



AGENDA MEMORANDUM

Future Item for the City Council Meeting of August 12, 2014

Action Item for the City Council Meeting of August 19, 2014

DATE: August 12, 2014

TO: Ronald L. Olson, City Manager

FROM: Christela Morales, Procurement Manager
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Service Agreement for Meal Delivery

CAPTION:

Motion approving a service agreement with R & R Delivery Service, Corpus Christi, Texas for meal delivery in accordance with Bid Invitation No. BI-0142-14, based on only bid for an estimated annual expenditure of \$243,750.00, of which \$40,625.00 is required for the remainder of FY 2013-2014. The term of the contract will be for twelve (12) months with options to extend for up to two (2) additional twelve-month periods, subject to the approval of the Contractor and the City Manager or designee. Funds have been budgeted by the Senior Community Services Division of the Parks and Recreation Department in FY 2013-2014.

PURPOSE:

This service agreement will be utilized by Senior Community Services to provide for the home delivery of meals to recipients of the Elderly Nutrition Program and the Title XX and Title XIX Meals on Wheels Program.

BACKGROUND AND FINDINGS:

This service consists of approximately 650 meals each day for a twelve-month period, delivered from 10:30 a.m. to 1:30 p.m., Monday through Friday, for approximately 250 days. All options to extend the previous contract have been exercised.

ALTERNATIVES:

Not applicable

OTHER CONSIDERATIONS:

Not applicable

CONFORMITY TO CITY POLICY:

This purchase conforms to the City’s purchasing policies and procedures and State statutes regulating procurement.

EMERGENCY / NON-EMERGENCY:

Non-emergency

DEPARTMENTAL CLEARANCES:

Parks and Recreation Department

FINANCIAL IMPACT:

Operating Revenue Capital Not applicable

Fiscal Year: 2013-2014	Project to Date Expenditures (CIP only)	Current Year	Future Years	TOTALS
Line Item Budget		\$105,850.60	\$203,125.00	\$308,975.60
Encumbered / Expended Amount		\$65,225.60	\$0	\$65,225.60
This item		\$40,625.00	\$203,125.00	\$243,750.00
BALANCE		\$0	\$0	\$0

Fund(s): Parks and Recreation Grants

Comments: The \$40,265.00 financial impact shown above represents two (2) months of expenditures that will be encumbered through the end of this fiscal year. The remaining \$203,125.00 for the last ten (10) months of the contract will be requested during the normal FY 2014-2015 budget approval process.

RECOMMENDATION:

Staff recommends approval of the motion as presented.

LIST OF SUPPORTING DOCUMENTS:

Bid Tabulation
Service Agreement