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OFFICE OF THE CITY CLERK
OAKLAND

2012 AUG 30 AM 11:37

AGENDA REPORT

TO: DEANNA J. SANTANA
CITY ADMINISTRATOR

FROM: Sara Bedford

SUBJECT: HS/EHS Food Related Commodities

DATE: August 20, 2012

City Administrator
Approval

Date

8/28/12

COUNCIL DISTRICT: Citywide

RECOMMENDATION

Staff recommends that the City Council adopt a resolution authorizing the City Administrator on behalf of the City of Oakland: 1) to enter into Professional Services Agreements with the following food vendors: Sysco San Francisco Inc., in an amount not to exceed \$165,000; Allied Pringle Food Sales Company in an amount not to exceed \$80,000; and Le Blanc Dairy in an amount not to exceed \$80,000, for the provision of food and food related commodities for the City of Oakland Head Start/Early Head Start Program in a combined amount not to exceed the total annual food budget of \$325,000 covering the 2012-13 program year; 2) with an option for two additional one year extensions of the same individual contract amounts not to exceed the total food budget in the amount of \$325,000 each year covering the 2013-2014 and 2014-2015 program years, with the combined amounts of years 2012-2013, 2013-2014, and 2014-2015 not to exceed the overall total food budget of \$975,000, based on performance and contingent on the City of Oakland being in receipt of funds from the U.S. Department of Agriculture (USDA)/Child and Adult Care Food Program (CACFP); and 3) authorizing the City Administrator to select another qualified bidder(s) from the Request for Proposal process if the above named vendors are not able to provide the food item needed in the necessary timeframe without returning to Council.

OUTCOME

The execution of the requested Professional Services Agreements will allow for the continuity of quality, standards of best practice, and care in the provision of healthy, nutritious food and appropriate food related commodities, for Oakland children, birth – 5-years-old, who are enrolled in the City of Oakland Head Start and Early Head Start program, as required by the grant.

The quantities of food needed from any given vendor and the ability of vendors to provide a given food in the necessary timeframe is impossible to predict over the course of the year. The need to serve fresh meals to Head Start and Early Head Start children on a daily basis is a health a safety issue requiring a certain level of purchasing flexibility.

Item: 4
Life Enrichment Committee
September 11, 2012

If approved, the Department of Human Services will be able to continue to offer healthy, nutritious meals according to the nutrition standards and practices set forth by the U.S. Department of Health & Human Services, Administration for Children & Families, Office of Head Start, to children, birth – 5-years-old, enrolled in the City of Oakland Head Start and Early Head Start program over the 2012-13, 2013-14, and 2014-15 program years.

BACKGROUND/LEGISLATIVE HISTORY

The City of Oakland Department of Human Services Head Start/Early Head Start Program solicited a request for proposals (RFP), July 15-18, 2012, with a proposal submittal deadline of August 6, 2012, from qualified firms and individuals to provide food and food related commodities for Oakland children, ages birth to 5 years old, who are enrolled in the Head Start/Early Head Start program.

As required by City regulations, the RFP was posted on the City's website and posted in local bay area newspapers.

The contractors selected, Sysco San Francisco, Inc., Allied Pringle Food Sales, Company, and Le Blanc Dairy, are required to identify, recommend, and assist in implementing best practices for the City of Oakland Head Start/Early Head Start (OHS/EHS) Program within the designated Head Start/Early Head Start Service Areas. These contractors are also required to assist in identifying, screening, establishing and tracking all services delivered per the systems required by the U.S. Department of Health & Human Services, Administration for Children & Families, Office of Head Start and USDA/CACFP Child Nutrition Program requirements.

ANALYSIS

In collaboration with the USDA/CACFP, Sysco San Francisco, Inc., Allied Pringle Food Sales, Company, and Le Blanc Dairy, the City of Oakland Head Start/Early Head Start program will continue to provide nutritious meals to low-income children enrolled at Head Start and Early

Head Start sites located throughout the service area of the Oakland community. It is estimated that approximately 335,000+ meals will be served per year, during the 2012-13, 2013-14, and 2014-15 program periods.

PUBLIC OUTREACH/INTEREST

As required by City regulations, the RFP was posted on the City's website and listed in local bay area newspapers.

