



Gilpin County

REQUEST FOR PROPOSAL - RFP

Sheriff's Office Detentions Division & Senior Meals Food Services

DEADLINE: 09/30/2025 at 12:00 PM

I. Introduction

Gilpin County and the Gilpin County Sheriff's Office are inviting proposals from qualified food services and facility management companies to provide comprehensive food services for incarcerated individuals and senior citizens participating in community meal programs within unincorporated Gilpin County. The goal is to ensure nutritionally balanced, safe, and cost-effective meals that meet all regulatory and dietary standards. Gilpin is located approximately 35 miles west of Denver.

Under **Title 17, Article 26, Section 104 of the Colorado Revised Statutes (C.R.S. 17-26-104)**, the sheriff of each county is responsible for feeding all prisoners in confinement with **"good and sufficient food."** The statute further mandates that the **board of county commissioners** shall furnish the sheriff with all necessary groceries, supplies, equipment, and personnel required to fulfill this duty, and shall cover all associated costs and expenses

Food service providers must demonstrate the ability to meet these statutory obligations while maintaining high standards of food safety, nutritional quality, and operational efficiency. For senior meals, vendors must also comply with the nutritional guidelines established under the **Older Americans Act Title III-C**, ensuring that meals are tailored to the dietary needs of older adults.

This RFP outlines the scope of services, vendor qualifications, and proposal requirements necessary to support the health, dignity, and operational integrity of both inmate and senior meal programs. Vendors are encouraged to propose innovative, cost-effective solutions that reflect a commitment to public health and community service.

II. Services Required

The selected vendor shall be responsible for delivering comprehensive food service operations for both **the county jail and the senior meals program**. This includes providing all necessary personnel, expertise, planning, and resources to ensure the successful execution of services as outlined in this RFP.

All services and deliverables must comply with applicable **federal, state, and local laws**, including but not limited to the **Colorado Revised Statutes Title 17**, relevant public health codes, and any regulations governing correctional and senior nutrition programs.

The vendor shall perform all work with a level of professionalism and diligence consistent with industry standards and practices within a correctional facility. The vendor affirms that it and its staff are properly licensed, certified, or registered in the State of Colorado, where required, and possess the necessary qualifications and experience to carry out the scope of work in a timely, competent, and ethical manner.

Detentions Division – Jail Food Service Requirements

The selected vendor shall provide daily food service operations for the Gilpin County Jail, ensuring meals are delivered in a secure, timely, and hygienic manner. Services must meet the nutritional, operational, and legal standards applicable to correctional facilities.

Minimum Requirements:

All food service operations must fully comply with the nutritional, operational, and legal requirements outlined in the Colorado Jail Standards, effective July 1, 2026. This includes adherence to Topic I: Food Service, which mandates:

- **Nutritional adequacy** in accordance with nationally recognized dietary guidelines.
- **Timely and consistent meal delivery** that meets the required frequency and spacing.
- **Provision of medically necessary and religiously appropriate special diets.**
- **Safe storage, preparation, and handling of food** in compliance with sanitation and health codes.
- **Documentation and oversight** to ensure accountability and transparency in food service operations.

Vendors must remain responsive to any updates or revisions issued by the Legislative Oversight Committee for Colorado Jail Standards and implement changes within the prescribed timeframe.

- **Meal Frequency:** Provide three (3) nutritionally balanced meals per day, including breakfast, lunch, and dinner, seven days per week for a total of 21 meals per inmate per week.
- **Caloric and Nutritional Standards:** 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. Meals will also comply with **Colorado Department of Public Health and Environment (CDPHE)** regulations.

