



## Agenda Report Form

Publics' Packets – no attachment

Open Session Item

**SUBJECT:** Contract Award (PUR-1630) - Food Services at the Washington County Detention Center (WCDC)

**PRESENTATION DATE:** August 29, 2023

**PRESENTATION BY:** Brandi Naugle, CPPB – Buyer; Major Craig Rowe – Washington County Sheriff's Office

**RECOMMENDED MOTION:** Move to award the contract for the Food Services at the Washington County Detention Center based on the estimated quantities of meals.

**REPORT-IN-BRIEF:** On Monday, July 31, 2023, the Coordinating Committee met for a final review of the Qualifications & Experience/Technical Proposals for the subject services. The Committee determined that both submitting firms were responsive to the County's Request for Proposal to perform the subject services at the WCDC. The contract term is for one (1) year tentatively beginning September 1, 2023, 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 on 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 present contract with Aramark was awarded on June 12, 2018.

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.

**DISCUSSION:** The Request for Proposals (RFP) was advertised in the local newspaper, on the State's "e-Maryland Marketplace Advantage" (eMMA) web site, and on the County's web site. The RFP document was accessed from the web site by twenty (20) firms/individuals. Three (3) firms were represented at the pre-proposal conference and two (2) proposals were received.

**FISCAL IMPACT:** An amount of \$808,090 was approved for FY'24 in Line-Item No. 505070-10-11320 for the Detention Center's Food and Supplies and \$170,840 will be transferred from General Operations Account 500130-10-11200.

**CONCURRENCES:** As recommended by the Coordinating Committee

**ALTERNATIVES:** N/A

**ATTACHMENTS:** N/A