


REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:
 Resolution No.: 19468
 Sponsor(s): Alfred Jordan
 Date: April 24, 2017

SUBJECT	Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance Project/Title: <u>Awarding a Thirty-Six Month Contract with Two Twelve-Month Options to Extend, for Jackson County, Missouri Department of Corrections for Food Service Management to CBM Managed Services of Sioux Falls, South Dakota under the terms and conditions of Invitation to Bid No. 83-16</u>																							
BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:70%;">Amount authorized by this legislation this fiscal year:</td> <td style="width:10%;"></td> <td style="width:10%; text-align: right;">\$</td> <td style="width:10%;"></td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td></td> <td style="text-align: right;">\$</td> <td></td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td></td> <td style="text-align: right;">\$</td> <td></td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td></td> <td style="text-align: right;">\$</td> <td></td> </tr> <tr> <td>Source of funding (name of fund) and account code number:</td> <td></td> <td></td> <td></td> </tr> </table> * If account includes additional funds for other expenses, total budgeted in the account is: \$				Amount authorized by this legislation this fiscal year:		\$		Amount previously authorized this fiscal year:		\$		Total amount authorized after this legislative action:		\$		Amount budgeted for this item * (including transfers):		\$		Source of funding (name of fund) and account code number:			
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	OTHER FINANCIAL INFORMATION: <input type="checkbox"/> No budget impact (no fiscal note required) <input checked="" type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract: Department: Department of Corrections Estimated Use: \$1,403,000.00 Prior Year Budget (if applicable): \$1,441,557 Prior Year Actual Amount Spent (if applicable): \$1,443,257.50																							
PRIOR LEGISLATION	Prior ordinances and (date): Prior resolutions and (date): Resolution No. 18361, January 13, 2014																							
CONTACT INFORMATION	RLA drafted by (name, title, & phone): Kyle Brack, Sr. Buyer, 881-3265																							
REQUEST SUMMARY	The Department of Corrections requires a qualified firm to prepare and deliver multiple meals per day to an average of 950 to 1,000 inmates; in 2016, nearly 1.1 million meals were served. The Purchasing Department issued Invitation to Bid No. 83-16 to meet these requirements. A total of 16 notifications were distributed and 4 responses were received and evaluated as follows: <table border="1" style="width:100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th></th> <th>Summit (Formerly ABL)</th> <th>Trinity Service</th> <th>Aramark</th> <th>CBM Managed Services</th> </tr> </thead> <tbody> <tr> <td>Cost per Meal – Year 1</td> <td style="text-align: center;">\$1.267</td> <td style="text-align: center;">\$1.211</td> <td style="text-align: center;">\$1.21</td> <td style="text-align: center;">\$1.049</td> </tr> <tr> <td>Cost per Meal – Year 2</td> <td style="text-align: center;">2% increase</td> <td style="text-align: center;">2% increase</td> <td style="text-align: center;">\$1.246</td> <td style="text-align: center;">\$1.070</td> </tr> <tr> <td>Cost per Meal – Year 3</td> <td style="text-align: center;">2% increase</td> <td style="text-align: center;">2% increase</td> <td style="text-align: center;">\$1.271</td> <td style="text-align: center;">\$1.091</td> </tr> </tbody> </table>					Summit (Formerly ABL)	Trinity Service	Aramark	CBM Managed Services	Cost per Meal – Year 1	\$1.267	\$1.211	\$1.21	\$1.049	Cost per Meal – Year 2	2% increase	2% increase	\$1.246	\$1.070	Cost per Meal – Year 3	2% increase	2% increase	\$1.271	\$1.091
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	Pursuant to Section 1054.6 of the Jackson County Code, the Director of Finance and Purchasing recommends the award of a Term and Supply Contract for Food Service Management to CBM Managed Services of Sioux Falls, South Dakota as the lowest and best bid received. They submitted the lowest cost-per-meal basis, met all County specifications within Invitation to Bid 83-16, and conduct operations in other American Correctional Association facilities.																							
CLEARANCE	<input checked="" type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <input checked="" type="checkbox"/> Business License Verified (Purchasing & Department) <input checked="" type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)																							

ATTACHMENTS	Abstract of Bids Received, Award Recommendation Memorandum, and pertinent pages of CBM Managed Service's bid documents.	
REVIEW	Department Director:	Date:
	Finance (Budget Approval): <i>If applicable</i>	Date:
	Division Manager: 	Date: 4/19/17
	County Counselor's Office:	Date:

Fiscal Information (to be verified by Budget Office in Finance Department)

- This expenditure was included in the annual budget.
- Funds for this were encumbered from the _____ Fund in _____.
- There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance # _____
- Funds sufficient for this appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:

- This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.

