

**COLUMBIA COUNTY  
REQUEST FOR PROPOSAL  
COVER SHEET**

**Bid No.  
2014-F**

**PROPOSAL FOR: Operation, Management and Maintenance of Jail Facility located in Columbia County, Florida.**

**DUE DATE: July 17, 2014**

**Due no later than 11:00 A.M. local time in Lake City, Florida. Proposals received later than the date and time above will not be considered.**

**PROPOSERS NOTE: Carefully read all instructions, requirements and specifications. Fill out all forms properly and completely. Submit your proposal with all appropriate supplements and/or samples in an appropriately sized envelope or box. PACKAGE MUST SHOW THE BID NUMBER, DESCRIPTION AND BE MARKED "SEALED PROPOSAL".**

**RETURN PROPOSAL TO:  
COLUMBIA COUNTY PURCHASING DEPARTMENT  
135 NE HERNANDO AVENUE, SUITE 203  
LAKE CITY, FLORIDA 32055**

Total Amount of Proposal: \$ \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Taxpayer Identification Number (T.I.N.): \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

Print Name \_\_\_\_\_

Signature: \_\_\_\_\_

**Vendor must sign in INK; failure to sign WILL disqualify the offer. All prices must be typewritten or written in ink.**

## TABLE OF CONTENTS

This bid/proposal package includes the components checked below. If the item **is not** checked, it is not applicable to this bid/proposal. Proposers are asked to review the documentation to be sure that all applicable parts are included. If any portion of the documentation is missing, notify the Purchasing Department immediately. Proposer should be thoroughly familiar with all of the following items applicable to the bid/proposal before submitting an offer.

- X 1. **Cover Sheet** - Complete this page, sign **IN INK** and return it.
- X 2. **Table of Contents** - This page lists the applicable components of this bid/proposal documentation.
- X 3. **General Requirements** - It is proposer responsibility to be thoroughly familiar with the General Requirements.
- X 4. **Special Requirements/Instructions** - This section provides information needed in order to make an offer properly. Special requirements supersede General Requirements when applicable.
- X 5. **Specifications** - This section contains a detailed description of the goods/services sought by the County.
- X 6. **Pricing/Delivery Information** - This form is used to solicit exact pricing of goods/services, delivery, and other costs.
- X 7. **Attachments**
  - X a. **Bid Guaranty & Performance Bond Information & Requirements** - This form applies only to certain bids/proposals. All public work contracts over \$25,000 require a Payment Bond and over \$100,000 must also have a Performance Bond, in a form approved by the County. Please read carefully and fill out completely.
  - X b. **Bid Check Return Authorization Form** - This form applies only to certain bids/proposals. Read this form carefully and fill it out completely.
  - X c. **Minimum Insurance Requirements** - Included in specific requirements when applicable (does not supersede "Hold Harmless" section of General Requirements).
  - X d. **Reference Sheet** - When references are required, you must use this form.
  - X e. **Business Associate Agreement**
  - X f. **Questionnaire**
  - X g. **Sheriff's Office Medical System**

**Columbia County, Florida**  
**Purchasing Department**  
**General Instructions to Bidders**

These instructions will bind bidders and conditions herein set forth, except as specifically qualified in special bid and contract terms issued with any individual bid.

1. The following criteria are used in determining low responsible bidder:
  - A. The ability, capacity and skill of bidder to perform required service.
  - B. Whether the bidder can perform service promptly or within specified time.
  - C. The character, integrity, reputation, judgment, experience and efficiency of bidder.
  - D. The performance of previous contracts with Columbia County.
  - E. The suitability of equipment or material for county use.
  - F. The ability of bidder to provide future maintenance.
2. Payment Terms are net (30) unless otherwise specified. Favorable terms, discounts, may be offered and will be considered in determining low bids if they are deemed by Purchasing Department to be advantageous to the County.
3. All bids should be tabulated, totaled and checked for accuracy. Unit price will prevail in case of errors.
4. All requested information shall be included in the envelope. All desired information must be included for your bid to receive full consideration.
5. If anything on the bid request is not clear, you should contact the Purchasing Director immediately.
6. A bidders list is available at the Purchasing Office.
7. Quote all prices F.O.B. our warehouse or as specified in bid documents.
8. Each proposal shall be clearly marked on the outside of the envelope including Fed Ex, UPS or other delivery service envelopes, as a sealed bid. The name of the item being bid shall be shown on the outside in full.
9. No responsibility shall attach to any County representative or employee for the premature opening of bids not properly addressed or identified.
10. If only one (1) bid is received, the bid may be rejected and re-advertised or excepted if determined to be in the counties best interest.
11. Bids received late will not be accepted, and the County will not be responsible for late mail delivery.
12. Telephone and facsimile bids will not be acceptable in formal bid openings (sealed bids). Should a bid be misplaced by the County and found later, it will be considered. Any bidder may request and shall receive a

receipt showing the day and time any bid is delivered to the appropriate office of the County from the personnel thereof.

13. Bids requiring bid bonds will not be accepted if bond is not enclosed. Cash or certified check will be accepted in lieu of bond except on construction projects where cost exceeds \$40,000.
14. All bidders must be recognized dealers in the materials or equipment specified and is qualified to advise in their application or use. A bidder at any time requested must satisfy the Purchasing Office and the County Manager that he has the requisite organization, capital, plant, stock ability and experience to satisfactorily execute the contract in accordance with the provisions of the contract in which he is interested.
15. Any alterations, erasures, additions, or admissions of required information or any changes to specifications or bidding schedule are done at the risk of the bidder. Any bid will be rejected that has a substantial variation, that is; a variation that affects price, quantity, and quality or delivery date (when delivery is required by a specific time).
16. When requested, samples will be furnished to the County free of expense, properly marked for identification and accompanied by a list where there is more than one (1) sample. The County reserves the right to mutilate or destroy any sample submitted whenever it may be to the best interest of the County to do so for the purpose of testing.
17. The County will reject any material, supplies or equipment that did not meet the specifications, even though the bidder lists the trade names or names of such material on the bid or price quotation form.
18. The unauthorized use of patented articles is done entirely at the risk of the successful bidder.
19. The ESTIMATED QUANTITY given in the specifications or advertisements is for the purpose of bidding only. The County may purchase more or less than the estimated quantity and the vendor must not assume that such estimated quantity is part of the contract.
20. Only the latest model equipment as evidenced by the manufacture's current published literature will be considered. Obsolete models of equipment not in production will not be acceptable. The equipment shall be composed of new parts and materials. Any unit containing used parts or having seen any service other than the necessary tests will be rejected. In addition to the equipment specifically called for in the specification, all equipment catalogued by the manufacturer as standard or required by the State of Florida shall be furnished with the equipment. Where required by the State of Florida Motor Vehicle Code, vehicles shall be inspected and bear the latest inspection sticker of the Florida Department of Revenue.
21. The successful bidder on motor vehicle equipment shall be required to furnish with delivery of vehicle, certificate of origin and any other appropriate documentation as required by the Florida Motor Vehicle Department.
22. Prospective bidders are required to examine the location of the proposed work or delivery and determine, in their own way, the difficulties, which are likely to be encountered in the prosecution of the same.
23. All materials, equipment and supplies shall be subject to rigid inspection, under the immediate supervision of the Purchasing Department, its designee and /or the department to which they are delivered. If defective material, equipment, or supplies are discovered, the contractor, upon being instructed by the Purchasing Department or designee, shall remove, or make good such material, equipment, or supplies without extra compensation. It is expressly understood and agreed that the inspection of materials by the County will in no way lessen the responsibility of the Contractor release him from his obligation to perform and deliver to the County Sound and satisfactory materials, equipment, or supplies. The Contractor agrees to pay the costs of all

