

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



ITEM: 3.37
(ID # 30600)

MEETING DATE:
Tuesday, July 14, 2026

FROM : PROBATION

SUBJECT: PROBATION: Ratify and approve the non-contract food purchases with Sysco Riverside, Inc. without seeking competitive bids for the Riverside County Probation Department's juvenile detention facilities for the period of January 1, 2026 through June 30, 2026 in an amount not to exceed \$300,000. All Districts. [Total cost \$300,000; 100% Probation Department Funds]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify and approve non-contract food purchases with Sysco Riverside, Inc. without seeking competitive bids for the Riverside County Probation Department's juvenile detention facilities for the period of January 1, 2026 through June 30, 2026, in an amount not to exceed \$300,000; and,
2. Authorize the Purchasing Agent or designee to issue purchase order(s) to Sysco Riverside, Inc. for goods provided that do not exceed the total compensation amount approved by the Board.

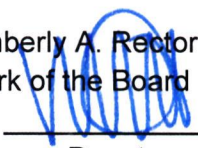
ACTION:


Christopher Wright, Chief Probation Officer 6/26/2026

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Gutierrez, seconded by Supervisor Medina and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Medina, Spiegel, and Gutierrez
Nays: None
Absent: Washington and Perez
Date: July 14, 2026
xc: Probation

Kimberly A. Rector
Clerk of the Board
By: 
Deputy

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FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$300,000	\$0	\$300,000	\$0
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: Riverside County Probation Department FY 2025-2026 Operating Budget			Budget Adjustment:	No
			For Fiscal Year:	25/26

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Riverside County Probation Department requests approval from the Board of Supervisors to ratify non-contract food purchases made with Sysco Riverside, Inc. for the Department's juvenile detention facilities during the period of January 1, 2026 through June 30, 2026, in an amount not to exceed \$300,000.

The Department's prior food supply agreement expired at the end of December 2025. Following expiration of the agreement, food products continued to be received from Sysco in support of uninterrupted meal service operations for detained youth while procurement discussions and anticipated contract renewal efforts were ongoing. The food products were received and utilized by the County in support of mandatory institutional meal operations.

The requested action will allow the Department to reconcile purchases incurred during the unauthorized purchasing period and process payment of any remaining outstanding invoices associated with goods already received by the County.

Impact on Residents and Businesses

Approval of the recommended action supports continued accountability and reconciliation of operational food purchases associated with the Department's juvenile detention facilities. The action ensures the County is able to properly reconcile and process payment for food products previously received and utilized in support of daily meal operations for in-custody youth.

Additional Fiscal Information

The requested not-to-exceed amount of \$300,000 includes identified food purchases, pending voucher activity, reconciliation efforts, and any remaining outstanding invoices associated with the unauthorized purchasing period beginning January 1, 2026. Funding for the requested action will be absorbed within the Riverside County Probation Department's FY 2025-2026 operating budget. No additional ongoing costs are associated with the requested action.

Contract History and Price Reasonableness

The Riverside County Probation Department previously utilized Sysco Riverside, Inc. as its institutional food supply vendor for juvenile detention facility operations. Following expiration of the prior agreement at the end of December 2025, food supply services from Sysco continued

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to be received at the request of Probation in support of uninterrupted meal service operations for detained youth while procurement discussions and anticipated contract renewal efforts were ongoing.

As of May 2026, the Department identified approximately \$279,628.28 in total purchases incurred during the unauthorized purchasing period, with reconciliation efforts and pending voucher activity still ongoing. On June 22, 2026 the County of Riverside Purchasing Agent reviewed and issued Sole Source Justification No. 26-211 for the requested not-to-exceed amount of \$300,000 with contingency authority for reconciliation purposes and any additional outstanding invoices that may still be identified.

Pricing associated with the purchases is considered fair and reasonable based on historical purchasing activity, previously established supplier pricing structures that the supplier continued to honor, and the operational necessity associated with maintaining uninterrupted food supply services for in-custody youth housed within the Department's juvenile detention facilities.

ATTACHMENT:

- SINGLE/SOLE SOURCE JUSTIFICATION (SSJ) 26-211


Stacy Orton, Assistant Director of Purchasing 7/1/2026


Aaron Gettis, Chief Deputy County Counsel 7/2/2026



RIVERSIDE COUNTY PROBATION DEPARTMENT

Serving Courts • Protecting Our Community • Changing Lives



Date: Thursday, June 11, 2026

From: Christopher H. Wright, Chief Probation Officer

To: Board of Supervisors

Via: Jesus (Jesse) Galvan, Administrative Service Analyst II (951) 955-0373

Subject: Request for Ratification of Non-Contract Food Supply Purchases and Payment Authority for Juvenile Detention Facilities

The below information is provided in support of my department requesting review for a single or sole source purchase/agreement with a cost of \$5,000 or more for goods and/or services.

