



CITY OF HOUSTON - CITY COUNCIL

Meeting Date:

ALL

Item Creation Date: 5/27/2021

T29595 – Nutrition and Transportation Services – ORDINANCE

Agenda Item#:

Background:

Request for Proposals Received on September 17, 2020 for S10-T29595 – Approve an ordinance awarding contracts to (1) City of Jacinto City, (2) City of La Porte, (3) City of South Houston, (4) Interfaith Ministries for Greater Houston, (5) Evelyn Rubenstein Jewish Community Center (6) BakerRipley, (7) The Salvation Army of Pasadena, (8) Baytown Meals on Wheels, (9) Black Emerald Transportation, Inc., (10) Northwest Assistance Ministries, (11) Youth Women's Christian Association Houston, and (12) Greater Houston Transportation Company, respectively; providing a maximum contract amount not to exceed \$55,407,437.00 for nutrition and transportation services for senior adults provided through the Harris County Area Agency on Aging for the Houston Health Department.

Specific Explanation:

The Director of Houston Health Department and the Chief Procurement Officer recommend that City Council approve an ordinance awarding **one-year contracts with four one-year options** to twelve **(12) contractors** for a maximum amount of **\$55,407,437.00** for nutrition and transportation services to senior adults provided through the Harris County Area Agency on Aging for the Houston Health Department.

The scope of work requires contractors to provide all required supervision, labor, materials, tools, equipment, insurance, transportation and expenses necessary to provide hot or other appropriate congregate or home-delivered meals and transportation services to eligible clients (60 years of age or older) within eight (8) service areas of Harris County. Contractors are to meet homebound eligibility criteria in accordance with 40 TAC 85.302, and shall meet the required assurances, licenses, certifications, and rate setting documents, as applicable. In addition, Contractors shall conduct assessments for home-delivered meals to participants, make home visits, document the intake information and on units of service provided to participants, develop policies regarding grievance and contribution procedures, conduct nutrition risk surveys, develop annual written plans for nutrition education to homebound participants, provide a nutrition outreach program, and conduct site management training.

Harris County Area Agency on Aging (HCAAA) administers this program designed to promote the development of a comprehensive and coordinated service delivery system to meet the needs of older individuals. HCAAA also provides a mechanism for the creation of an individualized network of community resources accessible to a program in compliance with guiding policies of the Older Americans Act of 1965 (OAA), Health and Human Services Commission (HHSC), and the Area Agency on Aging access and assistance guidelines.

This project was advertised in accordance with the requirements of the State of Texas bid laws. Twenty-eight prospective proposers downloaded the solicitation document from SPD's e-bidding website, and as a result, proposals were received from Royal Carriages Limousine, Inc., City of Jacinto City, City of La Porte, City of South Houston, Interfaith Ministries for Greater Houston, Evelyn Rubenstein Jewish Community Center, BakerRipley, The Salvation Army of Pasadena, Baytown Meals on Wheels, Black Emerald Transportation, Inc., Northwest Assistance Ministries, Youth Women's Christian Association Houston, and Greater Houston Transportation Company. The evaluation committee was comprised of two evaluators from Houston Public Works and three evaluators from Houston Health Department. The

proposals were evaluated based upon the following criteria:

Technical Capability:

- Program Design & Delivery
- Financial Stability
- Evaluation & Quality Management
- Technical Requirements & Compliance
- Collaborative Initiatives & Relationships
- Executive Summary
- Legal Judgements
- Price: (Reasonableness of Budget Proposal)

City of Jacinto City, City of La Porte, City of South Houston, Interfaith Ministries for Greater Houston, Evelyn Rubenstein Jewish Community Center, BakerRipley, The Salvation Army of Pasadena, Baytown Meals on Wheels, Black Emerald Transportation, Inc., Northwest Assistance Ministries, Youth Women's Christian Association Houston, and Greater Houston Transportation Company all were deemed highly qualified and meeting all requirements. However, Royal Carriages Limousine, Inc. was deemed as "non-responsive" for failing to submit the required "Offer & Submittal Letter" and technical requirements (specifications).

M/WBE Participation:

M/WBE participation zero-percentage goal document approved by the Office of Business Opportunity.

Pay or Play Program:

The proposed contract requires compliance with the City's 'Pay or Play' ordinance regarding health benefits for employees of City contractors. In this case, BakerRipley, Interfaith Ministries for Greater Houston, Evelyn Rubenstein Jewish Community Center, Northwest Assistance Ministries, City of South Houston, City of Jacinto City, Greater Houston Transportation Company, The Salvation Army of Pasadena, and City of La Porte will all provide health benefits to eligible employees in compliance with City policy, and that Baytown Meals on Wheels and Black Emerald Transportation, Inc. have both elected to pay into the Contractor Responsibility Fund in compliance with City policy. Youth Women's Christian Association Houston has elected to provide benefits for some employees but will pay into the Contractor Responsibility Fund for others, in compliance with City policy.

