

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

TO: Honorable Board of Supervisors  
FROM: Brett Wood, Purchasing Manager *BW*  
DATE: December 10, 2013  
SUBJECT: Food and Culinary Items – Various Vendors

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**ACTION REQUESTED**

1. Approve the award of competitive Bid No. 10304 to twelve vendors for food and culinary items in the maximum aggregate amount of \$1,042,567, funded by 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 by 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 (BPOs) 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, in compliance with Title 15 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. While the lowest price differed throughout the responses, awarding based on all responding vendors is in the best interest of the County. This evaluation method will result in an award to the following vendors:

- Farmer Bros. of West Sacramento, CA
- Jacmar Food Service Distributors of West Sacramento, CA
- Sysco Sacramento of Sacramento CA

- Highland Wholesale Foods of Stockton, CA
- Interboro Packaging Corp. of Montgomery, NY
- Good Source of Carlsbad, CA
- Central Sanitary Supply of Modesto, CA
- National Food Group of San Diego, CA
- US Foods of Livermore, CA
- Mad Butcher of Sacramento, CA
- Global Food Industries, Inc. of Miami, FL
- 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 needed and place the order with the firm(s) that can provide them with 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 upon request at Procurement Services.

Your approval is also requested 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 the twelve vendors listed above 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: 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: December 10, 2013  
SUBJECT: **Fiscal Impact Statement**  
BPO for Food and Culinary Supply Products FY 2013/2014 and through Dec. 31, 2014

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1. The department has sufficient funding

Correctional Food Services has budgeted appropriately for these BPOs 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 BPOs 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.

