



SAUNDERS COUNTY CORRECTIONS
REQUEST FOR PROPOSAL

Food Service at Saunders County Corrections

Sealed Proposals Due: May 5, 2026, 9:00AM CST

Please submit Sealed proposals to:

Saunders County Clerk's Office
PO Box 61
Wahoo, NE 68066

Saunders County Corrections
Request for Proposals (RFP)
Food Service at Saunders County Corrections

Introduction:

Saunders County, Nebraska is requesting proposals for the provision of furnishing food service to include inmate meals seven days a week, three times per day and a program to support services for an approximate 100-125 inmates with a maximum capacity of 152 inmates. The contract period will be for two (2) years commencing on July 1, 2026, with an option at the County's discretion, to extend the contract for additional one-year terms. Saunders County presently operates a Corrections facility at the following location:

Saunders County Corrections
387 N, Chestnut, Suite 4
Wahoo, NE 68066

Objective of RFP

To result in a contract between the successful bidder and Saunders County that will meet the following objectives:

- A. To deliver high quality food service that can be audited against established nutritional and health standards.
- B. To operate the food service program in a cost-effective manner with full reporting to Saunders County.
- C. To implement a written food service plan with clear objectives, policies, procedures and annual evaluation of compliance.
- D. To maintain an open collaborative relationship with the administration and staff of Saunders County.
- E. To maintain standards established by Saunders County as well as the American Correctional Association (ACA), Nebraska Jail Standards, Department of Agriculture and Federal Correctional Food Service Standards.
- F. To operate the food service program in a humane manner with respect to the inmate's rights to basic health, nutritional and religious standards.

G. To provide alternate options in addition to the mandated response to the RFP.

Bidding Process

The following is a schedule of events concerning the bid process.

Bid Packets available on:

Saunders County Government website March 17, 2026

<https://saunderscounty.ne.gov> Located under the Quick Links dropdown menu.

Notice of Intent to Participate:

Submitted to Brian Styskal: bstyskal@saunderscounty.ne.gov April 3, 2026

On-Site Visit:

April 14, 2026 1:00 P.M

RSVP to Brian Styskal: bstyskal@saunderscounty.ne.gov by April 10, 2026 9:00 A.M CST

Bids must be submitted:

All sealed proposals must be received no later than: May 5, 2026 by 9:00 A.M CST
Late proposals will not be accepted.

Bids Reviewed:

Bids will be reviewed and presented: May 5, 2026

Anticipated Award Date: May 12, 2026

Commence Services: July1, 2026

A complete original and three (3) duplicate copies of the sealed proposals and one flash drive containing the exact duplicate of the proposal identifying the name and address of the vendor should be submitted to:

****PLEASE MARK YOUR ENVELOPES: Inmate Food Service RFP****

Saunders County Clerks Office
PO Box 61
Wahoo, NE 68066

Reservation of Rights:

Saunders County reserves the right to reject any and all proposals, to award the agreement to other than the low proposal, to award separate agreements for the separate parts of the services required, to negotiate the terms and conditions of any or all parts of the proposals, to waive irregularities and/ or formalities, and in general to make award in the manner as determined to be in the best interest of Saunders County at its sole discretion.

Responsive Proposals

Companies are expected to examine the RFP requirements and all instructions. Failure to do so will be at the company's risk. Each company shall furnish all information requested herein. The person signing the proposal must initial all erasures or other changes. If any person contemplating submitting a proposal is in doubt of the true meaning of any part of the specifications or other conditions with the RFP, he/she is advised to call and have the portion in question clarified.

Changes and Addendum to Bid Documents

Each change or addendum issued in relation to the RFP will be on file in the Saunders County Clerk's Office. In addition, to the extent possible, copies will be mailed to each person registered as having received an RFP. It shall be the Vendors responsibility to make an inquiry as to the changes or addenda issued. All such changes or addenda shall become part of the contract, and all bidders shall be bound by such changes or addenda.

Taxes, terms and Conditions

Saunders County is exempt from Federal Excise and State Sales Tax. The county's tax number will be provided to the successful bidder if needed. Payment terms are Net 30 days upon receipt and acceptance and are paid on the final working day of each month.

