



Agenda Action Form Overview

The Board of County Commissioners is requested to authorize the County Manager to execute an amendment to the service contract for the provision of inmate meal preparation and food services at the Durham County Detention Facility. This request increases the current year contract from \$700,000 to \$780,000, which will provide sufficient funding to close out the fiscal year. No additional appropriation is required for this contract amendment.

Background/Justification

On August 26, 2016 the Board of County commissioners entered into a five year contract with ABL, now Summit Food Services LLC, for inmate meal preparation and food services at the Durham County Detention Facility. Current daily meal counts, specifically special dietary meals, have increased the cost of this service over the past year. As a result, the contract for this fiscal year, originally \$700,000 is insufficient to meet the cost drivers experienced this year. As a result, the Sheriff's Office is requesting an increase to the Fiscal Year 2017-18 contract in the amount of \$80,000. This funding is sufficient to meet the population demands and contract requirements for the rest of this fiscal year. There has been sufficient cost savings within the Sheriff's Office to cover this contract increase, and no additional appropriation is required.

Policy Impact

The execution of this contract amendment allows the Sheriff's Office with sufficient funding authority to meet the dietary needs of detainees through the end of the current fiscal year. Funding for the subsequent year has been increased to account for the observed cost increases.

Procurement Background

On May 13, 2016, RFP #16-021 was advertised and four bidders responded with proposals. Following submittal, a selection committee was formed consisting of key personnel from the Detention Center, Sheriff's Office Administration, the Nutrition Division of Public Health, and assistance by the Purchasing Division of the Durham County Finance Department. A contract for the selected contractor, ABL now Summit Food Services LLC, was awarded by the Board of County Commissioners on August 26, 2016 for a one year term with four one year renewals.

Type of purchase

- ☐ Goods
- ☒ Services
- ☐ Architect, Engineer or Surveyor Services
- ☐ Construction and Repair

Did this request for purchase go through a bid process? Yes ☒ No ☐

Goods: Bids required if \geq \$30,000, BOCC approval if \geq \$90,000

Services: Bids required if \geq \$30,000, BOCC approval if $>$ \$40,000

Construction/Repair work: Bids required if \geq \$30,000, BOCC approval if \geq \$500,000

If yes, attach a copy of bid tab and the minority and women business enterprise (MWBE) compliance review form provided by the Purchasing Division.



Fiscal Impact

There is sufficient funding available within the Sheriff's Office current Fiscal Year 2017-18 budget to cover the additional contract costs.

Recommendation

The County Manager recommends that the Board Authorizes the County Manager to execute a contract amendment in the amount of \$80,000 with Summit Food Services LLC for inmate meal preparation and food services at the Durham County Detention Facility.