Docusign Envelope ID: EC863CE3-C259-4BD6-8BF2-4752AD0F85C1

City of Jacksonville, Florida

Procurement Award Form (PAF)

Part 1 – Form Type: JPAC Award Request: Renewals, Extensions, and Unit Price Increases

Goods and/or Services: Elderly Food Insecurity Program

Requested Action and Justification:

Requesting approval of a unit price adjustment to Urban Jacksonville DBA Aging True to increase the rate per meal from $9.10 to $9.41 (a 3.5% increase). This is due to the increasing cost for food, vendors, and supplies. This will therefore reduce the quantity of meals from 242,857 to 234, 857. This adjustment was inadvertently left off the 1st renewal period of April 1, 2025 through March 31, 2026. Total not-to-exceed expenditure remains $4,563,164.00. All other terms and conditions remain the same.

Supplier:	Urban Jacksonville, Inc.	**Basis of Award:**	Highest Evaluated	**BID Opening Date:**	03/27/2024

POA #:	71338-24	**PO #:**	681992-24	**Change Order #:**	0
Solicitation #:	RFP-NONCON SC-0351-24 24	**Contract #:**	71338-24	**Contract ADM #:**	4
Term:	3 years	**Options:**	3, 1-year	**Options Used:**	1

Federally Funded:	No	**JSEB Rec:**	Encouragement
Licenses Verified:	N/A	**JSEB %:**	0
Bonds Required:	No	**Bonds Waived Pursuant To:**	N/A

Fund:	00111	**Center:**	162101	**Acct:**	531090	**Proj:**	000000	**Activity:**	00001350	$ 0
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$

New NTE/GMP:	$ 4,563,164.00	**Contingent Amt:**	$ 0	**DMP/ODPO Amt:**	$ 0

Using Agency/BU:	MAAD:MAYOR ADMINISTRATION		
Concurrence:	Signed by: Joseph Andersen A1FABF4F2C4D484...	**Title:**	ADMINISTRATIVE AIDE - MA - III 1/13/2026
Concurrence:		**Title:**	
Concurrence:		**Title:**	
Concurrence:		**Title:**	

Procurement Analyst/Buyer:	Signed by: Wallace Cohen, Olive 4517B2180AE14B...	**Chief of Procurement:**	Signed by: 1/20/2026 B10F1D517352456...
Name:	Wallace Cohen, Olive	**Name:**	Dustin L. Freeman

Part 2 – JPAC Action: All award actions subject to lawfully appropriated funds.		**Part 3 – Final Awarding Authority Action:**	
Members who approve:		**Action:**	
Members who disapprove:		**Signature:**	
Date:		**Date:**	

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PAF Instructions
Part 1 (using agency)

Form Type: This form will be used for both Administrative Awards and JPAC Requests. Select type from dropdown options.

Goods and/or Services: Enter a brief description of the types of goods and services included in the request.

Requested Action and Justification: Enter a brief description of the requested action or authority being sought. i.e.; *Request permission to award the lowest, responsive responsible bidder for an ITB or award the highest ranked supplier for an RFP.* This block should also be used for additional information such as additional 4th account strings, or other information essential for contract execution.

Supplier: Enter awarded supplier name**.** If multiple, include in "Requested Action and Justification" box.

Basis of Award: Select from Lowest Price Technical Acceptable (LPTA), Highest Price Technical Acceptable (HPTA) or N/A.

Bid Opening Date: The date bids were unsealed by Procurement.

POA #: This is your 1Cloud generated Agreement number. Select Type, Enter Number.

PO #: Enter the PO number or agreement release number.

Change Order #: Provide the applicable change order number represented by this request.

Solicitation #: Select Prefix type, Enter Number, and Year.

Contract #: This number should be the same as your POA number (unless procured prior to 2020)

Contract Amendment #: Provide the applicable amendment number represented by this request.

Term: Select the Period of Performance or Term for the initial period.

Options: Period of time for each renewal or option.

Options Used: Prior to this request, enter how many options were already used.

Federally Funded: Select yes or no from dropdown if Federal Funds will be used.

JSEB Rec: Select Encouragement or JSEB Set Aside Option.

JESB %: If JSEB Participation, enter the percentage.

Bonds Waived Pursuant to: Select option from Drop down.

Funding Sources: Fund/Center/Account/Project/Activity, all fields are required even if zeros.

New NTE/GMP: Enter the new total not to exceed amount. Note, this should match the contract maximum indebtedness, if applicable**.**

Contingent Amount: If your agency requests an allowance for unforeseen additional expenses, then specify the amount of your requested increase and new NTE that represents the contingency allowance. This is over and above any quote.

DMP/ODPO Account: Enter the Direct Materials Purchase/Owner Direct Purchase Order Account. Used mainly for CIP (Capital Improvement/Construction) Projects

Using Agency/BU: Select one from the dropdown list.

Concurrence: Using Agency internal routing requirements for Electronic Signatures (follow Proc Manual for threshold requirements)

Title: Title of person electronically signing form.

Attachments: Included any supplemental information to the Procurement Award Form. i.e.; *Scope of work, previous awards*.

**Any field where there is no data available, or no entry is required, either leave it blank or enter N/A. Any fields where there is known data, include for informational purposes. Any changes to an original award should contain the data that is being changed and any other relevant data required for JPAC review and approval.*

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AGING TRUE

Community Senior Services

April 11, 2025

Lynn C. Sherman, MHA, CCHL
Executive Director of Health Programs
Office of Mayor Donna Deegan | City of Jacksonville
117 W. Duval Street, Suite 400
Jacksonville, FL 32202

Dear Ms. Sherman:

The purpose of this letter is to indicate the interest of Community Senior Services, Inc. dba Aging True, in electing to renew the second renewal option of the City of Jacksonville's Elderly Food Insecurity Relief Fund Project for award number: #SC-0351-24. This renewal option would cover the period of April 1, 2025 through March 31, 2026.

