



CITY OF SAN MATEO

City Hall
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Agenda Report

Agenda Number: 3

Section Name: {{section.name}}

File ID: {{item.tracking_number}}

TO: City Council
FROM: Drew Corbett, City Manager
PREPARED BY: Parks and Recreation
MEETING DATE: June 03, 2019
SUBJECT:
Senior Catering Services - Contract

RECOMMENDATION:

Award a contract to Corporate Cuisine for the Senior Catering Service up to the amount of \$110,000 per year with an option for the City to extend for an additional year, and authorize the Director of Parks and Recreation to execute the contract.

BACKGROUND:

The Parks and Recreation Department has provided meal service at the Senior Center and King Center for many years. Currently, the Senior Food Program serves nearly 10,000 lunches per year. Lunches are provided on Mondays, Wednesdays, and Fridays at the Senior Center, and at the Dr. Martin Luther King Jr. Center on Tuesdays and Thursdays. All meals are nutritionally balanced by a dietician, and seniors can make a reservation several weeks in advance. The meal service provided at the Dr. Martin Luther King Jr. Center is subsidized through a San Mateo County Aging and Adult Services grant. Meals are provided on a contract basis, and are prepared off-site and delivered by the vendor. On April 15, 2019, a formal bid process was posted with all proposals being due by 5:00 PM on May 3, 2019. The sole bid was from Corporate Cuisine, the current senior meal service provider. This agreement continues the relationship for the period July 1, 2019 through June 30, 2020, with an option, at the City's discretion, to renew for one additional year. Corporate Cuisine has agreed to maintain the cost per meal at \$9.50 plus local sales tax for the full two-year period. At approximately 10,000 lunches per year, it is anticipated that the contract may exceed \$100,000.

Staff and participants have been pleased with the food service quality currently being provided by Corporate Cuisine.

BUDGET IMPACT:

The meal service provided at the Dr. Martin Luther King Jr. Center is subsidized through a San Mateo County Aging and Adult Services grant. The county grant pays \$5.26 per meal and the senior patrons are asked to pay a suggested donation of \$4.00. The current cost for participants at the Senior Center is \$6.50. The City of San Mateo then subsidizes the difference between the contracted costs of the meal and the fee paid by participants. All costs are currently budgeted in the Parks and Recreation Department operating budget.

ENVIRONMENTAL DETERMINATION:

This administrative action is not a project subject to CEQA, because it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment. (CEQA Guidelines Section 15378(b)(5).)

NOTICE PROVIDED

All meeting noticing requirements were met.

ATTACHMENTS

Att 1 – Corporate Cuisine Contract

STAFF CONTACT

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