



COMMISSIONERS COURT COMMUNICATION

AGENDA DATE: June 17, 2013

CONSENT OR REGULAR: Consent Agenda

CONTRACT REFERENCE NO
(IF APPLICABLE): N/A

SUBJECT: Approve and authorize the Purchasing Agent to solicit proposals for food services for the City-County Nutrition, a program of the Department of Family and Community Services Program, with specifications approved by the Procurement Review Panel on June 6, 2013.

BACKGROUND/DISCUSSION OF TOPIC: The County manages the City-County Nutrition Program for seniors 60 years of age or older. The program provides a balanced and nutritious noontime meal to seniors in two unique settings. We serve seniors in community settings, usually senior centers. There are 21 of these locations across the County. The County also serves a meal to an individual in his/her home if the individual is frail and elderly or is mobility impaired. The County awarded the current service in 2002. The County negotiated a contract that provided an initial term of five (5) years and offered six additional one (1) year extensions upon the mutual agreement of both parties. The term of that agreement expires in July of this year upon the completion of the final one-year extension. The Court balanced the opportunity to solicit new bids against the opportunity to continue with the present vendor under a rate increase capped by the contract at a maximum of 3.5% each fiscal year. Each year the Court carefully considered this calculation prior to deciding whether to accept an additional one year term. With the expiration of the term and extensions, the Court will solicit proposals from vendors for this service. Staff recommends that the new contract term begin in October. This facilitates the annual rate setting process for many of the funding sources that assist the County in supporting this program.

Fiscal Impact: Staff anticipates that bids will reflect current market conditions. The Court may see an increase in the rate for these meals.

PRIOR COMMISSIONERS COURT ACTION (IF ANY): Commissioners Court awarded bid No. 02-014 on June 3, 2002. The Court approved the contract, K02-200 on July 8, 2002.

RECOMMENDATION: The Department recommends approval of this request.

COUNTY ATTORNEY APPROVAL

The attached document has been given legal review by the El Paso County Attorney's Office on behalf of the County of El Paso, its officers, and employees. Said legal review should not be relied upon by any person or entity other than the County of El Paso, its officers, and employees.

COUNTY ATTORNEY:

LEGAL REVIEW:

LEGAL REVIEW NOTES (If Applicable):

DATE:

SUBMITTED BY:

Rosemarv V. Neill, Director 834-8201

EL PASO COUNTY PROCUREMENT REVIEW PANEL FORM

PRP No. 13-060601

APPROVAL
SPEC X
BID _____
RPF _____
RFP _____
RFQ _____
CONTRACT _____

AWARD APPROVAL
BID _____
RPF _____
RFP _____
RFQ _____
CONTRACT _____

Description:

Family and Community Services –Nutrition Program specs for required meals for nutrition program.

ACTION TAKEN BY PROCUREMENT REVIEW PANEL

7/6/13 Reviewed and Accepted for Commissioners Court Action*

_____ Returned to Department for further action/information/documentation*

_____ Not Accepted/Other* _____

(* with the following modifications, amendments, or reservations)

Item approved for Commissioners Court pending changes to draft

This procurement item has been reviewed by the Procurement Review Panel. Said review should not be relied upon by any person or entity other than the County of El Paso, its officers, and employees.

Panel Members

County Contract Administrator

Accept

Not Accept

County Auditor Designee

Accept

Not Accept

County Purchasing Designee

Accept

Not Accept

County Department Designee

Accept

Not Accept

Subject Matter Expert (as needed)

Accept

Not Accept

County Attorney Reviewer

Approved for further action Y / N

Josephine J. Brantman

SPECIFICATIONS
FOR
EL PASO CITY-COUNTY NUTRITION HOMEBOUND AND
CONGREGATE MEAL
PROGRAMS

El Paso County has sponsored the El Paso City-County Nutrition Program for over 37 years. Inspired by the Older Americans Act of 1965, El Paso joined many communities across the nation in providing an array of services for the older adult.

The County and City of El Paso County collaborate to provide nutritional services for senior adults. The County serves a noontime meal to seniors 60 years of age or older five days per week. The program provides meals in two distinct settings.

The program serves meals in a group setting (congregate meals) in 21 locations across the county. Twelve of the locations are in City of El Paso Senior Centers. The other locations are in a City owned but County managed facility (one), in an apartment community (two), in County owned facilities (three), in facilities owned by small municipalities in the County (two) and a not for profit community center.

