

**CITY OF OAKLAND**  
**AGENDA REPORT**

FILED  
OFFICE OF THE CITY CLERK  
OAKLAND  
2011 APR 13 PM 6:22

**TO:** Office of the City Administrator  
**ATTN:** P. Lamont Ewell, Interim City Administrator  
**FROM:** Department of Human Services  
**DATE:** April 26, 2011

**RE:** Resolution Authorizing The City Administrator To Apply For, Accept, And Appropriate The Summer Food Service Program Grant From The California Department Of Education Nutrition Services Division In An Estimated Amount Of \$323,000 And To Negotiate And Execute A Professional Service Agreement Between The City And The San Lorenzo Unified School District In An Amount Not To Exceed \$118,250 And To Negotiate And Execute A Professional Service Agreement Between The City And Epicurean Group In An Amount Not To Exceed \$99,900 To Provide Food Services For The 2011 Summer Food Service Program For Children

---

**SUMMARY**

Staff requests approval of a resolution authorizing the City Administrator to apply for, accept, and appropriate the Summer Food Service Program grant from the California Department of Education Nutrition Services Division, in an estimated amount of \$323,000; and to execute a professional service agreement in an amount not to exceed \$118,250 between the City and the San Lorenzo Unified School District; and to execute a professional service agreement in an amount not to exceed \$99,900 between the City and Epicurean Group to provide meal preparation services to the Oakland Summer Lunch Program for the period beginning June 20, 2011 and ending August 26, 2011.

**FISCAL IMPACT**

The estimated grant funding will be appropriated to Department of Agriculture Fund (2102), Year Round Lunch Program Organization (78241), Summer Food Service Program FY 1011 Project (G360410), and Strengthening Children, Youth and Their Families Program (YS13) for reimbursement for services provided under the grant agreement with the California Department of Education (DOE) Nutrition Services Division. The Adopted Budget for FY 2010-2011 includes the appropriation of \$323,000 for the grant and the total amount of \$218,150 available for services under the professional service agreements with the San Lorenzo Unified School District and Epicurean Group.

Due to the City's commitment to the procurement of services from local vendors, a portion of the contract is recommended for the lowest cost local vendor, Epicurean Group.

The grantor does not reimburse overhead charges. The Adopted Budget for FY 2010-2011 includes an offset of overhead charges in the amount of \$57,290.

Item: \_\_\_\_\_  
Life Enrichment Committee  
April 26, 2011

## **BACKGROUND**

The City of Oakland has been a sponsor of the Summer Food Service Program for the past 26 years. The purpose of the program is to provide children in low-income areas with free, nutritionally balanced lunches when they are not in school. By serving meals at community sites during the summer when most schools are closed, the program complements the free lunch program offered during the regular school year.

The Department of Human Services (DHS) conducted a formal bidding process adhering to the California Department of Education's guidelines for competitive bidding for food vendor selection and the City's purchasing policies. The DOE has established the 2011 summer reimbursement rates for prepared lunches and administrative costs at \$3.23 per lunch. For the summer 2011 program, the selected vendor will be paid on a per meal basis for food preparation and delivery to a City facility. The actual amount of the reimbursement will be based on the number of meals delivered during the summer.

## **KEY ISSUES AND IMPACTS**

### ***Poverty Data and Demand for Food Services***

The 2010 U.S. Census reports Oakland's population to be 390,724. While the 2010 poverty data is not yet available, according to the 2000 U.S. Census, 19.4% of individuals living in Oakland live below the federal poverty level and about 35% of these individuals are children under the age of 18. A majority of Oakland students are from low or moderate-income families. The California Department of Education reports that in 2010, nearly 71% of OUSD students qualified for free or reduced price lunch. Last year, the Alameda County Community Food Bank's "Helpline" received approximately 3,000 requests a month for emergency food assistance.

### ***Food Vendor Selection***

In an effort to encourage local food vendors to bid on the City's summer food service contract for meal preparation and delivery, staff conducted a formal bidding process for summer food service vendor selection. A Request for Proposals (RFP) was advertised in the Oakland Tribune. Staff contacted five Bay Area commercial food vendors to make them aware of the competitive bid process. A total of twenty three companies received an announcement of the Request for Proposals, including three Oakland based vendors.