tests upon defective material, equipment, or supplies or allow the costs to be deducted from any monies due him from the County.

24. Unless otherwise specified by the Purchasing Department all materials, supplies, or equipment quoted herein must be delivered within thirty (30) days from the day of notification or exceptions noted on bid sheets.
25. A contract will not be awarded to any corporation, firm, or individual who is, from any cause, in arrears to the County or who has failed in former contracts with the County to perform work satisfactorily, either to the character of the work, the fulfillment or guarantee, or the time consumed in completing the work.
26. Reasonable grounds for supposing that any bidder is interested in more than one proposal for the same item will be considered sufficient cause for rejection of all proposals in which he is interested.
27. Submitting a proposal when the bidder intends to sublet the contract may be a cause for rejection of bids or cancellation of the contract by the County Manager.
28. Unless otherwise specified the County reserves the right to award each items separately or on a lump sum basis whichever is in the best interest of the County.
29. The County reserves the right to reject any and/or all quotations, to waive any minor discrepancies in the bids for all bidders equally, quotations, or specifications, when deemed to be in the best interest of the County and also to purchase any part, all or none of the materials, supplies, or equipment specified.
30. Failure of the bidder to sign the bid or have the signature of an authorized representative or agent on the bid proposal in the space provided will be cause for rejection of the bid. Signature must be written in ink. Typewritten or printed signatures will not be acceptable.
31. Any bidder may withdraw his bid at any time before the time set for the opening of the bids. No bid may be withdrawn in the thirty- (30) day period after bids are opened.
32. It is mutually understood and agreed that if at any time the Purchasing Department or designee shall be of the opinion that the contract or any part thereof is unnecessarily delayed or that the rate of progress or delivery is unsatisfactory, or that the contractor is willfully violating any of the conditions or covenants of the agreement, or executing the same in bad faith, the Purchasing Department or his designee shall have the power to notify the aforesaid contractor of the nature of the complaint. Notification shall constitute delivery of notice, or letter to address given in the proposal. If after three (3) working days of notification the conditions are not corrected to the satisfaction of the Purchasing Director, he shall thereupon have the power to take whatever action he may deem necessary to complete the work or delivery herein described, or any part thereof, and the expense thereof, so charged, shall be deducted from any paid by the County out of such monies as may become due to the said contractor, under and by virtue of this agreement. In case such expense shall exceed the last said sum, then and in that event, the bondsman or the contractor, his executors, administrators, successors, or assigns, shall pay the amounts of such excess to the County on notice made by the Purchasing Department or his designee of the excess due.
33. If the bidder proposes to furnish any item of foreign make or product, he shall write "foreign" together with the name of the originating country opposite such item on a proposal.
34. Any complaint from bidders relative to the invitation to bid or attached specifications shall be made prior to the time of opening bids; otherwise, the bidder waives any such complaint.
35. Contracts may be cancelled by the County with or without cause on thirty- (30) days advance written notice.

36. All contractors submitting bids for road projects in excess of \$150,000 must be pre-qualified with the Florida Department of Transportation and shall provide proof of such qualification upon request.
37. Any bidder affected adversely by an intended decision with respect to the award of any bid, shall file with the Purchasing Department for Columbia County, a written notice of intent to file a protest not later than seventy-two (72) hours (excluding Saturdays, Sundays and legal holidays), after the posting of the bid tabulation. Protest procedures may be obtained in the Purchasing Department.
38. A person or affiliate who has been placed on the convicted vendor's list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to Columbia County, may not submit a bid on a contract with Columbia County for the construction or repair of a public building or public work, may not submit bids on leases of real property to Columbia County, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with Columbia County, and may not transact business with Columbia County for a period of 36 months from the date of being placed on the convicted vendor list.
39. Vendor/Contractor shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of;
  - A. all persons employed by the Vendor/Contractor during the term of the Contract to perform employment duties within Florida; and
  - B. all persons, including subcontractors, assigned by the Vendor/Contractor to perform work pursuant to the contract with the County.

## SPECIAL REQUIREMENTS/INSTRUCTIONS

*The following requirements and instructions supersede General Requirements where applicable.*

### **VENDOR INSTRUCTIONS**

Responses to this Request for Proposal (RFP) shall be formatted and organized in the following order for consistency and easy screening:

- All proposals must be typed, single spaced, and printed single-sided on 8 ½” by 11” paper.
- One original, **clearly marked “ORIGINAL”**, and eight (8) copies, **clearly marked “COPY”**, must be submitted in separate three-ring, loose-leaf binders with identification of the vendor, the BID number as located on the RFP cover sheet, and the RFP title on the front cover.
- The complete proposal response must be sealed in an envelope or box for delivery to the Columbia County Purchasing Department per instructions in the Proposal Returns paragraph of the General Requirements section.
- All documents must be labeled with the vendor’s name and the BID number. Any response received by the Columbia County Purchasing Department that is not identified on the outside with the BID number will be at risk for rejection.
- Each section of the vendor’s response should start on a new page. A tabbed divider page marked with the section number should separate each section.
- Prepare a Table of Contents for the proposal being submitted and place it before Section I. The Table of Contents must list Sections I-VII and the contents of each section.

