



**Requests for Food Service Proposals – Grand Forks County Correctional Center**

Grand Forks County is seeking proposals (RFP) from food service contractors/correctional food service specialists/food service delivery systems to provide complete food service to the inmate residents of the Grand Forks County Correctional Center and the Grand Forks Regional Youth Assessment Center, located at 1701 North Washington Street, Grand Forks, North Dakota commencing no later than July 1, 2026.

This proposal is for a high quality, full service and cost-effective food service system. The successful vendor will be responsible for food procurement, food preparation, maintaining supply inventory, and staffing for all administrative and operational functions described herein while utilizing kitchen facilities provided by the Grand Forks County Correctional Center.

The successful vendor will be able to provide food services, including three meals each day of the year for approximately **240 to 300** inmates. The vendor will also make provisions for a medically approved snack program to meet special needs requirements. Grand Forks County shall retain the right to reject any or all proposals.

RFP's are due no later than **4:00pm** on **May 20, 2026**. All

proposals shall be submitted in sealed envelopes to:

**Grand Forks County Sheriff's Office, RE: FOOD SERVICE RFP 3005 Heartland Drive, Grand Forks, North Dakota 58201.** Digital and/or facsimile submissions will not be considered. Interested parties can obtain a copy of the Request for Proposal by contacting the **Grand Forks County Sheriff's Office**. The request for proposal will also be posted on the Grand Forks County Sheriff's Office Webpage. Any questions regarding the RFP can be emailed to [jodi.hilde@gfcounty.org](mailto:jodi.hilde@gfcounty.org). RFP questions and answers will be posted on the Sheriff's Office webpage.

GRAND FORKS COUNTY CORRECTIONAL CENTER  
REQUEST FOR PROPOSALS (RFP)  
Inmate Food Services

**1. INTRODUCTION**

Grand Forks County, North Dakota is requesting sealed proposals for the provision of providing food management services to include inmate, juvenile, and staff feeding seven days a week and program support services for a maximum population of 338. The proposal for food management services for the juvenile population must follow the terms set forth in the Intergovernmental agreement included with this proposal. The food service contract would be a two (2) year contract with a one (1) year renewal option at the discretion of Grand Forks County, commencing **July 1, 2026**. Grand Forks County presently operates a jail facility at the following location:

Grand Forks County Correctional Center  
1701 North Washington Street  
Grand Forks, ND 58203

Current Adult Average Daily Population: (238 as of December 2025)  
Current Juvenile Average Daily Population: (6 as of December 2025)

**2. BIDDING PROCESS**

The following is a tentative schedule of events concerning the bid process:

<b>EVENT</b>	<b>DATE</b>
RFP Release Date	<b>5/06/2026</b>
Proposal Submission Deadline	<b>5/20/2026</b>
<b>(Submit to:</b> <b>Grand Forks County Sheriff's Office</b> <b>Attn: Sheriff Andy Schneider</b> <b>RE: FOOD SERVICE RFP</b> <b>3005 Heartland Drive, Grand Forks, ND</b> <b>58201)</b>	
Notification of Award	<b>5/26/2026</b> or as soon thereafter as is possible assuming all bids are not rejected.

A complete original and **2** exact duplicate copies of the sealed proposals, evidencing the name and address of the proposer, should be submitted to:

**Grand Forks County Sheriff's Office**  
**Attn: Sheriff Andy Schneider**  
**RE: FOOD SERVICE RFP**  
**3005 Heartland Drive**  
**Grand Forks, ND 58201**

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

Sealed proposals must be received no later than **5/20/2026 at 4:00pm** at the address set forth above. Proposals received after that time will not be considered.

The bid is to be completed in legible form. Any additional written material such as professional records, certifications, etc. your company deems important may be attached and submitted to augment the data. The bidder must initial any corrections.

**NO FAXED OR E-MAILED PROPOSALS WILL BE ACCEPTED.**

Questions regarding proposal specifications shall be directed to the following

individual: Captain Jodi Hilde: [jodi.hilde@gfcounty.org](mailto:jodi.hilde@gfcounty.org).

### **3. RESERVATION OF RIGHTS**

The Grand Forks County Board of Commissioners reserves the right to reject any and all proposals, to award the agreement to other than the low proposal, to negotiate the terms and conditions of all and any part of the proposals, to waive irregularities and/or formalities, and in general to make award in the manner as determined to be in the Board's best interest and its sole discretion.

### **4. 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, they are advised to submit an email to Captain Jodi Hilde @ [jodi.hilde@gfcounty.org](mailto:jodi.hilde@gfcounty.org) and have the portion in question clarified. As stated above, this question and corresponding answer will be posted on the Sheriff's Office webpage.