Each bidder was evaluated using the following criteria:

- Cost of summer lunches
- Ability to provide meals with a higher nutrition level
- Financial capability to perform a contract of the scope required
- Adequacy of plant facilities for food preparation, with approved license certification that facilities meet all applicable state and local health, safety and sanitation standards
- Location conducive to minimizing carbon footprint

Item: \_\_\_\_\_  
Life Enrichment Committee  
April 26, 2011

- Previous experience of the bidder in performing services similar in nature and scope
- Transportation capability, sanitation and packing
- References
- Food samples
- Completeness of proposal

An objective of the SFSP is to increase the nutritional value of the lunches served. In order to assess cost effectiveness, three levels of meal options were identified for bidding purposes. Level "A" met the USDA guidelines as required by the National School Lunch Program and served as the base for levels "B" and "C." Level "B" adds the standards of a minimum of 50% California grown food, no trans fats, no high fructose com syrup and that 50% of meat and dairy are antibiotic-free and hormone-free. Level "C" adds to "B," the standards of a minimum of 50% organic fruits, vegetables, and ingredients, and 100% antibiotic and hormone-free meat and dairy.

Six vendors submitted sealed bids that were opened in a public meeting with a State Representative from the Department of Education Nutrition Services.

**Summer Food Service Program Bidders**

- |  |               |
|--|---------------|
| 1. Choice Lunch                        | San Jose      |
| 2. Epicurean Group                     | Oakland       |
| 3. Kid Chow                            | San Francisco |
| 4. The Lunch Master                    | Belmont       |
| 5. Revolution Foods                    | Oakland       |
| 6. San Lorenzo Unified School District | San Lorenzo   |

Bid price based on 100% of the contract – bid price per lunch

Company	Level A	Level B	Level C
Choice Lunch	N/A	\$2.19	\$2.99
Revolution Foods	N/A	\$2.50	N/A
San Lorenzo Unified School District	\$2.10	\$2.15	\$2.45

Three vendors increased the bid price per meal for partial award of the contract because food production and delivery costs will be spread over fewer meals.

**Bid prices based on partial award of contract – bid price per lunch**

Company	Level A	Level B	Level C
Choice Lunch	N/A	\$2.39	\$3.19
Epicurean Group	N/A	\$2.30	N/A
Kid Chow	N/A	\$2.42	\$2.75
The Lunch Master	\$2.85	N/A	N/A
Revolution Foods	N/A	\$2.55	N/A
San Lorenzo Unified School District	\$2.15	\$2.20	\$2.50

Vendors submitted food samples for an informal taste screening by a mixed panel of parents, teens, children, nutritionists, program coordinators and recreation center staff. Meals provided by Epicurean Group were the highest rated from all panelists.

Staff estimates that the Summer Food Service Program will serve between 80,000 to 83,000 meals during the 2011 session. Negotiated bid prices with prospective vendors, Epicurean Group – lowest local vendor bid for level “B” and San Lorenzo Unified School District – lowest bid for level “B”, and the financial impact are demonstrated in the chart below. The total operating cost includes food costs, based on the bid price per vendor, as well as expenditures for seven drivers, eight monitors, vehicles, distribution facility and administrative costs. Projected grant reimbursement revenues of \$268,712, based on the state reimbursement rate of \$3.23 per meal, are applied against the program’s total operating costs.

Based on 83,000 meals	Lowest Bid Level B	Taste Test Winner Local Vendor Level B	
	San Lorenzo Unified School District 50%	Epicurean Group 50%	
Bid Price per meal	\$2.15	\$2.22	
Total Food Costs	\$89,225	\$92,130	\$181,355
Total Operating Costs			\$268,642
Revenue			\$268,712
Net			\$70

Based on service of 83,000 meals, splitting the contract 50-50% would result in a small net gain of \$70, assuming full reimbursement of the City’s meal claims.