Method of Award

The award will be given to the vendor whose proposal is determined to be professionally and technically complete. The selection process may, however, include a request for additional information or an oral presentation to support the written proposal. The price proposal will be considered firm and cannot be altered after receiving receipt per the terms of this proposal.

The County reserves the right to award this contract not necessarily to the vendor with the lowest price, but to the bidder that demonstrates the best ability to fulfill the requirements of the RFP. The successful vendor will be chosen based on the elements listed in the Neb. Rev. Stat §23-3110

The successful vendor shall commence work only after the transmittal of a fully executed contract and after receiving written notification to proceed from Saunders County. The successful bidder will perform all services indicated in the proposal in compliance with the negotiated contract. All bids will be reviewed in response to this RFP. Saunders County will not pay for any information herein requested, nor is it liable for any costs incurred by the proposer.

Vendors whose proposals do not meet the mandatory requirements will be considered non-compliant. After the evaluation of the proposal and selection of the selection of the successful vendor, all vendors will be notified in writing of the selected firm.

Withdrawal of Proposal

Proposals may be withdrawn in person by a bidder, or an authorized representative, provided their identity is made known and a receipt is signed for the bid, but only if the withdrawal is made prior to the stated bid deadline. No proposal may be withdrawn for at least 90 days after opening except for the successful company whose prices shall remain firm for the entire contract period. In case of error by the bidder in making a bid, the Saunders County Board of Commissioners may, by discretion, reject such a proposal upon presentation of a letter by the Bidder which sets forth the error, the cause thereof, and sufficient evidence to substantiate the claim.

Indemnification and Hold Harmless

The vendor whose proposal is accepted must agree to the following indemnification and hold harmless responsibilities:

The contractor shall, at its own expense, protect, defend, indemnify and hold harmless Saunders County, Nebraska, its elected and appointed officials, employees and agents from all claims, damages, costs, lawsuits, and expenses including, but not limited to, all costs

from administrative proceedings, court costs, and attorney fees, that they may incur as a result of any acts, omissions, or negligence of the selected firm, its employees or agents, or its subcontractors or any of their officers, employees or agents which may arise out of the contract.

Equal Opportunity Employment

The contractor and its subcontractors, as required by law, shall not discriminate against the employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly related to employment because of race, color, religion, national origin, age, sex, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, or marital status. Breach of this covenant may be regarded as a material breach of the contract. The contractor agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on behalf of the contractor will state that all qualified applicants will receive consideration for employment without regard to race, color, sex, national origin, disability, age, height, weight, marital status and religion.

Insurance Requirements

The contractor whose proposal is accepted must meet and agree to maintain during the term of the contract the following insurance coverage requirements. All coverage shall be with insurance companies licensed and admitted to do business in the State of Nebraska. All coverages shall be with insurance carriers acceptable to Saunders County.

- A. The contractor shall carry Worker's Compensation and Employer's Liability insurance Coverage, as required by law. In the event that the contractor uses Subcontractors for the performance of services required under this proposal, the contractor shall ensure that said subcontractors carry Workman's Compensation and Employer's Liability Insurance coverage, as required by law.
- B. The contractor shall be responsible for insuring all its tools and equipment and all materials which it may use and/or leave at the work site. Saunders County shall not be responsible for any loss or damage to the contractor's tools and materials.
- C. The contractor shall procure and maintain during the term of the contract, Commercial General Liability Insurance on an "occurrence basis" with limits of Liability of not less than \$1,000,000 per occurrence and/or aggregate for property damage.
- D. If any of the above coverages expire during the term of the Agreement, the Contractor's Insurer shall deliver renewal certification and/or policies to Saunders County at least thirty (30) days prior to expiration.

Selection Criteria

The primary criteria used in selecting a vendor will be as follows:

- A. The vendor's demonstrated experience and expertise in correctional and/or Institutional facilities. Experience shall include current service in correctional or institutional facilities. Experience shall include current service in correctional or institutional facilities of similar size and volume, as well as experience of staff, district manager, transition team, and availability or alternate preparation sites.
- B. The price per meal proposed on a sliding population scale.
- C. Past history and references. Vendors shall include a listing of references with their proposals, indicating facility locations, name, and telephone number of the facility contact person. The list should contain at least three (3) current references, preferably of a size comparable to Saunders County.
- D. The vendor's preliminary transition plan. The submitted proposals will be reviewed by staff members from Saunders County Corrections, members of the Saunders County Board of Commissioners and Saunders County Attorney's Office. Vendors who are deemed, on a basis of selection criteria, fully qualified and best suited among those submitting proposals may be requested to participate in discussions regarding their proposals.

