

**City of Culver City, California
Agenda Item Report**

Meeting Date: <u>05/17/2010</u>		Item Number: <u>C-1</u>	
CITY COUNCIL AGENDA ITEM: Approval of an Amendment to the Existing Professional Services Agreement with Morrison Management Specialist, Inc. dba Morrison Health Care, Inc. for the Senior Nutrition Program for an Additional Three Year Period Beginning July 1, 2010.			
Contact Person/Dept.: Armando Abrego, Senior and Social Services Manager		Phone Number: (310) 253-6724	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☐ Attachments: ☐	
Commission Action Required: Yes ☐ No ☒		Date: _____	
Public Notification: (Email) Meetings and Agendas – City Council (05/13/2010); (Telephone) Morrison Management Specialist, Inc. (05/13/2010).			
Department Approval: Pam Robinson (by P. Mooney) (05/11/10)		City Attorney Approval: Carol Schwab (by H. Baker) (05/12/10)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (05/12/10)		City Manager Approval: P. Lamont Ewell (05/12/10)	
<u>RECOMMENDATION:</u> Staff recommends the City Council approve an amendment to the existing professional services agreement with Morrison Management Specialist, Inc. dba Morrison Health Care, Inc., to provide food services for the Senior Nutrition Program for an additional three (3) year period beginning July 1, 2010. <u>BACKGROUND:</u> The City of Culver City receives grant funds from the Los Angeles County Area Agency on Aging (“LACAAA”) through the Older Americans Act of 1965, as amended, to fund the Senior Nutrition Program. The grant funds are used to contract with a caterer to provide noontime meals for seniors on weekdays at the Culver City Senior Center, the Beverly Hills Roxbury Park Recreation Facility and for the Home Delivered Meal Program seven (7) days a week. The meals must conform to the delivery and nutritional requirements of LACAAA. LACAAA requires that every three to four years, the City enter into the competitive award process for the meal provider’s contract. On July 2, 2007 the City Council approved an agreement with Morrison Management Specialist, Inc. dba Morrison Health Care, Inc. (“Morrison”), to provide food services for the Senior Nutrition Program for a three (3) year period beginning July 1, 2007 and concluding on June 30, 2010.			

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Morrison has been providing meals to the Culver City Senior Center since 1993. During this time, the City has experienced a high degree of professional management and food quality from this provider. Both Culver City and LACAAA staff regard Morrison as one of the best caterers available for senior nutrition programs.

DISCUSSION:

On April 8, 2010, the Senior and Social Services Division of the Parks, Recreation and Community Services Department requested bids from caterers to supply meals to the Senior Nutrition Program. Pursuant to grant guidelines, a notice to submit bids was sent only to the 15 approved caterers on LACAAA's official caterers' list. Bids were opened on April 29, 2010.

The City received two (2) competing bids that met all of the bid requirements. The bids were evaluated on five criteria basis by the Senior & Social Services Division staff and the Senior Nutrition Advisory Council. Evaluation criteria included:

- 1) cost per meal;
- 2) capability to provide the service;
- 3) proven competency;
- 4) quality of product; and,
- 5) location.

The table below provides a comparison of the per meal prices proposed by Morrison and Tender Loving Care ("TLC") Catering, Inc. for Fiscal Year 2010-11:

	Morrison	TLC Catering
Congregate Meals	\$2.84	\$3.12
Home-Delivered Meals	\$3.05	\$3.24

Morrison's meal rates listed above are the same as those in effect during the past two fiscal years. Given the current level of funding for this program, 41,835 meals can be served in Fiscal Year 2010-2011 utilizing Morrison's proposed prices.

In addition to the above prices, the proposals also contain different provisions for potential increases in the second and third years of the contract. These are summarized in the following table:

	Morrison	TLC Catering
Reference Index	CPI	CPI
Index Cap (annual)	4%	No Cap

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The information provided in the above tables, in addition to the higher scores obtained in many of the evaluation categories, leads staff to conclude that Morrison Management Specialist, Inc. dba Morrison Health Care, Inc. is the lowest responsible bidder and is therefore being recommended for award of a three (3) year agreement.

Although Culver City Municipal Code Section 3.07.070.A exempts professional services from the formal competitive bidding requirement, this contract was competitively bid due to grant guidelines and requirements.

FISCAL ANALYSIS:

This program is 100% funded through the Older Americans Act, United States Department of Agriculture, and participant donations and has no fiscal impact on the General Fund. The budget appropriation for the Senior Nutrition Program will be included as part of the FY 2010-2011 budget process and will be reflected in Operating Grants Division 41434200 – Sr. Nutrition Program.

ATTACHMENT:

None.

MOTION:

That the City Council:

1. Approve an amendment to the existing professional services agreement with Morrison Management Specialist, Inc. dba Morrison Health Care, Inc., to provide food services for the Senior Nutrition Program for an additional three (3) year period beginning July 1, 2010 based upon the scope of work and compensation discussed in the staff report; and,
2. Authorize the City Attorney to review/prepare the necessary documents; and,
3. Authorize the City Manager to execute such documents on behalf of the City.