



Agenda Date: 5/16/2006
Agenda Placement: 6E

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Alice Hughey for Randy Snowden - Director
Health & Human Services
REPORT BY: Shelli Brobst, Contracts Analyst, 253-4720
SUBJECT: Purchase of fixed assets for the South Napa Shelter

RECOMMENDATION

Director of Health and Human Services requests the following in relation to the purchase of kitchen equipment for the South Napa Shelter:

1. Establishment of fixed assets in an amount not to exceed \$33,000; and
2. Waiver of competitive bidding requirements and sole source award to East Bay Restaurant Supply, Oakland, California, for a flash chiller and a re-thermalization oven pursuant to County Ordinance Code 2.36.090. (4/5 vote required)

EXECUTIVE SUMMARY

Approval of this action will allow the County to purchase a flash chiller, a re-thermalization oven, and a stainless steel counter that will be used as a serving area to provide meals at the new South Napa Shelter. While a vendor has been determined for the first two items, staff is still in negotiations for the stainless steel counter.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Homeless Shelter Budget (Fund 1140, Budget Unit 11500)
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Approval of this action will allow the County to acquire kitchen equipment for the South Napa Shelter in a timely manner prior to the official opening date of May 18, 2006.

Is the general fund affected?	Yes
Future fiscal impact:	None. This is a one-time expenditure.
Consequences if not approved:	If this action is not approved, the shelter will not have equipment in place to allow for the serving of meals.
Additional Information:	The equipment to be purchased includes a flash chiller (\$17,000-\$20,000), a re-thermalization (reheating) oven (approximately \$6,500), and a custom-installed stainless steel counter (approximately \$5,000-\$6,000).

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The Board of Supervisors adopted a Negative Declaration for the project on February 1, 2005.

BACKGROUND AND DISCUSSION

The new South Napa Shelter is scheduled to open on May 18, 2006. Community Action of Napa Valley (CANV) will serve as the operator of the new shelter. Services planned for the new South Napa Shelter include food service. Dinner for clients at the shelter will be prepared at the Salvation Army Kitchen. The Salvation Army currently feeds lunch to more than 100 people a day and will increase its food production so that CANV staff working at the South Napa Shelter can provide dinner for up to 60 people per day, seven days a week.

The Salvation Army will place prepared meals in individual containers similar to airline food trays. The trays will be sealed and placed in a flash chiller. The flash chiller, which will be located at the Salvation Army Kitchen but owned by the County of Napa, will quickly chill the meals to allow for safe and sanitary transportation. CANV staff will pick up the meals at the Salvation Army kitchen, transport them to the South Napa Shelter, and place them in the walk-in freezer. Approximately two hours before serving, CANV staff will remove enough meals to feed that night's clients and put them in the re-thermalization oven. The oven can safely reheat up to 60 meals at a time. Any leftover meals will be stored at the shelter.

The requested action will establish the fixed assets required to enable the purchase of the following equipment to provide meals at the new shelter: a flash chiller (\$17,000-\$20,000), a re-thermalization (reheating) oven (approximately \$6,000-\$7,000), and a custom-installed stainless steel counter (approximately \$5,000-\$6,000). In the near future, HHS will submit for Board approval a service agreement with the Salvation Army describing the meals to be prepared and prescribing the conditions under which the County's flash chiller will be located at the Salvation Army site and used for the preparation of meals for the shelter.

The vendor for the flash chiller and re-thermalization oven is East Bay Restaurant Supply, 49 Fourth Street, Oakland. Staff is still in negotiations for the custom-installed stainless steel counter. Given the short time period until the opening of the new shelter and the unique specifications of the requested equipment, Board approval is requested for a waiver of competitive bidding requirements and a sole source award to the East Bay Restaurant Supply for the flash chiller and re-thermalization oven.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Lorenzo Zialcita