

**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. 20-0002
INITIATED BY:	Finance Department

It is requested that Council authorize the execution of an annual contract with Aramark Correctional Services, LLC (Philadelphia, PA) for inmate food service management at Muscogee County Jail. The services are required on a daily basis. The recommended firm's cost proposal is within the Department's budget.

The Contractor shall provide the following services:

- Provide all required labor, food, beverages, materials, supplies and chemicals necessary to provide food services for the inmates and staff at Muscogee County Jail.
- Provide food service preparation in the kitchen of the facility.
- Serve 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.
- Provide meals and food service three (3) times per day, seven (7) days per week for the Jail.
- Manage 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.
- Shall use USDA Grade A or B food, without any pork product or pork derivatives.

The contract term shall 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 five-year contract was awarded on August 27, 2013 (Resolution No. 280-13) to Trinity Services Group, Inc. The contract was scheduled to expire on August 27, 2018, however, in accordance with Article 3-109 (Annual Contracts: Price Agreement and Service Contracts) of the Procurement Ordinance, the contract was extended for one year, through August 27, 2019. On August 27, 2019 (Resolution No. 289-19), Council authorized a contract extension for an additional six-month period.

Due to extenuating circumstances, a voting committee member did not complete the final step in the evaluation process for the new contract. Consequently, the process had to begin again with a completely new evaluation committee. This further delayed the process, which necessitated yet another extension. On March 10, 2020 (Resolution No. 067-20), Council authorized a contract extension until June 30, 2020.

RFP Advertisement and Receipt of Proposals:

Specifications were posted on the web page of the Purchasing Division and the Georgia Procurement Registry on August 21, 2019. This RFP has been advertised, opened and evaluated. Four (4) proposals were received on September 20, 2019 from the following vendors:

Aramark Correctional Services, LLC (Philadelphia, PA)

Agape Food Services, Inc. (Cleveland, GA)

Summit Food Service, LLC (Sioux Falls, SD)

Trinity Services Group, Inc. (Oldsmar, FL)

The following events took place after receipt of proposals:

RFP MEETINGS/EVENTS		
Description	Date	Agenda/Action
Pre-Evaluation Meeting	10/8/19	The Purchasing Manager advised evaluation committee members of the RFP rules and process, and the project manager provided an overview. Proposals were disbursed to each committee member to review.
1 st Evaluation Meeting	10/23/19	Committee members discussed each proposal and determined clarification was required from all vendors.
Clarifications Requested	11/21/19	Requests for clarification were forwarded to all vendors.
Clarifications Received	12/12/19	Clarification responses were received and forwarded to committee members; the committee determined additional clarifications were required from all vendors.
Additional Clarifications Requested	12/2/19	Requests for additional clarification were forwarded to all vendors.
Additional Clarifications Received	12/12/19	Additional clarification responses were received and forwarded to committee members.
Evaluation Forms	12/13/19	Evaluation forms were forwarded to the voting committee members.
Evaluation Results	01/23/20	<p>The last of the evaluation forms were completed and returned to Purchasing for compilation results. However, one voting member did not correctly complete their evaluation.</p> <p>The Buyer emailed, called and sent instant messages to the voting committee member, but the voter was unable to respond, due to extenuating circumstances.</p>
New Evaluation Committee	03/16/20	<p>Due to extenuating circumstances of a voter on the initial Evaluation Committee, the process had to begin again with a completely new evaluation committee.</p> <p>Evaluation Committee rules, proposal copies, and clarification requested from the previous committee were received by members of the 2nd Evaluation Committee.</p>
Combined Pre/1 st Evaluation Committee	04/21/20	During a virtual meeting, the Purchasing Manager advised evaluation committee members of the RFP rules and

		process; the project manager provided an overview; and committee members discussed each proposal.
Additional Review	04/30/20	Due to altered work schedules caused by the COVID-19 pandemic, the committee was given additional time to review the clarification documents and proposals. The committee did not request additional clarifications.
Evaluation Forms	05/21/20	Evaluation forms were forwarded to the voters of the 2 nd committee.
Evaluation Forms Received	06/01/20	Evaluation forms were completed and returned to Purchasing for compilation results, which were then forwarded to the Evaluation Committee members for review.
Award Recommendation	06/04/2020	The Committee unanimously elected to award the contract to Aramark Correctional Services, the highest ranked vendor.

