

# REQUEST FOR PROPOSALS (RFP)

## Food Service Management for Institutional Meals

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### **CLAY COUNTY MINNESOTA**

- CLAY COUNTY CORRECTIONAL FACILITY
- WEST CENTRAL REGIONAL JUVENILE CENTER SFA - (School Food Authority)
- CLAY COUNTY WITHDRAWAL MANAGEMENT/DETOX FACILITY

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## I. INTRODUCTION

Clay County is requesting sealed proposals for a Food Service Management Company (FSMC) to provide meals for the 1.) Clay County Correctional Facility; 2.) Clay County Withdrawal Management/Detox Facility.; and 3.) West Central Regional Juvenile Center \*See Exhibit 1, For WCRJC RFP Requirements.

Proposals will be accepted only for combined services requested under this Request for Proposals (RFP). Separate prices may be proposed for each separate facility dependent upon need.

## II. GENERAL RFP INFORMATION

Proposals must be filed in the office of the Clay County Auditor's Office no later than December 24th 2025 @ 16:30. Proposals received after the above hour and date, will be returned unopened. Proposals must be delivered to the Clay County Administrator's Office. The proposals must be sealed and must be plainly **marked in the lower left-hand corner of the envelope "RFP Food Service Contract, Clay County"**. Proposals will not be accepted by fax or email.

Mail Responses to: Stephen Larson, Administrator  
3510 12<sup>th</sup> Ave S.  
Moorhead, MN 56560

The sealed proposals will be opened at 8:40 a.m. at the December 30th Clay County Board of Commissioners meeting (County Board Room, 3<sup>rd</sup> Floor, 807 11<sup>th</sup> Street North, Moorhead, MN). No award of the contract will be made on that date.

All proposals must be submitted in complete original form along with one (1) additional copy. An authorized individual using an unduplicated original signature is required to sign the proposal on the signature page. Failure to provide an additional copy of the proposal or an improperly marked envelope may eliminate the proposal from consideration.

Please provide at least three (3) references, including agency name, contact name and phone number of the food service clients you have worked with in the past. Also describe the services you provided.

Do not remove or separate any forms or pages from the proposal packet. All additional information required must be attached to the back of the proposal packet. Any other information not specifically solicited but pertinent to the Food Service Provider's proposal may also be attached to the back of the entire packet.

Written requests for withdrawal of proposals or any part thereof, are permitted any time prior to the scheduled due date and time.

All proposals submitted shall be binding for sixty (60) calendar days following the due date, unless the proposer(s), upon request to the County, agree to an extension.

Interview and/or demonstrations may be requested as deemed necessary by the county.

An award of the RFP is anticipated to be made by the Board of Commissioners on January 6<sup>th</sup> 2026 at 8:40 a.m.

**ADDITIONAL INFORMATION:**

Clay County is not liable for any costs incurred in replying to this Request for Proposals. The County reserves the right to reject any and all proposals and to select the proposal considered most advantageous to Clay County.

Any information submitted in conjunction with this request will become public record, open for public inspection. If there is confidential or proprietary information which should be exempted from this requirement, proposers must include a separate request explaining what items should be exempted and why. Notification of the County's determination on such requests will be made prior to release of any information in the proposal.

Clay County reserves the right to negotiate final contract terms with the successful Food Service Provider.

Clay County employees, officers, or agents will neither solicit nor accept gratuities, favors or anything of monetary value from contractors or potential contractors.

Clay County reserves the right to cancel any order or contract for failure of the successful Food Service Provider to comply with the terms, conditions and/or requirements of this Request for Proposal.

Successful Food Service Provider shall comply with all applicable local Codes and shall obtain all necessary permits.

### **III. Contract Terms**

Contract start date: February 7<sup>th</sup> 2026

Contract end date: June 30<sup>th</sup> 2027

Renewal options: Up to 4 one-year renewals with agreement from both the County and the Vendor. The reason for one year terms are to come into compliance with the National School Lunch Program that is required for the WCRJC.

