



**Health & Human Services
Agency
COUNTY OF TULARE
AGENDA ITEM**

BOARD OF SUPERVISORS

ALLEN ISHIDA
District One
CONNIE CONWAY
District Two
PHILLIP A. COX
District Three
J. STEVEN WORTHLEY
District Four
MIKE ENNIS
District Five

AGENDA DATE: January 15, 2008

Public Hearing Required	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Scheduled Public Hearing w/Clerk	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Published Notice Required	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Advertised Published Notice	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Meet & Confer Required	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Electronic file(s) has been sent	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Budget Transfer (Aud 308) attached	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Personnel Resolution attached	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Resolution, Ordinance or Agreements are attached and signature line for Chairman is marked with tab(s)/flag(s)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
CONTACT PERSON: Tim Lutz PHONE: 737-4660						

SUBJECT: Approval of waiver of bid to contract with Sun Meadow, G.A. Food Service, Inc. to provide complete meal packages for the Kings/Tulare Area Agency on Aging's (K/TAAA) Senior Nutrition Program.

REQUEST(S):
That the Board of Supervisors:

1. Approve a waiver of bid and allow the Tulare County Purchasing Agent to contract with Sun Meadow, G.A. Food Service, Inc. in the amount of \$60,000 through June 30, 2008 for the purchase of complete meal packages for the K/TAAA Senior Nutrition Program.
2. Allow the Tulare County Purchasing Agent to renew the contract on a year to year basis until cancelled by either party.

SUMMARY:
To better serve the clients of the K/TAAA Senior Nutrition Program, K/TAAA wishes to contract with Sun Meadow, G.A. Food Service, Inc. for the purchase of complete meal packages. Sun Meadow offers the ability to purchase complete food packages that meet all of the new Title 22 CDA Nutrition guidelines that require one-third (1/3) of the recommended daily allowance intake per meal. Current cost to deliver a frozen meal is \$3.30. This cost is comprised of all the food components that must go into the meal to be delivered to the home. The cost per meal from Sun Meadow would be \$3.23 per meal, where the meal is complete and ready to be brought to

SUBJECT: Approval of sole source contract with Sun Meadow, G.A. Food Service, Inc. to provide complete meal packages for the Kings/Tulare Area Agency on Aging's (K/TAAA) Senior Nutrition Program.
DATE: January 15, 2008

the home-bound senior. Sun Meadow provides the convenience of a five-day variety meal cycle package that includes meal combinations for both frozen dinner and breakfast meals. Currently the Senior Nutrition Program staff put together the five-day individual meal item components for both frozen meals and breakfast combinations. This requires staff hours to assemble the meals and storage space to house the meal components. Sun Meadow will be responsible for the assembly of the meal components. In addition, storage on our part will be minimal as Sun Meadow maintains services with a cold storage facility in the City of Tulare for warehousing of their frozen meals. This will allow more efficient inventory control and minimizes inventory loss due to limited food item rotations and individual item counts.

Sun Meadow provides the ability to order special diabetic meals. Approximately 25-30 percent of the seniors served by the Senior Nutrition Program is diabetic and thus is not able to consume all of the current meal components.

In addition to the frozen meals, Sun Meadow offers emergency shelf food for the seniors. This is important in case of a natural disaster. Frozen meals cannot be distributed due to the potential for a loss of power. Having emergency shelf food is a critical component to the K/TAAA's disaster preparedness plan.

FISCAL IMPACT/FINANCING:

The amount of \$60,000 for this contract is included in the Fiscal Year 2007/2008 budget. No Net County Cost.

LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:

The County's five-year strategic plan includes the Quality of Life Initiative that encourages innovative provision of quality supportive services for at-risk adults, youth and children in state and federally mandated programs. This request increases the ability to fulfill that obligation.

ALTERNATIVES:

The Board could choose not to approve this request, but that is not recommended because the benefits of providing these services lie in accordance with the Strategic Plan of Tulare County.

INVOLVEMENT OF OTHER DEPARTMENTS OR AGENCIES:

Tulare County Purchasing

SUBJECT: Approval of sole source contract with Sun Meadow, G.A. Food Service, Inc. to provide complete meal packages for the Kings/Tulare Area Agency on Aging's (K/TAAA) Senior Nutrition Program.

DATE: January 15, 2008

ADMINISTRATIVE SIGN-OFF:



Donnie Griffin – Director Human Services

Cc: Auditor/Controller
County Counsel
County Administrative Office (2)

Attachment A – Justification For Waiver of Bid

Attachment B – Sun Meadow Proposal

**BEFORE THE BOARD OF SUPERVISORS
COUNTY OF TULARE, STATE OF CALIFORNIA**

IN THE MATTER OF:)
Approval of waiver of bid to contract) **RESOLUTION NO.** _____
with Sun Meadow, G.A. Food Service,) **AGREEMENT NO.** _____
Inc. to provide complete meal packages)
for the Kings/Tulare Area Agency on)
Aging's (K/TAAA) Senior Nutrition)
Program.)

