



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Kip Harkness
Julia H. Cooper

SUBJECT: SEE BELOW

DATE: December 9, 2020

Approved

Date

12/11/2020

SUBJECT: ACTIONS RELATED TO FOOD DISTRIBUTION AGREEMENTS

RECOMMENDATION

- (a) Accept the report on the update on the Emergency Operations Center (EOC) Food and Necessities Branch support of the City's Pandemic Response;
- (b) Accept the report on the Request for Bid for Meal Preparation and Delivery Services to Temporary Shelters; and
- (c) Adopt a resolution authorizing the City Manager to negotiate and execute:
 - 1. Grant agreements for various meal preparation and delivery services and grocery distribution with Bateman Community Living LLC dba TRIO Community Meals, Revolution Foods, and Second Harvest of Silicon Valley, for an aggregate compensation of \$3,634,000 from July 1, 2020 through December 30, 2020;
 - 2. Amendments to the agreements for various meal preparation and delivery services and grocery distribution with Hunger at Home and Veggielution for an aggregate compensation of \$1,156,075 from March 19, 2020 through December 30, 2020.
 - 3. Grant agreements for food and necessities services with Catholic Charities of Santa Clara County, San José Conservation Corps, and Silicon Valley Center for Nonprofits for an aggregate compensation of \$2,700,000 from December 31, 2020 through on or about March 31, 2021, with options to extend through December 31, 2021, subject to the appropriation of funds;
 - 4. Grant agreements with organizations qualified under the Collective Impact and Unmet Needs Grant Program for an aggregate compensation of \$2,000,000 from December 31, 2020 through March 31, 2021 with options to extend the term through December 31, 2021, subject to the appropriation of funds;
 - 5. Amendments to agreements for meal and grocery delivery services to individual homes with Off the Grid, LLC and The Health Trust for an aggregate compensation of \$6,645,760 from October 20, 2020 through March 31, 2021 with options to extend the term through December 31, 2021, subject to the appropriation of funds;

6. Amendments to the Agreements to Provide Meals for Limited Duration between the City of San José and World Central Kitchen based on the same terms and conditions with an increase of the compensation by \$1,015,266 for services inside San José and an increase of the compensation by \$1,522,899 for services outside of San José and inside Santa Clara County for an aggregate amount of \$6,102,165 through February 9, 2021, with options to extend through December 31, 2021, subject to the appropriation of funds;
7. Agreements for meal preparation and delivery services to temporary shelters with Bateman Community Living LLC, Nob Hill Catering Inc., and Team San Jose for an aggregate compensation of \$1,800,000 from December 31, 2020 through March 31, 2021 with options to extend the term through December 31, 2021, subject to the appropriation of funds;
8. Purchase Order with Bateman Community Living, LLC for supplemental Senior Nutrition Program services at San José community centers for a maximum compensation of \$390,000 from December 31, 2020 through March 31, 2021;
9. Purchase Order with First 5 Santa Clara County for the purchase of baby formula, diapers, and wipes to distribute to families experiencing food and necessity insecurities for the amount of \$600,000 from December 31, 2020 through March 31, 2021; and
10. Amendments and options to extend the terms of the agreements set forth in the "Food and Necessities Distribution Agreements" (Attachment A) to continue food and necessities distribution services to individuals and families impacted by the COVID-19 pandemic through December 31, 2021, including aggregate amounts above \$320,000, subject to the appropriation of funds.

OUTCOME AND EXECUTIVE SUMMARY

Despite a doubling of food insecurity throughout the City of San José ("City") and across Santa Clara County (County) since March 2020 due to the direct and indirect impacts of COVID-19, a widespread food crisis has been avoided as a result of the City's collaboration with regional food network partners.

On a quarterly basis, the City has scaled accountability and joint responsibility as follows:

- Prior to COVID-19, Calendar Year ("CY") 2020 Quarter ("Q") 1, Actual Quarterly City Food and Necessities Distribution
 - 32,500 meals
 - \$425,000 budget
 - 2 Programs
 - 2 Providers

- During COVID-19, CY2020 Q2-Q4 Average Quarterly City Food and Necessities Distribution
 - 20,000,000 meals
 - \$12,700,000 budget
 - 9+ programs
 - 30+ providers and partners

- During COVID-19, CY2021 Q1 Recommended/Planned Quarterly City Food and Necessities Distribution
 - 29,000,000 meals
 - \$13,343,000 budget
 - 10+ programs
 - 30+ providers and partners.

The recommended actions in this memo will enable the City to maximize the 2020 Coronavirus Relief Fund (“CRF”) for food distribution and leverage the General Fund to continue the Emergency Operations Center Food and Necessities Distribution Branch services for our most vulnerable and at-risk communities through March 31, 2021, thereby ensuring continuity of services and continued ongoing mitigation of food insecurity within the City. Utilization of the General Fund is necessary due to the Federal Government's delay in advancing COVID-19 impact support programs.

All recommended actions provide service delivery to one or more categories of vulnerable residents defined as seniors, medically at risk, low-income, or homeless. In May through September of 2020, the City was accountable and jointly responsible for distributing up to 3 million meals per week to our vulnerable residents on a county-wide basis as food insecurity reached a peak. As of October 1, 2020, the City is accountable and jointly responsible for distributing over 1.6 million meals per week to vulnerable residents of the City as food insecurity again peaks in the City.

The Request for Bid for Meals to Temporary Shelters was to address a gap in meal service delivery for individuals in temporary shelters due to homelessness and/or the need to safely isolate or quarantine due to the COVID-19 pandemic. The extension of agreements with food and necessities services with community-based organizations and private sector organizations enables the City to maximize existing food networks while adding new players to help minimize food insecurity for residents of the City and select residents across the County of Santa Clara. Providing the City Manager authorization to negotiate all grants, agreements, amendments, and extensions related to food and necessities distribution will ensure the City maximizes 2020 CRF and ensure meal service delivery continuation for vulnerable and at-risk residents through December 31, 2021 as the COVID-19 pandemic continues to impact the food insecurity of our communities.

BACKGROUND

On March 17, 2020, the City of San José developed a Response Roadmap to prioritize Emergency Operations Center (“EOC”) activities in response to the COVID-19 pandemic. The Roadmap identified four (4) highest priority actions for the EOC to slow and reduce the spread of COVID-19 and support our most at-risk populations. The EOC identified “Providing support for at-risk communities and populations, including food and necessities distribution, homeless support, and local assistance for families and businesses” as the 3rd highest priority action. As a result, the City of San José formed the “Food and Necessities Distribution” branch of the EOC to lead the governance, funding, and service delivery responsibilities for countywide food distribution at the formal request of Santa Clara County. The Food and Necessities branch set the following objectives to guide its work:

- Feed our Most Vulnerable;
- Maximize Existing Food Networks; and
- Scale for a Widespread Food Crisis.

On [May 12](#)¹, [June 2](#)², [June 16](#)³, [June 23](#)⁴, [June 30](#)⁵, [August 4](#)⁶, and [August 11](#)⁷ of 2020, the City Council authorized contracts with a variety of food and necessities providers to address the food insecurity needs of our communities. Through these collective actions, the County avoided a widespread food crisis. The collective food network ecosystem of partners was able to double the number of weekly meals and groceries from about 1.8 million “meals” per week to over 3.3 million “meals” per week county-wide.