**Section I: RFP Cover Sheet, Transmittal Letter, Insurance (Attachment c), and signed Addenda (when applicable; see Addenda under General Requirements) –** The transmittal letter should include:

- Company name and address; name, title, email, telephone and fax number of person(s) to be contacted for clarifications or additional information regarding proposal;
- Name, title, email, telephone and fax number of person authorized to contractually obligate vendor’s company with proposal and any future negotiations; and
- A brief statement summarizing the vendor’s understanding of the project and relevant experience

**Section II: Scope of Service/Narrative of Proposed Services**

- Describe your firm’s philosophy, approach(es) and preferred methods for meeting requirements and/or deliverables in the Specifications.
- Provide the greatest amount of meaningful detail possible to describe the proposed products/services. Indicate if vendor can meet the specifications, or if the specifications can be met only under certain conditions or circumstances. If vendor is not able to meet the specification, briefly explain why, noting any concerns or issues Columbia County should be aware of.
- Provide a timeline indicating deliverables, vendor responsibilities and resources needed from Columbia County. Include a tentative implementation schedule with dates pilot jail will be operational by your firm, and dates of additional phases through the final phase of total privatization.

Mere reiterations of specifications are strongly discouraged, as they do not provide insight into the vendor’s ability to meet the specifications.

## SPECIAL REQUIREMENTS/INSTRUCTIONS-(CONTINUED)

**Section III: Pricing Information** – See PRICING/DELIVERY INFORMATION page for instructions.

**Section IV: Organizational Information/Qualifications**

- Vendor’s history, background and principal officers
- Company organization chart
- Description of project team organization; names and resumes of team members
- Audited Financial Statements
- Licenses/accreditations
- References
- List all operational/management procedural manuals currently used by your organization and indicate which you anticipate would be adapted and used in operation of Columbia County Facility.

**Section V: Legal Documents** – Include any standard agreement(s) and/or contracts(s) associated with vendor’s response. Vendor should submit any agreement for products/services which may be required by the vendor’s organization to enter into a contract with Columbia County. The awarded vendor will be required to execute an agreement with Columbia County which finalizes the terms and conditions set forth in vendor’s proposal, best and final offer, and any negotiations between vendor and Columbia County. The agreement is subject to review and amendment by the Columbia County Attorney’s Office.

**Section VI: Questionnaire** (Attachment f) – Vendor must complete and return all answers to the questionnaire in the order in which they are listed. Failure to do so may result in disqualification.

**Section VII: Miscellaneous** – List exceptions to any of the requirements in this RFP, if any. Company brochures, marketing materials, or any other information vendor deems appropriate to the RFP response may be included in this section.

Columbia County will not be liable for any costs incurred by the vendor in preparing a response to this RFP. Vendors submit proposals at their own risk and expense. Columbia County makes no guarantee that any products or services will be purchased as a result of this RFP. Columbia County reserves the right to reject any and all proposals. All proposals and accompanying documentation will become the property of Columbia County. All proposals are open to negotiation.

The vendor is expected to examine all documents, forms, specifications, and all instructions. Failure to do so will be at vendor’s risk.

At and after opening, proposals will NOT be part of the public record and subject to disclosure, but will be kept confidential until time of award and execution of an agreement. When an award is made and an agreement is executed, proposals are subject to review under the “Public Information Act”. To the extent permitted by law, vendors may request in writing non-disclosure of confidential data. Such data shall accompany the proposal, be readily separable from the proposal, and shall be CLEARLY MARKED “CONFIDENTIAL”. For those portions identified as confidential by the vendor, Columbia County must rely on advice, decisions and opinions of the Attorney General of the State of Florida relative to the disclosure of data or information.

## SPECIAL REQUIREMENTS/INSTRUCTIONS-(CONTINUED)

### EVALUATION PROCESS

All proposals will be examined by an evaluation committee consisting of various Columbia County personnel and Columbia County Purchasing Department.

Proposals that do not conform to the instructions or which do not address all the services as specified may be eliminated from consideration. However, Columbia County, reserves the right to accept such a proposal if it is determined to be in the best interest of Columbia County.

While Columbia County appreciates a brief, straightforward, concise reply, the proposer must fully understand that the evaluation is based on the information provided. Accuracy and completeness are essential. Omissions, ambiguous and equivocal statements may be construed against the proposer. The proposal response may be incorporated into any contract which results from this RFP, and vendors are cautioned not to make claims or statements it is not prepared to commit to contractually. Failure of the vendor to meet such claims will result in a requirement that the vendor provide resources necessary to meet submitted claims.

Columbia County Purchasing may initiate discussions with selected vendors; however, discussions may not be initiated by vendors. Columbia County Purchasing expects to conduct discussions with vendor's representatives authorized to contractually obligate the vendor with an offer. Vendors shall not contact any Columbia County personnel during the RFP process without the express permission from the Columbia County Purchasing Department. Columbia County Purchasing may disqualify any vendor who has made site visits, contacted Columbia County personnel or distributed any literature without authorization from Columbia County Purchasing.

All correspondence relating to this RFP, from advertisement to award shall be sent to the Columbia County Purchasing. All presentations and/or meetings between Columbia County and the vendor relating to this RFP shall be coordinated by the Columbia County Purchasing.

Selected vendors may be expected to make a presentation to an evaluation committee. Proposals, vendor presentations and product/service evaluations may develop into negotiating sessions with the vendor(s) as selected by the Evaluation Committee. Columbia County expects to conduct negotiations with vendor's representatives authorized to contractually obligate the vendor with an offer. If vendor is unable to agree to contract terms and conditions, Columbia

County reserves the right to terminate contract negotiations with that vendor and initiate negotiations with another vendor. **In addition to a presentation, visits by the Evaluation Committee to other privatized jail sites vendor manages may be conducted.**

### EVALUATION CRITERIA

Award shall be made to the responsible vendor whose proposal is determined to be the best evaluated offer resulting from negotiations and taking into consideration all aspects of proposal impact items and the following in order of relative importance:

- Professional qualifications and experience of vendor and its staff with a minimum of five (5) years of relevant experience and demonstrated success in providing the services requested in this RFP;
- Implementation schedule;
- Overall quality of vendor's proposal;

## **SPECIAL REQUIREMENTS/INSTRUCTIONS-(CONTINUED)**

- Pricing;
- Experience with other clients of similar size to Columbia County;
- Vendor's professional reputation for integrity and compliance with state and federal law, including having the appropriate license to do business in Florida;
- Past performance history with Columbia County(if applicable);
- Experience based on references submitted with the vendor's proposal.

Submission of a proposal implies the vendor's acceptance of the evaluation criteria and vendor's recognition that subjective judgments must be made by the Evaluation Committee.

