



Memorandum

To: Livingston County Board of Commissioners

From: Lt. Tarneseia Pringle

Date: August 13, 2024

Re: Resolution Authorizing Livingston County Sheriff's Office to enter a five-year contract with Canteen Services, Inc. to provide Inmate Food Services for the jail.

Livingston County went out to bid for Inmate Food Services on June 17, 2024. In response to the Request for Proposal (RFP) being RFP-LC-24-13, Livingston County received three (3) proposals. Those vendors were Canteen Services, Inc., Cellmate Food Solutions, Inc., and Summit Food Services, LLC. Below is a recap of the bid evaluation.

The Evaluation Review Committee (ERC) assessed the responses to the Request for Proposal Scope of Work. A review of the minimum requirements revealed that the vendors met the minimum mandatory requirements and confirmed their understanding of the Scope of Work (Section 1). After reassessing the answers to the Scope of Work sections and the information provided on the requisite forms, the vendors were determined to be responsive and responsible.

After examining the proposals, the ERC selected Canteen Services, Inc. for the new contract. There were two options for the proposal. Option 1 had three hot meals daily, and Option 2 had a cold breakfast, a hot lunch, and a hot dinner. The ERC has selected Option 2. The cost breakdown for Option 2 is:

- 0-250 Inmates \$1.75 per tray
- 251-299 Inmates \$1.65 per tray
- 300+ Inmates \$1.55 per tray
- 20 Special diet \$.472 per tray
- Special snacks \$1.37 per bag

We are asking the board for approval to allow the Livingston County Sheriff's Office to enter a five-year (5) year contract with Canteen Services, Inc. to provide meals to the jail's inmates. This contract will start in January 2025 and end in January 2030.

If you have any questions regarding this matter, please contact me.

Respectfully submitted,

LT. Tarneseia Pringle

Jail Administrator