The current contracted rate is $9.10 per home-delivered meal. As we prepare for the 2025 Contract Year, we submit a slight 3.5% rate increase to a proposed rate of $9.41 per meal. This increase is due to the ongoing increase for food, vendors and supplies due to the increase in the national rate of inflation and the consumer price index. Therefore, we are requesting a reduction in the quantity of the meals from 242,857 at a rate of $9.10 per meal to a quantity of 234,857 meals at a rate of $9.41 per meal with the annual contract total of $2,210,000.

We look forward to our continued partnership in serving the City of Jacksonville Seniors in your program. Should you have any questions, please contact me on 904-807-1203.

Respectfully,

Samuel P. Hall

Samuel P. Hall
Chief Operations Officer
Cathedral Foundation of Jacksonville, Inc. d/b/a Aging True

Cc: **Teresa K. Barton**, CEO, Aging True

4250 Lakeside Drive, Suite 116 ✦ Jacksonville, Florida 32210 ✦ (904) 807-1203 • Fax (904) 807-1220
www.AgingTrue.org

Docusign Envelope ID: EC863CE3-C259-4BD6-8BF2-4752AD0F85C1

SUBJECT: ELDERLY FOOD INSECURITY PROGRAM

BID #: SC-0351-24 **OPEN DATE: 03/27/2024**

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – PERIOD OF SERVICE WILL BE FROM APRIL 1, 2024 THROUGH MARCH 31, 2025 WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS.

AGENCY: PARKS, RECREATION AND COMMUNITY SERVICES

BASIS OF AWARD: ALL OR NONE, TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 4 **NUMBER RECEIVED:** 1 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to retroact the period of service from April 1, 2024 through date of award.

Recommend approval of award to the sole bidder Urban Jacksonville, Inc. as the as the lowest responsive, responsible bidder. Period of service will be from date of award through March 31, 2025 with three (3) one (1) year renewal options. Total not-to-exceed award amount is $2,210,000.00.

Funding for this award to be encumbered by account: 00111.162101.531090.000000.00001350.00000.0000000.
to be executed by formal contract agreement through the Office of General Counsel.

ATTACHMENTS: Recommendation Memo, Tabulation Sheet, Specifications, Terms and Conditions, Previous Award

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ANALYST: Renata Barnett
RENATA BARNETT

RESPECTFULLY SUBMITTED: For:
DUSTIN FREEMAN, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Daryl Joseph, Director of Parks, Recreation and Community Services

---

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE: 5/23/2024

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE 5/24/24

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION Karen Bowling

Karen Bowling
Chief Administrative Officer
For: Mayor Donna Deegan
Under Authority Of:
Executive Order No: 2023-02

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Docusign Envelope ID: EC863CE3-C259-4BD6-8BF2-4752AD0F85C1

A NEW DAY.

City of Jacksonville, Florida

Donna Deegan, Mayor

Parks, Recreation & Community Services Department
214 N. Hogan St, 4th Floor
Jacksonville, FL 32202
(904) 630-CITY
www.coj.net

MEMORANDUM

TO: Dustin Freeman, Chief
Procurement Division

FROM: Daryl T. Joseph, Director
Parks, Recreation & Community Services Department

DATE: May 9, 2024

RE: SC-0351- 24 The Elderly Food Insecurity Program Bid Proposal Negotiation

---

In reference to SC-0351- 24 the Elderly Food Insecurity Program Bid Proposal Negotiation, the Mayor's Office of Health Programs and Initiatives approves the adjustment to the bid proposal as follows: The quantity of 250,992 meals at the rate of 9.10 per meal will be changed to 242,857 meals at 9.10 per meal. The total project funding allocation is $2,210,000.

The terms of this agreement are for the period of April 1, 2024, through March 31, 2025. The bid closed on March 14, 2024, and Procurement received one (1) vendor response: Aging True d/b/a Urban Jacksonville, Inc.

Meals on Wheels
00111-162101-000000-00001350-00000-0000000
L 531090

The funds will be used to reduce hunger and food insecurity among the elderly, who are currently on the waiting list to receive a hot meal five days a week.

Thank you for your assistance in this process. If you need additional information, please contact Lynn Sherman at 255-4628 or lsherman@coj.net.

CC: Gloria Crawford, Chief of Senior Services

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Docusign Envelope ID: EC863CE3-C259-4BD6-8BF2-4752AD0F85C1

MEMORANDUM

To: City of Jacksonville-Elderly Food Insecurity Relief Fund
Attn: **Lynn Sherman**

From: Urban Jacksonville, Inc. d/b/a Aging True

Date: April 30,2024

Re: Adjustment to Bid Proposal (#SC-0351-24)

This is a written request to adjust the total amount of our recent Bid Proposal (#SC-0351-24). The submitted quantity was 250,992 meals at a rate of $9.10 per meal. We are requesting a reduction in the quantity of meals to 242,857 meals at a rate of $9.10 per meal.

The adjusted annual total of the contract will be $2,210,000.