A complementary program serves meals to individuals in their own home. These meals are individually packaged and delivered. The meal recipients are frail elderly or persons with a disability living in the community.

Meals must meet the nutritional requirements specified by the federal Older Americans Act. The meals must also meet state standards identified in the Texas Administrative Code, Title 40 Part 1, Chapter 55 related to contracted services for the Department of Aging and Disability Services. It must also meet standards in Title 40, Chapter 85 of the Texas Administrative Code and standards in 25 TAC, Chapter 229.

The senior meal program has expanded and changed since its inception. It is a complex operation with numerous funding sources. Some of these funding sources have different requirements for eligibility that extend beyond the initial goal of serving individuals 60 years of age or older.

In the beginning, the County managed the program from administration through food preparation and delivery. As the program grew, the County found it more efficient to contract for food preparation and delivery.

Presently, meals are prepared at three cooking kitchens. The kitchens are located at 600 South Ochoa (79901), 2215 Murchison (79930), and 4430 Maxwell (79924). For the purposes of this solicitation, the County is requesting that vendors submit bids that reflect two different preparation scenarios.

The first scenario is using the current cooking configuration with the County providing existing preparation kitchens and existing equipment. The alternate scenario is with one preparation kitchen acquired and equipped for the preparation of all meals at the vendor's expense with that expense factored into the meal cost.

The County also solicits proposals for the daily delivery of home delivered meals and a proposal for alternate day delivery of meals. Both scenarios must conform to existing federal and state standards including required delivery time. We will require at least one weekly face-to-face encounter with a program participant. The County seeks to award a three (3)-year contract with two annual renewal options, for a contract not to exceed five (5) years. The County anticipates beginning operation under this contract on October 1, 2013.

The approximate number of meals served over a 250-day service cycle within one year is:

Congregate Meals	229,704
Home Delivered Meals	324,873

In order to respond to this solicitation, the bidder shall incorporate into its cost per meal calculations the following factors:

For All meals

- 1) A five-week menu cycle for this bid to support meal variety for all participants. The menu items must reflect the cultural food preferences of the majority of participants.
- 2) Special meals at a minimum of two per menu cycle in celebration of special events such as Valentine's Day, Easter, Mother's Day, Father's Day, 4th of July, Labor Day, Thanksgiving, Christmas, and New Year's.
- 3) A registered dietitian or acceptable equivalent individual shall be available to certify that menus adhere to required Dietary Reference Intakes (DRIs).
- 4) Vendor must include the cost of preparing and distributing monthly nutrition education materials, at a minimum in English and Spanish, for all participants
- 5) All administrative expenses pertaining to food preparation and to the documentation of compliance with all appropriate federal, state, and local standards and requirements.
- 6) The cost of the vendor's employee training associated with the preparation and delivery of congregate and home delivered meals.

- 7) The cost of participation in quarterly menu meetings with program staff to ensure that County staff can review and comment on any consumer concerns and on variety, texture, product selection and meal preparation techniques.
- 8) All meals must meet 1/3 of the Dietary Reference Intakes (DRI) to ensure that meals maintain nutritional adequacy, promote health, and reduce risk of disease.
- 9) The cost of developing and distributing an annual customer satisfaction survey into its response to this solicitation. The satisfaction survey must include a sample of participants from both congregate and home delivered settings. The survey shall be given to all program participants with an anticipated response rate of at least 30%.
- 10) Vendor must comply with all rules, standards and guidelines established by the federal Older American Act, the Department of Aging and Disability Services, the Rio Grande Council of Governments Area Agency on Aging, and the City of El Paso. (Copies of these regulations are on file with the Purchasing Department)

Congregate Meals – In addition to be above items, the following items shall be included in the “cost per meal” price for Congregate meals:

- 11) The preparation of all congregate meals including all food product, consumable supplies (plastic forks, spoons, knives, napkins), labor, equipment maintenance and repair and cleaning of kitchen(s) and contiguous areas and the cleaning of kitchen equipment, waste disposal, pest control, grease trap cleaning, public utilities and telephone(s) at the preparation kitchen(s).
- 12) Meals are served daily Monday – Friday starting approximately 11:30-12:00 and lasting about one hour.
- 13) The delivery cost of taking congregate meals to each of the current 21 serving sites located in El Paso County.
- 14) The vendor shall include a birthday cake on one day during each month at all sites for a celebration for those participants having a birthday during the month.
- 15) Providing one special summer meal, such as a barbecue, at each center on a rotation basis throughout the summer months so that each center

has one such event to promote the program and increase participant satisfaction and enrollment at congregate sites

