



## Fulton County Sheriff's Office

Fulton County, Georgia  
Justice Center Tower, 9th Floor  
185 Central Avenue, S.W.  
Atlanta, Georgia 30303

**THEODORE JACKSON**  
Sheriff

Telephone (404) 612-5100  
Fax (404) 893-6827

To: Ms. Queena Jenkins  
Deputy County Auditor

From: Leighton E. Graham, Sr., Chief Deputy  
Flora Eatman, Accounting Manager

Date: December 22, 2020

RE: FY2019 Aramark Audit Report

cc: Curtis Clark, Major

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Thank you for the opportunity to review and respond to the FY2019 Aramark Audit Report. Fulton County Sheriff's Office has reviewed the findings, recommendations and concerns. Please review the below responses to the audit findings.

### **Finding 1 – Organizational Structure Does Not Comply with the Contract**

#### ***Fulton County Sheriff's Office Response***

Aramark has incorporated a General Manager and Food Service Manager which takes the place of the Food Service Director and Assistant Food Service Director. The General Manager is a higher level of management that was added to this facility and Food Service Manager is a title change by the organization but the same roll and responsibilities as the Assistant Food Service Director.

Aramark will comply with the agreed upon contract and ensure that the staffing level for all positions are met and communicate any vacant positions that exceed the fifteen day window.

Also, FCSO purchasing staff will request monthly vacant position reports from Aramark to ensure invoice credit is received for positions vacant longer than fifteen 15 (days).

### **Finding 2 – Lack of Supporting Documentation**

#### ***Fulton County Sheriff's Office Response***

To correct the deficiencies documented in finding 2 of the Aramark Audit Report, the following recommendations for approval have been made:

- The Sheriff's Office and Aramark's Site Leadership discussed a recordkeeping system that is amicable for both entities.
- The records will be recorded in a excel workbook that captures the required data from each meal serving.
- The workbook will tally into a daily subtotal and calculate a weekly invoice total.
- The documentation will be typed and professionally prepared for submittal.
- Reconciliation will occur between Aramark and Sheriff's personnel.
- The reconciliation will be signed and agreed upon by both entities.
- A copy of the workbook with the accompanying signatures will be forwarded to Administration for invoicing and payment.
- All the documents gathered by Sheriff's Office staff to include the daily diets (forwarded from Medical) will become a daily packet for auditing purposes.
- Quarterly audits will be conducted by Sheriff's Office and Aramark to ensure accurate recordkeeping.

### **Finding 3 – Invalid Health Certificates**

#### ***Fulton County Sheriff's Office Response***

Aramark agrees with the audit team and will certify our staff on a yearly basis. The Conditional Applicant Health Form will be kept in a separate binder and made readily available to the Fulton County Administrative Staff upon request

### **Finding 4 – Inaccurate Meal Counts**

#### ***Fulton County Sheriff's Office Response***

Currently, each invoice from Aramark is reconciled with inmate meal count sheet completed by the Jail. (see attachment "A"- docs currently used for reconciliation). If the meal count does not match, FCSO purchasing staff is directed to email Aramark requesting to reconcile difference. Aramark should adjust the difference within the next two (2) billing cycles. To strengthen internal controls, staff will provide his/her supervisor a copy of Aramark's Sales & Meal Count Sheet along with the FCSO reconciliation sheet. If the difference is not adjusted within the next two (2) billing cycles, FCSO purchasing staff will follow-up with Aramark via email to immediately reconcile the difference. Furthermore, FCSO purchasing staff will include his/her supervisor on all emails as well as notify supervisor of all discrepancies. FCSO agrees that reconciliation is critical to ensure financials are being recorded accurately.

**Finding 5 – Unable to Determine Meal Count Submission Date**

*Fulton County Sheriff's Office Response*

When FCSO staff pick up invoices from Aramark, the Sales & Meal Count Sheet is attached to invoice. Currently, FCSO only stamped the invoice and not the Sales & Meal County Sheet (see attachment "B"). Future processing will include stamping invoice and Sales & Meal Count Sheet.

**Finding 6 – Untimely Payment of Invoices**

*Fulton County Sheriff's Office Response*

FCSO will comply with payment term of contract and continue to provide justification for any exceptions.

Attached is justification for untimely payments during FY2019 (see attachment "C" and "D").

**Finding 7 – Undocumented Guest Meal System**

*Fulton County Sheriff's Office Response*

Aramark has presented a meal ticket system to the Administration to agree with. The meal ticket system will apply to all guest that are not Fulton County Employees. The cost of a guest meal will be \$2.00. All guests can purchase a meal ticket from the Aramark Food Service Office. This ticket will allow them to have a meal in the Officers Dining Room.

