



City of Emeryville

CALIFORNIA

MEMORANDUM

DATE: July 7, 2020
TO: Christine Daniel, 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 2020-21 And 2021-22 To Provide Food Service At The Emeryville Child Development Center**

RECOMMENDATION

Staff recommends that the City Council approve the above-entitled resolution authorizing 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 2020-21 and 2021-22 for the food service at the Emeryville Child Development Center.

BACKGROUND

The Emeryville Child Development Center (ECDC) has been in operation for over 40 years. The Center is open ten and 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. 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, 2020. At the March 19, 2020 City Council meeting the Council approved a request to issue a 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 email, mail or hand delivery no later than May 8, 2020, 5:00 pm. Three vendors responded: Revolution Foods, 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

The City is reimbursed annually approximately \$23,000 from the CACFP program. The City has budgeted \$125,000 for FY 20/21 for third party provider of foods service and \$7,700 for miscellaneous snacks, paper products and utensils. Annual funding to cover the new food services contract and the paper produces and utensils will be incorporated into 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
- Professional Service Agreement
- RFP for Vended Meals
- School Foodies Proposal for Vended Meals