Teresa K Barton

Teresa K. Barton, CEO, Aging True

04-30-2024

Date

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Docusign Envelope ID: EC863CE3-C259-4BD6-8BF2-4752AD0F85C1

SUBJECT: ELDERLY FOOD INSECURITY PROGRAM

BID #: SC-0351-24 **OPEN DATE: 03/27/2024**

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – DATE OF EXECUTED CONTRACT THROUGH JANUARY 31, 2025 WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS.

AGENCY: PARKS, RECREATION AND COMMUNITY SERVICES

BASIS OF AWARD: ALL OR NONE, TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 4 **NUMBER RECEIVED:** 1 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to negotiate with the sole bidder Urban Jacksonville, Inc., due to the submitted price being over budget. The results of the negotiations will be submitted to the committee for approval.

Funding for this award to be encumbered by account: 00111.162101.531090.000000.00001350.00000.0000000 to be executed by formal contract agreement through the Office of General Counsel.

ATTACHMENTS: Recommendation Memo, Tabulation Sheet, Specifications, Terms and Conditions

ANALYST: RENATA BARNETT **RESPECTFULLY SUBMITTED:** DUSTIN FREEMAN, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Daryl Joseph, Director of Parks, Recreation and Community Services

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING Ø DATE: 4/25/24

OTHER:

ACTION OF AWARDING AUTHORITY DATE 4/28/24

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Karen Bowling
Chief Administrative Officer
For: Mayor Donna Deegan
Under Authority Of:
Executive Order No: 2023-02

Docusign Envelope ID: EC863CE3-C259-4BD6-8BF2-4752AD0F85C1

Req. 4/10

City of Jacksonville, Florida

Donna Deegan, Mayor
Parks, Recreation & Community Services Department
214 N. Hogan Street, 4th Floor
Jacksonville, FL 32202
(904) 630-CITY
www.coj.net

A NEW DAY.

MEMORANDUM

TO: **Dustin Freeman,**
Chief of Procurement Division

THRU: **Daryl Joseph, Director**
Park, Recreation and Community Services

FROM: **Gloria Crawford, Chief**
Senior Services Division

SUBJECT: Request approval to Recommend Negotiation for BID SC-0351-24 Elderly Food Insecurity Program

DATE: April 9, 2024

The Parks, Recreation, and Community Services Department respectfully requests authorization to engage in negotiations under Bid SC-0351-24 on behalf of the Elderly Food Insecurity Program. The maximum bid amount for this RFP was not to exceed $2,210,000.00.

Under the Request for Proposals (RFP), the one bid received, Aging True, d/b/a Urban Jacksonville, Inc. was beyond the maximum bid amount allowed placing a bid totaling $2,284,027.20 for a quantity of 250,992 at $9.10 per unit.

As a result, we are requesting to negotiate and will submit our proposal to the General Government Award Committee (GGAC) for approval following the conclusion of the deliberations.

If you have any questions or if further information is required, please contact Gloria Crawford at 904-255-5401.

Attachments:

GC/bn

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BID TABULATION

Title:	ELDERLY FOOD INSECURITY PROGRAM	**URBAN JACKSONVILLE, INC.**
Bid No.:	SC-0351-24	
Close Date:	MARCH 27, 2024	
Analyst:	RENATA BARNETT	
No. Invited:	(4) **No. Received:** (1) **Other:** (0)	
Announcer:	Melissa Pierce	
Recorded By:	Michelle Spitler	
	NOTES:	**Vendor changed the original amount of Est. Quantity on the Bid Proposal document.**

Item #	Description	Est. Quantity	Unit Price	Extended Price
1	**ELDERLY FOOD INSECURITY PROGRAM. Provision of 1328 home delivered meals per day to vulnerable and home-bound elderly in Duval for 252 days.**	250,992	$ 9.10	$ 2,284,027.00
		GRAND TOTAL:	**$2,284,027.00**	

Terms:	Not Specified
Delivery:	Not Specified
Signed Bid Form:	Yes
Bid Proposal Form:	Yes
Conflict of Interest Certificate:	Yes
Addenda(2):	Yes

***

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TERMS AND CONDITIONS

1. SCOPE

The City of Jacksonville, Senior Services Division, is currently accepting bids to obtain source(s) of supply for the items as outlined in the bid documents provided. The purpose of this bid invitation is to obtain information about your firm and its ability to provide these item(s)/ service(s) and to obtain pricing commitments for Elderly Food Insecurity Program, as listed in the bid documents.

2. AWARD

Award will be **ALL OR NONE** to the lowest responsive, responsible bidder. Bidders must bid on all items to be considered for award. ALL awards are subject to the availability of funds.

3. TERM OF AGREEMENT

The term of this agreement will be from date of award through January 31, 2025, with three (3) one (1) year renewal options. Renewal options may be exercised at the discretion of the City based on supplier performance and adherence to the terms and conditions set forth in the bid documents.

4. MINIMUM REQUIREMENTS

Bidders should submit or comply with the following requirements. Failure to submit any of these requirements may be grounds for rejection:

a. The Contractor shall provide all business licenses required by local, state, and federal law as applicable.

5. PRE-BID CONFERENCE

A pre-bid meeting has been scheduled for this bid. **Monday. March 18, 2024 at 11:00 a.m.**

(Microsoft Teams; Meeting ID: 211 633 082 039 Password: HnmuEB).

6. STATE CONTRACTS

The City reserves the right to utilize contracts established by the State of Florida and or other governmental agencies for item(s)/service(s) covered under this bid. The city reserves the right to cancel this contract in whole or in part for such item(s)/service(s).

