

CITY OF HUNTINGTON PARK

City Council Agenda Monday, April 1, 2013

6:00 p.m.
City Hall Council Chambers
6550 Miles Avenue
Huntington Park, CA 90255

Mario Gomez
Mayor

Rosa E. Perez
Vice Mayor

Ofelia Hernandez
Council Member



Karina Macias
Council Member

Valentin Palos Amezcua
Council Member

All agenda items and reports are available for review in the City Clerk's Office and www.huntingtonpark.org. Any writings or documents provided to a majority of the City Council regarding any item on this agenda (other than writings legally exempt from public disclosure) will be made available for public inspection in the Office of the City Clerk located at 6550 Miles Avenue, Huntington Park, California 90255 during regular business hours, 7:00 a.m. to 5:30 p.m., Monday – Thursday, and at the City Hall Council Chambers during the meeting.

Any person who requires a disability-related modification or accommodation, including auxiliary aids or services, in order to participate in the public meeting may request such modification, accommodation, aid or service by contacting the City Clerk's Office either in person at 6550 Miles Avenue, Huntington Park, California or by telephone at (323) 584-6230. Notification in advance of the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

Public Comment

The Council encourages all residents of the City and interested people to attend and participate in the meetings of the City Council.

Prior to the business portion of the agenda, the City Council and all other agencies meeting on such date will convene to receive public comments regarding any agenda items or matters within the jurisdiction of such governing bodies. This is the only opportunity for public input except for scheduled public hearing items. The Mayor or Chairperson will separately call for testimony at the time of each public hearing. If you wish to address the Council, please complete the speaker card that is provided at the entrance to the Council Chambers and place it in the box at the podium. When called upon by the Mayor or Mayor's designee, each person addressing the Council shall step up to the microphone and state his/her name or organization he/she represents for the record. Each speaker will be limited to three minutes per Huntington Park Municipal Code 2-1.207. Time limits may not be shared with other speakers and may not accumulate from one period of public comment to another or from one meeting to another. All comments or queries shall be addressed to the Council as a body and not to any specific member thereof. Pursuant to Government Code Section 54954.2(a)(2), the Ralph M. Brown Act, no action or discussion by the City Council shall be undertaken on any item not appearing on the posted agenda, except to briefly provide information, ask for clarification, provide direction to staff, or schedule a matter for a future meeting.

Additions/Deletions

Items of business may be added to the agenda upon a motion adopted by a minimum two-thirds vote finding that there is a need to take immediate action and that the need for action came to the attention of the City or Agency subsequent to the agenda being posted. Items may be deleted from the agenda upon the request of staff or Council.

Consent Calendar

All matters listed under the Consent Calendar are considered to be routine and will all be enacted by one motion. The City Council Members have received detailed staff reports on each of the items recommending an action. There will be no separate discussion of these items prior to the time the Council votes on the motion unless members of the Council, staff, or the public request specific items to be discussed and/or removed from the Consent Calendar for separate action.

Important Notice

The City of Huntington Park shows replays of City Council Meetings on Local Access Channel 3 and over the Internet at www.huntingtonpark.org. Your attendance at this public meeting may result in the recording and broadcast of your image and/or voice as previously described.

PLEASE SILENCE ALL PAGERS, CELL PHONES AND OTHER ELECTRONIC EQUIPMENT WHILE COUNCIL IS IN SESSION.
Thank you.

1. INVOCATION

2. FLAG SALUTE:

Luis Garcia, 6th grade student at Nimitz Middle School.

- 3. ROLL CALL:** Mayor Mario Gomez
Vice Mayor Rosa E. Perez
Council Member Ofelia Hernandez
Council Member Valentin Palos Amezcuita
Council Member Karina Macias

4. PRESENTATIONS

4.1 Presentation to student who led the flag salute: Luis Garcia.

5. PUBLIC COMMENTS

Each speaker will be limited to three minutes per Huntington Park Municipal Code Section 2-1.207.

6. CONSENT CALENDAR

OFFICE OF THE CITY CLERK

6.1 Approve minutes of the following City Council meetings:

- 6.1-1 Regular meeting held Tuesday, January 22, 2013**
- 6.1-2 Regular meeting held Monday, February 4, 2013**
- 6.1-3 Special meeting held Tuesday, February 12, 2013**
- 6.1-4 Regular meeting held Tuesday, February 19, 2013**
- 6.1-5 Regular meeting held Monday, March 4, 2013**

6.2 Approve the reading by title of all ordinances and resolutions. Said titles which appear on the public agenda shall be determined to have been read by title and further reading waived.

FINANCE DEPARTMENT

6.3 Approve Accounts Payable and Payroll Warrants dated April 1, 2013.

6. CONSENT CALENDAR – (Continued)

PARKS AND RECREATION DEPARTMENT

- 6.4** Request for Proposals for Food Service Provider for Summer Food Service, After School Snack, and Supper Programs.

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Approve the Request for Proposals for selecting a food service provider for the City of Huntington Park's youth nutrition program.
2. Authorize staff to advertise the Request for Proposals and distribute to food service providers.

END OF CONSENT CALENDAR

7. REGULAR AGENDA

OFFICE OF THE CITY CLERK

- 7.1** Appointment of City Council Members to various organizations and commissions.

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Appoint City Council Members to the following organizations and commissions:

1) California Contract Cities Association; 2) Central Basin Water Association; 3) Five Cities Committee on Aging; 4) Gateway Cities Council of Governments; 5) I-710 Committee; 6) Independent Cities Association; 7) League of California Cities; 8) L.A. County Library District; 9) L.A. County Sanitation District 1; 10) L.A. County Children's Planning Council Service Planning Area 7; 11) L.A. County Vector Control District; 12) Orange Line Development Authority; 13) Southern California Association of Governments; 14) Business Improvement District; 15) Chamber of Commerce; 16) Health & Education Commission; 17) Historic Preservation Commission; 18) HUB Cities Consortium; 19) HP Sister Cities Association; 20) Southeast Cities Schools Coalition; 21) Southeast Community Development Corp.
2. Adopt Resolution No. 2013-10 appointing the representative and alternate representative to the Board of Directors of the Independent Cities Finance Authority.

7. REGULAR AGENDA – (Continued)

OFFICE OF THE CITY CLERK

3. Adopt Resolution No. 2013-11 appointing the representatives to the Independent Cities Risk Management Authority's Governing Board and its separate risk management programs.

PARKS AND RECREATION DEPARTMENT

- 7.2 Sixth Amendment to Contract with Unified Nutrimeals for Food Provider Services for City of Huntington Park's Youth Nutrition Program.

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Approve the Sixth Amendment to Contract with Unified Nutrimeals for food provider services for City of Huntington Park's youth nutrition program.

8. CITY MANAGER'S AGENDA

- 8.1 **The Downtown Business Improvement District Assessments and Annual Renewal Process.**

9. CITY ATTORNEY'S AGENDA

10. WRITTEN COMMUNICATIONS

11. COUNCIL COMMUNICATIONS

- 11.1 **Mayor Mario Gomez**
- 11.2 **Vice Mayor Rosa E. Perez**
- 11.3 **Council Member Ofelia Hernandez**
- 11.4 **Council Member Valentin Palos Amezquita**
- 11.5 **Council Member Karina Macias**

12. CLOSED SESSION

- 12.1 Pursuant to Government Code Subdivision (a) of Section 54956.9
CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Name of Case: Alhambra v. County of Los Angeles, Case No. BS
116375.

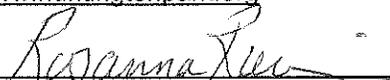
- 12.2 Pursuant to Government Code Subdivision (a) of Section 54956.9
CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Name of Case: Paul Tapia vs City of Huntington Park et al., Case No.
CV09-7624 VBF (SSx).

13. ADJOURNMENT

NEXT REGULAR MEETING OF THE
CITY OF HUNTINGTON PARK CITY COUNCIL
MONDAY, APRIL 15, 2013 at 6:00 p.m.

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on March 29, 2013 on the bulletin board outside City Hall and available at www.huntingtonpark.org



Rosanna M. Ramirez, City Clerk

Minutes of the regular meeting of the City Council of the City of Huntington Park held Tuesday, January 22, 2013.

Following the Invocation, the Pledge of Allegiance to the Flag was led by Rosie Marie Darrett, 4th grade student at Lucille Roybal-Allard Elementary School in Huntington Park. The meeting was called to order in the Council Chambers at 6:00 p.m. by Mayor Molina. Present: Council Member Mario Gomez, Vice Mayor Elba Guerrero, and Mayor Andy Molina; Absent: Council Member Ofelia Hernandez and Council Member Rosa E. Perez.

Mayor Molina and City Council presented a Certificate of Appreciation to Rosie Marie Darrett, 4th grade student at Lucille Roybal-Allard Elementary School in Huntington Park for leading the flag salute at the City Council meeting January 22, 2013.

Mayor Molina and City Council presented certificates of appreciation to the following for their participation and hard work associated with the success of the City of Huntington Park's Annual Food Basket Giveaway, Tree Lighting Ceremony and Toy Giveaway events: 1) Non-profit organizations: Southeast Churches Service Center; Southeast Women's Organization; Southeast Rio Vista YMCA; Oldtimer's Foundation; Huntington Park Police Officers Association; Reynoso's Hit N' Walk; State of California EDD/Veterans; Hub Cities Consortium; Friends of Huntington Park Library; Girl Scouts of Greater Los Angeles; Huntington Park Kiwanis; Huntington Park Sister Cities Association; SOS Booking; Xibalba; Set Your Goals; Senator Ricardo Lara; The Greater Huntington Park Chamber of Commerce; Henry T. Gage Middle School; Multi-taskers; Huntington Park High School Key Club; St. Matthias Women's Guild; Assembly Speaker John A. Perez; Yahualica Los Angeles Sister Cities Association; Pasteleria Luceros; Consolidated Disposal; Waste Management; 2) Entertainers at the Tree Lighting Ceremony: Marylou Ascencion; Extreme Lighting; Jose A. Ronstadt; Nolan Roasted Corn; Domino's Pizza; Edible Arrangements; Don Chente Bar & Grill; Tacos Don Chente; Grupo Miramar; La Migra; Mariano Barba; Roger Del Norte; Huntington Park Cheer; Factor 714; HP Folklorico; Brian Muñoz; María Fernandez; Juan Mendoza "El Tariacuri"; Jose Figueroa; David Soltero; 3) Parks and Recreation Department staff: Josette Espinosa, Director; Leonard Garcia, Recreation Supervisor; Danny Bueno, Management Analyst; Jessica Perez, Recreation Supervisor; Sonia Ramirez, Recreation Coordinator; Sonia Matamoros, Recreation Coordinator; Gustavo Hernandez, Recreation Coordinator; Marco Rivera; Genesis Chacon; Nataly de la Cruz; Hilda Inzunza; Jackelyn Perez; Esbeidy Castañeda; Rafael Chavez; Christopher Bogle; Connie Nuñez; Jose Santos; Anthony Hines; Jaime Bravo; Johnny Torres; Julie Quiñonez; and 4) Department of Public Works staff: James Enriquez, Director of Public Works/City Engineer; Gary Aguayo; Mario Lopez; Marcello Retamosa; Claude Bilodeau; Michael Pierson; Salvador Ortega; Fermin Castillo; Venceslao Armijo; Juan Preciado; Juventino Liera. Raymond Carmody, Ricardo Marquez.

Mayor Molina opened oral communications, indicating that this was the time for anyone in the audience to address the City Council on any matter of City business.

Sandra Orozco informed City Council that www.multiplesclerosis.org is a website that offers information on Multiple Sclerosis.

Karina Castro addressed City Council regarding an upcoming event to offer support and/or counseling to victims of domestic violence.

Jose Navarro addressed his concerns to City Council.

Evan Carrillo, representing 33rd District State Senator Ricardo Lara stated that he looks forward to a partnership with the City.

Rodolfo Cruz addressed his concerns to City Council.

Nick Ioannidis addressed various concerns to City Council.

Alex Reynoso expressed thanks to City Council.

Henry Garcia, Director/Editor of LA VOZ Editorial Newspaper, expressed his concerns to City Council.

John addressed his concerns to City Council.

Yvonne Correa addressed City Council regarding the water rate.

Mayor Molina called for any other oral communications, and hearing none, declared oral communications closed.

Motion by Gomez, seconded by Guerrero, to establish as " **subsequent need**" item, a closed session item for CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION, Significant exposure to litigation pursuant to California Government Code Subdivision (b) of Section 54956.9: (1), as the item arose after the posting of the agenda, necessitating City Council's immediate consideration and/or action, carried as follows: Ayes: Council Member Gomez, Vice Mayor Guerrero, Mayor Molina; Noes: None; Absent: Council Members Hernandez and Perez.

Interim Assistant City Attorney Larson requested the City Council resolve into a **closed session** for the following: 1) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION, Significant exposure to litigation pursuant to California Government Code Subdivision (b) of Section 54956.9: (1). Mayor Molina declared the meeting resolved into a closed session to be held immediately at 7:05 p.m.

Following the closed session, the meeting was called to order in the Council Chambers at 7:20 p.m. Present: Council Member Mario Gomez, Vice Mayor Elba Guerrero, and Mayor Andy Molina; Absent: Council Member Ofelia Hernandez and Council Member Rosa E. Perez.

Interim Assistant City Attorney Larson reported out that in closed session, direction was given to staff.

Motion by Guerrero, seconded by Gomez, to approve the Consent Calendar, carried as follows: Ayes: Council Member Gomez, Vice Mayor Guerrero, and Mayor Molina; Noes: None; Absent: Council Members Hernandez and Perez.

6. CONSENT CALENDAR

OFFICE OF THE CITY CLERK

- 6.1 Approve the reading by title of all ordinances and resolutions. Said titles which appear on the public agenda shall be determined to have been read by title and further reading waived.

FINANCE DEPARTMENT

- 6.2 Approve Accounts Payable and Payroll Warrants dated January 22, 2013.

PARKS AND RECREATION DEPARTMENT

- 6.3 Agreement with Financial Pacific Insurance Company for the completion of the Salt Lake Park Trail Improvements Phase 1.1. Project.

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

It is recommended that the City Council:

Approve the Takeover Agreement with Financial Pacific Insurance Company for completion of the Salt Lake Park Trail Improvements Phase 1.1. Project.

END OF CONSENT CALENDAR

7. HEARING

- 7.1 **Public hearing to consider an Ordinance repealing Title 9, Chapter 5 (Subdivisions) of the Huntington Park Municipal Code in its entirety and establishing Title 10 (Subdivisions) within the Huntington Park Municipal Code.**

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Open the public hearing to receive any comments.
2. Close the public hearing and consider staff's analysis.
3. Adopt for first reading Ordinance No. 905-NS an ordinance of the City Council of the City of Huntington Park, California **repealing Title 9 (zoning), Chapter 5 (Subdivisions) of the Huntington Park Municipal Code in its entirety and establishing Title 10 (Subdivisions) within the Huntington Park Municipal Code.** Motion by Guerrero, seconded by Gomez, that reading in full of Ordinance No. 905-NS for first reading be waived, and that Ordinance No. 905-NS be introduced and approved for first reading, carried as follows: Ayes: Council Member Gomez, Vice Mayor Guerrero, and Mayor Molina; Noes: None; Absent: Council Members Hernandez and Perez.

8. REGULAR AGENDA

FINANCE DEPARTMENT

- 8.1 **Ordinance relating to rules and regulations for water system service.**

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

It is recommended that the City Council:

1. Adopt for second reading Ordinance No. 903-NS an ordinance of the City Council of the City of Huntington Park, California, amending Title 6, Chapter 5, Article 2, Sections 6-5.205 and 6-5.207 of the Huntington Park Municipal Code **relating to rules and regulations for water system service.** Motion by Guerrero, seconded by Gomez, that reading in full of Ordinance No. 903-NS for second and final reading be waived, and that Ordinance No. 903-NS be introduced and approved for second and final reading, carried as follows: Ayes: Council Member Gomez, Vice Mayor Guerrero, and Mayor Molina; Noes: None; Absent: Council Members Hernandez and Perez.