**Concern 1 – Lack of Computerized System**

*Fulton County Sheriff's Office Response*

The Sheriff's Office and Aramark will utilize excel until a computerized meal counting system is implemented.

**Concern 2 – Insufficient Minimum Requirement for Employment**

*Fulton County Sheriff's Office Response*

Aramark will ensure to source, interview and hire only candidates that meet/exceed the minimum requirements of the Fulton County and Aramark agreement.

**Concern 3 – Condition of the Culinary Arts Program not Fulfilled**

***Fulton County Sheriff's Office Response***

Aramark and Fulton County Jail will continue to offer the Culinary Arts Program to our inmates at the facility. We understand our annual goal of 50 inmates participating in the program and look forward to meeting and even exceeding that number.

ATTACHMENT "A"

Sales & Meal Count Sheet  
from Account

Fulton County Sheriff's Office  
Fulton County Jail  
Weekly Meal Counts

Week Ending: Wednesday Jan 2, 2019

Invoice Number: \_\_\_\_\_

Date	Inmate Meals	Add-Ons	Diet/ Snack	Styro	Court Meals	Staff Meals	Catering	Drink Supplement	Billable Supplies	Total Daily Meals	Per Meal Cost	Total Cost
27-Dec-18	5103	282	1978	0	335	282				7980	\$1.022	\$8,155.56
28-Dec-18	5084	292	1993	0	263	304				7936	\$1.022	\$8,110.59
29-Dec-18	5114	231	1982	0	261	222				7810	\$1.022	\$7,981.82
30-Dec-18	5110	241	2036	0	197	227				7811	\$1.022	\$7,982.84
31-Dec-18	5126	296	2061	0	236	261				7980	\$1.022	\$8,155.56
1-Jan-19	5130	301	2061	0	333	331				8216	\$0.968	\$7,953.09
2-Jan-19	5310	299	2032	0	389	344				8374	\$0.968	\$8,106.03
Totals	36037	1942	14143		2014	1971	0	\$ -	\$ -	56107		\$56,445.49

Actual Billing Difference

\$ 56,445.49

Reconciliation Sheet processed  
by FCSD purchasing unit

Fulton County Sherriff's Office  
Fulton County Jail  
Weekly Meal Counts

Week Ending Wednesday, January 02, 2019

Date	Inmate Meals	Add-Ons	Diet/ Snack	Styro	Court Meals	Staff Meals	Catering	Drink Supplement	Billable Supplies	Total Daily Meals/Counts	Per Meal Cost	Total Cost
27-Dec-18	5103	348	1978	0	269	282				7980	\$1.0220	\$8,155.56
28-Dec-18	5084	324	1993	0	211	300				7912	\$1.0220	\$8,086.06
29-Dec-18	5114	253	1982	0	239	222				7810	\$1.0220	\$7,981.82
30-Dec-18	5110	257	2037	0	181	227				7812	\$1.0220	\$7,983.86
31-Dec-18	5126	345	2061	0	187	261				7980	\$1.0220	\$8,155.56
1-Jan-19	5190	311	2061	0	323	331				8216	\$1.0490	\$8,618.58
2-Jan-19	5310	321	2032	0	367	344				8374	\$0.9930	\$8,315.38
Totals	36037	2159	14144		1777	1967	0	\$ -	\$ -	56084		\$57,296.83

Actual Billing \$ 56,445.49  
Difference \$ 851.34

This sheet is completed with data from the meal count sheet provided by the jail and reconciled with Aramark's sales & meal count sheet.

If there is a difference, FCSD purchasing unit is directed to notify Aramark of the difference to make adjustment within next two billing cycles.



Attachment B

INVOICE

TO:

FULTON COUNTY SHERIFF'S JAIL  
 185 CENTRAL AVENUE SW  
 SUITE T9116  
 ATLANTA, GA 30303

Please Remit Payment to:

Aramark Dallas Lockbox  
 P.O. Box 978839  
 Dallas, TX 75397 -8839

JAN 15 10 30 AM '19

Profit Center: 000005042 - Fulton County Jail  
 Invoice Number: 000005042-000468  
 Invoice Date: 1/2/2019

For additional information on this Invoice, please contact:

