

**Columbus Consolidated Government
Council Meeting Agenda Item**

TO:	Mayor and Councilors
AGENDA SUBJECT:	Inmate Food Service Management for Muscogee County Jail (Annual Contract) – RFP No. 21-0036
INITIATED BY:	Finance Department

It is requested that Council authorize the execution of an annual contract with Skillet Kitchen (LaGrange, GA) for inmate food service management at Muscogee County Jail. The recommended vendor’s cost proposal is within budget.

Skillet Kitchen will be responsible for the following:

- Inmate food service management that includes, but is not limited to providing all required labor, food, beverages, materials, supplies and chemicals necessary for the inmates and staff at Muscogee County Jail.
- Providing food service preparation in the kitchen of the facility.
- Serving from a twenty-eight (28) day cycle menu, at proper temperature, nutritious, wholesome, palatable meals and special diets to the inmates, staff and designated visitors of Muscogee County Jail.
- Providing meals and food service three (3) times per day, seven (7) days per week at the Jail.
- Managing a civilian and inmate kitchen staff, which shall prepare pre-plated meals for service on trays, for delivery to Correctional Officers at designated areas. The Correctional Officers will verify meal counts and supervise inmates who will distribute trays to other inmates, in a timely and sanitary manner, in living areas.
- Using USDA Grade A or Grade B food, without any pork product or pork derivatives.

The term of the contract will be for two (2) years with the option to renew for three (3) additional twelve-month periods. Contract renewal will be contingent upon the mutual agreement of the City and the Contractor.

Annual Contract History:

The previous 5-year contract was awarded to Aramark Correctional Services, LLC on June 9, 2020, per Resolution No. 145-20. The Muscogee County Sheriff’s Office chose to cancel the contract and issue a new RFP for the services.

RFP Advertisement and Receipt of Proposals:

RFP specifications were posted on the web page of the Purchasing Division, the Georgia Procurement Registry and DemandStar on April 8, 2021. This RFP has been advertised, opened, and evaluated. Three proposals were received on May 7, 2021, from the following:

Skillet Kitchen (LaGrange, GA)

Trinity Services Group, Inc. (Oldsmar, FL)

Aramark Correctional Services, LLC (Philadelphia, PA)

The following events took place after receipt of the proposals.

RFP MEETINGS/EVENTS		
Description	Date	Agenda/Action
Pre-Evaluation Meeting	06/17/21	The Purchasing Manager advised evaluation committee members of the RFP rules and process, and the using department representative provided an overview. Proposals were emailed to each committee member to review.
1 st Evaluation Meeting	07/08/21	The Evaluation Committee discussed each proposal and determined clarification was required from one firm.
Clarification Requested	07/09/21	Clarification was requested from the one firm.
Clarification Received	07/13/21	The clarification response was received and forwarded to the committee, which did not require further clarification.
Evaluation Forms Sent	07/14/21	Evaluation forms were forwarded to the voting committee members.
Evaluation Forms Returned	07/21/21	The last set of evaluation forms were returned to the Purchasing Division.
Evaluation Results	07/22/21	The evaluation results were forwarded to the committee. The voting committee members requested a meeting to discuss the results.
2 nd Evaluation Meeting	08/05/21	The committee discussed the evaluation results and determined the three vendors should provide presentations of their proposals and their best and final offer.
Presentations Requested	08/05/21	Letters were sent to the three vendors requesting a virtual presentation of their proposals via a TEAMS meeting.
Presentations Response	08/10/21	The three vendors provided their best and final offers and agreed to a virtual presentation on the requested date/time.
Presentations	08/12/21	Skillet Kitchen presented at 1:00 p.m.; Armark Correctional Services presented at 2:00 p.m.; and Trinity Services Group presented at 3:00 p.m. After the presentations, the Committee discussed the information presented. Ballots were forwarded to the Voters for a final vote.

Ballots Results	08/16/21	The Voters unanimously listed Skillet Kitchen as their 1 st choice; Trinity Services Group as their 2 nd choice; and Aramark Correctional Services as their 3 rd choice.
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Evaluation Committee:

The proposals were reviewed by members of the Evaluation Committee, which consisted of two voting members from the Muscogee County Sheriff’s Office and one voting member from the Clerk of Superior Court’s office.

