



City Council Agenda Item Staff Report

CITY OF SAN BRUNO

DATE: August 22, 2023

TO: Honorable Mayor and Members of the City Council

FROM: Alex D. McIntyre, City Manager

PREPARED BY: Damian Sandholm, Acting Community Services Director

SUBJECT: Consider Adoption of a Resolution Authorizing the City Manager to Execute an Amendment to the Agreement with CCI Catering, dba Creekside Grill to Provide Catering Services for the San Bruno Senior Center Congregate Nutrition Lunch Program in the Amount Not to Exceed \$100,000.

BACKGROUND:

The City of San Bruno Senior Center operates a Congregate Nutrition Lunch program which is federally funded by the Older Adults Act Grant and managed through the County of San Mateo. The San Bruno Nutrition Lunch Program serves lunch to approximately 120 participants daily Monday through Friday.

With the departure of the Food Services Coordinator last May, the City has utilized catering services to continue to provide meals for the congregate nutrition lunch program. The catering services are essential to ensure no interruption in lunch program meal services while the recruitment continues. The City Manager entered into a contract with Creekside Grill to provide meals for July and August 2023 while there is an active recruitment for the vacant Food Services Coordinator position.

DISCUSSION:

City Staff solicited quotes to continue with the catering services for the Senior Center Congregate Nutrition Lunch Program while the recruitment to fill the vacant Food Services Coordinator position continues. Staff received quotes from several catering companies to provide meals for the Congregate Meal program. Quotes were received from the following companies:

- CCI, dba Creekside Grill - \$11.75 per meal
- Peninsula Volunteers - \$12.00 per meal
- JC Bruno - \$13.00 per meal
- Vienna Catering – \$15.75 per meal

Creekside Grill was selected because they were the lowest price, based on their per meal price of \$11.75. The Senior Center offers 120 meals per weekday for the Congregate Meal program.

FISCAL IMPACT:

CCI Catering, dba Creekside Grill's original approved agreement was \$66,623.39 for July and August 2023 services. This amendment request for \$100,000 results in a total revised agreement amount of \$166,623.39. The costs for the San Bruno Senior Center Congregate Nutrition Lunch program is included in the approved operating budget for the Community Services Department. This will provide funding for operations in September and October 2023, and November 2023 if needed. If the Food Services Coordinator position is filled during this period, there would be fund savings in the agreement.

ENVIRONMENTAL IMPACT:

There is no environmental impact with this item. The action is not a project subject to CEQA. City Council's action is not considered a "Project" per CEQA Guidelines and therefore no further environmental analysis is required.

RECOMMENDATION:

Consider adoption of a resolution authorizing the City Manager to execute an amendment to the agreement with CCI Catering, dba Creekside Grill to provide catering services for the San Bruno Senior Center Congregate Nutrition Lunch Program in the amount not to exceed \$100,000.

ALTERNATIVES:

Do not authorize the agreement amendment with CCI Catering, dba Creekside Grill and request staff to seek other consultant services to provide meals for the San Bruno Senior Center Congregate Nutrition Lunch Program.

ATTACHMENTS:

1. Resolution