

35962

September 13, 2013

To: Honorable Board of Acquisition and Contract

From: Kevin M. Cheverko
Commissioner of Correction

Re: Authorizing the County of Westchester to enter into an agreement with Aramark Correctional Services, LLC for the provision of food service at the Department of Correction for the period January 1, 2014 through December 31, 2015, at a cost not to exceed \$5,183,251 payable at the maximum rate of \$1.498 per meal served, with the County's option to extend the agreement for up to three (3) additional one (1) year terms

Authority is requested for the County of Westchester to enter into an agreement with Aramark Correctional Services, LLC ("Aramark") for the provision of food service at the Department of Correction for the period January 1, 2014 through December 31, 2015, at a cost not to exceed \$5,183,251 payable at the maximum rate of \$1.498 per meal served, with the County's option to extend the agreement for up to three (3) additional one (1) year terms.

Aramark will provide a comprehensive food service operation, including food purchasing and preparation. The maximum price per meal of \$1.498 is based on an inmate population of 1,400. Should the inmate population increase, the price per meal will decrease according to the rate sheet attached to the proposed Resolution.

In compliance with the County Procurement Policy and Procedures, the Department of Correction issued a Request for Proposals for this service and received one proposal from Aramark. In order to encourage competition, the Department sent out RFP's to six potential bidders (including Women and Minority Owned Businesses) and advertised in the Journal News. After evaluating the proposal, the Department believes that Aramark can continue to provide this service to the County as they have provided excellent service to the Department since 1996.

The goal & objective of the contract is to prepare and serve food for 1300-1600 inmates daily in the most professional, yet cost efficient manner possible. The menus must consist of foods which are known to be popular/generally acceptable to the inmates

and staff; food must be prepared in accordance with tested recipes and preparation procedures; hot and cold food must be held and transported under optimum temperature conditions; menu and portion sizes must be consistent and in accordance with the menu specifications, and there must be in place, a verifiable audit trail which will, at all times, assure the Department that each inmate is receiving the specified nutritious meal.

It is in the best interest of the County to provide adequate nutritious food to the inmate so that the food does not become the source of inmate complaints, disciplinary problems or legal issues.

The contract will be tracked and monitored as follows: the Contractor will submit to the Food Service Administrator, in writing, within 15 days of the end of each fiscal year quarter, a report of food service activity to include but not limited to a complete accounting of the actual meals served, sack lunches, and snacks purchased; detail of all preventive maintenance and repairs performed on each piece of equipment including service type, date and vendor name; copies of all reports and records required to qualify for Federal Surplus Commodities, copies of all reports and records required for the County to obtain school lunch and breakfast reimbursement (if applicable); monthly/accounting period financial (profit and loss) reports detailing the operation of the food service on a monthly/accounting period, as well as quarterly and year to date summary basis. These statements must be the same as those produced by the Contractor in comparable management fee accounts.

Accordingly, a proposed Resolution is attached for your consideration.

Attachment

RESOLUTION

Based upon a communication from the Commissioner of Correction, be it hereby

RESOLVED, that the County of Westchester is authorized to enter into an agreement with Aramark Correctional Services, LLC (“Aramark”) for the provision of food service at the Department of Correction for the period January 1, 2014 through December 31, 2015, at a cost not to exceed \$5,183,251 payable at the maximum rate of \$1.498 per meal served, with the County’s option to extend the agreement for up to three (3) additional one (1) year terms.

RESOLVED, that the maximum price per meal of \$1.498 is based on an inmate population of 1,400. Should the inmate population increase, the price per meal shall decrease as specified in Schedule “A” attached hereto; and be it further

RESOLVED, that the County Executive or his duly appointed designee is hereby authorized to execute such documents and take such actions as may be necessary and appropriate to effect the purposes hereof.

Account to be
Charged/Credited

Year	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
2014	101	35	1000	4380		\$2,547,052
2015	101	35	1000	4380		2,636,199

Budget Funding Year(s) 2014-2015 Start Date 01/01/2014 End Date 12/31/2015
(must match resolution)

Funding Source Tax Dollars \$5,183,251
State Aid _____
\$5,183,251 Federal Aid _____
(must match resolution) Other _____

SCHEDULE "A"

2014-2015 Meal Rates

**Schedule A
2014**

Population	Price Per Meal
1400 – 1424	1.498
1425 – 1449	1.486
1450 – 1474	1.475
1475 – 1499	1.464
1500 – 1524	1.454
1525 – 1549	1.444
1550 – 1574	1.434
1575 – 1599	1.426
1600 – 1624	1.417
1625 – 1649	1.408
1650 – 1674	1.400
1675 – 1699	1.391
1700 – 1724	1.383
1725 – 1749	1.375
1750 – 1774	1.368
1775 – 1799	1.361
1800 – 1824	1.354

APPROVED BOARD OF ACQUISITION & CONTRACT / 10/24/2013 - JOMARY VIEIRA, SECRETARY