



# REPORT TO COUNCIL

## City of Sacramento

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915 I Street, Sacramento, CA 95814-2604  
www. CityofSacramento.org

Consent  
December 7, 2010

Honorable Mayor and  
Members of the City Council

**Title: Contract: Shelf Stable Meals and Snacks**

**Location/Council District: Citywide**

**Recommendation:** Adopt a **Resolution:** 1) awarding a one-year contract for an amount not to exceed \$1,354,771, with up to two one-year renewal options to for an amount not to exceed \$1,354,772 per year to JA Foodservice Corporation for the purchase of shelf stable meals and snacks for a total not to exceed \$4,064,315 for the potential three year term; 2) authorizing the City Manager or the City Manager's designee to execute the renewal options specified in Section 1, and the required purchase orders without the need for further approval from the City Council provided that sufficient funds are available in the budget adopted for the applicable fiscal year(s).

**Contact:** David Mitchell, Operations Manager, 808-6076; Alan Tomiyama, Recreation Manager, 808-8958; Bernadette Cheek, Administrative Analyst, 808-6097

**Presenters:** None

**Department:** Parks and Recreation

**Division:** Sacramento START, The 4<sup>th</sup> "R" Program and Summer Food Program

**Organization No:** 19001631, 19001621, 19001661

### **Description/Analysis**

**Issue:** The Department of Parks and Recreation has an ongoing need to purchase shelf stable meals and snacks to operate Sacramento START, The 4<sup>th</sup> "R" Program and the Summer Food Program. As a result of a competitive bid process, City Council is being asked to authorize the City Manager to execute a contract to purchase these shelf stable meals and snacks from JA Foodservice Corporation.

**Policy Considerations:** The recommendations in this report are in accordance with the provisions of City Code Chapter 3.56 related to the purchase of supplies.

In accordance with Sacramento City Council Resolution No. 2010-346, JA Foodservice Corporation is headquartered in Buchanan, Michigan. The proposed contract award is consistent with Resolution No. 2010-346 prohibiting the City from entering into any contract to purchase goods or services from any business or entity headquartered in Arizona.

**Environmental Considerations:**

**California Environmental Quality Act (CEQA):** This report concerns the purchase of shelf stable meals and snacks for the Department of Parks and Recreation. Continuing administrative activities, such as the purchase of shelf stable meals and snacks, is not a "project" for the purposes of CEQA pursuant to section 15378(b)(2) of the CEQA guidelines (Title 14 Cal. Code Reg. § 15000 et seq.) and therefore is not subject to CEQA pursuant to section 15060(c)(3) of the CEQA Guidelines.

**Sustainability Considerations:** The contractor agrees to supply the City of Sacramento with environmentally preferable and effective products in compliance with the specifications stated in the solicitation/contract and provide services that help minimize the environmental impact resulting from use and disposal of products specified in the bid/contract. The contractor further agrees that its products specified in the bid do not contain any items, ingredients or components prohibited under the City's Sustainable Procurement Policy.

**Commission/Committee Action:** None

**Rationale for Recommendation:** The Department of Parks and Recreation has an ongoing need to purchase shelf stable meals and snacks for the operation of Sacramento START, The 4<sup>th</sup> "R" Program and Summer Food Program. The Department of Parks and Recreation requires the services of a vendor that is capable of supplying a large quantity of shelf stable meals and snacks that meet United States Department of Agriculture nutritional requirements.

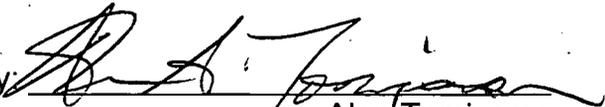
On October 7, 2010, the Department of Parks and Recreation, in accordance with City Code Chapter 3.56 issued Invitation for Bid No. B111411003 for the purchase of shelf stable meals and snacks. Three responses were received. One response was deemed "Non-Responsive". The lowest responsive and responsible bidder was determined to be JA Foodservice Corporation. A summary of the bid results is provided in Attachment 2.

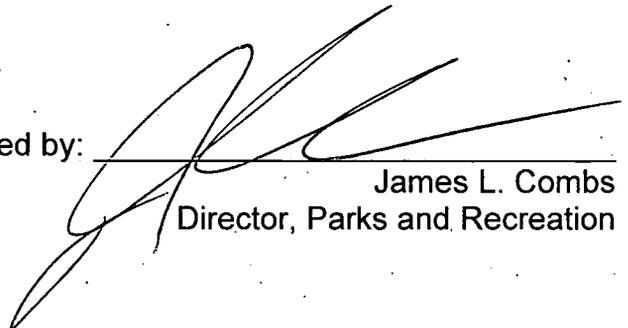
**Financial Considerations:** There are sufficient funds available in the Department of Parks and Recreation's operating budget for shelf stable meals and snack purchases by The 4<sup>th</sup> "R" in Fiscal Year (FY) 2010/11 for purchases through June 30, 2011. There are sufficient grant funds available for Sacramento START and Summer Food programs in Fiscal Year (FY) 2010/11 to purchase shelf stable meals and snacks. California Department of Education reimburses each program \$3.18 for each meal and \$0.74 for each snack making each snack and meal program cost

neutral. The total amount is not to exceed \$1,354,771 in FY2010/11. Purchases after June 30, 2011 through the end of the contract are subject to funding availability in the budget for the applicable fiscal year(s). The table below shows the estimated annual amounts used to determine the total contract amount.

