



City of Emeryville

CALIFORNIA

MEMORANDUM

DATE: June 5, 2018
TO: Carolyn Lehr, City Manager
FROM: Pedro Jimenez, Community Services Director
SUBJECT: **Resolution Of The City Council Of The City Of Emeryville Authoring The City Manager To Enter Into A Professional Services Agreement With Uptons Inc. DbA: School Foodies In An Amount Not To Exceed \$115,000 Per Fiscal Year 2018-19 And 2019-20 To Provide Food Service At The Emeryville Child Development Center**

RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to enter into a Professional Services Agreement with Uptons Inc. DbA: School Foodies, in an amount not to exceed \$115,000 per FY for 2018-19 and 2019-20, for the food service at the Emeryville Child Development Center.

BACKGROUND

The Emeryville Child Development Center (ECDC) has been in operation for over 39 years. The Center is open ten and half hours per day, Monday through Friday, 247 days per year. The program currently has 80 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 child care for low-income families, the City is required to provide meals to the children throughout the day. For many years the Center was staffed by an on-site cook to prepare the meals. After an extensive evaluation of the food service at the Center, the City decided that contracting out the meal program would allow the center to provide a reliable, quality meal program on a consistent basis. The City has been contracting out the food services at the Child Development Center since 2013. The current food service provider's contract ends on June 30, 2018. At the April 3, 2018, City Council meeting, the Council approved a request to issue a Request for Proposals (RFP) for a new food service provider.

DISCUSSION

The City of Emeryville Community Services Department prepared the RFP and invited interested vendors to submit proposals via mail or hand delivery no later than May 4, 2018, 5:00 pm. Three vendors responded: Food for Thought, Kidango and School Foodies. School Foodies was the lowest responsible bidder and has the capacity and a proven track record of dependable and consistent daily delivery of nutritious meals that meet the State food program guidelines. Food preparation and delivery is their core business. School Foodies' proposal meets the qualifications of the ideal food vendor and the proposal included all of the required items.

The yearly contract amount is based on:

246 days of operation x \$5.50 per day x 80 FTE participants =

\$108,240 plus estimated sale tax of \$5,007 = \$113,247

FISCAL IMPACT

During the budget process for FY 2018-19, staff budgeted \$125,000 for the food program per year.

The Center also receives reimbursement fees of approximately \$40,000 from the Child and Adult Care Food Program (CACFP) which would also defray additional cost if there should be an increase in enrollment at the Center.

STAFF COMMUNICATION WITH THE PUBLIC

No staff communication with the public.

PREPARED BY: Pedro Jimenez, Community Services Director

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



Carolyn Lehr, City Manager

Attachments:

1. Resolution
2. Professional Service Agreement
3. Professional Service Agreement Exhibit A
4. RFP for Vended Meals
5. School Foodies Proposal for Vended Meals