

THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS
ACTION AGENDA SUMMARY

DEPT: Community Services Agency

BOARD AGENDA # *B-1

Urgent

Routine

AGENDA DATE August 18, 2015

CEO Concurs with Recommendation YES NO

4/5 Vote Required YES NO

(Information Attached)

SUBJECT:

Approval to Issue a Request for Proposal (RFP) for the Provision of a Cafeteria Solution at the Stanislaus County Community Services Facility

STAFF RECOMMENDATIONS:

1. Authorize the General Services Agency (GSA) Purchasing Division to issue a Request for Proposals (RFP) on behalf of the Stanislaus County Community Services Facility (CSF) for the provision of a Cafeteria Solution for the contract period of February 1, 2016 through June 30, 2017 with an option to renew the agreement on a year-to-year basis up to a maximum of five years.
2. Authorize Stanislaus County to accept the donated cafeteria equipment left by the Department of Rehabilitation.

FISCAL IMPACT:

This RFP will be issued within the first quarter of Fiscal Year 2015-2016 with an expectation that contract award will begin approximately February 1, 2016. The selected vendor would be expected to enter into a lease with the County to cover the costs of running a cafeteria at the CSF. The payment amount would depend on what the vendor submits in the proposal as their preferred method to pay the County which could be a flat rate, a commission amount based on the percentage of net profits, or combination of the two.

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BOARD ACTION AS FOLLOWS:

No. 2015-382

On motion of Supervisor Monteith, Seconded by Supervisor Chiesa

and approved by the following vote.

Ayes: Supervisors: O'Brien, Chiesa, Monteith, DeMartini, and Chairman Withrow

Noes: Supervisors: None

Excused or Absent: Supervisors: None

Abstaining: Supervisor: None

1) Approved as recommended

2) Denied

3) Approved as amended

4) Other:

MOTION:

ATTEST:

CHRISTINE FERRARO TALLMAN, Clerk

File No.

FISCAL IMPACT: (Continued)

Appropriations and corresponding revenues will be included in the Board agenda item that awards the contract. Revenue generated from the lease of the cafeteria will be used to offset costs for utilities, pest control, facility and equipment maintenance costs directly related to the cafeteria space. The revenue will be placed in a deferred revenue account used to offset costs when necessary. There is no impact to the County General Fund.

The area to be leased is approximately 1,950 square feet in size. It includes a food preparation area, kitchen, two offices, and two storage rooms. On the side of the cafeteria serving Community Services Facility (CSF) staff, there are approximately 1,600 of square feet of dining area, including tables and chairs to provide seating for 100 persons. On the side of the cafeteria serving the public, there are approximately 1,300 of square feet of dining area to provide seating for 75 customers. In total this area is approximately 4,850 square feet or 1.9% of the CSF.

DISCUSSION:

The Community Services Facility located at 251 E. Hackett Road in Modesto, CA houses four different County agencies: the Alliance Worknet, the Community Services Agency (CSA), the Department of Child Support Services (DCSS), and the Health Services Agency - Women, Infants and Children (H.S.A. W.I.C.) program.

Since 1994 Stanislaus County had contracted with the California Department of Rehabilitation (DOR) to provide cafeteria services. During this time, DOR provided their own equipment in the cafeteria. The DOR trained their program participants through the Business Enterprise Program to manage the cafeteria space to provide breakfast and lunch for both the general public and CSA staff. The DOR had six part-time employees, including the cafeteria manager, and averaged \$19,094 in monthly sales. On May 19, 2014, the DOR issued a notice of intent to terminate the agreement, effective September 1, 2014. After September 1, 2014, DOR removed some of the cafeteria equipment, and left other working equipment behind. The County is requesting approval to accept the DOR-donated cafeteria equipment as outlined in Attachment 1. This equipment will be available to the Vendor for use in operating the cafeteria.

In October 2014, a Cafeteria Solution workgroup was created and representatives from each CSF agency met to determine what type of Cafeteria Solution was needed in order to provide healthy breakfast and lunch meals to approximately 900 public customers and 1,200 staff members that visit and work in the CSF daily. The workgroup considered various cafeteria solutions, and administered a Cafeteria Usage Survey in April 2015. The Agency received 415 responses from staff, which is about 34% of the total staff that work in the CSF. The survey revealed that 90% of the survey respondents considered it important to have a cafeteria on site. After reviewing the survey results, the Cafeteria Solution workgroup made the decision to seek vendors who are interested in providing food services at the CSF.

Approval to Issue a Request for Proposal (RFP) for the Provision of a Cafeteria Solution at the Stanislaus County Community Services Facility

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The County of Stanislaus (County) is now requesting approval for the County's General Services Agency (GSA) to issue a Request for Proposals (RFP) seeking qualified and experienced organizations to provide a Cafeteria Solution on behalf of the County's Community Services Facility (CSF).

