



**INVITATION FOR BID NO. 01- 25/26**

**HEALTH CARE SERVICES FOR  
CHESTERFIELD COUNTY DETENTION CENTER**

**BID OPENING: JULY 10, 2025 at 12:00 pm**

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**INVITATION FOR BID  
TO PROVIDE HEALTH CARE SERVICES  
CHESTERFIELD COUNTY DETENTION CENTER  
CHESTERFIELD, SC  
July 10, 2025**

Chesterfield County Sheriff Department requests bids for a comprehensive, health care delivery system at the Chesterfield County Detention Center, located at 319 Goodale Road, Chesterfield, SC. This facility houses both male and female detainees and some sentenced inmates, generally having sentences of less than 12 months. The average daily population of the Detention Center over the past 7 months has been 120. The bid should be based on an average daily population of 120 for the next year.

To be considered a valid bid, each organization submitting a bid (Bidder) must assure receipt by Chesterfield County Sheriff Department of one original bid and three duplicates at the following address no later than 12:00 pm local time, Thursday, July 10, 2025 and clearly marked **“Health Care Services Detention Center #01-25/26”**:

Chesterfield County Administration Bldg  
County Council Office  
Attn: Heather Felts, Finance Director  
178 Mill Street  
Chesterfield, SC 29709  
(843)623-2535

It is the intent of Chesterfield County Sheriff Department to award a health care contract for a one-year term beginning November 1, 2025 and ending October 31, 2026. Chesterfield County Sheriff Department intends to include in the contract a right to automatically extend the term of the contract for additional one-year terms, provided such extensions are in the best interest of the County.

Chesterfield County Sheriff Department reserves the right to reject, in whole or in part, any and all bids received by reason of this Invitation for Bid. Chesterfield County Sheriff Department will not pay for any information herein requested, nor will Chesterfield County Sheriff Department be responsible for any costs incurred by the Bidder. All bids shall become the property of Chesterfield County Sheriff Department upon submission. Chesterfield County Sheriff Department reserves the right to negotiate the final price subsequent to the submission of bids, from the selected qualified Bidders.

Questions concerning this Invitation for Bid and any request to tour the facility must be directed to:

Troy Ellerbe, Detention Center Administrator  
319 Goodale Road  
Chesterfield, SC 29709  
tl Ellerbe@chesterfieldsheriff.org  
(843)623-2261

## **SELECTION OF BID**

The selection of an awarded Bid for contract will be made using the following four-step process:

1. In order to be initially selected, the Bidder(s) must meet the "Minimum Qualifications for the Bidders" as included in this Invitation for Bid, and their bid must satisfy both the "Mandatory Requirements For All Bids" and the "Objectives of the Invitation for Bid", also contained in this Invitation for Bid.
2. After the conditions outlined in #1 are met, Bidder(s) will be ranked based on the quality of the response to this Invitation for Bid, experience in detention centers of like size and complexity, price, and references.
3. One or more of the Bidders may be invited to make oral presentations to a committee or to the County Council, or to answer questions.
4. Chesterfield County Sheriff Department reserves the right to reject any and all bids, to cancel solicitation, and to waive any technicality if deemed to be in the best interest of the County.

If a final award is made, such award will be made to the Bidder who meets the above stated selection criteria and is judged best able to provide a health care delivery system at the Detention Center.

Bidders which do not meet the mandatory requirements will be considered non-compliant and rejected. After the evaluation of the bids and the selection of the successful Bidder, all Bidders will be notified in writing of the selected firm.

## **OBJECTIVES OF THIS INVITATION FOR BID**

Each response will be evaluated as to its achievement and compliance with the following stated objectives:

1. To deliver high quality health care services that can be audited against established standards.
2. To operate the health care program in a cost-effective manner with full reporting and accountability to the Detention Center Administrator, the County Administrator, and Chesterfield County Sheriff Department.
3. To operate the health care program at agreed upon staffing levels, and use only licensed, certified and professionally trained personnel.
4. To implement a written health care plan with clear objectives, policies, and procedures.
5. To maintain an open and cooperative relationship with the administration and staff of the Detention Center.
6. To maintain complete and accurate records of care and to collect and analyze health statistics on a regular basis.
7. To operate the health care program in a humane manner with respect to the inmate's right to basic health care services.

## **MINIUMUM QUALIFICATIONS FOR ALL BIDDERS**

Chesterfield County Sheriff Department requires that any Bidder must meet the following minimum qualifications. Failure to meet and provide proof of each of these qualifications may result in the Bidder's disqualification.