ABSTRACT OF BIDS

Res. 19468

Invitation to Bid No. 83-16
 Food Services for DOC
 Opens: 2:00 PM, CST on 2/21/17

NO	DESCRIPTION	UNIT	QTY	Mimeo	Trinity	Aramark	CBM	Consolidated
				Summit (ARL) AMOUNT	Service AMOUNT	AMOUNT	AMOUNT	Correctional Food Service AMOUNT
1	Pricing per Meal - 1st year			1.267	1.211	1.21	1.049	no bid
2	Pricing per Meal - 2nd year			2%	2%	1.246	1.070	
3	Pricing per Meal - 3rd year			2%	2%	1.271	1.091	

ABSTRACT OF BIDS

Invitation to Bid No. 83-16
 Food Services for DOC
 Opens: 2:00 PM, CST on 2/21/17

NO	DESCRIPTION	UNIT	QTY	AMOUNT	Mimeo	Trinity Service	Aramark	CBM	Consolidated Correctional Food Service
CERTIFICATION OF BID OPENING BIDS WERE PUBLICLY OPENED AND RECORDED ON: <u>February 21, 2017</u> , BY <u>[Signature]</u> CLERK OF THE LEGISLATURE <u>[Signature]</u> PURCHASING									

Jackson County Department of Corrections
MEMO



To: Kyle Brack, Senior Buyer, Purchasing
CC: Joseph Piccinini, Director; Brian Johnson, Administrator;
Craig Mosher, FM Administrator
Date: 3/28/17
From: L.J. Scott, Asst Director of Administration
Subject: Bid No 83-16 Food Service Management

Four Food Service Management bids from Summit (formerly ABL); CBM; Aramark and Trinity were reviewed by Laura Scott, Brian Johnson and Craig Mosher. The lowest and best bid came from CBM, out of South Dakota. The references contacted, St. Louis City/County, the Wayne County Sheriff in Detroit Michigan, and the South Dakota State Penitentiary system all give CBM glowing recommendations and are very pleased with CBM's products and service.

CBM meets all of the bid requirements from Jackson County. They propose acceptable staffing levels. They work in numerous facilities that are accredited by the American Correctional Association. They also provide enclosed food carts that will more adequately retain heat. In addition they proposed the lowest cost per meal.

The Department of Corrections recommends that CBM be awarded the Food Service Management bid.

- 6.6.3 Respondent’s experience information including references
- 6.6.4 Respondent’s product specification unless specifications disclose scientific and technological innovations in which owner has a proprietary interest

7.0 QUOTATIONS

- 7.1 A meal is considered an inmate, staff, or visitor’s meal. A sack meal or special diet, such as a medical or religion diet, is ordered for more than three meals a day. When a medical diet is ordered for more than three meals a day, such as six feedings a day or a PM snack, the most the Contractor can charge the County is the equivalent of three meals per day. Inmate worker snacks will provided at no cost.
- 7.2 Quotations for Annual Extensions: For the optional 4th and 5th annual extensions, the quotes will be negotiated at that time. The County reserves the right to reject any proposed, negotiated quotations for the 4th and 5th annual extensions. The County also reserves the right to re-bid for any reason.

Contract Term	Unit of Measure	Quote
1 st Year	Pricing, per meal	\$1.049
2 nd Year	Pricing, per meal (provide % OR \$ increase)	\$1.070
3 rd Year	Pricing, per meal (provide % OR \$ increase)	\$1.091

8.0 BID SCHEDULE

- 8.1 Below are the milestone timeline goals for activities to this Invitation to Bid. These time frames are subject to change due to any possible unforeseen circumstances.

Milestone	Anticipated Dates
Solicit Invitation to Bid	January 13, 2017
Mandatory pre-bid conference	February 3, 2017
Deadline for emailed questions	February 14, 2017
Response Deadline	February 21, 2017
Evaluation Committee provides recommendation	March 1, 2017
Awarding of Contract	Late March

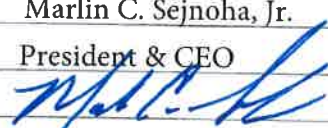
9.0 ATTACHMENTS

The following attachments are bid documents included at the end of the bid packet. All documents are subject to change by the Assistant Director of Administration. The below attachments do not require vendor completion for bid submittal consideration. These documents are subject to change.

- 9.1 Attachment AA – **Staff Made-To-Order Meals**
- Attachment BB – **Statement of Nutritional Adequacy**
- Attachment CC – **Restricted Medical Diet Order**
- Attachment DD – **Religious/Vegetarian Meal Preference Request**
- Attachment EE – **Week-At-A-Glance Menu** (4 pages)
- Attachment FF – **Holiday Menu**
- Attachment GG – **Kitchen Inmate Worker Training** (2 pages)
- Attachment HH – **Sack Lunches**

10.0 QUESTIONS

- 10.1 All questions regarding this Invitation to Bid must be in writing and emailed to Kyle Brack, kbrack@jacksongov.org, by 5:00pm CST on February 14, 2017.
- 10.2 All answers to questions will be published on the County’s website in the form of Addenda.
- 10.3 Bidders and their agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must follow this procedure. Bidders or their agents may not contact any other County staff regarding matters covered by this Invitation to Bid during the solicitation and evaluation process. Inappropriate contact are grounds for rejection of the Bidder’s submission.

Bidder’s Name	Catering by Marlin's, Inc. dba CBM Managed Services
Authorized Representative	Marlin C. Sejnoha, Jr.
Title	President & CEO
Signature	
Phone Number	(605) 335-0825
Fax Number	(605) 444-5099
Cell Number	(605) 310-4950
Email	Marlin.Sejnoha@CBMManagedServices.com
Web Address	www.cbmmanagementservices.com