



City of San Antonio

Agenda Memorandum

File Number:20-1938

Agenda Item Number: 5.

Agenda Date: 3/5/2020

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Annual Contract for Summer Food Service Program for Parks and Recreation Department

SUMMARY:

This ordinance authorizes a contract with Selrico Services, Inc., to provide unitized meals for the Parks and Recreation Department Summer Food Service Program for an estimated amount of \$528,900.00 annually, for a term beginning on April 1, 2020 through March 31, 2021, with four additional one-year renewal options. Funding for this contract is provided through the Summer Food Service Program (SFSP) Grant, a reimbursement grant offered by the Texas Department of Agriculture/Food and Nutrition Division. There will be no impact on the General Fund. Funding for subsequent years of this contract is subject to future grant awards.

BACKGROUND INFORMATION:

Submitted for Council consideration and action is a proposal received from Selrico Services Inc., to provide unitized meals to be served to children participating in the City's Summer Food Service Program (SFSP). Food services will include daily preparation and delivery of hot and cold lunches and snacks to an estimated 3,500 children at approximately sixty-four sites. These sites include community centers, swimming pools, churches, elementary, middle schools and various other independent organization sites located within Bexar County, Texas. Since 1969, the Summer Food Service Program Grant has been providing free hot and/or cold lunches and snacks to children throughout San Antonio during the summer months.

The City issued a Request for Competitive Sealed Proposal (RFCSP 19-084; 6100011689) "Parks - Summer

Food Service Program” on September 11, 2019 with a submission deadline of November 1, 2019. Two proposals were received and were deemed eligible for evaluation.

The evaluation committee met on December 20, 2019 to review the two responsive proposals. The Evaluation Committee consisted of representatives from the City Manager’s Office, Pre-K 4 SA, Northeast Independent School District, San Antonio Metro Health Department and the Parks and Recreation Department. The Finance Department, Purchasing Division, assisted by ensuring compliance with City procurement policies and procedures. A taste test was also conducted, and each vendor provided a meal based on a designated menu packaged as it would be part of the summer program. The panel participating in the taste test included school-aged children rating each of the bidder's sample meals based upon taste, appearance and temperature. Following the taste testing, the Evaluation Committee scored the proposals based on the firms’ qualifications, experience, quality of service and proposed plan.

The evaluation of each proposal response was based on a total of 100 points; 30 points allotted for experience, background, qualifications; 35 points allotted for proposed plan; and 20 points allotted for respondent’s price schedule. Five preference points were allotted for the Small Business Economic Development Advocacy Program, Small Business Enterprise (SBE) Prime Contractor Program, and 10 preference points allotted for the Minority/Woman Owned Business Enterprise (M/WBE) Prime Contractor Program. Additional categories of consideration included references and financial qualifications. Selrico Services Inc. received the highest ranking and was recommended for award by the evaluation committee.

The initial term of the agreement shall begin April 1, 2020 through March 31, 2021. Four additional one-year renewals at the City’s option shall also be authorized by this ordinance.

ISSUE:

This contract will provide the Parks and Recreation Department with a contractor that will furnish and supply unitized meals to be served to children participating in the City's Summer Food Service Program (SFSP). Food services shall include daily preparation and delivery of hot and cold lunches and snacks to an estimated 3,500 children at approximately sixty-four sites, which includes community centers, swimming pools, churches, elementary, middle schools and various other independent organization sites located within Bexar County, Texas.

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program, which requires contracts to be reviewed by a Goal Setting Committee (GSC) to establish a requirement and/or incentive unique to the particular contract in an effort to maximize the amount of small, minority and woman-owned business participation under the contract. The Goal Setting Committee applied the Small and Minority/Women-Owned Business Enterprise Prime Contract Program with a potential total of 15 prime points as part of the submittal evaluation criteria with 5 points for Small Business Enterprise (SBE) and 10 points for Minority/Women-Owned Business Enterprise. Additionally, Goal Setting Committee also applied a 15% Minority/Woman-Owned Business Enterprise subcontracting goal. Selrico Services, Inc. is a small, minority-owned firm that received 15 evaluation preference points as they are located within the San Antonio Metropolitan Statistical Area and will be self-performing the subcontracting goal.

This contract is an exception to the Local Preference Program.

The Veteran-Owned Small Business Program does not apply to non-professional service contracts, so no preference was applied to this contract.

ALTERNATIVES:

Should this contract not be approved, the Summer Youth Program participants would be required to provide their own lunch and snack. The Parks and Recreation department does not have the in-house staff to prepare and provide meals to Summer Youth Program participants.

FISCAL IMPACT:

This ordinance authorizes a contract with Selrico Services, Inc., to provide unitized meals for the Parks and Recreation Department Summer Food Service Program for an estimated amount of \$528,900.00 annually, for a term beginning on April 1, 2020 through March 31, 2021, with four additional one-year renewal options. Funding for this contract is provided through the Summer Food Service Program (SFSP) Grant, a reimbursement grant offered by the Texas Department of Agriculture/Food and Nutrition Division. There will be no impact on the General Fund. Funding for subsequent years of this contract is subject to future grant awards.

The Parks and Recreation Department will submit a grant application and accept funds upon award from the Texas Department of Agriculture to fund the 2020 Summer Food Service Program for the period June 8, 2020, through August 14, 2020. The Texas Department of Agriculture grant proposal will be submitted to City Council for approval on April 16, 2020.

RECOMMENDATION:

Staff recommends approval of a contract with Selrico Services, Inc., to provide unitized meals for the Parks and Recreation Department Summer Food Service Program for an estimated amount of \$528,900.00 annually, for a term beginning on April 1, 2020 through March 31, 2021, with four additional one-year renewal options.

This contract was procured by means of Request for Competitive Sealed Proposal and Contract Disclosure Form is required.