



## AGENDA MEMORANDUM

Action Item for the City Council Meeting January 28, 2025

**DATE:** January 28, 2025

**TO:** Peter Zanoni, City Manager

**FROM:** Robert Dodd, Director of Parks and Recreation  
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### Meal Delivery Service for Parks and Recreation (Meals on Wheels)

#### **CAPTION:**

Motion authorizing execution of a three-year service agreement with Russell Paul James, dba R & R Delivery Service, of Corpus Christi, in an amount up to \$738,000.00 to provide delivery service for the Elderly Nutrition Program--Home Delivered Meals, with FY 2025 funding of \$162,000.00 from the Elderly Nutrition Program Grant Fund.

#### **SUMMARY:**

The Elderly Nutrition Program (ENP) is administered by the Elderly Nutrition Services Program, a division of the Parks & Recreation Department. The proposed service agreement with R&R Delivery Service for the ENP-- Home Delivered Meals will have a three-year term ending in 2027.

#### **BACKGROUND AND FINDINGS:**

The City has offered the ENP/Meals on Wheels program since the early 1970's. Meal delivery services support the Parks & Recreation Department's Senior Community Services. This Service Agreement provides Senior Community Services with home delivery of approximately 600 daily meals to recipients of the Elderly Nutrition Program Grant and Title XIX & Title XX Meals on Wheels Program.

The meals are prepared by city staff at the Parks & Recreation's Nutrition Education Services Center (Central Kitchen). Daily, the City will be responsible for providing the Contractor with prepared meals, packed and ready for shipping with a route specifying the name/address of the recipient. R&R shall deliver these meals to participating clients between the hours of 10:30 am and 1:30 p.m., Monday through Friday as outlined in Exhibit A – Home Delivery Calendar of the Service Agreement. Vehicles must comply with safety, Health Department, Texas Health & Human Services (ENP) standards and be properly maintained.

It is the delivery person's responsibility to initiate direct verbal/visual contact with the recipient each day the meal is delivered to the home. The Contractor must provide a Route Supervisor to be housed at the central kitchen during all shifts to verify route accuracy and until all drivers return to the central kitchen.

The Contractor shall deliver a specified number of additional frozen meals to designated recipients per the client's service plan requirements. Additional frozen or shelf-stable meals will be delivered before the following designated holidays: New Year's Day, Martin Luther King Day, Memorial Day, Juneteenth, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day and Winter Break. The table below details the full contract value for the three-year service agreement:

				R & R DELIVERY SERVICE CORPUS CHRISTI, TX	
ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	EXTENDED PRICE
Year 1	Elderly Nutrition Program - Home Delivered Meals	Meal	150,000	\$ 1.62	\$ 243,000.00
Year 2	Elderly Nutrition Program - Home Delivered Meals	Meal	150,000	\$ 1.64	\$ 246,000.00
Year 3	Elderly Nutrition Program - Home Delivered Meals	Meal	150,000	\$ 1.66	\$ 249,000.00
GRAND TOTAL					\$ 738,000.00

### **PROCUREMENT DETAIL:**

Finance & Procurement conducted a Request for Bid process to obtain bids. The City received one responsive, responsible bid. Staff recommends the award to Russell Paul James, dba R&R Delivery Service, the incumbent vendor. Russell Paul James, dba R&R Delivery Service has been the home delivery service for the Elderly Nutrition Program since May 1989. The have consistently met the company's contract/grant requirements and have demonstrated quality service in the delivery of meals to the homebound. The vendor is dedicated to serving the senior citizens in our community and has worked collaboratively with the city for over 35 years. Based on our extensive experience in working with the vendor, we recommend them to continue as the delivery service vendor.

The price variance detailed in the table below reflects an increase from the previous agreement which is due to inflation and the increased number of meals purchased for the proposed agreement:

2022 (Initial Award)	\$718,106.00
2025 (Renewal)	\$738,000.00
Price Variance	\$10,894.00 (2.6%)

Description	2022 - 2025	2025 - 2028
Total Meals purchased	412,500	450,000

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**ALTERNATIVES:**

The alternative would be to deny the single response to the Request for Bid. However, doing so would require the city to identify an alternative delivery method.

**FISCAL IMPACT:**

FY 2025	\$162,000
FY 2026	\$245,000
FY 2027	\$248,000
FY 2028	\$83,000
<b>Total:</b>	<b>\$738,000</b>

**FUNDING DETAIL:**

Fund:	1067 (Parks & Rec Grants)
Organization/Activity:	810825F (Elderly Nutrition Program)
Project # <b>(CIP Only)</b> :	N/A
Account:	530000 Professional Services

**RECOMMENDATION:** Staff recommends that this motion authorizing a three-year service agreement with Russell Paul James, dba R&R Delivery Service, be approved as presented.

**LIST OF SUPPORTING DOCUMENTS:**

Service Agreement  
 Bid Tabulation  
 Presentation