229. Addenda, if any, will be issued to only those persons whose name and address are on record as having obtained the contract documents.

A mandatory pre-bid meeting will be held at the Correctional Facility, 331 Broad St., Nesquehoning, PA 18240 on Monday, June 6, 2016 beginning at 10:00 A.M. Bids received from non-attendees of the pre-bid meeting will not be accepted.

A certified check or bank draft, payable to the County of Carbon, or a satisfactory Bid Bond executed by the Bidder and an acceptable surety on the amount equal to ten percent (10%) of the total bid shall be submitted with each bid.

Bids will be publicly opened and read aloud at the regular Board of Commissioners Meeting at 10:30 A.M., prevailing time, Thursday June 16, 2016 in the Commissioners Conference Room, Courthouse Annex, 3<sup>rd</sup> Floor, Jim Thorpe, PA.

The award will be made, usually within thirty (30) days, to the lowest responsible and responsive bidder submitting a bid in conformity with the specifications. However, the County reserves the right to reject any or all bids.

**COUNTY OF CARBON**  
Wayne E. Nothstein, Chairman

Adv. 5/18 & 21/16

**COUNTY OF CARBON  
PROJECT SPECIFICATIONS  
FOR  
FOOD SERVICE,  
CARBON COUNTY CORRECTONAL FACILITY**

**SECTION 1: INTRODUCTION**

- 1.1 The County of Carbon (hereinafter referred to as “County”) is soliciting bids for Food Service at the Carbon County Correctional Facility (hereinafter referred to as “CCCF”) from companies specializing in service to correctional facilities.
- 1.2 Service provided by the awarded contractor (hereinafter referred to as “Contractor”) will include, but not be limited to food, supplies and personnel necessary to provide meals to the inmates and staff, as well as furnishing required management and supervision.
- 1.3 The CCCF is a minimum security facility housing a maximum inmate population of 223 male and female pre-trial detainees and sentenced inmates.
- 1.4 The CCCF is located at 331 Broad St., Nesquehoning, PA 18240 on State Route 93.

**SECTION 2: SCOPE OF WORK**

- 2.1 Contractor will deliver high quality food, service and products in accordance with established nutritional and health standards.
- 2.2 The Contractor shall maintain correctional food service standards that meet those established by the County, the American Correctional Association (ACA) and the State and Federal Departments of Corrections and all applicable laws and regulations.
- 2.3 Contractor shall operate the food service program using corrections-experienced and professionally trained personnel. Contractor shall provide adequate staff to oversee and supervise all aspects of the food service operation.
- 2.4 Contractor shall operate the food service program in a cost-effective manner with full reporting to the CCCF. Contractor shall perform services in such a manner as to conserve electricity, gas and water.
- 2.5 Contractor shall implement a written food service plan with clear objectives, policies, procedures and annual evaluation of compliance.
- 2.6 Contractor shall maintain an open collaborative relationship with the administration and staff of the CCCF and the County Commissioners.