

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



ITEM: 3.6
(ID # 16838)

MEETING DATE:
Tuesday, July 27, 2021

FROM : EMERGENCY MANAGEMENT DEPARTMENT:

SUBJECT: EMERGENCY MANAGEMENT DEPARTMENT: Ratify the Professional Services Agreement with McGrath's Catering for Catering Services during COVID-19 response approved under the Emergency Procurement Order, without seeking competitive bids, for the amount of \$537,675 for the period July 1, 2020 through June 30, 2021, All Districts. [Total: \$537,675 for FY20/21 - 100% Federal Funds]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify the Professional Services Agreement with McGrath's Catering for Catering Services without seeking competitive bids for the amount of \$537,675 for the period July 1, 2020 through June 30, 2021, and authorize the Chair of the Board to sign the Agreement on behalf of the County.

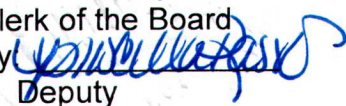
ACTION:Policy


Bruce Barton, EMD Director 7/19/2021

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Perez, seconded by Supervisor Spiegel and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez, and Hewitt
Nays: None
Absent: None
Date: July 27, 2021
xc: EMD

Kecia R. Harper
Clerk of the Board
By 
Deputy

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STATE OF CALIFORNIA**

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 0	\$ 0	\$ 0	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: 100% Federal Funds			Budget Adjustment: No	
			For Fiscal Year: 20/21	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

Since the flight from Wuhan with 290 passengers arrived at the March Air Reserve Base on January 29, 2020, the Executive Office, EMD, RUHS-Public Health, RUHS Medical Center, Social Services along with other key County Departments have been coordinating the County's COVID-19 planning, mitigation, response and recovery efforts. Coordinating interagency communications, public information, hospital surge capacity, COVID case management, testing and vaccinations, feeding and housing of vulnerable populations, data collection/reporting and allocating/distributing critical resources were just some of the top daily priorities for the past 17 months. Coordination of these efforts occurred through the Medical and Health Department Operations Center (MHDOC) initially then through the County Emergency Operations Center (EOC) as the COVID-19 pandemic expanded. The County Public Health Officer proclaimed a Public Health Emergency due to COVID-19 on March 8, 2020. The Board of Supervisors ratified the Public Health Emergency and proclaimed a Local Emergency on March 10, 2020.

Time critical life safety tasks undertaken by the EOC and its collective participating County Departments included procuring and distributing resources such as personal protective equipment, durable medical equipment and medical staff to the County healthcare system including all local hospitals, skilled nursing facilities, extended care facilities and emergency medical service providers. The County Executive Officer/Director of Emergency Services issued an Emergency Procurement order on March 26, 2020. This order remained in effect until May 12, 2021. Many of the requests presented supply and logistical challenges that required rapid, real time solutions in an emergency management environment that was unprecedented in scale and scope. Nonetheless, the challenges were addressed, and the EOC and Executive Policy Group worked together to ensure the proper resources were procured to supply response operations, partner agencies and our communities in order to save lives and reduce the impacts of COVID-19. The County moved swiftly and decisively to deploy staff to the EOC and alternate care sites to provide COVID-19 testing and vaccines in the west and east regions of the County. To meet the time critical demand for resources the County implemented a feeding program so that staff could manage the increasing workload demands. During that time, there were limited number of vendors with the operational capacity to provide meals in the form of boxed lunches for staff working during the COVID-19 response, including at the Emergency Operation Center (EOC), the Department Operation Center (DOC), alternate sites, and community

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STATE OF CALIFORNIA**

testing/vaccination sites. McGrath's was one of the vendor's selected to provide these services. The department will be bringing similar contracts from other vendors to the Board for approval and ratification at future meetings.

This agreement has been approved as to form by County Counsel.

Impact on Residents and Businesses

The use of this vendor to supply meals helped to support the teams that were providing continuous services to the residents of Riverside County.

Additional Fiscal Information

This agreement is brought to the Board today for ratification for the total amount of \$537,675 for services provided. From July 1, 2020 to March 31, 2021, EMD maintained the account during the EOC response during which \$424,875 was spent. Public Health maintained the account from April 1, 2021 to June 30, 2021 when the Incident Management Team took over operation of the vaccine campaign, and \$112,800 was spent.

This will settle the accounts with the vendor and full reimbursement of expenditures is expected using CARES, FEMA, and other grants.

Contract History and Price Reasonableness

On March 4, 2020, Governor Gavin Newsom proclaimed a State of Emergency in the State of California as a result of the novel Coronavirus 2019 (COVID-19) and issued additional declarations and executive orders due to the ongoing nature of the emergency. On March 8, 2020, the Riverside County Public Health Officer proclaimed a local public health emergency in response to the increase of new coronavirus disease 2019 (COVID-19) cases diagnosed in Riverside County.

The County began services with McGrath's as a result of the activation of the Emergency Operations Center. The Emergency Procurement Order was in place suspending competitive bidding. Efforts were made to get the best possible pricing for this critical service. EMD followed up with an after-the-fact single source justification with Purchasing to complete the sourcing process.

ATTACHMENTS:

Agreement EM-21-107 McGrath's Catering
SSJ for McGrath's Catering

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STATE OF CALIFORNIA


Tina Grande, Director of Purchasing and Fleet Services 7/21/2021


Cherilyn Williams 7/21/2021


Gregory V. Priamos, Director County Counsel 7/21/2021

EMARC
22-024



Bruce Barton
Director

Date: July 16, 2021
From: Bruce Barton, Director of Emergency Management Department
To: Board of Supervisors/Purchasing Agent
Via: Renee Poselski 951-358-5864
Subject: Single Source Procurement – Agreement with McGrath's Catering for food preparation and delivery without seeking competitive bids; for services provided during FY20/21.

1. **Supplier being requested:** McGrath's Catering

2. **Vendor ID:** 0000061152

3. **Single Source** **Sole Source**

(Single Source - is a purchase of a commodity or service without obtaining competitive bids although more than one source is available)

(Sole Source - is a purchase of a commodity or service that is proprietary or no other vendor is qualified or willing to meet the county specified requirements)

4. **Have you previously requested and received approval for a sole or single source request for this vendor for your department?** *(If yes, please provide the approved sole or single source number).*

Yes **No**
SSJ# _____

4a. **Was the request approved for a different project?**

Yes **No**

5. **Supply/Service being requested:**

(If this request is for professional services, attach the service agreement to this sole source request. The Purchasing Agent, or designee, is the signing authority for agreements unless the service is exempted by Ordinance 459, Board delegated authority or by State law. All insurance requirements must be met prior to work commencement. See the Risk Management website for vendor insurance requirements.)

