



AGENDA COVER MEMO

Memorandum Date: February 2, 2024

Order Date: February 27, 2024

TO: Board of County Commissioners

DEPARTMENT: Sheriff's Office

PRESENTED BY: Lt. Jason Moore

AGENDA ITEM TITLE: ORDER/IN THE MATTER OF AMENDING THE CONTRACT WITH TRINITY FOOD SERVICES TO UPDATE PRICING AND EXTEND THE TERM AND DELEGATING AUTHORITY TO THE COUNTY ADMINISTRATOR TO EXECUTE THE AMENDMENT

I. MOTION

Move approval of an amendment to the Trinity Food Services contract to update pricing and extend the contract through June 30, 2025 and delegate authority to the County Administrator to execute the amendment.

II. AGENDA ITEM SUMMARY

The Sheriff's Office has a contract with Trinity Food Services that is set to expire on October 31, 2024. Trinity approached Lane County with a request for updated pricing so they could increase wages for their staff to address the turnover they are experiencing as a result of lower wages than most food service jobs in the area. The Sheriff's Office negotiated a reduced CPI increase for the FY2025 contract by offering the eight-month extension and by implementing the CPI increase of 2% effective February 1, 2024.

III. BACKGROUND/IMPLICATIONS OF ACTION

A. Board Action and Other History

In 2016, the Sheriff's Office conducted a Request for Proposals to identify qualified vendors to provide food services to the inmates of the Lane County Adult Correctional Facility. This process resulted in a selection of Trinity Service Group, Inc. as the new vendor.

Trinity has worked diligently to form a great relationship with LCAC. Trinity

continues to maintain an efficient operation within the facility. Preparation and oversight of the facility menu is done by a Trinity dietician. Trinity staff work closely with our medical provider for any special diet requests or needs. Trinity has earned our confidence and we value our partnership with them.

In 2020, the Board approved the addition of Laundry Services as part of the Trinity contract. At the same time, a project to create a staff dining option for LCSO and contracted employees was initiated. In November 2023, the Board approved the final one-year extension to this contract.

The request in the current proposal will extend the contract with the CPI increase through June 30, 2025 aligning the contract period with the county’s fiscal year. In July 2024, the Sheriff’s Office will begin a Request for Proposal (RFP) process to solicit bids from qualified vendors to provide staff dining and food and laundry services for Adults in Custody (AIC). The Sheriff’s Office needs the additional eight months to ensure enough time for a transition to occur if a new vendor is selected.

B. Policy Issues

Per Lane Manual 20.100.050; ORS Chapter 279; and the Public Contracting Code, a formal procurement process (RFP) will be initiated to solicit proposals from qualified contractors for the services covered by this contract.

C. Board Goals

Maintaining the operational efficiency, legal compliance and AIC health through balanced nutrition is a core element of creating the conditions for a Safe and Healthy County

D. Financial and/or Resource Considerations

Contracted services for Food and Laundry are included each year in the county’s annual budget and the expense is split between the General Fund and the Levy Fund using AIC capacity to calculate. Through negotiations, the CPI increase for FY 2025 is included in this amendment and is capped at 2%.

Funding for the remainder of FY 2024 will come through savings across the department in other expense categories. The estimated cost for FY 2024 is estimated at \$114,760 with \$25,250 added in the General Fund and \$89,510 in the Levy Fund.

E. Health Implications

Food and Nutrition	Providing AIC food services consistent with community standards, serves to maintain the health of the AIC’s during their time in custody.
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F. Analysis

The current contract with Trinity expires on October 31, 2024. There is not sufficient time to complete an RFP process before this expiration date. Trinity is also experiencing difficulties in retaining staff who can find higher wage employment in the food industry in the Eugene area. The increase in the contract amount, as well as the extension through June 30, 2025, provides Trinity with the resources to address their pay scales and ample time for LCSO to issue an RFP for food and laundry services.

G. Alternatives/Options

1. Approve the increase and extension of time.
2. Do not approve the increase and extension of time and direct staff to publish an RFP for food and laundry services as soon as possible.
3. Approve an increase for the remainder of the current contract period and direct staff to publish an RFP for food and laundry services as soon as possible.

