



**MEMORANDUM**  
**COUNTY EXECUTIVE OFFICE**  
**Procurement Services Division**  
County of Placer

TO: Board of Supervisors  
DATE: April 13, 2021

FROM: Todd Leopold, County Executive Officer  
By: Brett Wood, Purchasing Manager

SUBJECT: Addition to Master Fixed Asset

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**ACTION REQUESTED**

Add multi-purpose food cart to the County's FY 2020-21 Master Fixed Asset List.

**BACKGROUND**

On June 5, 2018, your Board approved an agreement with Summit Food Services, LLC of Roseville, MN for corrections food services. Under this agreement approximately 2,000 adult inmate and juvenile meals are prepared daily using the South Placer Justice Center kitchen as the primary location for food preparation for the County.

Procurement Services and the Sheriff's Office are working with Summit Food Services to develop an overall incentive program that would include a point-of-sale food cart program. This program will be a phased implementation beginning with kitchen and minimum-security workers and can be expanded to include other eligible workers in the facility. The County will own the food cart and it may be used for additional purposes such as Jail Based Competency Treatment events, graduations, and employee engagements such as the County picnic or Corrections Appreciation Week.

The proposed food cart would have an anticipated life of ten plus years and would enhance the ability of kitchen services available at the South Placer Justice Center and potentially other locations in the County.

Therefore, in order to proceed with the acquisition of the food cart, your Board's approval is required for addition to the Master Fixed Asset List. The purchase is within the Purchasing Manager's delegated authority pursuant to the Procurement Policy.

**FISCAL IMPACT**

This purchase will be funded in Food Services Program FY 20/21 budget utilizing existing fixed asset funds.

**ATTACHMENTS**

Addition to Master Fixed Asset List

**ADDITION TO MASTER FIXED ASSET LIST**

**FOOD SERVICES PROGRAM**

| <b><u>QTY</u></b> | <b><u>ITEM</u></b> | <b><u>TOTAL COST</u></b> |
|-------------------|--------------------|--------------------------|
| 1 each            | Food Cart          | \$6,500                  |