

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

Meeting Date: <u>06/10/13</u>		Item Number: <u>C-4</u>	
CITY COUNCIL AGENDA ITEM: Approval of a Professional Services Agreement with Morrison Management Specialist, Inc. dba Morrison Health Care, Inc. for the Senior Nutrition Program for a Four Year Period Beginning July 1, 2013, with an Option for a Fifth Year if Agreed Upon by Both Parties.			
Contact Person/Dept.: Armando Abrego, Phone Number: (310) 253-6700 Senior and Social Services Manager			
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 (06/05/13); (Telephone) Morrison Management Specialist, Inc. (06/05/13); (Email) Senior Nutrition Program Advisory Committee (06/05/13).			
Department Approval: Dan Hernandez (05/29/13)		City Attorney Approval: Carol Schwab (by H. Baker) (06/03/13)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (06/05/13)		City Manager Approval: John M. Nachbar (06/05/13)	
<u>RECOMMENDATION:</u> Staff recommends the City Council approve a professional services agreement with Morrison Management Specialist, Inc. dba Morrison Health Care, Inc., to provide food services for the Senior Nutrition Program for a four (4) year period beginning July 1, 2013, with an option for a fifth year if agreed upon by both parties. <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 periodically, the City enter into the competitive award process for the meal provider's contract. After completing the required request for proposals (RFP) process, on July 2, 2007 and again on May 17, 2010 the City Council approved three (3) year professional services agreements with Morrison Management Specialist, Inc. dba Morrison Health Care, Inc. (“Morrison”), to provide food services for the Senior Nutrition Program.			

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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:

The Senior Nutrition Program will serve approximately 40,000 hot, frozen or cold meals in Fiscal Year 2013/2014. Although Culver City Municipal Code Section 3.07.085.A exempts professional services from the formal competitive bidding requirement, this contract was competitively as dictated by grant guidelines and requirements. A "Notice Inviting Bids" for Bid #1519 for Senior Nutrition Program Catering Services was published in the Culver City News on May 2, 2013. Pursuant to grant guidelines, only those organizations on LACAAA's Approved Caterers List were eligible to submit bids. Approved Caterers were contacted via email or fax regarding the availability of the RFP on the City's website. Bids were opened by representatives of the City Clerk's Office on May 23, 2013.

The City received two competing bids that met all of the bid requirements. The bids were evaluated by the Senior & Social Services Division staff and the Senior Nutrition Advisory Council based on four criteria:

- 1) Cost per meal
- 2) Number of years providing senior nutrition catering services
- 3) Location of the company
- 4) Ability to meet LACAAA menu planning requirements

The table below provides a comparison of the per meal prices proposed by Morrison and Unified Nutrimeals:

	Congregate Meals	Home-Delivered Meals
Morrison	\$3.05	\$3.30
Unified Nutrimeals	\$4.23	\$4.33

As a result of the evaluation process, staff and the Senior Nutrition Advisory Council has identified Morrison Management Specialist, Inc. dba Morrison Health Care, Inc. as the lowest responsive and responsible bidder and are recommending that the City Council approve a four (4) year professional services agreement with Morrison for Senior Nutrition Program Catering Services, with an option for a fifth year if agreed upon by both parties.

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FISCAL ANALYSIS:

This program is 100% funded through the Older Americans Act, USDA, and participant donations and has no fiscal impact on the General Fund. The budget appropriation for the Senior Nutrition Program is included as part of the City Manager's Proposed Budget for Fiscal Year 2013/2104 as follows:

Account	Description	Amount
41430410	Senior Nutrition – CI	\$251,330
41430415	Senior Nutrition – CII & 3B	\$25,238
	Total	\$276,568

MOTION:

That the City Council:

1. Approve a professional services agreement with Morrison Management Specialist, Inc. dba Morrison Health Care, Inc., to provide food services for the Senior Nutrition Program for a four (4) year period beginning July 1, 2013, with an option for a fifth year if agreed upon by both parties, 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.