

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

685



FROM: Stanley L. Sniff Jr., Sheriff-Coroner-PA

SUBMITTAL DATE:
04/23/10

SUBJECT: Approval of K.I.S. Coffee as a Sole Source Vendor for the Provision of Meals to Recruits During the Sheriff's Current Sworn Basic Intensive Academy

RECOMMENDED MOTION: Move that the Board of Supervisors authorize the Purchasing Agent to award a contract to K.I.S. Coffee to provide meals to Sworn Academy recruits during their Academy attendance from April through October 2010, on behalf of the Sheriff's Department, for a cost not to exceed \$60,000, without securing competitive bids, in accordance with Ordinance 459.4.

BACKGROUND: On February 9, 2010 (3.52), the Board approved funding for the final phase of staffing at the Larry D. Smith Correctional Facility, which prompted Sheriff's staff to immediately start planning to conduct a training academy. Due to economic restraints, the Sheriff's Department had not anticipated holding an academy for its own recruits this fiscal year. Therefore, a number of the essential components that go along with conducting an academy have had to be planned and provided for in very short order. One of these essential components is the provision of breakfast and lunch to the recruits during academy class days.

Purchasing: *Billy Comett*
Billy Comett, Purchasing Manager
Departmental Conference

Will Taylor

Stanley L. Sniff Jr., Sheriff-Coroner-PA
Will Taylor, Director of Administration

(Continued on Page 2)

FINANCIAL DATA	Current F.Y. Total Cost:	\$87,500	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$28,620	Budget Adjustment:	No
	Annual Net County Cost:	\$46,160	For Fiscal Year:	FY 2009-10

SOURCE OF FUNDS: Department Budget and POST Reimbursement	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE

Robert Tremaine
BY: _____
Robert Tremaine

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Benoit, seconded by Supervisor Tavaglione and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Buster, Tavaglione, Stone, Benoit and Ashley
Nays: None
Absent: None
Date: May 4, 2010
xc: Sheriff, Purchasing

Kecia Harper-Ihem
Clerk of the Board
By: *[Signature]*
Deputy

Dep't Recomm.: Policy
Per Exec. Ofc.: Policy
 Consent
 Consent

ATTACHMENTS FILED WITH THE CLERK OF THE BOARD
Prev. Agn. Ref. District All

Agenda Number:

3.69

Since the Sheriff's Department does not have the time currently to offer the provision of this service to a competitive bid, the Department is requesting approval to award a contract to K.I.S. Coffee for the period in which the Academy is in session, from April through October 2010. During this time, the Department will work with County Purchasing to initiate the formal bidding process for the service.

Previous to the economic downturn, Ben Clark Training Center (BCTC) staff seriously researched the market for food service providers. However, the hiring freeze and lack of funding for repairs required at Center cafeteria, forced it to suspend this effort.

Now with the Academy in session, BCTC must meet a requirement of the State Commission on Peace Officer Standards and Training (POST) that it provide each Academy recruit subsistence lodging and meals or forfeit a \$46 per student daily POST reimbursement for up to 83 Academy class days. The Training Center maintains a dormitory lodging facility for the use of recruits. The expenses of lodging and meals are appropriated in the center's budget, as is the POST reimbursement revenue.

To meet the meal requirement, staff has approached K.I.S. Coffee, a vendor that has been operating a beverage and sandwich concession at the Center under contract since August 2009. K.I.S. Coffee has submitted a quote of \$9.25 per student per day to provide breakfast and lunch.

If K.I.S. is awarded the contract, the total cost for the meals (9.25 per student per day) and the lodging (\$34 per student per day) during the 26 week Academy will total \$227,500. The POST reimbursement is estimated to total \$152,720, based on the 83 day POST reimbursement limitation and an average of 40 students attending throughout the duration of the Academy. Net County Cost is \$74,780.

Date: April 8, 2010

From: Ginette Lillibridge Department/Agency: Sheriff

To: Board of Supervisors

Via: Purchasing Agent

Subject: Sole Source Procurement; Request for

The below information is provided in support of my Department requesting approval for a sole source. Outside of a duly declared emergency, the time to develop a statement of work or specifications is not in itself justification for sole source.

Supply/Service being requested: Request approval of K.I.S Coffee as sole source vendor to provide breakfast and lunch for the Riverside County Sheriff sponsored recruits in the Sworn Basic Intensive Academy at the Ben Clark Public Safety Training Center. This request is only for the specified period of April 2010 thru October 2010 to allow time for the County bidding process of this contracted service.

Supplier being requested: K.I.S. Coffee

Alternative suppliers that can or might be able to provide supply/service: There are several providers that may be able to provide this service and a Request for Proposal is in the process of being prepared. This Sole Source is requested to meet the immediate need of meal provision for Sheriff sponsored recruits in the Basic Academy starting in April 2010.

Extent of market search conducted: The training center began research for meal service providers; however the search for this service was tabled due to the hiring freeze and lack of funding for the much needed repairs to the existing cafeteria on campus.

Unique features of the supply/service being requested from this supplier, which no alternative supplier can provide: K.I.S. Coffee has a contract to have a cart on the training center campus and sells beverages and sandwiches to trainees and staff at no cost to the County. This service allows for students to be able to stay on campus for breaks and lunch which keeps lost classroom/training time at a minimum.

Reasons why my department requires these unique features and what benefit will accrue to the county: On February 9, 2010 the Board approved funding for the staffing of the Larry D. Smith Correctional Facility (agenda 3.52) which prompted the Sheriff's Department to recruit and train safety personnel. The training center had not anticipated holding an academy for Sheriff sponsored recruits in the current fiscal year. For Sheriff sponsored recruits in the Basic Academy, POST provides reimbursement for subsistence (lodging & meals) at a rate of \$46/day. In order to draw this revenue, a provision of food must be included along with a dorm room. The training center maintains a lodging facility on campus to house trainees. The expenses associated with the lodging facility and meals are appropriated in the training center budget as well as the associated POST reimbursement revenue.

Price Reasonableness: Attached is an estimate for breakfast and lunch provided by K.I.S. Coffee. The training center anticipates approximately sponsorship of 60 recruits during the period of April 2010 through October 2010. The cost of breakfast and lunch quoted by K.I.S. Coffee is \$9.25/recruit/day. The training center will utilize the services of

K.I.S. only until the county has selected a vendor through the required RFP/RFQ process conducted by County Purchasing. Total cost for this service for the period of April 2010 – October 2010 not to exceed \$60,000.

Does moving forward on this product or service further obligate the county to future similar contractual arrangements? No. This service shall go out to bid to allow other service provides the opportunity to bid for this contract.

RCG
Department Head Signature 04/12/2010
Date

Purchasing Department Comments:

Approve Approve with Condition/s Disapprove
Billy B. Bennett 4-26-10
Purchasing Agent Date

This must go out to bid this summer