\*\*Note – See Exhibit 1 for specific renewal terms for the WCRJC.

#### **IV. Use of County Kitchen and Utilities**

Clay County will provide all necessary space and utilities for proper food service operations. The space is located in the Clay County Correctional Facility and includes a large industrial/commercial kitchen, walk in fridge, walk in freezer, and dry storage. The county will cover all utility costs necessary for food production and service for this contract.

The FSMC will not provide food service from the Clay County Correctional Facility, to any other entity unless agreed upon by the County.

## V. GENERAL SCOPE OF SERVICES

- I. The Food Service Management Company (FSMC) will use the available commercial kitchen prepare the meals. Meals will need to be delivered in bulk to the West Central Regional Juvenile Center (WCRJC) and the Clay County Withdrawal Management/Detox Facility (Detox). The WCRJC is located on the same campus as the correctional facility (where meals are prepared), and will require the use of a warming cart to be delivered to the lobby of the WCRJC. The Detox facility is located a few miles away and a county vehicle is available to transport the food to the detox facility. The FSMC will be required to deliver the meals to both the WCRJC and Detox daily. Cold breakfast meals/items can be delivered to the WCRJC and Detox facilities with the evening meal.
- II. Three meals a day must be provided to each facility. These meals are breakfast, lunch (or Huber Sack Lunch), and dinner. Meals should include all necessary condiments.
- III. Meal delivery shall be set at a time mutually agreed upon between the proposer and each of the facility administrators.
- IV. Meals cannot be prepared with inmate labor.
- V. Cold breakfast will be served with appropriate additional items to meet mandatory requirements.
- VI. Withdrawal Management/Detox Facility will purchase all of their breakfast items through the requisitions and their breakfast meals are not included in any meal counts.
- VII. Meals must be nutritionally balanced and tasteful.
- VIII. Special diets are at times medically required for clients. The FSMC will be required to accommodate those special medically required diets at no additional cost to the County. Religious diets will also be at no additional cost. *Note: the WCRJC may have additional requirements for food substitutions; for WCRJC substitutions that are not a direct medical requirement, the FSMC may bill the WCRJC in addition to the fixed meal price (See Section 4.2).*
- IX. All meals must be prepared on-site and delivered to the required sites as defined by the Request for Proposal.

X. The FSMC will be responsible for obtaining meal counts for each meal by contacting each separate entity prior to each meal. There must be some flexibility to allow for the adjustment of the number of meals up to one-half hour prior to mealtime. The meal count for breakfast may be obtained along with the dinner (evening meal) meal count. All requisitioned items shall be delivered with the next meal delivery made after the requisitioned items are ordered.

XI. Meals shall be delivered to each individual facility according to the following schedule:

Lunch	WCRJC 11:40 A.M.	DETOX 11:50 A.M.
Dinner	WCRJC 5:20 p.m.	DETOX 5:30 P.M.

Correctional Facility meals need to be ready for in-house delivery by the following schedule:

Lunch 12:00 P.M.

Dinner 5:00 P.M.

XII. The items needed for breakfast prep may be delivered at the same time as the evening meal, (i.e. cold cereal, bread for toast, yogurt, fruit, etc.). Milk shall be included with each meal.

XIII. Meals shall be provided regardless of the weather conditions. The Food Service Provider shall have adequate stored food that may be quickly and easily prepared by staff in the event of an extreme case where delivery is beyond the realm of possibility due to weather conditions.

XIV. The FSMC shall assure that the dietary operation is in compliance with the standards set by the American Correctional Association (ACA), Minnesota Department of Health (MDH), the National School Lunch Program and the Minnesota State Department of Corrections (DOC) Rule 2911, and will be of a caloric content not less than 2700 calories per day.

XV. Documentation of menus as they are actually served must be maintained and submitted weekly to the Correctional Facility Administration for informational purposes.

XVI. Proposals must include production menus to be served for a period of at least four (4) weeks, and a Nutrition Compliance Statement signed by a MN Registered Dietitian. A weekly nutritional analysis of submitted menus must be included as a part of this proposal.

