

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 07/02/07		Item Number: <u>A-3</u>	
AGENDA ITEM: Approval of an Agreement with Morrison Management Specialist, Inc. dba Morrison Health Care, Inc. for the Senior Nutrition Program for a Three Year Period Beginning July 1, 2007.			
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: ☒
Public Notification: Master Notification List (06/28/07)			
Department Approval: William La Pointe (5/21/07)		City Attorney Approval: Carol Schwab (by H. Iker) (06/01/07)	
City Controller Approval: Marlee Chang (06/01/07)		City Manager Approval: Jerry B. Fulwood (06/28/07)	

RECOMMENDATION:

Staff recommends the City Council approve an agreement with Morrison Management Specialist, Inc. dba Morrison Health Care, Inc., to provide food services for the Senior Nutrition Program for a three (3) year period beginning on July 1, 2007.

BACKGROUND:

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. These 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 bid process for the meal provider's contract.

Morrison Management Specialist, Inc. dba Morrison Health Care, Inc. has been providing meals to the Culver City Senior Center since 1990. 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.

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DISCUSSION:

On April 9, 2007, the City Council authorized the Parks, Recreation and Community Services Department to request bids from caterers to supply meals to the Senior Nutrition Program. A list of 10 approved caterers was obtained from LACAAA. Bids were opened on May 3, 2007. 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 Nutrition Specialist and the Senior Nutrition Advisory Council of the Senior Center. Evaluation criteria included: (1) cost per meal; (2) years of experience with grant-funded Senior Nutrition Programs; (3) scope of experience with Senior Nutrition Programs (congregate meals, home-delivered meals, etc.); (4) references; and, (5) location. The meal rate proposals submitted by Morrison Health Care, Inc. and NDK Foods, Inc. dba Unified Nutrimeals are provided as Attachment 1.

The following table includes a comparison of the per-meal prices included in the two proposals received:

CATEGORY/PROPOSER	MORRISON	NDK FOODS
Congregate Meal Price (FY 07/08)	\$2.73	\$2.90
Home-Delivered Meal Price (FY 07/08)	\$2.93	\$3.00

Given the current level of funding for this program, utilizing Morrison's proposed prices, 32,692 meals can be served in FY 07/08.

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:

CATEGORY/PROPOSER	MORRISON	NDK FOODS
Increase Index	CPI	CPI
Index Cap	4%	No Cap

The information provided in the above tables, in addition to scoring high in many of the evaluation categories, leads staff to conclude Morrison Management Specialist, Inc. dba Morrison Health Care, Inc. is the lowest responsible bidder and is therefore being recommended for award of a three year contract.

FISCAL ANALYSIS:

This program is 100% funded through the Older Americans Act, USDA, and donations and has no fiscal impact on the General Fund

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ATTACHMENTS:

1. Caterer Meal Rate Proposals for the Culver City Senior Nutrition Program.

MOTION:

That the City Council:

1. Approve an agreement with Morrison Management Specialist, Inc. dba Morrison Health Care, Inc. to provide food services for the Senior Nutrition Program for a three year period beginning on July 1, 2007; and
2. Authorize the City Attorney to prepare the appropriate documents and authorize the City Manager to execute such documents on behalf of the City.