

AGREEMENT KC-117-22

This contract for Human Services is entered into by the Kitsap County Department of Human services, a municipal corporation, having its principal offices at 614 Division Street, Port Orchard, Washington, 98366 (the County); and Kitsap County Superior Court Juvenile Department having its principal office at 1338 SW Old Clifton Road, Port Orchard, Washington, 98367 (the Contractor).

I. Purpose

This Agreement is for the appropriation of \$81,000 of funds from the Kitsap Recovery Center Program for the purpose of preparation of three (3) meals per day for the clients at the Kitsap Recovery Center, for the time period January 1, 2022 – December 31, 2022.

II. Project Description

This project will provide preparation of (3) meals per day to the clients at the Kitsap Recovery Center, located at 661 Taylor St., Port Orchard, Washington, 98366 as follows:

1. The Contractor will prepare, cook and assemble three meals per day
2. The three meals will be fully prepared in bulk and ready for pick-up to serve at the Kitsap Recovery Center in accordance with the following meal schedule:

<u>Meal</u>	<u>Pick-up Time</u>
Breakfast	4:30 p.m. (the day before)
Lunch	11:00 a.m.
Dinner	4:30 p.m.

3. The meals provided by Contractor will meet nutritional requirements in accordance with Washington Administrative Code (WAC), United States Department of Agriculture (USDA) and Group IV guidelines. The meals provided by Contractor must always meet a minimum of one third of the Recommended Dietary Allowance (RDA) for lunch and dinner and one fourth of the RDA for breakfast, while deriving no more than 30% of the total calories from fat and no more than 10% of the total calories from saturated fat. Each meal must meet the

nutrition goal of the Dietary Guidelines for Americans and the RDA as they relate to Group IV guidelines.

4. The Contractor will:
 - a. Keep a daily log of storage temperature.
 - b. Maintain records of temperatures at time of pick-up.
 - c. Maintain records of proper temperatures for holding at their facility.
 - d. Not be responsible for temperature of meals during transit.
 - e. Incorporate cooking methods that are lower in fat and sodium.
 - f. Acquire the necessary tools and materials to meet contract requirements.
 - g. Make available recipe and product information/production records to the Kitsap Recovery Center.
5. The Contractor will maintain the records specified in this section for a period of at least three years.
6. The Contractor will allow Kitsap Recovery Center administrative staff ready access to overall food service operation for purposes of monitoring and inspecting all aspects of food service operations.
7. Changes to the menu must be submitted to the Kitsap Recovery Center as soon as possible.
8. The Contractor will ensure health certification requirements are met at the County facility used to prepare the meals. The Contractor will recognize mandatory standards and policies relating to energy efficiency.
9. The Contractor will provide food preparation and hot meals ready in a manner that assures appropriate temperature control and prevention of food-borne illness. Meals will be prepared in appropriate containers to maintain safe food temperatures. The Contractor will be responsible for preparing meals in a way that is ready for transport to the Kitsap Recovery Center. Kitsap Recovery Center staff will return all pans and containers during each pick-up time.
10. All food used will meet USDA standards of quality, sanitation and safety applicable to foods that are processed commercially and purchased by the program.
11. The Kitsap Recovery Center may be the applicant for reimbursement through a meal reimbursement program. The Contractor will supply meal recipes and production records and other documentation the Kitsap Recovery Center may require to support its reimbursement claims.

12. The Kitsap Recovery Center will not be financially responsible for any meals that are spoiled at delivery, that do not meet the Group IV program requirements or that otherwise do not fulfill the specification in the contract.

III. Billing and Payment

All meals prepared by the Contractor to the Kitsap Recovery Center will be billed monthly based on the total number of meals ordered/received. The Contractor will submit the monthly bill to: Treatment Director, Kitsap Recovery Center, 614 Division St, MS-19, Port Orchard, Washington 98366. Any notices by the Contractor to the County concerning the Kitsap Recovery Center meal service will be sent to the same contact person and address.

The Department of Human Services will prepare an interdepartmental transfer and make payment to the Kitsap County Superior Court Juvenile Services Department.

Reimbursement shall not exceed the total amount indicated on the Agreement Budget Sheet (Attachment A) \$81,000 of this agreement and any other modifications hereof.

The pricing for the meals is as described in Attachment A, which is incorporated herein by this reference. Attachment A specifies the price per meal based on the daily total number of meals the Contractor will provide to Kitsap Recovery Center. No delivery is required for meals to Kitsap Recovery Center, therefore no additional fee is charged per meal.

