

35772

AMENDMENT NO. ONE TO CONTRACT NO. 35772

RE: **Amendment to CARES Act Grant Agreement Contract No. 35772 for the provision of Meal and Food Delivery for the City of Long Beach**

This Amendment to Contract No. 35772 is made and entered as of March 22, 2021, by and between the CITY OF LONG BEACH, a municipal corporation, and 5000 Pies, Inc. (Vendor)

Contract No. 35772 is amended by mutual agreement of the parties and as indicated below by a check or other mark preceding the appropriate amendment:

- 1. No change to term.
- 2. Extending Performance Period to end May 30, 2021 as reflected in the Scope of Work, attached hereto as Exhibit "A-1".
- 3. Adding \$16,174 for a total contract amount not to exceed \$217,690 as reflected in Exhibits "A-1" and "B-1", attached hereto and incorporated herein.
- 4. The price for certain items shall be increased as shown on Exhibit "A", which is attached hereto and incorporated herein by this reference.
- 5. The price for certain items shall be decreased as shown on Exhibit "A", which is attached hereto and incorporated herein by this reference.
- 6. The discount offered to the City is increased by ____ %
- 7. The items or locations identified on Exhibit "B", which is attached hereto and incorporated herein by this reference, are hereby deleted from the Contract.
- 8. The items or locations identified on Exhibit "B", which is attached hereto and incorporated herein by this reference, are hereby added to the Contract.
- 9. Current permits, licenses, insurance and other required information are attached as Addendum No. 1.

Except as expressly amended above, all terms and conditions in this Contract are ratified and confirmed and remain in full force and effect. Executed with all formalities required by law as of the date first stated above.

Attach Notary if Out-of-State Vendor

VENDOR:

Rebecca M. Peter
 (Signature)
Rebecca M. Peter
 (Print / Type Name)
President / CEO
 President / Vice President / Secretary / Treasurer
 (circle one)

VENDOR:

Timothy SATO
 (Signature)
TIMOTHY SATO
 (Print / Type Name)
TREASURER
 President / Vice President / Secretary / Treasurer
 (circle one)

THE CITY OF LONG BEACH:

By: *Sandra J. Saturn*
 City Manager

EXECUTED PURSUANT TO SECTION 301 OF THE CITY CHARTER

Approved as to form:

CHARLES PARKIN, City Attorney

By: *Alex J. Anderson*
 Deputy

4/1/21

Exhibit "A-1"

Scope of Work - Amendment No. One

Meal & Grocery Delivery

November 19, 2020 – May 30, 2021

This scope of work is between 5000 Pies, Inc. (Contractor) and the City of Long Beach (City).

I. Overview of Service Responsibilities

The overarching objective in this Scope of Work (Scope) is to ensure that residents of Long Beach have the access to the nutritious foods needed to maintain their health and wellbeing during COVID-19. The strategies identified here include efforts to maximize reach to communities most impacted by COVID-19.

Services under this Scope must specifically serve older adults (aged 60 and over), adults aged 50-59 with underlying health conditions, and/or those who are COVID-19 positive or COVID-19 exposed.

5000 Pies, Inc. agrees to implement all activities in this Scope. To support populations disproportionately impacted by COVID-19, **5000 Pies, Inc.** will partner with the priority population to conduct program outreach and enrollment and provide food and meal delivery.

II. Services to be Performed

Contractor will conduct the following three program elements:

- Program outreach, eligibility screening, and enrollment;
- Product procurement, meal preparation, packaging; and
- For meal delivery, **5000 Pies, Inc.** will provide a minimum of 7 and maximum of 14 meals per person per week with 2 deliveries per week.
- For grocery delivery, **5000 Pies, Inc.** will provide weekly at minimum.

Contractor will conduct outreach and engagement within the target population(s) to reduce the impact of food insecurity during COVID-19. Enrollment must be based on the following criteria. Information can be self-reported without further documentation unless otherwise stated.