COORDINATION

Coordination has occurred between Department of Human Services, the Budget office, the City Attorney's Office and Contracting & Compliance to ensure the RFP procedures were met.

COST SUMMARY/IMPLICATIONS

1. AMOUNT OF RECOMMENDATION/COST OF PROJECT:
Project Delivery

Approval of a Resolution authorizing the City Administrator on behalf of the City of Oakland, to enter into Professional Services Agreements with the following food vendors who were selected through a formal RFP process: Sysco San Francisco, Inc. in an amount not to exceed \$165,000; Allied Pringle Food Sales, Company in an amount not to exceed \$80,000; and Le Blanc Dairy, in an amount not to exceed \$80,000, for the provision of food and food related commodities for the City of Oakland Head Start/Early Head Start Program in a combined amount not to exceed the total annual food budget of \$325,000 covering the 2012-13 program year with an option for two (2) additional one (1) year extensions of the same individual contract amounts not to exceed the total food budget in the amount of \$325,000 each year covering the 2013-14 and 2014-15 program years, with the combined amounts of years 2012-13, 2013-14, and 2014-15 not to exceed the overall total food budget of \$975,000, based on performance and contingent on the City of Oakland being in receipt of funds from the U.S. Department of Agriculture (USDA)/Child and Adult Care Food Program (CACFP); and without returning to City Council, the City Administrator is authorized to select another qualified bidder from the Request for Proposal process if the above named vendors are not able to provide the food item needed in the necessary timeframe

Funding appropriated to the Department of Agriculture Fund (2102), Head Start Organization (78231), and Head Start CACFP FY 2012-13 (Resolution No.83857 C.M.S.) Project (G4221); FY 2013-14 Project (TBD); and FY 2014-15 Project (TBD) for reimbursement of services provided under USDA/CACFP Child Nutrition Program (USDA/CACFP), will be utilized to execute said Professional Service Agreements as mentioned above.

Total Project Costs for PY 2012-13	\$ 325,000
Total Project Costs for PY 2013-14	\$ 325,000
Total Project Costs for PY 2014-15	\$ 325,000

2. SOURCE OF FUNDING: (DHS Head Start/Child and Adult Care Food Program (CACFP) (G4221)
3. FISCAL IMPACT:

Department of Agriculture Fund (2102), Head Start Organization (78231), and Head Start CACFP FY 2012-13 (Resolution No. C.M.S. 83857) Project (G4221); FY 2013-14 Project (TBD); and FY 2014-15 Project (TBD) for reimbursement of services provided under the California Department of Education, Child and Adult Care Food Program (USDA/CACFP), will be utilized to execute professional service agreements with food and food commodities contractors, Sysco San Francisco, Inc., Allied Pringle Food Sales, Company, and Le Blanc Dairy, who were selected through the City's formal RFP process.

The City of Oakland Head Start/Early Head Start program receives monthly reimbursement for eligible meals served to enrolled Head Start/Early Head Start children. The meal reimbursement rate is based on the number of meals consumed and the rate per meal. Approving this resolution will not have a negative impact on the City's General Fund.

SUSTAINABLE OPPORTUNITIES

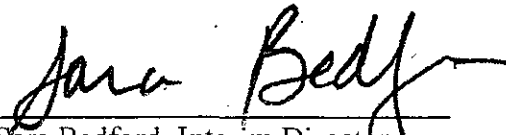
Economic: The economic benefits to the City from the execution of professional service agreements with food and food commodities contractors, Sysco San Francisco, Inc., Allied Pringle Food Sales, Company, and Le Blanc Dairy, selected through the City's RFP process and funded through the City's participation in the USDA/CACFP Child Nutrition Program, on behalf of the City's Head Start/Early Head Start program include helping to eliminate poverty that impacts low-income families with children, birth – 5, living within the City's borders; providing vendors/contractors who register in the City's iSupplier vendor system, with the opportunity to receive additional notices of contracting opportunities that they might not otherwise be exposed to.

Environmental: Oakland Head Start/Early Head Start provides snacks and meals that meet CACFP nutritional requirements. The Head Start/Early Head Start program's Central Kitchen recycles all cooking oil and purchases environmentally safe paper cups and paper plates that are used in all Head Start/Early Head Start classrooms.