At the conclusion of the evaluation, the vendors will be ranked on the basis of selection criteria and final negotiations will be conducted with the vendor ranked first. If a satisfactory agreement can be reached, the contract shall be awarded to the vendor; otherwise, negotiations will be conducted with each subsequent vendor until a satisfactory contract can be established or until the determination is made that the rejection of all proposals is in the best interest of Saunders County.

Qualifications of Bidder

To be considered for award of this contract, the vendor must meet the following minimum qualifications:

- A. The 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 large scale corrections food service programs.
- B. The vendor shall have a proven ability to contract for all correctional center meal service functions by July 1, 2026.
- C. The vendor must have qualified and trained staff with sufficient back-up personnel to successfully complete the contract requirements. Information must be submitted for each employee at the Saunders County Corrections facility.

- D. The vendor must have the central office capability to supervise and monitor the program ensuring satisfactory provision of food services. In addition, the vendor must have an alternative emergency preparation site.
- E. The vendor shall submit a list of three (3) references, including name of institution, address, contact person, phone number and email address.

Proposal Package

Vendors must submit a response in the form of a proposal which includes the following sections:

- A. Completed Signature Page
- B. References
- C. Technical Proposal

This portion of the proposal must address each of the following items:

1. Introduction

- a. Company Profile
 - 1) Date organized to provide food service management in institutional and corrections facilities.
- b. Business establishment background and depth of support.
 - 1) Number of employees
 - 2) Number of years doing business
- c. Facilities currently accredited by State or Federal Accreditation Board
 - 1) Name of facility
 - 2) Accrediting agency – list all
- d. Company achievements in providing institutional and/or correctional food service management.

2. Operational Requirements

- a. Procedures for meal delivery to the inmates and staff.
- b. Quality and inventory control methods and standards.

- c. Specific procedures for providing safe, sanitary, and secure food service management, including supervision and control of inmate labor and internal security of products and equipment available for inmates.
 - d. Procedures for dealing with inmate/staff complaints regarding food and minimizing the potential for inmate litigation.
 - e. Any equipment necessary for efficient food service operation.
 - f. Procedures for weekly billing and weekly inventory of food and supplies.
 - g. Operational procedures for handling food service should on-site kitchen be rendered unusable through fire, vandalism, etc.
 - h. Safety inventory/accountability procedures of kitchen equipment and utensils in a corrections environment.
3. Pricing
- a. On a per meal basis to include a sliding scale based upon inmate population.
 - b. Daily meal costs based on 3 hot meals as well as an alternative option of 1 cold meal (breakfast) and 2 hot meals.
 - c. All meals: regular, religious and medical will be included in the average cost per tray. Vendors must supply adequate religious and medical accommodations in accordance with Nebraska Jail Standards.

4. Sample Menu

Six-week menu cycle. Minimum 2800 calories.

- 5. The facility will reserve the right to deny/approve a vendor's product choice with discussion of cost difference.

Scope of Services

Vendor shall undertake, perform, and complete the following:

- A. Kitchen Operations: Vendor shall be responsible for the overall operations of the kitchen with Saunders County Corrections. Specifically, the vendor shall be responsible for the following:

