

# EXECUTIVE BRIEF REGULAR MEETING

**AGENDA DATE:** June 16, 2020

**DEPARTMENT:** City Wide

**TITLE:**

Agreements with DRC Emergency Services LLC and Sandy James Productions Inc. for food and catering services for disaster recovery

**SUMMARY:**

The Agreements with the DRC Emergency Services LLC and Sandy James Productions Inc. authorize the contractors to provide food and catering services for disaster recovery on as needed basis

**BACKGROUND AND JUSTIFICATION:**

Financial Services Department, Procurement Division on behalf of the City Departments requested proposals from qualified and experienced firms to provide food & catering services necessary as a result of a hurricane, natural disaster or other emergency related crisis.

The objective of the RFP and subsequent contracting activity is to secure the services of experienced contractors who are capable of efficiently providing food and catering services in a timely and cost-effective manner. The Contractors must be capable of assembling, directing, and managing the food service and provide a work force that can start operations within 48 hours after the notification of an emergency. While intended to cover food and catering services needs in any major disaster scenario, the primary focus is to provide the support to personnel and responders during the threat of hurricane damage to the City of Lake Worth Beach. The planning standards used for this project are based on the anticipated impacts of a named storm event or major flood impacting Palm Beach County, Florida. If activation is required, the City intends to activate contracts on an as-needed basis by the Purchase Orders issued in accordance with the City's Procurement Code and Policies.

The City received a total of 2 responses on May 20, 2020. The Evaluation Committee comprised of management representatives from Electric Utilities and Leisure Services departments evaluated 2 proposals. Proposals submitted by DRC Emergency Services LLC and Sandy James Productions Inc. were both found to be responsive and responsible respondents and are both being recommended for an award. It is the intention of the City to enter into the long term agreements for the services for three (3) consecutive years with the possibility of two (2) one (1) year extensions dependent on the City's requirements

**MOTION:**

Move to approve/disapprove the Agreements with the DRC Emergency Services LLC and Sandy James Productions Inc. for the food and catering services for disaster recovery on as needed basis

**ATTACHMENT(S):**

Agreement with DRC Emergency Services LLC  
Agreement with Sandy James Productions Inc.