



COUNTY OF SONOMA

575 ADMINISTRATION
DRIVE, ROOM 102A
SANTA ROSA, CA 95403

SUMMARY REPORT

Agenda Date: 10/6/2020

To: Board of Supervisors of Sonoma County
Department or Agency Name(s): Sheriff's Office
Staff Name and Phone Number: Julie Bertoli, 565-1469
Vote Requirement: Majority
Supervisory District(s): All Districts

Title:

Inmate Food Management Services

Recommended Action:

Authorize the Sheriff to execute an Agreement with Trinity Services Group, Inc. to provide inmate food management services at the Sonoma County detention facilities for a one-year term, October 1, 2020 to September 30, 2021, with an option to extend for one additional year, for a not-to-exceed cost of \$807,098 for Year 1, and \$1,697,985 for Year 2.

Executive Summary:

The Sheriff's Office requests the Board's approval to execute an Agreement for inmate food management services with Trinity Services Group, Inc. effective October 1, 2020. The current Agreement for inmate food management services with Trinity Services Group is due to expire on September 30, 2020. The Sheriff's Office scheduled Request for Proposals (RFP) for a food service provider was cancelled in March 2020 due to concerns for vendor and County staff's safety during the COVID-19 pandemic. As a result, the Sheriff is recommending, with County Purchasing's approval, that the County enter into a new Agreement with Trinity Services Group, Inc. for a term of one year with the option to extend one year to provide continuity of inmate food management services for the Main Adult and North County detention facilities.

This one-year agreement will allow the Sheriff's Office to have uninterrupted inmate meal service until an RFP can be conducted in a safe manner. The Sheriff's Office has tentatively scheduled an RFP in March of 2021.

Discussion:

Title 15 of the California Code of Regulations requires facilities housing 100 or more inmates shall employ or make available, a trained experienced food services manager to prepare and implement a food service plan.

Since FY 15-16, the Sheriff's Office has contracted with Trinity Services Group, Inc. to provide meals to inmates housed at the two adult detention facilities. Services include developing menus and meals plans that meet specific dietary requirements, procuring food and supplies needed to prepare and distribute meals, administering meal preparation and distribution in coordination with the Sheriff's kitchen staff and inmate work crews. Meals provided must meet the standards and guidelines of the California Code of Regulations (CCR), Title 15 Minimum Standards for Local Detention Facilities, Division I, Chapter 1, Subchapter 4, Article 12.

Generally, over a million meals are served annually; however, the number fluctuates as inmate population fluctuates. In 20-21 the inmate population has been significantly reduced due to COVID. Because of this, \$841,431 was cut from the North County Detention Facility's FY 20-21 Adopted budget for inmate meals. The Sheriff's Office anticipates the inmate population will resume normal ADP levels in FY 21-22.

Historical number of meals served are as follows:

	FY 16-17	FY 17-18	FY 18-19	FY 19-20
Meals Served	1,177,296	1,251,498	1,223,217	1,116,100
Annual Cost	\$1,455,220	\$1,507,683	\$1,584,224	\$1,370,602

This Agreement will allow the Sonoma County Sheriff's Office detention facilities to have interrupted inmate meal service during this uncertain time.

Prior Board Actions:

8-25-2015 - The Board approved a five-year Agreement with Trinity Services Group, Inc. for inmate food management services.

FISCAL SUMMARY

Expenditures	FY 20-21 Adopted	FY21-22 Projected	FY 22-23 Projected
Budgeted Expenses	807,098	1,697,985	1,715,474
Additional Appropriation Requested			
Total Expenditures	807,098	1,697,985	1,715,474
Funding Sources			
General Fund/WA GF	807,098	1,697,985	1,715,474
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies			
Total Sources	807, 098	1,697,985	1,715,474

Narrative Explanation of Fiscal Impacts:

The Sheriff's Office FY 20-21 Adopted budget includes \$807,098 to cover inmate meal costs. Future year estimated costs for the inmate food contract are estimated to increase due to inflation, based on the Consumer Price Index report as shown in the Food Away from Home schedule for the prior twelve months.

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)

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Narrative Explanation of Staffing Impacts (If Required):

N/A

Attachments:

2020 Trinity Services Group, Inc. Agreement

Related Items “On File” with the Clerk of the Board:

N/A