Since the flight from Wuhan with 290 passengers arrived at the March Air Reserve Base on January 29, 2020, the Executive Office, EMD, RUHS-Public Health, RUHS Medical Center, Social Services along with other key County Departments have been coordinating the County's COVID-19 planning, mitigation, response and recovery efforts. Coordinating interagency communications, public information, hospital surge capacity, COVID case

management, testing and vaccinations, feeding and housing of vulnerable populations, data collection/reporting and allocating/distributing critical resources were just some of the top daily priorities for the past 17 months. Coordination of these efforts occurred through the Medical and Health Department Operations Center (MHDOC) initially then through the County Emergency Operations Center (EOC) as the COVID-19 pandemic expanded. The County Public Health Officer proclaimed a Public Health Emergency due to COVID-19 on March 8, 2020. The Board of Supervisors ratified the Public Health Emergency and proclaimed a Local Emergency on March 10, 2020.

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EMD is bringing this to the Board as EMD under authorization from the Executive Office with oversight from the Executive EOC Policy group was responsible for the operational budget during the Declaration of Emergency and the Purchase Orders for this vendor were created in business unit EMARC.

6. **Unique features of the supply/service being requested from this supplier.** *(If this sole source request is due to proprietary software or machinery, or hardware, provide a supporting letter from the manufacturer. If this is a single source request provide an explanation of how this provides the best value for the County by selecting this vendor.)*

Due to the COVID response and the high volume of staff at different sites the County continuously searched for vendors that could meet the changing demands throughout the emergency response operations. McGrath's was one of the only vendors that had the operational capacities to provide meals throughout the County daily.

7. **Reasons why my department requires these unique features from the vendor and what benefit will accrue to the county:**

McGrath's was willing to operate 7 days per week to supply the meals and to deliver throughout Riverside County to the required sites.

8. **Period of Performance:** From: 7/1/2020 to 5/31/2021
(total number of years)

Is this an annually renewable contract? No Yes
 Is this a fixed-term agreement: No Yes

(A fixed-term agreement is set for a specific amount of time; it is not renewed annually. Ensure multi-year fixed-term agreements include a cancellation, non-appropriation of funds, or refund clause. If there is no clause(s) to that effect, then the agreement must be submitted to the Board for approval. No exemptions shall apply.)


9. **Identify all costs for this requested purchase. In addition, please include any single or sole source amounts previously approved and related to this project and vendor in the section designated below for current and future fiscal years. You do not need to include previous fiscal year amounts. If approval is for multiple years, ongoing costs must be identified below. If annual increases apply to ongoing costs such as CPI or other contract increases, provide the estimated annual cost for each consecutive year. If the annual increase may exceed the Purchasing Agent's authority, Board approval must be obtained. (Note: ongoing costs may include but are not limited to subscriptions, licenses, maintenance, support, etc.)**

Description:	FY20/21
One-Time Costs	
Food preparation and delivery	\$537,675

10. **Price Reasonableness:** *(Explain why this price is reasonable or cost effective – were you provided government discounted pricing? Is this rate/fee comparable to industry standards?)*

The per meal price was reasonable and included delivery. As a local business, they were very accommodating and had the capacity to meet the needs of the County over the course of the COVID response.

11. **Projected Board of Supervisor Date (if applicable):** July 27, 2021
(Draft Form 11s, service agreement and or quotes must accompany the sole source request for Purchasing Agent approval.)


 Department Head Signature (or designee) Bruce Barton 07/19/2021
 Print Name Date

The section below is to be completed by the Purchasing Agent or designee.

Purchasing Department Comments:

Approve

Approve with Condition/s

Disapprove

Condition/s:

Competitive solicitation was performed as soon as practical
in the FACE OF the pandemic. No SERVICES AUTHORIZED
post Award. Award was complete May 2021.
Approval to pay Requires POS Ratification

Not to exceed:

One-time \$ 537675.

Annual Amount \$ _____ / per fiscal year through _____ (date)
(If Annual Amount Varies each FY)

FY _____ : \$ _____
FY _____ : \$ _____
FY _____ : \$ _____
FY _____ : \$ _____
FY _____ : \$ _____

Suzanna Hindbley


Purchasing Agent

7/19/21
Date

22-024
Approval Number
(Reference on Purchasing Documents)

List Attachments:

Form11
Amendment
Quote
RCIT Approval

PROFESSIONAL SERVICE AGREEMENT

for

CATERING SERVICES FOR COVID RESPONSE

between

COUNTY OF RIVERSIDE

and

McGRATH'S LTD., dba McGRATH'S CATERING



JUL 27 2021 3.4

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This Agreement is made as of the date last below written and is by and between McGrath's Ltd., a California limited partnership (herein referred to as "CONTRACTOR"), and the COUNTY OF RIVERSIDE, a political subdivision of the State of California (herein referred to as "COUNTY"). The parties agree as follows:

1. Description of Services

1.1 CONTRACTOR shall provide all services as outlined and specified in Exhibit A, Scope of Services, at the prices stated in Exhibit B, Payment Provisions.

1.2 CONTRACTOR represents that it has the skills, experience, and knowledge necessary to perform under this Agreement and the COUNTY relies upon this representation. CONTRACTOR shall perform to the satisfaction of the COUNTY and in conformance to and consistent with the highest standards of firms/professionals in the same discipline in the State of California.

1.3 CONTRACTOR affirms this it is fully apprised of all of the work to be performed under this Agreement, and the CONTRACTOR agrees it can properly perform this work at the prices stated in Exhibit B. CONTRACTOR is not to perform services or provide products outside of the Agreement.

1.4 Acceptance by the COUNTY of the CONTRACTOR's performance under this Agreement does not operate as a release of CONTRACTOR's responsibility for full compliance with the terms of this Agreement.

2. Period of Performance

2.1 This Agreement shall be effective retroactively to July 1, 2020 and continue in effect through June 30, 2021, unless terminated earlier. CONTRACTOR shall commence performance upon signature of this Agreement by both parties and shall diligently and continuously perform thereafter. The Riverside County Board of Supervisors is the only authority that may obligate the County for a non-cancelable, multi-year agreement.