7. QUANTITIES

Quantities indicated reflect the estimated quantities to be purchased throughout the contract period and are subject to fluctuation in accordance with actual requirements. The City reserves the right to add or delete items, or increase the volume of services required, or not to make any purchase against this bid if it so deems necessary at any time during the contract period.

8. DELIVERY

Pickups will be at various locations as deemed necessary for the entire Program.

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9. ESCALATION/DE-ESCALATION

All pricing submitted shall remain firm for the first year of the initial contract period. After the first year of the contract term (if applicable), a supplier may submit in writing a request for price escalation / de-escalation for the percentage of change as listed in the Consumer Pricing Index (CPI) and/or documentation notifying of an industry-wide increase. The City reserves the right to decline any price increase request.

10. PRICES

All unit prices shall include freight, delivery, and handling charges to the delivery location as outlined in the bid documents.

11. PICK UP AND RETURNS

The City reserves the right to return an order in whole or in part if the merchandise is not in compliance with the bid specifications. The City or its agencies will determine compliance with bid specifications. Pick up and returns will be made within 48 hours of notification at no charge to the City or its agencies.

12. COMPLIANCE WITH SPECIFICATIONS

The bidder, by affixing their signature to the bid form submitted, agrees to provide item(s)/service(s) in accordance with the bid documents provided. Bid only a single offering for each bid item. Multiple offerings, alternates (unless stated) and or stipulations may be cause for bid rejection. Bid only on forms provided herein unless otherwise stated. Bid submissions shall be in ink or typewritten. All corrections must be initialed.

13. INVOICING

Invoices will be issued once supplies/services are delivered and/or rendered to the City of Jacksonville or its agencies. At a minimum, invoices must include; purchase order number or contract number, item number and description, date of shipment, quantity ordered and shipped, unit prices, unit of measure, and extended totals. Payment terms are Net 30 days. All original invoices shall be submitted to: COJ1CloudInvoices@coj.net. The invoice email subject line **MUST BE**: inv_300000008806179. Invoices can also be submitted through the 1Cloud Supplier Portal.

14. INSURANCE/INDEMNIFICATION

Each supplier shall maintain, for the entire term of this bid, current insurance coverage as stated in the bid documents. All insurance certificates shall list the City of Jacksonville as an additional insured. Bid number should be listed on certificate. The awarded bidder is required to submit their insurance certificate within ten (10) days after notice of award.

15. REPORTING

The City may request, during the term of this bid, reports including but not limited to; usage, pricing, and delivery. Suppliers will be required to provide reports requested in hard copy and electronic format as required.

16. SUPPLIER ACCESSIBILITY

The City or its representatives must be able to contact, during normal business hours, by telephone or email any supplier providing goods or services to the City or its agencies. Any supplier accessibility

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requirements outlined in the specifications supersede this section. Supplier must be available 24 hours a day while rental equipment is onsite at an event and is responsible for notifying the City representative at the designated phone number provided or by City email on how to contact supplier during this period.

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SPECIFICATIONS

ELDERLY FOOD INSECURITY RELIEF FUND

GENERAL SCOPE OF WORK:

A. **The City of Jacksonville requires the services necessary to provide meals on wheels for vulnerable and elderly population within Duval County.**

B. **Contractor shall furnish the food services and delivery to support the Elderly Food Insecurity Relief Fund for project days during a 12-month period extending from February 1, 2024, through March 31, 2024. The contract resulting from this bid may be extended one year at a time for three (3) additional years at the option of the City of Jacksonville and with the agreement of the successful Bidder.**

1. Provide 1328 daily meals to homebound individuals who are scored as 3s, 2s, and 1s on the waiting list for home-delivered meal service in Duval County.
2. Provide an in-home assessment of each participant receiving meals to certify their eligibility to ensure the neediest are served first.
3. Meals must be prepared under the guidance of a registered dietitian who certifies that all menu items and meals meet recommended dietary requirements.
4. A dietitian must participate in the planning and development of the menu.
5. Meals must meet the guidelines of Title III-C of the Older Americans Act
6. Provide a quarterly report that includes updated outcomes for the Executive Director of Health Programs
7. Employ a registered and licensed dietitian.
8. Minimum of (5) years providing hot or frozen meals to frail elderly and vulnerable to frail, vulnerable community members.

C. **Pre-Bid Conference: A pre-bid conference will be held for all interested parties on (TBD) Procurement Division, 214 N Hogan Street, Room 853, Jacksonville, Florida 32202**

1. Legal name and address of parent corporation and any applicable subsidiaries that would operate and administer contract; the type of entity (business) - must be a corporation; full name(s) and address(es) of principals of operating company.
2. An organizational chart and a plan for administration and management of staffing proposed in order to comply with the specifications of the contract.
3.Resume(s) detailing the experience and qualifications of the proposed local management to be utilized in the operation, with copies of appropriate licenses/certificates needed to meet requirements of the position(s).

3. A list and brief description of similar food service contracts which have been held within the last five (5) years to include: locations, contract dates, names, addresses, and telephone numbers.

4. Description of training programs for employees, supervisors, and managers.
5. Copy of the current license for food preparation and storage by the Department of

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Business and Professional Regulation (DBPR) and most recent inspection report by that same agency. Licensing by the Florida Department of Health will be required for bidders that also prepare meals in health care facilities.

6. A copy of the most recent audited financial statements certified by a Public Accounting firm for the prior years of operation.
7. A copy of both the facility disaster plan and the Business Continuity Contingency Plan that outlines the provision of meal services to the clients in the event of an emergency and/or natural disaster.
8. An inspection of the Contractor's facility documents and equipment will be conducted prior to the award recommendations. The inspection will be considered a primary factor in the award recommendations.

