



## STAFF REPORT

**Report To:** Board of Supervisors

**Meeting Date:** March 4, 2021

**Staff Contact:** Carol Akers, Purchasing and Contracts Administrator and Sheriff Ken Furlong

**Agenda Title:** For Possible Action: Discussion and possible action regarding purchase authority for food for Carson City jail inmates, from vendors including, but not limited to, BakeMark, National Food Group, Nicholas and Company and Franco American Baking Company, for a total not to exceed amount of \$227,600 through June 30, 2021. (Carol Akers, Cakers@carson.org and Sheriff Ken Furlong, KFurlong@carson.org)

Staff Summary: The Carson City Sheriff's Office ("CCSO") has an annual budget of \$227,600 to purchase food for the jail inmates. There are four main vendors from which to make the purchases: BakeMark, National Food Group, Nicholas and Company and Franco American Baking Company. Over the course of Fiscal Year ("FY") 2021, CCSO has to date purchased approximately \$125,000 from the four vendors, but has not exceeded \$50,000 from any one vendor. Pursuant to City policy, approval from the Board of Supervisors is required when the total amount spent with any one vendor exceeds \$50,000. The amounts spent with individual vendors are approaching \$50,000 and therefore approval from the Board of Supervisors is requested.

**Agenda Action:** Formal Action / Motion

**Time Requested:** 5 mins

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### **Proposed Motion**

I move to approve the purchase authority as requested.

### **Board's Strategic Goal**

Efficient Government

### **Previous Action**

None

### **Background/Issues & Analysis**

Currently the Culinary Coordinator works with various vendors. The Culinary Coordinator will shop the different vendors to find the best price, both creating relationships with vendors and striving for best prices. The Coordinator will do their best to work within the approved menu that meets NRS regarding both nutritional value and minimum caloric intake. Over the years the Sheriff's Office has made modifications to the menus and ordering, preparing more of the food in-house and are constantly in search of more cost-effective ways of decreasing the cost of inmate meals.

This contract is not adapted to competitive bidding pursuant to NRS 332.115 subsection 1 (e). Perishable goods

**Applicable Statute, Code, Policy, Rule or Regulation**

NRS 332.115(1)(e)

**Financial Information**

**Is there a fiscal impact? Yes**

**If yes, account name/number:** General Fund Detention Facility Food & Kitchen Supplies account 1012014-500640.

**Is it currently budgeted? Yes**

**Explanation of Fiscal Impact:** The City has spent \$47,947 with Bakemark Ingredients, LLC, \$16,287 with Franco American Baking Company, \$33,384 with National Food Group, and \$30,459 with Nicholas & Company. PO's attached are anticipated to Fund the City's Detention Facility meals for the rest of FY21. Account 1012014-500640 Food & Kitchen Supplies current amount spent is \$129,556, and total budget available is \$227,600.

**Alternatives**

Do not approve purchase and provide direction to staff.

**Attachments:**

[POs-Backup.pdf](#)

**Board Action Taken:**

Motion: \_\_\_\_\_

1) \_\_\_\_\_

2) \_\_\_\_\_

Aye/Nay

\_\_\_\_\_

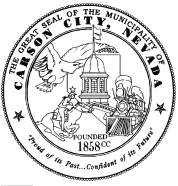
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(Vote Recorded By)



Carson City  
 City Hall  
 201 North Carson Street  
 Carson City, NV 89701

# Purchase Order

Fiscal Year 2021

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SHERIFF'S GENERAL ADMIN  
 911 EAST MUSSER ST.  
 CARSON CITY, NV 89701

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS.

Purchase Order # **21200394**

Delivery must be made within doors of specified destination.

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NATIONAL FOOD GROUP INC  
 46820 MAGELLAN DR STE A  
 NOVI, MI 48377

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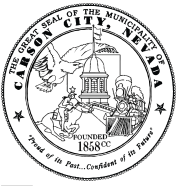
SHERIFF'S GENERAL ADMIN  
 911 EAST MUSSER ST.  
 CARSON CITY, NV 89701

Vendor Phone Number		Vendor Fax Number		Requisition Number		Delivery Reference	
775-887-2020				21100572			
Date Ordered	Vendor Number	Date Required	Freight Method/Terms			Department/Location	
12/10/2020	1295	12/09/2020				SHERIFF'S GENERAL ADMIN	
Item#	Description/PartNo			QTY	UOM	Unit Price	Extended Price
1	Food for Jail Inmates The Above Purchase Order Number Must Appear On All Correspondence - Packing Sheets And Bills Of Lading Food for Jail GL Account: 1012014 - 500640 Cross Reference: 101-2014-421.06-40			1.0	EACH	\$24,999.00	\$24,999.00

By: Carol  
 Purchasing & Contracts Administrator

For Terms and Conditions visit  
[Carson.org/conditions](http://Carson.org/conditions)

Total Ext. Price	\$24,999.00
<b>PO Total</b>	<b>\$24,999.00</b>



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# Purchase Order

Fiscal Year 2021

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SHERIFF'S GENERAL ADMIN  
 911 EAST MUSSER ST.  
 CARSON CITY, NV 89701

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS.

Purchase Order # **21200102**

Delivery must be made within doors of specified destination.

