

MEMORANDUM
COUNTY OF PLACER
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors

FROM: Brett Wood, Purchasing Manager

DATE: November 12, 2013

SUBJECT: Food and Culinary Items – Various Vendors

ACTION REQUESTED

1. Approve the award of competitive Bid No. 10304 to Jacmar Food Service Distributors of W. Sacramento, CA; Sysco Sacramento of Sacramento, CA; US Foods of Livermore, CA; and Pro Pacific of Durham, CA for food and culinary items in the maximum aggregate amount of \$1,042,567, funded in the Correctional Food Services FY 2013-14 budget;
2. Authorize the Food Services Manager to execute spot purchases in the maximum annual amount of \$100,000, funded in the Correctional Food Services FY 2013-14 budget
3. Approve the option to renew for two additional one year terms provided the renewal amounts do not exceed 10 percent of the recommended maximum aggregate amount of \$1,042,567;and
4. Authorize the Purchasing Manager to sign the resulting blanket purchase orders and transfer funds between the blanket purchase orders as needed.

BACKGROUND

Probation's Central Kitchen requires blanket purchase orders for food and culinary items to support day-to-day operations of three Correctional Detention Facilities, one Juvenile Detention Facility, staff dining and educational environments which require food service. Food service policies and procedures require all inmates to be provided three nutritionally adequate meals per day, at a reasonable cost. Food Services operate within budgetary restrictions through the use of approved menus and portion control. Food specifications are drafted by the County's Central Kitchen Food Services Manager to support Master Menus and must meet the American Correctional Association Standards.

Procurement Services developed Invitation for Bids (IFB) No. 10304 for the Central Kitchen's food and culinary supply requirements. The IFB was distributed via the County's electronic bidding system to seventy-one potential bidders and posted on Procurement's website. Forty-three firms accessed the IFB and a total of twelve bid responses were received.

The bid requested pricing for estimated quantities of various categories of foods and culinary items. The bid evaluation was conducted on a category basis. Local Vendor Preference and prompt pay discount were also considered but did not affect the outcome of the evaluation. The evaluation was conducted at the line, category and total levels of the bid responses. While the

lowest price differed throughout the responses awarding based on total number of categories responded to is in the best interest of the County. This evaluation method resulted in awarding to the following vendors:

- Jacmar Food Service Distributors of W. Sacramento, CA
- Sysco Sacramento of Sacramento CA
- US Foods of Livermore, CA
- Pro Pacific of Durham, CA

The department has reviewed the vendors' responses and concurs with Procurement Services recommendation. The department will review the list of required items as they need to place orders and place the order with the firm(s) that can complete them at the most advantageous cost to the County. This versatility will benefit the County by giving the department the flexibility to place orders combining similar products and reducing shipping charges from multiple vendors. A copy of the bid evaluation is available in the Procurement Division upon request.

Procurement Services is also requesting approval to authorize the Probation's Food Services Manager to execute spot purchases for food on the open market. This will allow the Central Kitchen staff to take advantage of opportunity buys for all food purchases, including federal commodity purchases. These purchases may be occasioned by a favorable market condition which may become available at a substantially lower cost than contracted items. These purchases are normally going to be in the \$10,000 and under range and the process to authorize them would include Correction Department Fiscal authorization and Procurement concurrence prior to purchase so this authorization will not give blanket authority without appropriate checks and balances in the approval process.

Your Board's approval is required to proceed with the award of competitive Bid No. 10304 in the maximum aggregate amount of \$1,042,567, to authorize the Purchasing Manager to sign the resulting BPOs, and to authorize the Food Services Manager to execute spot purchases in the maximum annual amount of \$100,000 for the period of December 1, 2013 through December 31, 2014.

FISCAL IMPACT

Upon your Board's approval, BPOs will be awarded to Jacmar Food Service Distributors of W. Sacramento, CA; Sysco Sacramento of Sacramento; US Foods of Livermore, CA; and Pro Pacific of Durham, CA and the Food Services Manager will be authorized to execute spot purchases in the maximum annual amount of \$100,000 for a total aggregate amount of \$1,042,567 for the period of December 1, 2013 through December 31, 2014. The Department's Fiscal Impact Statement is attached.

Attachment:

- A. Probation's Fiscal Impact Statement

cc: Chris Artim, Senior Administrative Services Officer
Renee` Harvey, Food Services Manager

FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors
FROM: Christopher Artim, Senior Administrative Services Officer
DATE: November 12, 2013
SUBJECT: **Fiscal Impact Statement**
BPO for Food and Culinary Supply Products FY 2013/2014 and through Dec. 31, 2014

1. The department has sufficient funding

Correctional Food Services has budgeted appropriately for these BPO's and the recommended aggregate funding is available in the FY 2013/2014 department budget and shall be accounted for within the FY 2014/2015 proposed budget.

The BPO's would represent a total authorization for a maximum of \$1,042,567.00 in expenditures and will be used for food and culinary supply products. The food and culinary supply products purchased will help insure nutritional needs of people in the custody and care of the County are met in compliance with appropriate State and local guidelines through Correctional Food Services.

