

# STAMFORD ELDERLY HOUSING CORPORATION

22 Clinton Avenue  
Stamford, Connecticut 06901

**Board Meeting Date:** July 27, 2016

**Resolution Number:** 16-S-2

## RESOLUTION

**Subject:** Award Contract for Scofield Manor Food Services to Creative Culinary Services

**Background:** Increases to operational costs necessitated exploration of alternatives to the existing food services operation at Scofield Manor. Staff contacted food services contractors to get a comprehensive understanding of the industry and to obtain market pricing to perform a cost benefit analysis. The purpose of the analysis was to evaluate and analyze the costs associated with outsourcing the operation versus continuance of the existing in-house operation. Outsourcing became a viable option upon further vetting and analysis of services, wages and costs (see attached spreadsheet). Our review determined outsourcing would have an impact on revenue and will deliver significant cost savings to Scofield Manor in the approximate amount of \$123,609.75 annually.

After thorough review of two proposals received (evaluation grid attached), it was determined the contract be awarded to Creative Culinary Service (“CCS”). CCS is a locally based full-service catering company that has been in business for 12 years. Their client list includes but is not limited to: U.B.S., Stamford; Knicks and Rangers Training Facility, Tarrytown, New York; Senior Residence Parsonage Cottage, Greenwich; and an assisted living facility, The Marvin, Norwalk. CCS has demonstrated they have the qualifications, necessary organization, manpower, industry-experience and operational resources to perform the required services as outlined in their proposal dated November 9, 2015.

**Resolution:** Be it resolved by the Housing Authority of the City of Stamford d/b/a Charter Oak Communities that the Executive Director and CEO is authorized to enter into an agreement with Creative Culinary Service to provide full-service catering services at Scofield Manor. The total not to exceed annual cost is \$371,587.68. The contract term shall be an initial two-year period with a combined not to exceed cost of \$743,175.36 for the initial two-year period with one additional three-year optional renewal for a total five-year contract. Further Board approval will be required if the contract price exceeds 110% of the original contract price stated above.