Hire Houston First:

The proposed contract requires compliance with the City's 'Hire Houston First' ordinance that promotes economic opportunity for Houston businesses, while supporting job creation. In this case, BakerRipley, Interfaith Ministries for Greater Houston, Evelyn Rubenstein Jewish Community Center, Northwest Assistance Ministries, Youth Women's Christian Association Houston, Greater Houston Transportation Company, Baytown Meals on Wheels, Black Emerald Transportation, Inc. are all designated HHF companies, but were successful awardees without application of the HHF preference, and that The Salvation Army of Pasadena did not meet the requirements of Hire Houston First, and no local firms were within three percent of the proposed contract fee. City of Jacinto City, City of La Porte, and City of South Houston are all municipalities within Harris County.

Fiscal Note:

Funding for this item is included in the FY2022 Propose Budget. Therefore, no Fiscal Note is required as stated in Financial Policies.

DocuSigned by:

Jerry Adams

0DD350139A6F4C8...

DocuSigned by:

Stephen L. Williams

E05932C1B99C46C...

6/7/2021_

6/7/2021

Jerry Adams, Chief Procurement Officer
Finance/Strategic Procurement Division

Department Approval Authority

Contractors awards and Estimated Spending Authority				
Contractors	Program	FY2021	Out-Years	Maximum Contract award
BakerRipley	Congregate Meals, Transportation.	\$0.00	\$9,077,664.00	\$9,077,664.00
Interfaith Ministries for Greater Houston	Home Delivered Meals.	\$0.00	\$19,220,533.00	\$19,220,533.00
Evelyn Rubenstein Jewish Community Center	Home Delivered Meals.	\$0.00	\$2,294,584.00	\$2,294,584.00
Northwest Assistance Ministries	Home Delivered, Congregate Meals & Transportation.	\$0.00	\$4,231,948.00	\$4,231,948.00
Youth Women's Christian Association Houston	Home Delivered, Congregate Meals & Transportation.	\$0.00	\$14,177,108.00	\$14,177,108.00
City of South Houston	Home Delivered, Congregate Meals & Transportation.	\$0.00	\$1,091,122.00	\$1,091,122.00
City of Jacinto City	Home Delivered, Congregate Meals.	\$0.00	\$409,077.00	\$409,077.00
Greater Houston Transportation Company	Transportation.	\$0.00	\$700,000.00	\$700,000.00
The Salvation Army of Pasadena	Home Delivered, Congregate Meals & Transportation.	\$0.00	\$1,699,702.00	\$1,699,702.00
Baytown Meals on	Home Delivered	\$0.00	\$1,678,746.00	\$1,678,746.00

Wheels	Meals.			
City of La Porte	Home Delivered, Congregate Meals.	\$0.00	\$476,953.00	\$476,953.00
Black Emerald Transportation, Inc.	Transportation.	\$0.00	\$350,000.00	\$350,000.00
	TOTAL:	\$0.00	\$55,407,437.00	\$55,407,437.00

Amount of Funding:**\$54,357,437.00**

Federal State Local, Pass Through Fund

Fund No. 5030

\$1,050,000.00

Health Special Revenue Fund

Fund No. 2002

\$55,407,437.00 - Total**Contact Information:**

NAME:	DEPARTMENT/DIVISION	PHONE
Barbara Fisher, Division Manager	FIN/SPD	832.393.8722
Greg Hubbard, Sr. Financial Analyst	FIN/SPD	832.393.8748
Michelle Austin, Division Manager	HHD	832.393.5006

ATTACHMENTS:**Description**

Certification of Funds
 OBO MWBE 0% Waiver
 Award Recommendation
 Ownership Forms
 Form-A
 Coversheet Backup Document
 Funding Forms (Attachment-A)
 Pay or Play Forms
 Hire Houston First
 Texas Secretary of State
 Alcohol & Drug Policies
 Ethics Form-1295
 Authorization Forms
 Tax Log, May 5th
 BakerRipley Contract
 Baytown Meal on Wheels Contract
 Black Emerald Transportation Contract
 City of Jacinto City Contract
 City of La Porte
 City of South Houston Contract
 ERJC Contract
 IMFG Contract
 GHT Contract
 Northwest Assistance Ministries Contract
 YWCA Contract
 Legal-Ordinance for 12 Contracts
 Funding Verification Form for HHD 2002
 Certificate of Insurance Part 1 of 2
 Certificate of Insurance Part 2 of 2

Type

Financial Information
 Backup Material
 Backup Material
 Backup Material
 Backup Material
 Backup Material
 Financial Information
 Backup Material
 Backup Material
 Backup Material
 Backup Material
 Backup Material
 Backup Material
 Contract/Exhibit
 Contract/Exhibit
 Contract/Exhibit
 Contract/Exhibit
 Contract/Exhibit
 Contract/Exhibit
 Contract/Exhibit
 Contract/Exhibit
 Contract/Exhibit
 Ordinance/Resolution/Motion
 Financial Information
 Backup Material
 Backup Material