



Fulton County Board of Commissioners  
**Agenda Item Summary**

# 19-0960

**BOC Meeting Date**  
 11/20/2019

**Requesting Agency**

Senior Services

**Commission Districts Affected**

All Districts

**Requested Action** *(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)*

Request approval to renew existing contract – Department of Senior Services and Behavioral Health, RFP# 19RFP117031A-FB, Food Services Management in the amount of \$996,541.00 with Piccadilly Holdings, LLC (Baton Rouge, LA), to provide food service management and purchase of perishable and non-perishable items for the four (4) senior multipurpose facilities and three (3) Behavioral Health training centers. This action exercises the first of three renewal options, with two renewal options remaining. Effective dates: January 1, 2020 through December 31, 2020.

**Requirement for Board Action** *(Cite specific Board policy, statute or code requirement)*

In accordance with Purchasing Code Section 102-394(6), the Purchasing Department shall present all renewal requests to the Board of Commissioners at least 90 days prior to the contract renewal date or 60 days if the contract term is six (6) months or less.

**Is this Item related to a Strategic Priority Area?** *(If yes, note strategic priority area below)*

Yes All People are self-sufficient

**Is this a purchasing item?**

Yes

**Summary & Background**

*(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)*

**Scope of Work:** The contractor will be responsible for the daily kitchen operations management at the four (4) senior multipurpose facilities and the three (3) Behavioral Health training centers through oversight of the following: menu development, food and supply procurement, food production and service, sanitation/safety, quality control, and staff training.

**Community Impact:** Increased quality of food, more standardized menus, improved inventory control, automated food ordering based on menu items and recipes, and automated cash management.

**Department Recommendation:** Department of Senior Services and Behavioral Health recommend approval to renew the existing contract to provide food service management and purchase of perishable and non-perishable items for the four (4) senior multipurpose facilities and three (3) training centers.

**Project Implications:** Automated food ordering and cash management is expected to realize a savings in food costs. Ongoing oversight by a contractor with commercial food services and culinary

<b>Agency Director Approval</b>		<b>County Manager's Approval</b>
<b>Typed Name and Title</b> Felicia Strong-Whitaker, Director	<b>Phone</b> (404) 612-5800	
<b>Signature</b>	<b>Date</b>	

Revised 03/12/09 (Previous versions are obsolete)

arts expertise is expected to increase the quality of food and customer service. On-going training is expected to increase the safety and efficiency of the food service operation.

**Community Issues/Concerns:** No community issues or concerns have been raised.

**Department Issues/Concerns:** The Department has no issues or concerns.

**History of BOC Agenda Item:**

CURRENT CONTRACT HISTORY	BOC ITEM	DATE	DOLLAR AMOUNT
Original Award Amount	19-0612	8/7/19	\$200,406.31
<b>Renewal No. 1</b>			<b>\$996,541.00</b>
Total Revised Amount			\$1,196,947.31

**Contract & Compliance Information** *(Provide Contractor and Subcontractor details.)*

**Contract Value:** \$996,541.00

**Prime Vendor:** Piccadilly Holdings LLC

**Prime Status:** Non-Minority

**Location:** Baton Rouge, LA

**County:** Baton Rouge County

**Prime Value:** \$996,541.00 or 100.00%

**Subcontractor:** None

**Total Contract Value:** \$996,541.00 or 100.00%

**Total M/FBE Value:** -0-

Solicitation Information	NON-MFBE	MBE	FBE	TOTAL
No. Bid Notices Sent:				
No. Bids Received:				

<b>Total Contract Value</b>	<b>\$996,541.00 or 100.00%</b>
<b>Total M/FBE Values</b>	<b>\$0.00</b>
<b>Total Prime Value</b>	<b>\$996,541.00 or 100.00%</b>

**Fiscal Impact / Funding Source** *(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)*

100-183-183S-1154: General, Senior Services, Food Services - \$130,050.50  
 100-183-183T-1154: General, Senior Services, Food Services - \$229,812.50  
 100-183-183U-1154: General, Senior Services, Food Services - \$219,135.25  
 100-183-183V-1154: General, Senior Services, Food Services - \$219,135.00  
 100-183-183S-1160: General, Senior Services, Professional Services - \$30,000.00  
 100-183-183T-1160: General, Senior Services, Professional Services - \$30,000.00  
 100-183-183U-1160: General, Senior Services, Professional Services - \$30,000.00  
 100-183-183V-1160: General, Senior Services, Professional Services - \$30,000.00  
 461-755-MR19-1154: Grant, Behavioral Health, Food Services - \$78,407.75

**Exhibits Attached** *(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)*

Exhibit 1: Contract Renewal Agreement  
 Exhibit 2: Contractor Performance Memo  
 Exhibit 3: Contract Renewal Evaluation Form

**Source of Additional Information** *(Type Name, Title, Agency and Phone)*

Ladisa Onyiliogwu, Director, Senior Services, (404) 612-9558

Agency Director Approval		County Manager's Approval
Typed Name and Title Felicia Strong-Whitaker, Director	Phone (404) 612-5800	
Signature	Date	

Revised 03/12/09 (Previous versions are obsolete)

**Procurement**

<b>Contract Attached:</b> Yes	<b>Previous Contracts:</b> Yes		
<b>Solicitation Number:</b> 19RFP117031A-FB	<b>Submitting Agency:</b> Senior Services	<b>Staff Contact:</b> Ladisa Onyiliogwu	<b>Contact Phone:</b> (404) 612-9558

**Description:** To provide food service management and purchase of perishable and non-perishable items for the four (4) senior multipurpose facilities and three (3) Behavioral Health training centers.