Natalie Coard  
Staff Member Submitting Report

Scofield Manor Food Services Salary & Benefits FY 2015				Scofield Manor Food Services Salary & Benefits FY 2015					
<b>ANALYSIS W/EMPLOYEES</b>	<b>Employee Annual Salary/ Benefits</b>		<b>Other Food Srvc Costs</b>	<b>ANALYSIS W/O EMPLOYEES EXCEPT ONE</b>	<b>Employee Annual Salary/ Benefits</b>		<b>Other Food Srvc Costs</b>		
	\$	104,731.28	City of Stamford		\$	104,731.28	City of Stamford	\$	1.00
	\$	41,743.37	Direct Supply		\$		Direct Supply	\$	930.65
	\$	5,092.53	Marcus Dairy		\$		Marcus Dairy		
	\$	65,878.04	Petty Cash		\$		Petty Cash	\$	45.47
	\$	69,589.13	Rippowam Corporation		\$		Rippowam Corporation	\$	877.50
	\$	67,755.18	Thurston Foods		\$		Thurston Foods		
	\$	41,049.86	Wade's Dairy		\$		Wade's Dairy		
<b>Total</b>		395,839.39		<b>Total</b>		104,731.28	<b>Total</b>	\$	1,854.62
<b>Total (Salary &amp; Benefits plus Other Food Costs)</b>	\$	<b>599,928.71</b>		<b>Total (Salary &amp; Benefits plus Other Food Costs)</b>	\$	<b>106,585.90</b>			
<b>Monthly Costs</b>	\$	<b>49,994.06</b>		<b>Monthly Costs</b>	\$	<b>8,882.16</b>			
<b>Creative Culinary December 2015 Proposal (Includes Wormser &amp; COC Employees)</b>				<b>Creative Culinary April 2016 Proposal (Includes Wormser &amp; COC Paid Employee)</b>					
<b>Line Items</b>		<b>Monthly</b>	<b>Yearly</b>	<b>Line Items</b>		<b>Monthly</b>	<b>Yearly</b>		
Food & Paper Goods	\$	13,500.00	\$ 162,000.00	Food & Paper Goods	\$	13,500.00	\$ 162,000.00		
Labor	\$	13,916.00	\$ 166,992.00	Labor	\$	11,416.00	\$ 136,992.00		
Linen	\$	400.00	\$ 4,800.00	Linen	\$	400.00	\$ 4,800.00		
Insurance Liability	\$	692.00	\$ 8,304.00	Insurance Liability	\$	692.00	\$ 8,304.00		
Workers Comp 2.24%	\$	311.72	\$ 3,740.64	Workers Comp 2.24%	\$	255.72	\$ 3,068.64		
Payroll Tax 14.95%	\$	2,080.44	\$ 24,965.28	Payroll Tax 14.95%	\$	1,706.92	\$ 20,483.04		
Management Fee	\$	2,995.00	\$ 35,940.00	Management Fee	\$	2,995.00	\$ 35,940.00		
<b>Creative Culinary Lump Sum Total Monthly &amp; Yearly</b>	\$	<b>33,895.16</b>	<b>\$ 406,741.92</b>	<b>Creative Culinary Lump Sum Total Monthly &amp; Yearly</b>	\$	<b>30,965.64</b>	<b>\$ 371,587.68</b>		
<b>COST COMPARSION - SCOFIELD MANOR VERSUS CREATIVE CULINARY</b>				<b>COST COMPARSION - SCOFIELD MANOR VERSUS CREATIVE CULINARY</b>					
<b>SM Total (Salary &amp; Benefits plus Food costs)</b>	\$	<b>599,928.71</b>		<b>SM Total (Salary &amp; Benefits plus Food costs)</b>	\$	<b>106,585.90</b>			
<b>Creative Culinary Lump Sum Yearly Total</b>	\$	<b>406,741.92</b>		<b>Creative Culinary Lump Sum Yearly Total</b>	\$	<b>371,587.68</b>			
<b>Differential</b>	\$	<b>193,186.79</b>		<b>Differential</b>	\$	<b>265,001.78</b>			

**Finals**

Scofield Manor Costs (Salary, Benefits, Food Costs)	\$	599,928.71
Creative Culinary Costs (COC taking on Employee)	\$	371,587.68
COC Employee Salary & Benefits	\$	104,731.28
<b>Annual Difference &amp; Anticipated Savings</b>	\$	<b>123,609.75</b>

**Food Services @ Scofield Manor  
Consolidated Scoring Evaluation  
7/1/2016**

	<b>CRITERIA</b>	<b>MAXIMUM</b>	<b>Factor Type</b>	<b>Creative Culinary</b>	<b>Glendale Dining</b>
1	The proposed costs the proposer proposes to charge COC to provide the required work.	60 Points	Objective	58.5	54.5
2	The proposer's DEMONSTRATED UNDERSTANDING of the REQUIREMENT.	10 Points	Subjective (Technical)	8	8
3	The APPROPRIATENESS of the TECHNICAL APPROACH (including labor categories, estimated hours and skill mix) and the QUALITY of the WORK PLAN.	10 Points	Subjective (Technical)	8.5	7.5
4	The proposer's TECHNICAL CAPABILITIES (in terms of personnel, equipment and materials) and the MANAGEMENT PLAN (including staffing of key positions, method of assigning work and procedures for maintaining level of service, etc).	5 Points	Subjective (Technical)	4	4
5	The proposer's DEMONSTRATED EXPERIENCE in performing similar work and the proposer's DEMONSTRATED SUCCESSFUL PAST PERFORMANCE (including meeting costs, schedules and performance requirements) of contract work substantially similar to that required by this solicitation as verified by reference checks or other means.	10 Points	Subjective (Technical)	9.5	8
6	The OVERALL QUALITY AND PROFESSIONAL APPEARANCE OF THE PROPOSAL SUBMITTED, based upon the opinion of the evaluators.	5 Points	Subjective (Technical)	4	5
6	<b>TOTAL POINTS</b>	<b>100 Points</b>		<b>93</b>	<b>87</b>

**NOTE:**