



City of Culver City

Mike Balkman
Council Chambers
9770 Culver Blvd.
Culver City, CA 90232
(310) 253-5851

Staff Report

File #: 18-01398, **Version:** 1

Item #: C-4

CC - Approval of an Agreement with Morrison Healthcare, Inc., for Senior Nutrition Program Catering Services for a Four Year Period Beginning July 1, 2018.

Meeting Date: June 25, 2018

Contact Person/Dept: Armando Abrego / PRCS-Senior & Social Services/Facilities

Phone Number: (310) 253-6724

Fiscal Impact: Yes ☒ No ☐

General Fund: Yes ☐ No ☒

Public Hearing: ☐

Action Item: ☐

Attachments: Yes ☐ No ☒

Public Notification: (Email) Meetings and Agendas - City Council (06/20/18); (Email) Senior Citizens (06/19/18); (Email) Senior Nutrition Program Advisory Committee (06/19/18); (Email/Telephone) All Proposers (06/19/18)

Department Approval: Corey Lakin, PRCS Director (06/07/18)

RECOMMENDATION

Staff recommends the City Council approve an agreement with Morrison Management Specialist, Inc. dba Morrison Healthcare, Inc., a California corporation ("Morrison"), for Senior Nutrition Program catering services for a four (4) year period beginning July 1, 2018.

BACKGROUND/DISCUSSION

The City of Culver City receives grant funds from the Los Angeles County Department of Workforce Development, Aging, and Community Services (WDACS) through the Older Americans Act of 1965, as amended, to fund the Senior Nutrition Program (Grant Number ENP 162004). The grant funds are used to contract with a caterer to provide approximately 32,000 noontime meals for seniors on weekdays at the Culver City Senior Center and Beverly Hills Roxbury Park and for approximately 8,700 Home Delivered Meal Program participants seven (7) days a week. The meals must conform to the delivery and nutritional requirements of WDACS. WDACS requires that every four years, the City enter into the competitive award process for the meal provider's contract.

A Request for Proposals (RFP) for Senior Nutrition Program Catering Services was published on May 10, 2018. Pursuant to grant guidelines, only those organizations on WDACS's Approved Caterers

List were eligible to submit proposals. Approved caterers were contacted via email or fax regarding the availability of the RFP on the City's website. Proposals were opened by representatives of the City Clerk's Office on May 31, 2018. The results were as follows:

\$121,600 - Morrison Healthcare, Inc.*

\$189,000 - St. Vincent Meals on Wheels*

**Year 2 through year 4 costs may be increased at no greater than the Consumer Price Index.*

The proposals were evaluated by Senior & Social Services Division staff and the Senior Nutrition Advisory Council. As a result of the evaluation process, staff and the Senior Nutrition Advisory Council has identified Morrison as the lowest proposal and are recommending that the City Council approve a four (4) year agreement with Morrison for Senior Nutrition Program catering services.

Morrison has been providing meals to the Culver City Senior Center since 1993. During this time, staff has found Morrison to provide both professional management of its operations and excellent food quality. In fact, Culver City and WDACS staff regard Morrison as one of the best caterers available for senior nutrition programs.

FISCAL ANALYSIS

Senior Nutrition Program catering services are funded through the Older Americans Act, the Nutrition Services Incentive Program, and participant donations. The budget appropriation for the Senior Nutrition Program is included in the Fiscal Year 2018/19 Budget. The funding for catering services is reflected in 41430410.619800 (Senior Nutrition Program - CI / Other Contractual Services) and 41430415.619800 (Senior Nutrition Program - CII & 3B / Other Contractual Services).

ATTACHMENTS

None.

MOTION

That the City Council:

1. Approve an agreement with Morrison Healthcare, Inc., for Senior Nutrition Program catering services for a four (4) year period beginning July 1, 2018; 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.