3. Compensation

3.1 The COUNTY shall pay the CONTRACTOR for services provided and expenses incurred in accordance with the terms of Exhibit B, Payment Provisions. Maximum payments by COUNTY to CONTRACTOR shall not exceed five hundred thirty-seven thousand, six hundred and seventy-five dollars (\$537,675), annually including all expenses. The COUNTY is not responsible for any fees or costs incurred above or beyond the contracted amount and shall have no obligation to purchase any specified amount of services or products.

3.2 No price increases will be permitted without written proof satisfactory to COUNTY of cost increases prior to any approved price adjustment. All price decreases (for example, if CONTRACTOR

offers lower prices to another governmental entity) will automatically be extended to the COUNTY. No retroactive price adjustments will be considered. Any price increases must be stated in a written amendment to this Agreement. The net dollar amount of profit will remain firm during the period of the Agreement. Annual increases shall not exceed the Consumer Price Index-All Items in Los Angeles-Riverside-Orange County, CA, all urban consumers, not seasonally adjusted, and be subject to satisfactory performance review by the COUNTY and approved (if needed) for budget funding by the Board of Supervisors.

3.3 CONTRACTOR shall be paid in accordance with Exhibit B, Payment Provisions. COUNTY shall bill CONTRACTOR for reimbursement for undelivered services for which CONTRACTOR has received payment. Payment shall be made to CONTRACTOR only after services have been rendered or delivery of materials or products, and acceptance has been made by COUNTY.

3.4 The COUNTY obligation for payment of this Agreement beyond the current fiscal year end is contingent upon and limited by the availability of COUNTY funding from which payment can be made, and invoices shall be rendered "monthly" in arrears. In the State of California, government agencies are not allowed to pay excess interest and late charges, per Government Code section 926.10. No legal liability on the part of the COUNTY shall arise for payment beyond June 30 of each calendar year unless funds are made available for such payment. In the event that such funds are not forthcoming for any reason, COUNTY shall immediately notify CONTRACTOR in writing; and this Agreement shall be deemed terminated, with no further force, and effect.

4. Alteration or Changes to the Agreement

4.1 The Board of Supervisors, the COUNTY Purchasing Agent, and the COUNTY Purchasing Agent's designee are the only authorized COUNTY representatives who may, at any time, by written order, alter this Agreement. If any such alteration causes an increase or decrease in the cost of, or the time required for the performance under this Agreement, an equitable adjustment shall be made in the Agreement price or delivery schedule, or both, and the Agreement shall be modified by written amendment accordingly.

4.2 Any claim by the CONTRACTOR for additional payment related to this Agreement shall be made in writing by the CONTRACTOR within 30 days of when the CONTRACTOR has or should have notice of any actual or claimed change in the work that results in additional and unanticipated cost to the CONTRACTOR. If the COUNTY Purchasing Agent decides that the facts provide sufficient justification, he or she may authorize additional payment to the CONTRACTOR

pursuant to the claim. Nothing in this section shall excuse the CONTRACTOR from proceeding with performance of the Agreement even if there has been a change.

5. Termination

5.1. COUNTY may terminate this Agreement without cause upon thirty (30) days' written notice served upon the CONTRACTOR stating the extent and effective date of termination.

5.2 COUNTY may, upon five (5) days written notice terminate this Agreement for CONTRACTOR's default, if CONTRACTOR refuses or fails to comply with the terms of this Agreement or fails to make progress that may endanger performance and does not immediately cure such failure. In the event of such termination, the COUNTY may proceed with the work in any manner deemed proper by COUNTY.

5.3 After receipt of the notice of termination, CONTRACTOR shall:

- (a) Stop all work under this Agreement on the date specified in the notice of termination; and
- (b) Transfer to COUNTY and deliver in the manner as directed by COUNTY any materials, reports or other products, which, if the Agreement had been completed or continued, would have been required to be furnished to COUNTY.

5.4 After termination, COUNTY shall make payment only for CONTRACTOR's performance up to the date of termination in accordance with this Agreement.

5.5 CONTRACTOR's rights under this Agreement shall terminate (except for fees accrued prior to the date of termination) upon dishonesty or a willful or material breach of this Agreement by CONTRACTOR, or in the event of CONTRACTOR's unwillingness or inability for any reason whatsoever to perform the terms of this Agreement. In such event, CONTRACTOR shall not be entitled to any further compensation under this Agreement.

5.6 If the Agreement is federally or State funded, CONTRACTOR cannot be debarred from the System for Award Management (SAM). CONTRACTOR must notify the COUNTY immediately of a debarment. Reference: System for Award Management (SAM) at <https://www.sam.gov> for Central Contractor Registry (CCR), Federal Agency Registration (Fedreg), Online Representations and Certifications Application, and Excluded Parties List System (EPLS)). Excluded Parties Listing System (EPLS) (<http://www.epls.gov>) (Executive Order 12549, 7 CFR Part 3017, 45 CFR Part 76, and 44 CFR Part 17). The System for Award Management (SAM) is the

Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS.

5.7 The rights and remedies of COUNTY provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or this Agreement.

6. Ownership/Use of Contract Materials and Products

The CONTRACTOR agrees that all materials, reports or products in any form, including electronic, created by CONTRACTOR for which CONTRACTOR has been compensated by COUNTY pursuant to this Agreement shall be the sole property of the COUNTY. The material, reports or products may be used by the COUNTY for any purpose that the COUNTY deems to be appropriate, including, but not limit to, duplication and/or distribution within the COUNTY or to third parties. CONTRACTOR agrees not to release or circulate in whole or part such materials, reports, or products without prior written authorization of the COUNTY.

7. Conduct of Contractor

7.1 The CONTRACTOR covenants that it presently has no interest in, including, but not limited to, other projects or contracts, and shall not acquire any such interest, direct or indirect, which would conflict in any manner or degree with CONTRACTOR's performance under this Agreement. The CONTRACTOR further covenants that no person or subcontractor having any such interest shall be employed or retained by CONTRACTOR under this Agreement. The CONTRACTOR agrees to inform the COUNTY of all the CONTRACTOR's interests, if any, which are or may be perceived as incompatible with the COUNTY's interests.

7.2 The CONTRACTOR shall not, under circumstances which could be interpreted as an attempt to influence the recipient in the conduct of his/her duties, accept any gratuity or special favor from individuals or firms with whom the CONTRACTOR is doing business or proposing to do business, in accomplishing the work under this Agreement.