- 8.2 **Ordinance to change billing method from monthly to bi-monthly billing for Water Department customers.**

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

It is recommended that the City Council:

1. Adopt for first reading Ordinance No. 906-NS an ordinance to **change billing method from monthly to bi-monthly for water department customers.** Motion by Gomez, seconded by Guerrero, that reading in full of Ordinance No. 906-NS for first reading be waived, and that Ordinance No. 906-NS be introduced and approved for first reading, carried as follows: Ayes: Council Member Gomez, Vice Mayor Guerrero, and Mayor Molina; Noes: None; Absent: Council Members Hernandez and Perez.

COMMUNITY DEVELOPMENT DEPARTMENT

- 8.3 Award a professional services contract to Primestor Development Inc. to prepare a revitalization strategy for Downtown Huntington Park in connection with the Pacific Boulevard Pedestrian Improvement Project (Metropolitan Transportation Authority 2009 Call for Projects).**

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

It is recommended that the City Council:

1. Award a professional services contract to Primestor Development Inc. for an amount not to exceed \$189,000 to prepare a Revitalization Strategy for Downtown Huntington Park.
2. Authorize the City Attorney to prepare a professional services contract.
3. Authorize the City Manager to execute the contract and all related documents.

Vanessa Delgado, Director of Development and Arturo Sneider, Chief Administrative Officer from Primestor Development Inc. addressed City Council regarding the proposed Revitalization Strategy for Downtown Huntington Park.

Motion by Guerrero, seconded by Gomez, to award a professional services contract to Primestor Development Inc. for an amount not to exceed \$189,000 to prepare a Revitalization Strategy for Downtown Huntington Park; to authorize the City Attorney to prepare a professional services contract; and to authorize the City Manager to execute the contract and all related documents, carried as follows: Ayes: Council Member Gomez, Vice Mayor Guerrero, and Mayor Molina; Noes: None; Absent: Council Members Hernandez and Perez.

9. CITY MANAGER'S AGENDA

10. CITY ATTORNEY'S AGENDA

11. WRITTEN COMMUNICATIONS

12. COUNCIL COMMUNICATIONS

- 12.1 Mayor Andy Molina
- 12.2 Vice Mayor Elba Guerrero
- 12.3 Council Member Mario Gomez
- 12.4 Council Member Ofelia Hernandez
- 12.5 Council Member Rosa E. Perez

13. CLOSED SESSION

14. ADJOURNMENT

- 14.1** In memory of Leon Leyson, former teacher at Huntington Park High School and the youngest of the 1,100 Jews saved from the Nazis by Oskar Schindler (Schindler's list).

The meeting adjourned at 7:47 p.m.

Andy Molina, Mayor

Rosanna M. Ramirez, City Clerk

Minutes of the regular meeting of the City Council of the City of Huntington Park held Monday, February 4, 2013.

Following the Invocation, the Pledge of Allegiance to the Flag was led by Julia Alvarez and Daniel Alvarez, students at Los Angeles Academy Middle School. The meeting was called to order in the Council Chambers at 6:00 p.m. by Mayor Molina. Present: Vice Mayor Elba Guerrero, Council Member Mario Gomez, Council Member Ofelia Hernandez, Council Member Rosa E. Perez and Mayor Andy Molina; Absent: None.

Mayor Molina and City Council presented a Certificate of Appreciation to Julia Alvarez and Daniel Alvarez, students at Los Angeles Academy Middle School for leading the flag salute at the City Council meeting February 4, 2013.

Mayor Molina and City Council presented a plaque of appreciation to Norman Arikawa representing The Port of Los Angeles for allowing the City of Huntington Park the opportunity to host the TRADEconnect Workshop held January 22, 2013 at Raul R. Perez Memorial Park.

Mayor Molina and City Council presented a plaque of appreciation to Jose Zepeda (not present) from El Aviso Magazine for publicizing the Port of Los Angeles TRADEconnect Workshop held January 22, 2013 at Raul R. Perez Memorial Park.

Police Officer Prado displayed a PowerPoint presentation regarding the Huntington Park Police Department Gang Unit.

9. CITY MANAGER'S AGENDA

- 9.1 Update on the Caltrans Environmental Justice Planning Study for Orange Line Development Authority (OLDA) High Speed Transit by Michael R. Kodama, Executive Director of OLDA.** There being no objection, Mayor Molina so ordered this item received and filed.

Mayor Molina opened oral communications, indicating that this was the time for anyone in the audience to address the City Council on any matter of City business.

Enrique Murillo addressed City Council regarding repairs at senior apartment buildings.

The following individuals addressed concerns to City Council: 1) Nick Ioannidis; 2) Edgar Gordillo; and 3) Jose Navarro.

Henry Garcia, Director/Editor of LA VOZ Editorial Newspaper, addressed concerns to City Council.

Marylou Santiago addressed City Council regarding property concerns.

Ron Garcia, representing Southern California Edison, advised City Council of a Community Forum on February 21, 2013 from 7:30 a.m. to 2:30 p.m. at Salt Lake Park.

Rodolfo Cruz addressed City Council regarding the City's water system.

An individual addressed City Council regarding the City's water rates.

Mayor Molina called for any other oral communications, and hearing none, declared oral communications closed.

The meeting recessed at 7:57 p.m. and resumed at 8:02 p.m.

Motion by Gomez seconded by Guerrero to establish as "subsequent need" item, to discuss and/or take action to oppose elimination of the enterprise zone program, as the item arose after the posting of the agenda, necessitating City Council's immediate consideration and/or action, carried as follows: Ayes: Vice Mayor Guerrero, Council Members Gomez, Hernandez, Perez and Mayor Molina; Absent: None. Motion by Gomez seconded by Guerrero, to **authorize staff to prepare a resolution to oppose elimination of the enterprise zone program and forward to Governor Brown's office next week**, carried as follows: Ayes: Vice Mayor Guerrero, Council Members Gomez, Hernandez, Perez and Mayor Molina; Absent: None.

Motion by Gomez, seconded by Guerrero, to approve the Consent Calendar, carried as follows: Ayes: Vice Mayor Guerrero, Council Members Gomez, Hernandez, Perez and Mayor Molina; Absent: None.

6. CONSENT CALENDAR

OFFICE OF THE CITY CLERK

- 6.1 Approve minutes of the regular meetings of the City Council held Monday, November 19, 2012 and December 3, 2012.
- 6.2 Approve the reading by title of all ordinances and resolutions. Said titles which appear on the public agenda shall be determined to have been read by title and further reading waived.

FINANCE DEPARTMENT

- 6.3 Approve Accounts Payable and Payroll Warrants dated February 4, 2013.

POLICE DEPARTMENT

- 6.4 **Amendment Number Two to Food Services Agreement.**

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

It is recommended that the City Council:

1. Approve Amendment Number Two to Food Services Agreement by and between the County of Los Angeles and the City of Huntington Park.

- 6.5 **Request for Proposals (RFP) for a Public Safety Mobile and Surveillance Wireless Mesh Network.**

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Authorize staff to issue a Request for Proposals for the Public Safety Mobile and Surveillance Wireless Mesh Network.

END OF CONSENT CALENDAR

7. HEARING

- 7.1 Public hearing to consider extending **Urgency Interim Ordinance No. 904-NS, which established a forty-five day moratorium on the issuance of any permits to subdivide any 10,000+ square foot commercial building/structure into smaller tenant spaces within the City's Business Improvement District.**

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Open the public hearing to receive any comments.
2. Close the public hearing.

7. **HEARING** – (Continued)

3. Adopt for first and final reading of Ordinance No. 907-NS an urgency ordinance extending Urgency Interim Ordinance No. 904-NS, which established a forty-five day moratorium on the issuance of any permits to subdivide any 10,000+ square foot commercial building/structure into smaller tenant spaces within the City's Business Improvement District with the caveat that staff report back in six months. Motion by Gomez, seconded by Guerrero, that reading in full of Urgency Ordinance No. 907-NS for first and final reading be waived; and that Urgency Ordinance No. 907-NS be introduced and approved for first and final reading and adopted, with the caveat that City staff report back to City Council with an update in six (6) months, carried as follows: Ayes: Vice Mayor Guerrero, Council Members Gomez, Hernandez, Perez and Mayor Molina; Absent: None.

8. **REGULAR AGENDA**

COMMUNITY DEVELOPMENT DEPARTMENT

- 8.1 **Ordinance repealing Title 9, Chapter 5 (Subdivisions) of the Huntington Park Municipal Code in its entirety and establishing Title 10 (Subdivisions) within the Huntington Park Municipal Code.**

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Adopt for second reading Ordinance No. 905-NS an ordinance of the City Council of the City of Huntington Park, California repealing Title 9 (zoning), Chapter 5 (Subdivisions) of the Huntington Park Municipal Code in its entirety and establishing Title 10 (Subdivisions) within the Huntington Park Municipal Code. Motion by Perez, seconded by Hernandez, that reading in full of Ordinance No. 905-NS for second reading be waived, and that Ordinance No. 905-NS be approved for second reading and adopted, carried as follows: Ayes: Vice Mayor Guerrero, Council Members Gomez, Hernandez, Perez, and Mayor Molina; Noes: None; Absent: None.

- 8.2 **Informational report regarding off-sale alcohol establishments in the City of Huntington Park.**

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Discuss the City's regulations pertaining to establishments selling alcoholic beverages for off-site consumption.
2. Receive and file this report.

There being no objection, City Council so ordered this report received and filed and directed staff to report back to City Council with recommendations for the Huntington Park Municipal Code.

FINANCE DEPARTMENT

- 8.3 **Ordinance to change billing method from monthly to bi-monthly billing for Water Department customers.**

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

It is recommended that the City Council:

8. REGULAR AGENDA

FINANCE DEPARTMENT

1. Adopt for second reading Ordinance No. 906-NS an ordinance of the City Council of the City of Huntington Park, California, amending Title 6, Chapter 5, Article 2, Sections 6-5.205 (a) and (d) of the Huntington Park Municipal Code charging billing for water department customers from monthly to bimonthly. Motion by Guerrero, seconded by Perez, that reading in full of Ordinance No. 906-NS for second reading be waived, and that Ordinance No. 906-NS be approved for second reading and adopted, carried as follows: Ayes: Vice Mayor Guerrero, Council Members Gomez, Hernandez, Perez, and Mayor Molina; Noes: None; Absent: None.

PUBLIC WORKS DEPARTMENT

8.4 Purchase Six Traffic Signal Controller Cabinets.

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

It is recommended that the City Council:

1. Approve the purchase of six replacement traffic signal controller cabinets from Los Angeles County Department of Public Works in the total amount of \$90,000 to be paid from Measure R funds.

Motion by Perez, seconded by Gomez, to **approve the purchase of six replacement traffic signal controller cabinets from Los Angeles County Department of Public Works in the total amount of \$90,000 to be paid from Measure R funds**, carried as follows: Ayes: Vice Mayor Guerrero, Council Members Gomez, Hernandez, Perez, and Mayor Molina; Noes: None; Absent: None.

9. CITY MANAGER'S AGENDA

- 9.2 Update on the Los Angeles County Metropolitan Transportation Authority (MTA) 2013 Call for Project Applications.
- 9.3 Update on the Los Angeles County Clean Water, Clean Beaches Measure.

10. CITY ATTORNEY'S AGENDA

11. WRITTEN COMMUNICATIONS

12. COUNCIL COMMUNICATIONS

12.1 Mayor Andy Molina

12.1-1 Discussion regarding the Downtown Pacific Area.

12.2 Vice Mayor Elba Guerrero

12.3 Council Member Mario Gomez

12.4 Council Member Ofelia Hernandez

12.4-1 Update on status of Warner Theatre.

12.5 Council Member Rosa E. Perez

Interim City Attorney Litfin requested the City Council resolve into a closed session. Mayor Molina declared the meeting resolved into closed session to be held immediately in the adjoining conference room at 9:13 p.m.

13. CLOSED SESSION

13.1 Conference with Legal Counsel – Anticipated Litigation Significant exposure to litigation pursuant to California Government Code Subdivision (b) of Section 54956.9: Number of potential cases: (2).

13.2 Conference with Legal Counsel – Initiation of Litigation, pursuant to California Government Code Subdivision (c) of Section 54956.9: Number of potential cases: (2).

Following the closed session, the meeting was called to order in the Council Chambers at 9:35 p.m. Present: Vice Mayor Elba Guerrero, Council Member Ofelia Hernandez, and Mayor Andy Molina; Absent: Council Member Mario Gomez and Council Member Rosa E. Perez.

Interim City Attorney Litfin reported out that in closed session, there was no reportable action.

Mayor Molina declared the meeting adjourned at 9:54 p.m., in memory of the following:

14. ADJOURNMENT

14.1 In memory of Lydia Ramirez, sister-in-law of former Mayor Jessica Maes Zepeda.

Andy Molina, Mayor

Rosanna M. Ramirez, City Clerk

Minutes of the special meeting of the City Council of the City of Huntington Park held Tuesday, February 12, 2013.

The meeting was called to order at Raul R. Perez Memorial Park located at 6208 Alameda Street, Huntington Park, California at 6:15 p.m. by Mayor Molina. Present: Council Member Mario Gomez, Vice Mayor Elba Guerrero, Council Member Ofelia Hernandez, Council Member Rosa E. Perez, and Mayor Andy Molina; Absent: None.

Mayor Molina announced that the special meeting was called for the purpose of City Council and City staff to discuss and/or take action regarding a study session on the City's budget and for closed session for Conference with Legal Counsel – Anticipated Litigation, significant exposure to litigation pursuant to California Government Code Subdivision (b) of Section 54956.9: (1).

Mayor Molina opened oral communications, indicating that this was the time for anyone in the audience to address the City Council on any matter of City business, and hearing none, declared oral communications closed.

Director of Finance Morales conducted a presentation on the City's General Fund. There being no objection, this presentation was received and filed.

Interim Assistant City Attorney Larsen requested the City Council resolve into a **closed session** for Conference with Legal Counsel – Anticipated Litigation, significant exposure to litigation pursuant to California Government Code Subdivision (b) of Section 54956.9: (1). Mayor Molina declared the meeting resolved into closed session to be held immediately in the adjoining conference room at 7:50 p.m.

Following the closed session, the meeting was called to order in the Council Chambers at 7:59 p.m. Present: Council Member Mario Gomez, Vice Mayor Elba Guerrero, Council Member Ofelia Hernandez, Council Member Rosa E. Perez, and Mayor Andy Molina; Absent: None.

Interim Assistant City Attorney Larsen reported out that in closed session for Conference with Legal Counsel – Anticipated Litigation, nothing to report, no further action.

Mayor Molina declared the meeting adjourned at 8:00 p.m.

Andy Molina, Mayor

6. CONSENT CALENDAR – (Continued)

POLICE DEPARTMENT

1. Authorize staff to issue a Request for Proposals for two Police Package Motorcycles.

6.5 Request for Proposals (RFP) for a Portable Camera Surveillance and Monitoring System.

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Authorize staff to issue a Request for Proposals for a Portable Camera Surveillance and Monitoring Station System.

END OF CONSENT CALENDAR

7. REGULAR AGENDA

PUBLIC WORKS DEPARTMENT

7.1 Los Angeles County National Pollution Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Permit.

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Authorize the development of a Watershed Management Program (WMP), Low Impact Development (LID) ordinance and Green Street Policy.
2. Authorize the issuance of a Request for Proposals (RFP) for the development of a WMP, LID ordinance and Green Street Policy.

Motion by Perez, seconded by Guerrero, to authorize the development of a Watershed Management Program (WMP), Low Impact Development (LID) ordinance and Green Street Policy and the issuance of a Request for Proposals (RFP) for the development of a WMP, LID ordinance and Green Street Policy, carried as follows: Ayes: Ayes: Council Member Gomez, Vice Mayor Guerrero, Council Members Hernandez, Perez, and Mayor Molina; Noes: None; Absent: None.

COMMUNITY DEVELOPMENT DEPARTMENT

7.2 \$4.9 Million Sale Structure (easement) at Rugby Plaza Senior Housing Project; and Subsequent \$1.9 Million Loan to fund Rehabilitation costs to the Rugby Plaza Senior Housing Project.

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Approve \$4,881,852 sale of the Parking Garage to City Housing-Rugby Associates, LP.

COMMUNITY DEVELOPMENT DEPARTMENT

2. Approve \$1,900,000 loan to Huntington Park 607, LP. from the sale proceeds of the Parking Garage for rehabilitation costs at the Rugby Plaza Senior Housing Project Receive and file this report.

