

C-7

July 13, 2021

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Authorize the City Manager, or designee, to execute a contract, and all necessary documents including any subsequent amendments, with Choura Venue Services, Inc., of Long Beach, CA, for providing meal preparation and delivery services to the City's non-congregate shelter sites that have been activated in response to COVID-19, in the amount of \$264,999, with a 20 percent contingency in the amount of \$53,000 for a total contract amount not to exceed \$317,999, for a period of six months, with the option to renew for four additional six month periods, at the discretion of the City Manager. (Citywide)

DISCUSSION

City Council approval is requested to enter into a contract with Choura Venue Services, Inc. (Choura), for providing meal preparation and delivery services to the City's non-congregate shelter sites that have been activated in response to COVID-19 for individuals and families experiencing homelessness.

These services have been provided by Choura since October 2020, after the completion of a Request for Proposal (RFP) process to select this vendor. The RFP had more than three responses, and following regular City procurement regulations, a contract was issued at the City Manager's discretion in the amount of \$199,999. Due to the extension of the non-congregate sheltering of individuals and families experiencing homelessness, an increase in the amount of \$65,000, with a 20 percent contingency in the amount of \$53,000, for a total contract amount of \$317,999 is requested.

The original RFP was advertised in the Long Beach Press-Telegram on September 23, 2020, and 1,006 potential proposers specializing in meal preparation were notified of the RFP opportunity. Of those proposers, 94 downloaded the RFP via the City's electronic bid system. The RFP document was made available from the Purchasing Division, located on the sixth floor of City Hall, and the Division's website at www.longbeach.gov/purchasing. An RFP announcement was also included in the Purchasing Division's weekly update of Open Bid Opportunities, which is sent to 35 local, minority-owned, and women-owned business groups. There were 40 proposals received on September 28, 2020. Of those 40 proposers, 8 were Minority-owned Business Enterprises (MBEs), 7 were Women-owned Business Enterprises (WBEs), 20 were certified Small Business Enterprises (SBEs), and 17 were Long Beach vendors (Local).

The selection committee determined that Choura Venue Services, Inc., of Long Beach, CA (Local), was the most qualified firm to provide the services.

Local Business Outreach

To align with the City's outreach goal, Long Beach businesses are encouraged to submit proposals for City contracts. The Purchasing Division also assists businesses with registering on the PlanetBids database to download RFP specifications. Through outreach, 66 Long Beach vendors were notified to submit proposals, of which 25 downloaded and 17 submitted a proposal. The Purchasing Division is committed to continuing to perform outreach to local vendors to expand the bidder pool.

This matter was reviewed by Deputy City Attorney Taylor M. Anderson on June 17, 2021, Business Services Bureau Manager Tara Mortensen on June 10, 2021, and by Budget Analysis Officer Gregory Sorensen on June 23, 2021.

TIMING CONSIDERATIONS

City Council action is requested on July 13, 2021, to ensure there is no interruption to services.

EQUITY LENS

The City has incorporated the Equity Toolkit in this recommendation, as requested by the City Council on April 21, 2020. The services derived from this contract were completed in accordance with procurement procedures. Additionally, the services provided under this contract have a positive impact to the City's public health emergency response.

FISCAL IMPACT

The total contract amount with Choura Venue Services, Inc., including contingency, will not exceed \$317,999, for the period of October 1, 2020 to September 30, 2021. It is anticipated that costs associated with meal preparation and delivery services will be eligible for funding under the Federal Emergency Management Agency (FEMA) Public Assistance program. The City also continues to monitor potential funding as offsets to these costs. An appropriation increase will be requested by the end of the fiscal year, once funding sources, actual costs, and appropriation needs are finalized. This recommendation has no staffing impact beyond the normal budgeted scope of duties and is consistent with existing City Council priorities. The award of this contract will provide continued support to our local economy by assisting in the preservation of employment for approximately 48 full-time employees.

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SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



KELLY COLOPY
DIRECTOR OF HEALTH AND
HUMAN SERVICES

APPROVED:



THOMAS B. MODICA
CITY MANAGER