D. Minimum Requirements:

1. The organization must have a structure and physical space to meet the required standards for maintaining safe and healthy food.

2. Organizations must have a structure in place to provide meal delivery Monday – Friday that covers 252 days during the period February 1, 2024 through January 31, 2025, by dedicated staff. Meals shall not be served on Saturdays, Sundays or on the days the following holidays are observed by the City:

   New Year's Day (January)
   Martin Luther King, Jr.'s Birthday (February)
   President's Day (February)
   Memorial Day (May)
   Juneteenth Day (June)
   Independence Day (July)
   Labor Day (September)
   Veteran's Day (November)
   Thanksgiving Day(November)
   Day after Thanksgiving (November)
   Christmas Eve (December)
   Christmas Day (December

3. Food holding devices on delivery vehicles must be capable of maintaining safe temperatures (above 165 degrees Fahrenheit for hot items, 41 degrees Fahrenheit or below for cold items, and 0 degrees Fahrenheit or below for frozen items.
4. Food Services training folder must be maintained on all food service personnel involved in meals preparation and delivery: Sanitation and safety courses, food preparation.
5. A copy of both the facility Disaster Plan and the Business Continuity/Contingency Plan that outlines the provision of meal services to the frail elderly and vulnerable community members.
6. The organizations may partner/collaborate with at least one organization to provide meals.
7. The organizations must provide 3 references of support from community partners.
8. All meals required to be complete and meet and exceed 1/3 of the daily Dietary Reference Intake/Adequate Intake for 51 + year old adults and delivered as specified in the approved menus.

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Detail by FEI/EIN Number

Florida Not For Profit Corporation
URBAN JACKSONVILLE, INC.

Filing Information

Document Number	714162
FEI/EIN Number	23-7024899
Date Filed	02/26/1968
State	FL
Status	ACTIVE

Principal Address

4250 LAKESIDE DR
SUITE 300
JACKSONVILLE, FL 32210

Changed: 04/16/2013

Mailing Address

4250 LAKESIDE DR
SUITE 300
JACKSONVILLE, FL 32210

Changed: 04/16/2013

Registered Agent Name & Address

C T CORPORATION SYSTEM
1200 SOUTH PINE ISLAND ROAD
PLANTATION, FL 33324

Name Changed: 01/29/2015

Address Changed: 01/29/2015

Officer/Director Detail

Name & Address

Title Chairman

BERG, REBECCA
4250 LAKESIDE DR
SUITE 300
JACKSONVILLE, FL 32210

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Title Director

RUTLAND, ALFRED W
4250 LAKESIDE DR
SUITE 300
JACKSONVILLE, FL 32210

Title Director

WILBURN, SHARON
4250 LAKESIDE DR
SUITE 300
JACKSONVILLE, FL 32210

Title CEO

BARTON, TERESA K
4250 LAKESIDE DR
SUITE 300
JACKSONVILLE, FL 32210

Title Director

HARMON, ANDREW
4250 LAKESIDE DR
SUITE 300
JACKSONVILLE, FL 32210

Title Director

WEATHERBY, MICHAEL R
4250 LAKESIDE DR
SUITE 300
JACKSONVILLE, FL 32210

Title Chairman-Elect

REDMON, GREGORY
4250 LAKESIDE DR
SUITE 300
JACKSONVILLE, FL 32210

Title Director

GILBERTO, PASQUALE
4250 LAKESIDE DR
SUITE 300
JACKSONVILLE, FL 32210

Title Secretary

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City of Jacksonville, Florida

Procurement Award Form (PAF)

Part 1 – Form Type: JPAC Award Request: Renewals, Extensions, and Unit Price Increases

Goods and/or Services: Elderly Food Insecurity

Requested Action and Justification:

Requesting approval to ratify the period of service from April 1, 2025 to date of executed contract. Recommend approval to exercise the first (1) of three (3) one (1) year renewal options to Urban Jacksonville, Inc. for the Elderly Food Insecurity Program. Period of service is from date of executed contract through March 31, 2026. Total not to exceed expenditure amount of $2,210,000.00 remains unchanged.

Contract amendment to be executed through the Office of General Counsel.

Supplier:	Aging True	**Basis of Award:**	HPTA	**BID Opening Date:**	03/27/2024

POA #:	71338-24	**PO #:**	681992-24	**Change Order #:**	NA
Solicitation #:	N/A NA N/A	**Contract #:**	71338-24	**Contract Amd #:**	NA
Term:	3 years	**Options:**	3, 1-year	**Options Used:**	NA

Federally Funded:	N/A	**JSEB Rec:**	Encouragement	**Bonds Waived Pursuant To:**	N/A
Licenses Verified:	N/A	**JSEB %:**	0		

Fund:	00111	**Center:**	162101	**Acct:**	531090	**Proj:**	000000	**Activity:**	00000000	$ 0
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$

New NTE/GMP:	$ 2,210,000.00	**Contingent Amt:**	$ 0	**DMP/ODPO Amt:**	$ 0

Using Agency/BU:	MAAD:MAYOR_ADMINISTRATION		
Concurrence:	Signed by: Sherman Lynn 865129213C6241F...	**Title:**	ADMINISTRATIVE AIDE - MA - III 7/1/2025
Concurrence:		**Title:**	
Concurrence:		**Title:**	
Concurrence:		**Title:**	