7.3 The CONTRACTOR or its employees shall not offer gifts, gratuity, favors, and entertainment directly or indirectly to COUNTY employees.

8. Inspection of Service: Quality Control/Assurance

8.1 All performance (which includes services, workmanship, materials, supplies and equipment furnished or utilized in the performance of this Agreement) shall be subject to inspection and test by the COUNTY or other regulatory agencies at all times. The CONTRACTOR shall provide adequate cooperation to any inspector or other COUNTY representative to permit him/her to determine the CONTRACTOR's conformity with the terms of this Agreement. If any services

performed or products provided by CONTRACTOR are not in conformance with the terms of this Agreement, the COUNTY shall have the right to require the CONTRACTOR to perform the services or provide the products in conformance with the terms of the Agreement at no additional cost to the COUNTY. When the services to be performed or the products to be provided are of such nature that the difference cannot be corrected, the COUNTY shall have the right to: (1) require the CONTRACTOR immediately to take all necessary steps to ensure future performance in conformity with the terms of the Agreement; and/or (2) reduce the Agreement price to reflect the reduced value of the services performed or products provided. The COUNTY may also terminate this Agreement for default and charge to CONTRACTOR any costs incurred by the COUNTY because of the CONTRACTOR's failure to perform.

8.2 CONTRACTOR shall establish adequate procedures for self-monitoring and quality control and assurance to ensure proper performance under this Agreement and shall permit a COUNTY representative or other regulatory official to monitor, assess, or evaluate CONTRACTOR's performance under this Agreement at any time, upon reasonable notice to the CONTRACTOR.

9. Independent Contractor/Employment Eligibility

9.1 The CONTRACTOR is, for purposes relating to this Agreement, an independent contractor and shall not be deemed an employee of the COUNTY. It is expressly understood and agreed that the CONTRACTOR (including its employees, agents, and subcontractors) shall in no event be entitled to any benefits to which COUNTY employees are entitled, including but not limited to overtime, any retirement benefits, worker's compensation benefits, and injury leave or other leave benefits. There shall be no employer-employee relationship between the parties, and CONTRACTOR shall hold COUNTY harmless from any and all claims that may be made against COUNTY based upon any contention by a third party that an employer-employee relationship exists by reason of this Agreement. It is further understood and agreed by the parties that CONTRACTOR in the performance of this Agreement is subject to the control or direction of COUNTY merely as to the results to be accomplished and not as to the means and methods for accomplishing the results.

9.2 CONTRACTOR warrants that it shall make its best effort to fully comply with all federal and state statutes and regulations regarding the employment of aliens and others and to ensure that employees performing work under this Agreement meet the citizenship or alien status requirement set forth in federal statutes and regulations. CONTRACTOR shall obtain from all

employees performing work hereunder, all verification and other documentation of employment eligibility status required by federal or state statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, 8 U.S.C. §1324 et seq., as they currently exist and as they may be hereafter amended. CONTRACTOR shall retain all such documentation for all covered employees for the period prescribed by the law.

9.3 Ineligible Person shall be any individual or entity who: Is currently excluded, suspended, debarred or otherwise ineligible to participate in the federal health care programs or has been convicted of a criminal offense related to the provision of health care items or services and has not been reinstated in the federal health care programs after a period of exclusion, suspension, debarment, or ineligibility.

9.4 CONTRACTOR shall screen prospective Covered Individuals prior to hire or engagement. CONTRACTOR shall not hire or engage any Ineligible Person to provide services directly relative to this Agreement. CONTRACTOR shall screen all current Covered Individuals within sixty (60) days of execution of this Agreement to ensure that they have not become Ineligible Persons unless CONTRACTOR has performed such screening on same Covered Individuals under a separate agreement with COUNTY within the past six (6) months. Covered Individuals shall be required to disclose to CONTRACTOR immediately any debarment, exclusion or other event that makes the Covered Individual an Ineligible Person. CONTRACTOR shall notify COUNTY within five (5) business days after it becomes aware if a Covered Individual providing services directly relative to this Agreement becomes debarred, excluded or otherwise becomes an Ineligible Person.

9.5 CONTRACTOR acknowledges that Ineligible Persons are precluded from providing federal and state funded health care services by contract with COUNTY in the event that they are currently sanctioned or excluded by a federal or state law enforcement regulatory or licensing agency. If CONTRACTOR becomes aware that a Covered Individual has become an Ineligible Person, CONTRACTOR shall remove such individual from responsibility for, or involvement with, COUNTY business operations related to this Agreement.

9.6 CONTRACTOR shall notify COUNTY within five (5) business days if a Covered Individual or entity is currently excluded, suspended or debarred, or is identified as such after being sanction screened. Such individual or entity shall be promptly removed from participating in any activity associated with this Agreement.

10. Subcontract for Work or Services

No contract shall be made by the CONTRACTOR with any other party for furnishing any of the work or services under this Agreement without the prior written approval of the COUNTY. This provision shall not require the approval of contracts of employment between the CONTRACTOR and personnel assigned under this Agreement, or for parties named in the proposal and agreed to under this Agreement.

11. Disputes

11.1 The parties shall attempt to resolve any disputes amicably at the working level. If that is not successful, the dispute shall be referred to the senior management of the parties. Any dispute relating to this Agreement that is not resolved by the parties, shall be decided by the COUNTY's Purchasing Department's Compliance Contract Officer who shall furnish the decision in writing. The decision of the COUNTY's Compliance Contract Officer shall be final and conclusive unless determined by a court of competent jurisdiction to have been fraudulent, capricious, arbitrary, or so grossly erroneous to imply bad faith. The CONTRACTOR shall proceed diligently with the performance of this Agreement pending the resolution of a dispute.

11.2 Prior to the filing of any legal action related to this Agreement, the parties shall be obligated to attend a mediation session in Riverside County before a neutral third-party mediator. A second mediation session shall be required if the first session is not successful. The parties shall share the cost of the mediations.

12. Licensing and Permits

CONTRACTOR shall comply with all State or other licensing requirements, including but not limited to the provisions of Chapter 9 of Division 3 of the Business and Professions Code. All licensing requirements shall be met at the time proposals are submitted to the COUNTY. CONTRACTOR warrants that it has all necessary permits, approvals, certificates, waivers and exemptions necessary for performance of this Agreement as required by the laws and regulations of the United States, the State of California, the County of Riverside and all other governmental agencies with jurisdiction, and shall maintain these throughout the term of this Agreement.