### **5. CHANGES AND ADDENDA TO BID DOCUMENTS**

Each change or addendum issued in relation to the RFP will be on file in the Sheriff's Office, as well as posted on the Sheriff's Office webpage. It shall be the Vendor's responsibility to make 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.

### **6. TAXES, TERMS AND CONDITIONS**

Grand Forks 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.

### **7. METHOD OF AWARD**

The award will be made 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 receipt for the purposes of providing a more competitive proposal, per the terms of this proposal.

The County reserves the right to award this contract to the vendor who is determined to be the most qualified, responsible bidder with the lowest price and demonstrates the best ability to fulfill the requirements of the RFP.

The successful vendor shall commence work only after the transmittal of a fully executed contract and after receiving written notification to proceed from Grand Forks 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. Grand Forks 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 proposals and selection of the successful vendor, all vendors will be notified in writing of the selected vendor.

## **8. WITHDRAWAL OF PROPOSAL**

Proposals may be withdrawn in person by a bidder, or authorized representative, provided their identity is made known and a receipt is signed for the bid.

## **9. INDEMNIFICATION AND HOLD HARMLESS**

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

The vendor shall, at its own expense, protect, defend, indemnify and hold harmless Grand Forks County, its elected and appointed officers, employees and agents against any and all liabilities, losses, damages, injuries, deaths, reasonable litigation expenses (including, without limitation, reasonable attorneys' fees), costs, and costs of court 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 sub-vendors of sub-vendors, or any of their officers, employees or agents which may arise out of the contract.

## **10. EQUAL EMPLOYMENT OPPORTUNITY**

The vendor and its sub-vendors, as required by law, shall not discriminate against the employee or applicant for employment with the 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 vendor agrees to post notices containing this policy against discrimination in conspicuous places available to employees and applicants for employment. All solicitations or advertisements

for employees, placed by or on the behalf of the contract, 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.

## 11. INSURANCE REQUIREMENTS

The Vendor whose proposal is accepted must meet and agree to maintain during the term of the contract the following insurance coverage requirements. All insurance required must be written by an AM Best Rated “A” or higher rated company or companies licensed to transact such business either on an admitted or non-admitted basis in the State of North Dakota which are acceptable by the County. All required policies of insurance and certificates must provide for at least thirty (30) days written notice to County of any change in or cancellation of or termination of the coverage or coverages.

- A. The vendor shall carry Worker’s Compensation and employer’s Liability Insurance Coverage, as required by law. If the vendor uses sub-vendors for the performance of services required under this proposal, the vendor shall ensure that said sub-vendors carry Worker’s Compensation, employer’s liability, and commercial general liability coverage in the same amounts required of vendor under this contract.
- B. The vendor shall be responsible for insuring all its tools and equipment and all materials which it may use and/or leave at the work site. The County shall not be responsible for any loss or damage to the vendor’s property and materials.
- C. The vendor shall procure and maintain during the term of the contract Professional and Comprehensive General Liability Insurance and Property Damage Liability Insurance, with limits of liability of not less than one million dollars (\$1,000,000) per occurrence and one million dollars (\$1,000,000) annual aggregate to cover any and all claims that arise during the course of the contract, whether or not such claims are known or discovered during the term of the contract. Evidence of such insurance shall be provided prior to commencement of the Services in the form of a certificate of insurance.
- D. If any of the above coverages expire during the term of the Agreement, the vendor shall deliver renewal certification and/or policies to the **Grand Forks County Sheriff’s Office** at least thirty (30) days prior to expiration.

## 12. 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 must have a proven ability for a contract start-up 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 Grand Forks County Correctional Center facility.

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

### **13. 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 item listed below:

#### 1. Introduction

##### a. Company Profile

- (1) Date organized to provide food service management in institutional and correctional facilities.
- (2) Corporate background and depth of support
  - Number of employees
  - Number of years doing business
- (3) Facilities currently accredited by State or Federal Accreditation Board
  - Name of facility
  - Accrediting agency – list all

##### b. Company achievements in providing correctional food service management.

#### 2. Operational Requirements

All proposals must clearly define an action plan for providing jail meals as outlined in the Scope of Services in Section 14 and Transition on Commencement of Contract in Section 15 of this request.

- 3. Pricing - on a per meal basis. Bid pricing should be for adult meals and juvenile meals separately. (Juvenile max occupancy – 30, Adult max occupancy 308)

### **14. SCOPE OF SERVICES**

Vendor shall undertake, perform, and complete the following, unless stated otherwise herein, to wit:

- A. On-site Food Manager – Vendor will employ an on-site food manager who has training in:

1. Food service staff training;
2. Kitchen personnel supervision;
3. Portion control;
4. Planning and menu review;
5. A food-cost accounting system;
6. Food preparation for serving up to 338 people;
7. Inventory control/food delivery systems;
8. Energy conservation;
9. Safety/sanitation;
10. Food temperature control;
11. Preparation methods to ensure variety, appeal, color, contrast and flavor.