### **AWARD**

Columbia County intends awarding to a single vendor. However, Columbia County reserves the right to award to more than one vendor if in the best interest of Columbia County.

No award can be made until approved by Columbia County Board of County Commissioners. This RFP does not obligate Columbia County to the eventual purchase of any product/service described, implied or which may be proposed. Progress toward this end is solely at the discretion of Columbia County and may be terminated at any time prior to execution of an agreement.

### **LEGAL DOCUMENTS**

Vendor should submit any agreement for products/services which may be required by the vendor's organization to enter into a contract with Columbia County. The awarded vendor will be required to execute an agreement with Columbia County which finalizes the terms and conditions set forth in vendor's proposal, best and final offer, and any negotiations between vendor and Columbia County. The agreement is subject to review and amendment by the Columbia County Attorney's Office.

### **INVOICES**

Vendor shall submit an invoice upon completion of each deliverable. Deliverables will be considered complete only upon written acceptance by Columbia County. Each invoice shall include deliverable(s) completed and the price for each. No charges may be billed to Columbia County unless such costs are explicitly included in the agreement.

### **INSURANCE**

Columbia County requires that each proposal be accompanied by the company's *current* Certificate of Insurance. The Certificate **MUST** be on the standard industry ACORD form and signed by the Department. **If the insurance on the certificate will expire in six months or less from the time the proposal is submitted, the company must include a letter on its own stationery that verifies it will continue insurance at the same levels beyond the expiration date on the certificate.** The proposer does not need to commit to the same Department or carrier, but must continue insurance. When said current policies expire, the proposer must provide new certificates, as no further agreement will be pursued until verification of coverage is confirmed.

## **SPECIAL REQUIREMENTS/INSTRUCTIONS-(CONTINUED)**

The Certificate of Insurance must include coverage for each and every insurance requirement in this document particularly the Workers Compensation requirements. Vendor shall procure and maintain appropriate insurance coverage, including as a minimum, public liability and property damage with adequate limits to cover Vendor's liability as may arise directly or indirectly from work performed under terms of this proposal. The certificate must identify Columbia County as an additional insured, provide a waiver of subrogation and confirm the Hold Harmless status of the County.

### **QUESTIONNAIRE**

The questionnaire (Attachment f) requests information about the respondent that will be used in the evaluation process. All vendors must complete the questionnaire and answer questions in the order listed. Answers should be as thorough and definitive as possible and include all pertinent data. The completed questionnaire must be included in Section VI of vendor's proposal. Failure to do so will result in disqualification.

### **REFERENCES**

Vendor will provide a minimum of five (5) references from governmental client(s) and/or organizations (preferably similar in size to Columbia County) for whom vendor has provided similar services. References must be provided on the attached form (Attachment e) and must be current and verifiable. Columbia County will conduct reference checks to verify and validate vendor's past performance. Reference checks indicating poor or failed performance by vendor will be cause for rejection of response. Additionally, vendor is required to produce documentation to support claims of compliance with the National Commission on Correctional Health Care standards.

### **CONTRACT TRANSITION**

In the event services end by either contract expiration or termination, it shall be incumbent upon the vendor to continue services, if requested by Columbia County Board of County Commissioners, until new services can be completely operational. The vendor acknowledges its responsibility to cooperate fully with the replacement vendor and Columbia County to ensure a smooth and timely transition to the replacement vendor. Such transitional period shall not extend more than one hundred and eighty (180) days beyond the expiration/termination date of the contract, or any extension thereof. The vendor shall be reimbursed for services during the transitional period at the rate in effect when the transitional period clause is invoked by Columbia County. During any transition period, all other terms and conditions of the agreement shall remain in full force and effect as originally written.

## SPECIFICATIONS

<b>Operation and Management of Jail Facility located in Columbia County, Florida for the Columbia County Board of County Commissioners</b>
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### **SCOPE**

Columbia County is seeking proposals from qualified vendors with resources, experience and expertise to operate, manage and maintain Jail Facility located in Columbia County, Florida. This includes all aspects of jail operations, i.e., security, staffing, medical and mental health services including hospital security and offsite medical treatment, recreation, , inmate banking and commissary, inmate classification, inmate intake and release processing, central records, inmate transportation, and all other related facets of incarcerating inmates. Facility Maintenance will be performed by the Columbia County Maintenance Department. The initial term is five (5) years, subject to fiscal funding, beginning on or about October 1, 2014 and ending 60-months thereafter, or until all goods and/or services ordered prior to the expiration date have been satisfactorily provided.

If you need additional information, please e-mail questions to ray\_hill@columbiacountyfla.com at least **seven (7) business days prior to the proposal due date.** It is not guaranteed that questions received after this time will receive responses before the due date of the proposal.

### **RENEWAL OPTIONS**

Columbia County may consider four (4) three-year renewal options, renewable three-years at a time, based upon the same terms, conditions and pricing as the original year. Renewal is subject to approval by Columbia County Board of County Commissioners. Once renewal options are exhausted, the contract must be rebid. Columbia County reserves the right to rebid at any time as is in its best interest and is not automatically bound to renew.

### **PRE-PROPOSAL CONFERENCE AND SITE VISIT**

A Pre-Proposal Conference and Site Visit will be held. The date and time for the Pre-Proposal Conference and Site Visit is 10:00 A.M. July 2, 2014. We will meet in the Board conference room located at 135 NE Hernando Ave., Lake City, FL 32055. From there we will travel to the jail.

### **PERFORMANCE BOND**

A bid bond or bank cashier's check only (company checks are not acceptable) in the amount of 5% of the initial project amount is required, and must be submitted with vendor's proposal. The successful vendor is required to furnish a performance bond in the amount of 10% of the initial project amount within ten (10) days of the award.

The performance bond must remain in effect for the duration of the contract including renewals. Upon award, Columbia County Purchasing will send awarded vendor a performance bond application. If a vendor is not awarded, bank cashier's checks will be returned within (10) ten days of award. If a vendor is awarded, checks will be returned (10) ten days after receipt of performance bond.

**BACKGROUND**

**1. Columbia County General Information**

Columbia County is located in North Central Florida with a reported population in 2012 of 67,966.

**2. Columbia County Jail Facility and Population Overview**

The Columbia County Detention Facility is located at 389 NW Quinten Street. The jail has 250 beds. Food service is provided via private contract.

