



# Memorandum

**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** Dolan Beckel

**SUBJECT: ACTIONS RELATED TO FOOD  
DISTRIBUTION AGREEMENTS**

**DATE:** February 16, 2021

Approved

Date

02/18/21

## **RECOMMENDATION**

Adopt a resolution to authorize the City Manager to:

- a. Negotiate and execute Fourth Amendments to the two Agreements to Provide Meals for a Limited Duration between the City of San José and Team San Jose (San José, CA) to compensate Team San Jose for providing meals to unhoused individuals by adding an additional option to retroactively continue and extend the term to January 31, 2021, with no increase to the maximum aggregate compensation amount of \$3,338,469, with \$2,545,133 for service in San José and \$793,336 for service in Santa Clara County and outside of San José; and
- b. Negotiate and execute amendments to the two Agreements to Provide Meals for a Limited Duration between the City of San José and Hunger at Home (San José, CA) to compensate Hunger at Home for providing meals to unhoused individuals by adding an additional option to retroactively continue and extend the term to January 31, 2021, and increase the compensation by \$49,655 for a maximum aggregate compensation amount of \$1,972,450, with \$1,151,430 for service in San José and \$821,020 for service in Santa Clara County and outside of San José.

## **OUTCOME**

The recommended actions will allow the City of San José to continue to address food insecurity during the COVID-19 pandemic.

## **BACKGROUND**

The City has committed to supporting the community's food distribution network by providing personnel and funding for prepared meals, groceries, and labor costs related to food distribution, as well as other necessities. On December 15, 2020, the City Council accepted the report on the

update on the Emergency Operation Center (EOC) Food and Necessities Branch support of the City's Pandemic Response and its report on the Request for Bid (RFB) for Meal Preparation and Delivery Services to Temporary Shelters,<sup>1</sup> with the expectation that the agreements would commence on December 31, 2020. However, negotiations between the City and the awardees of the RFB were extended, and the agreements with the awarded organizations began on February 1, 2021. Prior to the award of the RFB, Team San Jose (San José, CA) and Hunger at Home (San José, CA) were awarded sole-source agreements, and have provided meals to the residents at temporary shelters referred through the County of Santa Clara's (County) homeless, vulnerable, and isolation and quarantine program since early in the pandemic. In order to ensure continuity of services while negotiations took place, Team San Jose continued to provide an average of 14,000 meals per week and Hunger at Home continued to provide an average of 11,000 meals per week for the period of December 31, 2020 through January 31, 2021.

## **ANALYSIS**

The Administration recommends amending the two Agreements with Team San Jose to extend the terms through January 31, 2021 to compensate Team San Jose for services provided from December 31, 2020 through the end of January. Team San Jose continued to provide an average of 14,000 meals per week to these vulnerable residents. There will be no increase in the maximum compensation of the agreements that total \$3,338,469, with \$2,545,133 for service in San José and \$793,336 for service in Santa Clara County and outside of San José.

Additionally, the Administration recommends amending the two Agreements with Hunger at Home to extend the term through January 31, 2021, and to increase the maximum compensation of the agreement for services inside San José by \$49,655 for a maximum compensation of \$1,151,430, and with no increase to the maximum compensation of \$821,020 for services outside of San José, in order to compensate Hunger at Home for services provided from December 31, 2020 through the end of January 2021. Hunger at Home continued to provide an average of 11,000 meals per week to these vulnerable residents.

## **CONCLUSION**

Approval of this recommendation will ensure that Team San Jose and Hunger at Home are compensated for meals provided to vulnerable residents at temporary shelters through January 31, 2021.

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<sup>1</sup> [Item 3.9, December 15, 2020 City Council Meeting: Actions Related to Food Distribution Agreements](#)

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

Staff will provide periodic verbal updates to the City Council on the progress of providing meals to vulnerable populations during the pandemic. With the recent changes implemented by the Biden Administration that could expand the types of activities eligible for reimbursement and increase the reimbursement for eligible activities by FEMA, City staff will return to the City Council later this spring with an updated reconciliation and allocation of costs between various emergency relief funding sources.

### **CLIMATE SMART SAN JOSE**

The recommendations in this memo do not have any negative impact on Climate Smart San José energy, water, or mobility goals.

### **PUBLIC OUTREACH**

This memorandum will be posted on the City's website for the February 23, 2021, Council agenda.

### **COORDINATION**

This memorandum, related documents and resolutions were prepared in coordination with the Finance Department, the City Manager's Budget Office, and the City Attorney's Office.

### **COMMISSION RECOMMENDATION/INPUT**

No commission recommendation or input is associated with this action.

### **COST SUMMARY/IMPLICATIONS**

There is no change in maximum compensation to the agreements with Team San Jose; the agreement with Hunger at Home for services outside of San José, but inside of Santa Clara County is recommended to increase by \$49,655. Sufficient resources exist within the COVID-19 Emergency Response appropriation in the Emergency Response Fund (total budget of \$6.8 million) and the Food and Necessities appropriation in the General Fund (total budget of \$18.0 million) to provide the necessary funding for contract extension. The Administration will return to the City Council later this spring with an updated reconciliation and allocation of costs anticipated through June 30, 2021 between various emergency relief funding sources.

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**CEQA**

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

/s/

**DOLAN BECKEL**

Director, Office of Civic Innovation

For questions, please contact Dolan Beckel, Director, Office of Civic Innovation, EOC Food and Necessities Distribution Branch, at (408) 745-9696.