



**BOARD OF SUPERVISORS
AGENDA LETTER**

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Submitted on:
(COB Stamp)

Department Name: Sheriff-Coroner
Department No.: 032
For Agenda Of: October 8, 2024
Placement: Administrative
Estimated Time: N/A
Continued Item: No
If Yes, date from: N/A
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Director(s) Bill Brown, Sheriff-Coroner, (805) 681-4290
Contact Info: Ryan Sullivan, Custody Commander, (805) 681-4326

SUBJECT: Agreement with Summit Food Service, LLC for Jail Food Services

County Counsel Concurrence

As to form: Yes

Other Concurrence:

Risk Management: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors consider recommendations regarding an Agreement with Summit Food Service LLC, for jail food services, as follows:

- a) Approve, ratify, and authorize the Chair to enter into an Agreement on behalf of the County of Santa Barbara with Summit Food Service, LLC for jail food services for the period of October 1, 2024, to September 30, 2027, with the option of (2) one-year extensions, not to exceed \$7,126,062.99 within the initial term; and
- b) Find that the proposed actions do not constitute a “Project” within the meaning of the California Environmental Quality Act (CEQA), pursuant to 14 CCR 15378(b)(5), in that they are government administrative activities that will not result in direct or indirect changes to the environment.

Summary Text:

This item is before your Board to authorize the Sheriff’s Office to enter into an Agreement with Summit Food Service, LLC (Summit) to provide food services at the County adult jail facilities, following a public bid process in partnership with General Services. Summit was selected as the winning bidder through review by a scoring panel of Sheriff’s Office representatives. The proposed Agreement includes a three-year term with two optional one-year extensions.

Background:

The Sheriff’s Office has provided oversight for the jail food services for many years. Vendors who are contracted to provide a jail food service management solution for inmates incarcerated in the County

jails must provide adequate staffing, supervision, sanitation, preparation, deliver required equipment, facilitate the wholesale purchase and storage of food and supplies, and provide food to all Sheriff's Office correctional facility staff and inmates, serving three meals a day, seven days a week including: special diets, confinement/infirmarary meals, religious and therapeutic meals, emergency meals, holiday meals, sack lunches, snack meals and staff meals.

In October 2021, the Sheriff's Office entered into an agreement with Aramark Corporation (Aramark Correctional Services, LLC) to provide jail food services following the completion of a competitive bid. In October 2023, your Board approved the First Amendment to the Agreement with Aramark, which increased the costs of meals provided for the duration of the Agreement. Due to a variety of factors, the Sheriff's Office deemed it necessary to develop a Request for Proposal (RFP) to compare nutritional requirements, staff and inmate meal requirements, pricing, menu specifications, and vendor technologies to determine which would best fit Sheriff's Office needs.

On May 28, 2024, the Sheriff's Office, in partnership with General Services, initiated a request for proposals (RFP) for Jail Food Services (RFP # 8700002) for both the Main Jail and the Northern Branch Jail (NBJ). Three vendors submitted bid responses and provided a demonstration of their respective services. A scoring panel of representatives from the Sheriff's Office scored the vendors' proposals and conducted follow-up presentations and interviews with the two most qualified vendors. Evaluation criteria included areas of Food Service Management, Data Transparency, Service, Experience, Cost Proposals, Contingency Planning, and Overall Compliance with RFP Expectations. Furthermore, the evaluation committee compared the menu options, nutritional analysis, cost proposal, food service presentation, and the Best and Final Offer (BAFO). On August 15, 2024, Summit Food Service, LLC was selected as the bid awardee. Subsequent to the award, the Sheriff's Office and Summit have been in close negotiations relative to costs and terms of the contract.

The Summit bid includes the costs per meal based on the average inmate population for each month, as well as a \$66,000 Repair/Replacement Allowance over the term of the contract, which includes an investment in kitchen equipment and staff dining equipment. This is a three-year agreement beginning on October 1, 2024, with two optional one-year extensions.

Due to several long-term cook vacancies in the Sheriff's Office and the difficulties hiring cooks as County staff, the RFP requested an option for labor to be provided by the prospective vendors on an as-needed basis. Summit was the only vendor that responded affirmatively to this request, and they provided the matrix in the Fiscal section below to calculate costs dependent on the amount of labor provided by the vendor. Additionally, the proposed Agreement with Summit includes a Food Services Manager, which the prior contract with Aramark has also provided; this individual is responsible for managing food inventory, ordering supplies, coordinating diets including specialty diets and ensuring that contract requirements are met relative to nutritional guidelines, quantity and quality of food served. This position is distinct from the Sheriff's Office Food Services Supervisor that supervises Sheriff's Office cooks and the incarcerated persons that prepare meals at both jail facilities. The Sheriff's Office Food Services Supervisor ensures that incarcerated persons are properly trained to perform food handling/preparation and that Sheriff's staff are performing their job duties appropriately, while also monitoring the contractor's performance relative to the contract requirements, which includes the periodic monitoring of food temperatures, sanitation requirements and additional oversight functions.