In September 2020, after months of continuous efforts and partnerships, the immediate food and necessities challenges regarding COVID-19 had been temporarily mitigated, allowing the county-wide coordination and accountability for food and necessities distribution to transition back to Santa Clara County. Following the transition, the City of San José’s Food and Necessities Branch continues to provide services to San José residents, as well as non-San José residents in two programs: the meals going to vulnerable homeless, isolation, and quarantining individuals in temporary shelters and the Great Plates Delivered program. On [October 20](#)⁸, 2020,

¹ <https://sanjose.legistar.com/View.ashx?M=F&ID=8340929&GUID=6C2734F1-48B3-4079-8085-34FEEBFCA78A>

² <https://sanjose.legistar.com/View.ashx?M=F&ID=8570676&GUID=8B6AA81D-9F35-4617-A822-914D0A5263AD>

³ <https://sanjose.legistar.com/View.ashx?M=F&ID=8611252&GUID=99B8D378-4C75-4DF8-9ECF-5B1E7359418D>

⁴ <https://sanjose.legistar.com/View.ashx?M=F&ID=8630164&GUID=F51B1760-3B79-42F9-BF97-1CEAAB1B8B10>

⁵ <https://sanjose.legistar.com/View.ashx?M=F&ID=8639591&GUID=C79BD0DF-A44F-40A1-93B8-1659DD187922>

⁶ <https://sanjose.legistar.com/View.ashx?M=F&ID=8702328&GUID=EFAC365B-26A1-433E-8CBB-2AB9B15DE44D>

⁷ <https://sanjose.legistar.com/View.ashx?M=F&ID=8714479&GUID=4283D087-4A87-48FF-85FA-069145EF35BF>

⁸ <http://sanjose.legistar.com/gateway.aspx?M=F&ID=a1866120-4a40-4c69-b797-b65b22cd8757.pdf>

the City Council authorized the extension of existing contracts with a variety of food and necessities providers to meet the food insecurity needs of vulnerable populations through December 30, 2020.

As the COVID-19 pandemic continued into November 2020, pandemic fatigue began to set in, and weather changes moved communities indoors. This has resulted in a surge of positive coronavirus cases across Santa Clara County. On November 16, 2020, citing concerns regarding the sudden rise in COVID-19 cases, the State of California moved Santa Clara County into the most restrictive “Purple Tier” of the Blueprint for a Safer Economy. The Purple Tier limits permissible business activity in order to limit the spread of COVID-19, which results in known economic impacts that lead to food insecurity. On November 19, 2020, the State of California ordered all Purple Tier counties on an overnight curfew through December 21, 2020. The overnight curfew further restricts business activity and movements in an effort to control the spread of COVID-19. Additionally, on December 6, 2020, the County of Santa Clara implemented a Stay-at-Home Order with further activity limitations. In total, these will all have additional impacts on food insecurity for our communities.

According to Feeding America’s report, “[The Impact of the Coronavirus on Food Insecurity in 2020](#)”⁹, vulnerable populations that are at highest risk for COVID-19 infection are, in many cases, the same populations disproportionately impacted by the economic instability caused by the virus. Nationwide, prior to COVID-19, over 35 million seniors, medically at risk, homeless, and low-income families lived with food insecurity – including 11 million children. Current projections indicate the number of food-insecure people has increased to over 50 million nationwide, including 17 million children in just the past 24 months. The study also indicated the State of California is the most impacted state of food insecurity due to COVID-19 in terms of the increase in the number of food-insecure households (1.9 million), and the total number of people in food-insecure households (6.2 million).

[COVID-19 data](#)¹⁰ collected by Santa Clara County indicates cases are surging as we enter the third wave of the virus. Historical active case data overlaid with [food distribution data](#)¹¹ demonstrates an increase in active COVID-19 cases is related to an increase in food need throughout the county. For the week ending November 12, 2020, the 7-day rolling average of daily new cases for Santa Clara County increased to 294, a 34% increase over the prior week. In parallel, food distribution data for the week following demonstrated an 18% increase over the previous week, matching peak demand food needs witnessed during the May/June 2020 time period. Given the City of San José is just entering the 3rd wave of the COVID-19 pandemic, data points to new cases and food needs reaching higher peaks and being sustained over a longer period of time than previous waves.

⁹ https://www.feedingamerica.org/sites/default/files/2020-10/Brief_Local%20Impact_10.2020_0.pdf

¹⁰ <https://www.sccgov.org/sites/covid19/Pages/dashboard-cases.aspx>

¹¹ <https://www.sccgov.org/sites/ssa/Pages/SJFoodProgram.aspx>

In addition to projected food insecurity increases due to surging active cases of COVID-19 and continued economic instability, the expiration of certain Coronavirus Aid, Relief, and Economic Security (“CARES”) Act unemployment benefits on December 26, 2020 will likely increase the food need of our communities. According to The Century Foundation’s November 2020 [Unemployment Report](#),¹² 12 million people may lose their Pandemic Emergency Unemployment Compensation benefits on the December 26, 2020 expiration date – with over 1.6 million of those impacted being California residents. Given the [September 2020 Yelp Local Economic Impact Report](#),¹³ indicating the City of San José ranks number five among most impacted metro regions across the United States for rate-of-business closures, unemployed San José residents have limited options as benefits expire to ensure their most basic needs are met.

These considerations point to the conclusion that the food and necessities distribution services and food insecurity mitigation strategies formulated and executed by the City of San José will continue to be the final backstop for our vulnerable and at-risk populations as we enter 2021. As such, the Administration is seeking to ensure through City Council approval that existing services are uninterrupted when residents need them the most, and to build additional capacity and resiliency into our food distribution network to provide a safety net for those that find they need aid for the first time through December 31, 2021.

Report on Food and Necessities Branch Support of the City’s Pandemic Response

The Food and Necessities Branch has coordinated multiple partnerships and City-staffed operations to distribute meals and basic necessities to our most vulnerable populations through the following categories of programs.

Second Harvest of Silicon Valley Grocery Distribution Program

Second Harvest of Silicon Valley (“Second Harvest”) is the region’s largest food bank and provides free nutritious boxed groceries and fresh produce to the most vulnerable individuals to address food insecurity in San José and throughout Santa Clara County. Since the onset of the pandemic, demand at food banks has significantly increased. Second Harvest’s service volume prior to the pandemic averaged 1,370,000 meals per week. With a current distribution rate of 2,360,000 meals per week, their service volume has increased by approximately 100%. Furthermore, Second Harvest has had to adapt its food distribution operations to comply with social distancing requirements, requiring more staff and space than previously needed, with an increase from 39 to 173 total staff.

¹² <https://tcf.org/content/report/12-million-workers-facing-jobless-benefit-cliff-december-26/?session=1>

¹³ https://www.yelpeconomicaverage.com/business-closures-update-sep-2020.html?utm_source=2020_SVO+Mailing+List&utm_campaign=6a2572ffe3-20_SVO+Newsletter_Covid+Update_Sept24&utm_medium=email&utm_term=0_703c8ca17b-6a2572ffe3-%5BLIST_EMAIL_ID%5D&ct=t%2820_SVO+Newsletter_Covid+Update_Sept24%29&mc_cid=6a2572ffe3&mc_eid=%5BUNIQID%5D

In April 2020, National Guard members were deployed to Second Harvest at the request of the City EOC to provide workforce support for boxing of groceries. National Guard support for Second Harvest was drawn down at the request of the Federal government during June 2020. To address the gap left by the departure of the National Guard support to the food bank, on June 22, 2020, City Council authorized an agreement with the San José Conservation Corps to provide food distribution support to Second Harvest. On August 7, 2020, City Council authorized an extension to continue services through December 30, 2020 and increase the maximum aggregate compensation to \$4,577,783. This has allowed for an average of 90 and up to 120 Corps members to provide support for critical operations of the food bank. This is a “win-win” for the City in that many young people from our community who might otherwise be unemployed are able to support our vulnerable community by supporting food distribution at Second Harvest warehouses and sites.

Catholic Charities of Santa Clara County Grocery Box Distribution Program

Catholic Charities of Santa Clara County (“Catholic Charities”) plays a key role in meeting the hunger needs of those impacted by the COVID-19 pandemic and has been providing critical food preparation and distribution services since March 2020. Catholic Charities has a mission to serve and advocate for individuals and families in need, especially those living in poverty, and have been delivering groceries to those in need since March 17, 2020, in coordination with Second Harvest of Silicon Valley. On June 30, 2020, the City Council authorized an agreement with Catholic Charities to provide groceries to temporary sheltered, unsheltered, isolated, medically vulnerable, and low-income individuals experiencing food insecurity due to the impacts of COVID-19. Catholic Charities has distributed more than 148,000 grocery boxes to San José residents facing food scarcity due to the impact of the pandemic through this program since March 2020.