7. **REGULAR AGENDA** – (Continued)

COMMUNITY DEVELOPMENT DEPARTMENT

3. Approve \$668,000 from the sale proceeds of the Parking Garage to retire existing HUD 108 loan.

Motion by Gomez, seconded by Guerrero, to **approve the following:**
1) \$4,881,852 sale of the Parking Garage to City Housing-Rugby Associates, LP; 2) \$1,900,000 loan to Huntington Park 607, LP. from the sale proceeds of the Parking Garage for rehabilitation costs at the Rugby Plaza Senior Housing Project Receive and file this report; and 3) \$668,000 from the sale proceeds of the Parking Garage to retire existing HUD 108 loan, carried as follows: Ayes: Council Member Gomez, Vice Mayor Guerrero, Council Members Hernandez, Perez, and Mayor Molina; Noes: None; Absent: None.

- 7.3 **Informational Report regarding the Downtown Business Improvement District Assessments and Annual Renewal Process.**

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Review the current Downtown Business Improvement District Annual Renewal Process and Assessment Fees.
2. Receive and file this report.

There being no objection, Mayor Molina so ordered the Informational Report regarding the Downtown Business Improvement District Assessments and Annual Renewal Process be received and filed.

FINANCE DEPARTMENT

- 7.4 **Resolution to adjust monthly fixed meter water rate for single unit residential customers.**

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Adopt Resolution No. 2013-5 to adjust monthly fixed meter water rate for single unit residential customers was presented. Motion by Gomez, seconded by Hernandez, to adopt Resolution No. 2013-5, carried as follows: Ayes: Council Member Gomez, Vice Mayor Guerrero, Council Members Hernandez, Perez, and Mayor Molina; Noes: None; Absent: None.

8. **CITY MANAGER'S AGENDA**

- 8.1 **Gateway Cities Council of Governments (COG) Election Notice for Southern California Association of Governments (SCAG) District 27 Regional Council Representative.**

9. **CITY ATTORNEY'S AGENDA**

10. **WRITTEN COMMUNICATIONS**

11. COUNCIL COMMUNICATIONS

11.1 Mayor Andy Molina

11.2 Vice Mayor Elba Guerrero

11.3 Council Member Mario Gomez

11.4 Council Member Ofelia Hernandez

11.4-1 Discussion to adopt a Resolution in support of Comprehensive Immigration Reform.

11.5 Council Member Rosa E. Perez

12. CLOSED SESSION

13. ADJOURNMENT

Mayor Molina declared the meeting adjourned at 8:27 p.m.

Andy Molina, Mayor

Rosanna M. Ramirez, City Clerk

Minutes of the regular meeting of the City Council of the City of Huntington Park held Monday, March 4, 2013.

Following the Invocation, the Pledge of Allegiance to the Flag was led by Ajeandra Felix, 5th Grade student at Lucille Roybal-Allard Elementary School in Huntington Park. The meeting was called to order in the Council Chambers at 6:00 p.m. by Mayor Molina. Present: Council Member Mario Gomez, Vice Mayor Elba Guerrero, Council Member Ofelia Hernandez, Council Member Rosa E. Perez, and Mayor Andy Molina; Absent: None.

Mayor Molina and City Council presented a Certificate of Appreciation to Alejandra Felix for leading the flag salute at the City Council meeting March 4, 2013.

Sandra Orozco gave a presentation to City Council regarding bringing awareness regarding Multiple Sclerosis and Mayor Molina and City Council presented a Proclamation designating March 2013 as National Multiple Sclerosis Awareness Month to Sandra Orozco.

Danny Bueno, Management Analyst, displayed a PowerPoint presentation regarding Esperanza Marquez High School, which included the history and process for development of the site.

Mayor Molina opened oral communications, indicating that this was the time for anyone in the audience to address the City Council on any matter of City business.

Ronald V. Garcia, Southern California Edison Regional Manager Public Affairs, thanked the City for allowing use of the park on February 21, 2013 for an event. Mr. Garcia informed everyone of safety information that was published in the Wave Newspapers.

The following expressed concerns to City Council: 1) Antonio Padilla; 2) Alex Reynoso; 3) Nick Ioannidis; 4) Edgar Gordillo; 5) Ana Pena; 6) Enrique Murillo; 7) Yvonne Correa; and 8) Henry Garcia.

Balle Dario Machuca addressed his concerns to City Council regarding parking in the City of Huntington Park.

Rodolfo Cruz addressed his concern to City Council regarding Water Well No. 17 in the City of Huntington Park.

Mayor Molina called for any other oral communications, and hearing none, declared oral communications closed.

Motion by Guerrero, seconded by Hernandez, to approve the Consent Calendar with Council Member Gomez abstaining on the minutes of the special meeting of the City Council held Friday, January 18, 2013, carried as follows: Ayes: Council Member Gomez, Vice Mayor Guerrero, Council Members Hernandez, Perez, and Mayor Molina; Noes: None; Absent: None.

6. CONSENT CALENDAR

OFFICE OF THE CITY CLERK

- 6.1** Approve minutes of the special meeting of the City Council held Friday, January 18, 2013.
- 6.2** Approve the reading by title of all ordinances and resolutions. Said titles which appear on the public agenda shall be determined to have been read by title and further reading waived.

FINANCE DEPARTMENT

- 6.3** Approve Accounts Payable and Payroll Warrants dated March 4, 2013.

6. CONSENT CALENDAR

COMMUNITY DEVELOPMENT DEPARTMENT

- 6.4** Activity in Public Places Permit for an annual Carnaval Primavera Downtown Street Festival conducted by The Greater Huntington Park Area Chamber of Commerce.

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Approve an Activity in Public Places Permit request from The Greater Huntington Park Area Chamber of Commerce to conduct the annual Carnaval Primavera Downtown Street Festival along Pacific Boulevard April 5 through 7, 2013, between Gage Avenue and Slauson Avenue, subject to the departmental conditions of approval.

- 6.5** Activity in Public Places Permit for an annual street procession conducted by Iglesia Sagrada Familia.

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Approve Activity in Public Places Permit request by Iglesia Sagrada Familia to conduct a street procession along Rugby Avenue, Clarendon Avenue, Middleton Street, and Zoe Avenue on March 29, 2013, subject to the departmental conditions of approval.

END OF CONSENT CALENDAR

7. REGULAR AGENDA

COMMUNITY DEVELOPMENT DEPARTMENT

- 7.1** Resolution authorizing the submission of an Environmental Justice Planning Grant Application for a Citywide Complete Street Plan to the California State Department of Transportation (CALTRANS).

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Adopt Resolution No. 2013-7 authorizing the submission of an Environmental Justice Transportation Planning Grant Application to the California State Department of Transportation (CALTRANS) was presented. Motion by Guerrero, seconded by Perez, to adopt Resolution No. 2013-7, carried as follows: Ayes: Council Member Gomez, Vice Mayor Guerrero, Council Members Hernandez, Perez, and Mayor Molina; Noes: None; Absent: None.

- 7.2** Award of Metro Fiscal Year 2012 Transit Oriented Development Grant in the amount of \$319,000 for the preparation of a Focused General Plan Update.

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Receive and file this report.

There being no objection, Mayor Molina so ordered this report be received and filed.

8. CITY MANAGER'S AGENDA

- 8.1** Update regarding a Solid Waste Request for Proposals.

9. CITY ATTORNEY'S AGENDA

10. WRITTEN COMMUNICATIONS

11. COUNCIL COMMUNICATIONS

11.1 Mayor Andy Molina

11.2 Vice Mayor Elba Guerrero

11.3 Council Member Mario Gomez

11.4 Council Member Ofelia Hernandez

11.4-1 Discussion regarding littering ordinance.

11.5 Council Member Rosa E. Perez

12. CLOSED SESSION

12.1 Pursuant to Government Code Subdivision (a) of Section 54956.9
CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Name of Case: Huntington Park v. SWRCB - Storm Water Permit Number
R4-2012-0175/MS4 Permit

Interim City Attorney Litfin requested the City Council resolve into a **closed session** pursuant to Government Code Subdivision (a) of Section 54956.9, CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION, Name of Case: Huntington Park v. SWRCB - Storm Water Permit Number R4-2012-0175/MS4 Permit. Mayor Molina declared the meeting resolved into a closed session to be held immediately at 7:14 p.m.

Following the closed session, the meeting was called to order in the Council Chambers at 7:34 p.m. Present: Council Member Mario Gomez, Vice Mayor Elba Guerrero, Council Member Ofelia Hernandez, Council Member Rosa E. Perez, and Mayor Andy Molina; Absent: None.

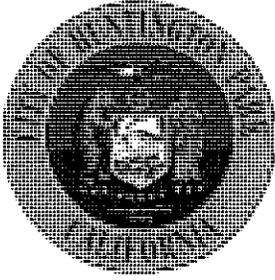
Interim City Attorney Litfin reported out that in closed session for CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION, Name of Case: Huntington Park v. SWRCB - Storm Water Permit Number R4-2012-0175/MS4 Permit, no reportable action.

13. ADJOURNMENT

Mayor Molina declared the meeting adjourned at 7:35 p.m.

Andy Molina, Mayor

Rosanna M. Ramirez, City Clerk



CITY OF HUNTINGTON PARK

Department of Parks and Recreation
City Council Agenda Report

April 1, 2013

Honorable Mayor and Members of the City Council
City of Huntington Park
6550 Miles Avenue
Huntington Park, CA 90255

Dear Mayor and Members of the City Council:

REQUEST FOR PROPOSALS FOR FOOD SERVICE PROVIDER FOR SUMMER FOOD SERVICE, AFTER SCHOOL SNACK, AND SUPPER PROGRAMS

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Approve the Request for Proposals for selecting a food service provider for the City of Huntington Park's youth nutrition program.
2. Authorize staff to advertise the Request for Proposals and distribute to food service providers.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The City's current contract services agreement with Unified Nutrimeals for food service related to the City's youth nutrition program expires on June 30, 2013. In order to continue providing free nutritious meals in fiscal year 2013-2014, the City must complete a public bid process to contract for food services.

The City has received federal funding since 2002 to reimburse the costs to provide free nutritious meals to children 18 years and younger. The City currently provides free meals to children at Salt Lake Park, Freedom Park, and Keller Park. The meals, which currently include after school snacks and summer lunches, are provided by Unified Nutrimeals under a contract services agreement. In addition, the City intends to expand its nutritious meal program by providing supper at Salt Lake Park and Freedom Park on weekdays starting in August 2013.

A Request for Proposals (RFP) has been drafted to solicit qualified food vendors for the youth nutrition program. The scope of services and terms of the RFP are based on the requirements of the California Department of Education, which administers the federally funded nutrition program. The scope of services requires the vendor to prepare and deliver meals on a daily basis to the program sites. The term of the agreement will be from July 1, 2013, through June 30, 2014.

REQUEST FOR PROPOSALS FOR FOOD SERVICE PROVIDER FOR SUMMER
FOOD SERVICE, AFTER SCHOOL SNACK, AND SUPPER PROGRAMS

April 1, 2013

Page 2 of 2

If approved, the RFP will be advertised and distributed to food service providers. Proposals will be due to the City by May 1, 2013, and a contract will be awarded to a qualified food service provider on May 20, 2013.

FISCAL IMPACT/FINANCING

All expenses incurred by the City related to the youth nutrition program are fully reimbursed to the City on a monthly basis by the California Department of Education, which administers the federal program funds. The City will budget funds in account no. 111-6055-451.57-42 in fiscal year 2013-2014 based on the total amount of the lowest responsible bid received in the bid process.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The scope of services described in the RFP will increase the nutritious meal opportunities for local youth through the addition of the supper component and expansion of the snack component. Starting in August 2013, suppers will be provided at Salt Lake Park and Freedom Park. In addition, starting in July 2013, snacks will be provided during after school hours at Raul R. Perez Memorial Park. These new program components are in addition to the meals currently served at Salt Lake Park, Freedom Park, and Keller Park.

CONCLUSION

The RFP will be advertised and distributed to qualified food service providers upon City Council approval. Proposals submitted in response to the RFP will be received by the City Clerk until 10 a.m. on Wednesday, May 1, 2013, at which time all proposals will be publicly opened, examined, and declared by the City Clerk.

Respectfully submitted,



RENÉ BOBADILLA
City Manager, P.E.



JOSETTE ESPINOSA
Director of Parks and Recreation

ATTACHMENTS

Attachment A: Request for Proposals for Summer Food Service, After School Snack,
and Supper Programs

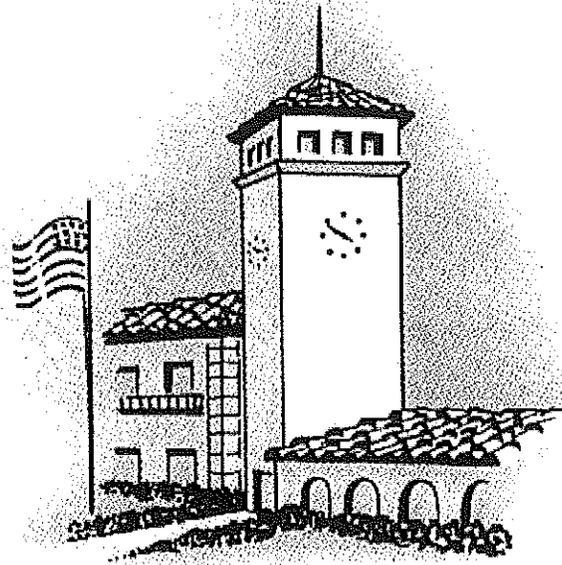
REQUEST FOR PROPOSALS
SUMMER FOOD SERVICE, AFTER SCHOOL SNACK,
AND SUPPER PROGRAMS

Proposals Due by 10 a.m. on Wednesday, May 1, 2013

Submit Proposals to:

City of Huntington Park
City Clerk

Re: Summer Food Service, After School Snack, and Supper Programs
6550 Miles Avenue
Huntington Park, CA 90255



City of Huntington Park
Department of Parks & Recreation

6550 Miles Avenue
Huntington Park, CA 90255
(323) 584-6216

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** Denotes document that must be submitted to city as part of proposal package*

NOTICE INVITING BIDS

The City of Huntington Park, a participant in the Summer Food Service Program (SFSP) and the Child and Adult Care Food Program (CACFP), is inviting bids from prospective suppliers of meals in order to comply with the federal regulations governing the program in matters of procurement. The contract will be for meals served to children at designated sites.

The City of Huntington Park will be awarding a contract for one year for the period of program operations beginning on July 1, 2013. The meals to be served under this contract must meet the SFSP requirements stated in 7 CFR Part 225.

Commercial Food Service Vendors are to submit sealed bids by 10 a.m. on Wednesday, May 1, 2013, to:

City of Huntington Park
City Clerk
Re: Summer Food Service, After School Snack, and Supper Programs
6550 Miles Avenue
Huntington Park, CA 90255

All proposals shall include original and two copies of the proposal and be labeled "Summer Food Service, After School Snack, and Supper Programs" and mailed or delivered so as to be in the hands of the City Clerk at the City Clerk's Office in City Hall, 6550 Miles Avenue, at or before the hour stated, at which time all bids received shall be publicly opened, examined, and declared by the City Clerk. Bidders and the public are invited to be present at the declaration of said proposals. All bids so received, examined, and declared will be referred by the Director of Parks & Recreation to the City Attorney, and City Manager for checking and report to the City Council at its regular meeting on **Monday, May 20, 2013**.

Contracts will be awarded to the lowest responsive and responsible bidder.

If an error is discovered prior to the time for opening of bids, which affects the validity of the bids process, and which would affect the jurisdiction of the City Council to accept the bids, then the bidders shall be notified and all bids shall be returned, unopened to the person who submitted the bids. The City of Huntington Park reserves the right to reject any and all bids and to waive any informality or irregularity in the form or manner of any bid proposal or the bidding process.

To obtain a copy of the Invitation for Bid that includes the product specifications and Instruction to Bidders contact Josette Espinosa at (323) 584-6216.

Any questions regarding this proposed contract may be referred to Josette Espinosa at jespinosa@huntingtonpark.org.

INTRODUCTION

The City of Huntington Park is seeking a food provider for its Summer Food Service, After School Snack, and Supper Programs.