- **Special Diets:**
 - Medical diets (e.g., diabetic, low sodium, renal)
 - Religious diets (e.g., kosher, halal)
 - Vegetarian or vegan options
 - Food allergies and intolerances
 - Appropriate meal accommodations for individuals under suicide watch and those requiring behavioral management interventions
- **Menu Planning:**
 - Menus must be reviewed and approved by a registered dietitian or nutritionist.
 - Menus should rotate on a 4–6 week cycle and be updated seasonally.
- **Food Safety and Sanitation:**
 - All food preparation must comply with **FDA Food Code** and local health department standards and is conducted **on-site**.
 - Staff must be trained in food safety, including ServSafe or equivalent certification.
 - Kitchen areas must be subject to regular inspections and audits.
- **Security Protocols:**
 - Vendor staff must pass background checks and comply with jail security procedures.
 - Food delivery and service must be coordinated with jail staff to ensure safety and minimize disruption.
 - No contraband or unauthorized items may be introduced through food service operations.
- **Reporting and Documentation:**
 - Maintain daily meal counts and service logs.
 - Submit monthly reports detailing meal service, compliance issues, and incident logs.
- **Work Release Meal Preparation:**
 - The vendor shall also be responsible for preparing and packaging meals for inmates participating in the Work Release Program. These meals must be:
 - Individually packaged and labeled with inmate name and date.
 - Designed to be portable and suitable for off-site consumption.
 - Delivered or made available for pickup prior to inmate departure for work.
 - Compliant with the same nutritional and safety standards as regular jail meals.
- **Emergency Plan**
 - The vendor shall submit an emergency plan for providing food service, including menus in the event of an emergency at the Gilpin County Detention Facility or in Gilpin County.
 - Gilpin County will require the vendor to keep a minimum of three (3) days' supply of food and disposable service ware for approximately 100 people in their inventory at the facility at all times so that the vendor will be able to immediately respond to any emergency situation.

Senior Meals/Meals on Wheels Meal Preparation:

- Collaborate with the Gilpin County Senior Services Supervisor to ensure timely, consistent, and compliant meal preparation and delivery to the Senior Citizens of Gilpin County.
- Meal Preparation: Provide hot, cold, and frozen meals that meet or exceed the nutritional standards for established by the VOA Senior Nutrition Program, including: at least one-third of the Dietary Reference Intakes (DRIs) for older adults per meal, and therapeutic diets as needed.
- Menu Oversight: Menus must be developed in collaboration with and approved by a Registered Dietitian Nutritionist (RDN) and reflect cultural preferences, seasonal variety, and dietary guidelines. Menus should rotate on a 4–8 week cycle and be updated yearly to introduce new meal options and maintain menu variety, taking into account client feedback and satisfaction surveys.
- Food Safety: Meals prepared in the jail will be prepared with strict adherence to food safety regulations and staff training.
- Meal Frequency: Daily individual meal boxes, Monday through Friday, for eligible homebound seniors enrolled in the Meals on Wheels program. Congregate lunch meals must be delivered in bulk using Cambros or other insulated food transport containers that ensure safe holding temperatures ($\geq 135^{\circ}\text{F}$ for hot foods, $\leq 41^{\circ}\text{F}$ for cold foods) until service, Monday, Wednesday and Fridays.
- Food Safety: Meals prepared in the jail will be prepared with strict adherence to food safety regulations and staff training. VOA reserves the right to audit safety logs and inspect facilities. Clearly labeled with **contents, date of production, allergen warnings, and reheating instructions.**
- **Information:** Meals on Wheels is 1 meal 7 days a week per person participating in the program (average monthly meals for 2025 at mid-year was approximately 236 meals). Congregate lunch is 1 meal per person participating in the program (average monthly meals for 2025 at mid-year was approximately 205 meals).

III. Submittal Requirements

This Request for Proposal (RFP) describes the requested scope of services and information to be included in each proposal. Failure to submit information to the County in accordance with the requirements of this RFP and its procedures may be cause for disqualification. The proposal should be concise and complete, covering all items identified, emphasizing an understanding of the project and the resources to perform the intended work. Unclear, ambiguous statements such as “all reasonable effort to provide” must be avoided. Failure to address any of the requirements may be subject to rejection and/or misinterpretation. Inability to meet any specified requirements must be so stated and thoroughly explained.

Proposals are to be addressed to Division Chief Zak Adami at zadami@gilpincounty.org, in accordance with the Instructions to Proposers and all other requirements as referenced in this RFP. Proposals will be received until the Proposal Closing Date and Time set forth on the cover page of this RFP, at which time a representative of the County will publicly announce the names of those firms or individuals submitting proposals. No other public disclosure will be made if and until award of contract.