The proposed grant agreement with Catholic Charities would provide continued funding through March 31, 2021 to operate a food distribution system that includes processing groceries donated from Second Harvest of Silicon Valley into meal-packs, then providing the meals through either drive-through distribution sites, such as parish sites or community centers, or delivering directly to individual homes for those too vulnerable or unable to visit a nearby distribution site.

Diapers, Wipes, and Formula Distribution

On May 8, 2020, the City approved an initial Purchase Order with FIRST 5 Santa Clara County (FIRST 5) for the procurement and distribution of diaper kits and baby formula to fulfill the community's needs. A request to extend the Purchase Order was submitted and approved by Council on August 7, 2020 to allow services to continue within San José city limits through December 30, 2020, for an increased amount not to exceed \$1,288,652.

Through August 7, 2020, products were distributed by FIRST 5 at its 26 Family Resource Centers to residents of the County of Santa Clara. Family Resource Centers are in neighborhoods throughout the County where families and children live in conditions where people of all ages

are at higher risk of poor health, educational and economic outcomes. Since August 2020, FIRST 5 has been using its unique distribution system at 17 Family Resource Centers within the City limits to distribute diapers, wipes, baby formula, and feminine hygiene products to low-income residents affected by the COVID-19 pandemic. Throughout the duration of this program, FIRST 5 has distributed these essential products to over 5,300 unduplicated participants. Family Resource Center clients are primarily people of color who are disproportionately affected by COVID-19 and were living on the economic margins before COVID-19 and are now dependent on outside support.

Home Meal and Grocery Delivery Programs Including Great Plates Delivered

As a combined strategy to address food insecurity, support Shelter-In-Place and Stay-at-Home compliance to address the health and safety of our residents, and to provide economic support to local restaurants, the City has intentionally supported and expanded its home meal and grocery delivery programs.

One of the programs included in the service provided by the City of San José has been the Great Plates Delivered (“GPD”) program. GPD was introduced on April 24, 2020 through the California Governor’s Office of Emergency Services (“Cal OES”) as an “Emergency Feeding Program Framework” to expand meal access to a population of vulnerable and at-risk elderly, as well as COVID-19 positive persons. In parallel, this program seeks to stimulate the local restaurant ecosystem recovery during the COVID-19 pandemic by reimbursing local restaurants. The City partnered with Sourcewise and World Central Kitchen, Inc. (“WCK”) to facilitate this service for qualified vulnerable participants throughout Santa Clara County. Sourcewise undertook the intake responsibility to qualify eligible participants while WCK provided restaurant activation, order management, and delivery coordination. The program is currently authorized by the City Council to continue through January 9, 2021, which has enabled over 1,270 vulnerable and at-risk participants to continue receiving meals without service interruption. To date, the City has administered the delivery of over 280,000 meals throughout Santa Clara County through the Great Plates Delivered Program, adding over \$2.8 million into the local restaurant and delivery economy.

On November 3, 2020, the City awarded agreements for meal and grocery delivery to The Health Trust and Off the Grid, LLC through December 30, 2020. Since October 2020, these organizations have delivered over 21,800 meals total to approximately 4,900 San José residents. Funding for The Health Trust has been utilized to provide frozen meals to older adults at greater risk for serious illness if they contract COVID-19; therefore, having meals delivered to their homes is essential to encourage compliance with the County’s Shelter-In-Place and Stay-at-Home orders and protect their health. The Health Trust provides an average of 2,400 meals per week to 800 participants within San José. Off the Grid has established partnerships with Veggielution and local restaurants to create a meal and grocery delivery system. Off the Grid has enrolled 4,100 participants and delivered over 10,000 boxes of groceries and over 14,000 meals to residents of San José.

Collective Impact and Non-Profit Unmet Needs Grants

On September 1, 2020, the EOC Food and Necessities Branch leadership presented the San José Food Distribution Update to the City Council and stated that approximately \$3.5 million would be devoted to creating the Collective Impact and Unmet Needs Grant program. The Administration released the Collective Impact and Unmet Needs Grant Funding Opportunity to address the unmet needs of Community Based Organizations (“CBOs”) the City had not yet identified that would be providing food and necessities distribution and related services. The process yielded ten (10) CBOs who demonstrated capacity in addressing the unmet needs in San José, which includes food and grocery distribution, distance learning, and other necessities. On November 10 and November 17, 2020, the City Council authorized the City Manager to negotiate and enter into grant agreements with ten (10) CBOs for an initial term retroactive to October 15, 2020 and ending on or about December 30, 2020. This grant program enables the City of San José to provide an additional 480,000 meals and other necessities to San José residents during the COVID-19 pandemic and further reduce food insecurity.

Emergency Volunteers Program

Mayor Sam Liccardo’s Silicon Valley Strong (“SVS”) effort brings together public and private funds to help Silicon Valley’s most vulnerable residents, small businesses, and non-profits during the COVID-19 pandemic. To date, over 7,000 volunteers have been contacted and deployed with the super-majority supporting food distribution efforts. The City has collaborated with Silicon Valley Council of Non-Profits (“SVCN”) to manage the deployment of volunteers that come in through the SVS channel.

The SVCN is a non-profit community alliance that seeks to convene non-profit, community, business, and government groups to work collectively on community challenges. Since the start of the pandemic, their network has provided critical support to multiple food distribution efforts throughout the pandemic. As COVID-19 cases continue to rise in Santa Clara County, it is anticipated that there will be a greater strain on non-profit partners to increase the number of emergency services provided, many of whom rely on volunteers to support their workforce, who simultaneously are more reluctant to volunteer during periods of high transmission rates. This will create a need for SVCN to continue to provide their support and partnership with Silicon Valley Strong to meet non-profit's volunteer needs and will require additional funds from the City to support the costs associated with volunteer coordination including matching, batching, and dispatching volunteers across many channels including SVS.

School-Aged Children Program

Another avenue being utilized to distribute meals is through the recreation and learning programs offered by the City to school-aged children. Since April 2020, the City of San José has provided breakfast, lunch, and supper meals to youth and adults in 13 school districts. With the support of the Santa Clara County Office of Education, the Santa Clara County Probation Department, and the City of San José staff from Happy Hollow Park & Zoo, San José Public Libraries, Youth

Intervention Services, Project Hope, the Out-of-School Time, and Placemaking teams, the City was able to serve over 826,000 meals across fifty (50) school sites in Santa Clara County.

On August 24, 2020, the City Department of Parks, Recreation and Neighborhood Services (“PRNS”) started the R.O.C.K. ’n’ Learn program to provide safe distance learning opportunities to school-aged children during school closures due to COVID-19. The program is a joint effort between PRNS and the Library to offer full-day and after-school programs in community centers, libraries, and parks. There is a total of 17 sites that are offering five 3-week sessions of programming. Locations are further separated into 31 learning pods, where a total of 400 youth participate in programs. Participants of this program are between ages 5-12 years old, and many are eligible for scholarships. City staff arrange to have food distributed from partner schools to the children in the program. The City is also providing grab-and-go shelf-stable meals during the holidays for these children.

Senior Nutrition Program

The City Senior Nutrition Program provides healthy congregate meal services at 14 sites for adults aged 60 or older. Since March 2020, the City adapted its program to a “grab-n-go” model, continuing to provide healthy meals to seniors in a COVID-19 safe manner. Since the onset of the pandemic, the City experienced an increase in the need of an average of 486 meals per day. A Purchase Order in the amount of \$836,000 was executed with Bateman Community Living to purchase additional meals for the City Senior Nutrition Program to feed the increased number of seniors experiencing food insecurity due to COVID-19. The Senior Nutrition Program runs Monday through Friday and is closed on City holidays. This program is also providing grab and go shelf-stable meals during the holidays for these seniors.

In addition to the City-run sites, there are nine sites operated by CBOs that provide Senior Nutrition Program meals within San José City limits. CBO-run Senior Nutrition Sites provide an average of 3,500 meals per week at sites within San José, which are in addition to the approximately 7,000 meals provided each week by City-run sites.

