

**County of Santa Clara**  
**Office of the County Executive**  
Procurement Department



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CE04 040709

Prepared by: Earl Paden  
Program Manager II  
Reviewed by: Roslyn Fuller  
Assistant Director of Procurement

DATE: April 7, 2009

TO: Board of Supervisors

FROM:

A handwritten signature in black ink, appearing to read "Jenti Vandertuig".

Jenti Vandertuig  
Director of Procurement

SUBJECT: Delegation of Authority to the Director of Procurement Related to Issuance of a Solicitation for Fresh Produce

**RECOMMENDED ACTION**

Approve delegation of authority to Director of Procurement, or designee, to issue a solicitation relating to providing fresh produce, vegetables and related items for a three-year period with an option to extend for two additional years. Delegation of authority shall expire on December 30, 2009.

**FISCAL IMPLICATIONS**

There is no impact on the General Fund as a result of this action.

**REASONS FOR RECOMMENDATION**

The scope of the solicitation includes the purchase and delivery of a wide variety of fresh fruits, vegetables and related items that will support the menus and dietary needs of the Department of Corrections, the Probation Department, the Social Services Children's Shelter and the Valley Medical Center.

The total 3-year anticipated spend for the contract(s) resulting from a solicitation is estimated to be more than \$2,500,000 and exceeds the \$2,000,000 signature authority of the Director of Procurement. Therefore, delegation of authority to the Director of Procurement, or designee, is recommended.

## **BACKGROUND**

The Department of Corrections, the Probation Department, the Children's Shelter and the Valley Medical Center all require fresh produce to support the food services operation that feed inmates, staff, patients and the public. The County currently has two contracts in place for fresh produce both are scheduled to expire this year. These suppliers provide and deliver fresh fruits and vegetables to County institutional food service operations on a continuous basis.

The Department of Corrections is the primary user of produce contracts and their food services operations supports the Elmwood facility and the Main Jails, and serves approximately 15,000 meals daily. The Elmwood Correctional Complex in Milpitas provides care, housing, and retention of approximately 2,600 medium- and minimum-security male inmates and 500 female inmates, and employs 265 correctional officers, and 25 administrative support personnel.

The intent of this solicitation is to establish contracts through a competitive process to ensure the County is receiving the best value available in the market. The contracts will help provide price stability and predictability of a commodity that experiences volatile price fluctuations, while also offering ease of ordering and the benefit of ongoing supplier relationships.

## **CONSEQUENCES OF NEGATIVE ACTION**

Departments will not have the benefit of the use of a contract(s) which were competitively solicited.

## **ATTACHMENTS**

- Supp Info 1 - Memo to hold item and provide additional information