



# Memorandum

**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** Maria Öberg,  
Jon Cicirelli

**SUBJECT:** See Below

**DATE:** May 27, 2025

Approved

Date:

6/4/25

**COUNCIL DISTRICT:** Citywide

**SUBJECT:** Report on Request for Proposals for Senior Nutrition Plan

## **RECOMMENDATION**

Adopt a resolution authorizing the City Manager or her designee to:

1. Negotiate and execute an agreement with TRIO Community Meals, LLC (formerly Bateman) (a Mississippi Limited Liability Company authorized to do business in the State of California) for Senior Nutrition Plan at Citywide senior nutrition sites for an initial one-year term beginning on or about July 1, 2025, and ending on or about June 30, 2026, with a maximum compensation not to exceed \$3,550,449, subject to appropriation of funds; and
2. Approve a contingency of \$400,000 for unanticipated and related services, subject to the appropriation of funds; and
3. Negotiate and execute amendments and change orders related to unanticipated scope, compensation changes and related services, subject to the appropriation of funds; and
4. Exercise up to six one-year options to extend the term of the agreement for a maximum term of seven years through June 30, 2032, subject to the appropriation of funds.

## **SUMMARY AND OUTCOME**

Authorizing the City Manager, or her designee, to take these actions will allow the Department of Parks, Recreation, and Neighborhood Services to provide healthy congregate senior nutrition meal services, including cook-on-site and one selected

catered site, at designated senior sites in the City of San José, in partnership with the County of Santa Clara.

## **BACKGROUND**

The City of San José, in partnership with the County of Santa Clara, provides Senior Nutrition Services to residents aged 60 and older at fourteen City-owned locations across all ten City Council Districts. These services include hot meals prepared on-site at multiple locations and the distribution of prepackaged meals at one designated location. The Senior Nutrition Program is expected to serve approximately 233,437 nutritious meals in the current year, helping to reduce social isolation, promote health and social engagement among older adults through congregate meal services.

Since 2011, the City has contracted with a food vendor to provide the Senior Nutrition Program at various site locations. TRIO Community Meals, LLC. has been the service provider since 2018, with the current agreement set to expire on June 30, 2025. As a result, the City wants to procure a new agreement to ensure continuity of services beyond the current contract term.

## **ANALYSIS**

In November 2024, the Finance Department released a request for proposals for food service vendors to provide congregate, cook-on-site senior nutrition meal services. Three providers submitted proposals prior to the submittal deadline.

**Responsive Proposals:** The City's Office of Equality Assurance Division reviewed the records of the three vendor's and their respective subcontractors held at the California Labor Commissioner's Office for compliance with the City's Wage Theft Policy. The review returned no violations for the three vendors.

**Evaluation Process:** A four-member evaluation panel consisting of representatives from the Department of Parks, Recreation, and Neighborhood Services Department and the County of Santa Clara independently evaluated and scored the three proposals.

The current vendor, TRIO Community Meals, LLC scored the highest number of points. Staff conducted reference checks on the vendor, and all references provided positive feedback.

**Protests:** No protests were received during the ten-day protest period.

Final scores for the three finalists are as follows:

<b>Evaluation Criteria</b>	<b>Maximum Points</b>	<b>BLOOM USA</b>	<b>G.A. Food Services of Pinellas County, LLC</b>	<b>TRIO Community Meals</b>
General Requirements	5	5	5	5
Experience and Qualifications	20	11	15	19
Project Approach/Schedule	30	13	22	29
Technical Capabilities	25	13	20	23
Cost Proposal	20	20	18	16
<b>TOTAL</b>	<b>100</b>	<b>62</b>	<b>80</b>	<b>92</b>

**Award Recommendation:** Based on the results of the evaluation, staff recommends award of the contract to TRIO Community Meals, LLC as the highest ranked responsive and responsible proposer.

The agreement resulting from this solicitation will be subject to the City's Prevailing/Living Wage Policy.

### **EVALUATION AND FOLLOW-UP**

This memorandum will not require any follow-up from staff.

### **COST SUMMARY/IMPLICATIONS**

The estimated not-to-exceed cost of \$3,950,449 for the initial one-year term of the agreement consists of a contract amount of \$3,550,449 and a contingency of \$400,000. The source of funding for the one-year initial term and the subsequent six one-year option periods of the project is allocated in the Senior Nutrition Program appropriation (211N) subject to the appropriation of funds. Funding for the program is shared with the County of Santa Clara. The County reimburses the City a portion of the total contract cost to provide the meals. The 2025-2026 Base Budget allocation for meals is \$1,254,171. The agreement with the County that reconciles the portion of program funding the County will cover was recently executed. Actions to allocate the County portion of funding of \$2,030,547 are recommended in the Recommended Amendments to the 2025-2026 Proposed Operating Budget and 2025-2027 Proposed Biennial Capital Budget Manager's Budget Addendum #32. Subsequent additional analysis, additional actions will be brought forward in the 2024-2025 Annual Report, scheduled to be released by September 30, 2025, to allocate the funding difference (\$265,731) and

ensure the budget is aligned with the costs of the Senior Nutrition Program, as necessary.

