



Office of the City Manager

CONSENT CALENDAR  
April 2, 2013

To: Honorable Mayor and Members of the City Council  
From:  Christine Daniel, City Manager  
Submitted by: Scott Ferris, Director, Parks, Recreation, and Waterfront  
Subject: Contract: San Lorenzo Unified School District for the Summer Food Service Program

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to execute a one-year contract and any amendments with the San Lorenzo Unified School District to provide lunches and afternoon snacks to Berkeley youth for the City’s Summer Food Service Program for a total amount not to exceed \$95,000, for the period of June 1, 2013 through August 31, 2013, with options to execute up to four (4) additional one-year extensions not to exceed \$95,000 each year, contingent upon the availability of State funding, for a total contract amount not to exceed \$475,000.

FISCAL IMPACTS OF RECOMMENDATION

The Parks, Recreation, and Waterfront Department has budgeted \$95,000 for FY 2013 - 2014 for the Summer Food Service Program (SFSP) (budget code 080-5964-450.55-50). Funds are provided via a grant from the California Department of Education. The amount of actual expenditures will vary from year to year depending on number of youth enrolled in the summer lunch program. Budget allocations for this program are subject to the adoption of the budget by City Council. The reimbursements for the program’s expenditures will be deposited into revenue account 080-5964-331.10-04. This contract has been entered into the City’s contract management system and assigned CMS No. H2LCK.

CURRENT SITUATION AND ITS EFFECTS

The City’s annual Summer Food Service Program (SFSP) begins in June and provides approximately 900 free lunches and snacks to low-income youth per day for an eight-week period. Since 2001, the City has contracted several times with the San Lorenzo Unified School District for these services. Per City guidelines, the City recently conducted a competitive Request For Proposal (RFP) process to obtain these services under a new contract. On January 31, 2013, the City issued a RFP (specification number 13-10718-C) to solicit bids to provide the meals and snacks. The City mailed notification to six (6) prospective bidders, submitted an advertisement to a local newspaper (the West County Times), and posted the announcement and the RFP on the City’s website. On February 21, 2013, which was the due date for responses to the

RFP, no proposals were received. The California Department of Education (CDE) advised staff to contact the current provider, the San Lorenzo Unified School District, and develop a new contract. The San Lorenzo Unified School District is a registered Summer Food Service Program (SFSP), and has provided reliable summer lunch services to the City of Berkeley since 2001. City staff contacted the San Lorenzo School District and negotiated a new contract with costs that comply with the current CDE reimbursement rates.

#### BACKGROUND

For the past thirty-five years, the City of Berkeley has sponsored the SFSP, which is administered by the CDE Child Nutrition Services Division.

The SFSP is a federally-funded meal program that reimburses its sponsors for administrative and operational costs for providing meals to children 18 years of age and younger during periods when they are out of school. The program ensures that these children receive a nutritious meal during the summer months when school is not in session.

The CDE reimburses the City for the cost of administering the program and preparing and delivering lunches and snacks through a Permanent Agreement with the City of Berkeley authorized by City Council on April 22, 2008 (Resolution No. 64,027-N.S.).

#### ALTERNATIVE ACTIONS CONSIDERED

The City of Berkeley Parks Recreation & Waterfront does not have the facilities to prepare meals and snacks that would comply with the United States Department of Agriculture guidelines. The City must contract with an outside vendor. No other actions were considered.

#### CONTACT PERSON

Scott Ferris, Acting Director, Parks Recreation and Waterfront, 981-6711

#### Attachments:

1: Resolution

RESOLUTION NO. ##,###-N.S.

CONTRACT: SAN LORENZO UNIFIED SCHOOL DISTRICT FOR THE SUMMER  
FOOD SERVICE PROGRAM

WHEREAS, for the past thirty-five years, the City of Berkeley has sponsored the Summer Food Service Program (SFSP), which is a federally-funded program administered by the California Department of Education (CDE) Child Nutrition Services Division; and

WHEREAS, the CDE reimburses the City for the cost of administering the program and preparing and delivering lunches and snacks through a Permanent Agreement with the City of Berkeley authorized by City Council on April 22, 2008 (Resolution No. 64,027-N.S.); and

WHEREAS, the City recently conducted a competitive Request For Proposal (RFP) process to obtain these services under a new contract. On January 31, 2013, the City issued a RFP (specification number 13-10718-C) to solicit bids to provide the meals and snacks. On February 21, 2013, which was the due date for responses to the RFP, no proposals were received. The CDE advised staff to contact the current provider, the San Lorenzo Unified School District, and develop a new contract; and

WHEREAS, the San Lorenzo Unified School District is a registered SFSP, has provided reliable summer lunch services to the City of Berkeley since 2001, and has agreed to a contract with costs that comply with the current CDE reimbursement rates; and

WHEREAS, the funds are available in the FY 2013 and FY 2014 budgets for the Summer Youth Lunch Fund (080-5964-450.55-50), and the reimbursements for the program's expenditures will be deposited into revenue account 080-5964-331.10-04; CMS No. H2LCK.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager or her designee is hereby authorized to execute a one-year contract and any amendments with the San Lorenzo Unified School District to provide lunches and afternoon snacks to Berkeley youth for the City's Summer Food Service Program for a total amount not to exceed \$95,000, for the period of June 1, 2013 through August 31, 2013, with options to execute up to four (4) additional one-year extensions not to exceed \$95,000 each year, contingent upon the availability of State funding, for a total contract amount not to exceed \$475,000. A record signature copy of said contract and any amendments to be on file in the Office of the City Clerk.

