



City of Emeryville

CALIFORNIA

MEMORANDUM

DATE: March 19, 2020
TO: Christine Daniel, City Manager
FROM: Pedro Jimenez, Community Services Director
SUBJECT: **Resolution Of The City Council Of The City Of Emeryville Approving And Authorizing The Issuance Of A Request For Proposals For A Qualified Food Service Provider To Operate The Meal Program At The Emeryville Child Development Center**

RECOMMENDATION

Staff recommends that the City Council adopt the above-entitled resolution approving and authorizing the issuance of a Request for Proposals (RFP) for a qualified third-party food service provider to operate the meal program at the Emeryville Child Development Center.

BACKGROUND

The Emeryville Child Development Center has been in operation for over 40 years. The Center is open ten and a half hours per day, Monday through Friday, 246 days per year. The program currently has 72 FTE participants. As part of the program offering and as a requirement of receiving funding from the State of California, Department of Education for subsidized childcare for low-income families, the City is required to provide meals to the children throughout the day. This includes breakfast, lunch and afternoon snacks daily. The City receives approximately \$23,000 from the Child and Adult Care Food Program (CACFP) program. CACFP reimburses centers for eligible meals and snacks served to enrolled children, targeting benefits to those children most in need. On September 4, 2012, the City Council unanimously adopted Resolution No. 12-173 approving the contracting of the meal program at the Emeryville Child Development Center with a third-party provider. On April 3, 2018, the Community Services Department requested permission to issue an RFP to a third-party provider (Resolution No 18-38) and School Foodies was awarded the contract for 2 years. The current contract with School Foodies expires June 30, 2020. Staff recommends the City Council authorize issuance of an RFP for a qualified food service provider in advance of expiration of the current contract.

DISCUSSION

Once approved, the RFP will be distributed to several vendors that have expertise in the area of food provision for preschool students. The RFP requires responses to be returned by May 8, 2020, no later than 5:00 p.m., to the Emeryville Child Development Center. Staff will review proposals, and vendors may be contacted for a follow up interview and/or an oral presentation. Staff expects to present a contract with the preferred vendor to the Emeryville City Council for approval at the regular meeting of June 2, 2020, with the contract becoming effective July 1, 2020.

FISCAL IMPACT

The City is reimbursed annually approximately \$23,000 from the CACFP program. The City has budgeted \$125,000 for FY 20/21 for a third-party provider of food service and \$7,700 for miscellaneous snacks, paper products and utensils. Annual funding to cover the new food services contract and the paper products and utensils will be incorporated into the FY 20/21 and FY 21/22 budget.

PREPARED BY: Pedro Jimenez, Community Services Director

APPROVED AND FORWARDED TO THE CITY COUNCIL OF THE CITY OF EMERYVILLE:



Christine Daniel, City Manager

ATTACHMENTS

- Draft Resolution
- Request For Proposals