Both City-operated and CBO-operated Senior Nutrition Programs are seeing increases in demand. The County and the City are working on a funding agreement to fund the increased demand at all Senior Nutrition sites serving residents of the City of San José.

Holiday Expanded Meal Distribution

With the anticipated closure of many food distribution sites and restaurants during the Thanksgiving Holiday (November 26 and November 27), the EOC Food and Necessities Branch funded capacity for over 35,000 additional meals to be made available to our vulnerable and at-risk communities. Hunger at Home, Team San Jose, and Veggielution expanded their current meal and grocery box distribution efforts to reach more San José residents. Historically the Senior Nutrition Program closes during holidays. Both the County and the City have seen success in providing shelf-stable meals prior to the holiday to ensure food security while

minimizing food waste. The City maintained this program for the Senior Nutrition sites and expanded this program to include the R.O.C.K. 'n' Learn student sites in addition to the Great Plates Delivered Program (due to participant restaurant closures) for Thanksgiving Thursday and Friday. Over 3,000 vulnerable residents were provided shelf-stable meals. Both the City and our food network partners planned to leverage lessons learned from the expanded two-day Thanksgiving feeding programs to inform the approach for the winter holidays when COVID-19 impact will be at its peak, and the winter holiday feeding program lasts over an entire week.

Due to the poor quality of certain types of shelf-stable meals for the Great Plates Delivered program, World Central Kitchen, Sourcewise, and City staff worked the Thursday and Friday of Thanksgiving week to contact the Great Plates participants and offer provision of a freshly prepared restaurant meal through Grub Hub. Over 90% of the participants appreciated the well-being call, confirmed they had alternative meal plans, and declined the meal delivery. This confirmed that the super-majority of the typical Great Plates freshly prepared hot meals would have been wasted. Eighty participants of the Great Plates Program requested and were provided a freshly prepared meal. These were the only issues noted in the distribution of over 1.6 million meals during Thanksgiving week. Staff delivered any remaining shelf-stable meals to Hunger at Home who greatly appreciated the additional funding and the additional non-perishable meals.

The Administration anticipates the same or higher level of expanded support will be necessary during the last two weeks of December and will incorporate lessons learned from Thanksgiving. City staff are working with food distribution partners to expand holiday feeding programs and working with participating restaurants to evaluate the best way to provide high quality chilled or frozen meals in place of shelf-stable meals where appropriate and feasible.

Background on Request for Bids – Meals to Temporary Shelters

On October 1, 2020, the City and County transitioned the responsibility and accountability for the county-wide food distribution response back to the County, while retaining county-wide responsibility for the operations for the meal delivery program for vulnerable homeless, isolating, and quarantining residents of the county. On November 3, 2020, the City Council authorized the City Manager to negotiate and execute an agreement between the City and County wherein the County will be providing funding for non-San José residents in this program, with the City being responsible for funding the City of San José residents. The City Administration intends on seeking reimbursement from the Federal Emergency Management Administration (“FEMA”) for the costs associated with providing these emergency services to most of the locations.

At the time of the initial response, the City formed partnerships with multiple organizations to address the immediate needs to provide prepared meals to unsheltered individuals within San José and throughout Santa Clara County without undergoing a competitive process. As the COVID-19 pandemic persisted, the City began conducting competitive solicitations in order to comply with Federal procurement guidance. To address the needs of these vulnerable communities and to encourage compliance with shelter-in-place orders, the City administered a

Meal Delivery for Temporary Shelters Request for Bid (“RFB”) process in October 2020 seeking vendors that have experience in delivering prepared meals and/or have the capacity to partner with other organizations to run a comprehensive prepared meal delivery program (“Program”). The selected vendors will manage the distribution of meals at identified sites, which include motels, trailers, or congregate housing units, providing meals to individuals and families that have been identified by the County or the City as needing these services. The RFB process is more specifically described in the Analysis section.

ANALYSIS

To continue these food and necessities distribution services from December 31, 2020 to March 31, 2021, the Administration recommends supporting the programs as follows:

Program Recommendation for December 31, 2020 to March 31, 2021

Second Harvest of Silicon Valley Grocery Distribution Program

To address the unprecedented demand faced by Second Harvest and uncertain future and supply shortages of certain grocery items, the Administration is seeking approval to allocate \$2,639,000 from Coronavirus Relief Fund to offset the costs associated with food purchases incurred from July 1, 2020 and ending December 30, 2020.

During the initial response period of the pandemic in March, the non-profit Second Harvest of Silicon Valley had to build and sustain its operations as the largest single provider of grocery and meal distribution in the region. To sustain this level of operation, Second Harvest has received support from the San José Conservation Corps (“SJCC”) to backfill their food distribution workforce. With the increase in COVID-19 cases in Santa Clara County, it is anticipated that a workforce gap will persist and will need to be filled to ensure continuity of operations for meal and grocery distribution.

The proposed grant agreement with SJCC, a California non-profit organization, will ensure continuity in providing food distribution assistance services for Second Harvest of Silicon Valley at three (3) warehouse locations from December 31, 2020 through March 31, 2021 for a maximum compensation of \$2,000,000 for up to 100 SJCC resources at Second Harvest to perform general food distribution labor such as grocery boxing, packaging meals, preparing site distribution lines, cleaning and disinfecting areas, and food delivery to distribution sites. Due to the higher number of COVID-19 cases in the area, it is anticipated that there will be a higher demand for access to food, creating a need to sustain Second Harvest’s services with a dependable workforce.

Catholic Charities of Santa Clara County Grocery Box Distribution Program

The proposed agreement with Catholic Charities of Santa Clara County would allow for the continuation of services to provide home delivery of groceries and drive-thru food distribution to temporarily sheltered, unsheltered, isolated, medically vulnerable, and low-income individuals and families experiencing food insecurity due to the impacts of COVID-19. The Administration recommends entering into a grant agreement with the maximum compensation not to exceed \$600,000. The grant agreement will be effective from December 31, 2020 through March 31, 2021.

Diapers, Wipes, and Formula Program

In order to provide continuity of services to the residents of San José that have been and will be impacted by the economic effects of the pandemic, the Administration requests authorization to enter into a grant agreement in an amount not-to-exceed \$600,000 directly to FIRST 5 for the purchase and distribution of diaper kits and baby formula from December 31, 2020 through March 31, 2021. All products will be distributed to vulnerable populations by FIRST 5 at its Family Resource Centers. Clients who receive these products must be residents of San José and must register with FIRST 5 prior to pick up.

Home Meal and Grocery Delivery Programs

On May 4, 2020, the City submitted notice to Cal OES of the City's intent to participate in the Great Plates Delivered program. The initial period allocated to the program was through June 10, 2020. The City Council approved an agreement with World Central Kitchen, Inc. to provide meals for a limited duration to procure and deliver meals to higher-risk eligible individuals 60+ for an initial term through June 10, 2020 with a maximum compensation not to exceed \$3,564,000. The maximum compensation amount was based on the Administration's estimates that 1,800 people in Santa Clara County could be eligible for a total of 162,000 meals over the 30-day period. Since then, Cal OES has extended the program on a monthly basis, with the most recent extension through January 9, 2021.

The City, through the Great Plates Delivered Program, has administered over 280,000 meals throughout Santa Clara County, surpassing the cost estimates which were based on the initial one-month period approved in May. World Central Kitchen, Inc. has optimized their operations and delivery methods to maximize the approved budget and serve 1,270 participants for the past six months. In order to ensure continuity of services through January 9, 2021, the Administration recommends increasing the maximum compensation for World Central Kitchen's agreements: (1) for meal distribution within San José at an amount not to exceed \$3,331,866 and (2) for meal distribution services outside of San José at an amount not to exceed \$2,770,299. This action will allow for continuity in meal distribution services to 1,270 participants who are vulnerable and at-risk.