Procurement Analyst/Buyer:	Signed by: Renata Barnett 1F7B2C9B8B4D0...	**Chief of Procurement:**	DocuSigned by: B19F1D517352458... 7/8/2025
Name:	Renata Barnett	**Name:**	Dustin L. Freeman

Part 2 – JPAC Action: All award actions subject to lawfully appropriated funds.		**Part 3 – Final Awarding Authority Action:**	
Members who approve:	3	**Action:**	Approved
Members who disapprove:	0	**Signature:**	DocuSigned by: Karen Bowling 1C34E1215562481... DS Karen Bowling Chief Administrative Officer For: Mayor Donna Deegan Under Authority Of: Executive Order No: 2023-02
Date:	7/17/2025	**Date:**	7/18/2025

Docusign Envelope ID: EC863CE3-C259-4BD6-8BF2-4752AD0F85C1

PAF Instructions
Part 1 (using agency)

Form Type: This form will be used for both Administrative Awards and JPAC Requests. Select type from dropdown options.

Goods and/or Services: Enter a brief description of the types of goods and services included in the request.

Requested Action and Justification: Enter a brief description of the requested action or authority being sought. i.e.; *Request permission to award the lowest, responsive responsible bidder for an ITB or award the highest ranked supplier for an RFP.* This block should also be used for additional information such as additional 4th account strings, or other information essential for contract execution.

Supplier: Enter awarded supplier name**.** If multiple, include in "Requested Action and Justification" box.

Basis of Award: Select from Lowest Price Technical Acceptable (LPTA), Highest Price Technical Acceptable (HPTA) or N/A.

Bid Opening Date: The date bids were unsealed by Procurement.

POA #: This is your 1Cloud generated Agreement number. Select Type, Enter Number.

PO #: Enter the PO number or agreement release number.

Change Order #: Provide the applicable change order number represented by this request.

Solicitation #: Select Prefix type, Enter Number, and Year.

Contract #: This number should be the same as your POA number (unless procured prior to 2020)

Contract Amendment #: Provide the applicable amendment number represented by this request.

Term: Select the Period of Performance or Term for the initial period.

Options: Period of time for each renewal or option.

Options Used: Prior to this request, enter how many options were already used.

Federally Funded: Select yes or no from dropdown if Federal Funds will be used.

JSEB Rec: Select Encouragement or JSEB Set Aside Option.

JESB %: If JSEB Participation, enter the percentage.

Bonds Waived Pursuant to: Select option from Drop down.

Funding Sources: Fund/Center/Account/Project/Activity, all fields are required even if zeros.

New NTE/GMP: Enter the new total not to exceed amount. Note, this should match the contract maximum indebtedness, if applicable**.**

Contingent Amount: If your agency requests an allowance for unforeseen additional expenses, then specify the amount of your requested increase and new NTE that represents the contingency allowance. This is over and above any quote.

DMP/ODPO Account: Enter the Direct Materials Purchase/Owner Direct Purchase Order Account. Used mainly for CIP (Capital Improvement/Construction) Projects

Using Agency/BU: Select one from the dropdown list.

Concurrence: Using Agency internal routing requirements for Electronic Signatures (follow Proc Manual for threshold requirements)

Title: Title of person electronically signing form.

Attachments: Included any supplemental information to the Procurement Award Form. i.e.; *Scope of work, previous awards*.

**Any field where there is no data available, or no entry is required, either leave it blank or enter N/A. Any fields where there is known data, include for informational purposes. Any changes to an original award should contain the data that is being changed and any other relevant data required for JPAC review and approval.*

Docusign Envelope ID: EC863CE3-C259-4BD6-8BF2-4752AD0F85C1

CONTRACT
BETWEEN
CITY OF JACKSONVILLE
AND
URBAN JACKSONVILLE, INC. d/b/a AGING TRUE
FOR
ELDERLY FOOD INSECURITY PROGRAM

THIS CONTRACT for the Elderly Food Insecurity Program (hereinafter the "Program") is executed as of this 1st day of July, 2024 (hereinafter the "Effective Date"), by and between the **CITY OF JACKSONVILLE**, a consolidated municipal corporation and political subdivision existing under the Constitution and laws of the State of Florida (hereinafter the "Owner" or "City"), and **URBAN JACKSONVILLE, INC.**, a Florida not for profit corporation with principal office at 4250 Lakeside Drive, Jacksonville, Florida 32210 (hereinafter the "Contractor").

WITNESSETH, that for the consideration and under the provisions hereinafter stated and referred to moving from each to the other of said parties respectively, it is mutually understood and agreed as follows:

1. That Contractor is the lowest responsive and responsible bidder for furnishing, not by way of limitation, all labor, materials, and equipment and performing all operations necessary to provide food and delivery services to support the Elderly Food Insecurity Relief Fund for a 12-month period of service, and all other related work, all in accordance with plans, drawings, and specifications hereinafter referred to and has been awarded this Contract for said work pursuant to award made May 24, 2024.

2. The Contractor will at its own cost and expense do the work required to be done and furnish the materials required to be furnished on said Program in accordance with plans and specifications prepared by the Procurement Division of the City for the City's Senior Services Division, bid number SC-0351-24, bid date March 27, 2024, designated as *Elderly Food Insecurity Program*, and strictly in accordance with the advertisement calling for bids, plans, specifications, blueprints, addenda, requirements of the City of Jacksonville, proposal of the said Contractor, and award therefor (hereinafter collectively the "Contract Documents") now on file in the Office of the Chief of the Procurement Division of the City of Jacksonville, all of which are by this reference specifically made a part hereof to the same extent as if fully set out herein, for a total maximum indebtedness not to exceed TWO MILLION TWO HUNDRED TEN THOUSAND AND 00/100 DOLLARS ($2,210,000.00), at and for the prices and on the terms contained in the Contract Documents.

