

BOARD MEETING DATE: December 7, 2018

AGENDA NO. 9

PROPOSAL: Execute Contract for Operation of Diamond Bar Headquarters Cafeteria

SYNOPSIS: The current contract for operation of the Diamond Bar headquarters cafeteria expires December 31, 2018. On June 1, 2018, the Board approved release of an RFP to solicit proposals from food service management firms interested in providing these services for the next three-year period. This action is to execute a no-cost contract with California Dining Services from January 1, 2019 to December 31, 2021.

COMMITTEE: Administrative, November 9, 2018; Recommended for Approval

RECOMMENDED ACTION:

Authorize the Chairman to execute a three-year contract with California Dining Services from January 1, 2019 through December 31, 2021 to operate the Diamond Bar headquarters cafeteria, with an option to extend the contract for up to two additional years.

Wayne Nastri
Executive Officer

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Background

SCAQMD currently contracts with California Dining Services to provide quality food services at reasonable prices to meet agency needs. Cafeteria services are used on a regular basis by employees, those doing business and attending meetings at SCAQMD, tenants within the building, and members of the public. The cafeteria also provides catering services for onsite meetings and special events.

The current contract with California Dining Services expires December 31, 2018. On June 1, 2018, the Board approved release of RFP #2018-12 to solicit proposals from cafeteria management firms interested in operating the Diamond Bar headquarters cafeteria for the next three-year period, from January 1, 2019 through December 31, 2021.

Outreach

In accordance with SCAQMD's Procurement Policy and Procedure, a public notice advertising the RFP and inviting bids was published in the Los Angeles Times, the Orange County Register, the San Bernardino Sun, and Riverside County's Press Enterprise newspapers to leverage the most cost-effective method of outreach to the South Coast Basin.

Additionally, potential bidders may have been notified utilizing SCAQMD's own electronic listing of certified minority vendors. Notice of the RFP has been emailed to the Black and Latino Legislative Caucuses and various minority chambers of commerce and business associations, and placed on the Internet at SCAQMD's website (<http://www.aqmd.gov>).

Proposal Evaluation

Twenty copies of the RFP were mailed out and three vendors attended the mandatory bidders conference held on July 18, 2018. Two proposals were received by the closing date on August 16, 2018 at 2:00 p.m.

The panel evaluating proposals included four SCAQMD employees: a Business Services Manager, Building Services Supervisor, Clerk of the Boards, and Senior Administrative Secretary. Of these four panel members, two are Caucasian, one is Hispanic, and one is Asian American; three are female and one is male.

After reviewing proposals and conducting site visits, panel members rated proposals according to the criteria specified in the RFP, which include: quality of food service based on site visit to a contracted-operated facility; management and food service experience of proposed staff; food service management experience similar in nature and scope; commitment to environmentally sustainable practices in operating the cafeteria; and strategies and incentives to encourage patrons to make both environmentally sensitive and healthy choices. Staff recommends awarding a three-year contract, with the option for up to two additional years, to the firm receiving the highest rating by the evaluation panel, California Dining Services. A summary of the rating is attached.

Resource Impacts

This is a no-cost contract. The cafeteria management firm generates its own revenue to cover its operating costs. SCAQMD will provide the cafeteria operator with a "turn-key" operation, completely equipped and ready to operate, together with heat, refrigeration, equipment and utility services as may be reasonably required for the efficient operation of the cafeteria.

Attachment

RFP #2018-12 Bid Evaluation Summary

ATTACHMENT

Bid Evaluation Summary RFP #2018-12- SCAQMD CAFETERIA OPERATION

CONTRACTOR	Summary of Points	Additional Points	Total Points
California Dining Services	90	15	105
Food Systems, Inc.	85	15	100