



DATE	October 24, 2025
TIME	12:00 pm
LOCATION	CAPK Administrative Office Board Room 1300 18 th St., Suite 200 Bakersfield, CA 93301

Special Meeting Executive Committee Agenda

I. Call to Order

II. Roll Call

Maritza Jimenez (Chair)	Gina Martinez (Secretary)	Fred Plane
Denise Boshers (Vice Chair)	Michelle Jara-Rangel (Treasurer)	Curtis Floyd

III. Public Forum

The public may address the Committee on items not on the agenda but under the jurisdiction of the Committee. Speakers are limited to 3 minutes. If more than one person wishes to address the same topic, the total group time for the topic will be 10 minutes. Please state your name before making your presentation.

IV. New Business

- a. October 2025 – February 2026 Food Bank Supplement Blanket Purchase Orders – **Action Item (p. 2-9)** Kelly Lowery, Food Bank Administrator

V. Committee Member Comments

VI. Next Scheduled Meeting

Executive Committee
12:00 pm
December 10, 2025
CAPK Board Room
1300 18th St., Suite 300
Bakersfield, CA 93301

VII. Adjournment

This is to certify that this Agenda Notice was posted in the lobby of the CAPK Administrative Office at 1300 18th St., Suite 200 Bakersfield, CA and online at www.capk.org by 9:00 am, October 23, 2025. Paula Daoutis, Executive Assistant.



To: Executive Committee

From: Jeremy T. Tobias, Chief Executive Officer
Date: October 24, 2025
Subject: *Agenda Item IV(a):* October 2025 - February 2026 Food Bank Supplement Blanket Purchased Orders – **Action Item**

As the federal government shut down continues, concerns with CalFresh funding is causing an urgent issue at our Food Bank that has prompted this Special Meeting. The County of Kern (and the State of California) have announced that beginning in November, there will be no funds available for the CalFresh (SNAP) food benefits. On Wednesday, the Governor announced that he was recommending that CalFresh clients be referred to local Food Banks, and he is mobilizing the National Guard to assist food banks with providing increased services. He also announced that he will release the full year, approved allotments of the state CalFoods funding to local food banks, to assist in purchasing food for distribution.

Wednesday morning, an urgent coordination planning meeting was held to discuss the effects of the federal government shutdown for neighbors who count on (programs such as WIC and) CalFresh. The County of Kern Department of Human Services informed us that approximately 110,000 households accounting for about 225,000 individuals currently receive CalFresh benefits in Kern County. These numbers are staggering, we normally serve roughly 55,000 households a month, and the CalFresh numbers would potentially more than double our distribution numbers.

Food Bank staff are rapidly finalizing a plan to serve the CalFresh clients as effectively and efficiently as possible. Plans are underway to select sites for large scale distribution events in metro Bakersfield and other locations in Kern County.

Also, Food Bank staff have been in communication regarding possible special distributions for Federal employees that may be working without pay. Federal employees at Meadows Field Airport and the local Social Security offices have thus far been identified as possibly in need of distribution.

This week on Wednesday, the Budget and Finance Committee reviewed and approved a recommendation for a blanket purchase order for the CalFoods allotment from the state of California. This was normally set to go before the full Board next week, however due to the emergency nature of the loss of CalFresh and the urgent need for large-scale food purchase and distribution events to begin promptly, staff are recommending the Executive Committee approve the attached blanket purchase order request from the Food Bank. The purchases will only use the approved CalFoods allotment for the current state budget year. As mentioned above, the Governor will release this full amount as an advance to local Food Banks. The attached memo gives the details and recommendations for this action.

Attachment:

Staff memo recommending approval of the Food Bank Supplement Blanket Purchased Orders



To: Budget & Finance Committee

From: Kelly Lowery

Date: October 22, 2025

Subject: *Agenda Item 4b*: October 2025- February 2026 Food Bank Supplement Blanket Purchased Orders –
Action Item

Background

In 2024, the CAPK Food Bank distributed approximately 22 million pounds of food through a variety of programs. Of that, over 4 million pounds were distributed through pantries and farmers' markets in partnership with our agency network. Back in January 2023, the CAPK Food Bank network averaged around 100,000 engagements per month. By the end of 2024, that number had more than doubled, reaching an all-time high of over 250,000 monthly engagements. While federal and state resources remain fixed and unable to scale with demand, the Food Bank's ability to directly purchase food is a key factor in meeting the growing need.