The County's goals for this Request for Proposals are:

- To ensure a quality food service program with reasonable prices at the CSF;
- To encourage greater employee and public patronage of the CSF food services program, and;
- To offer the best quality customer service to both the public and the employees at the CSF.

GSA will return to the Board with a final contract recommendation upon completion of the RFP process.

POLICY ISSUES:

Approval of this request to issue an RFP supports the Board of Supervisor's priorities of A Healthy Community, Effective Partnerships, and Efficient Delivery of Public Services by providing cafeteria services to customers and staff.

STAFFING IMPACT:

Existing staff from the General Services Agency and Community Services Agency are available to support this RFP process.

CONTACT:

Keith Boggs, General Services Agency Director (209) 525-7640

Kathryn M. Harwell, Community Services Agency Director (209) 558-2500

EQUIPMENT LEFT BY THE DEPARTMENT OF REHABILITATION (DOR)

Attachment 1

DGR Bar Code	Serial NO.	Description	Manufacturer	Model	Net Cost
10001267	W00000006184	Sandwich unit	Randell	Refrigerated	4,191.51
10001274	None	Counter	Custom	Beverage ss	7,140.88
10001276	None	Counter	Palm wood	Display	1,916.99
10001278	None	Counter	Custom	SS- Cashier	2,301.46
10001279	None	Counter	Custom	Stainless ST	2,514.89
10001281	None	Sink	Lambertson	2 Tub Vegeta	1,637.62
10001282	None	Wainscoast	Unknown	Unknown	1,989.91
10001283	None	Sink	Lambertson	1 Tub SS	1,517.51
10001317	94LD030759	Dispenser-Beverage	Servend	Cold Drink	4,197.13
10001321	None	Menu Board	Main Street	Electric	2,016.30
10001380	None	Stand	Custom	SS- Cashier	1,812.19
10001381	None	Counter	Lambertson	SS- Condiment	1,973.06
10001382	None	Wainscoast	Lambertson	Custom	3,249.00
10001386	7000425	Salad Bar	Wolfe	WFC-21-3F	6,299.25
10001387-388	None	Two Counters	Lambertson	Custom	9,971.89
10001389	9410-005	Food Warmer	APW	HFW-4	1,426.09
10001394	None	Sink	Lambertson	1 Tub SS	2,310.56
10001395	None	Sink	Lambertson	1 Tub SS	1,216.95
10001399	None	Sink	Lambertson	2 Tub Vegeta	3,302.63
10001400	12707M	Dishwashing Machine	Champion	DH Series	6,100.10
10001402	None	Shelving	Metro	SS-Open Wire	1,458.26
10001406	312328	Freezer	Masterbuilt	Merchandiser	3,463.50
10001411	M-710616	Refrigerator	Mc Call	Storage	3,350.89
10001412	None	Tables	Lambertson	Custom s/s w	3,570.75
10001417	None	Counter	Reassigned	Beverage ss	5,961.75
10001418	CA0801A	Fryer	Henny Penny	Gas	8,460.00
10001419	378577	Vent Hood System	Lambertson	Custom	7,178.70
10001420	302809	Refrigerator	Delfield	Display	3,913.55
10001434	None	Menu Board	Main Street	Electric	1,388.89
10001600-601	None	Two Counter	Reassigned	Display ss	4,287.86
10001821	None	Tables	Lambertson	Custom s/s w	1,683.49
10002013	T797960197	Refrigerator	Traulsen	Display/Merc	3,518.67
10002453	19818	Garbage Disposal	Salvajor	All Series	1,509.69
10002636	T78270A00	Refrigerator	Traulsen	Display /Merc	3,246.46
10002656	14867-001	Oven	Wolfe	Gas Double	7,800.75
10002657	14867-000	Range	Wolfe	CHSS-2-1829	3,908.25
10003047	T026990100	Refrigerator	Traulsen	Storage	2,456.63
10003048	5562249	Refrigerator	Beverage Aire	Display/Merc	2,420.97
10003404	T0200004523	Freezer	Randell	Storage	3,443.27
10003566	386780	Slicer/Cutter	Globe	All Series	4,049.25
10010930	None	Stand	Custom	SS Cashier	2,130.81
10025426	Hat-C45	Water Heater	Hatco	Booster	3,044.08
10027187	None	Cart	Custom	Cart	1,173.79
10027193	None	Shelving	Nexel	Custom Mfg	1,334.67
10031376	None	Planter	Custom	Wood	1,011.23
10034446	H323-01692-Z	Ice Maker/Dispenser	Ice-O-Matic	All Series	2,208.88
				TOTAL	155,060.96