



CITY OF SAN MATEO

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Agenda Report

Agenda Number: 17

Section Name: {{section.name}}

Account Number: 18-6114

File ID: {{item.tracking_number}}

TO: City Council
FROM: Christina Horrisberger, Interim City Manager
PREPARED BY: Parks and Recreation Department
MEETING DATE: July 17, 2023

SUBJECT:

Senior Catered Lunch Services Rendered for Fiscal Year 2022-2023 and Fiscal Years 2023-2026 – New Agreement and Amendment

RECOMMENDATION:

Adopt a Resolution to approve an alternative purchasing method for services already rendered and approve an agreement in an amount not to exceed \$21,455.38 with Corporate Cuisine, Inc. ("Corporate Cuisine") for senior lunch services delivered during fiscal year 2022-23; approve Amendment No. 1 to the agreement approved on May 15, 2023, with Corporate Cuisine for fiscal years 2023-26 to include tax; and authorize the Park and Recreation Director to execute both documents in substantially the form presented.

BACKGROUND:

On June 7, 2021, the City Council approved a one-year contract (with an optional one year renewal term) with Corporate Cuisine to provide lunch services to seniors for fiscal year 2021-22. On July 7, 2022, at the Parks and Recreation Director's discretion, the City exercised its option to extend the contract by one more year. In fiscal year 2022-23, costs for food escalated from the contracted \$10.00 a meal to \$11.25 a meal. In addition, the original contract did not include tax. The original contract was for \$91,950 but actual costs for fiscal year 2022-23 were \$113,405.38. The per meal cost, including tax, for fiscal year 2022-23 is \$12.34, and about 9,195 meals were delivered during this time. To reflect accurate food costs and tax, a new contract for the difference is required for services rendered from July 1, 2022 through June 30, 2023. Therefore, staff recommends the approval of the fiscal year 2022-23 agreement in an amount not to exceed \$21,455.38.

Pursuant to San Mateo Municipal Code Section 3.60.050(b), the City may use any purchasing procedures approved by the City Council if it makes a finding concurrent with the award of the contract that the procedures are in the best interest of the City. This agreement is for services already rendered that were related to an existing vendor who has completed the competitive bid process. Thus, calling for bids is impracticable, unavailing, or impossible because services have already been rendered.

In addition, staff recommends approval of Amendment No. 1 to the agreement with Corporate Cuisine for the current fiscal year through 2026, which the City Council approved on May 15, 2023. This agreement did not include tax in the payment terms. The proposed amendment adds the then current tax to the per meal cost for all fiscal years, which should not exceed the approved annual amount (\$150,000) for all fiscal years.

BUDGET IMPACT:

The Parks and Recreation Department is expected to be able to absorb all additional costs related to this action within its current budget authority and with support from approved Measure K funds, which subsidizes meals at the Dr. Martin Luther King Jr. Center through the San Mateo County Aging and Adult Services Department. As such, no additional budget appropriations are needed.

ENVIRONMENTAL DETERMINATION:

This is not a project subject to CEQA, because it is a government fiscal activity which does not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment. (CEQA Guidelines Section 15378(b)(4).)

NOTICE PROVIDED

All meeting noticing requirements were met.

ATTACHMENTS

Att 1 – Proposed Resolution

Att 2 – Agreement for Fiscal Year 2022-23

Att 3 – Amendment No 1. for Fiscal Years 2023-26

Att 4 – Agreement for Fiscal Years 2023-26

STAFF CONTACT

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