IV. RECOMMENDATION

Staff recommend Option 1. This option allows for continuation of operations while increasing the ability for Trinity to address their retention of staff. It also allows ample time for staff to prepare and publish an RFP for a new service contract to start on July 1, 2025.

V. TIMING/IMPLEMENTATION

If approved, the CPI increase will take effect February 1, 2024 and an RFP process will be started in July 2024.

VI. ATTACHMENTS

Board Order

Trinity Request

BEFORE THE BOARD OF COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO: 24-02-27-07

IN THE MATTER OF AMENDING THE
CONTRACT WITH TRINITY FOOD
SERVICES TO UPDATE PRICING AND
EXTEND THE TERM AND DELEGATING
AUTHORITY TO THE COUNTY
ADMINISTRATOR TO EXECUTE THE
AMENDMENT

WHEREAS, the Lane County Sheriff's Office (LCSO) operates a Correctional Facility and has a contract with Trinity Food Services to provide meals and laundry services to the Adults in Custody (AIC); and

WHEREAS, Trinity is having difficulty maintaining staff with their current wage allowances and the contract with LCSO expires on October 31, 2024; and

WHEREAS, LCSO needs ample time to complete a Request for Proposal (RFP) process to solicit bids from providers for food and laundry services in the Correctional Facility; and

WHEREAS, Trinity is offering a favorable CPI increase to the current contract to allow them to address their salaries and to extend the contract through the end of FY 2025, which will allow LCSO time to post an RFP; and

WHEREAS, the Board of County Commissioners approves all contracts in excess of \$150,000 and three years in length.

NOW, THEREFORE, the Board of County Commissioners of Lane County **ORDERS** as follows:

1. Approve the updated pricing for Trinity Food Services and extend the contract until June 30, 2025.
2. Delegate authority to the County Administrator to execute the amendment.

ADOPTED this 27th day of February, 2024.

Laurie Trieger, Chair
Lane County Board of Commissioners



Sheriff Clifton Harrold
Lane County Sheriff's Office
125 E. 8th Avenue
Eugene, OR 97401

January 31, 2024

RE: Food Service Agreement for Inmate Meals

Dear Sheriff Harrold:

It continues to be an honor and a privilege to provide inmate food services at the Lane County Adult Detention Center. As I'm sure the County is aware, the existing labor market continues to present unique and unprecedented challenges to all employers in not only hiring qualified candidates, but also retaining them. Trinity is raising wages for our workers in order to recruit quality team members and retain current staff to continue to provide the top-level service the County deserves. Trinity is requesting an increase in meal prices to offset the wage increase. We are likewise requesting an extension of the contract until June 30, 2025. I have attached an updated meal price scale to reflect the requested adjustment as well as the Consumer Price Index adjustment. These prices will be effective February 1, 2024 until June 30, 2025.

If this meets with your approval, please countersign the enclosed confirmation copy of this letter and return it to our office. Of course, please let me know if you have any questions regarding this request.

Trinity sincerely appreciates the opportunity to serve the Lane County Adult Detention Center. Thank you for your business. We will always strive to exceed our client's expectations and I urge you to call me if you ever have any questions or concerns regarding the food services we provide.

Very truly yours,

Burt Stinehour
District Manager
Trinity Services Group
Cell: 740-706-0082
burton.stinehour@trinityservicesgroup.com

Approved:

Date: _____



TRINITY SERVICES
GROUP, INC.

LANE COUNTY ADULT CORRECTIONAL FACILITY
INMATE SLIDING SCALE
EFFECTIVE February 1, 2024

FROM		TO	PRICE
166	-	185	\$10.018
186	-	205	\$9.069
206	-	225	\$8.303
226	-	245	\$7.672
246	-	265	\$7.145
266	-	285	\$6.696
286	-	305	\$6.311
306	-	325	\$5.768
326	-	345	\$5.681
346	-	365	\$5.428
366	-	385	\$5.203
386	-	405	\$5.000
406	-	425	\$4.817
426	-	445	\$4.652
446	-	465	\$4.502
466	-	485	\$4.365
486	-	505	\$4.238
506	-	And over	\$4.122
Kosher			\$5.355