UPON MOTION OF SUPERVISOR _____, SECONDED BY
SUPERVISOR _____, THE FOLLOWING WAS ADOPTED BY THE
BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD _____
_____, BY THE FOLLOWING VOTE:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST: JEAN ROUSSEAU
COUNTY ADMINISTRATIVE OFFICER
CLERK, BOARD OF SUPERVISORS

BY: _____
Deputy Clerk

* * * * *


1. Approved a waiver of bid and allow the Tulare County Purchasing Agent to contract with Sun Meadow, G.A. Food Service, Inc. in the amount of \$60,000 through June 30, 2008 for the purchase of complete meal packages for the K/TAAA Senior Nutrition Program.
2. Allowed the Tulare County Purchasing Agent to renew the contract on a year to year basis until cancelled by either party.

The following is the Kings/Tulare Area Agency on Aging's (K/TAAA) justification for requesting a RFP waiver to switch from the current Senior Nutrition frozen meal vendor to Sun Meadow, G.A. Food Service, Inc. 12200 32nd. Court North, St. Peterburg, FL 33716.

The K/TAAA feels that Sun Meadow would be a superior vendor for the following reasons:

1. This vendor would offer the ability to purchase the complete food package, which would meet all of the new Title 22 CDA Elderly Nutrition guidelines that require one-third (1/3) of the recommended daily allowance intake per meal.
2. This vendor would also provide the convenience of a five-day variety meal cycle package that includes meal combinations for both frozen dinner and breakfast meals. These are complete meals that include dessert, bread, butter, individual syrup serving and milk. This structure has a number of advantages.
 - a. Currently the Senior Nutrition program staff put together the five-day individual meal item components for both frozen meals and breakfast combinations. This requires man hours to assemble the meals and storage space to house the meal components. Both of these requirements would be alleviated with this vendor.
 - b. This results in a cost savings on overall purchase of individual foods items such as frozen meals, fruits, desserts, butter, syrup, cereals and milk.
 - c. Storage will be minimal at the local warehouse and will be limited to weekly meal deliveries. The main frozen warehouse will be provided and maintained by the vendor in the City of Tulare cold storage. This offers convenient access to a local frozen vendor storage facility for quick and easy pick up of products.
 - d. This meal option allows for more efficient inventory control and minimizes inventory loss due to limited food item rotations and individual item counts.
3. This vendor provides the ability to order special diabetic meals. Approximately 25-30 percent of the seniors served by the Senior Nutrition Program are diabetic and thus are unable to consume all of the current meal components.
4. In addition to the frozen meals, this vendor offers emergency shelf food for the seniors with the same purchasing schedule and delivery requirements as frozen foods. This is important in case of a natural disaster. Frozen meals cannot be distributed due to the potential for a loss of power. Having emergency shelf food is a critical component to the K/TAAA's disaster preparedness plan.

5. This vendor would also provide a larger variety of meals for the seniors in a better package for distribution to home-bound clients.
6. Finally, the current cost to deliver a frozen meal is \$3.30 – this cost is comprised of all of the food components that must go into a home-delivered meal. The new vendor cost would be \$3.23 per meal, where the meal is complete and ready to be brought out to the home-bound senior.

SunMeadow

www.sunmeadow.net

Proposal For

**Kings/Tulare Area
Agency On Aging
36000 Road 112
Visalia, CA 93291**

**Delia F. Bigelow
Nutrition Program Coordinator**

July 30, 2007

Table of Contents

- 1. Scope of the Proposal**
- 2. Distribution/Delivery**
- 3. Pricing Schedule**
- 4. Product Information & Nutritionals**

Scope of Proposal

1. G.A. Food Service, Inc. can provide total meal system products 2-day, 5-day, 7-day that meet the new DRI-Nutritional standards and menu patterns (see attached product information-section).
2. The current storage and pricing is based on 200cs (TMS-5Day) usage per week.
3. If additional products are required (i.e. standard frozen product meals) a review will have to be made as to storage, pricing and quantities desired.

Distribution/Delivery

1. Orders need to be placed 48 hours prior to pick-up with G.A. Food Services, Inc.—Customer Service Department (800) 926-1541
2. Your Customer Service Representative Contact is Kathy Nauman at extension 363.

Storage facilities/Pick-up Service:
United States Cold Storage of California
810 East Continental Avenue
Tulare, CA 93274
Contact: Brian Ford
(559) 686-1110

3. All storage and delivery charges will be paid by Sun Meadow/G.A. Food Service.
4. G.A. Food Service, Inc. will maintain minimum (2) months of designated product (5) week menu cycles 104 cases per product menu per pallet.
5. U.S. Cold Storage advises that pick-up can be any day, Monday through Friday, between the hours of 8:00 AM and 2:00 PM.

Pricing Schedule

1. Pricing is calculated on estimate usage of 200cs 5 meal cartons utilized on a weekly basis.
2. The pick-up price per case is 16.51/case, 3.23/meal.

This price is based on our Total Meal System- 5 (regular and breakfast) meal with fortified milk (see attached specifications nutritional data)

3. The pricing is based on a minimum order of 100 cases per pick-up.
4. Guaranteed Pricing for one (1) year or until 07-01-2008.

A commitment of one (1) year of purchasing of this product from Kings/Tulare Area Agency On Aging with a (60) day cancellation notice.