

## **Staff Report**

**Subject:** Approval of Amendment #1 to the Food Service Agreement with Summit Food Service LLC

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**Department:** Prison/Senior Center

**Meeting Date:** October 1, 2024

**Item Description:** Approval of Amendment #1 to the existing Food Service Agreement with Summit Food Service LLC, extending the contract term and adjusting pricing for inmate and senior meals effective from September 1, 2024.

**Summary Recommendation:** Staff recommends the approval of Amendment #1 to the Food Service Agreement with Summit Food Service LLC, extending the contract for one additional year and approving the updated pricing structure.

### **Executive Summary/Background:**

Effingham County Board of Commissioners initially entered into a Food Service Agreement with Summit Food Service LLC on September 1, 2023. The contract provides meal services to inmates and seniors in the county. Based on the terms of the contract, the first of five potential annual renewals is now being proposed, including a necessary pricing adjustment to accommodate rising costs.

The updated pricing per the amendment reflects a slight increase in meal costs across varying population tiers. For example, inmate meal pricing for populations under 3000 will increase from \$4.850 to \$5.093 per meal, while meal prices for seniors will similarly be adjusted. These changes have been incorporated based on Section 7.8 of the original agreement.

The revised rates will take effect on September 1, 2024, and the agreement will remain subject to further renewals upon mutual agreement between Effingham County and Summit Food Service LLC.

### **Alternatives for Commission to Consider**

1. Approve the contract extension and pricing adjustments as detailed in Amendment #1.
2. Reject the amendment and direct staff to renegotiate or seek alternative providers.

**Recommended Alternative:** 1

**Other Alternatives:** 2

**Department Review:** Procurement, Finance

**Funding Source:** FY25 Budget

**Attachments:** Original Contract, Amendment 1