The RFP Submittal shall include the following:

1. Letter of Transmittal

The letter of transmittal must contain the following statements and information, and is not intended to be a summary of the proposal:

- Company name, address, and telephone number(s) of the firm submitting the proposal.
- Name, title, address, email address and telephone number of the contact person or persons, authorized to represent the firm and to whom to direct correspondence.
- Taxpayer identification numbers of the firm.
- Brief statement of your understanding of the services to be performed and a positive commitment to provide the specified services.
- Signature of a corporate officer or other individual who is legally authorized to bind the applicant to both its proposal and cost schedule.
- Statement which indicates "proposal and cost schedule shall be valid and binding for ninety (90) days following proposal due date and will become part of the contract that is negotiated with Gilpin County."

2. General Vendor Information

Please provide the following:

- Length of time in business
- Total number of clients
- Number of full-time personnel
- Location of office which would service this account

3. Technical Proposal

Provide a detailed technical and narrative response regarding the ability to provide the components as stated within the Scope of Work. The Evaluation Criteria listed in the Evaluation of Proposals section below provides additional information and the criteria that evaluators will use:

- a. Understanding the Proposal. Responses will include comprehensive information and narrative statements that illustrate proposer's understanding of the requirements of the project and the project schedule.
- b. Methodology Used for the Proposal. Responses will include comprehensive information and narrative statements that set out the methodology they intend to employ and illustrate how the methodology will serve to accomplish the work.
- c. Management Plan for the Proposal. Responses will include comprehensive information and narrative statements that set out the management plan they intend to follow and illustrate how the plan will serve to accomplish the work.
- d. Experience and Qualifications. Responses will include a detailed explanation of your experience with similar projects and employees.
 - i. Provide a detailed narrative describing your firm's experience with a minimum of three (3) projects of similar size and scope in the past five (5) years.

- ii. Provide a narrative description of the organization and capabilities of the project team and a personnel roster that identifies each person who will actually work on the contract.
- iii. Provide a minimum of three (3) current or former clients where work has been performed within the last five years who may be contacted with respect to your firm's reputation for high quality of work, responsibility and efficiency. Include the name, address and telephone number of the executive in each organization who can speak knowledgeably about the quality, timeliness and cost of your work.

4. Financial/Cost Proposal - Submit pricing/cost information in a separate package from the technical proposal, clearly marked on the outside. Do not include costs in the technical proposal. Electronic copies of proposals will include separate files for financial and technical proposals. Separate discs or drives are not required.

Pricing Structure

Vendors must submit a detailed pricing structure that includes, but is not limited to:

- **Per Meal Cost:** Itemized cost per breakfast, lunch, and dinner.
- **Special Diets:** Pricing for religious, medical, and other special dietary meals.
- **Bulk Pricing:** Volume discounts or tiered pricing based on inmate population size.
- **Holiday Meals:** Pricing for enhanced or special occasion meals.
- **Delivery and Logistics:** Any associated costs for transportation, packaging, or delivery.

Cost Assumptions

Vendors must clearly state all assumptions used in developing the cost proposal, including:

- Estimated inmate population served.
 - Average Daily Population (ADP) for 2025 at mid-year was approximately 27 inmates.
- Frequency and schedule of meal service.
- Food sourcing and procurement practices.
- Labor and overhead costs.

Additional Fees

Identify any potential additional fees or surcharges, such as:

- Emergency or short-notice meal requests.
- Menu customization or changes.
- Equipment rental or maintenance.

Cost Control Measures

Describe any proposed cost control strategies, including:

- Waste reduction initiatives.
- Use of seasonal or local ingredients.
- Technology or systems used to monitor and manage costs.

Payment Terms

Outline proposed payment terms, including:

- Billing frequency.

- Accepted payment methods.

Budget Impact

Vendors should provide an estimate of the total annual cost based on the provided inmate population and meal schedule. Include a sample invoice or cost summary for one month of service.

5. Descriptive Pages and Brochures –

All standard descriptive informational pages and brochures should be submitted in a section titled "APPENDIX."

IV. Evaluation Criteria and Process

A project committee will evaluate all proposals. Proposals shall be evaluated on the basis of the Evaluation Criteria noted herein. The committee may make a selection on the basis of the proposals received, or may choose to "shortlist" prospective firms for further negotiations. The firm selected for the award will be chosen on the basis of the apparent greatest benefit to the County, and not necessarily on the basis of lowest price. Individual interviews may be required for the top firms who have submitted the required information.

