



# PROFESSIONAL SERVICES – REQUEST FOR APPROVAL

Approved by Consent Agenda:

TO BE COMPLETED BY COUNCIL STAFF ONLY

Title: Dietary and Food Management Services RFQ  RFP  RFQ/RFP #: 21-098

Dept: Corrections Contact Person: Daniel Keen, Director Ext.: 4407

### Description (service, justification and use):

Currently the Department of Corrections operates an internal Food Service Department for the inmates that we oversee. With continuous challenges with hiring staff for over two (2) years, the personnel shortage that have increased, buying power, compliance with inmate's rights with religious (RLUPA) and medical specialized dietary meals, we are requesting approval of this contract with a professional organization to provide food services.

The Department of Corrections requested proposals for Dietary and Food Management Services. The notification was sent to nine (9) vendors and two (2) responded. The proposals were reviewed and evaluated. Trinity Services Group, Inc. scored and ranked the highest. The term of this agreement will be three (3) years, with two (2) one (1) year renewal periods. The estimated cost is \$600,000 annually. This Service Agreement will include securing all personnel, food service equipment, materials and all other necessary items to provide the County with Dietary and Food Management Services.

#### 1. STAFFING & PERSONNEL

(Trinity will provide additional personnel to help with the current Food Service staffing shortage. Trinity will provide one (1) supervisor and up to six (6) food service workers). Note: Our current food service employees will continue to work in the food service department.

#### 2. PURCHASING POWER

(Food, kitchen equipment, and paper supplies will be purchased by Trinity at a reduced rate due to their large purchasing power).

#### 3. INCREASED SERVICES

(Integrated computerized reporting and accounting system designed specifically for correctional institutions. SCCDOC staff will keep track of food inventory, meal count data, create invoices and track budgetary matters).

#### 4. ONSITE CERTIFIED DIETICIANS

(A Certified Dietitian who will oversee nutrition services for our inmate population, create menus that meet various combinations of federal standards, dietary guidelines, religious guidelines, and professional organization accreditation requirements).

#### 5. COST SAVINGS

(With an opportunity to use Trinity Services Group, the Department of Corrections will save an estimated amount of \$100,000 per year, a combination of purchases, salaries, and benefits).

Award to: Trinity Services Group, Inc Location: 477 Commerce Blvd. Oldsmar, FL 34677-3018

Was the vendor pre-qualified? Yes  No

Total negotiated price: \$ 600,000.00 Contract term: 3 years with options for 2, 1 year renewals.

Price break-down (if applicable): \_\_\_\_\_

Proposal opening held on: 7.31.21 Opened by: Kurt Mandernach, Purchasing Manager

Account number to be charged for purchase: 0017511-46310

If paying for with grant funds, please indicate (1) grant name, (2) total grant amount, (3) what portion of purchase is being paid for by a grant, and (4) when grant period ends as applicable:

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**Additional RFQs/RFPs Received**

The following additional responses were received:

Vendor: Tiger Correctional Services       Location: 515 W. Washington Ave, Jonesboro, AR

Vendor: \_\_\_\_\_ Location: \_\_\_\_\_

Vendor: \_\_\_\_\_ Location: \_\_\_\_\_

Vendor: \_\_\_\_\_ Location: \_\_\_\_\_

Vendor: \_\_\_\_\_ Location: \_\_\_\_\_

Vendor: \_\_\_\_\_ Location: \_\_\_\_\_

Vendor: \_\_\_\_\_ Location: \_\_\_\_\_

Sole source justification memos from (1) dept. and (2) vendor attached.

Department Director/Elected Official must sign the request prior to routing to the Purchasing Manager.

Daniel S. Keen  
Department Director/Elected Official Signature

10/22/21  
Date

Phil W. Sel  
Approval or Concurrence of Director of Finance

10.25.21  
Date

BELOW ONLY TO BE COMPLETED FOR PROPOSALS AT LEAST \$15,000 AND LESS THAN \$50,000. See instructions at the top of pg. 1.

\_\_\_\_\_  
Director of Administration Signature

\_\_\_\_\_  
Date