13. Use by Other Political Entities

The CONTRACTOR agrees to extend the same pricing, terms, and conditions as stated in this Agreement to each and every political entity, special district, and related non-profit. It is understood that other entities shall make purchases in their own name, make direct payment, and be liable

directly to the CONTRACTOR, and COUNTY shall in no way be responsible to CONTRACTOR for other entities' purchases.

14. Non-Discrimination

CONTRACTOR shall not discriminate in the provision of services, allocation of benefits, accommodation in facilities, or employment of personnel on the basis of ethnic group identification, race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status or sex in the performance of this Agreement; and, to the extent they shall be found to be applicable hereto, shall comply with the provisions of the California Fair Employment and Housing Act (Gov. Code, § 12900 et seq.), the Federal Civil Rights Act of 1964 (P.L. 88-352), the Americans with Disabilities Act of 1990 (42 U.S.C. §12101 et seq.) and all other applicable laws or regulations.

15. Records and Documents

CONTRACTOR shall make available, upon written request by any duly authorized Federal, State, or COUNTY agency, a copy of this Agreement and such books, documents and records as are necessary to certify the nature and extent of the CONTRACTOR's costs related to this Agreement. All such books, documents and records shall be maintained by CONTRACTOR for at least five years following termination of this Agreement and be available for audit by the COUNTY. CONTRACTOR shall provide to the COUNTY reports and information related to this Agreement as requested by COUNTY.

16. Confidentiality

16.1 The CONTRACTOR shall not use for personal gain or make other improper use of privileged or confidential information which is acquired in connection with this Agreement. The term "privileged or confidential information" includes, but is not limited to: unpublished or sensitive technological or scientific information; medical, personnel, or security records; anticipated material requirements or pricing/purchasing actions; COUNTY information or data which is not subject to public disclosure; COUNTY operational procedures; and knowledge of selection of contractors, subcontractors or suppliers in advance of official announcement.

16.2 The CONTRACTOR shall protect from unauthorized disclosure names and other identifying information concerning persons receiving services pursuant to this Agreement, except for general statistical information not identifying any person. The CONTRACTOR shall not use such information for any purpose other than carrying out the CONTRACTOR's obligations under this Agreement. The CONTRACTOR shall promptly transmit to the COUNTY all third-party requests for disclosure of such information. The CONTRACTOR shall not disclose, except as otherwise

specifically permitted by this Agreement or authorized in advance in writing by the COUNTY, any such information to anyone other than the COUNTY. For purposes of this paragraph, identity shall include, but not be limited to, name, identifying number, symbol, or other identifying particulars assigned to the individual, such as fingerprint or voice print or a photograph.

17. Administration/Contract Liaison

The COUNTY Purchasing Agent, or designee, shall administer this Agreement on behalf of the COUNTY. The Purchasing Department is to serve as the liaison with CONTRACTOR in connection with this Agreement.

18. Notices

All correspondence and notices required or contemplated by this Agreement shall be delivered to the respective parties at the addresses set forth below and are deemed submitted two days after their deposit in the United States mail, postage prepaid:

COUNTY OF RIVERSIDE

Emergency Management Department
450 E. Alessandro Blvd.
Riverside, CA 92508

CONTRACTOR

McGrath's Catering
4092 10th St.
Riverside, CA 92501

19. Force Majeure

If either party is unable to comply with any provision of this Agreement due to causes beyond its reasonable control and which could not have been reasonably anticipated, such as acts of God, acts of war, civil disorders, or other similar acts, such party shall not be held liable for such failure to comply.

20. EDD Reporting Requirements

In order to comply with child support enforcement requirements of the State of California, the COUNTY may be required to submit a Report of Independent Contractor(s) form **DE 542** to the Employment Development Department. The CONTRACTOR agrees to furnish the required data and certifications to the COUNTY within 10 days of notification of award of Agreement when required by the EDD. This data will be transmitted to governmental agencies charged with the establishment and enforcement of child support orders. Failure of the CONTRACTOR to timely submit the data and/or certificates required may result in the contract being awarded to another contractor. In the event a contract has been issued, failure of the CONTRACTOR to comply with all federal and state reporting requirements for child support enforcement or to comply with all lawfully served Wage and Earnings Assignments Orders and Notices of Assignment shall constitute a material breach of

Agreement. If CONTRACTOR has any questions concerning this reporting requirement, please call (916) 657-0529. CONTRACTOR should also contact its local Employment Tax Customer Service Office listed in the telephone directory in the State Government section under "Employment Development Department" or access the Internet site at www.edd.ca.gov.

21. Hold Harmless/Indemnification

21.1 CONTRACTOR shall indemnify and hold harmless the County of Riverside, its Agencies, Districts, Special Districts and Departments, their respective directors, officers, Board of Supervisors, elected and appointed officials, employees, agents and representatives (individually and collectively hereinafter referred to as "Indemnitees") from any liability, action, claim or damage whatsoever, based or asserted upon any services of CONTRACTOR, its officers, employees, subcontractors, agents or representatives arising out of or in any way relating to this Agreement, including but not limited to property damage, bodily injury, or death or any other element of any kind or nature. CONTRACTOR shall defend the Indemnitees at its sole expense including all costs and fees (including, but not limited, to attorneys' fees, cost of investigation, defense and settlements or awards) in any claim or action based upon such acts, omissions or services.

21.2 With respect to any action or claim subject to indemnification herein by CONTRACTOR, CONTRACTOR shall, at its sole cost, have the right to use counsel of its own choice and shall have the right to adjust, settle, or compromise any such action or claim without the prior consent of COUNTY; provided, however, that any such adjustment, settlement or compromise in no manner whatsoever limits or circumscribes CONTRACTOR indemnification to Indemnitees as set forth herein.

21.3 CONTRACTOR's obligation hereunder shall be satisfied when CONTRACTOR has provided to COUNTY the appropriate form of dismissal relieving COUNTY from any liability for the action or claim involved.

21.4 The specified insurance limits required in this Agreement shall in no way limit or circumscribe CONTRACTOR's obligations to indemnify and hold harmless the Indemnitees herein from third party claims.

22. Insurance

22.1 Without limiting or diminishing the CONTRACTOR's obligation to indemnify or hold the COUNTY harmless, CONTRACTOR shall procure and maintain or cause to be maintained, at its sole cost and expense, the following insurance coverage during the term of this Agreement. As respects to the insurance section only, the COUNTY herein refers to the County of Riverside, its

Agencies, Districts, Special Districts, and Departments, their respective directors, officers, Board of Supervisors, employees, elected or appointed officials, agents, or representatives as Additional Insureds.

