

BOARD MEETING DATE: December 5, 2014

AGENDA NO. 8

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, 2014. On July 11, 2014, the Board approved release of an RFP to solicit proposals from firms interested in providing these services for the next three-year period. This action is to execute a contract with California Dining Services through December 31, 2017.

COMMITTEE: Administrative, November 14, 2014; Recommended for Approval

RECOMMENDED ACTION:

Authorize the Chairman to execute a three-year contract with California Dining Services for the period January 1, 2015, through December 31, 2017, with an option to extend the contract for up to two additional years at SCAQMD's discretion.

Barry R. Wallerstein, D.Env.
Executive Officer

WJM:SO

Background

SCAQMD currently contracts with California Dining Services to provide quality food services at reasonable prices to meet agency needs. The cafeteria provides catering services for onsite meetings and special events. Additionally, cafeteria services are used by employees, those doing business and attending meetings at SCAQMD, staff of agencies leasing space within the building, those who work in the Gateway Business Park, and members of the public.

The current contract with California Dining Services expires December 31, 2014. On July 11, 2014, the Board approved release of RFP #P2015-02 to solicit proposals from cafeteria management firms interested in operating the Diamond Bar cafeteria facility for the next three-year period.

Outreach

In accordance with SCAQMD's Procurement Policy and Procedure, a public notice advertising the RFP/RFQ 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/RFQ has been e-mailed 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>).

Bid Evaluation

A total of 19 copies of the RFP were mailed out. Representatives from three companies attended the mandatory bidders' conference on July 24, 2014. Three proposals were received by the deadline for submittal at 2:00 p.m. on Wednesday, August 13, 2014.

The evaluation panel consisted of a retired Human Resources Manager, Senior Office Assistant, Office Assistant, AQ Specialist and Staff Specialist. Of these, one is African American, two are Caucasian and two are Hispanic; one male, four female.

After reviewing proposals and conducting site visits, panel members rated proposals according to criteria defined in the RFP, which included quality of food service, management and food service experience, financial capacity and fiscal management experience, commitment to environmentally sustainable practices in operating the cafeteria, and strategies and incentives to encourage patrons to make both environmentally sensitive and healthy choices. The evaluation panel recommends the contract be awarded to the firm with the highest rating, California Dining Services. A summary of the ratings is attached.

Proposal

This action is to execute a three-year contract with California Dining Services for the period of January 1, 2015 through December 31, 2017, with an option to extend the contract for up to two additional years at SCAQMD's discretion.

Resource Impacts

This is a no-fee contract; the cafeteria management firm generates its own revenue to cover its operating costs.

Attachment

Evaluation Summary

ATTACHMENT A
EVALUATION SUMMARY
RFP 2015-02

CONTRACTOR	Summary of Points	Additional Points	Total Points
California Dining Services	94	5	99
Food Systems, Inc	83	15	98
Bella's Kitchen	55	15	70