IV. Duration

This agreement is in effect from January 1, 2022 – December 31, 2022.

V. Amendments

This agreement may only be modified by one or more written amendments duly approved and executed by both parties.

VI. Contract Representatives

The County and the Contractor will each have a contract representative. A party may change its representative upon providing written notice to the other party. The parties' representatives are as follows.

County's Contract Representative

Keith Winfield, Clinical Director, Kitsap County Human Services
614 Division Street MS-23, Port Orchard, WA 98366
(360) 337- 360-337-5640

Contractor's Contract Representative

Michael Merringer, Director, Juvenile

1338 SW Old Clifton Road MS-28, Port Orchard, WA 98367

360-337-5464

VII. Attachments

The parties acknowledge that the following attachments, which are attached to this agreement, are expressly incorporated by this reference:

Attachment A: Budget

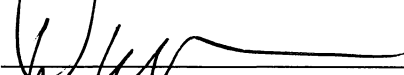
This Agreement shall be effective January 1, 2022.

Dated this 25 day of February, 2022.

Dated this 14 day of March, 2022.

**CONTRACTOR
KITSAP COUNTY DEPARTMENT OF
HUMAN SERVICES**

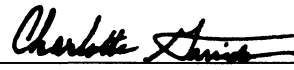
**KITSAP COUNTY BOARD OF
COMMISSIONERS**



Doug Washburn, Director



Edward E. Wolfe, Chair



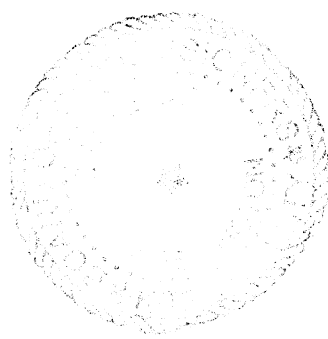
Charlotte Garrido, Commissioner



Robert Geldel, Commissioner

ATTEST: 

Dana Daniels, Clerk of the Board



Attachment A: Budget

WEEK ONE		
\$2.59	\$2.53	\$2.11
\$2.41	\$2.67	\$2.67
\$2.74	\$2.69	\$2.86
\$2.34	\$3.45	\$3.07
\$2.94	\$2.59	\$2.02
\$3.21	\$2.61	\$2.25
\$2.49	\$2.33	\$2.94
\$18.72	\$18.87	\$17.92

WEEK TWO		
\$2.59	\$2.49	\$2.68
\$2.41	\$2.78	\$2.80
\$2.74	\$2.98	\$2.18
\$2.34	\$2.55	\$2.17
\$2.94	\$2.72	\$2.32
\$3.21	\$2.66	\$3.06
\$2.49	\$3.06	\$2.48
\$18.72	\$19.24	\$17.69

WEEK THREE		
\$2.59	\$2.68	\$2.35
\$2.41	\$2.54	\$2.96
\$2.74	\$2.94	\$2.84
\$2.34	\$3.46	\$3.23
\$2.94	\$2.91	\$2.48
\$3.21	\$2.90	\$2.20
\$2.49	\$2.34	\$3.30
\$18.72	\$19.77	\$19.36

\$55.51	\$55.65	\$57.85
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WEEK FOUR		
\$2.59	\$2.86	\$2.19
\$2.41	\$2.56	\$2.47
\$2.74	\$2.56	\$3.16
\$2.34	\$3.45	\$2.11
\$2.94	\$3.24	\$2.13
\$3.21	\$3.04	\$3.27
\$2.49	\$2.73	\$2.54
\$18.72	\$20.44	\$17.87

WEEK FIVE		
\$2.59	\$2.85	\$3.04
\$2.41	\$2.41	\$3.00
\$2.74	\$2.33	\$2.48
\$2.34	\$2.68	\$2.87
\$2.94	\$2.62	\$3.28
\$3.21	\$2.97	\$2.16
\$2.49	\$3.15	\$2.77
\$18.72	\$19.01	\$19.60

Week 1	\$55.51
Week 2	\$55.65
Week 3	\$57.85
Week 4	\$57.03
Week 5	\$57.33
TOTAL	\$283.37

BREAKFAST	LUNCH	DINNER	TOTAL
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\$57.03	\$57.33
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105 MEALS IN A FIVE WEEK CYCLE

\$283.37 DIVIDED BY 105

EQUALS 2.6987619

COST PER MEAL WILL BE \$2.70