1. The Bidder must be organized and existing for the primary purpose of providing correctional health care services, and must currently have active contract relationships with at least one county detention center. Please provide institution's name in bid.
2. The Bidder must have at least five (5) continuous years of corporate experience in administering correctional health care programs. Please list the work experience in bid.
3. The Bidder must carry professional liability insurance in an amount of \$1,000,000 per occurrence and \$5,000,000 in the annual aggregate. This insurance must cover the Bidders organization and all of its employees, and Bidder must provide proof of the same level of coverage for sub-contractors used. A certificate of insurance naming Chesterfield County Sheriff Department additionally insured must be submitted prior to execution of any contract. This certificate must name Chesterfield County Sheriff Department as an additional insured party. A sample certificate showing actual coverage limits must be submitted with the bid.
4. Bidder must also provide general liability insurance coverage of at least \$1,000,000 combined single limits, and automobile liability coverage for owned, non-owned, and rented automobiles. A sample certificate showing actual coverage limits must be submitted with the bid.
5. The Bidder must demonstrate its ability to provide a health care system specifically for a correctional facility like the Chesterfield County Detention Center. It must be able to demonstrate that it can complete the start up process in 20 days from the contract award date, and that it has a proven system of recruiting staff and adequate support staff in its central office capable of competently supervising and monitoring its operation.

## **MANDATORY REQUIREMENTS FOR ALL BIDS**

Bids need not be in any particular form. All bids, however, must contain the following special information:

1. All bids must contain sufficient information concerning the Inmate Health Care Program that the County representatives may evaluate whether or not the Bidder meets "Minimum Qualifications for All Bids."
2. All bids must list by name, address, and administrator name (with phone number) of a correctional institution where bidder is providing medical care and the length of time the contract has been in effect. This list will be used as a source of references for the Bidder.

3. A statement that the policies and procedures for the medical program will be developed by the Bidder and will be based on the standards developed by the National Commission on Correctional Health Care (NCCHC).
4. All bids must contain a full and complete staffing plan with a statement as to the staff positions and titles, and the number of actual hours per week to be worked on-site at the Detention Center. Also, the bid must state clearly how any temporary vacancy will be handled, and whether each scheduled shift will be worked during such vacancy.
5. The bid must explain in detail how medical care for inmates at the Detention Center will be delivered.
6. All bids must contain a specific annualized price for a base population of up to 70 inmates for all medical care rendered under the resulting contract, taking into account the requirements of #8 below. Bidder may state one annualized price for the first year of contract (and monthly price) and another annualized price (or price escalation factor) for subsequent year(s). Any other exceptions to the specific price shall be stated, such as per diem charge for an increase in average daily population above the base level.
7. Each bid shall describe the Bidder's billing process, and the expected terms for payments by the County to the Bidder.
8. Chesterfield County Sheriff Department is willing to share responsibility for the costs of medical care in certain specific cost categories in order to assist the Bidder in predicting its costs and potential liabilities. All bids must specifically state these limits of responsibility so proposed, and how Chesterfield County Sheriff Department would share in these costs after the cost limits have been reached.

The specific item or classification of cost and the assigned responsibility for covering the cost for each item should be explained fully. The following listing should be used for a checklist. Any item not explained, with respect to which contracting party is responsible for the cost, will be assumed to be an additional cost to the County, and thus added to the total cost of contracting with that Bidder. The line items or categories of costs are listed below:

- Nurse wages and benefits
- Physician medical director on-site
- Any other on-site program provider (Dentist, etc.)
- Policies and Procedures development
- Medical Supplies
- Minor Equipment (under \$500 per single item or unit)
- Repairs on existing equipment
- Over-the-counter medications
- Clinical lab procedures
- COVID testing juveniles'
- Office Supplies
- Folders and Forms
- Travel Expenses
- Long-distance phone calls

- Publications and subscriptions if applicable
- Any necessary pharmacy licenses/permits if applicable
- Medical hazardous waste disposal
- All required insurance as specified in this Invitation for Bid
- Administrative Services (cell phone, fax machine, internet connection, etc)
- Training for Officers in the Jail on various topics
- All other specific on-site medical services
- Off-site medical services
- On-site mental health services
- Off-site mental health services
- X-ray services on-site if applicable
- X-ray services off-site
- On-site dental services if applicable
- Off-site dental services
- Formulary prescription medications for County Inmates
- Non-formulary prescriptions medications for County Inmates

Each line item above must be assigned to a responsibility either for Bidder to pay, County to pay, or Bidder to pay with limitations, and if limited, then a reference to the bid section where the limits are explained.

