



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 8

Agenda Date: February 27, 2025

In Control: City Council A Session

DEPARTMENT: Finance Department

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Emergency Catering Services

SUMMARY:

This ordinance authorizes a contract with Selrico Services, Inc. for an estimated cost of \$20,000 annually and an estimated total cost of \$100,000 to provide emergency catering services for City of San Antonio employees and emergency workers after an emergency, disaster, or in support of an activation of the City's Emergency Operations Center (EOC), including other non-specified support sites. The contract term begins upon award through September 30, 2027, with two additional one-year renewal options. This contract will only be utilized during a State activation, which is 100% reimbursable by the Texas Division of Emergency Management (TDEM).

BACKGROUND INFORMATION:

The City of San Antonio Fire Department, Emergency Operations Management Division, requires the services of a qualified contractor(s) to provide catering services in form of nutritious meals to City of San Antonio employees and emergency workers after an emergency, a disaster, or in support of an activation of the City's Emergency Operations Center (EOC), including other non-specified support sites. Although the primary intent is for catering services after a hurricane,

catering services may be required during other disasters, such as brush fires, flooding, tornadoes or other long term emergency events.

Catering services will take place at the Emergency Operations Center located at 8130 Inner Circle Drive, San Antonio, TX 78235 or at other support sites within the city limits, as directed by EOC director or designee. Contractor will have access to a break room located within the EOC and will have a fully equipped mobile kitchen from which to provide catering services or may utilize ice and steam tables. For events at non-specified support sites, Contractor may utilize tent(s) and tables with ice and steam tables in lieu of a mobile kitchen.

The City issued a Request for Competitive Sealed Proposals for “Emergency Catering Services” (RFCSP 24-163, 6100018408) on August 26, 2024, with a submission deadline of September 17, 2024. The RFCSP was advertised in the HartBeat, TVSA channel, the City’s Bidding & Contracting Opportunities website, the San Antonio e-Procurement System (SAePS) and an email notification was released to a list of potential Respondents. Two proposals were received, and both were deemed responsive for evaluation.

The evaluation committee consisted of representatives from the Fire Department, Office of Emergency Management, and the Parks and Recreation Department. The Finance Department, Procurement Division, assisted by ensuring compliance with City procurement policies and procedures. The evaluation of each proposal was based on a total of 100 points: 40 points were allotted for experience, background and qualifications; 40 points were allotted for proposed plan; and 20 points were allotted for the respondent’s price schedule. Additional categories of consideration included references and financial qualifications.

The evaluation committee met to discuss the two proposals on October 15, 2024. The top ranked firm was Selrico Services, Inc. and is recommended for award.

The initial term of the agreement will be for the period upon award by City Council through September 30, 2027. Two additional one-year renewals at the City’s option will also be authorized by this ordinance.

ISSUE:

The Texas Division of Emergency Management requires that the City of San Antonio have an emergency catering contract in place in case of a State wide declared disaster event. This contract will provide emergency catering services to the Emergency Operations Center or at other support sites within the city limits, as directed by the EOC director or designee. Services will include, breakfast, lunch and dinner served as buffets and midnight meals served as sack meals.

The Small Business Economic Development Advocacy (SBEDA) Ordinance requirements were waived as the the SBEDA Program cannot be applied on projects funded through FEMA federal grant programs.

This award is an exception to the Local Preference Program.

The Veteran-Owned Small Business Preference Program does not apply to non-professional service contracts, so no preference was applied to this contract.

This vendor has acknowledged to comply with the Heat Illness Prevention Ordinance, approved on August 31, 2023, through Ordinance #2023-08-31-0585.

ALTERNATIVES:

Should this contract not be approved, the Fire Department may be required to process individual procurements on an as needed basis thus effecting their ability to ensure high quality and timely meals and which may result in overtime and /or reduced staff capacity for other duties.

FISCAL IMPACT:

This ordinance authorizes a contract with Selrico Services, Inc. for an estimated cost of \$20,000 annually and an estimated total cost of \$100,000 to provide emergency catering services for City of San Antonio employees and emergency workers after an emergency, disaster, or in support of an activation of the City's Emergency Operations Center (EOC), including other non-specified support sites. The contract term begins upon award through September 30, 2027, with two additional one-year renewal options. This contract will only be utilized during a State activation, which is 100% reimbursable by the Texas Division of Emergency Management (TDEM).

RECOMMENDATION:

Staff recommends approval of this ordinance.

This contract is procured by means of Request for Competitive Sealed Proposals and a Contracts Disclosure Form is required.