

COB - BOSAIR FORM

10/01/2025 9:17 AM (MST)

Submitted by Fred.Leveque@pima.gov



BOARD OF SUPERVISORS AGENDA ITEM REPORT (BOSAIR)

All fields are required. Enter N/A if not applicable. For number fields, enter 0 if not applicable.

Record Number: SC PO SC2400001757

Award Type: Award

Is a Board Meeting Date Requested? Yes

Requested Board Meeting Date: 10/21/2025

Signature Only:

NO

Procurement Director Award / Delegated Award: • N/A

Supplier / Customer / Grantor / Subrecipient: Shamrock Foods Company

Project Title / Description: Food Products for Pima County Adult Detention Complex

Purpose: Amendment of Award: Supplier Contract No. SC2400001757, Amendment No. 02. This Amendment increases the annual award by \$2,200,000.00 from \$1,650,000.00 to \$3,850,000.00 for a cumulative not-to-exceed contract amount of \$5,500,000.00. The increase in annual award is due to a higher inmate population, the transition of meal preparation back to the jail kitchen after renovations, and a 6% rise in industry-wide food costs. Administering Department: Sheriff's Department

Procurement Method: Other

Insert additional Procurement Method info, if applicable: Pursuant to Pima County Procurement Code 11.12.010, Competitive sealed bidding, on 03/05/2024, the Board of Supervisors approved an award of two (2) contracts for an initial term of one (1) year and an annual award amount of \$1,650,000.00 each, with four (4) one-year renewal options each.

On 01/08/2025, the Procurement Director approved Amendment No. 01, which extended the termination date to 03/31/2026 and added the annual award amount of \$1,650,000.00 for a cumulative not-to-exceed contract amount of \$3,300,000.00. Three (3) renewal options remained.

PRCUID: 505990

Attachments: Supplier Contract & Department Memo

Program Goals/Predicted Outcomes: To provide meals to the Pima County inmate population.

Public Benefit and Impact:	To provide healthy diet to inmates at an economical cost to the taxpayers.
Budget Pillar	• N/A
Support of Prosperity Initiative:	N/A
Provide information that explains how this activity supports the selected Prosperity Initiative	N/A
Metrics Available to Measure Performance:	A dietitian evaluates the menus twice a year to ensure all dietary and caloric requirements set by the County, State, and Federal regulations are met. A cost per meal evaluation is done at the end of each fiscal year to measure total expenditures to ensure goals have been met.
Retroactive:	NO

Amendment / Revised Award Information

Record Number: SC PO SC2400001757	
Document Type:	SC
Department Code:	PO
Contract Number:	SC2400001757
Amendment Number:	2
Commencement Date:	10/21/2025
Termination Date:	03/31/2026
Is the Termination Date new?	NO
Classification:	Expense
Adjust Level:	Increase
Prior Contract Number (If Applicable):	MA-PO-24-119
Amount This Amendment:	
\$2,200,000.00	
Funding Source(s) required:	General Fund
Funding from General Fund?	YES
If Yes Provide Total General Funds:	

\$2,200,000.00

Percent General Funds: 100

Contract is fully or partially funded with Federal Funds?

NO

Department: Procurement

Name: Fred LeVeque

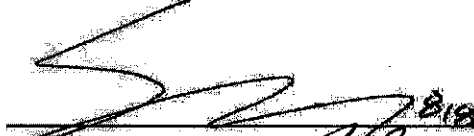
Telephone: 5207247126

Add GMI Department Signatures

No

Division Manager/Procurement Officer Signature: Ana Wilber Digitally signed by Ana Wilber
Date: 2025.10.01 09:47:07
-07'00' Date: _____

Procurement Director Signature: Bruce D Collins Digitally signed by Bruce D Collins
Date: 2025.10.01 09:52:34 -07'00' Date: _____

Department Director Signature:  Date: 10-3-2025

Deputy County Administrator Signature:  Date: 10-3-2025

County Administrator Signature:  Date: 10-6-2025



Contract Number	SC2400001757- 6
Contract Start Date	03-05-2024
Contract End Date	03-31-2026
Payment Type	Warrant/Check
Buyer	Fred Leveque
Phone Number	
Email	

Supplier:	Contract Name:
Shamrock Foods Company 1900 W Ruthrauff Rd	Food Products for Pima County Adult Detention Complex

Supplier Contact and Payment Terms: Phone: +1 (520) 2045100 Email: matthew_terry@shamrockfoods.com Terms: Net 30 Days:	Shipping Method	Delivery Type	FOB
	Vendor Method	Standard Ground	FOB Dest, Freight Prepaid
	Currency	NTE Amount	Used Amount
	USD	5,500,000.00	2,824,930.04

Contract/Amendment Description:

This Amendment increases the annual award by \$2,200,000.00 from \$1,650,000.00 to \$3,850,000.00 for a cumulative not-to-exceed contract amount of \$5,500,000.00. This increase to annual award is needed due to an increase of inmate population by 10% and an increase in food costs by 6%.

Catalog Items:					
Line #	Item Description	UOM	Unit Price	Stock Code	MPN/VPN
1	Frozen- Free Form Line	Each	0.00		
2	Dry- Free Form Line	Each	0.00		
3	Do Not Use	Each	0.00		
4	Dairy - Free Form Line	Each	0.00		
5	Meat- Free Form Line	Each	0.00		

This Supplier Contract incorporates the attached documents, and by reference all instructions, Standard Terms and Conditions, Special Terms and Conditions, and requirements that are included in or referenced by the solicitation documents used to establish this contract. All transactions and conduct are required to conform to these documents.



Pima County Sheriff's Department

Chris Nanos, Sheriff

MEMORANDUM

To: Sheriff Chris Nanos via Chain of Command From: Corrections Food Service Manager Frieda Stafford #3040

Re: **SC2400001757 Food Products** Date: September 24, 2025

I am requesting permission to increase funding for SC2400001757, Food Products. It is scheduled to expire March 31, 2026, but we currently have only enough funds to last through October. This agreement was written in March of 2024, when the population of the Adult Detention Complex was approximately 1,650, and now the meal count is over 1,800. The facility kitchen was also in the midst of an extensive remodeling project, with the evening meal being provided by an outside contractor for over \$120,000 a month; these meals are now being prepared on-site again. Other factors affecting food costs:

- Current inflation rate of 2.9%
- Increased industry food costs of 4% over August of 2024
- Overall, 36% increase in food costs from pre-pandemic levels
- Delays in equipment installation following remodel required more individually wrapped (IW) foods
- Low staffing levels required simplified, labor-saving menus, using pre-made products, especially at breakfast
- Unexpected inmate quarantines required the use of IW foods

Now that all kitchen equipment is in place, we have taken steps to reduce the number of IW foods and provide more meals prepared in bulk. Meanwhile, to ensure we have sufficient funds to feed the 1,800 inmates housed in the Adult Detention Complex, I would like to send a request to the Board of Supervisors to add \$2.2 million to SC2400001757. Thank you very much for considering my request.

Respectfully submitted,

Frieda Stafford #3040
Frieda Stafford #3040

Recommend Approval: *Capt. S. Santiago* 9/24/25
Capt. S. Santiago, Cmdr. Corr. Admin. Div. Date

Approved Not Approved: *S. Lowing* 092425
Chief. S. Lowing, Cmdr. Corrections Bureau Date

Approved Not Approved: *Chris Nanos* 092525
Sheriff Chris Nanos Date