



City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: NOVEMBER 7, 2023

FROM: PARKS, RECREATION AND COMMUNITY WARD: 1, 2, 3, 4, 6 & 7
SERVICES DEPARTMENT

SUBJECT: APPROVE AN AMERICAN RESCUE PLAN ACT SUBRECIPIENT AGREEMENT FOR REQUEST FOR PROPOSAL NO. 2248 FOR COMMUNITY FOOD SERVICES TO SENIORS AND TEENS WITH MEAL OUTPOST DAO LLC OF RALEIGH, NORTH CAROLINA, FOR A TERM ENDING DECEMBER 31, 2024, IN THE AMOUNT OF \$543,979.80 WITH CHANGE ORDER AUTHORITY IN THE AMOUNT OF 30% IN THE AMOUNT OF \$163,194.

ISSUE:

Approve an American Rescue Plan Act Subrecipient Agreement for Request for Proposal 2248 for Community Food Services to Seniors and Teens with Meal Outpost DAO LLC of Raleigh, North Carolina, for a term ending December 31, 2024, in the amount of \$543,979.80 with change order authority of 30% in the amount of \$163,194.

RECOMMENDATIONS:

That the City Council:

1. Approve an American Rescue Plan Act Subrecipient Agreement (Agreement) for Community Food Services for Seniors and Teens with Meal Outpost DAO LLC of Raleigh, North Carolina, to provide Community Food Services to Seniors and Teens, for a contract amount of \$543,979.80, through December 31, 2024.
2. Approve change order authority of 30% in the amount of \$163,194 and,
3. Authorize the City Manager, or designee, to execute the agreement, including making minor and non-substantive changes.

BACKGROUND:

On November 9, 2021, City Council approved the American Rescue Plan Act (ARPA) Expenditure Plan for the first allocation of grant funds. The Community Food Services for Seniors and Teens Program was allocated \$2,000,000. The funds allow the Parks, Recreation and Community Services Department (PRCSD) to assist in providing food security throughout the community.

On December 29, 2022, PRCSD released Request for Proposals (RFP) 2248 seeking companies to provide Grab-N-Go meals and Monthly Senior Luncheons for the Community Food Services Seniors and Teens Program.

DISCUSSION:

The PRCSD was awarded \$2,000,000 to address food security concerns within our community. As of September 2023, the Department has effectively utilized \$933,156 of the allocated funds by collaborating with Riverside Unified School District (RUSD) for food boxes and engaging with smaller local restaurants to provide meals. To optimize the remaining funds of \$1,066,844 and extend our reach, the PRCSD is entering into contracts with two catering providers. The agreement with McGrath's Catering will utilize \$355,572 leaving \$711,272 remaining. The agreement with the second caterer Meal Outpost totals \$707,173. This strategic move of including RUSD, local restaurants and large-scale caterers ensures comprehensive utilization of the current funding and positions the Department to seamlessly expand its services in case additional funding becomes available.

The Recreation Division has focused on providing food boxes and meals to the seniors and teen communities, who are at risk for food insecurity. To date, The Recreation Division has provided 39,357 meals to seniors and 21,125 meals to teens for a total meal count of 60,482. The catering providers bring the capacity to deliver food services on a larger scale, aligning with our commitment to addressing community needs. The agreement with Meal Outpost will provide 45,936 grab and go lunches to the senior and teen communities.

The City of Riverside issued RFP 2248 to identify qualified entities or individuals (Companies) capable of providing freshly prepared meals for teenagers and seniors through the Grab-N-Go program at various community centers, including Dales Senior Center, La Sierra Senior Center (Senior Centers), Villegas Community Center, Stratton Community Center, Youth Opportunity Center, Joyce Jackson Community Center, Orange Terrace Community Center, and Arlanza Community Center (Community Centers). The requirement was to prepare and deliver a total of 319 meals weekly from Monday to Thursday to the designated locations. Additionally, the RFP sought services to provide 230 catered meals during the monthly senior luncheons hosted at Dales and La Sierra Senior Center. The deadline for proposal submissions was February 06, 2023, and four companies submitted responses to RFP 2248.

Negotiations were arranged for May 10, 2023, involving all four companies to deliver the Grab-N-Go Meals. During the negotiation phase, McGrath's Catering and Meal Outpost DAO LLC were able to accommodate the required Grab-N-Go meal program's schedule to drop off at all of the required locations and times. However, Everytable could not accommodate the required Grab-N-Go meal program's schedule to drop off at all the required locations and times. And Gourmet Paper Plates pricing was outside of the City's budget and thus it was not in the best interest of the City to select Gourmet Paper Plates.

Following the proposal evaluations, it was determined that McGrath's Catering and Meal Outpost will be awarded the contract to produce the weekly Grab-N-Go meals.

Bidders	Average Score	Highest Rated
McGrath's Catering	811.93	1
Everytable	743.33	2
Meal Outpost DAO LLC	739.67	3
GOURMET PAPER PLATES	489.83	4

The PRCSD recommends entering into the Agreement with Meal Outpost to provide meals to two vulnerable populations: teens and seniors.

The Purchasing Manager concurs that the recommendation to award is in compliance with Purchasing Resolution 23914.

STRATEGIC PLAN ALIGNMENT:

The Agreement with Meal Outpost DAO LLC aligns with **Strategic Priority 1 – Arts, Culture, and Recreation**, which aims to provide diverse community experiences and personal enrichment opportunities for people of all ages.

The agreement with Meal Outpost DAO LLC contributes to Strategic **Goal 1.5** *“Support programs and amenities to further develop literacy, health, and education of children, youth and senior throughout the community.”*

This action aligns with each of the Cross-Cutting Threads as follows:

1. **Community Trust** – The ARPA funded program is designed to benefit the diverse populations within the City, fostering community trust by providing prepared meals to vulnerable groups. The initiative enhances public confidence by directly addressing the immediate needs of residents during challenging times.
2. **Equity** – The Community Food Service for Teens and Seniors assists in providing equitable access to food resources throughout the community.
3. **Fiscal Responsibility** – This item ensures fiscal responsibility of ARPA funds by utilizing funds as intended and approved by the City Council.
4. **Innovation** –Riverside is committed to responding to the community’s changing needs and preparing for the future through developing ARPA funded projects/programs that build on collaborative partnerships.
5. **Sustainability & Resiliency** – The Parks, Recreation and Community Services Department is committed to meeting the needs of the present without compromising the needs of the future and ensuring the City’s capacity to persevere, adapt and grow during good and difficult times alike.

FISCAL IMPACT:

The total fiscal impact of this agreement is \$707,173.80. The amount of the agreement is \$543,979.80 with change order authority of 30% in the amount \$163,194 for a total contract amount of \$707,173.80. Funds are budgeted and available in the Grants & Restricted Programs Fund, Parks & Recreation, Recreation Services account number 8810900-421040.

Prepared by: Pamela M. Galera, Parks, Recreation and Community Services Director
Certified as to availability of funds: Kristie Thomas, Finance Director/Assistant Chief Financial Officer
Approved by: Kris Martinez, Assistant City Manager
Approved as to form: Phaedra A. Norton, City Attorney

Attachment: 1. Agreement with Meal Outpost DAO LLC
2. Award Recommendation