

COUNTY OF MILWAUKEE
Behavioral Health Division Administration
INTER-OFFICE COMMUNICATION

DATE: August 18, 2012

TO: Marina Dimitrijevic, Chairwoman – Milwaukee County Board of Supervisors

FROM: Héctor Colón, Director, Department of Health and Human Services
Prepared by Paula Lucey, Administrator, Behavioral Health Division

SUBJECT: From the Director, Department of Health and Human Services, Requesting Authorization to enter into a Purchase of Service Contract with Neptune Sandwiches for the Behavioral Health Division

Issue

Section 46.09 of the Milwaukee County Code of General Ordinances requires County Board approval for the purchase of human services from nongovernmental vendors. No contract or contract adjustment shall take effect until approved by resolution of the County Board. Per Section 46.09, the Director of the Department of Health and Human Services (DHHS) is requesting authorization to enter into a purchase of service contact with Neptune Sandwiches for the Behavioral Health Division (BHD).

Background

In January 2012, the Milwaukee County Department of Health and Human Services Contract Administration requested proposals for the provision of sandwiches to BHD and Delinquency and Court Services Divisions (DCSD). The sandwiches have been made available since mid-2011 for patients and residents that are in need of food outside the regular meal service, before admission to the facility, or in other emergency situations.

Proposals were due back in mid-February, and were subsequently evaluated by a panel of staff from both Divisions in accordance with the rules of procurement. Specifically, the five bids that were submitted were evaluated based on menu, price, quality, service record and taste. Neptune Sandwiches was selected as the top bidder by the evaluation panel.

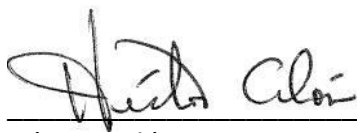
Neptune Sandwiches, as part of their bid, and as approved by Community Business Development Partners, has subcontracted approximately 11% of their proposed contract amount to a DBE certified business. Based on Neptune's per sandwich bid and the estimated volumes for both facilities, the Department of Health and Human Services is requesting a 2012 purchase of service contract in the amount of \$15,750 for both BHD and DCSD.

Recommendation

It is recommended that the Milwaukee County Board of Supervisors authorize the Director, Department of Health and Human Services, or his designee, to enter into a 2012 purchase of service contract with the recommended vendor, Neptune Sandwiches, in the amount of \$15,750.

Fiscal Effect

The amount recommended for this contract will be absorbed in BHD's and DCSD's 2012 Budget. A fiscal note form is attached.



Héctor Colón, Director
Department of Health and Human Services

cc.: County Executive Chris Abele
Tia Torhorst, County Executive's Office
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