☒ Single Source ☐ Sole Source

Supporting Documents: indicate which are included in the request from the list below.

☐ Supplier Quote ☐ Supplier Sole Source Letter ☐ Final draft agreement

☒ Final draft Form 11 ☐ H-11 approved by RCIT/TSOC ☐ Grant Agreement

☒ Other: Invoice reconciliation spreadsheet / supporting invoice documentation

1. Requested Supplier Name: Sysco Riverside Inc. Supplier ID: 0000114740
 - a. Food supply products and related institutional meal support items for the Riverside County Probation Department's juvenile detention facilities, including products necessary to support daily meal operations for detained youth.
 - b. Explain the unique features of the goods/services being requested from this supplier:

Sysco was the incumbent food supply vendor previously utilized by the Department's juvenile detention facilities prior to expiration of the agreement at the end of December 2025. Following expiration of the agreement, operational staff continued utilizing the supplier to maintain continuity of institutional meal operations while procurement discussions and anticipated contract extension efforts were ongoing. The requested authority is intended to ratify and reconcile purchases already incurred and goods already received by the County during the unauthorized period.

- c. What are the operational benefits to your department?

The purchases supported uninterrupted food service operations for youth housed within the Department's juvenile detention facilities. Daily meal services are operationally required within custodial institutions, and the goods supplied by Sysco were necessary to maintain meal preparation, nutrition, and institutional operations without disruption.

- d. Provide details on any cost benefits/discounts.

The Department previously utilized Sysco as its established food supply vendor for institutional operations. Pricing associated with the purchases is considered fair and reasonable based on historical purchasing activity, existing supplier pricing structures, and the operational necessity associated with maintaining uninterrupted food supply services for detained youth.

2. Can this request be formally bid out or procured using a viable solution such as an existing cooperative agreement or existing contract with another department or public entity?

☐ Yes

☒ No

- a. If yes, please explain why you are requesting to utilize an SSJ process?

3. Has your department previously requested/received an assigned tracking number for a single or sole source request for this Supplier for the goods/service requested now? (If yes, please provide the reviewed single or sole source tracking number).

☐ Yes SSJ# _____

☒ No

- a. What was the total annual and aggregate amount? _____

4. Identify all costs for this requested in the table below:

If review is for multiple years, all costs must be identified below:

Description:	FY 25/26	FY _____	FY _____	FY _____	FY _____	Total
One-time Costs:						
Ratification of Non-Contract Food Purchases and Outstanding Invoice Reconciliation	\$300,000					\$300,000
Other Costs:	N/A					
Total Costs	\$300,000					\$300,000

Note: Insert additional rows as needed

5. Period of Performance: January 1, 2026 through June 30, 2026

Ratify Start Date (if applicable): January 1, 2026

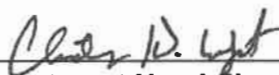
Initial Term Start Date: January 1, 2026 End Date: June 30, 2026

Number of renewal options (please provide those options: (i.e., one year with an option to renew four additional one-year periods): None

Aggregate Term/End Date: June 30, 2026

6. Projected Board of Supervisor Date (if applicable): Tentative June 2026 Board Meeting

By signing below, I certify that all contractual and legal requirements to do business with the selected supplier has been fully vetted and approved.

<u>Christopher H. Wright</u>	<u></u>	<u>6/11/2026</u>
Print Name	Department Head Signature	Date
	(Executive Level Designee)	

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PCS Reviewed:

<u>Patrick Meeks</u>	<u></u>	<u>6/11/2026</u>
Print Name	Signature	Date

Note: Once signed by the Department Head and PCS (signature lines above), the PCS will e-mail completed SSJ form with supporting documents to psourcesource@rivco.org, and cc: Supervising PCS. Please reach out to your assigned PCS with any questions.

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The section below is to be completed by the Purchasing Agent or designee.

Purchasing Department Review and Comments: _____

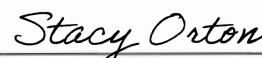
Not to exceed:

☐ One-time \$ _____

☒ Annual Amounts reflected in completed chart for Question #4

Total Cost \$ 300,000

☐ Aggregate Amount \$ _____

<u></u>	<u>6/22/2026</u>	<u>26-211</u>
Purchasing Agent Signature	Date	Tracking Number
		(Reference on Purchasing Documents)