Social Equity: The Head Start/Early Head Start program delivers comprehensive, high quality services to children and families in the City of Oakland. Child health, nutrition, and wellness are promoted by providing quality nutrition services that supplement and complement those of the home and community. Head Start's and Early Head Start's child nutrition services assist families in meeting each child's nutrition needs and establishing good eating habits that nurture healthy development and promote life-long well-being.

For questions regarding this report, please contact Usana Hopkins, Manager, Early Childhood & Family Services/DHS, 238-7186.

Respectfully submitted,



Sara Bedford, Interim Director
Department of Human Services

Reviewed by:
Usana Hopkins, Manager
Early Childhood & Family Services Division/DHS

Prepared by:
Tracey Black, Planner
Head Start Program

FILED
OFFICE OF THE CITY CLERK
OAKLAND

2012 AUG 30 AM 11:03

OAKLAND CITY COUNCIL

A. Gordon
City Attorney

RESOLUTION No. _____ C.M.S.

Introduced by Councilmember _____

A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR ON BEHALF OF THE CITY OF OAKLAND

- 1) TO ENTER INTO PROFESSIONAL SERVICES AGREEMENTS WITH THE FOLLOWING FOOD VENDORS: SYSCO SAN FRANCISCO INC., IN AN AMOUNT NOT TO EXCEED \$165,000; ALLIED PRINGLE FOOD SALES COMPANY IN AN AMOUNT NOT TO EXCEED \$80,000; AND LE BLANC DAIRY IN AN AMOUNT NOT TO EXCEED \$80,000 FOR THE PROVISION OF FOOD AND FOOD RELATED COMMODITIES FOR THE CITY OF OAKLAND HEAD START/EARLY HEAD START PROGRAM, IN A COMBINED AMOUNT NOT TO EXCEED THE TOTAL ANNUAL FOOD BUDGET OF \$325,000 COVERING THE 2012-2013 PROGRAM YEAR;
- 2) WITH AN OPTION FOR TWO ADDITIONAL ONE YEAR EXTENSIONS OF THE SAME INDIVIDUAL CONTRACT AMOUNTS NOT TO EXCEED THE TOTAL ANNUAL FOOD BUDGET OF \$325,000 EACH YEAR COVERING THE 2013-2014 AND 2014-2015 PROGRAM YEARS, WITH THE COMBINED AMOUNTS OF YEARS 2012-2013, 2013-2014, AND 2014-2015 NOT TO EXCEED THE OVERALL TOTAL FOOD BUDGET OF \$975,000, BASED ON PERFORMANCE AND CONTINGENT ON THE CITY OF OAKLAND BEING IN RECEIPT OF FUNDS FROM THE U.S. DEPARTMENT OF AGRICULTURE/CHILD AND ADULT CARE FOOD PROGRAM (USDA/CACFP); AND
- 3) AUTHORIZING THE CITY ADMINISTRATOR TO SELECT ANOTHER QUALIFIED BIDDER(S) FROM THE REQUEST FOR PROPOSAL PROCESS IF THE ABOVE NAMED VENDORS ARE NOT ABLE TO PROVIDE THE FOOD ITEM NEEDED IN THE NECESSARY TIMEFRAME WITHOUT RETURNING TO COUNCIL

WHEREAS, the City of Oakland Department of Human Services Head Start/Early Head Start Program solicited a request for proposals (RFP), July 15-18, with a proposal submittal deadline of August 6, 2012, from qualified firms and individuals to provide food and food related commodities for Oakland children, ages birth to 5 years old, who are enrolled in the Head Start/Early Head Start program, and

WHEREAS, the RFP was posted on the City of Oakland website listed in local bay area newspapers; and

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WHEREAS, the City of Oakland desires to enter into Professional Services Agreements with the following food vendors who were selected through a formal RFP process: Sysco San Francisco, Inc. in an amount not to exceed \$165,000; Allied Pringle Food Sales, Company in an amount not to exceed \$80,000; and Le Blanc Dairy, in an amount not to exceed \$80,000, for the provision of food and food related commodities for the City of Oakland Head Start/Early Head Start Program, and