Evaluation Criteria	Weight
Cost	30%
Understanding of the project and / or services required	25%
Years in business / experience / history working with government	15%
Methodology / functionality / service or project plan	15%
Management plan / administration	10%
Preference for minority and women owned businesses / labor surplus area firms	5%
TOTAL	100%

Gilpin County will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

Reference checks, when conducted, will not be rated but will be considered on a "pass/fail" basis.

Following an individual rating period, the evaluation team will meet to discuss the initial rating and may choose to make an award at that time. Failure of the proposer to provide any information requested in this RFP may result in disqualification of the proposal.

This request for proposal is not a competitive bid based on price only. The Request for Proposal allows Gilpin County to select the contractor that best meets the needs of the County, taking into consideration proposer qualifications, price, and service capabilities and other factors relevant to the County's policies, programs, administrative resources, and budget.

This RFP has been published at the Rocky Mountain Bid Net System and on the County website, which may be accessed at the following links:

<https://www.bidnetdirect.com/colorado>

<https://gilpincounty.colorado.gov/news-notices/request-for-proposals-rfps>

Any modifications to this RFP or addenda pertaining to this RFP will be published to the Bid Net System and on the County Website, and all proposers are responsible to periodically check both locations for relevant updates prior to the submittal of a proposal.

Written Inquiries – Interested applicants may make written inquiries concerning this RFP to obtain clarification of requirements or additional information. No inquiries will be accepted after the date and time of the Written Inquiry Deadline indicated in the Schedule of Activities. Send all inquiries via email, referencing the RFP number and title in the subject line, to: Division Chief Zak Adami zadami@gilpincounty.org

V. Deadline for Submission of Proposals

One electronic submission must be received by Gilpin County prior to 12:00 p.m. (noon) on September 30th, 2025. The submission must be labeled as “RFP Gilpin County Sheriff’s Office Detentions Division and Senior Meals Food Services” in the subject line and sent to this email address: zadami@gilpincounty.org. Physical submissions will not be accepted.

Number of Copies: One (1) electronic copy via email

Schedule of Activities:

Activity	Date
RFP Issued	September 10 th 2025
Site Walkthrough	September 17 th , 2025 (8:00 AM -10:00 AM)
Written Question Deadline	September 19 th 2025, by noon
Responses to Written Inquiries Published	September 23 rd 2025 by midnight
Proposal Submission Deadline	September 30 th 2025
Anticipated Award	October 3 rd 2025, by 5:00 PM
Project Start	October 24 th 2025

VI. Miscellaneous

Gilpin County reserves the right to reject any and all proposals for failure to meet the requirements herein, to waive any technicalities, and to select the proposal which, in the County’s sole judgment, best meets the requirements of the project.

The RFP creates no obligation on the part of the County to award a contract or to compensate the proposer for any costs incurred during proposal presentation, response, submission, presentation or oral interviews (if held). The County reserves the right to award a contract based upon proposals received without further discussion or negotiation. Proposers should not rely upon the opportunity to alter their qualifications during discussions.

The County further reserves the right to make such investigation as it deems necessary to determine

the ability of proposers to furnish the required services, and proposers shall furnish all such information for this purpose as the County may request.

Proposers must specifically identify any portions of their submittals deemed to contain confidential or proprietary information, or trade secrets. Those portions must be readily separable from the balance of the proposal. Such designations will not necessarily be conclusive, and proposers may be required to justify why Gilpin County should not, upon written request, disclose such materials.

The County is not responsible for electronic submissions or communications not received, in any way associated with this RFP.

Contract

Pending successful contract negotiations, one or more contracts may be awarded to the Contractor or Contractors whose proposal(s) is/are the most advantageous and offer the best overall value to the County, taking into consideration price and other evaluation factors described in this RFP. If more than one contract is awarded, an effort will be made to award work in an equitable manner, taking into consideration the following criteria for each project:

1. Specific area of focus / special requirements
2. Cost
3. Availability of the Contractor
4. Prior performance of the Contractor

The contract may be for a period of three years, ending on October 24th, 2028. It may be canceled at any time with 180 days advance written notice from either the County or a Contractor that is awarded a contract by the County.

Q&A

[Question]

- [Answer]

[Question]

- [Answer]

[Question]

- [Answer]