



SUMMARY REPORT

Agenda Date: 1/30/2024

To: County of Sonoma Board of Supervisors
Department or Agency Name(s): Department of Health Services
Staff Name and Phone Number: Tina Rivera, 707-565-4774
Vote Requirement: 4/5th
Supervisorial District(s): Countywide

Title:

Food Preparation and Delivery Services for Interim Housing Sites

Recommended Action:

- A) Authorize the Director of Health Services, or designee, to execute an agreement, subject to County Counsel review and approval, with Lemus Family Enterprise Inc. dba Taqueria Sol Azteca for food preparation and delivery services for various shelter sites in the amount of \$952,650 annually for a period of up to three years beginning December 1, 2023, through November 30, 2026, with two (2) one-year optional extensions.
- B) Adopt a resolution authorizing budgetary adjustments to the fiscal year 2023-2024 adopted budget, increasing appropriations in the amount of \$555,713 to program Inter-Governmental Transfer (IGT) funds available to support operations at interim sites for the period December 1, 2023, through June 30, 2024. (4/5th Vote Required)

Executive Summary:

The Department of Health Services (hereinafter, "DHS" or "the Department") contracted with multiple partner agencies to provide food services during the COVID-19 pandemic and the housing emergency. The current contract for food services expired November 30, 2023. In accordance with the County's purchasing policy, a formal request for proposals (RFP) for food preparation and delivery services was released in May 2023. This agreement will retroactively cover food services to avoid negative impacts to vulnerable interim site guests, for the period of time needed to determine a final award of contract.

The Department is requesting Board approval to execute an agreement with Lemus Family Enterprise Inc. dba Taqueria Sol Azteca to continue the provision of food services. In addition, the Department is requesting fiscal year 2023-2024 appropriations in the amount of \$555,713 to fund the proposed agreement, which will be financed with Inter-Governmental Transfer (IGT) funds available to support supporting operations at interim sites for the period December 1, 2023 through June 30, 2024.

Discussion:

On May 11, 2023, a formal RFP was released to solicit proposals from interested parties who would be capable and experienced in preparing and delivering food to the County's current interim housing shelter sites with the capacity to evolve with the County's future needs, adapt to changes easily and reduce the extended costs brought on by the COVID-19 pandemic and its associated impacts on temporarily sheltered populations. Proposers were required to provide one cold meal daily at the Emergency Shelter Site located in the Permit Sonoma parking lot and two meals daily (one hot, one cold) at Mickey Zane Place, which houses guests with

medical needs at that site. All meals include a beverage and utensils. Proposals also had to maintain a plan for food waste reduction, be prepared to setup operations with limited notice, and possess the ability to remain flexible as interim site locations could change depending on County operational needs.

Formal questions were received from interested parties on May 25, 2023, with the County answering interested proposers' questions on June 1, 2023. Final proposals were due on June 15, 2023. A single proposal was submitted at that time. During the week of June 19th, a panel of three individuals reviewed the proposal and determined that the single proposal did not meet the minimum scoring value to be awarded.

Per County purchasing protocol, the Department then informally solicited additional quotes/bids from parties originally invited to propose, along with any other interested party. A total of eighteen (18) informal quotes/bids for food service were received. After reviewing all the quotes/bids for service, five (5) quotes/bids moved forward for consideration. The remaining thirteen (13) quotes/bids were eliminated from consideration as they could not complete the service as described in the original RFP. The five bidders were interviewed, and after reviewing the RFP needs and requirements, the panel recommended the award of this agreement to Lemus Family Enterprise Inc. dba Taqueria Sol Azteca at a cost of \$952,650 per year for a not-to-exceed term of three (3) years, with two (2) one-year optional extensions.

The cost benefits for a long-term contract including reduced meal costs, the elimination of delivery fees, the ability of the bidder to adapt to changing populations at the County's various shelter sites as well as changing locations, and the proven history of the bidder to perform, were determined to be in the best interest of the County.

Currently DHS is providing limited food service to two interim sites as noted above. As the need for food services diminishes and the need for interim shelter services diminish with the continued efforts to permanently house interim shelter guests, the costs of these services will diminish in comparison. Costs are calculated per meal / per day; therefore, with fewer meals, monthly costs will reduce.

Strategic Plan:

This item directly supports the County's Five-year Strategic Plan and is aligned with the following pillar, goal, and objective.

Pillar: Healthy and Safe Communities

Goal: Goal 1: Expand integrated system of care to address gaps in services to the County's most vulnerable.

Objective: Objective 2: Identify gaps in the Safety Net system of services and identify areas where departments can address those gaps directly and seek guidance from the Board when additional resources and/or policy direction is needed.

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

No

Prior Board Actions:

On September 12, 2023, item 2023-0089, the Board A) Authorized the Director of Health Services, or designee, to execute an agreement with Michelle Patino, dba DEMA Consulting & Management, for site management and security services at various shelter sites in the amount of \$3,302,200 for the period of July 1, 2023 through November 30, 2023; B) Authorized the Director of Health Services, or designee, to execute an

agreement with Lemus Family Enterprise Inc. dba Taqueria Sol Azteca for food preparation and delivery services for various shelter sites in the amount of \$621,090 for the period of July 1, 2023 through November 30, 2023; C) Authorized the Director of Health Services, or designee, to execute an agreement with Sonoma County Fair and Exposition, Inc. for use of Fairgrounds space (Ballfields) for the period July 1, 2023 through December 31, 2023 in the amount of \$234,000; D) Authorized the Director of Health Services, or designee, to execute an agreement with The Society of St. Vincent de Paul District Council of Sonoma County, Inc. to continue as the operator of Los Guilicos Village for the period July 1, 2023 through October 31, 2023 in the amount of \$754,507; and E) Adopted a resolution authorizing budgetary adjustments to the fiscal year 2023-2024 adopted budget, increasing appropriations in the amount of \$2,657,290 to reflect revenue and expenditures supporting operations at interim sites (Mickey Zane Place/Emergency Shelter Site/Ballfield) from July 1, 2023 through November 30, 2023.

On February 21, 2023, item 2023-0240, the Board adopted FY 2022/23 budgetary adjustment authorizing the use of unprogrammed \$1.5 million of ARPA funds and up to \$1.5 million of state medical reimbursement Inter-governmental Transfer (IGT) fund balance for homeless support services.

FISCAL SUMMARY

Expenditures	FY23-24 Adopted	FY24-25 Projected	FY25-26 Projected
Budgeted Expenses	\$621,090	\$952,650	\$952,640
Additional Appropriation Requested	\$555,713		
Total Expenditures	\$1,176,803	\$952,650	\$952,650
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other		\$952,650	\$952,650
Use of Fund Balance	\$1,176,803		
Contingencies			
Total Sources	\$555,713	\$952,650	\$952,650

Narrative Explanation of Fiscal Impacts:

DHS is requesting an appropriation in the amount of \$555,713 for Fiscal Year 2023-2024 to support operations at the interim sites through June 30, 2024. The source of funding will be Inter-Governmental Transfer (IGT) funds in year 1. Continuation of the contract beyond year 1 is contingent on identification of funding sources to cover the balance of the maximum payment obligation in subsequent fiscal years. DHS will include the subsequent contract expenditures through the budgetary process. Estimated fund balance after this FY23/24 obligation for the Intergovernmental Revenue fund as of June 30, 2024 is \$1,549,438.

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)

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Narrative Explanation of Staffing Impacts (If Required):

N/A

Attachments:

Attachment 1 - Service Provider Agreement

Attachment 2 - Budget Resolution

Related Items “On File” with the Clerk of the Board:

None