## PROGRAM DESCRIPTION

The Summer Food Service Program (also known as the Oakland Summer Lunch Program) is regulated under Department of Agriculture (USDA) Title 7 CFR Part 225. As a sponsor, the City of Oakland contracts with a vendor certified by the California Department of Education (DOE) to provide meals for the summer lunch program. The City receives the prepared meals and then delivers them to approximately sixty-one community sites in Oakland. It is estimated that approximately 80,000 to 83,000 meals will be served during the summer break period between June 20 and August 26, 2011. The City monitors each site to ensure that only meals served are reimbursed. The City also documents compliance with all regulations for transporting, delivering and serving meals to meet the requirements of the reimbursement grant. To further ensure compliance, the program is periodically audited by the California Department of Education.

## SUSTAINABLE OPPORTUNITIES

**Economic:** The Summer Food Service Program provides temporary part-time employment opportunities for seven drivers and eight monitors.

**Environmental:** Recycled materials are used to package all meals provided to the lunch program.

**Social Equity:** The SFSP addresses hunger by providing access to free and nutritious meals for low-income children. Improvements in nutritional intake are linked to performance in school and overall child health and wellness.

## DISABILITY AND SENIOR CITIZEN ACCESS

Participating sites must be substantially in compliance with the Americans with Disabilities Act (ADA), the Older Americans Act, and other applicable laws. Oakland's Summer Lunch Program will include a nondiscrimination statement on all program information and display the USDA approved civil rights poster at summer lunch sites.

## RECOMMENDATION AND RATIONALE

Staff recommends approval of the resolution to apply for, accept, and appropriate the Summer Food Service Program grant in order to continue to serve children in Oakland a nutritious meal during the summer months. Due to the City's commitment to the procurement of services from local vendors, a portion of the contract is recommended for the lowest cost local vendor, Epicurean Group. Staff recommends approval of the resolution authorizing the City Administrator to negotiate and execute professional service agreements with the San Lorenzo Unified School District and Epicurean Group.

**ACTION REQUESTED OF THE CITY COUNCIL**

The action requested is to approve a resolution authorizing the City Administrator: 1) to apply for, accept, and appropriate the Summer Food Service Program grant from the California Department of Education, Nutrition Services Division, in an estimated amount of \$323,000; and 2) to negotiate and execute an agreement in an amount not to exceed \$118,250 with the San Lorenzo Unified School District to provide food services for the 2011 program; and 3) to negotiate and execute an agreement in an amount not to exceed \$99,900 with Epicurean Group to provide food services for the 2011 program.