WHEREAS, the Professional Services Agreements combined are not to exceed the total annual food budget of \$325,000 covering the 2012-13 program year with an option for two (2) additional one (1) year extensions of the same individual contract amounts not to exceed the amount of \$325,000 each year covering the 2013-14 and 2014-15 program years; and

WHEREAS, with the combined amounts of years 2012-13, 2013-14, and 2014-15 not to exceed the overall total food budget of \$975,000; and

WHEREAS, the Professional Services Agreements with Sysco San Francisco, Inc., Allied Pringle Food Sales, Company, and Le Blanc Dairy will be based on performance and contingent on the City of Oakland being in receipt of funds from the US Department of Agriculture/Child and Adult Care Food Program (USDA/CACFP); and

WHEREAS, the quantities of food needed from any given vendor and the ability of vendors to provide a given food in the necessary timeframe is impossible to predict precisely over the course of the year; and

WHEREAS, the need to serve fresh meals to Head Start and Early Head Start children on a daily basis is a health and safety issue requiring a certain level of purchasing flexibility

WHEREAS, it is anticipated that there will be sufficient funds awarded through the renewal of the City of Oakland's grant application with the US Department of Agriculture/Child and Adult Care Food Program (USDA/CACFP) (Resolution No. C.M.S. 83857) in the Oakland Head Start/Early Head Start program budget for these professional services agreements. Funding for the project will be available in the following account:

- Department of Agriculture Fund (2102), Head Start Organization (78231), and Head Start CACFP FY 2012-13; Project (G4221); FY 2013-14 Project # (TBD); and FY 2014-15 Project # (TBD); and these funds were specifically allocated for the City of Oakland Head Start/Early Head Start program to continue to provide nutritious meals to low income children at Head Start and Early Head Start sites located throughout the service area of the Oakland community; now therefore, be it

RESOLVED: That the City Administrator or her designee as agent of the City of Oakland is hereby authorized to enter into Professional Services Agreements with Sysco San Francisco, Inc. in an amount not to exceed \$165,000; Allied Pringle Food Sales, Company in an amount not to exceed \$80,000; and Le Blanc Dairy in an amount not to exceed \$80,000, for the provision of food and food related commodities for the City of Oakland Head Start/Early Head Start program in a combined amount not to exceed the total annual food budget of \$325,000 covering the 2012-13 program year with an option, exercisable without returning to Council for two (2) additional one (1) year extensions of the same individual contract amounts not to exceed the total annual food budget of \$325,000 each year covering the 2013-14, and 2014-15 program years, with the combined amounts of years 2012-13, 2013-14, and 2014-15 not to exceed the overall total food budget of \$975,000, based on performance and contingent on the City of Oakland being in receipt of funds from the US Department of Agriculture Child and Adult Care Food Program (USDA/CACF); and be it

FURTHER RESOLVED: That the City Administrator is authorized to amend any food contract amount up to but not exceeding a combined total(s) of \$325,000; and be it

FURTHER RESOLVED: That without returning to City Council, the City Administrator is authorized to select another qualified bidder from the Request for Proposal process if the above named vendors are not able to provide the food needed or food item needed in the necessary timeframe; and be it

FURTHER RESOLVED: That the City Administrator is hereby authorized to execute any amendments or modifications of Professional Services Agreements of selected vendors based on additional funding which may become available from the USDA/CACFP funding, without returning to Council; and be it

FURTHER RESOLVED: That the Professional Services Agreements shall be reviewed and approved by the City Attorney for form and legality prior to execution and placed on file in the Office of the City Clerk.

IN COUNCIL, OAKLAND, CALIFORNIA, _____

PASSED BY THE FOLLOWING VOTE:

AYES - BROOKS, BRUNNER, DE LA FUENTE, KAPLAN, KERNIGHAN, NADEL, SCHAFFNER and
PRESIDENT REID

NOES -

ABSENT -

ABSTENTION -


LIFE ENRICHMENT CMTE.
SEP 11 2012

ATTEST: _____
LaTonda Simmons
City Clerk and Clerk of the Council
of the City of Oakland, California