Since October 2020, Off the Grid has prepared and delivered meals and boxed groceries to San José residents that meet the Center for Disease Control definition of individuals at high risk for severe illness from COVID-19, or have suffered from employment or business interruptions due to COVID-19 related business closures, and do not currently have other assistance purchasing food or cooking meals on a consistent basis. Off the Grid currently has two agreements: (1) for Grocery Delivery at an amount not to exceed \$2,313,360 and (2) for Meal Delivery at an amount to exceed \$622,400. For the Grocery Delivery Program, Off the Grid is currently providing 4,900 grocery boxes a week, which will leave \$194,000 unspent through December 30, 2020. For the Meal Delivery Program, Off the Grid has been serving over 5,700 adults and 1,200 youth and is experiencing a waitlist of individuals that need meals. At the current rate of service, Off the Grid will require additional funds to support the unanticipated volume for the Meal Delivery Program through the end of December. The Administration recommends shifting the \$194,000 in unspent funds from the Grocery Delivery Program to the Meal Delivery Program. The amended contract amount for Grocery Delivery services through December 30, 2020 will be for an amount not to exceed \$2,119,360, and the amended contract amount for Meal Delivery Services through December 30, 2020, will be for an amount to exceed \$816,400. This action will allow for continuity in meal delivery services to vulnerable San José residents through December 30, 2020.

The Administration anticipates that the need for Meal and Grocery Delivery will remain throughout the first quarter of 2021. Extending the funding and agreement authorization for World Central Kitchen, Inc., Off the Grid, and The Health Trust will provide continuity of services for those residents that need the support to shelter-in-place and the economic support. Furthermore, it will continue to provide much-needed economic support to local small businesses.

As referenced in Attachment A, agreements with The Health Trust and Off the Grid were approved by Council on November 3, 2020 and included the authority to extend the program with four 3-month options to extend through December 31, 2021, subject to the appropriation of funds. Extending the agreements with Off the Grid in the amount of \$2,400,000 for Grocery Delivery Program and \$650,000 for the Meal Delivery Program, along with The Health Trust agreement in the amount of \$396,000, will provide for up to 74,460 meals to 4,900 people through March 31, 2021. By extending the agreement with World Central Kitchen and increasing the maximum aggregate amount of the two agreements by \$2,538,165 for services through February 9, the City will be ensuring 1,270 participants are able to maintain their enrollment in the program.

Collective Impact and Non-Profit Unmet Needs Grants

Extending the grant agreements and amendments qualified under the Collective Impact and Non-Profit Unmet Needs Grant Program with a maximum compensation of all agreements not to exceed \$2,000,000 will provide continuity of services for our most vulnerable residents. This authority will also apply to any amendments and change orders for any unanticipated changes including increasing aggregate amounts exceeding \$320,000 subject to appropriation of funds.

Emergency Volunteers Program

The Administration recommends negotiating and executing a grant agreement for \$100,000 to the Silicon Valley Center for Nonprofits for costs related to managing a volunteer program in coordination with the Emergency Operation Center, Community and Economic Recovery Branch. The grant agreement will be effective from December 31, 2020 to March 31, 2021.

School-Aged Children

To continue to address food insecurity among school-aged youth participants of the R.O.C.K. 'n' Learn program, the EOC Food and Necessities Branch is seeking authority to enter into a grant agreement with Revolution Foods in the amount of \$275,000 to prepare and store shelf-stable meals for the period of November 10, 2020 through December 30, 2020. This grant agreement will allow for the distribution of shelf-stable breakfast and lunches and made available for participants to cover planned R.O.C.K. 'n' Learn site closures, including weekends, holidays, and school vacations during 2020, when participants would not be receiving meals from school meal distributions.

Emergency Shelf-Stable Stockpile Reserve

The Administration recommends negotiating and executing a grant agreement with Revolution Foods in the amount of \$500,000 for the period of November 10, 2020 through December 30, 2020 to be utilized for the stockpiling of shelf-stable meals for emergency use or to cover unanticipated needs that may arise in other City programming in 2020 or 2021 for the COVID-19 emergency. Such use of bulk food purchase should be reimbursable according to CRF Guidance.

Senior Nutrition Program

The Administration foresees the current elevated level of demand in the Senior Nutrition Program will remain the same for at least the first quarter of 2021. This will create a funding gap for City-run sites of \$390,000 in the first quarter that should be addressed by creating a new Purchase Order for 2021. To address the needs at CBO-led Senior Nutrition Program locations, the Administration recommends \$150,000 in funding to be given to the County of Santa Clara to offset those meals. Furthermore, the Administration recommends an agreement with Bateman Community Living, LLC dba TRIO Community Meals to distribute shelf-stable meals during the Thanksgiving and winter holidays by using Coronavirus Relief Funds in the amount of \$220,000.

It is anticipated that there will continue to be a funding gap for both City- and CBO-run Senior Nutrition Program sites through the second quarter of 2021. The Administration will assess the service volume for the program and report to City Council with any requests for additional funds by the end of March 2021.

Holiday Expanded Meal Distribution

The City’s existing partners, Veggielution, Hunger at Home, and Team San Jose have demonstrated the capacity to ramp up their current meal and grocery distribution efforts to feed the most vulnerable throughout the Thanksgiving, Christmas, and New Year’s Holiday closures. The Administration recommends a second amendment to the existing Veggielution meal distribution agreement to increase their authorized amount from \$62,300, to an amount not to exceed \$214,300 to account for the increase in costs associated with expanding their current service volume to meet the holiday needs. The Administration also recommends a fourth amendment to Hunger at Home’s existing meal distribution agreement to increase their amount from \$931,775 to an amount not to exceed \$941,775. Team San Jose has existing meal distribution agreements and will not require additional funds to complete this expanded service request.

Report on Request for Bids – Meals to Temporary Shelters

In October 2020, the Finance Department released a Request for Bid (“RFB”) for Meal Delivery for Temporary Shelters through the City’s e-procurement system. Sixty-six (66) companies viewed the RFB, and six (6) bid submittals were received prior to the deadline.

Selection Process:

As provided for in the RFB, the City elected to make a recommendation of award based on the total base bid for all requested meals. Two (2) submittals, Hunger at Home and Revolution Foods, only provided pricing for some line items and therefore were not eligible for award based on the total base bid. Bid results are summarized as follows:

Rank	Proposer Name	Total Base Bid (Weekly Cost)
1	Bateman Community Living, LLC.	\$162,553
2	Nob Hill Catering Inc.	\$202,710
3	Team San Jose	\$222,460
4	Zerocater, Inc	\$292,458
n/a	Hunger at Home	n/a
n/a	Revolution Foods	n/a

Local and Small Business Enterprise Preference: As these agreements will be funded in part or wholly with federal funds, pursuant to San José Municipal Code 4.12.330, the City’s Local and Small Business (“LBE/SBE”) Enterprise Preference does not apply.

Protest: The City’s RFB process included a ten-day protest period that began when the City issued the Notice of Intended Award on November 2, 2020. No protests were received.

Award Recommendations: The RFB allows the City to issue multiple awards. The City recommends awards of contract to Bateman Community Living LLC, dba TRIO Community Meals, Nob Hill Catering Inc., and Team San Jose as the three (3) lowest priced, responsive, and responsible bidders based on the total base bid.

Staff conducted reference checks for Bateman Community Living LLC, Nob Hill Catering Inc., and Team San Jose. All references were positive.

Summary of Proposed Agreements: The agreements will be in accordance with the City's standard terms and conditions and include the following provisions:

- Vendors will deliver meals to temporary shelters as coordinated through the City EOC. Meals will comply with Federal guidelines for nutritional requirements for adults and youth. The vendors will also be responsible to provide specialty meals, such as heart-healthy, vegetarian or vegan, Halal, etc.
- Vendors must comply with provisions for federally funded agreements which include, but are not limited to, maintaining all records associated with this Program for five (5) years and maintaining records verifying the population served matched the population as set forth in the RFP.

The term of the agreements with all three vendors will begin on or about December 31, 2020.