Respectfully submitted,



ANDREA YOUNGDAHL  
Director, Department of Human Services

Reviewed by: Sandra Taylor  
Children and Youth Services Manager

Prepared by: Carmela Chase  
Program Analyst I

Attachment A – Oakland Summer Food Service Sites from 2010

**APPROVED AND FORWARDED TO  
LIFE ENRICHMENT COMMITTEE:**

  
Office of the City Administrator

Item: \_\_\_\_\_  
Life Enrichment Committee  
April 26, 2011

## Oakland Summer Food Service Program Sites from 2010

## ATTACHMENT A

Page 1 of 2

<u>Name</u>	<u>Address</u>	<u>City</u>	<u>Zip</u>	<u>Service Dates</u>	<u>Service time</u>	<u>ADR</u>
Allendale Recreation Center	3711 Suter Street	Oakland	94619	6/21 - 8/27	12:00 - 1:00	50
Arroyo Viejo Recreation Center	7701 Krause Avenue	Oakland	94605	6/21 - 8/27	12:00 - 1:00	100
Boys & Girls Club - Meltzer	920 24th Street	Oakland	94608	6/21 - 8/27	12:00 - 1:00	50
Brookdale Recreation Center	2535 High Street	Oakland	94601	6/21 - 8/27	12:00 - 1:00	30
Ira Jinikins Center	9175 Edes Avenue	Oakland	94603	6/21 - 8/27	12:00 - 1:00	60
Eastlake Recreation Center	1612 45th Avenue	Oakland	94601	6/21 - 8/27	12:00 - 1:00	60
FM Smith	1969 Park Blvd	Oakland	94606	6/21 - 8/27	12:00 - 1:00	60
Franklin Recreation Center	1010 E 15th Street	Oakland	94606	6/28 - 8/27	12:00 - 1:00	60
Mosswood Recreation Center	3612 Webster Street	Oakland	94609	6/21 - 8/27	12:00 - 1:00	70
Rainbow Recreation Center	5800 East 14th Street	Oakland	94621	6/21 - 8/27	12:00 - 1:00	50
Tassafaronga Recreation Center	975 85th Avenue	Oakland	94621	6/21 - 8/27	12:00 - 1:00	60
Bushrod Recreation Center	560 59th Street	Oakland	94609	6/21 - 8/27	12:00 - 1:00	60
Columbia Gardens	9854 Koford Road	Oakland	94603	6/21 - 8/27	12:00 - 1:00	35
Defremery Recreation Center	1651 Adeline Street	Oakland	94607	6/21 - 8/27	12:00 - 1:00	100
East Oakland Boxing Assoc.	816 98th Avenue	Oakland	94603	7/6 - 8/20	12:00 - 1:00	50
East Oakland Youth Development	8200 East 14th Street	Oakland	94612	6/21 - 8/14	12:00 - 1:00	100
Golden Gate Recreation Center	1075 62nd Street	Oakland	94608	6/21 - 8/27	12:00 - 1:00	30
Lincoln Recreation Center	250 10th Street	Oakland	94607	6/21 - 8/27	12:00 - 1:00	200
Manzanita Recreation Center	2701 22nd Avenue	Oakland	94606	6/21 - 8/27	12:00 - 1:00	40
M Robinson Baker YMCA	3265 Market Street	Oakland	94608	6/21 - 8/27	12:00 - 1:00	90
Poplar Recreation Center	3131 Union Street	Oakland	94608	6/21 - 8/27	12:00 - 1:00	25
Oakland Police Activities League	9600 Sunnyside Street	Oakland	94603	6/28 - 8/20	12:00 - 1:00	70
Boys & Girls Club - CARR	8530 International Blvd	Oakland	94621	6/21 - 8/27	12:00 - 1:00	65
Campfire USA - Kids with Dreams	1145 10th Street	Oakland	94608	7/6 - 8/14	12:00 - 1:00	40
Emeryville Recreation Center	4300 San Pablo Avenue	Oakland	94608	6/25 - 8/20	12:00 - 1:00	90
YMCA Teen Center	5908 Foothill Blvd	Oakland	94605	6/21 - 8/27	12:00 - 1:00	40
Centre De Juventud	3209 Galindo Street	Oakland	94601	7/6 - 8/20	12:00 - 1:00	20
Mindful Messages	1060 Grand Avenue	Oakland	94621	6/21 - 8/27	12:00 - 1:00	30
Hope Six Project	6948 Foothill Blvd	Oakland	94505	6/21 - 8/27	12:00 - 1:00	20
St Pauls Episcopal Church - Aim High	262 Grand Avenue	Oakland	94610	6/28 - 8/20	12:00 - 1:00	80
Oakland Community Housing	6475 Foothill Blvd	Oakland	94621	6/21 - 8/27	12:00 - 1:00	25
True Fellowship BC	9400 International Blvd	Oakland	94603	6/21 - 8/27	12:00 - 1:00	20
Campbell Village	800 Willow Street	Oakland	94607	6/21 - 8/27	12:00 - 1:00	60
Salvation Army	380 11th Street	Oakland	94607	6/28 - 8/20	12:00 - 1:00	200
Native American Health Center	3001 International Blvd	Oakland	94601	6/28 - 7/20	12:00 - 1:00	20
Morh I Apartments	741 Filbert Street	Oakland	94607	6/21 - 8/27	12:00 - 1:00	40

