



MEMORANDUM
HEALTH AND HUMAN SERVICES
ADMINISTRATION
County of Placer

TO: Board of Supervisors DATE: July 28, 2020
FROM: Jeffrey S. Brown, M.P.H., M.S.W., Director of Health and Human Services
SUBJECT: Amend Master Agreement for Meal Delivery Services – Various Suppliers

ACTION REQUESTED

- 1. Approve an amendment to a Master Agreement with eight (8) suppliers for Meal Delivery Services in the aggregate amount of \$600,000 for a new maximum aggregate amount of \$700,000 through October 31, 2020; and authorize an option to extend these contracts to January 31, 2021 and increase by \$600,000 for a revised aggregate amount of \$1,300,000 subject to departmental concurrence and available funding.
2. Authorize the Purchasing Manager to sign all required documents.

BACKGROUND

In late April and early May 2020 Placer County Health and Human Services (HHS) began contracting with a hotel in the Auburn area and one in Roseville to house homeless individuals who were determined to be high-risk for contracting COVID-19. Other at-risk individuals have been housed at other congregate locations. In support of those individuals, HHS contracted with the Salvation Army and the Placer Food Bank to provide meals so the individuals could safely shelter at the hotel sites. The Salvation Army and Placer Food Bank discontinued service approximately June 9, 2020. HHS expressed a desire to contract with restaurants and commercial food providers in the area to provide and deliver prepared meals for these congregate locations. HHS also expressed a desire to participate in the Great Plates program within Placer County, which was developed and funded by the State of California. This program provides residential meal deliveries for individuals who are at risk and/or are unable to leave their homes due to the COVID-19 emergency.

These meal requirements are directly related to the Governor’s State of Emergency Proclamation dated March 4, 2020, Executive Orders N-25-20, and N-33-20, guidance issued by the California Department of Public Health that includes the need to practice social distancing, and is directly related to that emergency and necessary for the preservation of public health and safety.

Procurement and HHS collaborated to develop Request for Qualifications (RFQ) No. 20098 to solicit interest in these programs from area food service providers. Notices announcing the availability of the RFQ were distributed via Procurement’s on-line bid system, Bids&Tenders. Over 100 firms and individuals were notified of the opportunity. A total of 12 proposals were received. The proposals were evaluated and ranked, and it was determined the top 9 respondents would meet the needs of these programs. One of the firms withdrew. Master Service Agreements were negotiated with the remaining 8 firms who are listed below in alphabetical order:

Table with 2 columns: Name of Firm and Location. Lists 8 firms including Blue House Restaurant, Inc, Falafel Corner Rocklin LLC, Flower Farm LLC, Hawks & Partners, inc, Pour Life Inc, SCAC, LLC dba Original Mels Diner, Tasty Time Enterprises (Lunch Box Express), and Think Outside the Box Inc. (Randy Peters Catering).

Each of these firms expressed capability and interest in delivering to a wide variety of locations throughout western Placer County, which includes all areas up to and including Colfax. Master Service Agreements were awarded to the firms in the maximum aggregate amount of \$100,000. The agreements are effective through October 31, 2020.

Due to the continued increase in positive COVID testing, more homeless persons are taking shelter at the congregate sites which has increased the need for meals beyond the department's original projections. Additionally, citizens needing delivery of meals through non-congregate sites has also increased beyond projections. As a result, the original amount determined for this agreement has been expended much quicker than planned and the funding originally allocated for the agreement was exhausted in early July. As a result, HHS has requested an increase of \$600,000 to the Master Agreement to allow the department to continue providing meal delivery to these vulnerable populations.

Therefore, your Board's approval is requested to increase the Master Agreement for Meal Delivery Services in the aggregate amount of \$600,000 for a revised maximum aggregate amount of \$700,000.

HHS is also requesting your Board's approval for an option to extend the contracts through January 31, 2021, in the event that the need to mitigate COVID-19 requires HHS to provide availability of these services beyond October. The County has an option to cancel these contracts with appropriate notice, in the event it is determined that they will not be needed for the entire period.

The requested increases exceed the Purchasing Manager's authority and require your Board's approval.

FISCAL IMPACT

The total cost of this amendment is related to COVID -19 and anticipated to be covered by CARES funding and other Federal and State funding as needed.