



**Policy Type:** Administrative

**Category:** Facilities

**Policy Name:** Food Services Advisory Committee

**Policy Owner:** Facilities

**Policy Purpose**

The purpose of this policy is to provide a standardized process for the evaluation, selection, and administration of food or vending service provider contracts by the County in order to ensure that County cafeterias and vending facilities are properly operated and that timely improvements are made to these services.

**Policy Summary**

It is County policy to have the Food Services Advisory Committee (FSAC) act as liaison between County employees and food or vending service contractors and to evaluate the service provided to cafeterias located in the County Government Center, Social Services Agency Administration, Charcot Service Center, and other locations as requested.

The FSAC advises Facilities and Fleet (FAF) in the operation of cafeterias and all County facilities' vending services and makes recommendations to FAF for the operational improvements or changes in food service contractors. All recommendations made by the FSAC must comply with the County Nutrition Standards.

The FSAC, the FSAC Chairperson and the FAF Director, in coordination, select and negotiate with food service providers during the Request For Proposal (RFP) process.

*Food Services Advisory Committee (FSAC)*



The Food Services Advisory Committee is a standing committee with the responsibilities to:

- Evaluate and administer food and vending service contracts to ensure providers are in compliance with terms and conditions of contract quarterly, or as needed
- Communicate with service providers when employee complaints or concerns are not resolved
- Address food service and vending operation issues that require resolution or operational changes
- Recommend to the FAF director when a food service contract must be terminated
- Evaluate provider's food service operation to ensure food safety requirements are met (for example: change of ownership, new food operation and current food service)

In general, it is the responsibility of the facility managers to handle facility concerns not related to FSAC or employee cafeteria service.

### Food Services Advisory Committee Membership

The Food Services Advisory Committee shall be composed of the following members:

- Chairperson: Facilities and Fleet, Administration
- Representatives:
  - County Executive's Office
  - Office of the Sheriff Custody Bureau, Food Services
  - Environmental Resource Agency, Department of Environmental Health, Registered Health Specialist
  - Probation Department, Food Services
  - Santa Clara County Health and Hospital Systems, Nutrition and Food Services
  - Social Services Agency



## **Procedures**

### *Request for Proposal Process*

- 1) The **FSAC** recommends vendor(s) for selection as food service providers during Request For Proposal (RFP) process before the contract renewal period or when circumstances warrant a change in service provider.
- 2) The **FSAC Chairperson** coordinates the RFP process to select food and vending service providers.
  - 2a) The **FSAC Chairperson** informs the FAF director of the FSAC food service provider recommendation.
- 3) The **FAF director** negotiates or amends the contract for submittal to the Board of Supervisors or Procurement, based on contract amounts.

## **Definitions**

- 1) "**County Facility**" means any building, property, office, or workspace owned, leased, or regularly used for County business.
- 2) "**County Nutrition Standards**" means the comprehensive set of County nutrition standards imposed by County ordinances and Board policies. These required nutrition standards apply to beverages and food served at County-sponsored meetings and events in which County funds are used, and are recommended standards for meetings or events that are held at County facilities but in which food and beverages are provided and/or donated by others and no County funds are used.
- 3) "**FAF director**" means the department head of the Facilities and Fleet department, or his or her designee(s) for the purposes of managing food service operations and contracts.
- 4) "**Food Services Advisory Committee**" means a standing committee that evaluates and selects food or vending service contractors and the services they provide.



- 5) **“Food or Vending Service Contractors”** means any business operation contracted to provide food, beverages, and/or vending services to County employees and/or members of the public.
- 6) **“Request For Proposal Process”** means the process by which a solicitation is made, often through a bidding process, by the County or a County agency when seeking to procure a commodity, service or valuable asset, to potential suppliers to submit business proposals.

**Frequently Asked Questions**

None.

**Related Policies**

- Food and Beverage Sales - <https://connect.sccgov.org/sites/policies/policyPages/Pages/Food-and-Beverage-Sales.aspx>

**Related Forms and Information**

- County Nutrition Standards - <https://connect.sccgov.org/sites/policies/FormsrelatedtoPolicies/Nutrition%20Standards.pdf>

*History*

Date	Changes Made
01/21/14	Policy Uploaded. (Kyle Larson)