A. Workers' Compensation:

If the CONTRACTOR has employees as defined by the State of California, the CONTRACTOR shall maintain statutory Workers' Compensation Insurance (Coverage A) as prescribed by the laws of the State of California. Policy shall include Employers' Liability (Coverage B) including Occupational Disease with limits not less than one million dollars (\$1,000,000) per person per accident. The policy shall be endorsed to waive subrogation in favor of the County of Riverside.

B. Commercial General Liability:

CONTRACTOR shall maintain Commercial General Liability insurance coverage, including but not limited to, premises liability, unmodified contractual liability, products and completed operations liability, personal and advertising injury, and cross liability coverage, covering claims which may arise from or out of CONTRACTOR's performance of its obligations hereunder. Policy shall name the COUNTY as Additional Insured. Policy's limit of liability shall not be less than one million dollars (\$1,000,000) per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this Agreement or be no less than two (2) times the occurrence limit.

C. Vehicle Liability:

If vehicles or mobile equipment is used in the performance of the obligations under this Agreement, then CONTRACTOR shall maintain liability insurance for all owned, non-owned, or hired vehicles so used in an amount not less than one million dollars (\$1,000,000) per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this Agreement or be no less than two (2) times the occurrence limit. Policy shall name the COUNTY as Additional Insureds.

E. General Insurance Provisions - All lines:

1) Any insurance carrier providing insurance coverage hereunder shall be admitted to the State of California and have an A M BEST rating of not less than A: VIII (A:8) unless such requirements are waived, in writing, by the County Risk Manager. If the County Risk Manager

waives a requirement for a particular insurer such waiver is only valid for that specific insurer and only for one policy term.

2) The CONTRACTOR must declare its insurance self-insured retention for each coverage required herein. If any such self-insured retention exceeds five hundred thousand dollars (\$500,000) per occurrence, each such retention shall have the prior written consent of the County Risk Manager before the commencement of operations under this Agreement. Upon notification of self-insured retention unacceptable to the COUNTY, and at the election of the County Risk Manager, CONTRACTOR's carriers shall either; 1) reduce or eliminate such self-insured retention as respects this Agreement with the COUNTY, or 2) procure a bond which guarantees payment of losses and related investigations, claims administration, and defense costs and expenses.

3) CONTRACTOR shall cause CONTRACTOR's insurance carrier(s) to furnish the COUNTY with either 1) a properly executed original Certificate(s) of Insurance and certified original copies of Endorsements effecting coverage as required herein, and 2) if requested to do so orally or in writing by the County Risk Manager, provide original certified copies of policies including all Endorsements and all attachments thereto, showing such insurance is in full force and effect. Further, said Certificate(s) and policies of insurance shall contain the covenant of the insurance carrier(s) that thirty (30) days' written notice shall be given to the COUNTY prior to any material modification, cancellation, expiration or reduction in coverage of such insurance. In the event of a material modification, cancellation, expiration, or reduction in coverage, this Agreement shall terminate forthwith, unless the COUNTY receives, prior to such effective date, another properly executed original Certificate of Insurance and original copies of endorsements or certified original policies, including all endorsements and attachments thereto evidencing coverage as set forth herein and the insurance required herein is in full force and effect. CONTRACTOR shall not commence operations until the COUNTY has been furnished original Certificate (s) of Insurance and certified original copies of endorsements and if requested, certified original policies of insurance including all endorsements and any and all other attachments as required in this Section. An individual authorized by the insurance carrier shall sign the original endorsements for each policy and the Certificate of Insurance.

4) It is understood and agreed to by the parties hereto that the CONTRACTOR's insurance shall be construed as primary insurance, and the COUNTY'S insurance and/or deductibles and/or self-insured retention's or self-insured programs shall not be construed as contributory.

5) If, during the term of this Agreement or any extension thereof, there is a material change in the scope of services; there is a material change in the equipment to be used in the performance of the scope of work; or the term of this Agreement, including any extensions thereof, exceeds five (5) years, the COUNTY reserves the right to adjust the types of insurance and the monetary limits of liability required under this Agreement, if in the County Risk Manager's reasonable judgment, the amount or type of insurance carried by the CONTRACTOR has become inadequate.

6) CONTRACTOR shall pass down the insurance obligations contained herein to all tiers of subcontractors working under this Agreement.

7) The insurance requirements contained in this Agreement may be met with a program(s) of self-insurance acceptable to the COUNTY.

8) CONTRACTOR agrees to notify COUNTY of any claim by a third party or any incident or event that may give rise to a claim arising from the performance of this Agreement.

23. General

23.1 CONTRACTOR shall not delegate or assign any interest in this Agreement, whether by operation of law or otherwise, without the prior written consent of COUNTY. Any attempt to delegate or assign any interest herein shall be deemed void and of no force or effect.

23.2 Any waiver by COUNTY of any breach of any one or more of the terms of this Agreement shall not be construed to be a waiver of any subsequent or other breach of the same or of any other term of this Agreement. Failure on the part of COUNTY to require exact, full, and complete compliance with any terms of this Agreement shall not be construed as in any manner changing the terms or preventing COUNTY from enforcement of the terms of this Agreement.

23.3 In the event the CONTRACTOR receives payment under this Agreement, which is later disallowed by COUNTY for nonconformance with the terms of the Agreement, the CONTRACTOR shall promptly refund the disallowed amount to the COUNTY on request; or, at COUNTY's option, the COUNTY may offset the amount disallowed from any payment due to the CONTRACTOR.

23.4 CONTRACTOR shall not provide partial delivery or shipment of services or products unless specifically stated in the Agreement.

23.5 CONTRACTOR shall not provide any services or products subject to any chattel mortgage or under a conditional sales contract or other agreement by which an interest is retained by a third party. The CONTRACTOR warrants that it has good title to all materials or products used by

CONTRACTOR or provided to COUNTY pursuant to this Agreement, free from all liens, claims, or encumbrances.

23.6 Nothing in this Agreement shall prohibit the COUNTY from acquiring the same type or equivalent equipment, products, materials or services from other sources, when deemed by the COUNTY to be in its best interest. The COUNTY reserves the right to purchase more or less than the quantities specified in this Agreement.

23.7 The COUNTY agrees to cooperate with the CONTRACTOR in the CONTRACTOR's performance under this Agreement, including, if stated in the Agreement, providing the CONTRACTOR with reasonable facilities and timely access to COUNTY data, information, and personnel.