1. Plan, coordinate, handle, prepare and provide meals for the corrections center inmates. All menus and special diets shall meet the standards for adult holding and detention facilities as established by Nebraska Jail Standards and the United States Department of Agriculture (USDA). The Saunders County Corrections Director or designated representative will approve all menus prior to commencement. All meals served shall comply with or exceed the most recent Recommended Daily Allowance for adult males as established by the Academy of Sciences.
2. The vendor will supply a special holiday meal for Christmas, Thanksgiving, and the 4th of July. The special meal will be served hot, and of a higher quality/variety than typically served.
3. Vendor staff will manage Trustee inmates (approximately 5) who will be assigned to assist in serving and cleanup. Inmates will not supervise other inmates.
4. Ensure that all meals are served at appropriate temperature and in a manner that makes the palatable and visually pleasing, complete with condiments (dressing, sugar, salt, pepper and ketchup and mustard where appropriate).
5. The vendor will provide a quality control tray/inspection tray kept for 24 hours to be reviewed by Saunders County staff.
6. The vendor will ensure that there is at least one (1) employee assigned to each shift.
7. The vendors employees will be responsible for removal of all trash from the kitchen and loading and unloading of delivery trucks. Facility inmates and staff will not assist with this. All deliveries will be coordinated by the vendor when their staff are present.
8. The vendor will be responsible for routine cleaning and housekeeping of food service preparation, services, and storage areas and shall on a continuing basis maintain standards of sanitation required by State and local regulations.
9. The vendor will meet requirements of all federal, state and local health standards and any other applicable standards.

Inmate Food Service

- A. Meal will be served at the following times: Breakfast (0600 hrs.), Lunch: (1200 hrs.), Dinner: (1800 hrs.)
- B. Saunders County Corrections shall provide the Vendor with written confirmation of the number of meals required to be served for each meal prior to service of that meal. If a cut-off

time is needed, state minimum/maximum time of change order needed to effectuate change for a meal.

- C. Adhere to a four (4) or five (5) week menu, at the vendors discretion, approved by a registered dietician and accepted by the Saunders County Corrections Director or designated representative.
- D. Prepare special meals, approved by a registered dietician, as required by the Corrections Medical Provider, including but not limited to, sack lunches for inmate transport, medical and religious meals provide appropriate snacks for diabetic and pregnant inmates as well as other conditions that warrant an alternative meal for medical and/or dental needs.
- E. Provide catered meals for special Saunders County Judicial Center events, with not less than seventy-two (72) hours' notice. The cost per meal shall be mutually agreed upon between the jail Director and the Vendor.
- F. The Vendor shall cooperate with Saunders County on any submissions for accreditation or audits that may occur.

Use of Jail Kitchen and Maintenance Equipment

In performing the services required by this request, the vendor shall use the Correctional Facility's kitchen for only those services set for in this request. The vendor shall use the Correctional Facility kitchen in accordance with rules and procedures set by the Jail Director and shall perform its work to the Jail Director's satisfaction. The vendor and the Corrections Center shall work in cooperation with one another. The vendor shall be entitled to use all equipment owned and operated by Saunders County in the Saunders County Corrections facility, to provide the services set forth in this request.

Saunders County shall provide appropriate utilities, including local telephone service, for the operation of the kitchen. The vendor shall be responsible for cleaning the kitchen and equipment to a level acceptable to the County. Saunders County shall be responsible for maintenance of the kitchen and county owned equipment. In the event repairs or replacement of County owned equipment are required due to normal wear and tear, Saunders County shall repair and/or replace such equipment and the County's expenses and in a reasonable amount of time. In the event repairs or replacement of County owned equipment are required due to neglect or willful misuse by the vendor, or lack of supervision of inmate's while under the vendors charge, the vendor shall repair and /or replace such equipment and the vendor's expense in a reasonable amount of time. The Vendor shall provide written notice of any County owned equipment problems to the Jail Director or his designated representative.

Compensation and Payment Procedure

Saunders County shall pay the vendor on a sliding scale cost per meal basis. The vendor shall submit invoices weekly based upon the number of meals served. Saunders County shall reimburse the vendor for services billed pursuant to its procedure for payment. The draft for payment of claims will be issued by Saunders County on the last working day of the month. The price per meal charges to the County shall be described in the proposal and shall be guaranteed for meals for one (1) year or annual renewal(s) thereafter.

Accounting Procedures

The accounting procedures and internal financial controls of the vendor shall conform to generally accepted accounting practices in order that the costs allowed by this request can be readily ascertained and expenditures verified.

Reports, Records, and Inspection of Records

The Vendor shall keep full and accurate records of the meals served. A copy of records shall be supplied to the Director or designee with the monthly invoices, In addition, the successful vendor shall retain all records related to the services provided for three (3) years after the termination of an agreement. These records in printed or acceptable electronic copy shall be delivered to Saunders County on a quarterly basis.