Given that the incumbent vendor was not selected during this RFP process, the Sheriff's Office did not negotiate an extension to their contract. Due to the tight timeline associated with selecting a new food services vendor and the approvals needed associated with this agreement, the Sheriff's Office's Food Services Supervisor is prepared to procure all necessary items and ensure food is prepared safely and nutritiously until the vendor can fully transition, which is expected to occur within a few weeks once approved.

Performance Measure:

The Sheriff’s Office’s Food Services Supervisor regularly monitors the quality of food prepared by the vendor as well as the portion size, temperature, preparation and quantity. The Sheriff’s Office also regularly reviews grievances from incarcerated persons alleging that food was improperly served to them or food temperature was not adequate, and investigates the claims to provide an appropriate response. During the first two quarters of 2024, the Sheriff’s Office received 77 grievances related to food services. Grievances received from incarcerated persons are investigated by the Sheriff’s Food Services Supervisor and an answer is provided to the grieving party. In some instances, the grievance had already been addressed by providing a different meal or an item that may have been missing from the meal. In other instances, it may require that the Food Services Supervisor coordinates with medical staff or administration to confirm eligibility for special diets. A written response is provided to all grievances submitted with the resolution or findings presented. In addition to the Sheriff’s Office’s monitoring of the quality of food, the County Public Health department conducts annual inspections of the food service areas, preparation and serving of meals to ensure that meals provided meet nutritional guidelines and are prepared according to standards identified in California Code of Regulations Title 15.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

Funding Sources	<u>Current FY Cost (10/1/24 - 6/30/25):</u>	<u>Annualized On-going Cost (10/1/24 - 9/30/27):</u>	<u>Total One-Time Project Cost</u>
General Fund	\$ 1,781,515.75	\$ 2,375,354.33	
State			
Federal			
Fees			
Other:			
Total	\$ 1,781,515.75	\$ 2,375,354.33	\$ -

Narrative:

The estimated annualized cost indicated above is based on an average daily population of 758 (the average daily population in 2023) and assumes up to three contract cook positions included for a majority of the time, however, actual costs will fluctuate dependent on modifications to the jails’ average daily population or the necessity to utilize contract staff and may range from \$1,591,254 if the average daily population decreased to 700 the entire year with zero contract cooks to \$2,513,742 if the average daily population remains 758 the entire year with four contract cooks hired the entire year. The Sheriff’s Office anticipates that this full range of costs would be covered, as needed, under existing budget appropriations.

The cost matrix below breaks down the three components that contribute to the inmate meal and pricing, and they all correspond with the option of including contracted labor. The base contract includes one Food Services Manager with an option to add either two or four full-time cooks. Of the Sheriff’s Office’s 12 budgeted cooks, three are currently vacant, with another on long-term leave. At this time, the Sheriff’s Office intends to utilize the option in which the vendor provides only a Food Services Manager, while routinely evaluating the need for additional contracted staff positions dependent on the ability to hire FTE cooks to support preparation and delivery of food to incarcerated persons. The salary savings from those vacant positions will be used to offset equivalent contract staff costs, as necessary. The Sheriff’s Office does not intend to displace County staff and would utilize

contract labor to support existing County staff only if needed, until sufficient County staff could be hired.

The table below identifies the price per meal for each meal provided by the vendor, which is dependent on the average daily inmate population for each month. The average daily population of the Main Jail and NBJ combined for 2023 was 758.

MEAL PRICE MATRIX			
Inmate Population	Manager Base Price per Meal	Manager + 2 Cooks Price per Meal	Manager + 4 Cooks Price per Meal
601 - 650	\$2.125	\$2.459	\$2.778
651 - 700	\$2.076	\$2.385	\$2.679
701 - 750	\$2.035	\$2.321	\$2.594
751 - 800	\$1.998	\$2.266	\$2.521
801 - 850	\$1.967	\$2.218	\$2.457
851 - 900	\$1.939	\$2.175	\$2.400
901 - 950	\$1.928	\$2.151	\$2.364
951 - 1000	\$1.919	\$2.131	\$2.331
Staff Meals	\$5.000	\$5.000	\$5.000

Key Contract Risks:

This agreement includes standard termination language allowing the County to terminate the agreement with 30 days written notice provided to the vendor. Should the Sheriff’s Office or the County determine that the vendor is not providing adequate services, either may elect to terminate the agreement.

Special Instructions:

Clerk of the Board: Please send an official Minute Order to the Sheriff’s Office. Attention: CFO Hope Vasquez, and Lieutenant Selim Celmeta.

Attachments:

Attachment A: Correctional Food Services Management Agreement with Summit Food Service, LLC

Attachment B: Exhibit A – Correctional Food Services Mandatory Requirements with Summit Food Service, LLC

Authored by:

Selim Celmeta, Custody Lieutenant, Custody Support Division
 Santa Barbara County Sheriff’s Office