

BOARD MEETING DATE: April 5, 2024

AGENDA NO. 5

PROPOSAL: Execute Contract for Operation of Diamond Bar Headquarters Cafeteria

SYNOPSIS: The current contract to manage and operate South Coast AQMD's headquarters cafeteria expires on April 30, 2024. On September 1, 2023, the Board approved release of an RFP to solicit proposals from food service management firms interested in providing these services for the next thirty-two-month period. This action is to execute a no-cost contract with Primo Nosh from May 1, 2024 to December 31, 2026, with two one-year options to extend the contract.

COMMITTEE: Administrative, March 8, 2024; Recommended for Approval

RECOMMENDED ACTION:

Authorize the Executive Officer to execute a contract with Primo Nosh Chefs, LLC, from May 1, 2024 through December 31, 2026, to operate the Diamond Bar Headquarters cafeteria, with an option to extend the contract for up to two additional years.

Wayne Natri
Executive Officer

AJO:VL:mc

Background

South Coast AQMD currently contracts with California Dining Services to provide quality food services at reasonable prices to meet agency needs. Cafeteria services are used on a regular basis by employees, those doing business and attending meetings at South Coast AQMD, and members of the public. The cafeteria also provides catering services for on-site meetings and special events.

The current contract with California Dining Services expires April 30, 2024. On September 1, 2023, the Board approved release of RFP #2024-03 to solicit proposals from cafeteria management firms interested in operating the Diamond Bar Headquarters cafeteria for the next thirty-two-month period, from May 1, 2024 through December 31, 2026.

Outreach

In accordance with South Coast AQMD's Procurement Policy and Procedure, a public notice advertising the RFP and inviting bids was published in the Los Angeles Times, the Orange County Register, the San Bernardino Sun, and Riverside County's Press Enterprise newspapers to leverage the most cost-effective method of outreach to the South Coast Basin.

Additionally, potential bidders may have been notified utilizing South Coast AQMD's own electronic listing of certified minority vendors. Notice of the RFP has been emailed to the Black and Latino Legislative Caucuses and various minority chambers of commerce and business associations and placed on South Coast AQMD's website (<http://www.aqmd.gov>).

Bid Evaluation

Eighteen copies of the RFP were mailed out and four vendors attended the mandatory bidders conference held on September 21, 2023. Two proposals were received by the closing date on October 4, 2023, at 2:00 p.m.

The panel evaluating proposals was comprised of four Executive Staff members. After reviewing proposals, evaluating catering services, and conducting site visits, panel members rated proposals according to the criteria specified in the RFP, which include: quality of food service based on site visit to a contracted-operated facility; management and food service experience of proposed staff; food service management experience similar in nature and scope; commitment to environmentally sustainable practices in operating the cafeteria; cost of the daily menu and catering menu pricing; and strategies and incentives to encourage patrons to make both environmentally sensitive and healthy choices. The attached Bid Evaluation Summary summarizes the scores of the qualified bids. Primo Nosh Chefs, LLC earned the higher overall score, based on technical and cost criteria.

Staff recommends the contract be awarded to Primo Nosh Chefs, LLC. Primo Nosh Chefs, LLC has over ten years of cafeteria and catering service experience and currently provides full-service food and beverage cafeteria and catering services to Golden West College, Huntington Beach City Hall, Huntington Beach Sports Complex, Pasadena City College, Fresno City College, and Irvine Great Park. Their proposal included references from comparable public sector cafeteria service clients. Primo Nosh Chefs, LLC would provide a transition procedure prior to their start of service.

Resource Impacts

This is a no-cost contract. The cafeteria management firm generates its own revenue to cover its operating costs. South Coast AQMD will provide the cafeteria operator with a “turnkey” facility, completely equipped and ready to operate, including heat, refrigeration, equipment, and utility services, as may be reasonably required for the efficient operation of the cafeteria.

Attachment

RFP #2024-03 Bid Evaluation Summary

ATTACHMENT

Bid Evaluation Summary

RFP #2024-03

Management Firm to Operate South Coast AQMD's Diamond Bar Headquarters Cafeteria

Name	Summary of Technical Points (Max 100 pts.) (Food Service Site Visit, Experience of Proposed Staff, Food Service Management Experience, Cost, & Strategies and Operations)	Additional Points (Max 15 pts.) (Small Business, DVBE, Local Business, Off-Peak Hours Delivery Business, & Most Favored Customer)	Total Points
Primo Nosh Chefs, LLC	88	5	93
California Dining Services	77.5	15	92.5