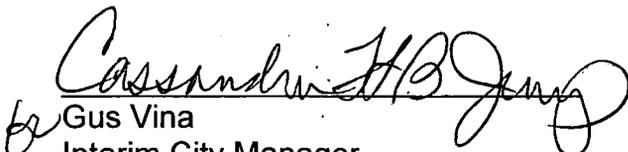
Vendor	Year 1 Estimate	Year 2 Estimate	Year 3 Estimate	Total Contract Amount
JA Foodservice Corporation	\$1,354,771	\$1,354,772	\$1,354,772	\$4,064,315

**Emerging Small Business Development (ESBD):** JA Foodservice Corporation is not certified as an emerging/small business.

Respectfully Submitted by:   
Alan Tomiyama  
Recreation Manager

Approved by:   
James L. Combs  
Director, Parks and Recreation

Recommendation Approved:

  
Gus Vina  
Interim City Manager

APPROVED AS TO FORM:

  
CITY ATTORNEY

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## Attachment 1

### Background

#### Sacramento START Program

Sacramento START Program has been operating sites at elementary schools throughout the City and County of Sacramento since 1995. The program provides literacy, homework assistance and enrichment programs in schools at which more than half of their students are eligible for the free and reduced-price meal programs. A majority of the funding for this program comes from a grant from the California Department of Education (CDE), with previously approved support from the City's General Fund, participating school districts, and private contributions. No fees are charged to the children or their parents. Sacramento START Program serves approximately 846,000 snacks annually from 60 locations.

#### The 4<sup>th</sup> "R" Program

In operation at elementary schools throughout the City since June 1986, The 4<sup>th</sup> "R" Program is a fee based childcare program that provides before and after-school care for elementary school students. The program introduces children to a variety of recreational activities while providing a well-planned, nurturing environment that promotes healthy development of the child. A wide variety of group and individual activities are offered that enhance the child's physical, social and emotional development.

After school snacks are part of the childcare program. Annually, 297,000 After-School snacks are served to children in Sacramento from 23 sites.

#### Summer Food Program

The Summer Food Free Lunch Program is a federally-funded child nutrition program sponsored locally by the City of Sacramento Department of Parks and Recreation. This program provides a nutritious lunch during the summer months, when school is out of session. Any child ages one through eighteen can eat a free lunch at one of the 80 sites throughout Sacramento. In 2011 we anticipate serving 120,000 lunches to Sacramento children.

In addition to lunches, the program provides free after-school snacks to children and youth, ages one to eighteen, during the school year. 125,000 snacks will likely be served at 20 sites during the school year and 80 summer sites throughout Sacramento in 2011.

The Summer Food Program and the After-School Snack Program are funded by the U.S. Department of Agriculture.



SUMMARY OF BID RESULTS- BID NO. B111411003

	JA Foodservice Corporation	CPI Foods, Inc.	Compass Group USA Bateman Senior Meals Division
Shelf Stable Meals and Snacks	\$216,403	\$289,676	Non-Responsive
5% E/SBE Preference	None	None	Non-Responsive
1% City Limit Preference	None	None	Non-Responsive
Prompt Payment Discount	None	None	Non-Responsive
<b>Total Bid Evaluation</b>	<b>\$216,403</b>	<b>\$289,676</b>	<b>Non-Responsive</b>

**Award of Contract to:** JA Foodservice Corporation  
 455 Post Road  
 Buchanan, Michigan 49107

**Total Contract Amount: \$4,064,315**

Number of IFB Requests	Number of Bids Received	Number of Responsive Bids
26	3	2

The lowest responsible bid amount of \$216,403 represents the total for the quantities selected for evaluation purposes only, which was calculated on a selection of representative shelf stable meals and snack purchases made over the course of one year. Authorization is requested to enter into a contract in an amount not to exceed \$4,064,315 which anticipates cost and or/volume increases and more closely reflects the actual amount anticipated to be expended overall for this potential three year contract.



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## **RESOLUTION NO. 2010-XXXX**

Adopted by the Sacramento City Council

**DECEMBER 7, 2010**

### **AWARD CONTRACT FOR THE PURCHASE OF SHELF STABLE MEALS AND SNACKS**

#### **BACKGROUND**

- A. The Department of Parks and Recreation has an ongoing need to purchase shelf stable meals and snacks to operate Sacramento START, The 4<sup>th</sup> "R" Program and the Summer Food Program.
- B. On October 7, 2010, the Department of Parks and Recreation, in accordance with City Code Chapter 3.56 issued Invitation for Bid No. B111411003 for the purchase of shelf stable meals and snacks. The lowest responsive and responsible bidder was determined to be JA Foodservice Corporation.
- C. The estimated cost of purchasing shelf stable meals and snacks from JA Foodservice Corporation through December 2013 is \$4,064,315.

#### **BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:**

- Section 1. JA Foodservice is awarded a one-year contract for an amount not to exceed \$1,354,771, with up to two one-year renewal options for an amount not to exceed \$1,354,772 per year, for the purchase of shelf stable meals and snacks for a total amount not to exceed \$4,064,315 for the potential three year term.
- Section 2. The City Manager or the City Manager's designee is authorized to execute the renewal options specified in Section 1, and the required purchase orders without the need for further approval from the City Council, provided that sufficient funds are available in the budget adopted for the applicable fiscal year(s).
- Section 3. The agreement described in Section 1 is attached as Exhibit A and made part of this resolution.

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Exhibit A-Contract