**Jail Population      Average Daily Population      Number Felony Pretrial      Number Misdemeanor Pretrial**

13-Jan	215	132	14
13-Feb	233	144	13
13-Mar	205	111	16
13-Apr	182	97	15
13-May	193	100	18
13-Jun	211	119	20
13-Jul	207	112	18
13-Aug	223	119	17
13-Sep	233	118	19
13-Oct	211	105	15
13-Nov	182	93	12
13-Dec	153	84	12
14-Jan	164	92	11
14-Feb	<u>191</u>	<u>114</u>	<u>8</u>

**Daily Average                                      187.8                                      103.6                                      14.8**

## SPECIFICATIONS-(CONTINUED)

### **3. Columbia County Medical Services in Jail Facility Overview**

A description of the Sheriff's Office Medical System is attached to this RFP as Attachment g.

#### **VENDOR RESPONSIBILITIES**

1. Operate and manage the jail facility in a commercially reasonable manner and shall incarcerate and release inmates upon receipt of appropriate written authority and shall at its sole expense provide in a good and workmanlike manner and of a commercially reasonable quality, all goods and services, including, but not limited to, the items listed herein necessary for and/or incidental to the operations of the jail Facility.
2. Shall comply with all Local, State, and Federal laws, statutes, ordinances and regulations pertaining to jail operations.
3. Prepare, adopt and present to Columbia County, thirty (30) days prior to the service commencement date, a procedures manual for the operation of the jail Facility so as to insure that the jail Facility operate in compliance with applicable laws and accreditation standards. Vendor shall make such modifications and corrections in said procedures manual as are necessary to keep the jail Facility in compliance with all applicable laws.
4. Ensure, at its sole cost and expense, that all employees at the jail Facility are adequately trained to perform at the requisite levels and standards required by all Local, State, and Federal laws, statutes, ordinances, rules and regulations. Vendor must ensure that all health services employees are trained in accordance with and licensed by the appropriate state licensing agency.
5. Develop an emergency plan and medical quarantine plan to provide for emergencies such as labor disputes, riots, escape, fire and civil disaster. Said Plan will be submitted to Columbia County prior to the service commencement date for review and approval. Vendor will operate the jail Facility in compliance with applicable federal, state and local safety and fire codes and shall comply with all Local, State, and Federal laws, statutes, ordinances, rules and regulations.
6. Provide sanitation/hygiene at the jail Facility in conformity with all Local, State, and Federal laws, statutes, ordinances, rules and regulations.
7. Retain compliance with the National Commission on Correctional Health Care. Vendor will also be responsible for maintaining health services procedures in compliance with the NCCHC and ACA Standards. Vendor will be responsible for payment of fees for NCCHC and ACA Inspections.
8. Provide inmates with opportunities for exercise and leisure time activities in accordance with all Local, State, and Federal laws, statutes, ordinances, rules and regulations

## **SPECIFICATIONS-(CONTINUED)**

9. Ensure delivery and return of inmates to courts in accordance with Local, State, and Federal laws, statutes, ordinances, rules and regulations.
10. Arrange for off-site specialist care and testing and inpatient hospitalization care as required by NCCHC and ACA.
11. Provide full transportation for inmates to and from the Columbia County courthouse, a hospital or other health care provider, or any other destination within the State of Florida. It shall be the responsibility of the vendor to provide stationary guard coverage for outside hospitalization. Vendor shall provide at least a 1:1 staff to prisoner ratio for all outside medical treatment.
12. Provide a commissary in accordance with all Local, State, and Federal laws, statutes, ordinances, rules and regulations. The proceeds from the commissary will be utilized to establish and maintain the commissary for inmates' benefit and to pay for costs associated with its operation including commissary staff salaries.
13. Provide delivery of mail to inmates in the jail Facility in compliance with all Local, State, and Federal laws, statutes, ordinances, rules and regulations
14. Provide for religious services and provide programs in compliance with all Local, State, and Federal laws, statutes, ordinances, rules and regulations
15. Provide all jail Facility supplies necessary and/or critical to the operation and management of the jail Facility, including but not limited to, general hygiene items, office supplies, medical supplies, and equipment.
16. Provide security and control in accordance with all Local, State, and Federal laws, statutes, ordinances, rules and regulations at the jail Facility and during any transportation of the inmate.
17. Supervise outside inmate work crews if any.
18. In the event an Inmate confined in the Jail Facility escapes from the Jail Facility, Vendor shall immediately notify appropriate public law enforcement officers, including the Sheriff, of such Inmate's escape. The public officers so notified will be solely responsible for the capture and return of the escaped Inmate pursuant to the written procedures manual described above, provided, however, that Vendor will expend all reasonable efforts in assisting in the capture and return of any escaped Inmates.

### **SPECIFICATIONS-(CONTINUED)**

19. Provide sufficiently trained personnel, in accordance with all Local, State, and Federal laws, statutes, ordinances, rules and regulations, to deliver twenty-four (24) hour care and supervision to Inmates, as well as administrative and support service personnel for the overall operation of the Jail Facility.
20. Prior to employment with Vendor, subject applicants to a thorough background check, including criminal, medical, psychological, and employment history to the extent allowed by law.
21. Obtain approval from Columbia County regarding the Vendor's Warden (or main supervisory official) position. The County's approval shall not be unreasonably withheld.
22. With Columbia County's prior written approval, may subcontract any portion of the operation, maintenance or management services to be performed hereunder, but shall not thereby be relieved of any of its obligations set forth herein. Vendor shall bind each subcontractor to the terms hereof as far as applicable to such subcontractor's work, and shall require that each subcontractor perform its work in conformance with the terms and conditions of this RFP.
23. At no cost to the County, provide the Sheriff's Office space at the Jail Facility reasonably necessary to perform monitoring functions under the contract resulting from this RFP.
24. Establish, operate, and maintain a record and report system, which is consistent and shall comply with all Local, State, and Federal laws, statutes, ordinances, rules and regulations, to include Columbia County policies. Vendor shall provide any additional records or reports requested by the Sheriff's Office.
25. Vendor shall defend, indemnify, and hold Columbia County harmless and assume liability for all claims arising from the services performed by Vendor.
26. Vendor shall comply with Prison Rape Elimination Act requirements.
27. Vendor shall be responsible for sign language interpreters.

**SPECIFICATIONS-(CONTINUED)**

**PRICING/DELIVERY INFORMATION**

Provide pricing for the proposed service. Pricing must be all-inclusive. The unit of service is a “man day” (one person per day). The man day begins on the date of arrival. Vendor may bill Columbia County for the date of arrival but not the date of departure.

**Unit Price**                      **Unit of Measure**

\$ \_\_\_\_\_                      Man Day

If unit price includes a cap on any type of service (ex. medical), please explain in detail.