9. In order to better understand all of the working terms being proposed, the Bidder shall provide with its response to this Invitation for Bid a sample contract for consideration, in the event the Bidder should be awarded the contract.
10. Bidder must be willing to execute a contract and be ready to begin services as of November 1, 2025.

### **SCOPE OF CONTRACT**

The Bidder who is selected to provide the services described in this Invitation for Bid (hereinafter "Provider") shall be the sole supplier and/or coordinator of the health care delivery system at the contracted Chesterfield County Detention Center, (the "Detention Center"). Provider shall be responsible for all medical care for all inmates at the Detention Center. The term "medical care" includes both "mental health care" as well as "dental care. This responsibility of Provider for the medical care of an inmate commences with the commitment of the inmate to the custody of the administration of the Detention Center and ends with the discharge (or temporary release) of the inmate from the custody of the County at the Detention Center.

Inmates housed in detention facilities not covered under the terms of this Invitation for Bid, or the resulting contract, will not be included in the Provider's responsibility while they are housed at other facilities or while being transported. Inmates held in the Detention Center for other jurisdictions such as other counties or the US Justice Department will be included in the count, and the on-site care for these inmates will be the responsibility of the Provider for nursing and physician care, any supplies used, and for over-the-counter medications. Other medical costs which can be

identified for specific inmates such as prescriptions, x-rays, dental procedures, and all off-site medically related consultations and procedures will be billed back to the originating agency, either by the County, the actual community agency providing the care, or by the Provider.

## **SPECIFICATIONS**

The Bidder who is selected to provide the services described in this Invitation for Bid (hereinafter "Provider"), will operate under the following Specifications with regard to the resulting contracted program, unless other terms are agreed upon by each of the parties.

1. Health Care Services must be provided in substantial compliance with the Jail Health Standards (most current edition), published by the National Commission on Correctional Health Care (NCCHC).
2. Provider must recruit, interview, hire, train, and supervise all health care staff and such health care staff must be qualified and adequate to meet all conditions and specifications as set forth in this Invitation for Bid, the proposal selected, and the resulting contract. All medical staff providing services under this contract must be licensed to practice in the State of South Carolina.
3. Provider shall review the Receiving Screening form that is completed by officers on all new commitments to the Detention Center within twenty-four (24) hours of arrival at the receiving facility. Such review shall be conducted by a licensed and qualified medical professional.
4. The Receiving Screening should include all elements covered by Standard J-30 of the Standards for Health Services in Jails (most current edition), published by the National Commission on Correctional Health Care (NCCHC).
5. A standard form will be used for purposes of recording the information of the receiving Screening and will be included in the health record of the inmate.
6. Provider shall perform a comprehensive Health Assessment on any inmate within seven (7) no later than fourteen (14) calendar days (or such other stricter time limit as required by statute or controlling authority) of the arrival of the inmate at the Detention Center. Such assessment shall be performed by a licensed and qualified medical professional.
7. Provider shall identify the need, schedule, and coordinate all non-emergency and emergency medical care rendered to inmates inside or outside the Detention Center, and pay for such care unless limited as to payment responsibility.
8. Provider shall identify the need, schedule, and coordinate any hospital care of any inmate of the Detention Center, and pay for such care unless limited as to payment responsibility. This shall include all institutional charges, physical charges and any and all additional charges for medical care. This also includes responsibility for making emergency arrangements for ambulance service to the inpatient facility and reimbursement to the local ambulance organization for the services provided.



