

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Education, Veterans & Aging
Services Committee
INITIATED BY



Paula Schutt
DRAFTED BY

October 2, 2019
DATE DRAFTED

Education, Veterans & Aging
Services Committee
SUBMITTED BY

**AWARDING CONTRACT FOR CATERING SERVICES
FOR
ROCK COUNTY ELDERLY NUTRITION PROGRAM**

1 **WHEREAS**, Rock County provides approximately 65,500 meals annually to older adults through the
2 Elderly Nutrition Program's five congregate meal sites and the home delivered meal service; and,
3
4 **WHEREAS**, Rock County contracts for the preparation and delivery of congregate and home delivered
5 meals provided through the Elderly Nutrition Program; and,
6
7 **WHEREAS**, the Rock County Purchasing Division did advertise and solicit Proposals from food service
8 providers for catering services for 2020 through 2022 with options for renewal in 2023 and 2024 (with
9 results attached); and,
10
11 **WHEREAS**, Purchasing and Council on Aging staff reviewed the proposal received from Best Events
12 Catering of Janesville, Wisconsin and determined it was a responsive and responsible proposal which
13 meets the requirements of the County.
14
15 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
16 this 24th day of October, 2019, that a contract for the Elderly Nutrition Program Food
17 Preparation and Delivery be awarded to Best Events Catering of Janesville, Wisconsin under the terms
18 and conditions set forth in Request for Proposal #2020-01 at the rate of \$5.55 per meal for 2020, \$5.95
19 per meal for 2021 and \$6.46 per meal for 2022. The contract also allows for two one-year contract
20 extensions (2023 & 2024) at a cost not to exceed the CPI.

19-10B-342

Respectfully submitted,

EDUCATION, VETERANS & AGING SERVICES COMMITTEE

R. Rich
Rick Richard, Chair

Tom Brien
Tom Brien

Craig Gramke
Craig Gramke

Phillip Owens
Phillip Owens

absent
Kevin Leavy

AWARDING CONTRACT FOR CATERING SERVICES FOR ROCK COUNTY ELDERLY
NUTRITION PROGRAM

Page 2

FISCAL NOTE:

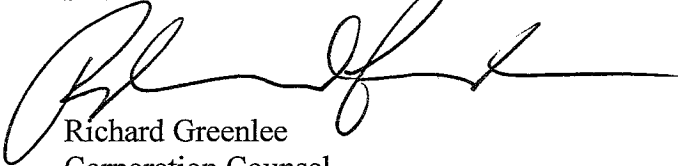
Funds will need to be included in the FY 2020 budget for this contract.



Sherry Oja
Finance Director

LEGAL NOTE:

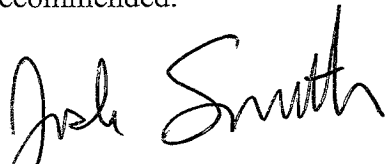
The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder.



Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

Executive Summary

Rock County receives Older Americans Act funding to provide congregate and home delivered meal services to older residents. The Elderly Nutrition Program is administered through the Rock County Council on Aging and provides approximately 65,500 meals annually.

The Nutrition Program contributes significantly in assisting older persons to remain healthy, active, and independent in their own homes and communities. Because of the level of contact, and because of the intrinsic relationship between nutrition and good health, the elderly nutrition program is a vital link in any effort aimed at nutrition-related prevention and health promotion.

The Rock County Nutrition Program operates five congregate dining centers throughout the County, serving Monday through Friday. Meals are provided through a contracted caterer, using menus approved by a registered dietitian. In addition to providing a nutritious meal and socialization, the program offers other nutrition-related services, e.g. outreach, access, nutrition education, and health promotion.

The congregate dining centers in Clinton, Milton and Evansville serve as drop-off points for the home delivered meal program. Rock County also provides meal delivery to rural residents as well as eligible residents of Janesville.

Proposals were solicited from food service providers with one vendor responding. Purchasing and Council on Aging staff reviewed this response from Best Events Catering of Janesville, Wisconsin for compliance with the specifications.

This resolution awards the contract to Best Events for 2020 through 2022 with the option to renew for years 2023 and 2024.

ROCK COUNTY, WISCONSIN
FINANCE DIRECTOR

PURCHASING DIVISION



PROJECT NUMBER: #2020-01
 PROJECT NAME: CATERING SERVICES
 PROPOSAL DUE DATE: OCTOBER 1, 2019 – 12:00 NOON
 FOR DEPARTMENT: COUNCIL ON AGING-NUTRITION

	BEST EVENTS JANESVILLE WI
2020 COST PER MEAL	5.55
2021 COST PER MEAL REGULAR	5.95
2022 COST PER MEAL REGULAR	6.46
TOTAL COST 2020	\$ 363,525.00
TOTAL COST 2021	\$ 389,725.00
TOTAL COST 2022	\$ 423,130.00
TOTAL 3 YEAR CONTRACT	\$ 1,176,380.00
INCREASE 2023	NOT MORE THAN THE CPI
INCREASE 2024	NOT MORE THAN THE CPI

**TOTAL ANNUAL COST IS BASED ON 65,500 MEALS.

Request for Proposals was advertised in the Beloit Daily News and on the Internet. Two additional vendors were solicited that did not respond.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: Best Events

Paula Schmitt 10/2/19
 SIGNATURE DATE

GOVERNING COMMITTEE APPROVAL:
R. Smith 4-0 10/15/19
 CHAIR VOTE DATE