



# City of San Antonio

## Agenda Memorandum

**File Number:**20-1140

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**Agenda Item Number:** 5.

**Agenda Date:** 1/21/2020

**In Control:** Audit and Accountability Committee

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**CITY OF SAN ANTONIO  
PARKS AND RECREATION DEPARTMENT  
INTERDEPARTMENTAL CORRESPONDENCE**

**TO:** Erik Walsh, City Manager

**FROM:** Homer Garcia III, Interim Director, Parks and Recreation Department

**COPIES:** Audit and Accountability Committee; Ben Gorzell, Chief Financial Officer; Kevin Barthold, City Auditor; Colleen M. Bridger, MPH, PhD, Assistant City Manager; Troy Elliott, Deputy Chief Financial Officer

**SUBJECT:** Consideration of Completed High Profile Solicitation

**DATE:** January 21, 2020

The following high profile project has completed the solicitation process. This item is presented to the Audit and Accountability Committee for review prior to the full City Council for consideration.

**Summer Food Service Program** - The Parks and Recreation Department solicited proposals for a qualified contractor 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/cold lunches and snacks to be served to approximately 3,500 children at 66 anticipated sites, which includes community centers, churches, elementary and middle schools, swimming pools and various other independent organizations located within Bexar County, Texas. The intent of the SFSP is to ensure that, during school summer vacation, children are able to receive the same high-quality meals made available to them through the National School Lunch Program. The SFSP is sponsored by the City of San Antonio, funded by the United States Department of Agriculture (USDA) and administered by the Texas Department of Agriculture/Food and Nutrition Division (TDA/FND).

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|----------------------------|--|
| ▪ Solicitation Type:       | Request for Competitive Sealed Proposals |
| ▪ Contract Value:          | \$2,644,500.00                           |
| ▪ Term of Contract:        | 1 year with 4, 1-year renewal options    |
| ▪ Number of Respondents:   | 2  |
| ▪ Contracts to be Awarded: | 1  |
| ▪ Council Consideration:   | March 5, 2020                            |

- Evaluation Criteria:
  - Experience, Background, Qualifications: 30 points
  - Proposed Plan: 35 points
  - Price: 20 points
  - SBEDA Program: 15 points
    - SBE Prime Contract Program: 5 points
    - M/WBE Prime Contract Program: 10 points
  - SBEDA Subcontracting Requirements: 15% MWBE
  - Local Preference Program: Not Applicable
  - Veteran Owned Small Business: Not Applicable
- Voting Committee Members:
  - Dr. Colleen Bridger, MPH, PhD, Assistant City Manager, City Manager's Office
  - Homer Garcia III, Interim Director, Parks and Recreation Department
  - Lyn Kinton, Parks and Recreation Manager, Parks and Recreation Department
  - Brad Davenport, Chief Operations Officer, Pre-K 4 SA
  - Haley Amick, Community Nutrition Coordinator, Metro Health Department
  - Sharon Glosson, Executive Director Nutrition, Northeast Independent School District

RFC SP for Parks - Summer Food Service Program (19-084; 6100011689)			
Score Summary *FINAL EVALUATION December 20, 2019		Maximum Points	
		Vendor A	Vendor B
A - Experience, Background, Qualifications	30	26.00	29.17
B - Proposed Plan	35	26.50	31.67
A - B Sub-Total	65	52.50	60.84
C - Price	20	20.00	19.39
D - Small Business Economic Development Advocacy Program	15	15.00	0.00
TOTAL SCORE	100	87.50	80.23
RANK BASED ON TOTAL SCORE		1	2

\*One evaluation meeting held with taste tests and scoring completed

Due diligence conducted for the respondents to the above solicitation included a search of federal and state debarment lists, prohibited political contributions, conflicts of interest, delinquent City/County taxes, outstanding payments to the City, payment of state franchise fees as well as a search of the internet for pertinent business information. No material findings were noted that would prevent the City from awarding to the selected vendor.

Staff recommends committee approval to proceed with scheduling this item for full City Council consideration.