CONCLUSION

Despite a doubling of food insecurity throughout the City of San José and across Santa Clara County since March 2020, a widespread food crisis has been avoided as a result of the City's collaboration with regional food network partners. The recommended actions in this memo will enable the City to maximize the 2020 Coronavirus Relief Fund and General Fund for food distribution and continue the Emergency Operations Center Food and Necessities Distribution Branch services for our most vulnerable and at-risk communities through March 31, 2021, thereby ensuring continuity of services and continued ongoing mitigation of food insecurity within the City.

All recommended actions provide service delivery to one or more categories of vulnerable persons defined as seniors, medically at-risk, low income, or homeless. The Request for Bid for Meals to Temporary Shelters addresses a gap in meal service delivery for individuals in temporary shelters due to homelessness and/or the need to safely isolate or quarantine due to the COVID-19 pandemic. The extension of agreements with food and necessities services with community-based organizations and private sector organizations enables the City to maximize existing food networks while adding new service providers to help minimize food insecurity for residents of the City and select residents across the County of Santa Clara. Providing the City Manager authorization to negotiate all grants, agreements, amendments, and extensions related to food and necessities distribution will ensure the City maximizes 2020 CRF and General Funds

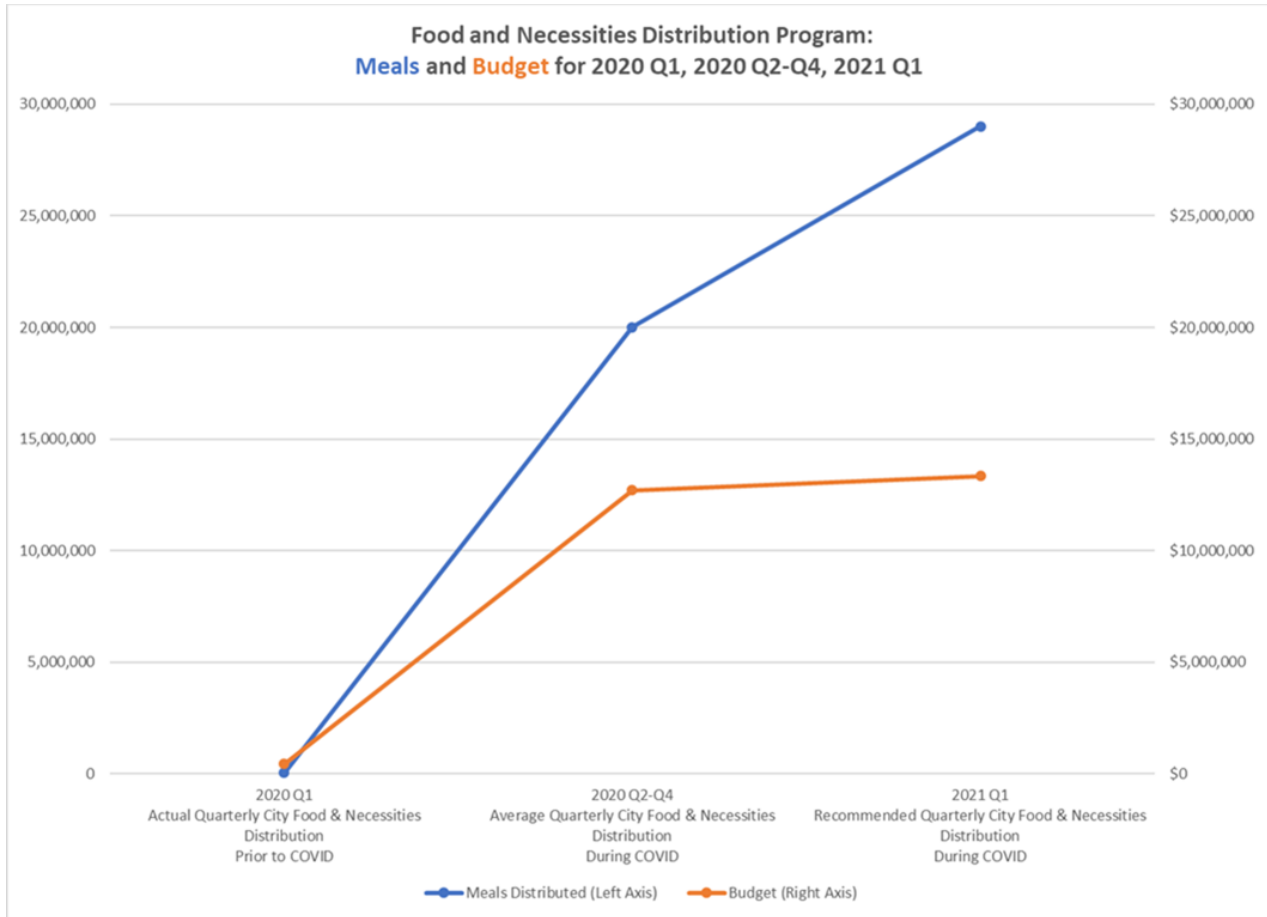
and ensure meal service delivery continuation for vulnerable and at-risk residents through March 31, 2021 as the COVID-19 pandemic continues to affect the food insecurity of our communities.

A summary of the scale and impact of the EOC Food and Necessities Distribution Branch and the recommended 2021 Q1 program is highlighted in the table below.

	2020 Q1 Actual Quarterly City Food & Necessities Distribution Prior to COVID	2020 Q2-Q4 Average Quarterly City Food & Necessities Distribution During COVID	2021 Q1 Recommended Quarterly City Food & Necessities Distribution During COVID
Food and Necessities Distributed (Quantity)	32,500	20,000,000	29,000,000
Budget	\$425,000	\$12,700,000	\$13,343,000
Programs	<ul style="list-style-type: none"> - Senior Nutrition Program (14 City Sites) - After School Safety and Education (ASES) 	<ul style="list-style-type: none"> - Second Harvest of Silicon Valley Grocery Distribution - Grocery Distribution - Diapers, Wipes, and Formula Distribution - Home Meal and Grocery Distribution Program - Great Plates Delivered - Collective Impact and Unmet Needs Grants - School-Aged Children - Senior Nutrition Program (14 City Sites) - Holiday Expanded Meal Program 	<ul style="list-style-type: none"> - Second Harvest of Silicon Valley Grocery Distribution - Grocery Distribution - Diapers, Wipes, and Formula Distribution - Home Meal and Grocery Distribution Program - Great Plates Delivered - Collective Impact and Unmet Needs Grants - School-Aged Children - Senior Nutrition Program (14 City Sites) - Holiday Expanded Meal Program

	2020 Q1 Actual Quarterly City Food & Necessities Distribution Prior to COVID	2020 Q2-Q4 Average Quarterly City Food & Necessities Distribution During COVID	2021 Q1 Recommended Quarterly City Food & Necessities Distribution During COVID
Partners Contract Grants	<ul style="list-style-type: none"> - Bateman Community Living LLC - Second Harvest of Silicon Valley 	<ul style="list-style-type: none"> - Bateman Community Living LLC, Bay Area Community Health, Catholic Charities of Santa Clara County, Downtown Streets Team, Inc., FIRST 5 Santa Clara County, Haling Grove Health Center, Hunger at Home, Loaves & Fishes Family Kitchen, Mama D 2nd Chance, Off the Grid, LLC, Revolution Foods, Second Harvest of Silicon Valley, San José Unified School District, San José Conservation Corps, School of Arts and Culture at Mexican Heritage Plaza, Sourcewise, The Health Trust, Team San Jose, Veggielution, World Central Kitchen, Inc, Thirteen other individual school districts. 	<ul style="list-style-type: none"> - Bateman Community Living LLC, Bay Area Community Health, Catholic Charities of Santa Clara County, Downtown Streets Team, Inc., FIRST 5 Santa Clara County, Haling Grove Health Center, Hunger at Home, Loaves & Fishes Family Kitchen, Mama D 2nd Chance, Off the Grid, LLC, Revolution Foods, Second Harvest of Silicon Valley, San José Unified School District, San José Conservation Corps, School of Arts and Culture at Mexican Heritage Plaza, Sourcewise, The Health Trust, Team San Jose, Veggielution, World Central Kitchen, Inc

The EOC Foods and Necessities Branch has worked towards optimizing services related to food and necessities distribution. As the need for food support increases, the City has been able to stabilize the costs associated with supporting all emergency food distribution programming.