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NATIONAL FOOD GROUP INC  
 46820 MAGELLAN DR STE A  
 NOVI, MI 48377

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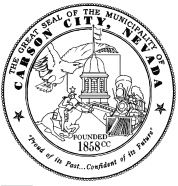
SHERIFF'S GENERAL ADMIN  
 911 EAST MUSSER ST.  
 CARSON CITY, NV 89701

Vendor Phone Number		Vendor Fax Number		Requisition Number		Delivery Reference	
775-887-2020				21100141			
Date Ordered	Vendor Number	Date Required	Freight Method/Terms		Department/Location		
07/27/2020	1295	07/22/2020			SHERIFF'S GENERAL ADMIN		
Item#	Description/PartNo			QTY	UOM	Unit Price	Extended Price
1	Food for Jail Inmates The Above Purchase Order Number Must Appear On All Correspondence - Packing Sheets And Bills Of Lading GL Account: 1012014 - 500640 Cross Reference: 101-2014-421.06-40			1.0	EACH	\$25,000.00	\$25,000.00

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By: Carol [Signature]  
 Purchasing & Contracts Administrator

Total Ext. Price	\$25,000.00
<b>PO Total</b>	<b>\$25,000.00</b>



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 911 EAST MUSSER ST.  
 CARSON CITY, NV 89701

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS.

Purchase Order # **21200393**

Delivery must be made within doors of specified destination.

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BAKEMARK INGREDIENTS LLC  
 7351 CRIDER AVE.  
 PICO RIVERA, CA 90660

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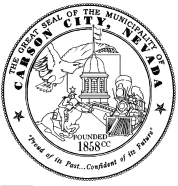
SHERIFF'S GENERAL ADMIN  
 911 EAST MUSSER ST.  
 CARSON CITY, NV 89701

Vendor Phone Number		Vendor Fax Number		Requisition Number		Delivery Reference	
				21100571			
Date Ordered	Vendor Number	Date Required	Freight Method/Terms		Department/Location		
12/10/2020	2787	12/09/2020			SHERIFF'S GENERAL ADMIN		
Item#	Description/PartNo			QTY	UOM	Unit Price	Extended Price
1	Food for Jail The Above Purchase Order Number Must Appear On All Correspondence - Packing Sheets And Bills Of Lading GL Account: 1012014 - 500640 Cross Reference: 101-2014-421.06-40			1.0	EACH	\$24,999.00	\$24,999.00

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 Purchasing & Contracts Administrator

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<b>PO Total</b>	<b>\$24,999.00</b>



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 911 EAST MUSSER ST.  
 CARSON CITY, NV 89701

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS.

Purchase Order # **21200124**

Delivery must be made within doors of specified destination.

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BAKEMARK INGREDIENTS LLC  
 7351 CRIDER AVE.  
 PICO RIVERA, CA 90660

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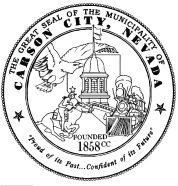
SHERIFF'S GENERAL ADMIN  
 911 EAST MUSSER ST.  
 CARSON CITY, NV 89701

Vendor Phone Number		Vendor Fax Number		Requisition Number		Delivery Reference	
				21100142			
Date Ordered	Vendor Number	Date Required	Freight Method/Terms		Department/Location		
08/04/2020	2787	07/22/2020			SHERIFF'S GENERAL ADMIN		
Item#	Description/PartNo			QTY	UOM	Unit Price	Extended Price
1	Food for Jail Inmates The Above Purchase Order Number Must Appear On All Correspondence - Packing Sheets And Bills Of Lading GL Account: 1012014 - 500640 Cross Reference: 101-2014-421.06-40			1.0	EACH	\$25,000.00	\$25,000.00

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 Purchasing & Contracts Administrator

Total Ext. Price	\$25,000.00
<b>PO Total</b>	<b>\$25,000.00</b>



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SHERIFF'S GENERAL ADMIN  
 911 EAST MUSSER ST.  
 CARSON CITY, NV 89701

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS.

Purchase Order # **21200233**

Delivery must be made within doors of specified destination.

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NICHOLAS & COMPANY RENO, LLC  
 7935 SUGAR PINE COURT  
 RENO, NV 89523

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SHERIFF'S GENERAL ADMIN  
 911 EAST MUSSER ST.  
 CARSON CITY, NV 89701

Vendor Phone Number		Vendor Fax Number		Requisition Number		Delivery Reference	
				21100358			
Date Ordered	Vendor Number	Date Required	Freight Method/Terms		Department/Location		
09/16/2020	2475	09/15/2020			SHERIFF'S GENERAL ADMIN		
Item#	Description/PartNo			QTY	UOM	Unit Price	Extended Price
1	Food for Jail Inmates The Above Purchase Order Number Must Appear On All Correspondence - Packing Sheets And Bills Of Lading GL Account: 1012014 - 500640 Cross Reference: 101-2014-421.06-40			1.0	EACH	\$30,000.00	\$30,000.00

For Terms and Conditions visit  
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By: Carol [Signature]  
 Purchasing & Contracts Administrator

Total Ext. Price	\$30,000.00
<b>PO Total</b>	<b>\$30,000.00</b>