Listed below are the three individual facilities and the scope of work specific to that facility.

## V.1 Clay County Correctional Scope of Work

The Food Service Provider will be expected to provide the following services as part of the food service management program:

Meals shall be delivered at the Correctional Facility according to the following schedule:

Breakfast: 5:30 A.M (This can be pre-trayed and stored the night prior)

Lunch: 12:00P.M.

Dinner: 5:00 P.M.

### MN DOC AND ACA STANDARDS

The Food Service Provider shall assure that the dietary operation is in compliance with the standards set by the American Correctional Association (ACA), Minnesota Department of Health (MDH), and the Minnesota State Department of Corrections (DOC) Rule 2911, and will be of a caloric content not less than 2700 calories per day.

### FOOD HANDLING PRACTICES.

Food service shall be provided according to Minnesota Department of Health rules.

### DIETARY ALLOWANCES.

Nutritional needs of adult inmates shall be met in accordance with inmate needs or as ordered by a medical professional, and meet the dietary allowances contained in this part which are based upon 2005 MyPyramid.

The facility shall have menu planning sufficient to provide each inmate the specified food servings per day:

- **Meat or protein group.** Two or more servings per day of meat or protein shall be provided. A serving of meat or protein is equal to 14 grams or more of protein and includes food such as:
  - ✓ two to three ounces cooked weight or three to four ounces raw weight of any meat without bone.
  - ✓ two slices prepared luncheon meat equal to two to three ounces by weight;
  - ✓ two eggs;
  - ✓ one-half cup cooked dry beans, peas, or lentils;
  - ✓ one ounce of nuts or seeds or two tablespoons of peanut butter;

- ✓ three ounces of natural or processed cheese or three-fourths cup of cottage cheese, not to exceed six ounces per week as a meat alternate; or
  - ✓ two ounces of equivalent meat alternate, such as textured vegetable protein, as certified by the United States Department of Agriculture, Nutrition Standards in the National School Lunch
  
- **Dairy group.** A minimum of two servings per day of dairy shall be provided for adults, with four servings required for pregnant females. This includes milk that is pasteurized and fortified with vitamins A and D (fluid, evaporated, dry), cheese, yogurt, and ice cream. One serving per day may be from foods other than fluid milk. A serving is equivalent to eight ounces of fluid milk and provides at least 250 mg calcium, such as:
  - ✓ 1/4 ounce American cheese;
  - ✓ eight ounces yogurt;
  - ✓ two cups ice cream; or
  - ✓ eight ounces milk alternate beverage, fortified with a minimum of 250 mg calcium and vitamins A and D.
  
- **Vegetable and fruit group.** Five or more servings per day of vegetables and fruits shall be provided. A serving is one-half cup vegetable or fruit; one medium apple, orange, banana, potato, half a grapefruit, one cup raw leafy greens, one-fourth cup dried fruit, or four ounces 100 percent juice. Potatoes may be included once daily as a vegetable. One serving of a rich vitamin C source must be provided daily and one serving of a rich vitamin A source must be provided four times per week. Rich vitamin C sources include mostly fresh or raw produce, such as: citrus fruits, tomatoes, strawberries, leafy green vegetables, melon, bell peppers, and the broccoli and cabbage families; and may also include foods such as skin-on potatoes, sweet potatoes, and vitamin C-fortified real fruit juice. Rich vitamin A sources include foods such as: apricots, cantaloupe, carrots, mixed vegetables with carrots, winter or yellow squash, pumpkin, sweet potatoes or yams, spinach, greens (collard, kale, chard, mustard, beet or turnip), liver (counted under meat), and broccoli.
  