Joyce Wilson 404-613-2644,  
 wilson-joyce@aramark.com

*Chin*

PLEASE PAY THIS AMOUNT 56,445.49
-------------------------------------

95

Sale Date	Description	Net Amount	Tax Amount	Gross Amount
<b>12/27/2018</b>	<b>Inmate Meals and Staff Meals</b>			
12/27/2018	Inmate Meals (7,001-8000) 7,698 each @ 1.0220	\$7,867.36	\$0.00	\$7,867.36
12/27/18	Staff Meals 282 each @ 1.0220	\$288.20	\$0.00	\$288.20
		<b>\$8,155.56</b>	<b>\$0.00</b>	<b>\$8,155.56</b>
<b>12/28/2018</b>	<b>Inmate Meals and Staff Meals</b>			
12/28/2018	Inmate Meals (7,001-8000) 7,646 each @ 1.0220	\$7,814.21	\$0.00	\$7,814.21
12/28/18	Staff Meals 290 each @ 1.0220	\$296.38	\$0.00	\$296.38
		<b>\$8,110.59</b>	<b>\$0.00</b>	<b>\$8,110.59</b>
<b>12/29/2018</b>	<b>Inmate Meals and Staff Meals</b>			
12/29/2018	Inmate Meals (7,001-8000) 7,588 each @ 1.0220	\$7,754.94	\$0.00	\$7,754.94
12/29/18	Staff Meals 222 each @ 1.0220	\$226.88	\$0.00	\$226.88
		<b>\$7,981.82</b>	<b>\$0.00</b>	<b>\$7,981.82</b>
<b>12/30/2018</b>	<b>Inmate Meals and Staff Meals</b>			
12/30/2018	Inmate Meals (7,001-8000) 7,584 each @ 1.0220	\$7,750.85	\$0.00	\$7,750.85
12/30/18	Staff Meals 227 each @ 1.0220	\$231.99	\$0.00	\$231.99
		<b>\$7,982.84</b>	<b>\$0.00</b>	<b>\$7,982.84</b>
<b>12/31/2018</b>	<b>Inmate Meals and Staff Meals</b>			
12/31/2018	Inmate Meals (7,001-8000) 7,719 each @ 1.0220	\$7,888.82	\$0.00	\$7,888.82
12/31/18	Staff Meals 261 each @ 1.0220	\$266.74	\$0.00	\$266.74

		\$8,155.56	\$0.00	\$8,155.56
<b>1/1/2019</b>	<b>Inmate Meals and Staff Meals</b>			
01/01/2019	Inmate Meals (8,001-9,000) 7,885 each @ .9680	\$7,632.68	\$0.00	\$7,632.68
01/01/2019	Staff Meals 331 each @ .9680	\$320.41	\$0.00	\$320.41
		<b>\$7,953.09</b>	<b>\$0.00</b>	<b>\$7,953.09</b>
<b>1/2/2019</b>	<b>Inmate Meals and Staff Meals</b>			
01/02/2019	Inmate Meals (8,001-9,000) 8,030 each @ .9680	\$7,773.04	\$0.00	\$7,773.04
01/02/2019	Staff Meals 344 each @ .9680	\$332.99	\$0.00	\$332.99
		<b>\$8,106.03</b>	<b>\$0.00</b>	<b>\$8,106.03</b>

Contract  
 1917RFP330017B2  
 DIVE880094A  
 100 330 3302 1154  
 RC: 031819-3833  
 IN: 031819-3767

Net Amount:	\$56,445.49
Tax:	\$0.00
Total Amount:	\$56,445.49

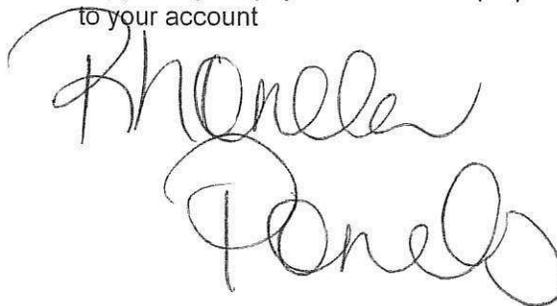
Terms: Due Upon Presentation

Tax Exempt No: See Tax Exempt on File

Make checks payable to Aramark Services, Inc.

