

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS  
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Sheriff - Coroner	(2) MEETING DATE 1/24/2012	(3) CONTACT/PHONE Ian S. Parkinson 781-4540	
(4) SUBJECT Request for approval of a contract with National Food Group, Inc; DBA: CSV Sales Inc. for up to \$100,000 annually.			
(5) RECOMMENDED ACTION The Sheriff-Coroner requests that the Board of Supervisors approve and direct the Chair to sign a contract with National Food Group, Inc; DBA: CSV Sales Inc. to provide opportunity food purchases.			
(6) FUNDING SOURCE(S) FY 2011-12 Adopted Budget	(7) CURRENT YEAR FINANCIAL IMPACT Up to \$100,000.00	(8) ANNUAL FINANCIAL IMPACT Up to \$100,000.00	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation (Time Est. _____) <input type="checkbox"/> Hearing (Time Est. _____) <input type="checkbox"/> Board Business			
(11) EXECUTED DOCUMENTS <input type="checkbox"/> Resolutions <input checked="" type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A		(12) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: <input type="checkbox"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A	
(13) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) 25006169		(14) W-9 <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	
(15) LOCATION MAP N/A	(16) BUSINESS IMPACT STATEMENT? N/A	(17) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A Date: _____	
(18) ADMINISTRATIVE OFFICE REVIEW  Geoff O'Quest			
(19) SUPERVISOR DISTRICT(S) All Districts -			

# County of San Luis Obispo



TO: Board of Supervisors

FROM: Sheriff - Coroner / Ian S. Parkinson  
781-4540

DATE: 1/24/2012

SUBJECT: Request for approval of a contract with National Food Group, Inc; DBA: CSV Sales, Inc. for up to \$100,000 annually.

## **RECOMMENDATION**

The Sheriff-Coroner requests that the Board of Supervisors approve and direct the Chair to sign a contract with National Food Group, Inc; DBA: CSV Sales, Inc. to provide spot food buys and opportunity food purchases.

## **DISCUSSION**

Pursuant to California Code of Regulations Title 15, article 4, the Sheriff's Office is required to provide a wholesome, nutritionally balanced diet to inmates in the County jail. Nutrition levels must meet the recommended dietary allowances and dietary reference intakes as established by the Food and Nutrition Board of the Institute of Medicine.

These requirements are implemented and maintained by the Sheriff's Office kitchen, which provides food to jail inmates. Food purchases are received from three (3) main suppliers, Jordano's, a food and beverage distributor; Producers Dairy for milk products; and Farmer Bros for coffee products. In May 2010, the Sheriff's Office completed a Request for Formal Proposal (RFP) for opportunity food purchases spot food buys and. CSV Sales Inc. (CSV) was selected based on size, professional registration and references and a contract was established for a five year period.

In CSV's first year they have demonstrated consistency in food product with exceptional service and pricing. Under the County's purchasing policy, contracts for services totaling less than \$50,000 are awarded by the County Purchasing Agent. Contracts over \$50,000 must be approved by the Board of Supervisors. The contract with CSV was originally entered into with the expectation that expenditures would not exceed \$50,000 each year, and so the contract was issued by the County Purchasing Agent. However, based on CSV's superior performance and pricing, the Sheriff's Office is now seeking Board approval for a revised contract with CSV in order to secure the flexibility to use CSV beyond the \$50,000 per fiscal year limit.

## **OTHER AGENCY INVOLVEMENT/IMPACT**

County Counsel has reviewed the contract and approves it as to form and legal effect.

## **FINANCIAL CONSIDERATIONS**

The County agrees to compensate CSV annually for spot food buys and opportunity food purchases that permit the Sheriff-Coroner to meet the mandated duties of Office. The contract is for Fiscal Year (FY) 2011-12, with the option to renew for three additional years. FY 2010-11 payments to CSV totaled \$61,773. To facilitate payments through year end the department was granted a one-time increase by the County Purchasing Agent. The total cost to the Sheriff's Office for

food purchase for the last three fiscal years are summarized below:

FY	Amount
2008-09	\$552,823
2009-10	\$581,435
2010-11	\$590,264

In FY 2011-12 the Sheriff's Office has budgeted \$593,441 for food purchases. Expenditures through CSV are not expected to exceed \$100,000 per fiscal year. Board approval of the contract with CSV will not increase the Sheriff's food purchase budget and will have no impact on the budgeted level of General Fund for the Sheriff's Office.

This board letter does not address any increase in services that may be a direct result from the newly enacted State Realignment Act (AB109).

### **RESULTS**

Approval of this item will enable the Sheriff's Office to establish a purchase order with CSV for spot food buys and opportunity food purchases, allowing the Sheriff's Office to continue providing consistency in food product and pricing. This contract meets the County's Community-wide Results for a Safe Community: "The County will strive to create a community where all people—adults and children alike—have a sense of security and well being, crime is controlled, fire and rescue response is timely, and roads are safe."

### **ATTACHMENTS**

Contract with CSV Food Sales, Inc.