**RENEWAL OPTIONS**

Columbia County may consider four (4) three-year renewal options, renewable three-years at a time, based upon the same terms, conditions and pricing as the original year. Renewal is subject to approval by Columbia County Board of County Commissioners. Once renewal options are exhausted, the contract must be rebid. Columbia County reserves the right to rebid at any time as is in its best interest and is not automatically bound to renew.

## **ATTACHMENTS**

**BID GUARANTY AND PERFORMANCE BOND  
INFORMATION AND REQUIREMENTS**

A guaranty shall be submitted with each bid that the bidder will execute and furnish a performance bond within ten days after award of the contract and receipt of performance bond application form. Guaranty may be submitted in either of these forms:

- A. Individual bid bond payable to Columbia County for 5% of the initial project amount of each separate bid, or
- B. Bank cashier's check payable to Columbia County for 5% of the initial project amount of each separate bid.

If the successful bidder submits a bank cashier's check as guaranty, Columbia County may elect to hold the check until all provisions of the contract have been completed, or require the contractor to make a performance bond. The performance bond shall be in the amount equal to the amount of money to be paid by the County under the contract, unless otherwise stated, and shall be executed by a surety company authorized to do business in the State of Florida. The prescribed performance bond application is available to the bidder from Columbia County, and is the only form Columbia County will accept.

If the performance bond forms and related documents are not returned to the Columbia County Purchasing Department, 135 NE HERNANDO AVENUE, SUITE 203, Lake City, Florida 32055, within ten days, Columbia County has the right to render the award ineffective. Written verification of the validity of the bond shall be received by the Purchasing Department from the contractor's surety before any payments will be made.

**BID CHECK RETURN AUTHORIZATION FORM**

Proposer must complete this form and attach to bid check. All bid checks must be for the required amount and be payable to Columbia County, **not payable to any individual**.

If a bid, the County Clerk may retain the bid checks of the three lowest bidders until after the award and approval of the contract, receipt of a performance bond, and, if required, receipt of a payment bond. The County Clerk shall return the bid checks of all other bidders at any time within seventy-two (72) hours following the opening of bids. If an RFP, all bid checks will be retained by the Purchasing Department until after the award and approval of the contract, receipt of a performance bond, and, if required, receipt of a payment bond.

Authorization is hereby granted for Columbia County to return the bid check via regular mail without liability of any kind or nature to the address listed below if:

1. we are an unsuccessful bidder, or
2. a performance bond, and payment bond, if required, has replaced the bid check, or
3. upon completion of contract.

Bid for: \_\_\_\_\_

Cashier's Check Number \_\_\_\_\_, Drawn on \_\_\_\_\_

Bank of \_\_\_\_\_, Dated \_\_\_\_\_

in the amount of \$\_\_\_\_\_.

Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City & State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**For Use of County Clerk/Purchasing Department Only:**

Date Check Mailed: \_\_\_\_\_ By: \_\_\_\_\_

Ledger Number: \_\_\_\_\_ Dept: \_\_\_\_\_

## **MINIMUM INSURANCE REQUIREMENTS**

The contractor shall, at all times during the term of this contract, maintain insurance coverage with not less than the type and requirements shown below. Such insurance is to be provided at the sole cost of the contractor. These requirements do not establish limits of the contractor's liability, and compliance with the foregoing requirements shall not relieve the contract of its liability and obligations under this contract.

- A. Contractor shall maintain during the term of this contract comprehensive general liability insurance occurrence form, including, but not limited to, premises and operations, products liability, broad form, property damage, contractual liability, personal and injury liability, including, but not limited to, claims for damages for bodily injury, including wrongful death, as well as from claims of property damage which may arise from any actions or operations under this contract, whether such actions or operations be by contractor or anyone directly employed by or contracting with contractor. The amount of coverage will be no less than \$1,000,000 per occurrence.
- B. Contractor shall maintain during the term of this contract comprehensive automobile liability insurance in the amount of no less than \$1,000,000 combined single limit for bodily injury and property damage liability to protect contractor from claims for damage for bodily injury, including the ownership, use or maintenance of owned and non-owned automobiles, including rented automobiles, whether such operations be by the contractor or anyone directly or indirectly employed by the contractor.
- C. Contractor shall maintain during the term of this contract adequate workers' compensation insurance and employer's liability insurance in at least such amounts as are required by law and for all its employees.
- D. All insurance to be maintained by the contractor shall specifically include the County has an "additional insured" for the vicarious liability resulting from the conduct or actions of the contractor, and others employed and/or utilized by the contractor in the performance of the services of this contract. All policies of insurance shall waive all rights of subrogation against the County, its officers, employees, departments and attorneys.
- E. Contractor shall at all times provide County ACORD or similar form a certificate of insurance evidencing compliance with the insurance requirements of this contract. Upon request, certified copies of original policies shall be furnished to the County. The County reserves the right to require additional insurance should be County deem the same necessary.

**REFERENCES**

Reference #1

Organization Name: \_\_\_\_\_

Contact Name/Telephone No.: \_\_\_\_\_

Address: \_\_\_\_\_

Services provided: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reference #2

Organization Name: \_\_\_\_\_

Contact Name/Telephone No.: \_\_\_\_\_

Address: \_\_\_\_\_

Services provided: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reference #3

Organization Name: \_\_\_\_\_

Contact Name/Telephone No.: \_\_\_\_\_

Address: \_\_\_\_\_

Services provided: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**REFERENCES**

Reference #4

Organization Name: \_\_\_\_\_

Contact Name/Telephone No.: \_\_\_\_\_

Address: \_\_\_\_\_

Services provided: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reference #5

Organization Name: \_\_\_\_\_

Contact Name/Telephone No.: \_\_\_\_\_

Address: \_\_\_\_\_

Services provided: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reference #6

Organization Name: \_\_\_\_\_

Contact Name/Telephone No.: \_\_\_\_\_

Address: \_\_\_\_\_

Services provided: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**BUSINESS ASSOCIATE AGREEMENT**

**COLUMBIA COUNTY, FLORIDA  
BOARD OF COUNTY COMMISSIONERS  
Business Associate Agreement (Privacy and Security  
Consultant or Consulting Firm**

**[NOTE: Most consulting firms will provide you with an “engagement letter” outlining the fees charged and other information about the project for which they are hired to perform. These engagement letters may be used to incorporate the required business associate language]**

1. This agreement between Columbia County, Florida, Board of County Commissioners and CONSULTING FIRM is executed for the purpose of ensuring that CONSULTING FIRM carries out its obligations to Columbia County, Florida, Board of County Commissioners in compliance with the privacy and security regulations pursuant to Public Law 104-191 of August 21, 1996, known as the Health Insurance Portability and Accountability Act of 1996, Subtitle F – Administrative Simplification, Sections 261, *et seq.*, as amended (“HIPAA”).

