



# City of San Antonio

## Agenda Memorandum

**File Number:** 15-3825

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**Agenda Item Number:** 5.

**Agenda Date:** 8/6/2015

**In Control:** City Council A Session

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**DEPARTMENT:** Finance

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Annual Contract for Emergency Catering Services for EOC (Office of Emergency Management)

**SUMMARY:**

This ordinance authorizes a contract with Selrico Services, Inc., to provide emergency catering services for the Office of Emergency Management in an amount not to exceed \$200,000.00, funded by the General Fund but reimbursable by the Texas Division of Emergency Management (TDEM).

**BACKGROUND INFORMATION:**

Submitted for Council consideration and action is a proposal submitted by Selrico Services, Inc. to provide emergency catering services for the Office of Emergency Management. The Emergency Catering Services contract will provide the Fire Department's Office of Emergency Management Division with nutritious meals for City of San Antonio employees and emergency workers in support of an activation of the City's Emergency Operations Center. The Contractor must provide meal service twenty-four hours a day, seven days a week, including holidays, for the duration of the event. Contractor shall prepare an adequate quantity of food to serve four meals per day (plus two daily snacks) for the event period. This contract will only be utilized during a State activation which is 100% reimbursable by the Texas Division of Emergency Management (TDEM).

The City issued a Request for Competitive Sealed Proposal (RFCSP) for "Emergency Catering Services for EOC (Office of Emergency Management)" (RFCSP 6100005872) on April 27, 2015 with a submission deadline of May 13, 2015. One proposal response was received and Selrico Services, Inc. was selected based on the City's standard RFCSP process.

The evaluation committee consisted of representatives from the Fire and Police Departments. The Finance Department, Purchasing Division assisted by ensuring compliance with City procurement policies and

procedures. The proposals were evaluated based on the firm's qualifications, experience, quality of service, previous performance, proposed plan and price schedule. Other categories of consideration included references and financial qualifications.

Additionally, 15 preference points were allotted for the Small Business Economic Development Advocacy (SBEDA) Program, Emerging Small Business Enterprise (ESBE) Prime Contractor Program Affirmative Procurement Initiative. Selrico Services, Inc. was not awarded the preference points.

The Evaluation Committee met on May 22, 2015 to evaluate the proposal received. After committee review and discussion, consensus scores were submitted and Selrico Services, Inc. was recommended for award by the Evaluation Committee.

The initial term of the agreement shall be upon Council award through December 31, 2018. Two, one-year renewals at the City's option shall also be authorized by this ordinance.

#### **ISSUE:**

This contract will provide emergency catering services for the Office of Emergency Management. The Emergency Catering Services contract will provide the Fire Department's Office of Emergency Management Division with nutritious meals for City of San Antonio employees and emergency workers in support of an activation of the City's Emergency Operations Center. The Texas Division of Emergency Management requires that the City of San Antonio have an emergency catering contract in place in case of a statewide declared disaster event. Non-compliance will result in the State disallowing reimbursement for food expenses at any activation site instead these food expenses would have to be charged to the General Fund.

This contract is an exception to the Local Preference Program.

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

#### **ALTERNATIVES:**

Should this contract not be approved, the Office of Emergency Management would be required to process individual procurements to provide emergency catering services. Processing individual procurements will affect the cost of services provided due to non-contract pricing. Because of the Texas Division of Emergency Management requirement to have an emergency catering contract in place, non-compliance will result in the State disallowing reimbursement for food expenses, impacting the General Fund.

#### **FISCAL IMPACT:**

The total value of this contract shall not exceed \$200,000.00. Funding for this ordinance will be provided through the San Antonio Fire Department's General Fund, but is reimbursable by the Texas Division of Emergency Management (TDEM).

#### **RECOMMENDATION:**

Staff recommends approval of this contract with Selrico Services, Inc., to provide emergency catering services for the Office of Emergency Management in an amount not to exceed \$200,000.00.

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

