



CITY OF POMONA COUNCIL REPORT

October 4, 2021

To: Honorable Mayor and Members of the City Council

From: James Makshanoff, City Manager

Submitted By: Benita DeFrank, Neighborhood Services Director

SUBJECT: RATIFY AN ACTION TAKEN BY THE CITY MANAGER AWARDING A CONTRACT TO BETTER 4 YOU MEALS, INC. FOR CATERED MEAL SERVICES FOR ELDERLY NUTRITION PROGRAM IN FY 2021-22 IN AN AMOUNT NOT TO EXCEED \$150,000 WITH TWO (2) ONE-YEAR EXTENSION OPTIONS

RECOMMENDATION:

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

- 1) Ratify an action taken by the City Manager, awarding an one-year contract to Better 4 You Meals, Inc. for catered meal services in FY 2021-22 in an amount not to exceed \$150,000, with two (2) one-year extension options; and,
- 2) Authorize the City Manager or his designee to execute any amendments or extensions thereto, subject to review by the City Attorney.

EXECUTIVE SUMMARY:

The City continues to provide free, nutritious meals to senior adults and adults with disabilities through the County-funded Elderly Nutrition Program. Following a formal Request for Proposal (RFP), Better 4 You Meals, Inc. responded as the low bidder for home-delivered meals and for the lowest average price per meal, and is recommended to receive an award for a one-year contract to provide catered meal services with two (2) one-year extension options. Better 4 You Meals is the City's current catered meals contractor.

FISCAL IMPACT: The amount needed for this contract is budgeted under Senior Citizen Nutrition Grant Account 226-4190-52351-00000. The contract amount may be increased in the future, with approval of City Council, should additional funding be made available by the County.

PUBLIC NOTICING REQUIREMENTS: Section 2993.1.a of the Purchasing Ordinance states that "the notice inviting bids shall be publicly advertised in the manner directed by the

Procurement Officer pursuant to the procurement policies and procedures manual. The notice shall state where bid or proposal documents may be secured and the date, time and place submittal and for opening bids. The City will utilize electronic methods for all noticing requirements of the procurement process whenever feasible.” On July 12, 2021 a Request for Proposal (RFP) No.2021-24 - “CATERED FOOD SERVICE OPERATION FOR THE ELDERLY NUTRITION PROGRAM OF POMONA” was issued on the City’s electronic bidding platform.

PREVIOUS RELATED ACTION: On August 2, 2021, the City Council approved the First Amendment to the sole source agreement with Better 4 You Meals to increase the not-to-exceed the amount to \$300,000.

DISCUSSION:

The City has been partnering with the County of Los Angeles for over 40 years to provide free, nutritious meals to senior adults and adults with disabilities through their grant-funded Elderly Nutrition Program. While the program has historically operated as a congregate on-site program, the City transitioned to a fully home-delivered program during the COVID-19 pandemic, per the County’s direction and ongoing public health concerns. As the pandemic continues, the City’s Elderly Nutrition Program continues to operate on the home delivery model until otherwise directed by the County.

While Better 4 You Meals has been the only County-approved caterer that could provide frozen home-delivered meals in Pomona at the capacity required. The City previously entered into sole source agreements with them at the onset of the pandemic in order to provide meals on an emergency basis.

On July 12, 2021, the City issued a Request for Proposal (RFP) No. 2021-24 Elderly Meal Catering Services on the City’s electronic bidding platform. The solicitation notified 21 vendors, of which 20 downloaded the RFP resulting in the City receiving four proposals. All four proposals meet the minimum qualifications and were evaluated on the price for hot bulk meals without disposables, hot box meals with disposables, boxed meals with utensils, frozen home delivered meals, cold home delivered meals and hot home delivered meals and the number of meals that could be delivered.

Items	Ingallina's	Trio	Better 4 You	Nybl
Year 1 Average Price Per Meal	\$ 7.75	\$5.73	\$ 5.00	\$ 12.00
Year 2 Average Price Per Meal	\$ 8.28	\$5.90	\$ 5.10	\$ 12.48
Year 3 Average Price Per Meal	\$ 8.95	\$6.08	\$ 5.20	\$ 12.97

Better 4 You Meals was the low bidder for home delivered meals and for lowest average price per meal. In light of this, staff recommends that the City award a one-year contract to Better 4 You Meals in an amount not to exceed \$150,000, with two one-year extension options. Should additional funding be made available by the County, the contract amount may be increased in the

future with City Council approval. Approximately \$527,000 was expensed on catering for this program in FY 2020-21.

Pomona City Code Section 2-984, Retroactive Contract/Amendments/Changes (1) requires City Council approval for a retroactive contract to be valid. Community Services required the contract be executed prior to City Council approval to avoid a lapse in services to the City's elderly community. Having waited until October 4, 2021, would have left citizens 4 days without meals and for some are their only nutritious meal of the day.

COUNCIL PRIORITIES & GOALS: This item supports the 2021-22 City Council Priority 4: Safe and Clean Community; Goal M: Improve safety and cleanliness at parks and public spaces; Step 3: Re-open community centers as public health orders allow, collaborating with community organizations to increase service levels to seniors, families, and youth.

Prepared by:

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