



May 23, 2024

To: Detra Dillon, Procurement Administrator, General Services Agency, Purchasing Agent Designee

From: Kevin Bailey, Procurement & Contracts Specialist

Subject: **AWARD A CONTRACT TO AMERIPAK, LLC FOR TRAY SEALING MACHINES; MASTER CONTRACT NO. 902446; PROCUREMENT CONTRACT NO. 27055; AMOUNT: \$293,085**

**RECOMMENDATION:**

Award and execute a contract (Master Contract No. 902446, Procurement No. 27055) with AmeriPak, LLC (Principal: Jim O’Shea; Location: Warminster, PA) to provide tray sealing machines to the Alameda County Sheriff’s Office, for the term of 5/24/24 – 5/23/25, in the amount of \$293,085 (award amount + 11% estimated sales tax).

**DISCUSSION/SUMMARY:**

The Alameda County Sheriff’s Office (ACSO) is responsible for the care and custody of inmates housed in Santa Rita Jail (SRJ). SRJ is a large facility with a capacity of 3,600 inmates, and has a current population of approximately 2,100 inmates. A cook-chill food service operation at the jail produces approximately 10,000 meals per day. Tray sealing machines are used to seal food trays before they are distributed to the housing units at the facility. The County is currently using the Ameripak TD60 tray sealing unit for this process and requires two additional units of the TD60 or an approved equivalent. The configuration of the room in which they are located requires tray sealing units with a comparable footprint of the Ameripak TD60 in order to avoid reconfiguration of the food line and all associated equipment. The sealing units must be compatible with the trays and other equipment in use at the facility. The Contractor will provide the Ameripak TD60 units as required.

**SELECTION CRITERIA/PROCESS:**

*ACSO has determined that Alameda County does not currently have the resources to provide tray sealing machines.*

*ACSO worked with General Services Agency (GSA)–Procurement to develop a Request for Quotation (RFQ), which was issued on March 28, 2024, posted on the County and GSA LinkedIn websites for 32 days, emailed to the Chambers of Commerce e-mail group, and sent to the E-Gov Goods and Services – Current Contract Opportunities mailing service. The RFQ was also advertised in the Inter-City Express on April 1, 2024 and The Independent on April 4, 2024. A vendor outreach was conducted on April 3, 2024, followed by one networking/bidders conference on April 4, 2024, which was not attended by any vendors.*

On April 29, 2024, two bidders submitted responses to the RFQ. The responses were evaluated by GSA-Procurement based on the lowest pricing and meeting the County's requirements for the required tray sealing machines.

AmeriPak, LLC was the lowest cost responsible vendor and is being recommended for award.

The SLEB requirement applies to this RFQ; however, there are no subcontracting opportunities as these goods are purchased direct from the manufacturer. The Office of Acquisition Policy has issued SLEB Waiver No. 9467 (Expiring: May 23, 2025).

The following is the evaluation summary:

**EVALUATION SUMMARY**

Vendor	Location	Local	SLEB	Bid Price	Evaluation Price
AmeriPak, LLC	Warminster, PA	N	N	\$264,040	\$264,040
East Bay Restaurant Supply	Oakland, CA	Y	Y	\$332,703	\$299,433

**FINANCING:**

Appropriations for this contract are included in the ACSO Fiscal Year 2023-24 Approved Budget and will be requested in future budget years. No additional appropriations are required and there will be no increase in net County cost.

**Recommended By:**

Procurement & Contracts Specialist

DocuSigned by:  
*Kevin Bailey* 5/23/2024  
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Signature \_\_\_\_\_ Date \_\_\_\_\_

**Approved By:**

Contract Compliance Officer

DocuSigned by:  
*Julie Ackerman* 5/23/2024  
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Signature \_\_\_\_\_ Date \_\_\_\_\_

Procurement & Contracts Supervisor

DocuSigned by:  
*Allison Scampo* 5/23/2024  
EB5409F0460540F...  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Purchasing Agent Designee

DocuSigned by:  
*John Glavin for Detra Dillon* 5/23/2024  
EB374BC6D6004BF...  
Signature \_\_\_\_\_ Date \_\_\_\_\_