




MOUNTAINS RECREATION & CONSERVATION AUTHORITY

Los Angeles River Center & Gardens
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MEMORANDUM

TO: The Governing Board

FROM: 
Joseph T. Edmiston, FAICP, Hon. ASLA, Executive Officer

DATE: February 5, 2020

SUBJECT: **Agenda Item VII(d) : Consideration of resolution authorizing a contract with Choux Choux, Inc. for catering for outdoor camp at King Gillette Ranch, unincorporated Los Angeles County.**

Staff Recommendation: That the Governing Board adopt the attached resolution authorizing a contract with Choux Choux, Inc. for catering for outdoor camp at King Gillette Ranch, unincorporated Los Angeles County, in the amount of \$98.00 per participant plus applicable sales tax (total contract value range of \$68,678 to \$128,772).

Background: MRCA will be providing the Las Virgenes Unified School District (LVUSD) 5th grade with a 5-day, 4-night residential outdoor education camp at King Gillette Ranch, from February to May 2020. The Camp Operator is Community Nature Connection (CNC), a non-profit organization. MRCA seeks a single catering Vendor to provide meals and food service to all camp participants during all sessions. Camp sessions include breakfasts, lunches, dinners, snacks and beverages from a menu to be approved by LVUSD. The catering company shall accommodate required dietary restrictions and operate a nut-free kitchen. The catering company is responsible for all purchasing, cooking, serving and cleaning related to meals.

Section 4.1 of the MRCA's Procurement Policy states that all purchases of \$25,000 or more shall be made through a competitive bid process and awarded to the lowest responsive and responsible bidder. The project was put out for public bid on December 7, 2019.

In accordance with MRCA's Outreach and Advertising Policy, the Notice Inviting Bids was directly sent to known disadvantaged businesses in related fields, including: Los Angeles County Certified Disadvantaged, Minority, and Women Business Enterprises (DBEs, MBEs, and WBEs, respective), California Unified Certification Program, City of Los Angeles DBE Directory, Specialty Chambers of Commerce and Business Development Agencies, Veterans' Employment and

Training Service, U.S. Department of Labor, U.S. Small Business Administration - Los Angeles District Office, and Los Angeles County Office of Small Business. The Notice Inviting Bids was advertised in the print edition *Los Angeles Daily News*, print edition *Ventura County Star*, and online at www.dailynews.com. The Notice was also published on MRCA's website on the Contracting Opportunities page: mrca.ca.gov/about/bid-on-a-project/.

On December 19, 2019 three bids were received. Staff reviewed the bids and references and determined Choux Choux, Inc. to be the lowest responsive, responsible bidder in accordance with Public Contract Code section 20815 *et seq* and MRCA's Procurement Policy. The full list of bids and Choux Choux, Inc.'s bid form are attached. A Notice of Intent to Award Bid was issued on December 31, 2019.

Consideration: The bid from Choux Choux, Inc. is \$98.00 per person, plus 9.5% sales tax. The exact count of participants will not be known until camp occurs, but the total is expected to be between 80 - 150 per week, for 8 weeks, for a full contract value range of \$68,678 to \$128,772.

Fiscal Impact: Funding for the purchase will be from fees paid by LVUSD, and was included in the fiscal year 2019/20 budget.