



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 6

Agenda Date: June 13, 2024

In Control: City Council A Session

DEPARTMENT: Finance Department

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Annual Contract for Catering Services for Children and Youth Success Ambassador Summer Internship Program and NXT Level programming

SUMMARY:

This ordinance authorizes a contract with Diehard Catering and Event Center, LLC dba Chef Don's Catering, to provide catering services for the San Antonio Ambassador Summer Internship Program and NXT Level for the Department of Human Services, for an estimated cost of \$24,555 annually and an estimated total cost of \$122,775 over the contract term. Funding for this contract is available from the General Fund FY 2024 Adopted Budget. Funding for subsequent years is contingent upon City Council approval of the annual budget.

BACKGROUND INFORMATION:

The Department of Human Services has a need for catering services for Children and Youth Success Programs, to include the Ambassador Summer Internship Program and NXT Level. The Ambassador Summer Internship Program is an internship program for 200 college aged students. Catering is needed to provide 215 servings each of buffet-style hot breakfast and lunch at Ambassador Orientation yearly; 110 servings each of boxed breakfast and lunch as Ambassador Program Professional Development yearly; and heavy hors d'oeuvres for 300 people at Stay in SA

networking event yearly. NXL Level Youth Opportunity Centers connects 16 to 24 year olds to resources to help meet personal, educational and career goals. Catering is needed to provide hot meals at six (6) events per year with 40 servings; hot meals at nine (9) events per year of ten (10) servings; and heavy hors d'oeuvres for 60 people at one (1) event per year. Selected respondent will be responsible for delivering the meals, setting up buffets as necessary, providing staff to serve the meals as necessary, providing plate and utensils and providing ongoing beverage services as necessary. Selected respondent will also be responsible for delivering boxed meals, as necessary.

The City issued a Request for Competitive Sealed Proposals (RFCSP) for “Annual Contract for Youth Success Programs Catering” (RFCSP 24-054, 6100017665) on January 17, 2024, with a submission deadline of February 16, 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. A total of three (3) firms responded to the RFCSP. One respondent was deemed non-responsive for providing an incomplete proposal. The remaining two (2) respondents were deemed eligible for review.

The evaluation committee consisted of representatives from the Department of Human Services, NXT Level Path Builders and City of San Antonio Higher Education Student Advisory Board Members. 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: 30 points were allotted for Experience, Background and Qualifications; 30 points were allotted for Proposed Plan; 20 points were allotted for the respondent’s Price Schedule; 10 points were allotted for the Small Business Enterprise Prime Contract Program and 10 points were allotted for the Minority/Women-Owned Business Enterprise Prime Contract Program. Additional categories of consideration included references and financial qualifications.

The evaluation committee met on March 26, 2024, food taste tests and interviews were conducted, and the committee discussed the two (2) responsive proposals received and submitted their scores. After evaluation, a recommendation for award was agreed upon by the selection committee and the pricing and the SBEDA scores were revealed. Diehard Catering and Event Center, LLC dba Chef Don's Catering received the highest ranking and was recommended for award by the evaluation committee.

The initial term of the agreement will be for the period upon award by City Council through April 30, 2027. Two (2) additional one-year renewals at the City’s option will also be authorized by this ordinance.

ISSUE:

This contract will provide ongoing catering services to the Ambassador Program and NXT Level. Services will include, but are not limited to breakfast buffets, lunch buffets, self-serve meals, appetizers and beverages. The contractor will provide all labor, equipment, tools and materials to perform services. The contract will ensure that food provided is safe and healthy.

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program. Diehard Catering and Event Center, LLC dba Chef Don's Catering received ten (10) evaluation points from the Small Business Enterprise and ten (10) evaluation points from the Minority/Women Business Enterprise.

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.

ALTERNATIVES:

Should this contract not be approved, Department of Human Services 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 will approve a contract with Diehard Catering and Event Center, LLC dba Chef Don's Catering, to provide catering services for the San Antonio Ambassador Summer Internship Program and NXT Level for an estimated cost of \$24,555 annually and an estimated total cost of \$122,774 over the contract term. Funding for this contract is available from the General Fund FY 2024 Adopted Budget. Funding for subsequent years is contingent upon City Council approval of the annual budget.

RECOMMENDATION:

Staff recommends approval of an ordinance for acceptance of a contract to provide catering services for the San Antonio Ambassador Summer Internship Program and NXT Level for an estimated cost of \$24,555 annually and an estimated total cost of \$122,774 over the contract term.

This contract was procured by means of a Request for Competitive Sealed Proposal and a Contracts Disclosure Form is attached.