9. Provider shall identify the need, schedule, and coordinate all physician services rendered to inmates inside or outside the Detention Center, and pay for such care unless limited as to payment responsibility. Provider shall identify a "responsible physician" who shall conduct sick call and generally provide such care as is available in the community. The "responsible physician" or another covering physician shall be on call to the nurse seven (7) days per week, twenty-four (24) hours per day for emergency situations. Provider shall serve as the "Responsible Physician/Medical Provider" as defined in the Minimum Standards for Local Detention Facilities in South Carolina.
10. Provider shall identify the need, schedule, and coordinate all supporting diagnostic examinations, both inside and outside the Detention Center, and pay for such care unless limited as to payment responsibility. This includes laboratory testing procedures.
11. Provider shall provide the necessary follow-up for health problems identified by any of the screening test or laboratory tests.
12. Provider shall identify the need, schedule, and coordinate mental health services rendered to inmates inside the Detention Center, and pay for such care unless limited as to payment responsibility. The cost of court-ordered evaluations and any inpatient hospital commitments at a state facility will not be a part of the provider responsibility.
13. Provider shall provide the dental program for the entire inmate population. Dental screening shall be given to all inmates within fourteen (14) calendar days of his or her admission to the Detention Center.
14. Provider shall provide a total pharmaceutical system for the Detention Center beginning with the physician's prescribing of medication, the filling of the prescription, the administration of medication, and the necessary record keeping. The Provider shall be responsible for the costs of all drugs administered, unless limited as to payment responsibility.
15. The pharmaceutical system shall include prescription medications and over-the-counter medications. All prescription medications shall be prescribed by the responsible physician. All controlled substances, syringes, needles and surgical instruments will be stored under security conditions acceptable to the Detention Center.
16. Provider shall provide and pay for all equipment and supplies (or specify otherwise) that are used in the health care delivery system being proposed for the Chesterfield County Facility.
17. Provider shall maintain complete and accurate medical and dental records separate from the Detention Center confinement records of the inmate. In any criminal or civil litigation where the physical or mental condition of an inmate is at issue. Provider shall provide the Detention Center Director or County Official with access to such records and upon request, provide copies.
18. Provider shall provide a consultation service to the Detention Center Administrator or County Official on any and all aspects of the health care delivery system at the Detention Center, including evaluations and recommendations concerning new programs, architectural plans, staffing patterns for new facilities, and on any other matter relating to this contract

upon which Chesterfield County Sheriff Department seeks the advice and counsel of the Provider.

19. Provider shall provide the following services as a minimum requirement:
- Nurse is on site for a minimum of 8 hours per day 7 days per week.
  - Mental Health services must be provided on site for a minimum of 6 hrs per week. These services must be performed by a Qualified Mental Health worker.
  - A doctor must be on site for a minimum of 1 hour per week.

Other staffing levels and/or options may be submitted as alternate bids by provider.

### **GENERAL CONDITIONS**

1. The duration of this contract shall be from November 1, 2025 until October 31, 2026. Thereafter, this contract may be extended, upon agreement of the parties, for any number of subsequent one-year terms.
2. The health care delivery system must conform to State standards for medical services provided in correctional institutions as established by the Department of Corrections or other appropriate State authority, or by statute. The system must be in substantial conformance with the Detention Center Health Standards, 2014 Edition, developed by the National Commission on Correctional Health Care (NCCHC).
3. Provider shall be required to examine and treat any inmate in segregation or otherwise unable to attend sick call in the cell of said inmate. Provider shall be required to render emergency care at any location on Detention Center property.
4. Provider shall have no responsibility for security at the Detention Center or for the custody of any inmate at any time, such responsibility being solely that of the Detention Center. Provider shall have sole responsibility in all matters of medical, mental health, and dental judgment. Provider shall have primary, but not exclusive, responsibility for the identification, care and treatment of inmates requiring medical care and who are "security risks" or who present a danger to themselves and others. On these matters of mutual concern, the Detention Center Administrator or other County Official whose decision in any non-medical matter shall be final. All decisions involving the exercise of medical, mental and dental judgment are still the responsibility of the Provider.
5. Provider shall indemnify and hold harmless Chesterfield County Sheriff Department and its agents, servants and/or employees from all claims, actions, lawsuits, damages, judgments or liabilities in connection with the provision of its services at the Detention Center.
6. Provider shall have professional liability insurance coverage with limits of at least \$1,000,000 per occurrence and \$5,000,000 in the annual aggregate under such coverage. The insurance shall specifically cover provider and the services provided under this contract. Evidence of such insurance shall be presented to the County prior to the execution of the contract. Failure to maintain such insurance shall be grounds for immediate termination of this contract.

7. Provider must also provide general liability insurance coverage of at least \$1,000,000 combined single limits, and automobile liability coverage for owned, non-owned and rented automobiles. A certificate of insurance naming Chesterfield County Sheriff Department as additionally insured must be submitted prior to execution of any contract. A sample certificate showing actual coverage limits must be submitted with the proposal.
8. Policies and Procedures of the Provider relating to medical care are to be established and implemented solely by the Provider. In areas that impact upon the security and general administration of the Detention Center, the Policies and Procedures of the Provider are subject to review and approval of Chesterfield County Sheriff Department. The Detention Center Administrator or other designated County Official retains the right to review and approve Policies and Procedures of the Provider in any area affecting the performance of his/her/its responsibilities under law.
9. Either party to the contract may terminate the agreement without cause by giving at least 30 days written notice to the other party.
10. Neither the obligations nor the rights of the Provider under any resulting contract may be assigned by the Provider without the express written consent of Chesterfield County Sheriff Department, which consent shall not be unreasonably withheld.
11. The resulting contract shall be governed by and construed according to the laws of the State of South Carolina.