B. Kitchen Operations. Vendor shall be responsible for the overall operations of the kitchen within the Grand Forks County Correctional Center. Specifically, vendor shall be responsible for the following:

1. Plan, coordinate, handle, prepare and provide meals for the Correctional Center's adult inmates and the Youth Assessment Center's juvenile residents. All menus and special diets shall meet the standards for adult holding and detention facilities as established by the American Correctional Association and the USDA National School Lunch Program. The **Corrections Captain** will approve all menus prior to commencement. All meals served shall be in compliance with the most recent Recommended Daily Allowance for adult males as established by the National Academy of Sciences.
2. Ensure that all meals are served at appropriate temperatures (140 degrees hot, 45 degrees cold), and in a manner that makes them palatable and visibly pleasing, complete with condiments (dressing, sugar, salt, pepper, and ketchup or mustard, where appropriate).
3. Employment of staff where appropriate at rates of compensation commensurate with current jail kitchen staff to ameliorate high turnover.
4. Ensure there is a minimum of one (1) employee assigned to each shift.
5. 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. The vendor shall be responsible for removing trash and garbage from the kitchen.
6. Meet requirements of all federal, state and local health standards and any other applicable standards.

C. Inmate Food Service.

1. Prepare and serve three (3) meals for each day of the calendar year. Meals are to be available at the times specified by the Sheriff or his designated representative.
2. The Sheriff or his designated representative shall provide the Vendor written confirmation

of the number of meals required to be served for each meal prior to service of that meal.

3. Adhere to a four (4) or five (5) week menu, at the Vendor's discretion, approved by a registered dietician and accepted by the Sheriff or his designee.
4. Prepare special meals, approved by a registered dietician, as required through the Sheriff including, but not limited to, medical and religious meals.
5. Provide daily meals to staff as requested and at a cost per meal mutually agreed upon between the Sheriff's Office and the Vendor.

D. Use of Jail Kitchen and Maintenance of Equipment.

In performing the services required by this request, vendor shall use the Correctional Center's kitchen for only those services set forth in Section 14(B) of this request. Vendor shall use the Correctional Center's kitchen in accordance with rules and procedures set by the Sheriff and shall perform its work to the Sheriff's satisfaction. Vendor and the Sheriff's Office shall work in cooperation with one another.

Vendor shall be entitled to use all County owned equipment in the Grand Forks County Correctional Center kitchen to provide the services set forth in this request. The County shall provide appropriate utilities, including telephone service, for the operation of the kitchen. The County shall be responsible for maintenance of the kitchen and the County owned equipment. In the event repairs or replacement of County owned equipment are required due to normal wear and tear, the County shall repair and/or replace such equipment at the County's expense in a reasonable amount of time. In the event repairs or replacement of County owned equipment are required due to neglect or misuse by vendor, or lack of supervision of inmates while under vendor's charge, vendor shall repair and/or replace such equipment at Vendor's expense in a reasonable amount of time. Vendor shall provide written notice of any County owned equipment problems to the Sheriff and Correctional Center Captain.

E. Compensation and Payment Procedure.

The County shall pay the vendor on a sliding scale cost per meal basis. The vendor shall submit invoices weekly based upon number of meals served. The vendor shall submit billing accordingly for the juvenile meals separate from the adult population meals. County shall reimburse vendor for services billed pursuant to its procedure for payment of Accounts Payable within thirty (30) days from the date of the Sheriff's verification that the services billed have been satisfactorily performed.

F. 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.

G. Reports, Records and Inspection of Records.

Vendor shall keep full and accurate records of the meals served. A copy of the records shall be supplied to the Sheriff or his designated representative. In addition, the successful vendor shall retain all records related to the services provided for six (6) years after the termination of an agreement. All records related to the service provided under this request shall be available for auditing by the County at any time during regular working hours.

H. Reporting of Accidents or Incidents at the Correctional Center.

Vendor shall ensure that its employees immediately report any accidents or incidents of any unusual nature in writing to the Sheriff or his designated representative.