This Request for Proposals (RFP) describes the required scope of services, bidder selection process, and the minimum information that must be included in the proposal. Failure to submit information in accordance with the RFP requirements may be cause for disqualification.

INQUIRIES

All inquiries concerning this RFP should be directed in writing by 5 p.m. on Monday, April 22, 2013, to:

Josette Espinosa
Director of Parks & Recreation
jespinosa@huntingtonpark.org

SERVICE AREA

The summer food service, after school snack, and supper programs are held at the following sites:

<i>Park Name</i>	<i>Address</i>	<i>Program Type</i>
Salt Lake Park	3401 E. Florence Avenue	Summer Lunch/Supper
Freedom Park	3801 E. 61 st Street	Summer Lunch/Supper
Keller Park	6550 Miles Avenue	Summer Lunch/Snack
Raul R. Perez Memorial Park	6208 Alameda Street	Snack

SCOPE OF REQUIRED SERVICES

The scope of required services will include the components listed in Section D of this RFP.

TIME SCHEDULE

Following is the anticipated timeline for the selection of the contractor:

April 2, 2013	RFP is released
May 1, 2013	Proposals due to City Clerk
May 20, 2013	City Council awards contract
July 1, 2013-June 30, 2014	Contract period (city has option to renew contract on an annual basis for up to four additional years)

PROPOSAL REQUIREMENTS

Format – All proposals shall be made using the worksheets contained in this RFP. Bidders are to submit **three** sets of documents.

Bidders must submit the following documents:

1. Section A – Invitation for Bid
2. Section B – Certificate of Eligibility to Bid and Independent Price Determination
3. Section D – Scope of Services
4. Section E – Unit Price Schedule
5. Section H – Clean Air and Water Certification and Energy Policy Conservation Act
6. Schedule B – Meal Pattern Certification
7. Schedule D – Debarment and Suspension Certification
8. Reference List

SELECTION PROCESS

Proposals will be evaluated by city staff on the basis of the areas listed in Section F of this RFP. Evaluation and subsequent selection of a qualified contractor is competitive. The city reserves the right to reject any and all proposals received as a result of the city's RFP or waive any informality or irregularity in any proposal received to the extent allowed by law.

INSURANCE, LIABILITY, AND BONDING

The contractor shall obtain, at its own cost, a policy of Commercial General Liability Insurance in the amount described below and satisfactory to the city. Such policy shall be signed by a person authorized by that insurer to bind coverage on its behalf, and must be filed with the City prior to exercising any right or performing any work pursuant to the Agreement/Contract. The contractor shall be responsible to provide the following:

1. Prior to the commencement of any services hereunder, the contractor shall provide a certificate of insurance with original endorsements, as per city requirements, of the following insurance: Commercial General Liability Insurance covering third party liability risks, including contractual liability, in a minimum amount of \$1,000,000 combined single limit per occurrence and annual aggregate for bodily injury, personal injury, and property damage. The city shall be named as an additional insured on the policy.
2. Said policy shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty days prior notice has been given in writing to city. The contractor shall give to city prompt and timely notice of claim made or suit instituted arising out of contractor's operations hereunder.
3. The contractor shall include all subcontractors as insured under its policies, or the contractor shall furnish separate certificates and endorsements for each contractor. All coverage for such subcontractors shall be subject to the requirements stated herein.

4. Additional insurance such as professional errors & omissions insurance as may be required based on the selected contractors proposal components.
5. Auto insurance in the amount of \$1,000,000 covering all contractors, personnel and vehicles.
6. Workers Compensation insurance as required by law.

Performance Bond – The successful bidder will provide the city with a performance bond in the amount of **10%** of the contract price. The contractor must execute the bond from a licensed surety company listed in the Treasury Circular 570.

Bid Bond – Bids more than \$100,000 will include a bid bond in the amount of **5%** of the bid price. The contractor must execute the bond from a licensed surety company listed in the Treasury Circular 570.

Indemnification – The contract awarded shall include a provision whereby the contractor shall indemnify, defend, and hold the city of Huntington Park and its officials, employees, agents and volunteers harmless from any and all losses, claims and damages arising out of any act or omission of the contractor in the performance of the contract.

SUBMITTAL REQUIREMENTS

Only original documents will be accepted, no faxed or electronically mailed versions will be accepted. Bidders are to submit **three** sets of documents.

Deadline for Submittal – Proposals *must be received* by the City Clerk's office by:

10 a.m. on Wednesday, May 1, 2013

Please remit the documents to (address envelope exactly as follows):

City of Huntington Park
City Clerk
Re: Summer Food Service, After School Snack, and Supper Programs
6550 Miles Avenue
Huntington Park, CA 90255

**SUMMER FOOD SERVICE PROGRAM (SFSP) AND CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
INVITATION FOR BID**

ISSUED BY CITY OF HUNTINGTON PARK:

NAME CITY OF HUNTINGTON PARK		ADDRESS 3401 E. FLORENCE AVE.	
CITY HUNTINGTON PARK	STATE CA	ZIP 90255	TELEPHONE NUMBER (323) 584-6218

BID OPENING

DATE MAY 1, 2013	TIME 10:00 A.M.	LOCATION CITY CLERK'S OFFICE	ISSUE DATE APRIL 2, 2013
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This document contains an IFB/contract for the furnishing of unitized meals to be served to children who participate in the Summer Food Service Program (SFSP) and/or Child and Adult Care Food Program (CACFP) established by the United State Department of Agriculture (7 CFR Part 225), and sets forth the terms and conditions applicable to the proposed procurement.

BIDDER

NAME OF COMPANY		FEDERAL ID NUMBER
STREET ADDRESS		TELEPHONE NUMBER
CITY	STATE	ZIP

Estimated amount of bid \$ _____ Bid bond: _____%, Amount of bond: \$ _____
Discount: _____% Discount is for: _____

Performance bond percentage required by California Department of Education
Required 10 % Amount \$ _____

By submission of this proposal, the Vendor certifies that in the event it receives an award under this solicitation, it will operate in accordance with all applicable, current SFSP and CACFP regulations.

SIGNATURE OF AUTHORIZED REPRESENTATIVE	TITLE	DATE
--	-------	------

ACCEPTANCE

Upon acceptance by the agency and review by the California Department of Education, this document will constitute the covenants, conditions, agreements and stipulations of the contract between the company making the proposal and the agency named above.

CONTRACT NUMBER	AGENCY NAME	DATE
SIGNATURE OF AGENCY REPRESENTATIVE		TITLE

PROCUREMENT METHOD: (check one)

COMPETITIVE NEGOTIATION COMPETITIVE SEALED BIDS NONCOMPETITIVE NEGOTIATION

FOR CDE USE ONLY

This contract reviewed for compliance with 7 CFR Part 225 by:

SIGNATURE	DATE
-----------	------

**CERTIFICATE OF ELIGIBILITY TO BID AND INDEPENDENT
PRICE DETERMINATION**

By submission of this bid, the bidder certifies and in the case of a joint bid, each party thereto certifies as to its own organizations, that in connection with this procurement:

- (1) The prices in this bid have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor.
- (2) Unless otherwise required by law, the prices, which have been quoted in this bid, have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to bid opening, directly or indirectly to any other bidder or to any competitor.
- (3) No attempt has been made or will be made by the bidder to induce any person or firm to submit or not to submit, a bid for the purpose of restricting competition.

Each person signing this bid certifies that:

- (A) He/she is the person in the bidder's organization responsible within that organization for the decision as to the prices being offered herein or that he/she has been authorized in writing to act as agent for the persons responsible for such decisions in certifying that such persons have not participated and will not participate, in any action contrary to (1) through (3) above;
- (B) He/she has not participated, and will not participate, in any action contrary to (1) through (3) above; and
- (C) His/her company and individual employees have not been proposed for debarment, debarred or suspended by a federal agency.

Vendor Certification:

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE	TITLE	DATE
NAME OF COMPANY		

In accepting this bid, the agency certifies that the agency's officers, employees or agents have not taken any action, which may have jeopardized the independence of the bid referred to above.

SIGNATURE OF AUTHORIZED AGENCY REPRESENTATIVE	TITLE	DATE

ACCEPTING A BID DOES NOT CONSTITUTE ACCEPTANCE OF THE CONTRACT

NOTE: Authorized representatives of both the agency and bidder must execute this or a similar certificate of independent price determination.

INSTRUCTION TO BIDDERS

1. **Definitions** - as used herein:

- A. The term "bid" means an offer to perform the work described in the Invitation for Bid at the fixed unit price specified in accordance with the terms and conditions of the solicitation.
- B. The term "bidder" means a commercial food service vendor submitting a bid in response to this Invitation for Bid.
- C. The term "contractor" means the Commercial Food Service Vendor to whom the bid is awarded and with whom the contractual agreement is executed.
- D. The term "CDE" means the California Department of Education, Nutrition Services Division.
- E. The term "Commercial Food Service Vendor" means an organization, other than a public or private nonprofit school, with which an agency may contract for preparing and, unless otherwise provided for, delivering meals, with or without milk, for use in the SFSP.
- F. The term "Invitation for Bid," hereafter referred to as IFB, means the document soliciting bids through the formal advertising method of procurement. In the case of this SFSP, the IFB becomes a part of the contract upon acceptance by the agency, review by CDE and execution of the contractual agreement.
- G. The term "agency" means the Summer Food Service Program entity, which issues this IFB.
- H. The term "program" means the Summer Food Service Program as set forth in the Code of Federal Regulations, 7 CFR Part 225.
- I. The term "unitized meal" means an individual pre-portioned meal consisting of a combination of foods meeting the complete meal requirements, delivered as a unit and served as a unit, with or without milk.

Other terms have the meanings ascribed to them in the Summer Food Service Program Regulations, 7 CFR Part 225.

2. **Submission of Bids:**

- A. Bidders are expected to examine carefully the specifications, schedules, attachments, terms and conditions of this IFB. Failure to do so will be at the bidder's risk.
- B. Bids will be executed and submitted in triplicate with one copy being marked "original." If accepted, this IFB will become a part of the contract and one copy of the accepted bid/contract will be forwarded to the successful bidder with the notice of award. The copy marked "original" will prevail, should there be a variance between that "original" copy of the bid and other copies submitted by the bidder. No changes in the specifications or general conditions as presented by the agency herein are allowed. The bidder prior to submission will initial erasures on this bid.
- C. Bids must include a copy of a current state or local health certificate for the food preparation facilities.
- D. Bids that exceed the lowest bids and bid totaling \$100,000 or more are subject to State agency approval.
- E. Bids that are \$100,000 or more must include a copy of the bid bond in the amount of 5 to 10 percent as determined by the agency.
- F. Bids must include a Debarment/Suspension Certification.
- G. Within 10 days of awarding the contract, food service vendors shall provide the agency a Performance Bond in the amount of 10 to 25 percent as the State Agency determines for contracts that are \$100,000 or more.

Bid bonds and performance bonds must be obtained only from surety companies listed in the current Department of the Treasury Circular 570.

Failure to comply with any of the above will be reason for rejection of the bid.

3. **Explanation to Bidders:**

Any explanation desired by a bidder regarding the meaning or interpretation of the IFB specifications, etc., must be requested in writing prior to bid opening and with sufficient time allowed for a reply to reach all bidders before bid opening. Oral explanations or instructions given before the award of the contract will not be binding. Any information given to a prospective bidder concerning an IFB will be furnished to all prospective bidders as an amendment to the IFB if such information is necessary to bidders in submitting bids on the IFB or if the lack of such information would be prejudicial to uninformed bidders.

4. **Acknowledgement of Amendments to IFB's:**

Prior to the bid opening date, agencies must notify bidders of any amendments made to the IFB. Bidders must acknowledge changes to the IFB by signing and returning the amendments to the agency prior to the date and hour of the bid opening.

5. **Discounts:**
Although a blank is provided for a time discount, prompt payment discounts offered for payment in less than twenty calendar days will not be considered in evaluating bids for award. However, offered discounts of less than twenty days will be taken if payment is made within the discount period even though not considered in the evaluation of bids. Payment discounts may only be used to determine the low bid when prior experience of the agency indicates that such discounts are generally taken.
6. **Bidders Having Interest in More Than One Bid:**
If more than one bid is submitted by any one person, by or in the name of a clerk, partner, or other person, all such bids will be rejected.
7. **Time for Receiving Bids:**
Sealed bids will be deposited at the address specified on the IFB of the agency no later than the exact time and date indicated on the face of this IFB. Bids received prior to the time of opening will be securely kept, unopened.
8. **Errors in Bids:**
Bidders or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting bids; failure to do so will be at the bidder's own risk and he/she cannot secure relief on the plea of error.
9. **Award of Contract:**
 - (A) The contract will be awarded to that responsive and responsible bidder whose bid will be most advantageous to the agency, price and other factors considered. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
 - (B) The agency reserves the right to reject any or all bids when there are sound documented business reasons in the best interest of the SFSP and to waive informalities and minor irregularities in bids received.
 - (C) The agency reserves the right to reject the bid of a bidder who has previously failed to perform properly or complete on time contracts of similar nature, or the bid of a bidder who investigation shows is not in a position to perform the contract.
 - (D) This contract may be renewed for one-year periods up to four times. This contract may be canceled for cause by either party with a sixty day notification.
10. **Late Bids, Modifications of Bids, or Withdrawals of Bids:**
 - (A) Any bid received after the exact time specified for receipt will not be considered unless it is received before award is made and it was sent by registered or certified mail not later than the fifth calendar day prior to the date specified for the receipt of bids (e.g., a bid submitted in response to an IFB requiring receipt of bids by the 20th of the month must have been mailed by the 15th or earlier).
 - (B) Any modification or withdrawal of bid is subject to the same conditions as in (A) above except that withdrawal of bids by telegram is authorized. A bid may also be withdrawn in person by a bidder or his authorized representative, provided his identity is made known and he signs a receipt for the bid, but only if the withdrawal is made prior to the exact time set for receipt of bids.
 - (C) The only acceptable evidence to establish the date of mailing of a late bid, modifications or withdrawal sent either by registered or certified mail, is the U.S. Postal Service postmark on the wrapper or on the original receipt from the postal service. If neither postmark shows a legible date, the bid, modification or withdrawal will be deemed to have been mailed late. (The term "postmark" means, a printed, stamped, or otherwise placed impression that is readily identifiable without further action as having been supplied and affixed on the date of mailing by employees of the U.S. Postal Service.)
 - (D) Notwithstanding the above, a late modification of an otherwise successful bid, which makes its terms more favorable to the agency, will be considered at any time it is received and may be accepted.

UNIT PRICE SCHEDULE

1. Unit Price Schedule:

Bidders are to submit prices on the following meal types meeting the contract specifications set forth in Schedules B and C for meals to be delivered to all of the centers stated in Schedule A.

A	B	C	D	E
MEAL TYPE ¹	ESTIMATED SERVINGS PER DAY ²	ESTIMATED NUMBER OF SERVING DAYS ³	UNIT PRICE ⁴	TOTAL PRICE ⁵
LUNCH	223	45	\$	\$
PM SNACK	75	180	\$	\$
SUPPER	90	203	\$	\$
TOTALS	N/A	N/A	N/A	\$

Bidders will submit their bids on an "all or none" basis. Except as otherwise provided in this solicitation, if a contract is awarded as a result of this solicitation, it will bind the agency during the term of the contract to secure all its needs from the successful bidder and such contract will bind the bidder/contractor to perform all such work ordered by the agency at prices specified in the contract. Award will be made to the responsive, responsible bidder(s) on the basis of the lowest aggregate cost to the agency. Evaluation of prices will be on the basis of the estimated requirements set forth herein.

In the event of any inconsistencies or errors, the unit price (D) will take precedence.

Instructions for completion of Unit Price Schedule:

- (1) The agency will indicate which meal types the contractor will be providing meals for during the contract period (strikeout extraneous meal types in column A).
- (2) The agency will fill in the estimated number of meals (in column B) that will be served each day by meal type during the contract period.
- (3) The agency will fill in the number of anticipated operating days that meals will be served (in column C) during the contract period.
- (4) The bidder will insert the appropriate unit price (in column D) for each meal type indicated by the agency.
- (5) The bidder will calculate total price (column E) by multiplying B x C x D.