- 16) Providing salsa for all meals in addition to condiments such as salt and pepper or mustard or catsup for specific meals
- 17) Meals are served in bulk, with the exception of the following seven (7) centers, which require individual plating: (Seville, Chihuahuita, Montana Vista, McCall, Socorro, Clint and San Elizario).
- 18) Dining areas shall be cleaned after each meal service to include tables, chairs, and floor surfaces. .
- 19) The proposal should include the cost of cleaning the public restrooms at five sites, Canutillo, Fabens, Friendly, San Elizario and Clint

Home Delivered Meals In addition items #1-10, the following items shall be included in the “cost per meal” price for Home Delivered meals:

- 20) Preparation of all home delivered meals including all food product, consumable supplies, labor, maintenance, repair and cleaning of kitchen(s) and contiguous areas and the cleaning of kitchen equipment, waste disposal, pest control, grease trap cleaning, public utilities and telephone(s) at the preparation kitchens.
- 21) Meals shall be delivered Monday - Friday within the 3-hour window of 10:30am – 1:30pm.
- 22) Vendor must include the cost of preparing a sixth meal for participants authorized for that service by the Department of Aging and Disability Services. The sixth meal is delivered frozen, generally with the Friday meal.
- 23) Under the optional proposal, meals shall be delivered on alternate days in which a hot meal and a frozen meal are provided to the participant to cover lunch service for two days.
- 24) The vendor shall be required to have a weekly face-to-face encounter with a program participant.
- 25) The vendor must specify the type of serving container it intends to use for this bid to ensure that the container is easy to open and appropriate for reheating in a microwave oven.

- 26) The vendor must maintain a fleet of vehicles sufficient to deliver meals within the required three-hour (3 hour) serving window. The vendor must specify the number and vehicle type proposed for use in meal delivery. The bid should reflect the cost of the vehicles, vehicle maintenance, fuel, oil, insurance, and vehicle storage expenses.

Additional Proposal Documents - Along with the Bid Price Sheet on the following page, the bidder shall also include:

- 27) The vendor must identify how it documents the number of meals served and delivered on a daily basis and how it will convey this information to City-County Nutrition Program administrative staff on a weekly basis.
- 28) The vendor shall describe the types of strategies it will pursue to assist the County in meeting and where possible exceeding existing local, state, and federal standards/requirements.
- 29) Include a sample menu cycle with meals that meet the cultural food traditions of our predominately-Hispanic population.
- 30) An emergency service plan for inclement weather to ensure that home delivered meal participants receive a meal
- 31) Outline its process to screen its personnel for excluded persons to ensure the safety of all program participants
- 32) Demonstrate a minimum of six years experience in food preparation, preferably in a senior meal program, to allow the vendor to provide service to a program with the scope of the El Paso City-County Nutrition Program
- 33) A statement of its financial condition and a statement that it is not debarred from doing business with either the state of Texas or the federal government

A minimum of three references of current customers in which similar meal services are being provided. Provide company name, address, phone number and contact name.

- 34) The bid prices offered are fixed for the initial three (3) year term. The vendor must specify the basis for any escalator clauses it proposes for optional years 4 & 5.
- 35) A detailed implementation plan that demonstrates its food preparation, meal delivery, education, equipment maintenance, and meal reporting capacity

- 36) The County will select the lowest responsible bid based on a matrix that considers the lowest unit rate for the use of the County's preparation kitchens or a vendor supplied kitchen and the lowest bid for a home delivered meal that corresponds to that kitchen selection and the lowest bid for a five day delivery schedule or an alternate delivery day schedule
- 37) The County encourages participation in a prospective bidders/ vendors conference to allow for an exchange of information regarding this solicitation.

**El Paso City – County Nutrition Homebound and Congregate
Meal Programs**

Per County of El Paso Bid Specification No. _____

BID PRICE SHEET

Scenario #1 – Utilizing the three (3) existing kitchens and existing equipment:

Item	Description	Price Per Meal
1	Congregate Meals	\$
2	Homebound Meals- Daily delivery	\$
3	Homebound Meals- Alternate days	\$

Scenario #2 – Acquiring and equipping one preparation kitchen:

Item	Description	Price Per Meal
1	Congregate Meals	\$
2	Homebound Meals- Daily delivery	\$
3	Homebound Meals- Alternate days	\$