Docusign Envelope ID: EC863CE3-C259-4BD6-8BF2-4752AD0F85C1

3. On Contractor's faithful performance of this Contract, the Owner will pay the Contractor in accordance with the terms and on the conditions stated in the Contract Documents.

4. The period of service of this Contract shall commence on the Effective Date and continue for one (1) year through March 31, 2025, with three (3) one-year renewal options upon satisfactory performance by Contractor.

5. This Agreement shall be in writing and shall be delivered by certified mail, return receipt requested, or by other delivery with receipt to the following:

As to City:

Daryl Joseph, Director
Parks, Recreation and Community Services Department
City of Jacksonville
214 North Hogan Street, 4th Floor
Jacksonville, Florida 32202

As to Contractor:

Teresa K. Barton
Chief Executive Officer
Urban Jacksonville, Inc. d/b/a Aging True
4250 Lakeside Drive, Suite 116
Jacksonville, Florida 32210

6. **Contract Managers.** Each party shall designate a Contract Manager during the Term of this Contract whose responsibility shall be to oversee the party's performance of its duties and obligations pursuant to this Contract. As of the Effective Date, City's Contract Manager is Daryl Joseph (Phone: 904.255.7903; djoseph@coj.net), and Contractor's Contract Manager is Teresa Barton (Phone: 904.807.1203; tbarton@agingtrue.org). Each party shall provide prompt written notice to the other party of any changes to the party's Contract Manager or his or her contact information; provided, such changes shall not be deemed Contract amendments and may be provided by email.

7. Notwithstanding any provision to the contrary in this Contract or in the Contract Documents, the Owner has the absolute right to terminate this Contract without cause for convenience by giving the Contractor thirty (30) days' advance written notice of the date of termination. Such notice shall be delivered by Certified United States Mail, return receipt requested, or by any other delivery method with evidence of receipt to the Contractor's representative who signed this Contract at the address specified in the Contract Documents.

Docusign Envelope ID: EC863CE3-C259-4BD6-8BF2-4752AD0F85C1

8. This Contract and all amendments hereto may be executed in several counterparts, each of which shall be deemed to be an original, and all of such counterparts together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have duly executed this Contract in duplicate the day and year first above written.

ATTEST:

By: James R. McCain, Jr.
James R. McCain, Jr.
Corporation Secretary

CITY OF JACKSONVILLE, FLORIDA

By: Karen Bowling
Donna Deegan, Mayor

OWNER

Karen Bowling
Chief Administrative Officer
For: Mayor Donna Deegan
Under Authority Of:
Executive Order No: 2023-02

WITNESS:

Linda S Stone
Signature

LINDA S. STONE
Type/Print Name

EXECUTIVE ASSISTANT
Title

URBAN JACKSONVILLE INC. d/b/a AGING TRUE

Samuel P. Hall
Signature

Samuel P. Hall
Type/Print Name

Chief Operations Officer
Title

CONTRACTOR

Encumbrance & funding information is found on the next page.

Docusign Envelope ID: EC863CE3-C259-4BD6-8BF2-4752AD0F85C1

ENCUMBRANCE & FUNDING INFORMATION:

1Cloud Account for Certification of Funds	Amount
00111.162101.531090.00000000001350.00000.0000000	$2,210,000.00

TOTAL MAXIMUM INDEBTEDNESS: $2,210,000.00

In accordance with Section 24.103(e), *Ordinance Code*, I do hereby certify that there is an unexpended, unencumbered, and unimpounded balance in the appropriation sufficient to cover the foregoing agreement.

Anna Brosch

Director of Finance
City Contract No. 71338-24

Form Approved

James R. McCain

Assistant General Counsel

Docusign Envelope ID: EC863CE3-C259-4BD6-8BF2-4752AD0F85C1

SUBJECT: **ELDERLY FOOD INSECURITY PROGRAM**

BID #: **SC-0351-24** **OPEN DATE:** **03/27/2024**

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – PERIOD OF SERVICE WILL BE FROM APRIL 1, 2024 THROUGH MARCH 31, 2025 WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS.

AGENCY: PARKS, RECREATION AND COMMUNITY SERVICES

BASIS OF AWARD: ALL OR NONE, TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 4 **NUMBER RECEIVED:** 1 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to retroact the period of service from April 1, 2024 through date of award.

Recommend approval of award to the sole bidder Urban Jacksonville, Inc. as the as the lowest responsive, responsible bidder. Period of service will be from date of award through March 31, 2025 with three (3) one (1) year renewal options. Total not-to-exceed award amount is $2,210,000.00.

Funding for this award to be encumbered by account: 00111.162101.531090.000000.00001350.00000.0000000.
to be executed by formal contract agreement through the Office of General Counsel.