- **Bread or cereal.** Six or more servings per day of whole grain or enriched cereal and bread products shall be provided. Whole grains are encouraged on a daily basis with the following sources suggested: oatmeal, grits, whole grain ready-to-eat cereal, whole wheat bread, corn tortillas, corn bread, plain popcorn, brown rice, and barley soup and rye crackers. A serving is defined as:
  - ✓ one slice of bread or one ounce of bread product, such as sliced bread, buns, biscuits, muffins, pancakes, waffles, sweet rolls, stuffing, crackers, or bagels;
  - ✓ one-half cup cooked cereal, pasta, rice, or egg noodles;
  - ✓ three-fourths cup dry cereal;

- ✓ one six-inch tortilla; or
  - ✓ three cups popped popcorn.
- **Fat group.** Servings of butter, fortified margarine, gravy, salad dressing, or salad oil may be used in minimal amounts to make food palatable. Facilities are encouraged to reduce sources of saturated and trans fats.

Additional servings. Additional servings of the foods in subparts 2 to 4 may be used to meet caloric requirements, in addition to soups, beverages, desserts, and condiments. Added sugars should be limited to reasonable amounts recommended for a healthy diet.

#### ANNUAL FOOD SERVICE REVIEW.

A facility's menu content and cycle shall be reviewed at least once annually by a registered dietitian or nutritionist to ensure compliance with part 2911.3900. The review and findings shall be documented and on file.

#### MEALS.

Evening meal. There shall not be more than 14 hours between a substantial evening meal and breakfast. A substantial evening meal is classified as a serving of three or more menu items at one time to include a high-quality protein such as meat, fish, eggs, or cheese. The meal shall represent no less than 20 percent of the day's total nutrition requirements.

Three meals. Where inmates are not routinely absent from the facility for work or other purposes, at least three meals shall be made available at regular times during each 24-hour period. Variations may be allowed based on weekend and holiday food service demands provided basic nutritional goals are met. As an example, a facility may provide a brunch on Saturdays, Sundays, or holidays in lieu of separate breakfast and lunch meals.

#### THERAPEUTIC DIETS.

Medical diets. A facility housing inmates in need of medically prescribed therapeutic diets shall have documentary evidence that the diets are dietitian-approved and provided as ordered by health services. A healthier general menu contributing to the management of chronic diseases may minimize the need for medical diets.

Food-allergy diets. The seven most common food allergies causing anaphylactic reactions are foods such as: fish, shellfish, tree nuts, peanuts, soy, wheat, and milk. A dietitian-approved allergy diet shall be provided as necessary and shall meet the nutritional guidelines

Vegetarian diets. A facility may provide reasonable animal protein substitutions at meals for inmates requesting vegetarian or vegan diets. A vegetarian or vegan diet must be dietitian-approved and meet the nutritional guidelines under part 2911.3900.

Pregnancy. A facility shall develop a diet that meets the increased calcium and calorie requirements of pregnant inmates. Pregnant inmates shall be provided with substitutions or supplements as ordered by the medical professional or health services. A pregnancy diet must be dietitian-approved and meet the nutritional guidelines under part 2911.3900.

#### MENU RECORDS.

All menus shall be planned, dated, and available for review. Notations shall be made of any substitutions in the meals actually served, and substitutions shall be of equal nutritional value.

### **V.2 Withdrawal Management/Detox Facility (Detox) Scope of Work**

Clay County Withdrawal Management/Detox Facility will need food delivered to our facility at 3304 15<sup>th</sup> Ave N, Moorhead MN 56560. A vehicle has been provided to our current food service provider for transportation of meals. We will need our Lunch delivered by 12:00 noon and our evening meal delivered by 5:30 pm. Breakfast will be delivered with the evening meal for the next day. In addition to meals, we have items that will need to be ordered. Bread, milk and other condiments may need to be ordered to meet the needs of our clients.

### **V.3 West Central Regional Juvenile Center (WCRJC) Scope of Work/Need**

The West Central Regional Juvenile Center operates its food service in compliance with the National School Lunch Program. Meals provided for 1.) Breakfast 2.) Lunch 3.) Afterschool Snack must be in compliance with USDA and MDE standards. In order to ensure compliance the Minnesota Department of Education (MDE) requires that RFP's and Contracts for Food Service meet basic standards.