23.8 CONTRACTOR shall comply with all applicable Federal, State and local laws and regulations. CONTRACTOR will comply with all applicable COUNTY policies and procedures. In the event that there is a conflict between the various laws or regulations that may apply, the CONTRACTOR shall comply with the more restrictive law or regulation.

23.9 CONTRACTOR shall comply with all air pollution control, water pollution, safety and health ordinances, statutes, or regulations, which apply to performance under this Agreement.

23.10 CONTRACTOR shall comply with all requirements of the Occupational Safety and Health Administration (OSHA) standards and codes as set forth by the U.S. Department of Labor and the State of California (Cal/OSHA).

23.11 This Agreement shall be governed by the laws of the State of California. Any legal action related to the performance or interpretation of this Agreement shall be filed only in the Superior Court of the State of California located in Riverside, California, and the parties waive any provision of law providing for a change of venue to another location. In the event any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

23.12 This Agreement, including any attachments or exhibits, constitutes the entire Agreement of the parties with respect to its subject matter and supersedes all prior and contemporaneous representations, proposals, discussions and communications, whether oral or in writing. This Agreement may be changed or modified only by a written amendment signed by authorized representatives of both parties.

23.13 This Agreement may be executed in any number of counterparts, each of which will be an original, but all of which together will constitute one instrument. Each party of this Agreement agrees to the use of electronic signatures, such as digital signatures that meet the requirements of the California Uniform Electronic Transactions Act (“CUETA”) Cal. Civ. Code, §§ 1633.1 to 1633.17), for executing this Agreement. The parties further agree that the electronic signatures of the parties included in this Agreement are intended to authenticate this writing and to have the same force and effect as manual signatures. Electronic signature means an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record pursuant to the CUETA as amended from time to time. The CUETA authorizes use of an electronic signature for transactions and contracts among parties in California, including a government agency. Digital signature means an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature, and shall be reasonably relied upon by the parties. For purposes of this section, a digital signature is a type of "electronic signature" as defined in subdivision (i) of Section 1633.2 of the Civil Code.

(signatures on the following page)

IN WITNESS WHEREOF, the Parties hereto have caused their duly authorized

representatives to execute this Agreement.

COUNTY OF RIVERSIDE, a political subdivision of the State of California

McGRATH'S LTD., a California limited partnership

By: Karen S. Spiegel

By: [Signature]

Karen Spiegel, Chair
Board of Supervisors

Name: President
Title:

Dated: JUL 27 2021

Dated: 7-17-21

ATTEST:
Kecia Harper
Clerk of the Board

By: [Signature]
Deputy

APPROVED AS TO FORM:
Gregory P. Priamos
County Counsel

By: [Signature]
Melissa R. Cushman
Deputy County Counsel

EXHIBIT A
SCOPE OF WORK

General Information/ Requirements

1. The County of Riverside requires CONTRACTOR to prepare and deliver meals to staff working the County's Emergency Operations Center (EOC), Department Operations Center (DOC), alternate sites, and community testing/vaccination sites that have been activated in response to COVID-19. The CONTRACTOR will deliver one (1) individually packaged meal per day/per staff member for approximately 45-50 individuals per site (number of individuals and schedule varies based on location) up to 7 days a week. Expected duration of service would be through June 30, 2021.
2. The County of Riverside currently operates seven (7) stationary community testing and/or vaccination sites which provide tests or vaccinations by appointment to the community with the potential for additional sites to be added. In addition, meals for mobile vaccination teams (up to 25 meals as needed) will also be required in varying locations.
3. CONTRACTOR shall be able to meet the volume and nutritional standards; source local produce/meats (if applicable); The CONTRACTOR will meet the following requirements:
 - a. Provide delivery per requested schedule of all meals at the specified locations.
 - b. Meals must be individually wrapped and include utensils and condiments appropriate to the meal served.
 - c. Meal must be packaged in a manner that can be easily distributed to each staff member.
 - d. Provide meals that are delivered hot or can be eaten at room temperature.
 - e. Each site must be provided a vegetarian option.
 - f. Provide adequate lunch portions for the average adult dietary intake.
 - g. Ability to modify number of meals within 24 hours of being notified to accommodate fluctuating number of staff and staff needs.
 - h. Mobile locations will all be in Riverside County, but no further East than Indio/Coachella Valley.
4. CONTRACTOR shall certify that food is prepared and delivered in accordance with the Centers for Disease Control and Prevention (CDC) Food Safety and Coronavirus Prevention requirements. No contractor staff will be granted access to the site without facial covering.
5. The CONTRACTOR will be responsible for dropping off meals with the Site Group Supervisor at community test/vaccine sites at designated areas and should not have interactions with the site staff.

Delivery Locations

Lunch must be delivered no earlier than 11:00 a.m. and no later than 12:00 p.m. each day the site is open. Delivery locations are subject to change with 48 hours' notice from the County of Riverside.

EXHIBIT B
PAYMENT PROVISIONS

CONTRACTOR shall be entitled to receive payment for services rendered as follows:

1. Invoices:

- A. CONTRACTOR shall be paid only in accordance with an invoice submitted to COUNTY by CONTRACTOR no later than fifteen (15) days following the date on which services were provided.
- B. Claims submitted in a timely manner shall be processed within approximately ten (10) working days of receipt by the COUNTY, through the established purchase order, and forwarded to the Auditor Controller.

C. For this Agreement, send electronic invoices to:

EMDFiscal@rivco.org

Reference billing address:
Emergency Management Department
450 E. Alessandro Blvd.
Riverside, CA 92508

- A. Each invoice shall contain a minimum of the following information: invoice number and date; remittance address; bill-to and ship-to addresses of ordering department/division; Agreement number #21-104; quantities; item descriptions, unit prices, extensions, sales/use tax if applicable, and an invoice total.

2. Maximum:

MAXIMUM COMPENSATION payable under the terms of this Agreement shall not exceed five hundred thirty-seven thousand, six hundred and seventy-five dollars (\$537,675), annually including all expenses.

/// /// /// ///

EMARC
22-024



Bruce Barton
Director

Date: July 16, 2021
From: Bruce Barton, Director of Emergency Management Department
To: Board of Supervisors/Purchasing Agent
Via: Renee Poselski 951-358-5864
Subject: Single Source Procurement – Agreement with McGrath's Catering for food preparation and delivery without seeking competitive bids; for services provided during FY20/21.