I. Staffing Requirements.

As the kitchen facility is located within the Grand Forks County Correctional Center, the vendor shall adhere to the following:

- a. Follow all security rules of the Grand Forks County Correctional Center.
- b. Coordinate its shipping and receiving operations with the Sheriff, as receipt and unloading of boxes and supplies is necessary for the providing of meals from the kitchen.
- c. Submit names, dates of birth, social security number and driver's license number of all employees who may work within the kitchen facility at least three (3) business days prior to commencement of work.
- d. Immediately notify the Sheriff of any termination of employment by vendor in the kitchen or when an employee provides written notification of termination of employment in the kitchen.
- e. The Sheriff reserves the right to refuse admittance to any person or persons who may constitute a security risk to the Grand Forks County Correctional Center.
- f. The vendor shall process complaints received from inmates daily as follows:
  1. 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.
  2. Any complaints that vendor cannot resolve should be provided in writing within twenty-four (24) hours to the Sheriff or his designated representative.

g. Inspection of Kitchen and Services Performed.

The Sheriff or his designated representative shall conduct periodic unannounced inspections of the Correctional Center's kitchen and the services performed under this request. Such inspections shall be conducted in a manner to be least disruptive to kitchen

operations, to the extent possible. Meals shall be inspected to ensure they are prepared in compliance with the menu requirements. If during an inspection, the meals, the kitchen or inventory are found to not be in compliance, the Sheriff shall inform the Vendor in writing.

## 15. TRANSITION ON COMMENCEMENT OF CONTRACT.

The successful proposer 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 the existing food service provider and employees to ensure a smooth and orderly transition with uninterrupted food services. Upon award of contract, the vendor shall name a Transition Manager who shall have responsibility for transition activities. The final plan shall include but not be limited to details from conducting inventories of on-site Grand Forks County owned equipment, hiring and staffing and menu plans, and coordination activity with current operations. The Sheriff may request any additional information determined necessary to ensure smooth operation of the facility.

## 16. MEAL PLAN OPTIONS

Grand Forks County would like to explore, as a way to help contain costs, any meal plan options that are available. Include pricing of all meal plan options you provide and describe in detail the staffing requirements that are needed for your company and Grand Forks County for each meal plan option.

## 17. FOOD SPECIFICATION

The following is a list of minimal food standards that the vendor shall follow:

BEEF-USDA choice

POULTRY-USDA Grade A

FISH & SEAFOOD – Frozen fish must be a nationally distributed brand, packed and inspected pursuant to federal regulation.

TVP (Texturized Vegetable Products/Protein) **will not** be used.

DAIRY PRODUCTS - USDA Grade A

EGGS - Fresh USDA Grade AA

CANNED FRUIT PRODUCTS – USDA Grade A Fancy

CANNED VEGETABLES – USDA Grade A Fancy

FRESH FRUITS – USDA Grade A

FRESH VEGETABLES – USDA Fancy

FROZEN VEGATABLES – USDA Fancy

FROZEN FRUITS – USDA Grade A

All meat cuts shall be in accordance with U.S.D.A. specifications. The above indicated grades are intended as minimum standards only and Vendors are encouraged to exceed these minimums whenever possible.



**GRAND FORKS COUNTY SHERIFF'S OFFICE**  
 3005 HEARTLAND DRIVE  
 GRAND FORKS, NORTH DAKOTA 58201  
 SHERIFFS.OFFICE@GFCOUNTY.ORG  
 PHONE: 701-780-8280 FAX: 701-780-8307  
**SHERIFF ANDY SCHNEIDER**

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## Grand Forks County Correctional Center Food Services Request for Proposals Signature Page

### Certification

I certify and acknowledge, on behalf of the Proposer, that:

- A. The statements and information contained in this Proposal, based upon reasonable inquiry and belief, are true, correct, and complete.
- B. I am the Proposer, or I have been duly authorized and have full authority to execute this Proposal on behalf of the Proposer.
- C. As the Proposer or its duly authorized representative, I will promptly notify the Grand Forks County Sheriff's Office in writing of a change of any fact or circumstance represented in this proposal, or in any other document furnished in connection with this proposal, which is reasonably likely to have a material effect on the information contained in this proposal.

\_\_\_\_\_  
 Name of Contractor

\_\_\_\_\_  
 Authorized Signatory Printed Name Title

\_\_\_\_\_  
 Authorized Signature Date



**GRAND FORKS COUNTY SHERIFF'S OFFICE**  
 3005 HEARTLAND DRIVE  
 GRAND FORKS, NORTH DAKOTA 58201  
 SHERIFFS.OFFICE@GFCOUNTY.ORG  
 PHONE: 701-780-8280 FAX: 701-780-8307  
**SHERIFF ANDY SCHNEIDER**



## Grand Forks County Correctional Center Food Services Request for Proposals References Page

### REFERENCE 1

Name of Institution: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_

### REFERENCE 2

Name of Institution: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_

### REFERENCE 3

Name of Institution: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_