Important

Please include invoice number and remittance copy with your payment to ensure proper credit to your account


  
Rhonela Jones

Fulton County Sheriff's Office  
 Fulton County Jail  
 Weekly Meal Counts

*Sales & Meal Count Sheet  
 from Acornark*

Week Ending: Wednesday Jan 2, 2019

Invoice Number: \_\_\_\_\_

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29-Dec-18	5114	231	1982	0	261	222				7811	\$1.022	\$7,982.84
30-Dec-18	5110	241	2036	0	197	227				7980	\$1.022	\$8,155.56
31-Dec-18	5126	296	2061	0	236	251				8216	\$0.968	\$7,953.09
1-Jan-19	5190	301	2061	0	333	331				8374	\$0.968	\$8,106.03
2-Jan-19	5310	299	2032	0	389	344						\$0.00
Totals	36037	1942	14143		2014	1971	0	\$ -	\$ -	56107		\$56,445.49

Actual Billing Difference

\$ 56,445.49



# Fulton County Sheriff's Office

Fulton County, Georgia  
Justice Center Tower, 9th Floor  
185 Central Avenue, S.W.  
Atlanta, Georgia 30303

*Attachment 1121*

**THEODORE JACKSON**  
Sheriff

Telephone (404) 612-5100  
Fax (404) 893-6827

## INTEROFFICE MEMORANDUM

**To:** Felicia Strong Whitaker, Purchasing Director  
Hakeem Oshikoya, Chief Financial Officer  
**Cc:** Sabrina McTier, Controller

**From:** Leighton E. Graham, Colonel  
Flora Eatman, Accounting Manager



**Date:** November 19, 2019

**Re:** Aramark Invoices – Inmate Food Services

On or about January 3, 2018, it appears the Sheriff's Office did not inform County Purchasing to provide a rolling Purchase Order for PO #17110874B-BR to pay for inmate food services invoices related to year-end FY2017. The PO was issued after the BOC approved agenda item #17-0880 on October 18, 2017 (see attached agenda item & approval). The agenda item was approved in the amount of \$565,390, however, the total funding was not available to issue the PO for \$565,390, therefore, PO #17110874B-BR was issued for \$300K. During January, 2018, PO #17110874B-BR should have been rolled and modified for the BOC approved amount of \$565,390. Unfortunately, the request was not submitted and has caused a domino effect on subsequent POs to apply payment for prior year-end invoices. Below is a list of invoices applied to subsequent POs that were related to services performed in a prior year. In light of the aforementioned issue, the Sheriff's Office is seeking to correct this matter so FY19 year-end invoices are applied to the appropriate PO. Currently, the Sheriff's Office cannot pay any FY19 invoices due to FY18 invoices have encumbered \$287K causing PO spending authority to be exhausted. Please let me know how this issue can be corrected so we can pay invoices that are currently being held. Thank you for your assistance.

### FY2017 ARAMARK PURCHASE ORDER #17110874B-BR

FY2017	BOC #	BOC Approve PO Amt	PO Closed Amt	Difference	PO#
Nov - Dec	17-0880	565,390.00	249,391.26	315,998.74	17110874B-BR

### FY2017 INVOICES APPLIED TO FY2018 PURCHASE ORDER

INVOICE #	INVOICE SVC DATE	AMOUNT	INVOICE APPLIED TO BELOW PO#	COMMENTS
000005042-000373	11/23/2017	60,584.64	185C111100B-BR	These invoices should have been paid on PO #17110874B-BR (See above)
000005042-000374	11/30/2017	61,522.91	185C111100B-BR	These invoices should have been paid on PO #17110874B-BR (See above)
000005042-000378	12/7/2017	61,151.24	185C111100B-BR	These invoices should have been paid on PO #17110874B-BR (See above)
000005042-000379	12/14/2017	62,530.41	185C111100B-BR	These invoices should have been paid on PO #17110874B-BR (See above)
000005042-000382	12/21/2017	59,752.90	185C111100B-BR	These invoices should have been paid on PO #17110874B-BR (See above)
TOTAL		305,542.10		

### FY2018 INVOICES APPLIED TO FY2019 PURCHASE ORDER

INVOICE #	INVOICE SVC DATE	AMOUNT	INVOICE APPLIED TO BELOW PO#	COMMENTS
000005042-000461	11/21/2018	58,130.85	1917RFP330017B-BR	These invoices should have been paid on PO #185C11100B-BR PO
000005042-000463	12/5/2018	58,482.93	1917RFP330017B-BR	These invoices should have been paid on PO #185C11100B-BR PO
000005042-000465	12/12/2018	57,628.50	1917RFP330017B-BR	These invoices should have been paid on PO #185C11100B-BR PO
000005042-000466	12/18/2018	57,273.90	1917RFP330017B-BR	These invoices should have been paid on PO #185C11100B-BR PO
000005042-000467	12/26/2018	55,979.03	1917RFP330017B-BR	These invoices should have been paid on PO #185C11100B-BR PO
TOTAL		287,495.21		

17-0880

Sheriff

COUNTY MANAGER'S ITEM - Request approval to extend existing contract – Sheriff's Office, RFP #12RFP83455B-BL, Inmate Food Services and Related Food Service Operations, in the amount of \$565,390.00 with Aramark Correctional Services, LLC (Atlanta, GA) to provide inmate food services to inmates housed at the Fulton County Jail, Alpharetta Jail, Marietta Annex, and South Fulton Municipal Regional Jail. Effective November 1, 2017 through December 31, 2017. (APPROVED)

a. A motion was made by Vice-Chairman Ellis and seconded by Commissioner Hausmann to hold.