A representative from the Clerk of Municipal Court’s Office and a retiree of Muscogee County Prison served as alternate voters.

An additional representative from the Muscogee County Sheriff’s Office served as a non-voting advisor.

Award Recommendation:

Based on the final evaluation ballots results, the Committee unanimously recommends award to Skillet Kitchen.

Vendor Qualifications/Experience:

- Skillet Kitchen is a division of Kimble’s Food by Design, which is a privately owned company that has been in business since 1985 and has served correctional institutions housing over 500 inmates since 1997.
- Kimble’s Food by Design employs approximately 290 associates; 103 of those associates are assigned to Skillet Kitchen.
- Skillet Kitchen employs associates with over 200 years of corrections and law enforcement experience collectively and has associates on staff with many years of experience in the correctional food service industry.
- Kimble’s Food by Design also provides commissary services, vending services and cornflake chewy candy.
- Listed below are the last three clients for whom the firm has provided similar services, *at the time proposals were received:*
 - o Johnston County Sheriff’s Office (Smithfield, NC) April 2021 – April 1, 2023
Provide inmate food services as well as staff meals.
 - o Hampton County Detention Center (Varnville, SC) February 2021 – February 2022
Provide inmate food services for the Hampton County Detention Center.
 - o Hertford County Sheriff’s Office (Winston, NC) August 2020 – August 2023
Provide inmate food services for the Hertford County Sheriff’s Office as well as the North Hampton County Sheriff’s Office through a special arrangement.

The City's Procurement Ordinance, Article 3-110, (Competitive Sealed Proposals (Negotiations) governs the RFP Process. During the RFP process, there is no formal opening due to the possibility of negotiated components of the proposal. In the event City Council does not approve the recommended offeror, no proposal responses or any negotiated components are made public until after the award of the contract. Therefore, the evaluation results and cost information has been submitted to the City Manager in a separate memo for informational purposes.

Funds are budgeted each fiscal year for ongoing expense: General Fund – Sheriff – Warden – Detention – Muscogee County Jail – Food; 0101-550-2600-JAIL-6771.

A RESOLUTION

NO. _____

A RESOLUTION AUTHORIZING THE EXECUTION OF AN ANNUAL CONTRACT WITH SKILLET KITCHEN (LAGRANGE, GA) FOR INMATE FOOD SERVICE MANAGEMENT AT MUSCOGEE COUNTY JAIL. THE RECOMMENDED VENDOR’S COST PROPOSAL IS WITHIN BUDGET.

WHEREAS, an RFP was administered (RFP No. 21-0036) and three proposals were received; and,

WHEREAS, the proposal submitted by Skillet Kitchen (LaGrange, GA) met all proposal requirements and was evaluated most responsive to the RFP; and,

WHEREAS, the contract period shall be for two years, with the option to renew for three additional twelve-month periods. Contract renewal is contingent upon the mutual agreement of the City and the Contractor.

NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY RESOLVES AS FOLLOWS:

That the City Manager is hereby authorized to execute an annual contract with Skillet Kitchen (LaGrange, GA) for inmate food service management at Muscogee County Jail. Funds are budgeted each fiscal year for ongoing expense: General Fund – Sheriff – Warden – Detention – Muscogee County Jail – Food; 0101-550-2600-JAIL-6771.

Introduced at a regular meeting of the Council of Columbus, Georgia, held the _____ day of _____, 2021 and adopted at said meeting by the affirmative vote of _____ members of said Council.

- Councilor Allen voting _____.
- Councilor Barnes voting _____.
- Councilor Crabb voting _____.
- Councilor Davis voting _____.
- Councilor Garrett voting _____.
- Councilor House voting _____.
- Councilor Huff voting _____.
- Councilor Thomas voting _____.
- Councilor Tucker voting _____.
- Councilor Woodson voting _____.

Sandra T. Davis, Clerk of Council

B.H. “Skip” Henderson III, Mayor