

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Education, Veterans & Aging  
Services Committee  
INITIATED BY



Jodi Millis  
DRAFTED BY

Education, Veterans & Aging  
Services Committee  
SUBMITTED BY

September 8, 2014  
DATE DRAFTED

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

1 **WHEREAS**, Rock County provides approximately 40,000 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 2015 with options for renewal in 2016 and 2017 (with results attached);  
9 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 23 day of October, 2014, 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 #2015-01 at the rate of \$4.38 per meal for 2015, \$4.599  
19 per meal for 2016 and \$4.727 per meal for 2017. Special diet meals that need to be individually packaged  
20 shall be at the rate of \$5.04 per meal for 2015, \$5.197 per meal for 2016 and \$5.352 per meal for 2017.

Respectfully submitted,

**Education, Veterans & Aging Services Committee**

Rick Richard  
Rick Richard, Chair

/s/ Jeremy Zajac  
Jeremy Zajac, Vice Chair

Edwin Nash  
Edwin Nash

Norvain A Pleasant  
Norvain Pleasant

Kathy Schulz  
Kathy Schulz

14-10B-137

AWARDING CONTRACT FOR CATERING SERVICES FOR ROCK COUNTY ELDERLY  
NUTRITION PROGRAM

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FISCAL NOTE:

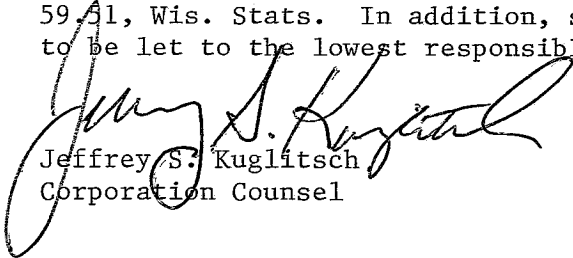
The congregate meal sites and home delivered meal services are funded through federal grants and donations from participants. No county funds are used for these programs.



Sherry Oja  
Finance Director

LEGAL NOTE:

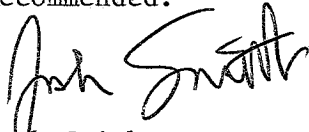
The County Board is authorized to take this action pursuant to secs. 59.01 and 59.01, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder.



Jeffrey S. Kuglitsch  
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 40,000 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 2015 with the option to renew for years 2016 and 2017.

ROCK COUNTY, WISCONSIN  
FINANCE DIRECTOR

 ORIGINAL

PURCHASING DIVISION  
FAX (608) 757-5539  
PHONE (608) 757-5517



PROJECT NUMBER: #2015-01  
PROJECT NAME: CATERING SERVICES  
PROPOSAL DUE DATE: AUGUST 26, 2014 – 12:00 NOON  
FOR DEPARTMENT: COUNCIL ON AGING-NUTRITION

	BEST EVENTS JANESVILLE WI
2015 COST PER MEAL REGULAR	4.38
2015 COST PER MEAL SPECIAL	5.04
2016 COST PER MEAL REGULAR	4.599
2016 COST PER MEAL SPECIAL	5.197
2017 COST PER MEAL REGULAR	4.727
2017 COST PER MEAL SPECIAL	5.352
TOTAL COST 2015	\$ 172,140.00
TOTAL COST 2016	\$ 180,557.00
TOTAL COST 2017	\$ 185,603.00
<b>TOTAL 3 YEAR CONTRACT</b>	<b>\$ 538,300.00</b>
INCREASE 2018	5.5% OR CPI WHATEVER IS LESS
INCREASE 2019	5.5% OR CPI WHATEVER IS LESS

\*\*TOTAL COST IS BASED ON 37,000 REGULAR MEALS AND 2,000 SPECIAL MEALS.

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

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: Best Events

  
SIGNATURE

9/8/14  
DATE

GOVERNING COMMITTEE APPROVAL:

/s/ Rick Richard  
CHAIR

5-0  
VOTE

10/21/14  
DATE