**FINANCIAL SUMMARY**

<b>Total Contract Value:</b>		<b>MBE/FBE Participation:</b>	
Original Approved Amount:	\$200,406.31	Amount: .	%: .
Previous Adjustments:	\$0.00	Amount: .	%: .
This Request:	\$996,541.00	Amount: \$0	0%: .
<b>TOTAL:</b>	<b>\$1,196,947.31</b>	Amount: .	%: .

**Grant Information Summary:**

Amount Requested: .	<input type="checkbox"/>	Cash
Match Required: .	<input type="checkbox"/>	In-Kind
Start Date: .	<input type="checkbox"/>	Approval to Award
End Date: .	<input type="checkbox"/>	Apply & Accept
Match Account \$: .		

<b>Funding Line 1:</b> 100-183-183S-1154: \$130,050.50	<b>Funding Line 2:</b> 100-183-183T-1154: \$229,812.50	<b>Funding Line 3:</b> 100-183-183U-1154: \$219,135.25	<b>Funding Line 4:</b> 100-183-183V-1154: \$219,135.00
<b>Funding Line 5:</b> 100-183-183S-1160: \$30,000.00	<b>Funding Line 6:</b> 100-183-183T-1160: \$30,000.00	<b>Funding Line 7:</b> 100-183-183U-1160: \$30,000.00	<b>Funding Line 8:</b> 100-183-183V-1160: \$30,000.00
<b>Funding Line 9:</b> 461-755-MR19-1154: \$78,407.75			

**KEY CONTRACT TERMS**

<b>Start Date:</b> 1/1/2020	<b>End Date:</b> 12/31/2020
<b>Cost Adjustment:</b> .	<b>Renewal/Extension Terms:</b> Two renewal options remain

**ROUTING & APPROVALS**  
(Do not edit below this line)

X	Originating Department:	Vanhoose, Kenn	Date: 10/15/2019
X	County Attorney:	Stewart, Derval	Date: 11/12/2019
X	Purchasing/Contract Compliance:	Strong-Whitaker, Felicia	Date: 11/12/2019
X	Finance/Budget Analyst/Grants Admin:	Whitted, Ivan	Date: 10/15/2019
.	Grants Management:	.	Date: .
X	County Manager:	Anderson, Dick	Date: 11/13/2019



*DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE*

**CONTRACT RENEWAL AGREEMENT**

**DEPARTMENT:** Senior Services and Behavioral Health

**BID/RFP# NUMBER:** 19RFP117031A-FB

**BID/RFP# TITLE:** Food Services Management

**ORIGINAL APPROVAL DATE:** August 7, 2019

**RENEWAL PERIOD: FROM:** January 1, 2020 THROUGH December 31, 2020

**RENEWAL OPTION #:** 1 of 3

**NUMBER OF RENEWAL OPTIONS:** 3

**RENEWAL AMOUNT:** \$996,541.00

**COMPANY'S NAME:** Piccadilly Holdings, LLC

**ADDRESS:** 13702 Coursey Blvd., Suite 7B

**CITY:** Baton Rouge

**STATE:** LA

**ZIP:** 70817

**This Renewal Agreement No. 1 was approved by the Fulton County Board of Commissioners on BOC DATE:                      BOC NUMBER:**

**SIGNATURES: SEE NEXT PAGE**

**SIGNATURES:**

**Vendor agrees to accept the renewal option and abide by the terms and conditions set forth in the contract and specifications for RFP# 19RFP117031A-FB**

(Person signing must have signature authority for the company/corporation)

**NAME:** \_\_\_\_\_ **(Print)**  
**(CEO, President, Vice President)**

**VENDOR'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
**NOTARY PUBLIC:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_ **COUNTY:** \_\_\_\_\_

**SEAL (Affix)** **MY COMMISSION EXPIRES:** \_\_\_\_\_

**FULTON COUNTY, GEORGIA**

\_\_\_\_\_  
**ROBERT L. PITTS, CHAIRMAN**  
**FULTON COUNTY BOARD OF COMMISSIONERS** **DATE:** \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
**TONYA R. GRIER**  
**INTERIM CLERK TO THE COMMISSION** **DATE:** \_\_\_\_\_