EXAMPLE OF UNIT PRICE SCHEDULE:

A	B	C	D	E
MEAL TYPE ¹	ESTIMATED SERVINGS PER DAY ²	ESTIMATED NUMBER OF SERVING DAYS ³	UNIT PRICE ⁴	TOTAL PRICE ⁵
Breakfast	20	180	0.73	\$2,628.00
AM-SNACK				
LUNCH		SAMPLE		
PM-SNACK				
SUPPER (UNITIZED MEAL)	50	180	0.6	\$5,400.00
TOTAL:				\$8,028.00

Instructions for completion of Unit Price Schedule:

- (1) The agency will indicate which meal types the contractor will be providing meals for during the contract period (strikeout extraneous meal types in column A).
- (2) The agency will fill in the estimated number of meals (in column B) that will be served each day by meal type during the contract period.
- (3) The agency will fill in the number of anticipated operating days that meals will be served (In column C) during the contract period.
- (4) The bidder will insert the appropriate unit price (in column D) for each meal type indicated by the agency.
- (5) The bidder will calculate total price (column E) by multiplying B x C x D.

CONTRACT PROVISIONS AND SPECIFICATIONS**1. Requirements Contract:**

- A. This is a requirements contract for the services specified in the Sections and Schedules and for the period set forth herein. The quantities of such services specified herein are estimates only and are not purchased hereby. Except as may be otherwise provided herein, in the event the agency's requirements for services set forth in the Sections and Schedules do not result in orders in the amounts or quantities described as "estimated" in the Sections and Schedules, such events will not constitute the basis for an equitable price adjustment under this contract.
- B. The agency will not be required to purchase from the contractor requirements in excess of the limit on total orders under this contract, if any.
- C. The agency may issue orders, which provide for delivery to or performance at multiple destinations.
- D. The agency will not be obligated to place any minimum dollar amount of orders under this contract or any minimum number of orders. The utilization of the contractor for services specified in the Sections and Schedules will be dependent upon the needs and requirements of the agency.
- E. In the event of the need for changes in the provisions of this contract, due to regulatory or guidance changes prescribed by the United States Department of Agriculture (USDA) or CDE, during the duration of this contract; such events will be considered a basis for renegotiation, with prior approval and agreement from CDE, of the terms and conditions of the contract between the agency and the contractor. Authority for such renegotiation must be requested from CDE, in writing, by the agency prior to the commencement of any such renegotiation.
- F. The CDE nor the United States Department of Agriculture (USDA) assumes liability for payment of any differences between the number of meals delivered by the vendor and the number of meals served by the sponsor that are eligible for reimbursement.

2. Pricing:

Pricing will be on the numbers described in Section E, Unit Price Schedule. All bidders must submit bids on the same menu cycle provided by the agency. Bid price must include price of food, milk (if applicable), packaging, transportation (if applicable) and all other related costs (e.g., condiments, utensils, etc.). Agency will pay the vendor for all meals delivered in accordance with the SFSP and CACFP regulations.

3. Evaluation of Bidders:

Each bidder will be evaluated on the following factors:

- A. Financial capability to perform a contract of the scope required; and
- B. Adequacy of plant facilities for food preparation, with approved license certification that facilities meet all applicable state and local health, safety and sanitation standards; and
- C. Previous experience of the bidder in performing services similar in nature and scope; and
- D. Other factors such as transportation capability, sanitation, and packaging;
- E. Ability to provide nutritional education programs and/or resources as described in Section D;
- F. Bidders that do not satisfactorily meet the above criteria may be rejected as nonresponsive and not considered for award.

4. Unit Prices:

The unit prices of each meal type which the bidder agrees to furnish must be written in ink or typed in the blank space provided in Section E, Unit Price Schedule and must include proper packaging as required in the specifications and delivery cost (if applicable) to the designated sites. Unit prices will include taxes, but any charges or taxes that are required to be paid under future laws must be paid by the bidder at no additional charge to the agency.

5. Meal Orders:

The agency will order meals on * **THURSDAY** of the week preceding the week of delivery or pick up; orders will be placed for the total number of days in the succeeding week, and will include breakdown totals for each center and each type of meal. The agency reserves the right to increase or decrease the number of meals ordered on a ** **24** -hour notice (or less if mutually agreed upon between the parties to this contract).

6. Menu-Cycle Change Procedure:

Delivered or meals to be picked up will be delivered or prepared for pick up on a daily basis in accordance with the menu cycle which appears in Schedule C. Deviation from this menu cycle will be permitted only upon authorization of the agency. Menu changes may be made only upon authorization of the agency. Menu changes may be made only when agreed upon by both parties. When an emergency situation exists, which might prevent the contractor from providing a specified meal component, the contractor will notify the agency immediately so substitutions can be agreed upon. The agency reserves the right to suggest menu changes within the Commercial Food Service Vendor's food cost periodically throughout the contract period.

7. Noncompliance:

The agency reserves the rights to inspect and determine the quality of food delivered and reject any meals, which do not comply with the requirements and specifications of the contract. The contractor will not be paid for unauthorized menu changes, incomplete meals, meals not delivered within the specified delivery time period and meals rejected because they do not comply with the specifications. The agency reserves the right to obtain meals from other sources if meals are rejected due to any of the stated reasons. The contractor will be responsible for any excess cost, but will receive no adjustment in the event the meals are procured at a lesser cost. The agency will notify the contractor in writing as to the number of meals rejected and the reasons for rejection.

8. Specifications:

A. Packaging:

- (1) Hot meal unit packaging will be suitable for maintaining meals in accordance with local health standards. Container and overlay should have an airtight closure, be of nontoxic material, and be capable of withstanding temperatures of 400°F (204°C) or higher.
- (2) Cold meal unit or unnecessary-to-heat container and overlay to be plastic or paper and nontoxic.
- (3) Cartons - each carton will be labeled. Labels to include:
 - (a) Processor's name and address (plant);
 - (b) Item identity, meal type;
 - (c) Date of production;
 - (d) Quantity of individual units per carton.
- (4) Meals will be delivered with the following items: condiments, straws for milk, napkins, single service ware, etc.

B. Food Preparation:

Meals will be prepared under proper temperatures and assembled 24 hours or less prior to delivery.

C. Food Specifications:

Bids are to be submitted on the menu cycle included as Schedule C and will include, as a minimum, the portions specified by the U.S. Department of Agriculture for each meal, included in Schedule B of this IFB. All meat and meat products, except sausage products, will have been slaughtered, processed and manufactured in plants inspected under a U.S. Department of Agriculture approved inspection and bear the appropriate seal. All meat and meat products must be sound, sanitary and free of objectionable odors or signs of deterioration on delivery.

D. Product Specifications:

Milk and milk products are defined as " . . . fluid types of pasteurized flavored or unflavored whole milk, low-fat milk, skim milk, or cultured buttermilk, which meet state and local standards for such milk . . . " milk delivered hereunder will conform to these specifications.

GENERAL CONDITIONS

The vendor agrees to:

1. Prepare unitized meals for delivery in accordance with the number or meals requested and at the costs per meal listed in Section E at the locations and times listed in Schedule A.
2. Provide Agency, for approval, a proposed cycle menu for the operational period, at least 10 days prior to the beginning of the period to which the menu applies. Changes to the menu made after Agency approval must be agreed upon by the Agency, approved by the California Department of Education and documented on the menu records.
3. Ensure that each meal provided to the Agency under this agreement meets the minimum requirements as to the nutritional content as specified by the SFSP Meal Pattern, Schedule B (attached) which is excerpted from the regulations 7 CFR Part 225.16 or an approved National School Lunch Program (NSLP)/School Breakfast Program (SBP) option. NSLP/SBP vendors may use the same menu planning option they use during the school year in lieu of using the SFSP meal pattern. Snacks will meet the SFSP meal pattern.
4. Maintain full and accurate records which document: (1) the menus were provided to the Agency during the term of this agreement; (2) a listing of all components of each meal; and, (3) an itemization of the quantities of each component used to prepare said meal. The Vendor agrees to provide meal preparation documentation by using yield factors for each food item as listed in the United States Department of Agriculture (USDA) Food Buying Guide when calculating and recording the quantity of food prepared for each meal.
5. Maintain such cost records as invoices, receipts and/or other documentation that exhibit the purchase, or otherwise availability to the Vendor, of the meal components and quantities itemized in the meal preparation records.
6. Maintain, on a daily basis, an accurate count of the number of meals, by meal type, prepared for and delivered/picked up by the Agency. Meal count documentation must include the number of meals requested by the Agency.
7. Allow the Agency to increase or decrease the number of meal orders, as needed, when the request is made within the following scheduled delivery time: 24 hours; and to cancel or terminate sites with 5 days notice.
8. Present to Agency an invoice accompanied by reports no later than the 5th day of each month, which itemizes the previous month's delivery. The Vendor agrees to forfeit payment for meals which are not ready within one (1) hour of the agreed upon delivery time, are spoiled or unwholesome at the time of delivery, or do not otherwise meet the meal requirements contained in this agreement. In cases of nonperformance or noncompliance on the part of the Vendor, the Vendor shall pay the Agency for any excess costs the Agency incurs by obtaining meals from another source.
9. Provide the Agency with a copy of current health certifications for the food service facility in which it prepares meals for the SFSP. The Vendor shall ensure that all health and sanitation requirements of the California Uniform Retail Food Facilities Law, Chapter 4 of the California Health and Safety Code, are met at all times. Vendor will ensure that health and sanitation requirements are met at all times and will promptly submit results of inspections to the Agency and SFSP representative.
10. Operate in accordance with current SFSP and CACFP regulations. Comply with all other USDA regulations regarding food service vendors including those specified for commercial food service if applicable.
11. Retain all required records for a period of three (3) years after the end of the fiscal year to which they pertain (or longer, if an audit is in progress). Upon request, make all accounts and records pertaining to the agreement available to a certified public accountant hired by the Agency, representatives of the CDE, USDA, and the Office of Inspector General for audits or administrative reviews at a reasonable time and place. Vendor will supply the Agency with copies of the food preparation records at the end of each month, unless the Agency requests the records more frequently.
12. Not subcontract for the total meal, with or without milk, or for the assembly of the meal.
13. Certify that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. Where the bidder is unable to certify to any of the statements in this certification, such agency shall attach an explanation to this proposal.

**CLEAN AIR AND WATER CERTIFICATION
AND
ENERGY POLICY AND CONSERVATION ACT**

This certification is applicable if bid or offer exceeds \$100,000 or the Nutrition Services Division has determined that orders under an indefinite quantity contract in any year will exceed \$100,000 or a facility to be used has been the subject of a conviction under the Clean Air Act [42 U.S.Code s/s 7401 et.seq. (1970) or the Federal Water Pollution Control Act 33 U.S.Code s/s 1251et seq. (1977) and is listed by EPA, or is not otherwise exempt.

The Contractor Certifies as Follows:

- A. Any facility to be utilized in the performance of this proposed contract Has Has not been listed on the Environmental Protection Agency List of Violating Facilities.
- B. Will promptly notify the Nutrition Services Division, prior to award, of the receipt of any communication from the Director, Office of Federal Activities, and U.S. Environmental Protection Agency, indicating that any facility, which he/she proposes to use for the performance of the contract, is under consideration to be listed on the EPA List of Violating Facilities.
- C. Will include substantially this certification, including this paragraph (c) in every nonexempt subcontract.

Energy Policy and Conservation Act (PL. 94-163):

The contractor agrees to comply with all mandatory standards and policies relating to energy efficiency as contained in the California Administrative Code, Title 24, pursuant to the California State Energy Efficiency Conservation Plan issued in compliance with Public Law 94-163.

NAME OF COMPANY		
SIGNATURE OF AUTHORIZED REPRESENTATIVE <input type="checkbox"/>	TITLE	DATE

LOCATIONS WHERE PROGRAM WILL OPERATE

SITE NAME	SITE ADDRESS AND PHONE NUMBER	SITE SUPERVISOR	DAYS OF THE WEEK MEALS ARE TO BE DELIVERED	TYPE OF MEAL	NUMBER OF MEALS NEEDED BY TYPE	DELIVERY TIME FOR MEALS BY TYPE	BEGINNING AND ENDING DATES OF EACH SITE
Salt Lake Park	3401 E. Florence Ave. Huntington Park, CA 90255	Sonia Ramirez	M-F	Lunch	110	11 a.m.	7/1/13 to 8/9/13 6/9/14 to 6/30/14
Freedom Park	3801 E. 61 st St. Huntington Park, CA 90255	Sonia Ramirez	M-F	Lunch	70	11 a.m.	7/1/13 to 8/9/13 6/9/14 to 6/30/14
Keller Park	6550 Miles Ave. Huntington Park, CA 90255	Sonia Ramirez	M-F	Lunch	43	11 a.m.	7/1/13 to 8/9/13 6/9/14 to 6/30/14
Raul R. Perez Memorial Park	6208 Alameda St. Huntington Park, CA 90255	Sonia Ramirez	M-Th	Supper	50	1 p.m.	8/12/13 to 6/6/14
				Snack	50	1 p.m.	8/12/13 to 6/5/14
				Snack	25	1 p.m.	7/1/13 to 6/30/14

**SUMMER FOOD SERVICE PROGRAM (SFSP) AND CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
MEAL PATTERN**

FOOD COMPONENTS	BREAKFAST	LUNCH OR SUPPER	SNACK¹ (choose two of the four)
Milk Milk, fluid	1 cup (8 fl. oz.) ²	1 cup (8 fl. oz.) ³	1 cup (8 fl. oz.) ²
Vegetable(s) and/or Fruit(s) Vegetable(s) and/or fruit(s) or Full-strength vegetable or fruit juice or An equivalent quantity of any combination vegetables(s), fruit(s), and juice	1/2 cup 1/2 cup (4 fl. oz.)	3/4 cup total ⁴	3/4 cup 3/4 cup (6 fl. oz.)
Grains/Breads⁵ Bread Cornbread, biscuits, rolls, muffins, etc., or Cold dry cereal or Cooked pasta or noodle product or Cooked cereal or cereal grains or an equivalent quantity of any combination of bread/bread alternates	1 slice (.9 oz.) 1 serving 3/4 cup or 1 oz. ⁶ 1/2 cup 1/2 cup	1 slice (.9 oz.) 1 serving 1/2 cup 1/2 cup	1 slice (.9 oz.) 1 serving 3/4 cup or 1 oz. ⁶ 1/2 cup 1/2 cup
Meat/Meat Alternates⁷ Lean meat, poultry, fish or Cheese or Cottage cheese or Eggs or Cooked dry beans, peas, or Peanut butter, soy nut butter, seed butters, other nut butters, or Peanuts, soy nuts, tree nuts, seeds, or Yogurt, flavored, plain, sweetened, or An equivalent quantity of any combination of the above meat/meat alternates	(optional) 1 oz. 1 oz. 1/4 cup 1 large egg 1/4 cup 2 Tbsp. 1 oz. ⁷ 1/2 cup (4 fl. oz.) 1 oz. total	2 oz. 2 oz. 1/2 cup 1 large egg 1/2 cup 4 Tbsp. 1 oz. ⁷ 1 cup (8 fl. oz.) 2 oz. total	1 oz. 1 oz. 1/4 cup 1 large egg 1/4 cup 2 Tbsp. 1 oz. ⁷ 1/2 cup (4 fl. oz.) 1 oz. total

For the purpose of this table, a cup means a standard measuring cup.