**Exhibit 1** is attached and will serve as the RFP specific to the WCRJC. In addition there are some federal and state mandated forms and assurances that need to be completed. These forms will also be attached.

## VI. REQUIREMENTS FOR BIDDERS

- I. All FSMC personnel shall comply with current and future Federal, state and local laws, regulations, court orders, administrative regulations, administrative directives and policies and procedures of the Clay County Sheriff's Office, West Central Regional Juvenile Center and the Clay County Withdrawal Management/Detox Facility.
- II. The Food Service Management Company shall be responsible for ensuring that its staff reports any problems, missing equipment, and/or unusual incidents to each Administrator immediately or in an appropriate time frame as designated by the facility administrator.
- III. Upon awarding contract, the Food Service Management Company shall provide a comprehensive Quality Assessment and Assurance Program outline concerning the purchase, delivery, storage, preparation and delivery of food within the facilities.
- IV. The Food Service Management Company and its employees and Food Service Providers will at all times act and perform as and be considered an Independent Food Service Provider and in no sense shall they be considered employees, agents or volunteers of the County.
- V. In connection with the performance of work under this agreement the Food Service Management Company agrees not to discriminate against any employees, applicant for employment, or actual or potential recipients of services because of age, race, religion, color, marital status, sexual orientation, sex, handicap, as defined in Section 504 and the American with Disabilities Act (ADA) developmental disability, or national origin.

## **VII. PRE-PROPOSAL MEETING & SITE VISIT**

A pre-proposal meeting is scheduled for 18 December 2025 @ 11:00 (CST). The location of the meeting will begin at the WCRJC Admin office and will provide tours of all three facilities. Please send meeting RSVP to James O'Donnell (see section X) so we can arrange appropriate accommodations for the meeting.

Also, feel free to contact any of the agency heads (listed in section X of this RFP) with any specific questions to any specific facilities' needs.

## VIII. PROPOSAL SUBMISSION

Proposals must be filed in the office of the Clay County Administrator's Office no later than December 24th 2025 @ 16:30. Proposals received after the above hour and date, will be returned unopened. Proposals must be delivered to the Clay County Administrator's Office. The proposals must be sealed and must be plainly **marked in the lower left-hand corner of the envelope "RFP Food Service Contract, Clay County"**. Proposals will not be accepted by fax or email.

Mail Responses to: Stephen Larson, Administrator  
3510 12<sup>th</sup> Ave S  
PO Box 280  
Moorhead, MN 56560

## **IX. RFP QUESTIONS AND POSTED ANSWERS**

All questions about the RFP or meaning/intent of included documents shall be submitted in writing.

Questions specific to a facility should be directed to the appropriate administrator listed below.

Only questions answered by formal written addenda on the Clay County Website will be binding.

Oral and other interpretations will be without legal effect.

## X. AGENCY CONTACT

- Requests for information on specific requirements of the Request for Proposal for the Clay County Correctional Facility must be directed to:

### **Clay County Correctional Facility (Adult)**

Kari Tuton, Correctional Facility Administrator ([kari.tuton@claycountymn.gov](mailto:kari.tuton@claycountymn.gov))  
Clay County Sheriff's Office  
800 9<sup>th</sup> St. N.  
Moorhead, MN 56560  
218-299-7243

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- Requests for information on specific requirements of the Request for Proposal for the West Central Regional Juvenile Center (SFA) must be directed to:

### **West Central Regional Juvenile Center (Juvenile Facility)**

James O'Donnell, Superintendent ([james.odonnell@claycountymn.gov](mailto:james.odonnell@claycountymn.gov))  
West Central Regional Juvenile Center  
729 11<sup>th</sup> St N  
Moorhead, MN 56560  
218-299-5150

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- Requests for information on specific requirements of the Request for Proposal for the Detox Facility must be directed to:

