

**COUNTY OF MILWAUKEE**  
**Behavioral Health Division Administration**  
**INTER-OFFICE COMMUNICATION**

**DATE:** November 26, 2012

**TO:** Supervisor Marina Dimitrijevic, Chairwoman – Milwaukee County Board

**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 2013 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. The County Board approved a contract with Neptune Sandwiches for the remainder of the year in September 2012.

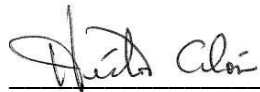
Neptune Sandwiches, as part of their bid, and as approved by Community Business Development Partners, has subcontracted approximately 11% of their contract amount to a DBE certified business. Based on Neptune's per sandwich bid and the estimated volumes for both facilities, the Department of Health and Human Services is requesting a 2013 purchase of service contract in the amount of \$64,000 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 2013 purchase of service contract with the recommended vendor, Neptune Sandwiches, in the amount of \$64,000.

### **Fiscal Effect**

The amount recommended for this contract is included in BHD's and DCSD's 2013 Budget. A fiscal note form is attached.



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Héctor Colón, Director  
Department of Health and Human Services

cc.: County Executive Chris Abele  
Tia Torhorst, County Executive's Office  
Kelly Bablitch, County Board  
Pat Farley, Director – DAS  
Craig Kamholz – Fiscal & Budget Administrator – DAS  
CJ Pahl, Assistant Fiscal and Budget Administrator – DAS  
Antionette Thomas-Bailey, Fiscal and Management Analyst – DAS  
Jennifer Collins, County Board Staff  
Jodi Mapp, County Board Staff