**SUMMER FOOD SERVICE PROGRAM (SFSP) AND CHILD AND ADULT CARE FOOD PROGRAM (CACFP)
MEAL PATTERN**

MEAL PATTERN DEFINITIONS

- ¹ **SNACKS:** Serve two food items. Each food item must be from a different food component. Juice may not be served when milk is served as the only other component. Sweet snack food products should not be served as part of a supplement (snack) more than twice a week.
- ² **MILK FOR BREAKFAST:** Serve as a beverage, on cereal, or use part of it for each purpose.
- ³ **MILK FOR LUNCH OR SUPPER:** Served as a beverage.
- ⁴ **VEGETABLE/FRUIT FOR LUNCH OR SUPPER:** Serve two or more kinds of vegetable(s) and/or fruit(s) or a combination of both. Full-strength vegetable or fruit juice may be counted to meet not more than one-half of this requirement.
- ⁵ **DEFINITION OF GRAINS/BREADS:** Grain products, pasta, noodles and cereal grains (such as rice, bulgur, oats, wheat or corn grits) shall be whole-grain or enriched; cornbread, biscuits, rolls, muffins, etc., shall be made with whole-grain or enriched meal or flour. Cereal including wheat germ, wheat bran, oat bran, etc., shall be whole-grain, enriched or fortified.
- A bread serving is considered to be 1 slice of bread equivalent to 25 grams (.9 to 1 oz.) in weight. Instructions for determining the appropriate serving sizes for grain products served as bread alternatives (crackers, pancakes, bulgur, etc.) are found in the United States Department of Agriculture (USDA) or the grains/breads chart for Child Nutrition Programs.
- ⁶ **QUANTITY OF DRY CEREAL:** Use either volume (cup) or weight (oz.) whichever is less, according to the information in the USDA Food Buying Guide.
- ⁷ **MEAT/MEAT ALTERNATES:** No more than 50 percent of the requirement shall be met with nuts or seeds. Nut or seed butter may satisfy 100 percent of the requirement. Whole nuts or seeds shall be combined with another meat/meat alternate to fulfill the requirement. When determining combinations, 1 oz. of nuts or seeds is equal to 1 oz. of cooked lean meat, poultry, or fish; 1/4 cup of cottage cheese is equal to 1 oz. of meat alternate; 1/2 cup of yogurt is equal to 1 oz. of meat/meat alternate.

NOTE: The Meal Pattern (Schedule B) must be strictly adhered to for meals to be reimbursable, unless the Agency has a medical statement on file. The quantities listed represent the minimum Agencies must serve. Larger amounts may be served to accommodate the needs of older children (12 and up).

If infants will be served (under 1 year of age), the Agency must obtain a SFSP Infant Meal Pattern and provide it to the vendor. Younger children may be served smaller quantities. (Refer to Page 4 in the USDA Food Buying Guide).

CERTIFICATION – *The Contractor will comply with all meal and component requirements set forth in the federal regulations, 7 CFR Part 226 and outlined above. The Contractor understand that they may not be paid for any meal provided that does not meet these requirements as stated in the Invitation for Bid and Contract, Section F, Item 7.*

VENDOR SIGNATURE	DATE
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**SUMMER FOOD SERVICE PROGRAM AND CHILD AND ADULT CARE FOOD PROGRAM
15 - DAY CYCLE MENU - LUNCH OR SUPPER**

**VENDOR #:
CNIPS #:**

*Serve two or more kinds of vegetable(s) or fruit(s) or a combination of both. Full-strength vegetable or fruit juice may be counted towards meeting not more than one-half of the lunch or supper requirements.

FOOD COMPONENTS	SERVING SIZE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
*Meat/Meal Alternate	2 oz.	Pasta with zesty beef ¾ cup cooked pasta in ¾ cup sauced penne	Salad with turkey 1 ea whole grain cheese crackers ¼ cup kidney beans (1 oz protein equiv.)	Grilled chicken sandwich 1 ea whole wheat bun 3.15 oz chicken breast (pure, boneless)	Veggie taco salad 1 ea whole wheat dinner roll ¼ cup pinto beans .25 oz mozzarella cheese	Bean and cheese quesadilla 1 ea 8" whole wheat tortilla ¾ cup pinto bean spread 1 oz mozzarella cheese
*Breads/Grains	1 slice (.9 oz.)	2 oz taco beef (1.75 oz wt protein equiv.)	1 ea .25 oz mozzarella cheese; ½ hardboiled egg; .5 oz turkey	1 ea mayo packet ¼ cup baby carrots ½ cup fruit 8 fl oz 1% / nonfat milk	1 oz honey roasted soy nuts 1 ea ranch dressing packet 1/8 cup corn salsa 1 ¼ cup romaine lettuce ½ cup fruit 8 fl oz 1% / nonfat milk	1 ea hot sauce ¼ cup baby carrots ½ cup fruit 8 fl oz 1% / nonfat milk
*Vegetables/Fruits	* ¾ cup total	2.5 oz mozzarella cheese sauce	1 ea .25 oz turkey	1 ea mayo packet ¼ cup baby carrots ½ cup fruit 8 fl oz 1% / nonfat milk	1 oz honey roasted soy nuts 1 ea ranch dressing packet 1/8 cup corn salsa 1 ¼ cup romaine lettuce ½ cup fruit 8 fl oz 1% / nonfat milk	1 ea hot sauce ¼ cup baby carrots ½ cup fruit 8 fl oz 1% / nonfat milk
*Vegetables/Fruits	1 cup	2 fl oz ranchero alfredo sauce	egg; .5 oz turkey	1 ea mayo packet ¼ cup baby carrots ½ cup fruit 8 fl oz 1% / nonfat milk	1 ea ranch dressing packet 1/8 cup corn salsa 1 ¼ cup romaine lettuce ½ cup fruit 8 fl oz 1% / nonfat milk	1 ea hot sauce ¼ cup baby carrots ½ cup fruit 8 fl oz 1% / nonfat milk
Milk	1 cup	½ cup steamed corn	1 ea ranch dressing packet	1 ea mayo packet ¼ cup baby carrots ½ cup fruit 8 fl oz 1% / nonfat milk	1 ea ranch dressing packet 1/8 cup corn salsa 1 ¼ cup romaine lettuce ½ cup fruit 8 fl oz 1% / nonfat milk	1 ea hot sauce ¼ cup baby carrots ½ cup fruit 8 fl oz 1% / nonfat milk
Other		½ cup fruit 8 fl oz 1% / nonfat milk	1 ¼ cup romaine lettuce ¼ cup carrots ½ cup fruit 8 fl oz 1% / nonfat milk	1 ea mayo packet ¼ cup baby carrots ½ cup fruit 8 fl oz 1% / nonfat milk	1 ea ranch dressing packet 1/8 cup corn salsa 1 ¼ cup romaine lettuce ½ cup fruit 8 fl oz 1% / nonfat milk	1 ea hot sauce ¼ cup baby carrots ½ cup fruit 8 fl oz 1% / nonfat milk
*Meat/Meal Alternate	2 oz.	Fiesta bowl with beef ½ cup Spanish brown rice 8" whole wheat tortilla	Cheeseburger 1 ea whole wheat bun 2.4 oz cooked beef turkey patty	Cheese lasagna 1 serving whole grain pasta in 3.65 oz cheese lasagna	Sesame chicken wrap ½ ea whole grain lavash 2 oz sesame chicken 1 fl oz sesame soy dressing	Italian pasta salad 1 ea whole wheat roll ¾ cup cooked pasta in 1 cup Italian pasta salad 4 oz yogurt
*Breads/Grains	1 slice (.9 oz.)	.75 oz taco beef	.375 oz cheddar cheese	.5 oz mozzarella cheese	2 oz sesame chicken 1 fl oz sesame soy dressing	¾ cup cooked pasta in 1 cup Italian pasta salad 4 oz yogurt
*Vegetables/Fruits	* ¾ cup total	.75 oz mozzarella cheese	1 ea ketchup packet	1.5 oz protein equiv. in	1 fl oz sesame soy dressing	1 oz cooked kidney beans
*Vegetables/Fruits	1 cup	½ cup pinto bean spread ¼ cup steamed corn ½ cup fruit 8 fl oz 1% / nonfat milk	¼ cup baby carrots ½ cup fruit 8 fl oz 1% / nonfat milk	3.65 oz cheese lasagna ¼ cup marinara sauce ¼ cup steamed carrots ½ cup fruit 8 fl oz 1% / nonfat milk	.5 oz sesame sticks ½ cabbage coleslaw ½ cup fruit 8 fl oz 1% / nonfat milk	and parmesan cheese ¼ cup shredded romaine lettuce ¼ cup vegetables ½ cup fruit 8 fl oz 1% / nonfat milk
Milk	1 cup	½ cup steamed corn	¼ cup baby carrots ½ cup fruit 8 fl oz 1% / nonfat milk	¼ cup steamed carrots ½ cup fruit 8 fl oz 1% / nonfat milk	½ cup fruit 8 fl oz 1% / nonfat milk	¼ cup fruit 8 fl oz 1% / nonfat milk
Other		8 fl oz 1% / nonfat milk	8 fl oz 1% / nonfat milk	8 fl oz 1% / nonfat milk	8 fl oz 1% / nonfat milk	8 fl oz 1% / nonfat milk
*Meat/Meal Alternate	2 oz.	Taco dip ½ ea whole grain lavash	Turkey and cheese sandwich 1 ea whole wheat bun 1.5 oz turkey .75 oz cheddar cheese	Beef chili 1 ea whole wheat dinner roll 1 cup prepared chili ½ cup mixed vegetables ½ cup fruit 8 fl oz 1% / nonfat milk	Hot dog 1 ea whole wheat bun 2 oz beef hotdog 1 ea ketchup packet ¼ cup baby carrots ½ cup fruit 8 fl oz 1% / nonfat milk	Pasta Alfredo ¾ cup cooked pasta .25 oz mozzarella cheese 1 oz string cheese 1 oz sunflower seeds ¾ cup Alfredo sauce ¼ cup butternut squash ½ cup fruit 8 fl oz 1% / nonfat milk
*Breads/Grains	1 slice (.9 oz.)	2.25 oz pinto beans and cheese in ½ cup taco bean dip	1 ea whole wheat bun 1.5 oz turkey .75 oz cheddar cheese	1 cup prepared chili ½ cup mixed vegetables ½ cup fruit 8 fl oz 1% / nonfat milk	1 ea ketchup packet ¼ cup baby carrots ½ cup fruit 8 fl oz 1% / nonfat milk	.25 oz mozzarella cheese 1 oz string cheese 1 oz sunflower seeds ¾ cup Alfredo sauce ¼ cup butternut squash ½ cup fruit 8 fl oz 1% / nonfat milk
*Vegetables/Fruits	* ¾ cup total	.12 fl oz ranchero sauce	1 ea mayo packet	½ cup mixed vegetables ½ cup fruit 8 fl oz 1% / nonfat milk	¼ cup baby carrots ½ cup fruit 8 fl oz 1% / nonfat milk	1 oz sunflower seeds ¾ cup Alfredo sauce ¼ cup butternut squash ½ cup fruit 8 fl oz 1% / nonfat milk
*Vegetables/Fruits	1 cup	.12 oz mozzarella cheese 1/8 cup tomato 1/8 cup broccoli ½ cup fruit 8 fl oz 1% / nonfat milk	½ cup green leaf lettuce ½ cup fruit 8 fl oz 1% / nonfat milk	½ cup mixed vegetables ½ cup fruit 8 fl oz 1% / nonfat milk	¼ cup baby carrots ½ cup fruit 8 fl oz 1% / nonfat milk	1 oz sunflower seeds ¾ cup Alfredo sauce ¼ cup butternut squash ½ cup fruit 8 fl oz 1% / nonfat milk
Milk	1 cup	1/8 cup tomato 1/8 cup broccoli ½ cup fruit 8 fl oz 1% / nonfat milk	½ cup green leaf lettuce ½ cup fruit 8 fl oz 1% / nonfat milk	½ cup mixed vegetables ½ cup fruit 8 fl oz 1% / nonfat milk	¼ cup baby carrots ½ cup fruit 8 fl oz 1% / nonfat milk	1 oz sunflower seeds ¾ cup Alfredo sauce ¼ cup butternut squash ½ cup fruit 8 fl oz 1% / nonfat milk
Other		8 fl oz 1% / nonfat milk	8 fl oz 1% / nonfat milk	8 fl oz 1% / nonfat milk	8 fl oz 1% / nonfat milk	8 fl oz 1% / nonfat milk

*Use Meal Pattern and Food Buying Guide for meeting this minimum requirement.

**SUMMER FOOD SERVICE PROGRAM AND CHILD AND ADULT CARE FOOD PROGRAM
15 - DAY CYCLE MENU - SNACK**

VENDOR #:
CNIPS #:

Choose two food items. Each food item must be from a different food component. Juice may not be served when milk is the only other component.

FOOD COMPONENTS	SERVING SIZE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
*Meat/Meat Alternate	1 oz.	1.5 oz whole oats and apple bar	1 oz string cheese	2.7 Tbsp sun butter	1 ea whole grain cheese crackers	1 oz graham crackers
*Breads/Grains	1 slice (.9 oz.)	¾ cup fruit	¾ cup fruit	1.25 oz sea salt pita chips	¾ cup fruit	¾ cup fruit
Vegetables/Fruits	¾ cup (6 fl. oz.)					
Milk	1 cup					
Other						
*Meat/Meat Alternate	1 oz.	1 oz string cheese	1 ea multigrain apple crisps	1.25 oz sea salt pita chips	1 oz honey roasted soy nuts	1 ea whole grain ranch chips
*Breads/Grains	1 slice (.9 oz.)	1 ea whole grain crackers	¾ cup fruit	¾ cup fruit	¾ cup fruit	¾ cup fruit
Vegetables/Fruits	¾ cup (6 fl. oz.)					
Milk	1 cup					
Other						
*Meat/Meat Alternate	1 oz.	4 oz yogurt	1 ea sea salt pita chips	1 ea whole oats and strawberry bar	1 oz graham crackers	1 oz string cheese
*Breads/Grains	1 slice (.9 oz.)	¾ cup fruit	¾ cup fruit	¾ cup fruit	¾ cup fruit	1 ea whole grain crackers
Vegetables/Fruits	¾ cup (6 fl. oz.)					
Milk	1 cup					
Other						

*Use Meal Pattern and Food Buying Guide for meeting this minimum requirement.

DEBARMENT AND SUSPENSION**INSTRUCTION**

"Debarment and suspension" actions have received a lot of attention recently as a result of State and Federal investigations and prosecutions of dairies and related individuals involved in bid rigging on contracts to supply dairy products to local schools participating in the National School Lunch, School Breakfast, and Special Milk Programs. The purpose of this letter is to explain how the United States Department of Agriculture (USDA) Food and Nutrition Service (FNS) handles debarment and suspension actions and how these administrative actions affect you as a Summer Food Service Program sponsor.

Debarment and suspension actions result in the exclusion of companies or individuals from participating in certain transactions involving Federal non procurement programs at both the State agency and sponsor levels. These actions are not imposed as punishment but, rather, are initiated in the public interest and to protect the Federal government.

In general, debarment and suspension actions are imposed on companies and individuals for causes set forth in the non procurement debarment and suspension regulations (7 CFR Part 3017) issued January 30, 1989 (54 FR 4722). Such causes include a conviction or civil judgment for violation of Federal or State antitrust statutes as well as other offenses and activities indicating a lack of business integrity.

A sponsor is prohibited from contracting with a company or individual that has been debarred or suspended. This prohibition does not extend to contracts in existence at the time of the debarment/suspension or to most contracts under \$25,000. Rather, it applies to new contracts and extensions or renewals of existing contracts of \$25,000 or more and to contracts for audit services, regardless of amount. Furthermore, the prohibition does not apply to proposed debarments.

While a sponsor is prohibited from contracting with a company or individual that has been debarred or suspended, a debarment, suspension or proposed debarment action does not excuse a company or individual from fulfilling existing contracts involving Federal non procurement programs. However, as indicated above, the sponsor may not extend or renew an existing contract with a debarred or suspended company or individual.

FNS may consider lifting a suspension or forgoing a proposed debarment, provided that the company or individual agrees to provide assurances necessary to assure FNS that the Federal government and the public are protected. This agreement, termed a "Compliance Agreement," outlines the terms and conditions deemed necessary by FNS for the company's or individual's continued participation in transactions involving Federal non procurement programs.

To ensure that the sponsor does not enter into a contract with a debarred or suspended company or individual, each sponsor must require that each responsive bidder include a certification statement with each bid on each contract for \$25,000 or more or for audit services regardless of amount. By signing the certification statement, the bidder certifies that neither it nor any of its principals (i.e., key employees) have been proposed for debarment, debarred, or suspended by a Federal agency.

Suspension Procedures:

- FNS may consider a suspension action if FNS receives information concerning the existence or likelihood of a cause for debarment and if immediate action is necessary to protect the public interest. If suspension is deemed to be the appropriate course of action, FNS issues a notice of suspension to the company or individual explaining the cause for the action and the procedures for opposing the suspension.
- A suspension immediately excludes the company or individual from transactions involving Federal non-procurement programs pending completion of legal and/or debarment proceedings. A suspension may be opposed by the company or individual in essentially the same procedural manner as a proposed debarment and cannot extend beyond 18 months unless administrative or legal proceedings have been initiated within that period.

