



CITY OF CARSON

Legislation Text

File #: 2020-711, Version: 1

Report to Mayor and City Council

Tuesday, October 20, 2020

Consent

SUBJECT:

CONSIDER AWARDED A CONTRACT TO THE LIGHTHOUSE-HOME FOR MEDICALLY FRAGILE CHILDREN TO PROVIDE FREE SNACKS AND LUNCH FOR THE CITY'S SUMMER AND AFTERSCHOOL PROGRAMS (CITY COUNCIL)

I. SUMMARY

On September 3, 2020, the City released a Request for Proposals (RFP) for meal and snack services for the summer and afterschool programs - Kids Club, Summer Day Camp, and 3-in-1 Enrichment. A total of five (5) firms submitted proposals. After reviewing and evaluating the submissions, The Lighthouse-Home for Medically Fragile Children (Lighthouse) was selected by staff as the recommended vendor based on responsiveness to the RFP's proposal requirements and experience. Moreover, this service would be provided at no cost, as Lighthouse receives its funding through the United States Department of Agriculture (USDA) Food and Nutrition Service. Staff is seeking City Council approval to award a three-year contract, with two one-year extensions at the City's discretion, to The Lighthouse-Home for Medically Fragile Children for the period December 3, 2020, through December 2, 2023. This term will allow the current agreement to expire, and the new contract to immediately commence so that there is no break in service.

II. RECOMMENDATION

TAKE the following actions:

1. AWARD and APPROVE the attached proposed three-year contract services agreement, with two one-year extensions at the City's discretion, to The Lighthouse-Home for Medically Fragile Children to provide free lunches and snacks to children participating in summer and afterschool programs for the period of December 3, 2020, through December 2, 2023 (Exhibit No. 4; the "Agreement"); and
2. AUTHORIZE the Mayor to execute the Agreement, following approval as to form by the City Attorney.

III. ALTERNATIVES

TAKE another action the City Council deems appropriate.

IV. BACKGROUND

On April 21, 2009, the City of Carson entered into an agreement with Lighthouse to provide free snacks and lunch to children participating in the Kids Club and Summer Day Camp programs at the City's parks. At the time that the contract was executed, a sunset date was not included in the agreement. Thus, a new five-year agreement was developed and presented to City Council on December 3, 2019. City Council declined to approve the contract at that time, and instead authorized one year of service in the interim. City Council also directed staff to release an RFP for this service.

On September 3, 2020, an RFP was released inviting interested firms to submit proposals for this service. Specifically, vendors would be required to provide 950 lunches on 49 serving days, 600 snacks on 49 days, and 675 suppers on 184 days. A total of five (5) proposals were submitted by the RFP's closing date, September 24, 2020. The following is a brief summary of the per year pricing bid submissions:

- The Lighthouse-Home for Medically Fragile Children - \$0
- Tender Loving Care Catering- \$545,777.50
- Choura Venue Services- \$1,083,300
- Girlshood- \$1,584,417
- Challenging Minds- \$1,748,540

After careful review and evaluation of the bids, The Lighthouse-Home for Medically Fragile Children was identified as the lowest and most responsible bidder.

Lighthouse was established in 2006, and provides an array of programs and services to support medically fragile, low income, and at-risk youth. The organization receives its funding from the USDA Food and Nutrition Service, which enables Lighthouse to provide this service under its contract with the City at no cost. During a typical summer, Lighthouse has served over 32,000 snacks and more than 28,000 lunches to program participants at no cost. The snacks and meals are distributed at various sites, including parks and recreation centers. The no cost proposal allows the City to keep program fees low and affordable for the most economically challenged Carson youth.

In the eleven years that the City has worked with this organization, Lighthouse has been an excellent partner, accepting many additional responsibilities, such as the administration of required reports and staff training. The non-profit has a vast amount of experience, is knowledgeable of City procedures, and is very familiar with City locations and programs. Since the start of the Covid-19 pandemic, Carson partnered with The Lighthouse to provide over 76,000 free meals for the Grab-and-Go program, through a separate service contract.

Staff recommends that the City Council approve a three-year contact, with two (2) one-year extensions at the City's discretion, with The Lighthouse-Home for Medically Fragile Children to provide snacks and meals to the City's summer and afterschool programs at no cost.

V. FISCAL IMPACT

There is no fiscal impact to the General Fund with this contract, as this service is offered free of charge to participants of the selected programs.

VI. EXHIBITS

1. RFP (pgs. 4-50)
2. Bid Register (pg. 51)
3. Lighthouse-Home for Medically Fragile Children, Inc. Proposal (pgs. 52-75)
4. Proposed Contract Services Agreement with Lighthouse-Home for Medically Fragile Children, Inc. (pgs.76-108)

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