

CITY OF SAN ANTONIO
INTERDEPARTMENTAL MEMORANDUM
DEPARTMENT OF COMMUNITY INITIATIVES

TO: Mayor and City Council

FROM: Dennis J. Campa, Director, Department of Community Initiatives

THROUGH: Terry M. Brechtel, City Manager

COPIES: Frances A. Gonzalez, Assistant to the City Manager; Finance Department; City Attorney's Office; Office of Management and Budget; Asset Management Department; Purchasing Department; File

SUBJECT: **ORDINANCE AUTHORIZING EXECUTION OF LICENSE AGREEMENTS WITH BIDDERS FOR USE OF CITY KITCHENS FOR THE COMPREHENSIVE NUTRITION PROJECT BEST VALUE BID**

DATE: April 10, 2003

SUMMARY AND RECOMMENDATION

This ordinance authorizes the execution of license agreements with bidders to use City kitchens to provide meal samples as part of the evaluation process of the Comprehensive Nutrition Project (CNP) Best Value Bid at a license rate of \$50 per day.

Staff recommends approval of this ordinance.

BACKGROUND INFORMATION

The Comprehensive Nutrition Project (CNP) was established in 1973 as an integral part of the Elderly and Disabled Services Division's continuum of services. CNP provides the elderly in San Antonio with nutritionally balanced noontime meals in either a congregate setting or through homebound delivery service. Currently, 55 congregate sites across the community serve as a community forum for seniors to gather and interact.

On March 14, 2003, the City issued a **Best Value Bid**, which seeks bids for provision of meal preparation services in order to improve quality, contain costs and increase number of seniors served. A Best Value Bid is an evaluated bid that allows for the inclusion of criteria such as experience, past performance, and quality, rather than solely selecting the bidder with the lowest price. In this Best Value Bid, bidders have the opportunity to bid on the entire CNP or portions of the project. The City is divided into three zones to encourage the participation of small businesses,

which may not desire to bid on the entire contract. Of the three zones, Zone A includes 18 sites in the northwestern part of the City encompassing mostly Council Districts 1, 6, 7, 8 and 9 serving approximately 1,500 daily meals; Zone B includes 14 CNP sites in the southern part of the City encompassing mostly Council Districts 2, 3 and 4 serving approximately 1500 daily meals; and Zone C includes 15 CNP sites in the northeastern part of the City encompassing mostly Council Districts 1, 2, 5 and 10 serving approximately 1,000 daily meals.

Deadline for submission of bids is April 14, 2003. A meal sampling taste test is scheduled for the week of May 5, 2003. The City of San Antonio, through the Department of Community Initiatives, has four kitchen facilities available for use through the license agreements. These kitchen facilities are located at:

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| 1. Claude Black Community Center
2805 E. Commerce | 3. Westend Park Senior Center
1226 N.W. 18 th Street |
| 2. South San Senior Center
503 Lovett | 4. Harlandale Senior Center
115 W. Southcross |

Individuals will rate the food quality of the top bidders based on a meal sampling taste test. Those taking part in the meal sampling taste test as part of the Best Value Bid will include: approximately 400 senior participants from the CNP and the Best Value Bid Evaluation Committee, which consists of representatives from City staff, the Joint City/County Commission on Elderly Affairs, Alamo Area Council of Governments (AACOG), and culinary arts subject matter experts from both academia and the business community.

POLICY ANALYSIS

This ordinance reflects a continuation of existing City policy to improve the quality of life of senior citizens of San Antonio and Bexar County and assist them in maintaining independent living through the provision of a comprehensive continuum of services. This ordinance will allow bidders that do not have local kitchen facilities to participate in the Taste Test in order for the overall quality of the food to be evaluated as part of the Best Value Bid.

FISCAL IMPACT

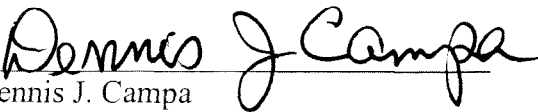
Bidders using the license agreement will pay the City of San Antonio \$50.00 for day use of a City kitchen facility.

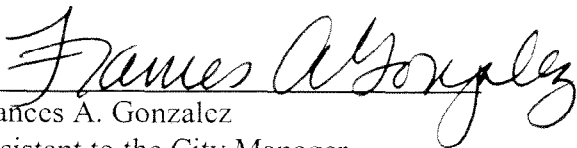
COORDINATION

The Department of Community Initiatives has coordinated activities with the City Attorney's Office, Office of Management and Budget, Department of Asset Management, Purchasing and General Services Department and Finance Department. The Department also presented the plan for the Best Value Bid to the Economic and Human Development Committee on January 23, 2003. The Committee provided a favorable review of the plan and directed staff to move forward with issuing the Best Value Bid.

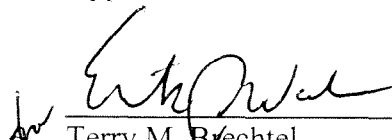
SUPPLEMENTARY COMMENTS

Provisions of the Ethics Ordinance do not apply.


Dennis J. Campa
Director


Frances A. Gonzalez
Assistant to the City Manager

Approved:


Terry M. Brechtel
City Manager