1. **Supplier being requested:** McGrath's Catering

2. **Vendor ID:** 0000061152

3. **Single Source** **Sole Source**

(Single Source - is a purchase of a commodity or service without obtaining competitive bids although more than one source is available)

(Sole Source - is a purchase of a commodity or service that is proprietary or no other vendor is qualified or willing to meet the county specified requirements)

4. **Have you previously requested and received approval for a sole or single source request for this vendor for your department?** *(If yes, please provide the approved sole or single source number).*

Yes **No**
SSJ# _____

4a. **Was the request approved for a different project?**

Yes **No**

5. **Supply/Service being requested:**

(If this request is for professional services, attach the service agreement to this sole source request. The Purchasing Agent, or designee, is the signing authority for agreements unless the service is exempted by Ordinance 459, Board delegated authority or by State law. All insurance requirements must be met prior to work commencement. See the Risk Management website for vendor insurance requirements.)

Since the flight from Wuhan with 290 passengers arrived at the March Air Reserve Base on January 29, 2020, the Executive Office, EMD, RUHS-Public Health, RUHS Medical Center, Social Services along with other key County Departments have been coordinating the County's COVID-19 planning, mitigation, response and recovery efforts. Coordinating interagency communications, public information, hospital surge capacity, COVID case

management, testing and vaccinations, feeding and housing of vulnerable populations, data collection/reporting and allocating/distributing critical resources were just some of the top daily priorities for the past 17 months. Coordination of these efforts occurred through the Medical and Health Department Operations Center (MHDOC) initially then through the County Emergency Operations Center (EOC) as the COVID-19 pandemic expanded. The County Public Health Officer proclaimed a Public Health Emergency due to COVID-19 on March 8, 2020. The Board of Supervisors ratified the Public Health Emergency and proclaimed a Local Emergency on March 10, 2020.

Time critical life safety tasks undertaken by the EOC and its collective participating County Departments included procuring and distributing resources such as personal protective equipment, durable medical equipment and medical staff to the County healthcare system including all local hospitals, skilled nursing facilities, extended care facilities and emergency medical service providers. The County Executive Officer/Director of Emergency Services issued an Emergency Procurement order on March 26, 2020. This order remained in effect until May 12, 2021. Many of the requests presented supply and logistical challenges that required rapid, real time solutions in an emergency management environment that was unprecedented in scale and scope. Nonetheless, the challenges were addressed, and the EOC and Executive Policy Group worked together to ensure the proper resources were procured to supply response operations, partner agencies and our communities in order to save lives and reduce the impacts of COVID-19. The County moved swiftly and decisively to deploy staff to the EOC and alternate care sites to provide COVID-19 testing and vaccines in the west and east regions of the County. To meet the time critical demand for resources the County implemented a feeding program so that staff could manage the increasing workload demands. During that time McGrath's was one of the only vendors that had the operational capacities to provide meals in the form of boxed lunches for staff working during the COVID-19 response, including at the Emergency Operation Center (EOC), the Department Operation Center (DOC), alternate sites, and community testing/vaccination sites.

EMD is bringing this to the Board as EMD under authorization from the Executive Office with oversight from the Executive EOC Policy group was responsible for the operational budget during the Declaration of Emergency and the Purchase Orders for this vendor were created in business unit EMARC.

6. **Unique features of the supply/service being requested from this supplier.** *(If this sole source request is due to proprietary software or machinery, or hardware, provide a supporting letter from the manufacturer. If this is a single source request provide an explanation of how this provides the best value for the County by selecting this vendor.)*

Due to the COVID response and the high volume of staff at different sites the County continuously searched for vendors that could meet the changing demands throughout the emergency response operations. McGrath's was one of the only vendors that had the operational capacities to provide meals throughout the County daily.

7. **Reasons why my department requires these unique features from the vendor and what benefit will accrue to the county:**

McGrath's was willing to operate 7 days per week to supply the meals and to deliver throughout Riverside County to the required sites.

8. **Period of Performance:** From: 7/1/2020 to 5/31/2021
(total number of years)

Is this an annually renewable contract? No Yes
 Is this a fixed-term agreement: No Yes

(A fixed-term agreement is set for a specific amount of time; it is not renewed annually. Ensure multi-year fixed-term agreements include a cancellation, non-appropriation of funds, or refund clause. If there is no clause(s) to that effect, then the agreement must be submitted to the Board for approval. No exemptions shall apply.)


9. **Identify all costs for this requested purchase. In addition, please include any single or sole source amounts previously approved and related to this project and vendor in the section designated below for current and future fiscal years. You do not need to include previous fiscal year amounts. If approval is for multiple years, ongoing costs must be identified below. If annual increases apply to ongoing costs such as CPI or other contract increases, provide the estimated annual cost for each consecutive year. If the annual increase may exceed the Purchasing Agent's authority, Board approval must be obtained. (Note: ongoing costs may include but are not limited to subscriptions, licenses, maintenance, support, etc.)**

Description:	FY20/21
One-Time Costs	
Food preparation and delivery	\$537,675

10. **Price Reasonableness:** *(Explain why this price is reasonable or cost effective – were you provided government discounted pricing? Is this rate/fee comparable to industry standards?)*

The per meal price was reasonable and included delivery. As a local business, they were very accommodating and had the capacity to meet the needs of the County over the course of the COVID response.

11. **Projected Board of Supervisor Date (if applicable):** July 27, 2021
(Draft Form 11s, service agreement and or quotes must accompany the sole source request for Purchasing Agent approval.)


 Department Head Signature Bruce Barton 07/19/2021
 (or designee) Print Name Date

 The section below is to be completed by the Purchasing Agent or designee.

Purchasing Department Comments:

Approve

Approve with Condition/s

Disapprove

Condition/s:

Competitive solicitation was performed as soon as practical
in the FACE OF the pandemic. No SERVICES AUTHORIZED
post Award. Award was complete May 2021.
Approval to pay Requires BOS Ratification

Not to exceed:

One-time \$ 537675.

Annual Amount \$ _____ / per fiscal year through _____ (date)
(If Annual Amount Varies each FY)

FY _____ : \$ _____
FY _____ : \$ _____
FY _____ : \$ _____
FY _____ : \$ _____
FY _____ : \$ _____

Suzanna Hinckley


Purchasing Agent

7/19/21
Date

22-024
Approval Number
(Reference on Purchasing Documents)

List Attachments:

Form11
Amendment
Quote
RCIT Approval