Vice-Chairman Ellis withdrew his motion.

Commissioner Hausmann withdrew her second.

b. A motion was made by Vice-Chairman Ellis and seconded by Commissioner Morris to approve.

The motion passed by the following vote:

Yeas: 5 - Hausmann, Ellis, Morris, Arrington, Darnell

17-0881

Board of Commissioners (Darnell)

COMMISSIONERS' ITEM – Discussion: Adamsville Regional Health Center Feasibility Study: Health Status and Demographics Residents of Adamsville Service Area 2013. (DISCUSSED)

Commissioner Darnell requested the County Manager to provide an update to the Board on the Common Ground Initiative.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 4:06 p.m.

IF YOU NEED REASONABLE MODIFICATIONS DUE TO A DISABILITY, INCLUDING COMMUNICATIONS IN AN ALTERNATE FORMAT PLEASE CONTACT THE OFFICE OF THE CLERK TO THE COMMISSION. FOR TDD/TTY OR GEORGIA RELAY SERVICE ACCESS DIAL 711



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

#17-0880

BOC Meeting Date  
 10/18/2017

**Requesting Agency**  
 Sheriff

**Commission Districts Affected**  
 All Districts

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

Request approval to extend existing contract – Sheriff's Office, RFP #12RFP83455B-BL, Inmate Food Services and Related Food Service Operations, in the amount of \$565,390.00 with Aramark Correctional Services, LLC (Atlanta, GA) to provide inmate food services to inmates housed at the Fulton County Jail, Alpharetta Jail, Marietta Annex, and South Fulton Municipal Regional Jail. Effective November 1, 2017 through December 31, 2017.

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

In accordance with Purchasing Code Section 102-420, contract modifications within the scope of the contract and necessary for completion of the contract, in the specifications, services, time of performance or terms and conditions of the contract shall be forwarded to the Board of Commissioners for approval.

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

Yes            All People are Safe

**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:** To provide inmate food services to inmates housed at the Fulton County Jail, Alpharetta Jail, Marietta Annex, and South Fulton Municipal Regional Jail. The contract extension will effective July 1, 2017 through August 31, 2017.

**Community Impact:** None

**Department Recommendation:** Approval of recommendation to extend existing contract.

**Project Implications:** None

**Community Issues/Concerns:** None

**Department Issues/Concerns:** Food is required in order to feed inmates/staff

**Agency Director Approval**

County Manager's  
 Approval

Typed Name and Title

Phone

Felicia Strong-Whitaker, Director

(404) 612-5800

Signature

Date

## History of BOC Agenda Item:

CURRENT CONTRACT HISTORY	BOC ITEM	DATE	DOLLAR AMOUNT
Original Award Amount	12-0677	8/15/2012	\$2,909,524.50
Amendment No. 1	13-0973	11/06/2013	\$581,906.00
Renewal No. 1	13-1181	12/18/2013	\$3,491,430.50
Renewal No. 2	14-0847	10/15/2014	\$3,568,495.50
Renewal No. 3	15-0820	9/16/2015	\$3,568,495.50
Extension No. 1	16-1108	12/7/2016	\$1,677,634.00
Extension No. 2	17-0548	6/21/2017	\$574,659.00
<b>This Request</b>			<b>\$565,390.00</b>
Total Revised Amount			\$16,937,535.00

<b>Contract &amp; Compliance Information</b>	<i>(Provide Contractor and Subcontractor details.)</i>
----------------------------------------------	--------------------------------------------------------

**Contract Value:** \$565,390.00  
**Prime Vendor:** ARAMARK Correctional Services  
**Prime Status:** *Non-Minority*  
**Location:** Downers Grove, IL  
**County:** DuPage County  
**Prime Value:** \$270,934.89 or 47.92%

**Subcontractor:** Meat Masters  
**Subcontractor Status:** African American Female Business Enterprise Certified  
**Contract Value:** \$145,757.54 or 25.78%  
**Location:** Decatur, GA  
**County:** DeKalb County

**Subcontractor:** Single Source, Inc.  
**Subcontractor Status:** Non-Minority  
**Location:** Darien, IL  
**County:** DuPage County  
**Contract Value:** \$64,115.23 or 11.34%

