



Agenda Report Form

Open Session Item

SUBJECT: Contract Award (PUR-1390) - Food Services at the Washington County Detention Center (WCDC)

PRESENTATION DATE: June 12, 2018

PRESENTATION BY: Rick Curry, CPPO – Director of Purchasing and Major Craig Rowe – Washington County Sheriff’s Office

RECOMMENDED MOTION: Move to award the contract to the responsive, responsible proposer, Aramark Correctional Services, Inc. (incumbent) of Downers Grove, IL, for the total proposal amount of \$628,639.50 based on estimated annual quantities of meals and proposer’s unit costs per meal type (see attached Price Proposal Matrix).

REPORT-IN-BRIEF: The recommended contractor shall furnish food services at the Washington County Detention Center (WCDC), to include inmate and staff meals seven (7) days/week and program support services for an approximate population of 350 inmates. The contract term is for one (1) year tentatively beginning July 1, 2018, with an option by the County to renew for up to four (4) additional consecutive one-year periods. Annual price increases or decreases to cover contract years two through five will be based upon the Producer Price Index.

Advantages of contracted food services include: (1) County funds will not be encumbered in inventory; (2) guaranteed meal prices that will also assist in annual budgeting; (3) cost savings in services; and (4) the County will not be responsible for recruitment/retention of food service staff. The RFP requested that one (1) additional employee be added to the kitchen staff. This requirement increased staffing levels above the current practice, which resulted to additional labor cost. The present contract with Aramark was awarded in April 2013.

The Request for Proposals (RFP) was advertised on the State’s “eMaryland Marketplace”, on the County’s web site, and in the local newspaper. Twenty-two (22) firms/individuals accessed the web site. Four (4) firms were represented at the pre-proposal conference. Proposals were received from three (3) firms.

On Tuesday, May 15, the Coordinating Committee met to review Qualifications & Experience/Technical Proposals of the three (3) firms submitting proposals for the subject services. The Committee determined that only the above-recommended firm was responsive to the County’s Request for Proposal to perform the subject services at the WCDC. The Price Proposal submittal of the recommended firm was opened and the results are as shown on the attached price matrix.

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The Coordinating Committee was comprised of the following members: County Sheriff (Committee Chairman), County Purchasing Director, WCDC's Warden, WCDC's Assistant Warden, and the County Buyer.

The per meal price history for the present year and previous four (4) years is as follows:

<u>Year</u>	<u>Inmate/Sack/Court/Medical Meal</u>	<u>Staff Meal</u>
2013-14	\$1.506	\$1.712
2014-15	\$1.544	\$1.755
2015-16	\$1.618	\$1.839
2016-17	\$1.547	\$1.758
2017- Present	\$1.501	\$1.705

DISCUSSION: N/A

FISCAL IMPACT: An amount of \$573,500.00 was approved for FY'18 in Line Item No. 505070-10-11320 for the Detention Center's Food and Supplies and \$582,562.00 (1.58% increase over the FY'18 budget) is proposed in FY'19.

CONCURRENCES: As recommended by the Coordinating Committee

ALTERNATIVES: N/A

ATTACHMENTS: Price Proposal

AUDIO/VISUAL NEEDS: N/A