Current Events

In January, the following vendors were approved as BPOs for FY 25-26 by both the Budget & Finance Committee and the CAPK Board. In June, we received additional funding: (CalFoods annual allocation of \$258,464 and one-time funding of \$1,390,032). CAPK procurement policy requires additional Board approval for all cumulative spending above 250K with any specific vendor. We now need to reopen BPOs to utilize these additional funds with the following vendors for the remainder of FY 25–26. Below are the three vendors and the amounts we are requesting to use for food purchasing:

Cal Foods Logistics	\$700,000.00
I deal Specialties	\$450,000.00
CA Associations of Food Banks	\$400,000.00

Recommendations

Staff recommend that the budget & Finance Committee approve the requested additional blanket purchase orders listed, which will allow staff to fully spend the associated grant allocations.

Attachment

SSJF for Cal- Foods Logistics, I deal Specialties and CA Associations of Food Banks



Community Action Partnership of Kern

Finance - Business Services Department
1300 18th Street · Bakersfield, CA 93301
(661) 336-5236 procurement@capk.org

SOLE SOURCE JUSTIFICATION FORM

Sole source purchases are not permitted except when clearly and thoroughly justified.

1. Estimated contract amount: **\$700,000.00** Account Code(s): **See attachment**
2. Recommended supplier name, address, phone, fax, e-mail, and contact name and title:
Cal-Foods Logistics 3478 Buskirk Ave Ste 346 Pleasant Hill, CA 94523
3. Description of requested items or services and their purpose(s). **Purchased Fresh produce for the Cal-Food Grant.**
4. Reason(s) for requesting a sole source purchase:
 - ☐ Original manufacturer or provider; no other local distributors exist.
 - ☐ Only local distributor for the original manufacturer or provider.
 - ☐ Parts or equipment are not interchangeable with similar parts of another manufacturer.
 - ☐ Only known item or service matching the requested needs or performing the intended task.
 - ☐ Sole provider of a licensed or patented good or service.
 - ☐ Sole provider of items compatible with existing equipment, inventory, systems, programs or services.
 - ☐ Sole provider of goods or services established as standard (please provide evidence of such a standard).
 - ☐ Sole provider of factory-authorized warranty service.
 - ☐ None of the above applies. Please attach a detailed explanation and justification for this sole source request.
5. * Explain why the product or service requested is the only one that can satisfy your requirements, as well as why alternatives are unacceptable. Be specific about specifications. Attach additional pages if necessary.

REQUESTED BY:

Maricela Conde
PRINTED NAME

Admin Sup. _____ 10/01/25
TITLE DATE

I hereby certify that, to the best of my knowledge, the above justification is accurate and request that a sole source be approved for the procurement of the above requested items or services.

Division Director:  10/03/2025
Date: _____

Additional Approvals:  10/01/2025
Date: _____

Chief Program Officer: _____ Date: _____

\$30,000-\$100,000

Chief Financial Officer: Tracy Webster 10/03/2025
Date: _____

\$100,000-\$149,999

Chief Executive Officer: Jeremy Tobias 10/03/2025
Date: _____

\$150,000+

Authorization:

☐ APPROVED

☐ NOT APPROVED

Business Manager:

Liz G. Vargas
Liz G. Vargas (Oct 3, 2025 15:21:34 PDT)

Date: 10/03/2025

/2024

Account Codes(s):

7145-216025-2087-10033-210-135 \$200,000.00K

7145-21025-2102-10033-210-135 \$500,000.00

Total: \$ 700,000.00

#5

Cal-Foods Logistic is a food broker that offers truckloads of produce and protein on a first-come, first-served basis. Offers are received and can be unavailable within the day due to being accepted by other food banks, etc. The Capk Food Bank needs to procure large amounts of produce and protein to support the free farmers' markets and pantry programs. Responding in real-time with this vendor will expand our purchasing strengths by allowing resources to go further. Additionally, this vendor understands and works with the food bank industry and can assist in identifying loads that will be eligible for certain grant funding.

Advanced ordering for discounted produce and protein is challenged by several factors, including but not limited to season of the year, weather, retail market fluctuation, etc. Responding in real-time will save CAPK Food Bank time, money, and staff resources.

Note:

Cal-Foods Logistics is an active vendor. This is a new BPO for the new fiscal year 3/1/2025-2/28/2026

Account Codes(s):

7145-216025-2087-10033-210-135 \$100,000.00K

7145-21025-2102-10033-210-135 \$350,000.00

Total: \$ 450,000.00

#5

Ideal Specialties is a food broker that offers truckloads of produce and protein on a first-come, first-served basis. Offers are received and can be unavailable within the day due to being accepted by other food banks, etc. The Capk Food Bank needs to procure large amounts of produce and protein to support the free farmers' markets and pantry programs. Responding in real-time with this vendor will expand our purchasing strengths by allowing resources to go further. Additionally, this vendor understands and works with the food bank industry and can assist in identifying loads that will be eligible for certain grant funding.