The implementation of the Food and Necessities Branch operations and administration is due to the dedicated public service of the following City staff who come from the following Departments and organizations: Parks, Recreation and Neighborhood Services, Office of Civic Innovation, Office of Emergency Management, Finance Department, Human Resources, Department of Transportation, Public Works, the Environmental Services Department, Office of Immigrant Affairs, the Information Technology Department, the Airport, the Library, and Deloitte LLC.

Branch Leadership	Distribution Ops Unit	Contracts + Fiscal Unit	Liaisons + Volunteers Units
Dolan Beckel	Linda Brewka	Jeremy Corrales	Aurelia Bailey
Rachel Frey	Laura Buzo	Patsy Cortez	Zulma Maciel
Francesca Ioffreda	Greg Cajina	Tiffany Dong	Brandy Maldonado
Erik Jensen	Amanda Carrera	J. Guevara	
Mike Jones	Josue Covarrubias	Uyen Mai	Futures Unit
Jill North	Leticia Espino	Lua Nguyen	Rajani Nair
Angel Ríos, Jr.	Andrea Flores Shelton	Alexandra Nuño-Liu	Sarah Papazoglakis

Branch Leadership	Distribution Ops Unit	Contracts + Fiscal Unit	Liaisons + Volunteers Units
Neil Rufino	Diana Garcia	Carrie Rank	
	Nicholas Georgoff	Petra Rigüero	Supply Resiliency Unit
Business Architecture Unit	Victor Gonzalez	CJ Ryan	Kevin Matthews
Jerry Driessen	Pauline Khek	Fabiola Saucedo	Alvina Nishimoto
Michael Foster	Mario Maciel	Sandy Tellez	Sudheer Vangati
Meena Kim	Christina Marquez	Liz Zhang	
David Lindstrom	Xochitl Montes		
Krishna Sastry	Hilda Morales	Communication Unit	Data Unit
	Jarrad Pagan	Ed Bautista	Andrew Ehrich
Purchasing Support	Frances Reyes	Valerie Brunt	Ed Karas
Jennifer Cheng	Gabe Salazar	Elizabeth Esquivel	Yael Kisel
Bernie Reyes	Ed Solis	David Ngo	Tracy Tisbo
Vickie Davis	Mollie Tobias	Steven Quintero	Anulekha Verma
Ryan Maher	Leah Toeniskoetter	Elizabeth Vargas	John Wilson

EVALUATION AND FOLLOW-UP

During the COVID-19 crisis, the Administration will provide periodic verbal updates to the City Council on the progress of providing meals to vulnerable populations during the pandemic. It is anticipated that there will continue to be a funding gap for both City- and CBO-run Senior Nutrition Program sites through the second quarter of 2021. The Administration will assess the service volume for the Senior Nutrition Program along with the other programs in this memorandum and will report to City Council with any requests for additional funds by the end of March 2021.

CLIMATE SMART SAN JOSE

The recommendation in this memorandum has no effect on Climate Smart San José energy, water, or mobility goals.

PUBLIC OUTREACH

This memorandum will be posted on the City Council Agenda website for the City of San José Council meeting to be held on December 15, 2020.

COORDINATION

This memorandum has been coordinated with the City Attorney's Office and the City Manager's Budget Office.

COMMISSION RECOMMENDATION/INPUT

No commission recommendation or input is associated with this action.

FISCAL/POLICY ALIGNMENT

This Council item is consistent with the 2020-2021 Adopted Budget and City Services Area of Neighborhood Services to provide healthy neighborhoods and capable communities. The various food distribution programs are part of the Emergency Operations Center response to the public health emergency by facilitating the sheltering-in-place of vulnerable residents and addressing food insecurity.

COST SUMMARY/IMPLICATIONS

The City's support of the initiatives detailed in this memorandum is spread across multiple funds to maximize the use of CARES Act funding prior to expiration on December 30, 2020, potential FEMA reimbursement, and for the continuation of services through June 30, 2021. The agreements recommended in this memorandum will leverage existing appropriations, inclusive of a series of preceding adjustments approved by City Council on December 8, 2020 as part of item 3.5, Fiscal Recovery Update and Appropriation Actions to Continue the City's COVID-19 Pandemic Response, which provided additional funding in the Coronavirus Relief Fund (\$14.0 million total) for estimated food and necessities expenditures through December, and in the General Fund (\$18.0 million) for services continuing into 2021.

The following tables outline the agreements to be funded by the respective funds (Coronavirus Relief Fund, General Fund, and Emergency Reserve Fund). While these are the intended funding sources, the Administration will return to the City Council in February 2021 with any necessary adjustments to Coronavirus Relief Fund allocations to align with final expenditures, and to account for any additional revisions within the Emergency Reserve Fund for FEMA eligible activities and corresponding reimbursement.

Table 1. Coronavirus Relief Fund (CRF)

**Grant Agreements for Meal Preparation and Delivery Services
 through December 30, 2020**

Bateman Community Living. LLC dba TRIO Community Meals	\$220,000
Revolution Foods	\$775,000
Second Harvest of Silicon Valley	\$2,639,000
Subtotal	\$3,634,000

**Amendments to Grant Agreements for Meal Preparation and Delivery Services
 through December 30, 2020**

Hunger at Home	\$10,000
Veggielution	\$214,300
Subtotal	\$234,300

Table 2. General Fund (Food and Necessities)

Grant Agreements for Food and Necessities Services through March 31, 2021

Catholic Charities of Santa Clara County	\$600,000
San José Conservation Corps	\$2,000,000
Silicon Valley Center for Nonprofits	\$100,000
Subtotal	\$2,700,000

Grant Agreements for Collective Impact and Unmet Needs through March 31, 2021

Collective Impact and Unmet Needs Grant Program Grantees	\$2,000,000
Subtotal	\$2,000,000

**Agreements for Meal and Grocery Delivery Services to Individual Homes Awarded
 through the Request for Proposals**

Off the Grid, LLC For Meal Distribution	\$2,400,000
Off the Grid, LLC For Grocery Distribution	\$650,000
The Health Trust	\$396,000
Subtotal	\$3,446,000

Purchase Order for Supplemental Senior Nutrition Program Services	
Bateman Community Living LLC dba TRIO Community Meals	\$390,000
Subtotal	\$390,000

Purchase Order for the Distribution of Baby Formula, Diapers, and Wipes	
FIRST 5 Santa Clara	\$600,000
Subtotal	\$600,000

Table 3. Emergency Reserve Fund

Amendment to Agreement for the Great Plates Delivered Program	
World Central Kitchen, Inc.	\$2,538,165
Subtotal	\$2,538,165

Agreements for Services for Temporary Shelters Awarded through the Request for Bids	
Bateman Community Living. LLC dba TRIO Community Meals	\$600,000
Nob Hill Catering Inc. dba The Lunch Master	\$600,000
Team San Jose	\$600,000
Subtotal	\$1,800,000

5. SOURCE OF FUNDING: The agreements recommended in this memorandum will be funded by existing appropriations, as amended by City Council on December 8, 2020, in the Coronavirus Relief Fund, General Fund, and Emergency Reserve Fund. The Administration will bring any necessary adjustments to City Council in February 2021 to reflect the close out of Coronavirus Relief Fund activities and for FEMA reimbursable activities in the Emergency Reserve Fund.

6. FISCAL IMPACT: The agreements detailed in this memorandum provide for the continuation of food and necessities services for varying terms, generally through March 31, 2021 with option(s) for extension through December 2021. Service continuance beyond June 30, 2021 is subject to appropriation.

BUDGET REFERENCE

The table below identifies the funds and appropriations to fund the agreements recommended as part of this memorandum.