Reporting of Accidents or Incidents at the Facility

The Vendor shall ensure that its employees immediately report any accidents or incidents of any unusual nature in writing to the Director or designee.

Staffing Requirements

As the kitchen facility is located within the secure portion of the Saunders County Law Enforcement and Judicial Center, the vendor shall adhere to the following:

- A. Follow all security rules of Saunders County Corrections.
- B. Coordinate its shipping and receiving operations to ensure the Vendor's staff is present to receive all shipments. There is not a shipping dock at the facility so trucks must be able to drop shipments off with a lift gate.
- C. Submit names, dates of birth, social security numbers and driver's license numbers of all employees who may work within the kitchen facility at least fourteen (14) days prior to the commencement of work. The vendor's employees will be subject to a background investigation and security check to determine fitness for entry into the Saunders County Corrections facility. Final selection of all vendor employees at the Saunders County Corrections facility shall be approved by the Jail Director.
- D. Immediately notify the Jail Director of any termination of employment by vendor in the kitchen or when an employee provides notice of resignation.

- E. The Jail Director reserves the right to refuse admittance to any person or persons who may constitute a security risk to Saunders County Corrections.
- F. The vendor shall process complaints received from inmates as follows:
 - 1. The vendor shall train its employees to act upon and resolve inmate complaints regarding food service.
 - 2. The vendor shall designate one of its employees as the recipient of the complaints and such person shall determine the appropriate manner in which to resolve the complaints daily.
 - 3. Any complaints that the vendor cannot resolve should be provided in writing within twenty-four (24) hours to the Jail Director or designee.
- G. The vendor shall provide professional, neat uniforms that distinguish the vendor's paid staff from inmates and corrections staff. These uniforms may not be orange, gray or black.
- H. The Manager/supervisor that oversees the onsite kitchen manager will make at least quarterly check-ins with the Jail Director. At least two check-ins will be required to be onsite. Remote visits may be appropriate for other visits.

Inspection of Kitchen and Services Performed

The Jail Director and/or designee shall conduct periodic unannounced inspections of the Correctional Center's kitchen to ensure cleanliness and the services performed under this request. Such inspections shall be conducted in a manner to be the least disruptive to kitchen operations, to the extent possible. Meals shall be inspected to ensure they are prepared in compliance with menu requirements. If during inspection, the meals, the kitchen, or inventory are found not to be in compliance, the Director or designated representative shall inform the vendor in writing.

Transition to Commencement of Contract

The successful vendor shall assume full operations on July 1, 2026. A preliminary transition plan must be submitted with each proposal. The vendor shall coordinate and cooperate with Summit Food Service staff, who are currently providing food service in order to ensure a smooth and orderly transition with uninterrupted food service.

Upon award of contract, the vendor shall name a transition manager who shall have responsibility for transition activities. Within seven (7) days of award of the contract, the vendor shall submit a final transition plan to the Jail Director for approval. The final plan shall include but not be limited to details for conducting inventories of on-site Saunders County owned equipment, hiring and staffing, menu plans, and coordination activity with current

operations. The Jail Director or designee may request any additional information determined necessary to assure the smooth operation of the facility.

Termination and Renewals

Additional year(s) will require pricing disclosed by the by the vendor 120 days prior to annual renewal July 1, 2027, and yearly thereafter). Saunders County shall have thirty (3) days thereafter to accept, counteroffer, or wholly reject the proposal. If wholly rejected, this contract shall be terminated at each of the yearly period with Saunders County re-advertising. If counter-offered, the vendor shall have 15 days after delivery of counteroffer to accept or reject. If counteroffer is not accepted in writing, it shall be deemed rejected.

Meal Plan Options

Saunders County would like to explore, as a way to help contain costs, any meal plan options that you have available. Include pricing of all meal plan options you provide and describe in detail the staffing requirements.

* Saunders County Corrections is a Pork Free Facility

SAUNDERS COUNTY, NEBRASKA

Inmate Food Service

Signature Sheet

Name of Agency: _____

By: _____
Name Title

Telephone Number: _____

Address: _____

References

Name

Phone Number

Address

Contact Person

Name

Phone Number

Address

Contact Person

Name

Phone Number

Address

Contact Person

Name

Phone Number

Address

Contact Person