



# City of San Antonio

## Agenda Memorandum

**File Number:**15-1559

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**Agenda Item Number:** 6.

**Agenda Date:** 3/5/2015

**In Control:** City Council A Session

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**DEPARTMENT:** Finance

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** City Wide

**SUBJECT:**

Annual Contract for Summer Food Service Program

**SUMMARY:**

This ordinance authorizes a contract with Selrico Services, Inc. to provide unitized meals to the Parks and Recreation Department's Summer Food Service Program for an estimated amount of \$650,000.00 annually upon award through March 31, 2016, with four additional one-year renewal options. Funding for this contract is provided by the United States Department of Agriculture.

**BACKGROUND INFORMATION:**

Submitted for Council consideration and action is a proposal received from Selrico Services, Inc. to provide the Parks and Recreation Department with food services for the Summer Youth Program and additional programs. Food service will be delivered daily to an average of 3,500 children at approximately 61 sites located throughout the City for a total annual delivery of 135,000 lunches and snacks each. Food service will begin approximately June 15th and operate through approximately August 14<sup>th</sup> of each contract year.

Established in 1969, the Summer Food Service Program is sponsored by the City of San Antonio and funded by the United States Department of Agriculture and administered by the Texas Department of Agriculture/Food and Nutrition Division.

The City issued a Request for Competitive Sealed Proposal (RFCSP) for "Annual Contract for Summer Food Service Program"- (RFCSP 610004845) on October 24, 2014, with a submission deadline of December 12, 2014. Two proposal responses were received.

The evaluation panel consisted of representatives from the City Manager's Office, the Parks and Recreation Department, Health Department and the Northside Independent School District. The Finance Department, Purchasing Division assisted by ensuring compliance with City procurement policies and procedures. The

evaluation committee met on January 27, 2015, to score the proposals based on the firms' qualifications, experience, and quality of service, previous performance, proposed plan and price schedule. 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. Additional categories of consideration included references and financial qualifications.

The evaluation of each proposal response was based on a total of 100 points; 30 points allotted for experience, background, and qualifications; 30 points allotted for proposed plan including taste test; and 25 points allotted for respondent's price schedule. Fifteen preference points were allotted for the Small Business Economic Development Advocacy Program, SBE Prime Contractor Program Affirmative Procurement Initiative. Selrico Services, Inc. received the highest ranking and was recommended for award by the evaluation committee.

The initial term of the agreement shall be for a period of one year upon award through March 31, 2016. 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 vendor that will supply unitized meals to be served to children participating in the Parks and Recreation Department Summer Youth Program and additional programs. Food services shall include daily preparation and delivery of hot and cold lunches and snacks, including an additional piece of fruit. Service sites include community centers, swimming pools, churches, elementary and middle schools, and various other independent organizations located within Bexar County, Texas. Meals will be packaged and delivered in accordance with local health standards and follow the Por Vida Guidelines.

This contract will be awarded in compliance with the Small Business Economic Development Advocacy Program, which requires contracts be reviewed by a Goal Setting Committee to establish a requirement and/or incentive unique to the particular contract in an effort to maximize the amount of small, minority, and women-owned business participation in the contract. The Goal Setting Committee applied the Small Business Enterprise (SBE) Prime Contract Program to this solicitation and awarded 15 evaluation preference points to Selrico, as they are certified as SBE and are located within the San Antonio Metropolitan Statistical Area. Additionally, the Goal Setting Committee set a 10% Minority/Women Business Enterprise Subcontracting which Selrico has committed to fulfill.

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, so no preference was applied to this contract.

#### **ALTERNATIVES:**

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

#### **FISCAL IMPACT:**

This contract will be funded by the United States Department of Agriculture and administered by the Texas Department of Agriculture/Food and Nutrition Division through the Summer Food Service Program grant applied for and approved annually. There will be no impact to the General Fund.

The Parks and Recreation Department will submit a grant application and accept funds upon award from the Texas Department of Agriculture to fund the 2015 Summer Food Service Program for the period June 15, 2015, through August 14, 2015. The Texas Department of Agriculture grant proposal will be submitted to City Council for approval on April 30, 2015.

**RECOMMENDATION:**

Staff recommends the approval of this contract with Selrico Services Inc. to provide unitized meals to the Parks and Recreation Department's Summer Food Service Program for an estimated amount of \$650,000.00 annually upon award through March 31, 2016, with four additional one-year renewal options. Funding for this contract is provided by the United States Department of Agriculture. This contract will ensure that Summer Youth Program and other program participants receive a nutritious daily hot or cold lunch and snacks, including an additional piece of fruit.

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