Fund #	Appn. #	Appn. Name	Total Appn.*	Amt. for Agreements	2020-2021 Adopted Operating Budget Page	Last Budget Action (Date, Ord. No.)**
401	210R	Food and Necessities	\$13,996,000	\$3,858,300	X-35	9/22/2020 30482
001	210R	Food and Necessities	\$18,000,000	9,136,000	N/A	N/A
406	209U	COVID-19 Emergency Response	\$6,750,000	\$4,338,165	X-39	10/20/2020 30495

* Reflects the revised total appropriation for 2020-2021, inclusive of the adjustments recommended in item 3.5, Fiscal Recovery Update and Appropriation Actions to Continue the City’s COVID-19 Pandemic Response and approved by City Council at its December 8, 2020 meeting.

** References actions preceding the December 8, 2020 adjustments.

CEQA

Not a Project, File No. PP17-003, Agreements/Contracts (New or Amended) resulting in no physical changes to the environment.

/s/
 KIP HARKNESS
 Deputy City Manager

/s/
 JULIA H. COOPER
 Director of Finance

For program-related questions, please contact Dolan Beckel, Director of Civic Innovation, Director EOC Food and Necessities Distribution Branch, at dolan.beckel@sanjoseca.gov. For procurement-related questions, please contact Jennifer Cheng, Deputy Director of Finance, at jennifer.cheng@sanjoseca.gov.

Attachment

ATTACHMENT A

Grant Agreements for Meal Preparation and Delivery Services through December 30, 2020			
<u>Agreement</u>	<u>Description</u>	<u>Agreement Term</u>	<u>Contract Authority</u>
Bateman Community Living LLC dba TRIO Community Meals	Meal preparation and delivery services for meals for the senior meal program. including ready to eat meals and shelf stable meals.	Initial term to begin on or about November 10, 2020 through December 30, 2020.	Up to \$220,000 for the initial term
Revolution Foods	Meal preparation and delivery services, including ready to eat meals and shelf stable meals.	Initial term to begin on or about November 10, 2020 through December 30, 2020.	Up to \$775,000
Second Harvest of Silicon Valley	Food and grocery distribution	Initial term to begin on July 1, 2020 and ending December 30, 2020.	Up to \$2,639,000

Amendments to Grant Agreements for Meal Preparation and Delivery Services through December 30, 2020			
<u>Agreement</u>	<u>Description</u>	<u>Agreement Term</u>	<u>Contract Authority</u>
Hunger at Home	An amendment to increase the maximum compensation by \$10,000 due to increased volume of meal preparation and delivery services distribution during the Thanksgiving holiday.	Initial term beginning on March 19, 2020 and ending on December 30, 2020.	Up to \$941,775

Veggielution	An amendment to increase the maximum compensation by \$152,000 due to increased volume of meal preparation and delivery services distribution during the Thanksgiving holiday.	Initial term beginning on June 6, 2020 and ending on December 30, 2020.	Up to \$214,300
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Grant Agreements for Food and Necessities Services through March 31, 2021			
<u>Agreement</u>	<u>Description</u>	<u>Agreement Term</u>	<u>Contract Authority</u>
Catholic Charities of Santa Clara County	Grocery distribution for seniors, low-income, economically impacted, and medically at-risk populations	Initial term to begin on December 31, 2020 and ending March 31, 2021 and up to three (3) month options through December 31, 2021	Up to \$600,000 for the initial term Options subject to the appropriation of funds
San José Conservation Corps	Staffing support for food and grocery distribution	Initial term to begin on December 31, 2020 and ending March 31, 2021 and up to three (3) month options through December 31, 2021	Up to \$2,000,000 for the initial term Options subject to the appropriation of funds
Silicon Valley Center for Nonprofits	Costs associated with running a volunteer program	Initial term to being on December 31, 2020 and ending on March 31, 2021	Up to \$100,000 for the initial term

Grant Agreements for Collective Impact and Unmet Needs through March 31, 2021

<p>Collective Impact and Unmet Needs Grant Program</p>	<p>Qualified CBOs to provide food and necessities services for low-income, homeless, medically at-risk, and senior San José residents. Qualified CBOS include: -Bay Area Community Health, Downtown Streets. Inc., Healing Grove Health Center, Hunger at Home, Loaves and Fishes Family Kitchen, Mama D 2nd Chance School of Arts and Culture at Mexican Heritage Plaza, Sourcewise, Veggielution, YMCA of Silicon Valley</p>	<p>Initial term to begin on December 31, 2020 and ending on March 31, 2021 and up to three (3) month options through December 31, 2021</p>	<p>Maximum compensation for all agreements not to exceed \$2,000,000</p> <p>Options subject to the appropriation of funds</p>
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Agreements for Meal and Grocery Delivery Services to Individual Homes (RFP) for the period of December 31, 2020 through December 31, 2021 funded by Emergency Reserve Funds

Agreement	Description	Agreement Term	Contract Authority
Off the Grid, LLC. For Meal Distribution	Meal preparation and delivery services for low-income, medically at-risk, and seniors.	Amendment to extend the term through March 31, 2021, and up to three (3) three-month options through December 31, 2021	Up to \$4,519,360 for the initial term Options subject to the appropriation of funds.
Off the Grid, LLC. For Grocery Distribution	Grocery box preparation and delivery services for low-income, medically at-risk, and seniors.	Amendment to extend the term through March 31, 2021, and up to three (3) three-month options through December 31, 2021	Up to \$1,466,400 for the initial term Options subject to the appropriation of funds.
The Health Trust	Meal preparation and delivery services for low-income, medically at-risk, and seniors	Amendment to extend the term through March 31, 2021, and up to three (3) three-month options through December 31, 2021	Up to \$660,000 Options subject to the appropriation of funds.

Purchase Orders for Meal Preparation and Delivery Services through March 31, 2021 funded by Emergency Reserve Funds			
Agreement	Description	Agreement Term	Contract Authority
Bateman Community Living, LLC dba. TRIO Community Meals	Ready to eat meals to supplement the Senior Nutrition Program at City Community Centers	Issue a purchase order in the amount of \$390,000 with Bateman from December 31, 2020 through March 31, 2021, with extensions through June 30, 2021 subject to the appropriation of funds	Up to \$390,000 Extensions subject to the appropriation of funds
FIRST 5 Santa Clara County	Diapers, wipes, formula distribution for low income and economically impacted residents	Initial term to begin on December 31, 2020 and ending on March 31, 2021 and up to three (3) month options through December 31, 2021	Up to \$600,000 for the initial term Options subject to the appropriation of funds

Amendment to Agreement for the Great Plates Delivered Program			
Agreement	Description	Agreement Term	Contract Authority
World Central Kitchen, Inc.	Meal preparation and delivery through the Great Plates Delivered program for low-income, medically at-risk, economically impacted, and senior residents	Amendment to increase the aggregate amount of both agreements by \$2,538,165 and extend the term to February 9, 2021, with up to three (3) month options through December 31, 2021, subject to the appropriation of funds	Up to \$6,102,165 Options subject to the appropriation of funds

Agreements for Meal Preparation and Delivery Services for Temporary Shelters (RFB) for December 31, 2020 to December 31, 2021 funded by Emergency Reserve Fund			
Agreement	Description	Agreement Term	Contract Authority
Bateman Community Living, LLC dba. TRIO Community Meals	Meal preparation and delivery services for individuals and families experiencing food insecurity in temporary shelters.	Initial term to begin on or about December 31, 2020 and ending March 31, 2021, and up to three (3) three-month options through December 31, 2021	Up to \$600,000 for the initial term Options subject to the appropriation of funds
Nob Hill Catering Inc. dba. The Lunch Master	Meal preparation and delivery services for individuals and families experiencing homelessness and those medically at-risk in temporary shelters.	Initial term to begin on or about December 31, 2020 and ending March 31, 2021, and up to three (3) three-month options through December 31, 2021	Up to \$600,000 for the initial term Options subject to the appropriation of funds
Team San Jose	Meal preparation and delivery services for individuals and families experiencing homelessness and those medically at-risk in temporary shelters.	Initial term to begin on or about December 31, 2020 and ending March 31, 2021, and up to three (3) three-month options through December 31, 2021	Up to \$600,000 for the initial term Options subject to the appropriation of funds