### **Clay County Withdrawal Management/Detox Facility** must be directed to:

Troy Amundsen, Director ([troy.amundsen@claycountymn.gov](mailto:troy.amundsen@claycountymn.gov))  
Clay County Withdrawal Management/Detox Facility  
3304 15<sup>th</sup> Ave N  
Moorhead, MN 56560  
218-299-7197

## **XI. EVALUATION CRITERIA**

- I. The proposal award shall be based on, but not necessarily limited to, the following factors:
- II. Price Proposal
- III. Experience in providing quality food services in an institutional environment
- IV. The nature and extent of the company's knowledge of American Correctional Association (ACA) and Minnesota Department of Corrections regulations and the National School Lunch Program for Juvenile. Proposer must remain current on all regulations.
- V. General reputation and experience of the proposers
- VI. Support provided onsite by food service company's management staff
- VII. Ability of the County to customize the menu
- VIII. Company's involvement in community services
- IX. Strict adherence to all conditions and requirements of the RFP
- X. The County Board of Commissioners reserves the right to award contracts at the board's discretion.

## XII. Price Proposals

Clay County requires one price per meal for all meals, for each of the three agencies, based on the following:

- I. Indicate the price-per-meal- Include all supplies necessary for the preparation, serving and storage of meals. Include all labor, food supplies and transportation costs necessary to execute the contract. Assume that the County will supply all the necessary items at the point of service to operate the food service as required in this Request for Proposal. This shall include: bowls, trays, spoons, etc. Clay County reserves the right to refuse any meal due to: quality, food temperatures, failure to meet delivery times. Any meal refused due to the above reasons will be replaced at no additional cost to the county.
  
- II. Requisition items- Indicate pricing on all items listed in Exhibit A. Clay County will order items from this list for breakfast for Withdrawal Management/Detox Facility as well as for other purposes. All items ordered must be delivered the next day at no cost to the county.

# BID FORM

## Clay County Correctional Facility

Breakfast	\$
Lunch	\$
Sack Lunch	\$
Dinner (Evening Meal)	\$
Requisitioned Items	See Attachment, the prices reflected are no more than 10% over Food Service Provider's cost for said items.

Prices of the above meals include milk and condiments served with each meal.

The undersigned represents that it has the authority to act on behalf of said Food Service Provider and submits this bid on behalf of said Food Service Provider. Further, the undersigned agrees that it has read through all of the bid specifications, and relevant rules and regulations, and agrees to be bound by them in carrying out the responsibilities under this Contract.

Dated: \_\_\_\_\_ Signed: \_\_\_\_\_

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Food Service Provider Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

# BID FORM

## West Central Juvenile Center (SFA)

Breakfast	\$
Lunch	\$
Sack Lunch	\$
After School Snack (milk included)	\$
Dinner (Evening Meal)	\$
Requisitioned Items	See Attachment, the prices reflected are no more than 10% over Food Service Provider's cost for said items.

Prices of the above meals include milk and condiments served with each meal.

The undersigned represents that it has the authority to act on behalf of said Food Service Provider and submits this bid on behalf of said Food Service Provider. Further, the undersigned agrees that it has read through all of the bid specifications, and relevant rules and regulations, and agrees to be bound by them in carrying out the responsibilities under this Contract.

Dated: \_\_\_\_\_ Signed: \_\_\_\_\_

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Food Service Provider Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

# BID FORM

## Clay County Withdrawal Management/Detox Facility

Breakfast	\$
Lunch	\$
Sack Lunch	\$
Dinner (Evening Meal)	\$
Requisitioned Items	See Attachment, the prices reflected are no more than 10% over Food Service Provider's cost for said items.

Prices of the above meals include milk and condiments served with each meal.

The undersigned represents that it has the authority to act on behalf of said Food Service Provider and submits this bid on behalf of said Food Service Provider. Further, the undersigned agrees that it has read through all of the bid specifications, and relevant rules and regulations, and agrees to be bound by them in carrying out the responsibilities under this Contract.

Dated: \_\_\_\_\_ Signed: \_\_\_\_\_

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Food Service Provider Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number