Advanced ordering for discounted produce and protein is challenged by several factors, including but not limited to season of the year, weather, retail market fluctuation, etc. Responding in real-time will save CAPK Food Bank time, money, and staff resources.

Note:

Ideal Specialties is an active vendor. This is a new BPO for the new fiscal year 3/1/2025-2/28/2026

Signature: *Gabrielle Alexander*
Gabrielle Alexander (Oct 3, 2025 14:50:25 PDT)

Email: g.alexander@capk.org



Community Action Partnership of Kern

Finance - Business Services Department
1300 18th Street · Bakersfield, CA 93301
(661) 336-5236 procurement@capk.org

SOLE SOURCE JUSTIFICATION FORM

Sole source purchases are not permitted except when clearly and thoroughly justified.

1. Estimated contract amount: **\$400,000.00** Account Code(s): **See attachment**
2. Recommended supplier name, address, phone, fax, e-mail, and contact name and title:
California Association of Food Banks 1624 Franklin St. Ste. 722 Oakland, CA 94612 510-272-4435
3. Description of requested items or services and their purpose(s). **Purchased Fresh produce for the Cal-Food Grant.**
4. Reason(s) for requesting a sole source purchase:
 - ☐ Original manufacturer or provider; no other local distributors exist.
 - ☐ Only local distributor for the original manufacturer or provider.
 - ☐ Parts or equipment are not interchangeable with similar parts of another manufacturer.
 - ☐ Only known item or service matching the requested needs or performing the intended task.
 - ☐ Sole provider of a licensed or patented good or service.
 - ☐ Sole provider of items compatible with existing equipment, inventory, systems, programs or services.
 - ☐ Sole provider of goods or services established as standard (please provide evidence of such a standard).
 - ☐ Sole provider of factory-authorized warranty service.
 - ☐ None of the above applies. Please attach a detailed explanation and justification for this sole source request.
5. * Explain why the product or service requested is the only one that can satisfy your requirements, as well as why alternatives are unacceptable. Be specific about specifications. Attach additional pages if necessary.

REQUESTED BY:

Maricela Conde
PRINTED NAME

Admin Sup. _____
TITLE DATE

10/01/25
DATE

I hereby certify that, to the best of my knowledge, the above justification is accurate and request that a sole source be approved for the procurement of the above requested items or services.

Division Director:  Date: 10/03/2025
Susana Magana (Oct 3, 2025 14:08:19 PDT)

Additional Approvals:  10/01/2025
Kelly Lowery (Oct 1, 2025 14:28:20 PDT)

Chief Program Officer: _____ Date: _____
\$30,000-\$100,000

Chief Financial Officer: Tracy Webster Date: 10/03/2025
Tracy Webster (Oct 3, 2025 14:48:51 PDT)

Chief Executive Officer: Jeremy Tobias Date: 10/03/2025
Jeremy Tobias (Oct 3, 2025 15:08:37 PDT)

\$150,000+

Authorization: ☐ APPROVED ☐ NOT APPROVED

Business Manager: Liz G. Vargas Date: 10/03/2025
Liz G. Vargas (Oct 3, 2025 15:19:00 PDT)

/2024

Account Codes(s):

7145-216025-2087-10033-210-135 \$150,000.00K

7145-21025-2102-10033-210-135 \$250,000.00

Total: \$ 400,000.00

#5

California Association of Food Banks is a food broker that offers truckloads of produce and protein on a first-come, first-served basis. Offers are received and can be unavailable within the day due to being accepted by other food banks, etc. The Capk Food Bank needs to procure large amounts of produce and protein to support the free farmers' markets and pantry programs. Responding in real-time with this vendor will expand our purchasing strengths by allowing resources to go further. Additionally, this vendor understands and works with the food bank industry and can assist in identifying loads that will be eligible for certain grant funding.

Advanced ordering for discounted produce and protein is challenged by several factors, including but not limited to season of the year, weather, retail market fluctuation, etc. Responding in real-time will save CAPK Food Bank time, money, and staff resources.

Note:

California Association of Food Banks is an active vendor. This is a new BPO for the new fiscal year 3/1/2025-2/28/2026