



AGENDA MEMORANDUM

Future Item for the City Council Meeting of September 18, 2018
Action Item for the City Council Meeting September 25, 2018

DATE: September 18, 2018

TO: Keith Selman, Interim City Manager

FROM: E. Jay Ellington, Director of Parks and Recreation Department
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Meal Delivery Service for Parks and Recreation

CAPTION:

Motion authorizing a three-year service agreement with R&R Delivery Service of Corpus Christi, Texas for meal delivery service for \$678,178.80.

PURPOSE:

The purpose of this item is to approve a three-year service agreement for Meal Delivery Services for Parks and Recreation.

BACKGROUND AND FINDINGS:

Meal Delivery Services supports the Parks and Recreation Department's Senior Community Services and Summer Feeding Program. This service agreement provides Senior Community Services with the home delivery of approximately 550 meals daily to recipients of the Elderly Nutrition Program Grant and the Title XX and Title XIX Meals on Wheels Program. For the Summer Feeding Program, approximately 400 meals are delivered to designated feeding sites each day during the eight-week period from June to August, which is grant-funded through the Texas Department of Agriculture.

The Purchasing Division conducted a competitive Request for Bid process to obtain bids from qualified firms to provide Meal Delivery Services Request for Bid No. 1490. The City received one bid; staff concluded that the bid submitted was fair and reasonable. Staff recommends award to R&R Delivery Service.

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

FINANCIAL IMPACT:

X Operating ☐ Revenue ☐ Capital ☐ Not applicable

Fiscal Year: 2017-2018	Current Year	Future Years	TOTALS
Line Item Budget	\$0.00	\$678,178.80	\$678,178.80
Encumbered / Expended Amount	\$0.00	\$0.00	\$0.00
This item	\$0.00	\$678,178.80	\$678,178.80
BALANCE	\$0.00	\$0.00	\$0.00

Fund(s): Parks & Recreation Grant Fund - 1067

Comments: The Service Agreement will begin October 1, 2018 through September 30, 2021. Funding will be funded in future fiscal years.

RECOMMENDATION:

Staff recommends approval of the motion as presented.

LIST OF SUPPORTING DOCUMENTS:

Bid Tabulation
Service Agreement