- As with a debarment, the company or individual is not excused from fulfilling contracts involving Federal non procurement programs. And with the company or individual and a sponsor may continue to do business under an existing contract, the contract may neither be extended nor renewed, nor may the sponsor enter into a new contract with a suspended company or individual.

Certification Statement:

- To ensure that a sponsor does not enter into a contract with a debarred or suspended company or individual, each sponsor must require that each responsive bidder include a certification statement with each bid on each contract. By signing the certification statement, the bidder certifies that neither it nor any of its principals (i.e., key employees) have been proposed for debarment, debarred, or suspended by a Federal agency. It is the responsibility of each bidder to sign the certification statement and submit it with any bid.
- A sponsor may rely upon the certification statement submitted by a bidder unless sponsor personnel know that the certification is in error. In such cases, the sponsor should contact the State agency for confirmation of the bidder's status relative to debarment and suspension.

DEBARMENT/SUSPENSION CERTIFICATION

(BEFORE COMPLETING THIS CERTIFICATION, READ THE ATTACHED INSTRUCTIONS)

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989 Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.

The prospective food vendor certifies to the best of its knowledge and belief, that it and its principals:

- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (e) Where the prospective food vendor is unable to certify to any of the statements in this certification, such prospective food vendor shall attach an explanation to this proposal.

VENDOR NAME
VENDOR OFFICIAL (SIGNATURE)
VENDOR OFFICIALS NAME AND TITLE (PRINT)
TELEPHONE NUMBER
DATE

Instructions for Certification

1. By signing and submitting this form, the prospective food service vendor is providing the certification set out on the reverse side in accordance with these instructions.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective food service vendor shall submit an explanation of why it cannot provide the certification set out on this form. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective food service vendor to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective food service vendor knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective food service vendor shall provide immediate written notice to the department or agency to whom this proposal is submitted if at any time the prospective food service vendor learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective food service vendor agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective food service vendor further agrees by submitting this form that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective food service vendor in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

REFERENCE LIST
(Attach additional sheets as needed)

Organization/Agency: _____

Address: _____

Contact person: _____ Telephone #: _____

Type of work performed: _____

Term of contract: _____ Contract amount: \$ _____

Organization/Agency: _____

Address: _____

Contact person: _____ Telephone #: _____

Type of work performed: _____

Term of contract: _____ Contract amount: \$ _____

Organization/Agency: _____

Address: _____

Contact person: _____ Telephone #: _____

Type of work performed: _____

Term of contract: _____ Contract amount: \$ _____

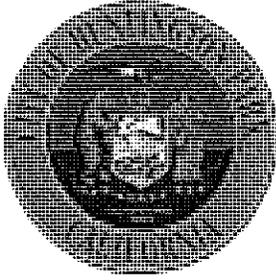
Organization/Agency: _____

Address: _____

Contact person: _____ Telephone #: _____

Type of work performed: _____

Term of contract: _____ Contract amount: \$ _____



CITY OF HUNTINGTON PARK

City Clerk's Office
City Council Agenda Report

April 1, 2013

Honorable Mayor and Members of the City Council
City of Huntington Park
6550 Miles Avenue
Huntington Park, CA 90255

Dear Mayor and Members of the City Council:

APPOINTMENT OF CITY COUNCIL MEMBERS TO VARIOUS ORGANIZATIONS AND COMMISSIONS.

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Appoint City Council Members to various organizations and commissions.
2. Adopt a resolution appointing the representative and alternate representative to the Board of Directors of the Independent Cities Finance Authority.
3. Adopt a resolution appointing the representatives to the Independent Cities Risk Management Authority's Governing Board and its separate risk management programs.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The City of Huntington Park is represented on various boards, commissions, and committees as a means of achieving fair representation throughout the region. As a result of the City Council Reorganization on March 25, 2013, it is necessary to update appointments to these various organizations and outside agencies. A master list of local and regional bodies is included with this report (Attachment B) and includes the dates, times, and location of meetings.

FISCAL IMPACT/FINANCING

There is no fiscal impact as a result of these appointments.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Membership to the organizations and commissions, allows the City of Huntington Park to vote in unity with other members, comprised of cities and organizations, on various matters that impact the City. In addition, Council liaisons serve as links between City Council and commissions or organizations to exchange information and join efforts on a wide range of issues.

CONCLUSION

Upon appointment of City Council Members to various organizations and commissions, including adoption of the proposed resolutions (if necessary), staff will update the City of Huntington Park list of "Appointments to Various Organizations and Council Liaison with Commissions for 2013-2014".

Respectfully submitted,



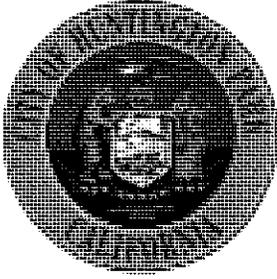
RENÉ BOBADILLA
City Manager, P.E.



Rosanna M. Ramirez
City Clerk

Attachments:

- A. List of Appointments to Various Organizations and Council Liaisons to Commissions
- B. Organization Contact Information
- C. Resolution appointing the representative and alternate to the ICFA
- D. Resolution appointing the representative and alternate to the ICRMA



CITY OF HUNTINGTON PARK

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Respectfully submitted,

RENÉ BOBADILLA
City Manager, P.E.


Rosanna M. Ramirez
City Clerk

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ATTACHMENT "A"

Appointments To Various Organizations And Council Liaison With Commissions, Etc. 2012 - 2013

<u>ORGANIZATION</u>	<u>APPOINTMENT</u>	<u>MEETING</u>
California Contract Cities Association	Molina, Director Alternates: Gomez, Guerrero, Hernandez, Perez	04/02/12
Central Basin Water Association	Hernandez, Member Molina, Alternate	04/04/11
Five Cities Committee On Aging	Hernandez, Representative Guerrero, Alternate	04/06/09
Gateway Cities Council of Governmts.	Guerrero, Delegate Perez, Alternate	04/04/11
I-710 Committee	Guerrero, Member Perez, Alternate	04/04/11
Independent Cities Association	Perez, Director Guerrero, Alternate	04/04/11
Independent Cities Finance Authority Governing Board	Gomez, Director Perez, Alternate	2012-13
Independent Cities Risk Management Authority Governing Board	Hernandez, Member Molina, Alternate	Ramirez/Castillo Substitute Alternates 2011-14
League of California Cities	Molina, Member Perez, Alternate	04/02/12
L.A. County Children's Planning Council Service Planning Area 7	Gomez, Member	05/02/10
Los Angeles County Library District	Hernandez, Director Gomez, Alternate	04/04/11
Los Angeles County Sanitation District No. 1	Molina, Member Guerrero, Alternate	04/02/12
Los Angeles County Vector Control District	Guerrero, Member	12/03/12
Orange Line Development Authority	Molina, Delegate Perez, Alternate	04/04/11
So. Calif. Assoc. of Governments	Hernandez, Member Molina, Alternate	04/02/12

COUNCIL LIAISONS

Business Improvement District Board.....	Hernandez, Molina, Alternate
Chamber of Commerce.....	Molina, Guerrero, Alternate
Health & Education Commission.....	Perez, Hernandez, Alternate
Historic Preservation Commission.....	Guerrero, Perez, Alternate
HUB Cities Consortium.....	Molina, Hernandez, Alternate
Huntington Park Sister City Association.....	Molina, Gomez, Alternate
Southeast Cities Schools Coalition.....	Hernandez, Molina, Alternate
Southeast Community Development Corporation.....	Hernandez, Molina, Alternate

ATTACHMENT "B"

Organization Contact Information

(* stipends are offered on the following)

California Cities Home Ownership Authority- Annual Board Meeting is held once a year
1425 W. Foothill Boulevard, Suite 220
Upland, CA 91786
(909) 931-1653
(909) 931-1034 - fax

California Contract Cities Association- meets 3rd Wednesday of every month @ 6:00 p.m.
11027 Downey Avenue (except Jan, May and July)
Downey, CA 90241
(562) 622-5533
(562) 622-9555 fax

Central Basin Water Association- meets quarterly
6252 Telegraph Road
Commerce, CA 90040-2512
(323) 201-5500
(323) 201-5550 fax

The Los Angeles County Committee on Aging- meets as needed
3333 Wilshire Boulevard, Suite 400
Los Angeles, CA 90010-1708
(213) 351-7798
(213) 365-8649 - fax

***Gateway Cities**- meets 1st Wednesday of every month @ 5:30 p.m.
16401 Paramount Boulevard
Paramount, CA 90723
(562) 663-6850
(562) 634-8216 - fax
Contact: Genny

***HUB Cities Consortium**- meets 3rd Thursday of every month @ 5:15 p.m.
2675 Zoe Avenue, Second Floor
Huntington Park, CA 90255
(323) 586-4700
(323) 586-4702 - fax
Contact: Marisol Nieto xt. 4729

Huntington Park Chambers Of Commerce- meets 2nd Thursday of every month at 9:15 a.m.
6330 Pacific Boulevard, Suite # 208 excluding July and August
Huntington Park, CA 90255
(323) 585-1155
(323) 585-2176 - fax

I-710 Oversight Policy Committee- meets every 5th Thursday (except January) at 6:30 p.m.
16401 Paramount Boulevard
Paramount, CA 90723
(562) 663-6850
(562) 634-8216 - fax

Independent Cities Association- meets quarterly 2nd Thursday of the month @ 7:00 p.m.
1601 No. Sepulveda Boulevard, #744
Manhattan Beach, CA 90266
(310) 995-9300 cell
(310) 545-1454 fax
Contact: Trish Pietrzak, Executive Director

***Independent Cities Finance Authority Governing Board - ICFA**
P.O. Box 1750
Palmdale, CA 93590-1750
(877) 906-0941
(661) 943-5279 - fax
Contact: Debbie Smith, Secretary/Program Administrator

Independent Cities Risk Management Authority Governing Board -ICRMA
Meets 2nd Wednesday on even numbered months @ 10:00 a.m.
3760 Kilroy Airport way, Suite 360
Long Beach, CA 90806
1-800-541-4591
(562) 5084399
Contact: Susan LaForge

League of California Cities- meets 1st Thursday of every month @ 6:30 p.m.
1400 "K" Street
Sacramento, CA 95814
(916) 658-8200
(916) 658-8240 fax
Contact: Eloisa Klementich - eklementich@cacities.org
(818) 212-3238
(818) 364-1002

L.A. County Children's Planning Council Service Planning Area 7 (West Subregion)
meets 4th Tuesday of every other month @ 9:00-11:00 a.m.
P.O. Box 1846
Montebello, CA 90640
(323) 832-9400
(323) 832-9099 - fax
Contact: Cynthia Robledo – cynthiaSPA7@sbcglobal.net

Los Angeles County Library District – meets every 4th Wednesday of the month at 6:00 p.m.
“Friends of the Library”

Huntington Park Library
6518 Miles Avenue
Huntington Park, CA 90255
(323) 583-1451
Contact: Martin Delgado, Community Library Manager

***Los Angeles County Sanitation District No.1-** meets 2nd Wednesday of every month @ 1:30 p.m.

1955 Workman Mill Road
Whittier, CA 90601-4998
(562) 699-7411
(562) 699-5422 - fax

***Los Angeles County Vector Control District-** meets 2nd Thursday of every month @ 7:00 p.m.

12545 Florence Avenue
Santa Fe Springs, CA 90670
(562) 944-9656
(562) 944-7976 Fax
Contact: Maria Melendez

***Orange Line Development Authority-** meets 2nd Wednesday of every month @ 6:00 p.m.

16401 Paramount Boulevard
Paramount, CA 90723
(562) 663-6850
(562) 634-8216 – fax
orangeline@gatewaycog.org

Southeast Community Development Corp.- meets quarterly @ 2:30 p.m.

234 North El Molino Avenue, Suite 202
Pasadena, CA 91101
(323)585-4579
(626) 685-6985 – fax

***Southern California Association of Governments** – meets 1st Thursday

818 W. Seventh Street, 12th Floor
Los Angeles, CA 90017
(213) 236-1800
(213) 236-1825 – fax

Business Improvement District Board – meets every 3rd Tuesday at 10:30 a.m.

2607 Clarendon Avenue
Huntington Park, CA 90255
(323) 826-9831
(323) 584-6244 fax
Contact: Erica Frausto

Health & Education Commission – meets every other 4th Tuesday of every month @ 5:00 p.m.

Historic Preservation Commission – meets every other 3rd Tuesday of every month @ 5:00 p.m.

Southeast Cities Schools Coalition –

4305 Santa Fe Avenue

Vernon, CA 90058

(323) 826-3623

Contact: Fabiola Guerrero

ATTACHMENT "C"

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known as Independent Cities Lease Finance Authority) contained in Resolution 2012-13 and prior.

SECTION 5: The City Clerk shall certify to the adoption of this Resolution and forward a copy of this Resolution to the Independent Cities Finance Authority.

PASSED, APPROVED AND ADOPTED this 1st day of April, 2013.

Mayor

ATTEST:

Rosanna M. Ramirez, City Clerk

ATTACHMENT "D"

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RESOLUTION NO. 2013-_____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUNTINGTON
PARK APPOINTING REPRESENTATIVES TO THE INDEPENDENT CITIES RISK
MANAGEMENT AUTHORITY'S GOVERNING BOARD AND ITS SEPARATE RISK
MANAGEMENT PROGRAMS**

WHEREAS, the City of Huntington Park is a member of the Independent Cities Risk Management Authority ("ICRMA") and a signatory to its Joint Exercise of Powers Agreement for Insurance and Risk Management Purposes ("JPA"); and

WHEREAS, the Fifth Amended JPA and the individual risk management program bylaws require the City Council to appoint an elected official to serve as the designated representative on the ICRMA Governing Board along with an alternate and substitute alternate if the City determines to do so.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF HUNTINGTON PARK DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The City Council does hereby appoint _____ to serve as the primary Governing Board Representative and _____ to serve as the Alternate and _____ and _____ to serve as the Substitute Alternative Representatives. These persons shall also act as the City's representatives to the individual Risk Management Programs in which this City participates.

SECTION 2. The appointed city representatives are authorized and empowered to take such action as is deemed appropriate, as provided in the Fifth Amended JPA and the ICRMA Bylaws and the bylaws of the separate Risk Management Programs and such decision(s) shall be binding upon this City.

SECTION 3. The appointments contained herein shall supersede all prior appointments of representatives to the Independent Cities Risk Management Authority contained in Resolution 2011-14 and prior.

SECTION 4. The City Clerk shall certify to the adoption of this resolution.

SECTION 5. The City Clerk shall forward a certified copy of this resolution to the ICRMA, to the attention of its General Manager.

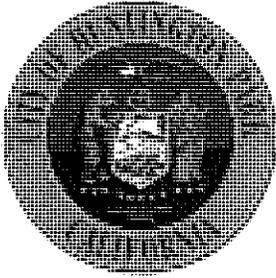
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PASSED, APPROVED AND ADOPTED THIS 1st day of April, 2013.

Mayor

ATTEST:

Rosanna Ramirez, City Clerk



CITY OF HUNTINGTON PARK

Department of Parks and Recreation
City Council Agenda Report

April 1, 2013

Honorable Mayor and Members of the City Council
City of Huntington Park
6550 Miles Avenue
Huntington Park, CA 90255

Dear Mayor and Members of the City Council:

SIXTH AMENDMENT TO CONTRACT WITH UNIFIED NUTRIMEALS FOR FOOD PROVIDER SERVICES FOR CITY'S YOUTH NUTRITION PROGRAM

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Approve the sixth amendment to the contract with Unified Nutrimeals for food provider services for the City of Huntington Park's youth nutrition program.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The City has received federal funding since 2002 to reimburse the costs to provide free nutritious meals to children 18 years and younger. The City currently provides free meals to children at Salt Lake Park, Freedom Park, and Keller Park. The meals, which include after school snacks and summer lunches, are provided by Unified Nutrimeals under a contract services agreement. The current agreement with Unified Nutrimeals expires on June 30, 2013.