**SEAL (Affix)**

**DEPARTMENT AUTHORIZES RENEWAL OPTION ON THE AFOREMENTIONED BID/RFP:**

**DEPARTMENT HEAD:** \_\_\_\_\_ **(Print)**

**DEPARTMENT HEAD SIGNATURE:** \_\_\_\_\_ **DATE** \_\_\_\_\_

<b>ITEM#:</b> _____ <b>RCS:</b> _____ <b>RECESS MEETING</b>	<b>ITEM#:</b> _____ <b>RM:</b> _____ <b>REGULAR MEETING</b>
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**INTEROFFICE MEMORANDUM**

**TO:** Felicia Strong-Whitaker, Director  
Purchasing and Contract Compliance

**FROM:** Ladisa Onyiliogwu, Director  
Fulton County Department of Senior Services

**DATE:** October 11, 2019

**SUBJECT:** Contractor Performance Memo

A handwritten signature in blue ink, appearing to read "Ladisa Onyiliogwu", is written over the "FROM:" line of the memorandum.

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The Department of Senior Services has not contracted with Piccadilly Holdings for a full quarter; therefore, there is no Contractor Performance Report.

If you need additional information please contact me at 404-612-9558.

cc: Kenn Vanhooose, Division Manager, Department of Senior Services  
Stacey Hill, Financial System Manager, Department of Senior Services  
Andre Gregory, Program Manager, Department of Senior Services

## Contract Renewal Evaluation Form

<b>Date:</b>	October 11, 2019
<b>Department:</b>	Senior Services
<b>Contract Number:</b>	19RFP11703A-FB
<b>Contract Title:</b>	Food Services Management

Instructions:

It is extremely important that every contract be rigidly scrutinized to determine if the contract provides the County with value. Each renewal shall be reviewed and answers provided to determine whether services should be maintained, services/scope reduced, services brought in-house or if the contract should be terminated. Please submit a completed copy of this form with all renewal requests.

**1. Describe what efforts were made to reduce the scope and cost of this contract.**

**This contract was approved by the Board of Commissioners in August 2019 and the contractor has not yet fully transitioned into full operation; therefore no efforts have been made to reduce the scope and/or cost of the contract.**

**2. Describe the analysis you made to determine if the current prices for this good or service is reflective of the current market. Check all applicable statements and provide documentation:**

**Internet search of pricing for same product or service:**

Date of search:	Click here to enter a date.
Price found:	Click here to enter text.
Different features / Conditions:	Click here to enter text.
Percent difference between internet price and renewal price:	Click here to enter text.

**Explanation / Notes:**

**This renewal will represent the first full year of service and the first full year of the new food services model (using a contractor to manage the food services of the Senior Services and Behavioral Health Departments); therefore, there is insufficient data to support an analysis of this type.**



**Market Survey of other jurisdictions:**

Date contacted:	Click here to enter a date.
Jurisdiction Name / Contact name:	Click here to enter text.
Date of last purchase:	Click here to enter a date.
Price paid:	Click here to enter text.
Inflation rate:	Click here to enter text.
Adjusted price:	Click here to enter text.
Percent difference between past purchase price and renewal price:	Click here to enter text.
Are they aware of any new vendors?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are they aware of a reduction in pricing in this industry?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How does pricing compare to Fulton County's award contract?	Click here to enter text.

**Explanation / Notes:**

**This renewal will represent the first full year of service and the first full year of the new food services model (using a contractor to manage the food services of the Senior Services and Behavioral Health Departments); therefore, there is insufficient data to support an analysis of this type.**

**Other (Describe in detail the analysis conducted and the outcome):**

Click here to enter text.

**3. What was the actual expenditure (from the AMS system) spent for this contract for previous fiscal year?**

\$0.00

**4. Does the renewal option include an adjustment for inflation?**  Yes  No  
(Information can be obtained from CPI index)

**Was it part of the initial contract?**  Yes  No

Date of last purchase:	Click here to enter a date.
Price paid:	Click here to enter text.
Inflation rate:	Click here to enter text.
Adjusted price:	Click here to enter text.

Percent difference between past purchase price and renewal price: [Click here to enter text.](#)

**Explanation / Notes:**

[Click here to enter text.](#)

- 5. **Is this a seasonal item or service?**     Yes     No
  
- 6. **Has an analysis been conducted to determine if this service can be performed in-house?**     Yes  
 No    **If yes, attach the analysis.**

**This renewal will represent the first full year of service and the first full year of the new food services model (using a contractor to manage the food services of the Senior Services and Behavioral Health Departments); therefore, there is insufficient data to support an analysis of this type.**

- 7. **What would be the impact on your department if this contract was not approved?**  
**We would need to identify a vendor to provide perishable and non-perishable food items and other supplies required to self-manage the food services until the contract is approved.**

Kenn Vanhooose	October 11, 2019
<b>Prepared by</b>	<b>Date</b>
Ladisa Onyiliogwu	October 11, 2019
<b>Department Head</b>	<b>Date</b>