**Subcontractor:** Sysco Atlanta, LLC  
**Subcontractor Status:** Non-Minority  
**Location:** College Park, GA  
**County:** Fulton County  
**Contract Value:** \$29,174.12 or 5.16%

**Subcontractor:** Mayfield Dairy Farms, LLC  
**Subcontractor Status:** Non-Minority  
**Location:** Athens, TN  
**County:** McMinn County  
**Contract Value:** \$26,234.10 or 4.64%

**Subcontractor:** Flowers Baking of Villa Rica, LLC  
**Subcontractor Status:** Non-Minority

Continued

Location: Villa Rica, GA  
County: Carroll County  
Contract Value: \$29,174.12 or 5.16%

Total Contract Value: \$565,390 or 100%  
Total M/FBE Value: \$145,757.54 or 25.78%



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

*Attachment "D"*

BOC Meeting Date  
 4/1/2020

#20-0274

**Requesting Agency**  
 Sheriff's Office

**Commission Districts Affected**  
 All Districts

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

Request approval to amend existing contract – Sheriff's Office, #17RFP330017B-BR, Inmate Food Services and Related Food Service Operations, in the amount of \$472,604 with Aramark Correctional Services, LLC (Conyers, Ga) to provide inmate food services to inmates housed at the Fulton County Jail. One renewal option remains. 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 102-420, contract modifications within the scope of the contract and necessary for contract completion of the contract, in the specifications, services, time of performance or terms and conditions of the contract shall be forwarded to the Board of Commissioners for approval.

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

Yes Justice and Safety

**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 Sheriff's Office requests an approval to amend existing contract for special diets exceeding a daily amount of 418 will be billed at \$0.40 per meal. Also, authorizing payment for inmate meals overage due to an increase of inmates housed at the Fulton County Jail and the usage of Styrofoam trays at the main jail during FY2019. Below is an outline of the cost increase for FY2020 contract and authorization to pay for services related to FY2019. Also, additional information related to inmate meals, special diets and Styrofoam trays are provided on Attachment "A".

This agreement will allow for continued food service to inmates three times per day, 365 days per year (366 in a leap year) in compliance with the minimum standards for local jails established by the American Corrections Association (ACA). All meals served will be nutritious and in compliance with minimum dietary guidelines set by the ACA. Additional duties include providing inmate meals conforming to medically prescribed diets, liquid nutritional supplements including snacks when prescribed and meals to inmates at court and the intake area of the facility.

**Agency Director Approval**

**Typed Name and Title**  
 Felicia Strong-Whitaker, Director

**Phone**  
 (404) 612-5800

**County Manager's Approval**

**Signature**

**Date**

**FY19 – Authorization to Pay for Services**

Description	Amount
Inmate Meals - Diet	\$ 48,787
Overage Inmate Meals	\$163,091
Styrofoam Trays	\$ 66,876
<b>Total Cost for FY2019</b>	<b>\$278,754</b>

**FY2020 – Contract Amendment**

Description	Amount
Inmate Meals - Diet	\$117,266
Styrofoam Trays Contingency	\$ 76,584
<b>Total Cost for FY2020</b>	<b>\$193,850</b>

**GRAND TOTAL**                      **\$472,604**

**Community Impact:** N/A

**Department Recommendation:** The Sheriff's Office recommends approval.

**Project Implications:** N/A

**Community Issues/Concerns:** N/A

**Department Issues/Concerns:** The Sheriff's Office is constitutionally required to provide inmate healthcare at the Fulton County Jail and other locations.

**History of BOC Agenda Item:**

CURRENT CONTRACT HISTORY	BOC ITEM	DATE	DOLLAR AMOUNT
Original Award Amount	17-0894	11/1/2017	\$3,074,944.00
Renewal No. 1	18-1007	12/19/2018	\$3,154,893.00
Renewal No. 2	19-0838	10/16/2019	\$3,370,723.00
<b>Amendment No. 1</b>			<b>\$472,604.00</b>
Total Revised Amount			\$10,073,164.00