This Agreement encompasses CONSULTING FIRM’S assurance to protect the confidentiality, integrity, and security of any personally identifiable protected health information (“PHI”) that is collected, processed or learned as a result of the services provided to Columbia County, Florida, Board of County Commissioners by CONSULTING FIRM’S, including any such information stored and transmitted electronically, referred to as electronic protected health information (“e-PHI”).

CONSULTING FIRM agrees that it will:

- a. Not use or further disclose PHI except as permitted under this Agreement or required by law;
- b. Use appropriate safeguards to prevent use or disclosure of PHI except as permitted by this Agreement;
- c. To mitigate, to the extent practicable, any harmful effect that is known to CONSULTING FIRM of a use or disclosure of PHI by the CONSULTING FIRM in violation of this Agreement.
- d. Report to Columbia County, Florida, Board of County Commissioners any use or disclosure of PHI not provided for by this Agreement of which CONSULTING FIRM becomes aware;
- e. Ensure that any agents or subcontractors to whom CONSULTING FIRM provides PHI, or who have access to PHI, such as other consulting companies, agree to the same restrictions and conditions that apply to CONSULTING FIRM with respect to such PHI;
- f. Make PHI available to Columbia County, Florida, Board of County Commissioners and to the individual who has a right of access as required under HIPAA within 30 days of the request by Columbia County, Florida, Board of County Commissioners to the individual;

- g. Incorporate any amendments to PHI when notified to do so by Columbia County, Florida, Board of County Commissioners;
- h. Provide an accounting of all uses or disclosures of PHI made by CONSULTING FIRM as required under the HIPAA privacy rule within 60 days;
- i. Make its internal practices, books and records relating to the use and disclosure of PHI available to the Secretary of the Department of Health and Human Services for purposes of determining CONSULTING FIRM'S and Columbia County, Florida, Board of County Commissioners compliance with HIPAA; and,
- j. At the termination of this Agreement, return or destroy all PHI received from, or created or received by CONSULTING FIRM on behalf of Columbia County, Florida, Board of County Commissioners, and if return is infeasible, the protections of this agreement will extend to such PHI.

The specific uses and disclosures of PHI that may be made by CONSULTING FIRM on behalf of Columbia County, Florida, Board of County Commissioners include:

- a. The review of patient care information in providing advice to Columbia County, Florida, Board of County Commissioners concerning a particular ambulance incident;
- b. The review of patient care information and other medical records and submission of that information to carriers, insurers and other payers with respect to CONSULTING FIRM'S assisting Columbia County, Florida, Board of County Commissioners in an insurance or Medicare audit or other similar action;
- c. The review of patient care information with respect to providing Columbia County, Florida, Board of County Commissioners with business and optional advice generally and in the course of performing compliance assessment activities by CONSULTING FIRM;
- d. Uses required for the proper management of the CONSULTING FIRM as a business associate;
- e. Other uses or disclosures of PHI as permitted by the HIPAA privacy rule.

CONSULTING FIRM agrees to assume the following obligations regarding electronic Protected Health Information (e-PHI):

- a. CONSULTING FIRM agrees to implement administrative, physical and technical safeguards that reasonably and appropriately protect the confidentiality, integrity and availability of the e-PHI that it creates, receives, maintains or transmits on behalf of Columbia County, Florida, Board of County Commissioners.
- b. CONSULTING FIRM will ensure that any agent, including a subcontractor, to whom it provides e-PHI that was created, received, maintained or transmitted on behalf of Columbia County, Florida, Board of County Commissioners agrees to implement reasonable and appropriate safeguards to protect the confidentiality, security, and integrity of e-PHI.
- c. CONSULTING FIRM agrees to alert Columbia County, Florida, Board of County Commissioners of any security incident (as defined by the HIPAA Security Rule) which it becomes aware of, and the steps it has taken to mitigate any potential security compromise that may have occurred, and provide a report to Columbia County, Florida, Board of County

Commissioners of any loss or data or other information system compromise as a result of the incident.

Notwithstanding any other provisions of this Agreement, this Agreement may be terminated by Columbia County, Florida, Board of County Commissioners, in its sole discretion, if Columbia County, Florida, Board of County Commissioners determines that CONSULTING FIRM has violated a term or provision of this Agreement pertaining to AMBULANCE SERVICE'S (Columbia County, Florida, Board of County Commissioners) obligations under the HIPAA privacy and security rules, or if CONSULTING FIRM engages in conduct which would, if committed by AMBULANCE SERVICE (Columbia County, Florida, Board of County Commissioners), would result in a violation of the HIPAA privacy and security rules by AMBULANCE SERVICE (Columbia County, Florida, Board of County Commissioners).

Agreed to this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

CONSULTING FIRM

\_\_\_\_\_

By: Representative

Date Signed:

COLUMBIA COUNTY, FLORIDA  
BOARD OF COUNTY COMMISSIONERS

\_\_\_\_\_

By: Chairperson

Date Signed:

[NOTE: This particular sample business associate contract language pertains to an agreement with a consulting firm. However, business associate agreements potentially involve numerous other purposes and take various forms. Business associate agreements need to be tailored to your specific situation and the nature of the relationship that you have with the business associate. In addition, this is not a sample of a complete contract; only the HIPAA business associate provisions are provided. Consult your legal counsel to develop agreements specific to your needs and which conform with applicable state laws.]

**QUESTIONNAIRE**

Vendor must complete the following questionnaire and return in Section VI of proposal.

**Organization**

1.
  - a. Name of Organization
  - b. Address of principal's office
  - c. Phone, Fax, Email
  - d. Form of Business Organization (Corporation, Partnership, Individual, Joint Venture, other)?
  - e. Year Founded
  - f. Primary Individual to Contact
2. Provide a brief profile of your organization, including its principal line of business, number and location of offices, number of employees. Identify any pending changes in your organization, such as pending mergers, pending litigation, planned office closures, or others, which may impede your firm's ability to perform the services. Identify any specific qualifications which may enhance this ability.
3. How many years has your organization been in business as an operator of correctional Facility?
4. How many years has your organization been in business under its present name? Under what other or former names has your organization operated?
5. If your organization is a corporation, answer the following: Date of incorporation, State of incorporation, President's name, Vice President's name(s), Secretary's name, and Treasurer's name.
6. If your organization is a partnership, answer the following: Date of organization, type of partnership (if applicable), names of general partner(s).
7. If your organization is individually owned, answer the following: Date of organization, name of owner.
8. If the form of your organization is other than those listed above, describe type, where and how organized, and name of principals.
9. Claims and lawsuits: (If the answer to any of the questions below is yes, please attach details).
10. Has your organization ever failed to complete a correctional Facility management contract it was awarded?
11. Are there any judgments, claims, arbitration proceedings or lawsuits pending or outstanding against your organization or its officers?

