



COUNTY OF SONOMA

575 ADMINISTRATION
DRIVE, ROOM 102A
SANTA ROSA, CA 95403

SUMMARY REPORT

Agenda Date: 5/13/2025

To: Board of Supervisors, County of Sonoma
Department or Agency Name(s): Emergency Management
Staff Name and Phone Number: Jeffrey DuVall / 707-565-1152
Vote Requirement: Majority
Supervisorial District(s): All Districts

Title:

Emergency Food Services RFP Multi-Agreement Award

Recommended Action:

- A. Authorize the Director of Emergency Management to execute no maximum spend agreements with Sonoma Family Meal, The Ceres Community Project, and Sullivan Land Services Company (SLSCO) Limited for as-needed Emergency Food Services, for a three-year term, with the option of two one-year extensions, for a maximum contract performance period not-to-exceed five years.
- B. Authorize the Director of Emergency Management, or designee, to activate as-needed service requests against the Agreement(s) and execute minor amendments to the scope of services during local disasters.

Executive Summary:

This item requests authorization for the Director of Emergency Management to execute three no maximum spend Agreements for as-needed emergency food services, for a three-year term with the option of two one-year extensions, for a maximum contract performance period up to five years. Having these prepositioned agreements in place will allow the County to provide meals to shelter facilities, disaster workers, and first responders located within Sonoma County on an as-needed basis during a disaster. The agreements stipulate that there is no guaranteed minimum quantity of work.

Discussion:

Sonoma County is subject to a wide range of potential emergencies and disasters that can result in the need to shelter and feed displaced individuals, families, first responders, and visitors.

The proposed Agreements enable the County to respond and reduce the impact of disasters on the health of vulnerable individuals and communities. The scope of the Emergency Food Services Agreements aims to meet the needs of communities through emergency food services, which include medically-tailored dietary restriction, and religious dietary restriction meals provided in a manner that addresses the cultural sensitivities, spoken-language, and physical access needs of shelter residents.

Agreements with multiple providers, both within and outside the County, enhances the County's ability to scale the emergency food services based on the nature and scope of a given emergency. In the event of a major disaster, the County can activate providers who are unaffected by the disaster to provide meals to residents, responders, and supportive staff impacted by the disaster. These agreements will not be encumbered or have funding allocated until activated during a disaster.

Procurement:

On March 10, 2025, staff issued a Request for Proposals to provide emergency food services as needed, using a firm-fixed-price contract with reimbursement for services rendered.

Four responses were received from the following companies (listed in no particular order):

1. SLSCO Limited
2. Sonoma Family Meal
3. The Big Tomato, Inc. dba Sally Tomatoes
4. The Ceres Community Project

The responses were reviewed and evaluated based on the following criteria:

1. Qualifications and Experience - Max 15 points
2. Project Approach and Work Schedule - Max 30 points
3. Sample Menus - Max 10 points
4. Meal Pricing / Cost Analysis - Max 30 points
5. Local Preference - Max 5 points
6. References

This solicitation complies with current federal regulations and would be utilized during qualifying emergencies or other situations where federal funds may be used for such services. Recent updates to the Code of Federal Regulations' Competition section 2 C.F.R. § 200.319, effective October 01, 2024, allowed the inclusion of Local Preference in the evaluation. Proposals were ranked as follows:

1. Ranking #1: Sonoma Family Meal; 528 points
2. Ranking #2: The Ceres Community Project; 477 points
3. Ranking #3: SLSCO Limited; 392 points
5. Ranking #4: The Big Tomato, Inc. dba Sally Tomatoes; 344 points

The out-of-state vendor chosen, Ranking #3, SLSCO Limited, has pre-positioned regional California and Nevada emergency food sub-contractors available to provide needed services within the time frame required by the RFP, 4-6 hours response time.

The Director of Emergency Management recommends entering into three (3) Emergency Food Services no maximum spend agreements with the service providers below, authorizing service activations on an as-needed basis during emergencies:

1. Sonoma Family Meal
2. The Ceres Community Project
3. SLSCO Limited

Strategic Plan:

N/A.

Racial Equity:

Agenda Date: 5/13/2025

Was this item identified as an opportunity to apply the Racial Equity Toolkit?

Yes

Prior Board Actions:

None.

FISCAL SUMMARY

Expenditures	FY24-25 Adopted	FY25-26 Projected	FY26-27 Projected
Budgeted Expenses			
Additional Appropriation Requested			
Total Expenditures			
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			
General Fund Contingencies			
Total Sources			

Narrative Explanation of Fiscal Impacts:

Activation of one or more of the agreements will be based upon community need during a disaster. Costs incurred will vary depending upon size and scope of meal delivery, number of shelters/capacities, and length of disaster event per emergency. Funding is anticipated to come from County General Fund contingencies, reimbursable through State or Federal emergency management agency disaster funding assuming Disaster Declaration by state and federal agencies.

Narrative Explanation of Staffing Impacts (If Required):

None.

Attachments:

1. Notice of Intent to Award
2. Emergency Food Services no maximum spend Agreement with Sonoma Family Meal
3. Emergency Food Services no maximum spend Agreement with Ceres Community Project
4. Emergency Food Services no maximum spend Agreement with SLSCO Limited
5. Racial Equity Analysis

Related Items "On File" with the Clerk of the Board:

None.