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

**Contract Value:**                      **\$472,604.00**

**Prime Vendor:**                      **ARAMARK Correctional Services**

**Prime Status:**                      **Non-Minority**

**Location:**                              Downers Grove, IL

**County:**                                DuPage County

**Prime Value:**                        \$472,604.00 or 100.00%

**Total Contract Value:**            **\$472,604.00 or 100%**

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

Solicitation Information	NON-MFBE	MBE	FBE	TOTAL
No. Bid Notices Sent:				
No. Bids Received:				
<b>Total Contract Value</b>	\$472,604.00 or 100%			
<b>Total M/FBE Values</b>	-0-			
<b>Total Prime Value</b>	\$472,604.00 or 100%			
<b>Fiscal Impact / Funding Source</b>	<i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i>			
100-330-3302-1154: General Fund, Sheriff's Office, Jail, Inmate Food – \$472,604				
<b>Exhibits Attached</b>	<i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i>			
Exhibit 1: Amendment No. 1 to Form of Contract				
Exhibit 2: Attachment "A"				
<b>Source of Additional Information</b>	<i>(Type Name, Title, Agency and Phone)</i>			
Leighton Graham, Colonel, Sheriff's Office, (404) 612-6782				
Flora Eatman, Accounting Manager, Sheriff's Office (404) 612-9241				

**Procurement**

<b>Contract Attached:</b> No	<b>Previous Contracts:</b> Yes		
<b>Solicitation Number:</b> 17RFP330017B-BR	<b>Submitting Agency:</b> Sheriff's Office	<b>Staff Contact:</b> Leighton Graham	<b>Contact Phone:</b> 404-612-6782

**Description:** To provide inmate food services to inmates housed at the Fulton County Jail, Alpharetta Jail, Marietta Annex, and South Fulton Municipal Regional Jail.

**FINANCIAL SUMMARY**

<b>Total Contract Value:</b>		<b>MBE/FBE Participation:</b>	
Original Approved Amount:	\$3,074,944.00	Amount: .	%: .
Previous Adjustments:	\$6,525,616.00	Amount: .	%: .
This Request:	\$472,604.00	Amount: -0-	
<b>TOTAL:</b>	<b>\$10,073,164.00</b>	Amount: .	%: .

**Grant Information Summary:** N/A

Amount Requested:  Cash  
Match Required:  In-Kind  
Start Date:  Approval to Award  
End Date:  Apply & Accept  
Match Account \$:

Funding Line:1 100-330-3302- 1154	Funding Line:2	Funding Line 3	Funding Line 4	Funding Line 5:	Funding Line 6
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**KEY CONTRACT TERMS**

<b>Start Date:</b> 01/01/2020	<b>End Date:</b> 12/31/2020
<b>Cost Adjustment:</b> Yes	<b>Renewal/Extension Terms:</b> One renewal option remains

**ROUTING & APPROVALS**

(Do not edit below this line)

X	Originating Department:	Carter, Jimmy	Date: 3/25/2020
X	County Attorney:	Palmer, Ashley	Date: 3/25/2020
X	Purchasing/Contract Compliance:	Strong-Whitaker, Felicia	Date: 3/25/2020
X	Finance/Budget Analyst/Grants Admin:		Date:
	Grants Management:		Date:
X	County Manager:	Anderson, Dick	Date: 3/25/2020

AMENDMENT NO. 1 TO FORM OF CONTRACT

Contractor: **Aramark Correctional Services, LLC**

Contract No. **17RFP330017B-BR, Inmate Food Services and Related Food Service Operations**

Address: **1512 George Place**  
City, State **Conyers, GA 30012**

E-mail: **Williams-ivan@aramark.com**

Contact: **Ivan Williams**  
**District Manager**

**WITNESSETH**

WHEREAS, Fulton County ("County") entered into a contract with Aramark Correctional Services, LLC to provide food services and related food service operations at the Fulton County Jail, dated January 1, 2018, on behalf of the Sheriff's Office; and

WHEREAS, this amendment will amend the existing contract to include special diets exceeding a daily amount of 418 at cost of \$0.40 per meal; and to authorize payment for inmate special diet meals overage that exceeded the daily amount of 418 owed for FY 2019 and FY2020 due to an increase of inmates housed at the Fulton County Jail and the usage of Styrofoam trays at the main jail during FY2019; and

WHEREAS, the Contractor has performed satisfactorily over the period of the contract; and

WHEREAS, this amendment was approved by the Fulton County Board of Commissioners on [Insert Board of Commissioners approval date and item number].

**NOW, THEREFORE**, the County and the Contractor agree as follows:

This Amendment No. 1 to Form of Contract is effective as of the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, between the County and [Insert Contractor Name], who agree that all Services specified will be performed in accordance with this Amendment No. 1 to Form of Contract and the Contract Documents.

1. **SCOPE OF WORK TO BE PERFORMED:** To include special diets exceeding a daily amount of 418 will be billed at \$0.40 per meal for FY 2019 and FY2020. Also, authorizing payment for inmate meals overage due to an increase of inmates housed at the Fulton County Jail and the usage of Styrofoam trays at the main jail during FY2019.

