



CITY OF POMONA

COUNCIL REPORT

August 3, 2020

To: Honorable Mayor and Members of the City Council

From: James Makshanoff, City Manager

Submitted By: Benita DeFrank, Neighborhood Services Director

SUBJECT: APPROVE FIRST AMENDMENT TO SOLE SOURCE AGREEMENT WITH BETTER 4 YOU MEALS FOR AN AMOUNT NOT TO EXCEED \$248,306 TO PROVIDE HOME-DELIVERED MEALS DURING COVID-19 PANDEMIC IN FY 2020-21

RECOMMENDATION:

It is recommended that the City Council take the following actions:

- 1) Approve the First Amendment to the sole source agreement with Better 4 You Meals to increase the not-to-exceed amount to \$248,306 in order to provide home-delivered meals in FY 2020-21; and
- 2) Authorize the City Manager or his designee to execute the amendment and any amendments hereto, following approval by the City Attorney.

EXECUTIVE SUMMARY:

Better 4 You Meals has been the sole caterer on the County of Los Angeles Workforce Development, Aging and Community Services' (WDACS) approved caterer list that is able to provide home delivered meals to seniors and adults with disabilities in Pomona during the COVID-19 crisis. Approval of this item would allow the City to execute the First Amendment to the existing sole source contract to an amount not to exceed \$248,306.

FISCAL IMPACT:

The First Amendment will increase the existing agreement of \$100,000 by \$148,306. The initial \$100,000 is budgeted under CDBG-CV Account #194-1798-52285-65333. Funding for the additional amount is budgeted under Senior Nutrition Grant Account #226-4190-52391-58717. The Senior Nutrition Grant program receives a cash match transfer from General Fund Account #101-4133-89935-00000 as a cash match is required by the County. The match amount is currently budgeted at \$82,000 for FY 2020-21.

PREVIOUS RELATED ACTION:

- 1) On June 20, 2016, City Council authorized the City to enter into a contract with the County of Los Angeles Department of Community and Senior Services to receive up to \$716,456 (a maximum sum of \$179,114 per year for four years) in grant funding to provide congregate meals to the elderly for the four year period of July 1, 2016 through June 30, 2020.
- 2) On October 17, 2016, City Council awarded a contract to Morrison Health Care, Inc. to provide Title III Congregate Meals for the Elderly Nutrition Program, for Fiscal Years 2016-2020.
- 3) On April 20, 2020, City Council confirmed the emergency action taken by the City Manager to enter into an agreement with Better 4 You Meals for home delivery of meals to seniors through the Senior Nutrition Program for the remainder of FY 2019-20.
- 4) On July 6, 2020, City Council authorized the City to enter into an agreement with Los Angeles County Workforce Development, Aging and Community Services (WDACS) to receive grant funding not to exceed \$300,000 for the Elderly Nutrition Program (ENP), to provide meal services to the elderly in FY 2020-21
- 5) On July 20, 2020, City Council approved a resolution amending the Consolidated Plan, FY 2020-2021 Annual Action Plan and the FY 2020-21 City Operating Budget by increasing revenue estimates and appropriations for CARES Act (COVID-19) funding for Community Development Block Grant (COVID-CV) and Emergency Solutions Act (ESG-CV) program funds. City Council also approved funding recommendations for CDBG-CV and ESG-CV funds.

DISCUSSION:

The City has been contracting with the County of Los Angeles for over 40 years to provide free, nutritious meals to the elderly and adults with disabilities through the grant-funded Elderly Nutrition Program (ENP). Historically, these meals have been provided on a congregate, dine-in basis at Palomares and Washington Community Centers. When the COVID-19 pandemic began, due to County health and safety concerns, congregate services were suspended and meals were provided on a pick-up basis, and eventually on a full home-delivery model.

At the time of transition to home delivered meals, the County recommended that the City contract with Better 4 You Meals to provide this service in Pomona. They have been the only caterer on the County's approved caterer list that is able to provide home delivered meals in Pomona during the pandemic. Given the state of emergency and the vendor being the only County-approved caterer capable of providing the needed services, the City Manager executed a sole source agreement with Better 4 You Meals on April 16, 2020 for services through FY 2019-20. Since then, more than 10,000 meals have been home delivered to the community.

As the pandemic and accompanying uncertainty continues, Community Services is continuing to provide home delivered meals to the City's vulnerable elderly community and adults with disabilities in FY 2021-20.

The cost per home delivered meal will remain at \$6.25/meal, which is deemed fair and reasonable as the County has also contracted with the same vendor at the same price during the pandemic.

Based on initial negotiations with the County, it was previously anticipated that home delivered meals would not be purchased with County funds in the current fiscal year. As negotiations continue however, it has become a possibility that County funds may be used to provide home delivered meals. Negotiations are still in progress and not yet finalized. Funding for the additional amount is budgeted in the Senior Nutrition Grant (Fund #226) for these meals.

Procurement Process: Per Section 2-994 of the Pomona City Code, the City entered into another sole source agreement with Better 4 You Meals for \$100,000 executed by the City Manager on July 30, 2020.

Community Services now intends to execute the First Amendment to the agreement. Section 2-984 of the Pomona City Code requires City Council approval of any agreement that exceeds the informal threshold amount. This amendment will increase the contract amount to \$248,306. All other terms of the contract will remain the same.

Prepared by:

Aren Yeh, Management Analyst