

COUNTY OF EL DORADO

HEALTH & HUMAN SERVICES

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Director

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AGENCY DIVISIONS

Administration & Finance
Behavioral Health
Community Services
Protective Services
Public Health
Self-Sufficiency

DATE: October 16, 2023

TO: Honorable Board of Supervisors
Tiffany Schmid, Chief Administrative Officer

FROM: Olivia Byron-Cooper, Director of Health & Human Services *OBC*

SUBJECT: Retroactive Renewal of Purchasing Contract – Item 23-1897, 11/14/23
Oliver Packaging & Equipment Company 8177

This memo is to notify you that retroactive purchasing contract 8177 with Oliver Packaging & Equipment Company (Oliver) for the purchase and maintenance of packaging and equipment needed for Senior Nutrition Home Delivered Meals has been requested by the Health and Human Services Agency (HHS) Community Services Division and is on the Board of Supervisor's Agenda for November 14, 2023 (File ID: 23-1897).

The Senior Nutrition Program distributes 500-800 meals per day countywide. Since 2018, Oliver has supplied the compartment paperboard food trays used to package take-out, frozen meals, and hot home-delivered meals. Further, Oliver Packaging owns the equipment HHS uses to heat seal and package the food trays.

This proposed Purchase Contract 8177 is a renewal of Purchase Contract 7472, which was approved by the Purchasing Agent on February 24, 2023, to provide food packaging equipment and trays for all Senior Nutrition Program meals. Purchase Contract 7472 was executed as a rush to cover the period of February 24, 2023, through July 31, 2023, while a Purchase Contract with Oliver Packaging was in development. Due to staffing changes and missing data in FENIX, the need to immediately renew was overlooked by HHS staff, and Senior Nutrition staff were not aware that Purchase Contract 7472 had expired when they made an order of additional packaging supplies in August 2023. Fiscal staff cannot pay the invoices for this order until Purchase Contract 8177 is retroactively renewed effective August 1, 2023

As always, please let me know if you have any questions or would like to discuss anything further.