



# MUNICIPALITY OF ANCHORAGE

## Assembly Memorandum

No. AM - 2024

Meeting Date: October 8, 2024

1 **FROM: MAYOR**

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3 **SUBJECT: RECOMMENDATION OF AWARD OF A CONTRACT TO STATEWIDE**  
4 **SERVICES DBA ESS SUPPORT SERVICES WORLDWIDE (ESS) FOR**  
5 **SHELTER FOOD SERVICES FOR THE MUNICIPALITY OF**  
6 **ANCHORAGE (MOA), ANCHORAGE HEALTH DEPARTMENT (AHD)**  
7 **(NOT TO EXCEED (NTE) \$1,739,658)**  
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9 At the request of AHD, the Purchasing Department issued Request for Proposal (RFP)  
10 2024P040 to identify a provider for shelter food services. The RFP was issued on  
11 August 1, 2024, and proposals were due on August 30, 2024. Two proposals were  
12 received and scored by an evaluation committee of seven individuals. ESS's proposal  
13 received the highest number of points and was recommended for award by the  
14 committee. The total contract amount is for a NTE amount of \$1,739,658 for a period  
15 of performance of October 13, 2024, through April 30, 2025. This amount is based on  
16 a per-person, per-day rate of \$14.57, with three days at a maximum of 400 individuals,  
17 and 197 days at a maximum of 600 individuals. Services will be paid for based on actual  
18 number of people served per day.

19  
20 The Contractor will be required to provide three meals per day for every client at each  
21 of the emergency cold weather shelter locations operated by the Anchorage Health  
22 Department. At least one meal per day must be hot. The Contractor will coordinate  
23 meal ordering and delivery with operators at each shelter location. The Contractor is  
24 responsible for ensuring compliance with all applicable federal, state, and local laws  
25 and regulations governing the preparation and handling of food and will meet the USDA  
26 food standards of CFR Title 7, Subtitle B, Chapter II, Subchapter A, Part 226, Subpart  
27 E, 226.20. The Contractor will accommodate client dietary restrictions related to client  
28 medical needs as communicated by shelter operators.

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30 AMC 7.15.080 A.4 requires that contracts with an original award value greater than  
31 \$1,500,000.00 request the maximum change order value concurrent with approval of  
32 the contract, and thus a maximum change order value of \$285,729.57 (20%) is being  
33 requested, which could be used for any permissible amendments to the Contract.

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35 Based on the above information, it is recommended the Assembly approve the award  
36 of this Contract to ESS in an NTE amount of \$1,739,658.00 for a period of performance  
37 of October 13, 2024, through April 30, 2025, with one optional renewal period of May  
38 1, 2025, through June 30, 2025, upon mutual consent of both parties and lawful  
39 appropriation of funds. If all options are exercised, the total NTE amount will be  
40 \$2,272,920.  
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1 Prepared by: Valarie Clark, Grants and Contracts Administrator, AHD  
2 Reviewed by: Ryan Marquis, Principal Buyer, Purchasing  
3 Recommended by: Kimberly Rash, Acting Director, AHD  
4 Approved by: Chris Hunter, Acting Purchasing Director  
5 Fund Concurrence: Alden Thern, CFO  
6 101000-244000-540640 \$690,618  
7 (Subject to appropriation of Sprung Structure sale)  
8 101000-244000-540640 \$1,049,040  
9 (2025 Subject to Appropriation)  
10 Concur: William D. Falsey, Acting Chief Administrative Officer  
11 Concur: Rebecca A. Windt Pearson, Municipal Manager  
12 Respectfully submitted: Suzanne LaFrance, Mayor