



City of Emeryville

CALIFORNIA

MEMORANDUM

DATE: September 5, 2023

TO: Paul Buddenhagen, City Manager

FROM: Rebecca Sermenio, Community Services Director

SUBJECT: **Resolution Of The City Council Of The City Of Emeryville Authorizing The City Manager To Enter Into A Professional Services Agreement With Patatas, LLC In An Amount Not To Exceed \$126,500 For Fiscal Year 2023-24 To Provide Food Service At The Emeryville Child Development Center And Increase 5200-73600 Food Supplies By \$46,500 For A Total Budget Of \$146,500 And Transfer \$46,500 From Measure F Fund 267-99650 To Fund 230-69994**

RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to enter into a Professional Services Agreement with Patatas, LLC. in an amount not to exceed \$126,500 for FY 2023-24 for food service at the Emeryville Child Development Center and increase 5200-73600 Food Supplies by \$46,500 for a total budget of \$146,500 and transfer \$46,500 from Measure F Fund 267-99650 to Fund 230-69994.

BACKGROUND

The Emeryville Child Development Center (ECDC) has been in operation over 40 years. The Center is open ten and half hours per day, Monday through Friday, 247 days per year. The program currently has 56 participants. As part of the program offering and as a requirement of receiving funding from the State of California's Department of Education for subsidized childcare for low-income families, the City is required to provide meals to the children throughout the day under the Child and Adult Food Care Program (CACFP). For many years, the Center was staffed by an on-site cook to prepare the meals. After an extensive evaluation of food service at the ECDC, the City decided that contracting out the meal program would allow ECDC to provide a reliable, quality meal program on a consistent basis. As a result, the City has been contracting out food services at ECDC for the past 10 years.

DISCUSSION

The Community Services Department issued an RFP and invited interested vendors to submit proposals via email, mail, or hand delivery in May 2023 and again in July 2023. We had one vendor respond to both RFP's. Patatas, LLC was the only responsible bidder and has the capacity to be a dependable and consistent daily food service provider of nutritious meals that meet the State's food program guidelines.

The Patatas, LLC proposal meets the qualifications of an ideal food vendor, and the proposal included all the required items. This vendor requires use of the City's commercial

kitchen at the Senior Center at no cost to prepare all meals. The Contractor will provide lunch and milk service Monday through Thursday. City staff will provide lunch and milk service on Fridays as a means to keep costs down (approximate yearly savings of \$19,000), which will also provide an opportunity for teachers to offer cooking classes as an additional enrichment benefit for the children who attend ECDC.

The yearly contract amount is based on:

197 days of operation x \$10.94 (includes 10.5% tax) per day x 56 participants
=\$120,690.00

Additional dates if needed: 8 days of operation x 10.94 (includes 10.5% tax) per day x 56 participants = \$4,901.00

Total Estimated Food Contract (Not to exceed): \$126,500.00

The yearly cost of providing Friday lunches in house is based on:

49 days of operation x \$3.00 per day x 56 participants = \$8,232.00

FISCAL IMPACT

Annual funding has been budgeted at \$100,000 for FY 23/24 to cover the costs for a third-party food service provider for breakfast and snacks provided by the City in the amount of \$90,000 for a food service contract and \$10,000 for breakfast and snacks supplies.

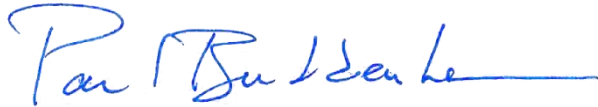
The City is also reimbursed annually approximately \$23,000 from the State's Child and Adult Food Care Program (CACFP).

Staff ask to increase 5200-73600 Food Supplies budget in the amount of \$46,500 to cover the increased cost of the food vendor contract (\$36,500) and the additional Friday lunches with the weekly breakfast and snacks (\$10,000) and transfer \$46,500 from Measure F Fund 267-99650 to Fund 230-69994.

	Food Contract	Fridays/Snacks/Breakfast	TOTAL
CURRENT FY 23/24	\$90,000	\$10,000	\$100,000
PROPOSED CHANGE	Increase to: \$126,500	Increase to: \$20,000	Increase to: \$146,500
	+\$36,500	+\$10,000	+\$46,500

PREPARED BY: Rebecca Sermeno, Community Services Director
Kim Burrowes, Recreation Manager

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



Paul Buddenhagen, City Manager

ATTACHMENTS

- RFP for Vended Meals
- Patatas LLC Proposal for Vended Meals
- Draft Resolution
 - Professional Service Agreement