The City intends to provide increased nutritious meal opportunities to local youth by:

1. Providing lunches during weekdays in June 2013
2. Providing after school snacks one additional day per week

An amendment to the Unified Nutrimeals contract has been drafted in order to make the aforementioned changes in service. These services are not currently provided under the terms of the current contract.

FISCAL IMPACT/FINANCING

All expenses incurred by the City related to the youth nutrition program are fully reimbursed to the City on a monthly basis by the California Department of Education, which administers the federal program funds.

SIXTH AMENDMENT TO CONTRACT WITH UNIFIED NUTRIMEALS FOR FOOD PROVIDER SERVICES FOR CITY'S YOUTH NUTRITION PROGRAM

April 1, 2013

Page 2 of 2

The City budgeted \$56,976 for services to be provided in the Unified Nutrimeals contract in fiscal year 2012-2013. The additional meals to be provided under the terms of the amended contract will not increase the cost of services beyond \$56,976 as a result of program savings thus far this fiscal year.

Funding for the youth nutrition program is budgeted in account no. 111-6055-451.57-42.

CONTRACTING PROCESS

The City initially entered into an agreement with Unified Nutrimeals in June 2008 following a public bid process. Per the terms of the federal nutrition program, the City renewed the agreement on an annual basis for a maximum period of four additional years. The fourth renewal is effective through June 30, 2013, at which time the City will complete a public bid process for the contract commencing on July 1, 2013.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The modified scope of service increases the nutritious meal opportunities for local youth starting in April 2013. Specifically, free lunches would be provided during weekdays in June 2013 and snacks would be provided on Fridays during after school hours. Both meals would be available at Salt Lake Park, Freedom Park, and Keller Park.

CONCLUSION

Please return one signed copy of the sixth amendment to the contract services agreement with Unified Nutrimeals to the Department of Parks and Recreation and to the City Clerk's Office.

Respectfully submitted,



RENÉ BOBADILLA
City Manager, P.E.



JOSETTE ESPINOSA
Director of Parks and Recreation

ATTACHMENTS

Attachment A: Sixth Amendment to Contract with Unified Nutrimeals

**SIXTH AMENDMENT TO CITY OF HUNTINGTON PARK
CONTRACT FOR SERVICES AGREEMENT**

THIS SIXTH AMENDMENT TO THE CITY OF HUNTINGTON PARK CONTRACT FOR SERVICES AGREEMENT (“Sixth Amendment”), is made and entered into as of April __, 2013, by and between the City of Huntington Park, a municipal corporation of the State of California (“City”), and UNIFIED NUTRIMEALS, INC. (formerly “NDK FOODS, INC.”), a California Corporation (“Contractor”), with reference to the following:

RECITALS

WHEREAS, City and Contractor are parties to that certain Agreement, dated June 2, 2008, as amended on June 1, 2009, July 20, 2009, June 7, 2010, May 16, 2011 and May 21 (collectively the “Agreement”), pursuant to which City contracted with Contractor to perform services as defined in the Agreement; and

WHEREAS, City and Contractor now desire to renew the Agreement and modify the scope and the rates of services performed by Contractor.

NOW THEREFORE, City and Contractor hereby agree as follows:

1. Scope of Services. Exhibit A attached hereto, identified as “Section D” and entitled “Scope of Services,” is hereby fully incorporated herein by this reference and shall be the operative scope of services and shall replace and supersede any prior exhibit/section so identified and entitled in its entirety.
2. Locations for services. Exhibit B attached hereto, identified as “Schedule A” and entitled “Locations Where Program Will Operate,” is hereby fully incorporated herein by this reference and shall be the operative schedule and shall replace and supersede any prior exhibit/schedule so identified and entitled in its entirety.

Contractor will perform services as defined in the Agreement at the designated dates, times, locations, and quantities indicated in the schedule contained in Exhibit B attached hereto.

3. Effective Date. The effective date of this Sixth Amendment shall be April __, 2013.
4. No Other Modification. Except as amended hereby, the Agreement shall remain unchanged and in full force and effect.
5. Counterparts. This Sixth Amendment may be executed in any number of counterparts, all of which shall constitute but one original.

IN WITNESS WHEREOF, the parties have executed this Sixth Amendment as of the day and year first above written.

City:
CITY OF HUNTINGTON PARK,
A Municipal Corporation

Contractor:
UNIFIED NUTRIMEALS, INC.

By: _____
[NAME], Mayor

By: _____
Shabir Kashyap, President

ATTEST:

By: _____
Rosanna Ramirez, City Clerk

INVITATION FOR BID AND CONTRACT

LOCATIONS WHERE PROGRAM WILL OPERATE

SITE NAME	SITE ADDRESS AND PHONE NUMBER	SITE SUPERVISOR	TYPE OF MEAL	NUMBER OF MEALS NEEDED BY TYPE	DELIVERY TIME FOR MEALS BY TYPE	BEGINNING AND ENDING DATES OF EACH SITE
Salt Lake Park	3401 E. Florence Ave. Huntington Park, CA 90255 (323) 584-6218	Sonia Ramirez	Breakfast Lunch	45 125	8:30 a.m. 1 p.m.	9/17/2012 to 3/20/2013 7/2/2012 to 8/23/2012 6/3/2013 to 6/28/2013
Freedom Park	3801 E. 61 st Street Huntington Park, CA 90255 (323) 584-6207	Sonia Ramirez	Snack Lunch	85 80	2 p.m. 1 p.m.	9/4/20112 to 6/28/2013 7/2/2012 to 8/23/2012 6/3/2013 to 6/28/2013
Keller Park	6550 Miles Ave. Huntington Park, CA 90255 (323) 584-6218	Sonia Ramirez	Snack Lunch	50 80	2 p.m. 1 p.m.	9/4/2012 to 6/28/2013 7/2/2012 to 8/23/2012 6/3/2013 to 6/28/2013

SCOPE OF SERVICES

1. Contractor agrees to deliver and/or have ready for pick up unitized meals * **INCLUSIVE** of milk to locations set out in Schedule A, attached hereto and made a part hereof, subject to the terms and conditions of this solicitation.
2. All meals furnished for the agency under this contract must meet or exceed United States Department of Agriculture requirements set out in Schedule B, attached hereto and made a part hereof. All yields of cooked and uncooked products will conform to yields identified in the United States Department of Agriculture Food Buying Guide.
3. The contractor agrees to furnish meals for the agency in accordance with the menu cycle, which appears in Schedule C, attached hereto and made a part hereof.
4. Contractor will furnish meals for the SFSP as ordered by the agency during the period of **** July 1, 2012** to **JUNE 30, 2013**. Agency has the option of renewing the contract on an annual basis for a period of up to four years.
 - A. This contract may be canceled for cause by either party with a sixty day notification.
5. Contractor will furnish meals for the SFSP as ordered by the agency *****FIVE** days a week for the **Breakfast and Snack component** and **FIVE** days a week for the **Summer Food Service component**.
6. Contractor will ****** DELIVER** _____ meals as ordered by the agency.

* Insert "inclusive" or "exclusive" as applicable.

** Agency will insert contract commencement date and expiration date.

*** Agency will insert appropriate number of serving days.

**** Agency will insert either "deliver" or "have ready for pick up" or "deliver/pick up" for both.



UNIT PRICE SCHEDULE AND INSTRUCTIONS

1. Unit Price Schedule:

Bidders are to submit prices on the following meal types meeting the contract specifications set forth in Schedules B and C for meals to be delivered to all of the centers stated in Schedule A.

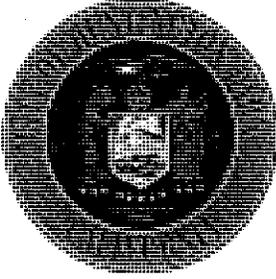
A	B	C	D	E
MEAL TYPE ¹	ESTIMATED SERVINGS PER DAY ²	ESTIMATED NUMBER OF SERVING DAYS ³	UNIT PRICE ⁴	TOTAL PRICE ⁵
BREAKFAST	45	86	\$1.80	\$6,966.00
AM SNACK				
LUNCH	285	39	\$2.72	\$30,232.80
PM SNACK	135	198	\$0.74	\$19,780.20
SUPPER				
TOTALS				\$56,979.00

Bidders will submit their bids on an "all or none" basis. Except as otherwise provided in this solicitation, if a contract is awarded as a result of this solicitation, it will bind the agency during the term of the contract to secure all its needs from the successful bidder and such contract will bind the bidder/contractor to perform all such work ordered by the agency at prices specified in the contract. Award will be made to a single responsive, responsible bidder on the basis of the lowest aggregate cost to the agency. Evaluation of prices will be on the basis of the estimated requirements set forth herein.

In the event of any inconsistencies or errors, the unit price (D) will take precedence.

Instructions for completion of Unit Price Schedule - see example on page 8:

- (1) The agency will indicate which meal types the contractor will be providing meals for during the contract period (strikeout extraneous meal types in column A).
- (2) The agency will fill in the estimated number of meals (in column B) that will be served each day by meal type during the contract period.
- (3) The agency will fill in the number of anticipated operating days that meals will be served (in column C) during the contract period.
- (4) The bidder will insert the appropriate unit price (in column D) for each meal type indicated by the agency.
- (5) The bidder will calculate total price (column E) by multiplying B x C x D.



CITY OF HUNTINGTON PARK

Community Development Department
City Council Agenda Report

April 1, 2013

Honorable Mayor and Members of the City Council
City of Huntington Park
6550 Miles Avenue
Huntington Park, CA 90255

Dear Mayor and Members of the City Council:

INFORMATIONAL REPORT REGARDING THE DOWNTOWN BUSINESS IMPROVEMENT DISTRICT ASSESSMENTS AND ANNUAL RENEWAL PROCESS STATUS UPDATE

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Receive and file this report.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On February 4, 2013, City Council requested a report regarding the renewal process and assessment fees for the Downtown Business Improvement District (BID).

On February 19, 2013, staff presented to the City Council an overview of the establishment of the BID and the annual renewal process. Staff has been working with the BID Advisory Board to determine how they want to proceed with the BID including the annual renewal. The BID Advisory Board was also provided the overview and information.

The BID Advisory Board formed an Ad-hoc Committee, made up of four BID Advisory members and one BID member, to work with staff to identify a plan and direction for the future of the BID and to provide a recommendation to the BID Advisory Board to consider moving forward with the annual renewal process. The BID Ad-hoc Committee recommendation was to look into six areas and come up with a recommendation.

1. Current BID objectives
2. Type of autonomy the BID needs
3. Current BID fees and boundaries structure
4. Contact and visit local BIDs to determine their effectiveness as separate entities
5. What are today's needs and objectives of the BID
6. What programs should be funded by the BID

BID Assessment Report and Annual Renewal Process

April 1, 2013

Page 2 of 3

Staff and the Ad-hoc Committee provided the BID Board with recommendations at the March 26, 2013 Adjourned BID Advisory Board meeting. The recommendations were based on the six areas listed above:

1. BID's objective will be focused on clean, safe and fiscal improvement to the downtown that will benefit the merchants and improve the appearance of the downtown. BID will work with the Chamber of Commerce to provide marketing and promotions activities for the BID.
2. BID recommendation to changing the structure of the BID into a separate entity [501(c)(6) non-profit].
3. Current BID assessment and boundaries: BID recommended that for Fiscal Year 2013-2014 the assessment be reduced to zero assessment. During the year the BID Advisory Board will work on reducing the assessment fee that will provide the improvements, marketing and promotions and operation of the BID. The BID boundaries will not change.
4. Staff and BID members attended meetings with local BIDs such as the Uptown Whittier Business Improvement District and Huntington Beach Business Improvement District. Both BIDs are business-based BIDs as our BID. Both Whittier and Huntington Beach BIDs are separate entities and the City collects their assessment. Both BIDs focused on marketing and promotion, and clean and safe programs. Their assessment pays for staff, operations, marketing and promotions, and cleaning programs. Both Districts conduct special events in the District area to generate income. Both Districts do not generate sufficient revenue from the assessment to pay for their organization operations.
5. The current needs and objectives are to make physical improvements to the downtown. Recommendation to work closely with the City in the development of a Downtown Revitalization Plan to assist in making improvements that benefit the BID such as directional signage.
6. The BIDs recommendation for next year's budget will be focused on marketing and promotion through the Chamber of Commerce, outreach and physical improvements. Since next year's assessment will be zero, the current remaining budget will fund the annual renewal.

Staff will be presenting the BID budget and annual report to the City Council at the April 15th meeting.

FISCAL IMPACT/FINANCING

The projected budget revenue from the BID assessment for Fiscal Year 2012-2013 is \$335,000. The budget is comprised of four major categories:

BID Assessment Report and Annual Renewal Process

April 1, 2013

Page 3 of 3

- Public Safety (General Fund Transfer) \$150,000
- Salaries & Benefits for BID Manager \$ 60,000
- Street Sweeping (General Fund Transfer) \$ 40,000
- Promotions & Operation \$ 80,000

If the assessment is reduced to zero next fiscal year, the City would need to supplement \$150,000 in General Fund revenues.

CONCLUSION

The City Council may unilaterally reduce the assessment fee and modify the BID area boundary through the annual renewal process. Also, the City Council may program and carry over the unexpended balance of the current year's assessment into the next fiscal year.

Respectfully submitted,



RENÉ BOBADILLA
City Manager, P.E.

JACK L. WONG
Interim Community Development Director

Attachments

- A. BID Fact Sheet

BUSINESS IMPROVEMENT DISTRICT Fact Sheet

On June 5, 1995, the BID was established to address safety, cleanliness, marketing and promotions of the Downtown (see attached map). The assessments are based upon the front lineal frontage of the each business. Although the actual number of occupied businesses located within the BID area varies each year, there are currently approximately 887 businesses located within the BID area of which 520 businesses are between Rugby Avenue and Rita Avenue. The BID assessments and boundaries have not been modified since its establishment.

The current annual benefit assessment fee for individual businesses is calculated by multiplying the business's lineal foot frontage by the assessment fee based upon the location of the business. Businesses located along Pacific Boulevard have a higher assessment fee than businesses located on other streets in the BID area as shown in the chart below. The minimum annual assessment is \$270 per business and the maximum annual assessment is \$2,500 per businesses.

	Pacific Boulevard		All other streets	
	Street Frontage Per Foot	Arcade Frontage Per Foot	Street Frontage Per Foot	Arcade Frontage Per Foot
1st floor	\$25.00	\$18.75	\$18.75	\$14.06
2nd floor	\$18.75	\$14.06	\$14.06	\$10.55
3rd floor	\$12.50	\$9.38	\$9.38	\$7.03

The City Council may consider modifications to the assessment fees and BID boundary during the annual renewal process, such as:

1. Reducing the BID assessment provided that the reduction will not impair the ability of the BID to meet contractual obligations to be paid from the BID assessment.
2. Increasing the BID assessment to meet a specific and justifiable need in the BID area.
3. Modifying the formula and/or method of levying the assessments.
4. Modifying the boundary of the BID area.
5. Amending any improvements or activities to be funded with the assessments.

BUDGET

The projected budget revenue from the BID assessment for Fiscal Year 2012-2013 is \$335,000. The budget is comprised of four major categories:

• Public Safety (General Fund Transfer)	\$150,000
• Salaries & Benefits for BID Manager	\$ 60,000
• Street Sweeping	\$ 40,000
• Promotions & Operation	\$ 80,000

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The City Council is the governing body of the BID and has sole power to create, renew and modify assessments and boundaries. The City Council has the responsibility to conduct the annual renewal of the BID levy of the assessments. The annual renewal process is as follows:

- 1. Annual Resolution of Intention:** After approval of the Annual Report filed by the Advisory Board, the City Council shall adopt a Resolution of Intention to levy and collect assessments for the subject fiscal year. The Resolution shall be published once in a local newspaper and shall set the time and place for a public hearing on the levy of assessments for that fiscal year.
- 2. Annual Public Hearing:** The City Council shall hold an annual public hearing on the levy of assessments as specified in the Resolution of Intention.
- 3. Resolution Confirming Annual Report and Levy of Assessment:** At the Conclusion of the annual public hearing, in order to levy assessments for the subject fiscal year, the City Council adopts a resolution, confirming the Annual Report as filed or modified. Adoption of the resolution constitutes the levy of assessment for the fiscal year referred to in the Report.