## 1. TOTAL COST OF AGREEMENT (1-year initial term): \$3,550,449

## 2. COST ELEMENTS: Senior Nutrition Plan (Year 1)

The table below reflects a breakdown of the cost of providing meals at the Citywide Senior Nutrition Program sites:

Meal Site Community Center Locations	Daily Allotted Meals Per Serving Day	Number of Serving Days for FY 2025-2026	Total Meals for FY 2025- 2026	TRIO's Rate Per Meal	Total Cost of Meals Per Site
Alma	38	246	9,348	\$15.20	\$142,090
Almaden	90	246	22,140	\$15.20	\$336,528
Alviso Library - Catered	7	99	693	\$8.63	\$5,981
Berryessa	147	246	36,162	\$15.20	\$549,662
Camden	41	246	10,086	\$15.20	\$153,307
Cypress	82	246	20,172	\$15.20	\$306,614
Evergreen	90	246	22,140	\$15.20	\$336,528
Gardner	25	246	6,150	\$15.20	\$93,480
Mayfair	51	246	12,546	\$15.20	\$190,699
Northside	45	242	10,890	\$15.20	\$165,528
Roosevelt	87	246	21,402	\$15.20	\$325,310
Roosevelt Saturdays	83	44	3,652	\$15.20	\$55,511
Seven Trees	65	246	15,990	\$15.20	\$243,048
Southside	110	246	27,060	\$15.20	\$411,312
Willow Glen	61	246	15,006	\$15.20	\$228,091
<b>Sub Total</b>	<b>1022</b>	<b>3,337</b>	<b>233,437</b>		<b>\$3,543,689</b>
Emergency SNP (Frozen Meals)	520			\$13.00	\$6760
<b>Grand Total</b>					<b>\$3,550,449</b>

May 27, 2025

**Subject: Report on Request for Proposals for Senior Nutrition Program**

Page 5

Meals cooked on-site	\$3,537,708
Meals catered (Alviso)	\$5,981
Emergency SNP (Frozen Meals)	\$6,760
<b>TOTAL NOT-TO-EXCEED AMOUNT (INITIAL TERM)</b>	<b>\$3,550,449</b>

Contingency	400,000
<b>TOTAL AMOUNT OF RECOMMENDATION</b>	<b>\$3,950,449</b>

### **BUDGET REFERENCE**

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

Fund #	Appn. #	Appropriation Name	Total Appropriation	Amount for Contract	2025-2026 Operating Budget Page*	Last Budget Action (Date, Ord. No.)
001	211N	Senior Nutrition Program	\$1,254,171	\$3,550,449	814	N/A

\* The 2025-2026 Proposed Operating Budget was released on May 1, 2025 and is scheduled to be reviewed on June 10, 2025 and adopted on June 17, 2025 by the City Council.

### **COORDINATION**

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

### **PUBLIC OUTREACH**

This memorandum will be posted on the City's Council Agenda website for the June 17, 2025 City Council meeting.

### **COMMISSION RECOMMENDATION AND INPUT**

No commission recommendation or input is associated with this action.

### **CEQA**

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

HONORABLE MAYOR AND CITY COUNCIL

May 27, 2025

**Subject: Report on Request for Proposals for Senior Nutrition Program**

Page 6

## **PUBLIC SUBSIDY REPORTING**

This item does not include a public subsidy as defined in section 53083 or 53083.1 of the California Government Code or the City's Open Government Resolution.

/s/

JON CICIRELLI

Director, Department of Parks,  
Recreation, and Neighborhood Services

/s/

MARIA ÖBERG

Director, Finance Department

For procurement- and contract-related questions, please contact Dr. Albie Udom, Deputy Director of Finance – Purchasing and Risk Management, at [albie.udom@sanjoseca.gov](mailto:albie.udom@sanjoseca.gov).

For program-related questions, please contact Maria De Leon, Deputy Director, Department of Parks, Recreation, and Neighborhood Services, at [Maria.DeLeon@sanjoseca.gov](mailto:Maria.DeLeon@sanjoseca.gov).