

**MEMORANDUM
COUNTY OF PLACER
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES DIVISION**

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager *Bmw*
DATE: June 5, 2012
SUBJECT: Approve an Increase of \$25,000 to Sysco, Inc. BPO 18969 and the Third Renewal of Competitively Awarded Blanket Purchase Orders with Seven Vendors for Food for Probation's Central Kitchen in the Maximum Aggregate Amount of \$788,000

ACTION REQUESTED

Approve an increase of \$25,000 to Sysco, Inc. BPO 18969 and the third renewal of seven competitively awarded blanket purchase orders (BPOs) for various food items for Probation's Central Kitchen in the maximum aggregate amount of \$788,000 and authorize the Purchasing Manager to sign the BPOs and to transfer funds between BPOs as needed.

BACKGROUND

Probation's Central Kitchen requires blanket purchase orders for food items to support day-to-day operations of the County Jail and Juvenile Detention Facility. On July 11, 2011 your Board approved the second renewal of seven BPOs for food items as a result of competitive Bid No. 9915. Your Board also authorized the Purchasing Manager to transfer funds between BPOs as needed. The Purchasing Manager has approved the transfer of funds from three BPOs to BPO 18969 with Sysco, Inc and increased the BPO by \$50,000 as allowed by Purchasing Policy Manual Section 2.3(c). The department has determined an additional \$25,000 is needed to support their requirements for the remainder of Fiscal Year 2012. Your Board's approval is required for this increase.

All of the current BPOs expire June 30, 2012. Probation's Central Kitchen submitted a request to renew the BPOs for another year and has requested the ability to transfer funds between BPOs as needed. National Food Group, Sara Lee, and Mad Butcher have agreed to renew at the same pricing and terms. Good Source Solutions, Farmer Brothers, Jacmar, and Sysco have requested price changes. However, they have agreed to a firm margin over their cost. In order to reduce the impact of food price fluctuations, the department solicits quotes from all contracted food vendors for the best possible prices available prior to placing orders.

Purchasing Policy Manual Section 1.3(o) allows for the year-to-year renewal of a contract based on satisfactory service and reasonable prices, to avoid the interruption of County business.

FISCAL IMPACT

Upon your Board's approval, Sysco BPO 18969 will increase from \$300,000 to \$325,000 and the following BPOs will be issued for the period July 1, 2012 through June 30, 2013. Probation's Fiscal Impact Statement is attached.

<u>Vendor</u>	<u>Requested Renewal Amount</u>
Sara Lee Earthgrains, Earth City, MO	\$20,000
Mad Butcher Meat Co., Sacramento, CA	\$20,000
Good Source Solutions Inc., Carlsbad, CA	\$175,000
Jacmar Foodservice, West Sacramento, CA	\$130,000
Sysco Inc., Sacramento, CA	\$350,000
Farmer Brothers, West Sacramento, CA	\$33,000
National Food Group, San Diego, CA	<u>\$60,000</u>
Total:	\$788,000

cc: Chris Artim, Senior Administrative Services Officer, Probation
Renee Harvey, Central Kitchen Food Services Manager

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FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors
FROM: Christopher Artim, Senior Administrative Services Officer
DATE: 05/17/2012
SUBJECT: **Fiscal Impact Statement**
BPO (RQ055109, RQ055110, RQ055111, RQ055114, RQ055117, RQ055122 and RQ055127)
for Food Products; FY 2012/2013

Fiscal Impact Statement Examples

1. BPO18909 with Sysco Foods for FY2012 shall be increased by \$25,000 to allow for purchases in the current fiscal year. This is due to Sysco providing better pricing on a variety of commodities used in inmate meals than other vendors used by Correctional Food Service. Total expenditure authority of this budget shall not be modified.

2. The department has sufficient funding.

Correctional Food Services has budgeted appropriately for this BPO and funding is available in the FY 2012/2013 department requested budget.

The BPO for \$788,000.00 will be used in conjunction with other BPO's to purchase food products. The food products purchased will supply ingredients for all meals prepared through Correctional Food Services.