2. **COMPENSATION:** The services described under Scope of Work herein shall be performed by Contractor for a total amount not to exceed \$472,604.00 (Four Hundred Seventy Two Thousand Six Hundred Four Dollars and No Cents).
3. **LIABILITY OF COUNTY:** This Amendment No. 1 to Form of Contract shall not become binding on the County and the County shall incur no liability upon same until such agreement has been executed by the Chair to the Commission, attested to by the Clerk to the Commission and delivered to Contractor.
4. **EFFECT OF AMENDMENT NO. 1 TO FORM OF CONTRACT:** Except as modified by this Amendment No. 1 to Form of Contract, the Contract, and all Contract Documents, remain in full force and effect.

**[INTENTIONALLY LEFT BLANK]**

**IN WITNESS THEREOF**, the Parties hereto have caused this Contract to be executed by their duly authorized representatives as attested and witnessed and their corporate seals to be hereunto affixed as of the day and year date first above written.

OWNER:

**FULTON COUNTY, GEORGIA**

CONSULTANT:

**ARAMARK CORRECTIONAL SERVICES, LLC**

\_\_\_\_\_  
Robert L. Pitts, Chairman  
Fulton County Board of Commissioners

\_\_\_\_\_  
Mark Adams  
Vice President, Finance

ATTEST:

ATTEST:

\_\_\_\_\_  
Tonya R. Grier  
Interim Clerk to the Commission

\_\_\_\_\_  
Secretary/  
Assistant Secretary

(Affix County Seal)

(Affix Corporate Seal)

APPROVED AS TO FORM:

ATTEST:

\_\_\_\_\_  
Office of the County Attorney

\_\_\_\_\_  
Notary Public

APPROVED AS TO CONTENT:

County: \_\_\_\_\_

\_\_\_\_\_  
Theodore Jackson, Sheriff  
Fulton County Sheriff's Office

Commission Expires: \_\_\_\_\_

(Affix Notary Seal)

ITEM#: _____	RCS: _____	ITEM#: _____	RM: _____
RECESS MEETING		REGULAR MEETING	

**ATTACHMENT "A"**

**FULTON COUNTY SHERIFF'S OFFICE  
INMATE MEALS**

**FY2019 - INCREASE IN INMATE MEALS**

	FY19 BUDGET				FY19 ACTUAL				+)/(-) AS OF 12/31/19	
	Total @ 3 Meals per Day	Per Meal	Days	Cost Per Meal	Budget Cost @ 365 days	Avg. Meals Per Day	Days	Total Meals		Avg Cost Per Meal
<b>JAIL FACILITY</b>										
Inmate Meals - Rice Street	7,398	2,466	365	0.993	\$ 2,681,368	8,106	365	2,958,723	0.97	\$ 2,869,220
Inmate Meals - Marietta	60	20	365	0.993	21,747	89	365	32,392	0.97	31,412
Inmate Meals - Union City	675	225	365	0.993	244,650	793	365	289,445	0.97	280,688
Inmate Meals - Alpharetta	120	40	365	0.993	43,493	105	365	38,310	0.97	37,151
Staff	450	150	365	0.993	163,100	279	365	101,949	0.97	98,979
<b>TOTAL</b>	<b>8,703</b>	<b>2,901</b>	<b>365</b>	<b>0.993</b>	<b>\$ 3,154,359</b>	<b>9,372</b>	<b>365</b>	<b>3,420,819</b>		<b>\$ 3,317,450</b>
										<b>\$ (163,091)</b>

**AUTHORIZATION TO PAY SERVICES FOR FY2019**

	Avg Meals per Day	Total @ 3 Meals per Day	Days	Cost Per Meal	Total Cost
<b>Jail Facility</b>					
Inmate Meals - Special Diet	264	792	154	0.40	48,787
Styrofoam trays for inmates meals	1,214	3,643	186	0.10	66,876
Increase in Inmate Meals due to increase in inmate population					163,091
<b>TOTAL AUTHORIZATION TO PAY</b>					<b>\$ 278,754</b>

**FY2020 AMENDMENT TO CONTRACT**

	Avg Meals per Day	Total @ 3 Meals per Day	Days	Cost Per Meal	Total Cost
<b>Jail Facility</b>					
Inmate Meals - Special Diet	267	801	366	0.40	117,266
Styrofoam trays for inmates meals (Jan-Jul, 2020) - Contingency	1,214	3,643	213	0.10	76,584
<b>AL FY2020 AMENDMENT TO CONTRACT</b>					<b>\$ 193,850</b>

**GRAND TOTAL \$ 472,604**