Evaluation Committee:

The proposals were reviewed by the Evaluation Committee, which consisted of three (3) voting members from Muscogee County Jail. One (1) additional Muscogee County Jail representative and (1) Muscogee County Prison representative served as non-voting advisors.

Award Recommendation:

The evaluation committee deemed the proposal from Aramark Correctional Services as most responsive to the RFP specifications. Therefore, the Evaluation Committee, as reflected by their comments provided below, recommends award of the contract to Aramark Correctional Services for the following reasons:

- This vendor is qualified to operate efficiently in a correctional facility and have noted same in their proposal. They have numerous clients within the Georgia Corrections, which proves they have the experience required to operate within the Muscogee County Jail.
- I like the programs offered to combat recidivism, as well as, scholarship program once inmates are released from the Jail.
- Aramark provided a step-by-step contingency plan and menu in the event of an emergency.
- The Aramark manager directly handles inmate grievance issues.
- The vendor’s cost proposal is the same for both inmates and staff.

Vendor Qualifications/Experience:

- Aramark was founded in 1959, is headquartered in Philadelphia, and is a \$15.8 billion company composed of 270,000 employees worldwide.
- Aramark provides services to more than 450 facilities in state, county and municipal systems, as well as private prisons, juvenile facilities and senior living clients.

- Aramark has enrolled more than 845 inmates in the IN2WORK vocational training program, with more than 245 graduates in 2018.
- Aramark partners with the American Correctional Association (since 1979), National Sheriffs' Association (1980) and American Jail Association (1981) as well as many regional partners, including the Association of Correctional Food Service Affiliates (1979), National Juvenile Detention Association (1995), National Correctional Industries Association (2006), and representative local organizations.
- Aramark local presence includes the Muscogee County Prison and Columbus State University; Aramark currently employs 124 local residents.
- Listed below are three (3) agencies for which Aramark has provided the same or similar services within the last five (5) years:
 - Muscogee County Prison 10/01/13 – 03/31/20 and 04/01/20 - present
Provides food services to a population of approximately 600 inmates.
 - Richmond County Sheriff's Office (Augusta, GA) 07/01/19 – 12/31/22
Provides food services to a population of approximately 930 inmates.
 - Phillips State Prison (Buford, GA) 06/01/18 – 05/31/21
Provides food services to a population of approximately 400 inmates

The City's Procurement Ordinance Article 3-110 (Competitive Sealed Proposals for the procurement of Equipment, Supplies and Professional Services) 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 ARAMARK CORRECTIONAL SERVICES, LLC (PHILADELPHIA, PA) FOR INMATE FOOD SERVICE MANAGEMENT AT MUSCOGEE COUNTY JAIL. THE SERVICES ARE REQUIRED ON A DAILY BASIS. THE RECOMMENDED FIRM’S COST PROPOSAL IS WITHIN THE DEPARTMENT’S BUDGET.

WHEREAS, an RFP was administered (RFP No. 20-0002) and four (4) proposals were received; and,

WHEREAS, the proposal submitted by Aramark Correctional Services, LLC met all proposal requirements and was evaluated most responsive to the RFP; and,

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

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

That the City Manager is hereby authorized to execute an annual contract with Aramark Correctional Services, LLC (Philadelphia, PA) for inmate food service management at Muscogee County Jail. The services are required on a daily basis. 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 _____, 2020 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 Thompson voting _____.
- Councilor Woodson voting _____.

Sandra T. Davis, Clerk of Council

B.H. “Skip” Henderson III, Mayor