



CITY OF PRICHARD
216 EAST PRICHARD AVENUE
PRICHARD, ALABAMA 36610

Bids to be opened at 10:00 A.M.
Monday, July 27, 2026

LADIES AND GENTLEMEN:

Sealed bids will be received by the City of Prichard, Alabama, at this office in Prichard, Alabama, until the time and date below, and then opened soon thereafter as practicable.

Jacqueline A. Niles, CMC
Jacqueline A. Niles, CMC, City Clerk

F.O.B. Prichard, Alabama

The City of Prichard is requesting sealed bids for the purchase of meals for work release.

Bidders must place this bid form in a sealed envelope marked
“Bid #900 – Work Release Meals”
and submitted it to this office no later than 9:30 A.M. on July 27, 2026
If you have any questions, contact Jacqueline Niles at 251-452-7887

All envelopes not plainly marked as above will not be read.

If you are unable to furnish an item as specified and desire to offer a substitute, give full description of the item. No errors will be corrected after bids are opened. No prices shall include State of Federal Excise Taxes, or Sales Tax. Tax exemption certificates furnished upon request. City reserves the right to accept or reject all bids or any portion thereof.

We are in a position to furnish the above at the prices shown and can be available within _____ days after receipt of order. Any attachment hereto is made and becomes a part of this inquiry and must be signed by Bidder. I hereby affirm I have not been in any agreement or collusion among bidders or prospective bidders in restraint of freedom of competition, by agreement to bid at a fixed price or to refrain from bidding, or otherwise.

THIS BID MUST BE NOTARZIED

Firm _____

By _____
(Signature)

Sworn to and subscribed before me
this _____ day of _____ 20_____

Street _____

Notary Public

City/Zip _____

Terms _____

Date _____

Bid Amount _____

Bids made out in pencil will not be accepted.

Work Release Meal Services – Request for Proposal (RFP)

Issuing Agency: The City of Prichard

Proposal Due Date: **July 27, 2026, at 9:30 A.M.**

1. Purpose of the RFP

The purpose of this Request for Proposal is to solicit bids from qualified food service vendors to provide nutritious, cost-effective, and reliable meals for individuals participating in the Work Release Program. Vendors must demonstrate the ability to meet daily meal requirements, maintain food safety standards, and prepare meals on time.

2. Request

Vendors will be responsible for preparing, packaging, and prepare meals according to the following requirements:

- Meal Types: Lunch
- Pickup: Meals must be available for pick up daily by 11:15 AM
- Packaging: Individual, sealed containers suitable for transport
- Nutritional Standards:
 - Balanced meals meeting basic dietary guidelines
 - Options for allergies, religious restrictions, and medical diets
- Temperature Control: Meals must be at safe temperatures per Alabama Department of Public Health guidelines
- Quality Assurance: Vendor must maintain consistent portion sizes, freshness, and cleanliness

3. Business License Requirements

Vendors must provide:

- City of Prichard Business License

4. Proposal Requirements

Each proposal must include:

- Menu Plan — sample weekly menu
- References — preferred by not required

5. Criteria

Proposals will be evaluated based on:

- Cost competitiveness
- Meal quality and nutritional value
- Experience and reliability
- Compliance with food safety standards
- Ability to meet pickup timelines

6. Contract Terms

- Invoice due date: 10th and 25th of each month
- Payment schedule: 15th and 30th of each month

7. Submission Instructions

Proposals must be submitted by **July 27, 2026, by 9:30 A.M**

Jaqueline A. Niles, CMC, City Clerk
216 East Prichard Avenue
Suite 170
Prichard, Alabama 36610
cityclerk@thecityofprichard.org

Late submissions will not be considered.