Carmen Floras Recreation Center	1638 Fruitvale Avenue	Oakland	94601	6/21 - 8/27	12:00 - 1:00	50
Miracles of Faith	4335 Virginia	Oakland	94619	6/21 - 8/27	12:00 - 1:00	30
San Kofa Healing Institute	2318 25th Avenue	Oakland	94601	6/21 - 8/27	12:00 - 1:00	40
San Antonio Recreation Center	1701 East 19th Street	Oakland	94606	6/21 - 8/27	12:00 - 1:00	125
Boys & Girls Club Ana Marie Branch	3300 High Street	Oakland	94619	6/21 - 8/27	12:00 - 1:00	100
Girls Incorporated	3000 62nd Avenue	Oakland	94605	6/28 - 8/20	12:00 - 1:00	60
Master Seal Baptist Church	10246 MacArthur	Oakland	94605	7/6 - 8/20	12:00 - 1:00	30
Aim High - Odowd Campus	9500 Steams Avenue	Oakland	94605	6/28 - 8/20	12:00 - 1:00	90
James Lee Court Apts	690 15th Street	Oakland	94612	6/21 - 8/27	12:00 - 1:00	20
Garden Center	666 Bellevue Avenue	Oakland	94610	6/21 - 8/27	12:00 - 1:00	50
Oak Center One	1601 Market Street	Oakland	94607	6/21 - 8/27	12:00 - 1:00	25
Humanity Hope Incorporated	1051 54th Street	Oakland	94608	6/21 - 8/27	12:00 - 1:00	30
Acorn Town center	923 Adeline Street	Oakland	94607	6/21 - 8/27	12:00 - 1:00	25
Grace Baptist Church	705 98th Avenue	Oakland	94603	6/28 - 8/20	12:00 - 1:00	65
St. Andrews Theological University	2624 West Street	Oakland	94612	6/21 - 8/27	12:00 - 1:00	75
Lions Creek Crossing Apartments	881 69th Avenue	Oakland	94621	6/21 - 8/27	12:00 - 1:00	30
Rising Star Missionary Baptist Church	3209 Martin Luther King Jr. Way	Oakland	94609	6/28 - 8/20	12:00 - 1:00	40
Family Support Services - High Street	1945 High Street	Oakland	94601	6/28 - 8/20	12:00 - 1:00	40
Family Support Services - 12th Street	1188 12th Street	Oakland	94607	6/28 - 8/20	12:00 - 1:00	40
Aim High - Urban Promise	3031 East 18th Street	Oakland	94601	6/28 - 8/20	12:30 - 1:30	45
Center of Hope Community Church	8425 MacArthur Blvd	Oakland	94605	6/28 - 8/20	12:00 - 1:00	70
Downs Memorial Church	6026 Idaho Street	Oakland	94608	8/3 - 8/27	12:00 - 1:00	20
Community Reform Church	457 Capistrano Drive	Oakland	94603	6/21 - 8/27	12:00 - 1:00	40
Hismen	2555 International Blvd	Oakland	94601	6/21 - 8/27	12:00 - 1:00	30
Mandela Gateway Apartments	1350 7th Street	Oakland	94607	6/21 - 8/27	12:00 - 1:00	20
OPLP - Oakland Point limited partnership	1448 10th street, 94607	Oakland	94607	6/21 - 8/27	12:00 - 1:00	30
St. Martin De Porres	675 41th Street	Oakland	94609	6/21 - 8/27	12:00 - 1:00	35
St. Patrick Summer	1630 10th Street	Oakland	94607	6/21 - 8/27	12:00 - 1:00	100
Fisher Memorial Church	8901 MacArthur Blvd	Oakland	94605	6/21 - 8/20	12:00 - 1:00	60
Dimond Recreation Center	3860 Hanly Road	Oakland	94602	6/21 - 8/27	12:00 - 1:00	40
Shalom of Oakland	7511 MacArthur Blvd	Oakland	94605	6/21 - 8/27	12:00 - 1:00	30
Good Hope Missionary Baptist Church	5717 Foothill Blvd	Oakland	94605	6/21 - 8/27	12:00 - 1:00	20
Wo'se Community Church	8924 Holly Street, 94621	Oakland	94621	6/21 - 8/27	12:00 - 1:00	40
Chinese Presbyterian Church	265 8th Street	Oakland	94607	6/21 - 8/27	12:00 - 1:00	120
Kittieland Tutoring	368 12th Street	Oakland	94607	6/21 - 8/27	12:00 - 1:00	30
Paradise Baptist Church	9704 Empire Road	Oakland	94603	6/28 - 8/27	12:00 - 1:00	60
Harbor House Ministry	1811 11th Street	Oakland	94606	6/21 - 8/27	12:00 - 1:00	40



FILED  
OFFICE OF THE CITY CLERK  
OAKLAND

2011 APR 13 PM 6:23

Approved as to Form and Legality

*M. Morodani*  
Oakland City Attorney's Office

## OAKLAND CITY COUNCIL

Resolution No. \_\_\_\_\_ C.M.S.

**RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO APPLY FOR, ACCEPT, AND APPROPRIATE THE SUMMER FOOD SERVICE PROGRAM GRANT FROM THE CALIFORNIA DEPARTMENT OF EDUCATION NUTRITION SERVICES DIVISION IN AN ESTIMATED AMOUNT OF \$323,000 AND TO NEGOTIATE AND EXECUTE A PROFESSIONAL SERVICE AGREEMENT BETWEEN THE CITY AND THE SAN LORENZO UNIFIED SCHOOL DISTRICT IN AN AMOUNT NOT TO EXCEED \$118,250 AND TO NEGOTIATE AND EXECUTE A PROFESSIONAL SERVICE AGREEMENT BETWEEN THE CITY AND EPICUREAN GROUP IN AN AMOUNT NOT TO EXCEED \$99,900 TO PROVIDE FOOD SERVICES FOR THE 2011 SUMMER FOOD SERVICE PROGRAM FOR CHILDREN**

**WHEREAS**, the City of Oakland desires to apply for, accept, and appropriate a Summer Food Service Program Grant in an estimated amount of \$323,000 from the California Department of Education Nutrition Services Division; and

**WHEREAS**, if the City is awarded the Summer Food Service Program Grant, it wishes to negotiate and execute Professional Services Agreements with the San Lorenzo Unified School District and Epicurean Group to provide food services to the Summer Food Service Program for Children for program year 2011 (June 20, 2011 through August 26, 2011); and

**WHEREAS**, the San Lorenzo Unified School District and Epicurean Group are each certified by the California Department of Education Child Nutrition Division, to provide food services to the Summer Food Service Program for Children; and

**WHEREAS**, the City Council finds that the above named Professional Service Agreements are in the public interest because of economy; and

**WHEREAS**, the City Council finds that above named Professional Service Agreements shall not result in the loss of salary or employment by anyone having permanent status in competitive service; and

**WHEREAS**, the FY 2010-2011 Adopted Budget for the Summer Food Service Program for Children includes funding for this agreement; now, therefore, be it

**RESOLVED:** That the City Administrator or his designee as agent of the City of Oakland is hereby authorized and directed to submit on behalf of the City of Oakland an application to the Department of Education Nutrition Services Division for funds to operate a Summer Food Service Program for Children in the City of Oakland from June 20, 2011 through August 26, 2011 and to execute and submit all documents, including but not limited to agreements, amendments, and payment requests which may be necessary to obtain funds to operate such a program and to accept said funds; and be it

**FURTHER RESOLVED:** That the City Administrator hereby waives departmental, divisional, and central services overhead charges; and be it

**FURTHER RESOLVED:** That the City Administrator is hereby authorized and directed to appropriate any additional funding which may become available from this grant; and be it

**FURTHER RESOLVED:** That the City Council hereby authorizes the City Administrator or his designee as an agent for the City to negotiate and execute a Professional Services Agreement with San Lorenzo Unified School District in an amount not to exceed \$118,250 to provide food services to the Summer Food Service Program for Children; and be it

**FURTHER RESOLVED:** That the City Council hereby authorizes the City Administrator or his designee as an agent for the City to negotiate and execute a Professional Services Agreement with Epicurean Group in the amount not to exceed \$99,900 to provide food services to the Summer Food Service Program for Children; and be it

**FURTHER RESOLVED:** That the sum of \$323,000 and offsetting revenue shall be appropriated to Department of Agriculture Fund (2102), Year Round Lunch Program Organization (78241), Summer Food Program Service FY 1011 Project (G360410), and Strengthening Children, Youth and their Families Program (YS13) for the purpose of operating the Summer Food Service Program for Children; and be it

**FURTHER RESOLVED:** That the City Administrator is hereby authorized to approve any subsequent amendments to or extensions of said Professional Services Agreements not including any increase in compensation provided that such amendments or extensions shall be approved by the City Attorney's Office and shall be filed with the City Clerk's office.

IN COUNCIL, OAKLAND, CALIFORNIA, \_\_\_\_\_

PASSED BY THE FOLLOWING VOTE:

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

NOES -

ABSENT -

ABSTENTION -

ATTEST:

\_\_\_\_\_  
LATONDA SIMMONS  
City Clerk and Clerk of the Council of  
the City of Oakland, California