## QUESTIONNAIRE-(CONTINUED)

12. Has your organization filed any lawsuits, formal claims, or requested arbitration with regards to correctional institution management contracts within the last five (5) years?

### Experience

13. List the correctional Facility your organization currently operates. Provide the name and location of project and the service you are providing.
14. List the correctional Facility of size, scope and complexity comparable to this project managed and operated by your organization over the last five (5) years.
15. List the correctional Facility managed and operated by your organization that receive and process inmates directly from the street.
16. Show an established history and working relationship with other Florida Counties and/or Cities.
17. Show an established working history and relationship with the Florida Commission on Jail Standards, to include approved and established guidelines, policies and procedures and history in operating and maintaining a correctional institution or county jail in complete and full compliance with the rules, regulations and standards established by the Florida Commission on Jail Standards.
18. Show an established working history and relationship with the NCCHC, to include approved and established guidelines, policies and procedures and history in operating and maintaining a correctional institution or county jail in complete and full compliance with the rules, regulations and standards established by the NCCHC.
19. Show an established working history and relationship with the ACA, to include approved and established guidelines, policies and procedures and history in operating and maintaining a correctional institution or county jail in complete and full compliance with the rules, regulations and standards established by the ACA.
20. List the correctional institutions where you are responsible for the medical staff and all related duties including, but not limited to:
- Day-to-Day Operations
  - Pharmaceutical purchasing and dispensing
  - Emergency Care
  - Medical/Dental Appointments
  - Administer Medications
  - All required testing, i.e. annual TB tests for all employees and inmates
  - All Charts
  - UA for new hires and inmates
  - Process paperwork and maintain records, including electronic medical records
  - Provide transportation and security of inmates for medical and radiology appointments, hospital stays, medical and mental health infirmary care, competency/sanity evaluations, etc.

## QUESTIONNAIRE-(CONTINUED)

### Financial Information

21. Attach an outside audited financial statement, including your organization's latest balance sheet and income statement, including the following items:
22. Current Assets (e.g., cash, joint venture accounts, accounts receivable, notes receivable, accrued income, deposits, materials inventory and prepaid expenses)
23. Net Fixed Assets
24. Other Assets
25. Current Liabilities (e.g., capital, capital stock, authorized and outstanding shares par value, earned surplus and retained earnings)
26. Name and address of firm preparing attached financial statement and date thereof.
27. Is the attached financial statement for the identical organization named above? If not, explain the relationship and financial responsibility of the organization whose financial statement is provided (e.g., parent-subsiary).
28. Will the organization whose financial statement is attached act as guarantor of the management contract for the project?
29. Provide name, address, and phone number for bank reference.

### Personnel

30. Provide your proposed organization chart in relation to the jail and the transition to privatization.

### Scope

31. Describe proposed staffing structure. Include the number of staff proposed, your understanding of staffing requirements, and credentials of proposed staff. Include the use of deputies ("certified personnel") vs. detention officers. What posts or positions require "certified personnel? Do all proposed personnel maintain a jailer or peace officer license?
32. What type of Roster Management System does your company utilize? Please describe.
33. Describe proposed procedure for inmate processing, including immigration, probable cause hearings, health screening, etc.
34. Describe inmate classification procedure. Include documents used to classify inmates and determine appropriate housing.

35.

**QUESTIONNAIRE-(CONTINUED)**

35. Describe proposed procedure for visitation. Include number of days per week and hours per day visitation will occur. Include separate procedures for both males and females. Will video visitation be provided for, including confidential video visitation between attorney and client/inmate?
36. Describe proposed training policy. Include how many training hours per year are required.
37. Describe proposed plan for the provision of medical, mental and dental services, in accordance with the approved health services plan.
38. Describe procedure for hospital supervision.
39. Describe proposal for vocation education/training program. Is inmate responsible for payment of any portion of this? If so, please explain.
40. Describe proposed laundry operations.
41. Describe proposed commissary operations.
42. Describe disciplinary and grievance process.
43. Describe procedure for handling inmates who escape.
44. Describe procedure for extradition of prisoners to Columbia County, Florida.
45. Describe any capital improvements you believe necessary to the successful operation of the Facility and the amount of capital your organization will invest for that purpose.
46. Describe any software utilized by your organization for reporting purposes and provide samples.
47. Describe any other software utilized by your organization in operating the jails, e.g. electronic medical records.
48. Describe hiring plan.
49. In your staffing plan, do you use jail managers? If so, in what capacity?
50. The CCSO is highly dependent upon reporting and electronic integration with other criminal justice agencies. What is the process and plan you have implemented in other jurisdictions regarding the required offense reporting systems?
51. Pricing: How would Columbia County be billed for services and what is the verification process to ensure accurate billing? If billing is based on inmate count, how is billing verified based on daily inmate count fluctuations?
52. Describe Use of Force policies.

53. How are inmate complaints handled? Provide an example of your policies and procedures.
54. Describe death in custody procedures.
55. How many deaths in custody have you had in each facility you operate?
56. Describe sexual assault reporting procedures.
57. Describe reporting system for criminal offenses.
58. Describe in detail proposed transition plan. How would you make the transition from a publicly operated Sheriff's Department to a private sector operated facility? Has your company ever transitioned a public facility to a private facility? If so, where and what was the size of the facility, number of staff and inmate population?

**Medical:**

Inmate medical services are provided as follows:

There are three (3) LPN's currently on staff that dispense medications, conduct EKG's and other minor medical services.

Medical services beyond the care of the LPN's is provided via contract with a local Doctor. The contract provides 24 hour consultation services in emergency situations and four (4) hour clinic services twice weekly at the detention facility. Mental health services are provided via contract for emergency consultation and one hour appointments per week at the facility.

Non-emergency x-ray services are provided by a private company on an as needed basis at the facility.

Laboratory Services are provided via private company as prescribed.

Pharmacy medications are provided by Baya Pharmacy as prescribed.

All other diagnostic services and treatments are provided through the Emergency Room at Shands at Lake Shore. In Certain critical care cases, inmates may be transported to Shands Gainesville. Over the previous 12 months there were 105 emergency room transports with eight (8) admissions.