1. Aged 60 years or older
2. Aged 50- 59 years old with underlying health condition that poses significant risk for severe illness or death from COVID-19 as identified with one of the following health conditions:

- i. Cancer
- ii. Chronic Obstructive Pulmonary Disease
- iii. Serious Cardiovascular Disease (Heart Failure, Coronary Artery Disease, Cardiomyopathies)
- iv. Immunocompromised state from solid organ transplant
- v. Severe obesity (BMI > 30)
- vi. Diabetes -Type 2
- vii. Chronic Kidney Disease
- viii. Sickle Cell Disease

3. Tested positive for COVID-19 or were exposed to COVID-19 as documented by a state/local public health official or medical health professional will be allowed temporary enrollment for a period up to 4 weeks.

- AND also meet both of the following:
 - Difficulty preparing or obtaining meals. This includes difficulty obtaining groceries and preparing fresh, nutritious meals.
 - Reside in the City of Long Beach.

The City will support outreach efforts on behalf of Contractor with distribution of City-produced materials for promotion of this service. Contractor expects variations in enrollment during the contract period. Contractor will adjust services to stay within overall program funding allocation.

Program Area	Implementation	Deliverables and Timeline
Community Outreach and Engagement	<ul style="list-style-type: none"> • Conduct outreach over social media, with handouts, and through phone calls to families. 	2 posts per week, 500 flyers distributed, follow up phone calls with families that participate in our weekly food bank/family center to support enrollment throughout the contract period.
Enrollment	<ul style="list-style-type: none"> • Screen for eligibility and track enrollment. Add new enrollees to food service program within 3-5 days. 	<ul style="list-style-type: none"> • Planning for a total of 50 clients receiving meal delivery • Planning for 60 clients receiving grocery boxes • Enroll 50 clients by 12/7/20 • Enroll new clients to receive food deliveries within 3-5 days

Food/Meal Delivery	<ul style="list-style-type: none"> Deliver prepared meals 2 times per week, grocery delivery once a week until funds expended. 	Deliver 14 meals a week per client (2 deliveries a week) (Deliver maximum of 840-1050 meals per week)
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III. City Responsibilities

City staff will also provide reporting templates to the Contractor for the monthly and final report.

The City will appoint an employee to liaise between **5000 Pies, Inc.** and the City of Long Beach to administer the grant. The City will provide \$217,690 in funding for the delivery of services through **cost reimbursement with monthly invoicing and final payment method.**

IV. Sub-Recipient Monitoring and Tracking

5000 Pies, Inc. shall track program metrics internally on a weekly basis and provide monthly program metric updates to the City. **5000 Pies, Inc.** is also required to submit monthly financial expenditures to the City. At contract closeout, **5000 Pies, Inc.** shall submit the metrics met to date, a brief narrative explaining successes and barriers, and funds expended to date. The awarded organizations will be receiving support and communication with City staff throughout the process so that problems can be solved early. Any funds that may not be expended may be redirected to other non-profit(s) if metrics are not being met or funds are not being expended according to the plan.

Invoices shall be submitted to the City on a monthly basis. Services conducted after March 19, 2020 shall not be reimbursed under this agreement unless both parties agree to extend the contract. Invoices shall include a maximum of 5% for administrative expenses. Contractor will adjust services to stay within the overall program funding allocation.

The City will track fund expenditures to ensure subcontractors expend funds according to proposed budgetary timelines. In the case that a subcontractor is not efficiently spending down their grant, this tracking process allows for the reallocation of funds to another subcontractor when necessary. **5000 Pies, Inc.** will report on the metrics below:

Metric	Schedule
Total # of people served	Monthly
Demographic details of those served (age, race/ethnicity, zip code of residence)	Monthly
Eligibility category for enrollment	Monthly
# of meals or food bags/boxes delivered	Monthly

Exhibit "B-1"
REVISED BUDGET

Personnel Expenses	Enrollment, meal scheduling, mapping delivery routes, etc.	\$ 1,665
	Subtotal	\$ 1,665
Program Materials	Outreach and marketing	\$110
	Prepared meals cost (\$12/ meal); Grocery box cost (\$35/food box); Delivery cost (\$6/delivery)	\$205,549
	Subtotal	\$ 205,659
Administrative (5% cap)	Administrative/Overhead	\$10,366
	Subtotal	\$10,366
Total		\$217,690

Original Contract Amount: \$201,516

New Contract Amount: \$217,690