ATTACHMENTS: Recommendation Memo, Tabulation Sheet, Specifications, Terms and Conditions, Previous Award

---

ANALYST: Renata Barnett
RENATA BARNETT

RESPECTFULLY SUBMITTED: For:
DUSTIN FREEMAN, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Daryl Joseph, Director of Parks, Recreation and Community Services

---

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE: 5/23/2024

OTHER:

ACTION OF AWARDING AUTHORITY DATE 5/24/24

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION Karen Bowling

Karen Bowling
Chief Administrative Officer
For: Mayor Donna Deegan
Under Authority Of:
Executive Order No: 2023-02

Contract Purchase Agreement POA-71338-24

Agreement	POA-71338-24
Agreement Date	29-MAY-2024
Revision	0
Agreement Amount	2,210,000.00 USD
Solicitation Number	SC-0351-24

Sold To

City of Jacksonville
117 West Duval Street
Suite 375
JACKSONVILLE, FL 32202
US

Supplier

Urban Jacksonville, Inc
DBA Aging True
4250 Lakeside Drive, Suite 116
JACKSONVILLE, FLORIDA 32210

Notes

Supplier Number	Payment Terms	Freight Terms	FOB	Shipping Method
21517	Net 30	Freight Prepaid	FOB Destination	Best Way
Start Date	**End Date**		**Confirm To**	
31-Mar-2024	30-Mar-2025		Renata Barnett rbarnett@coj.netPhone 904-2558843	

DRAFT

This Order is subject to the General Conditions attached here to. Manufacturer's Federal excise tax exempt no 59-89-0120K Florida State sales and use tax exemption no. 85-8012621607C-8	Approved by Dustin L. Freeman, Chief of Procurement Division

Docusign Envelope ID: EC863CE3-C259-4BD6-8BF2-4752AD0F85C1

City of Jacksonville, Florida

Procurement Award Form (PAF)

Part 1 – Form Type: JPAC Award Request: Renewals, Extensions, and Unit Price Increases

Goods and/or Services: Elderly Food Insecurity

Requested Action and Justification:

Requesting approval to increase award by $810,000.00 to Urban Jacksonville, Inc. for the Elderly Food Insecurity Program. Total revised not to exceed expenditure will be $3,020,000.00.

Funds for FY 25/26 have yet to be appropriated by the City. The City has no obligation for payment and works past September 2025 and is therefore not authorized unless funds are appropriated for the work herein. A written notification will be provided in the event that funds are appropriated.

Supplier:	Urban Jacksonville, Inc.	**Basis of Award:**	HPTA	**BID Opening Date:**	03/27/2024

POA #:	71338-24	**PO #:**	681992-24	**Change Order #:**	NA
Solicitation #:	RFP-NONCON ESC-0351 24	**Contract #:**	71338-24	**Contract Amd #:**	2
Term:	3 years	**Options:**	3,1-year	**Options Used:**	1

Federally Funded:	N/A	**JSEB Rec:**	Encouragement	**Bonds Waived Pursuant To:**	N/A
Licenses Verified:	N/A	**JSEB %:**	0		

Fund:	00111	**Center:**	162101	**Acct:**	531090	**Proj:**	000000	**Activity:**	00001350	$ 810,000.00
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$

New NTE/GMP:	$ 3,020,000.00	**Contingent Amt:**	$ 0	**DMP/ODPO Amt:**	$ 0

Using Agency/BU:	MAAD:MAYOR_ADMINISTRATION		
Concurrence:	Signed by: Sherman, Lynn 865129213C6241F...	**Title:**	ADMINISTRATIVE AIDE - MA - III 8/19/2025
Concurrence:		**Title:**	
Concurrence:		**Title:**	
Concurrence:		**Title:**	

Procurement Analyst/Buyer:	Signed by: Wallace Cohen, Olive 1F7D0E8B7BC24D...	**Chief of Procurement:**	DocuSigned by: B19F1D517352488... 8/19/2025
Name:	Wallace Cohen, Olive	**Name:**	Dustin L. Freeman

Part 2 – JPAC Action: All award actions subject to lawfully appropriated funds.		**Part 3 – Final Awarding Authority Action:**	
Members who approve:	3	**Action:**	Approved
Members who disapprove:	0	**Signature:**	DocuSigned by: Karen Bowling 1C34E121556248... DS Karen Bowling Chief Administrative Officer For: Mayor Donna Deegan Under Authority Of: Executive Order No: 2023-02
Date:	8/21/2025	**Date:**	8/21/2025

Docusign Envelope ID: EC863CE3-C259-4BD6-8BF2-4752AD0F85C1

PAF Instructions
Part 1 (using agency)

Form Type: This form will be used for both Administrative Awards and JPAC Requests. Select type from dropdown options.

Goods and/or Services: Enter a brief description of the types of goods and services included in the request.

Requested Action and Justification: Enter a brief description of the requested action or authority being sought. i.e.; *Request permission to award the lowest, responsive responsible bidder for an ITB or award the highest ranked supplier for an RFP.* This block should also be used for additional information such as additional 4th account strings, or other information essential for contract execution.

Supplier: Enter awarded supplier name**.** If multiple, include in "Requested Action and Justification" box.

Basis of Award: Select from Lowest Price Technical Acceptable (LPTA), Highest Price Technical Acceptable (HPTA) or N/A.

Bid Opening Date: The date bids were unsealed by Procurement.

POA #: This is your 1Cloud generated Agreement number. Select Type, Enter Number.

PO #: Enter the PO number or agreement release number.

Change Order #: Provide the applicable change order number represented by this request.

Solicitation #: Select Prefix type, Enter Number, and Year.

Contract #: This number should be the same as your POA number (unless procured prior to 2020)

Contract Amendment #: Provide the applicable amendment number represented by this request.

Term: Select the Period of Performance or Term for the initial period.

Options: Period of time for each renewal or option.

Options Used: Prior to this request, enter how many options were already used.

Federally Funded: Select yes or no from dropdown if Federal Funds will be used.

JSEB Rec: Select Encouragement or JSEB Set Aside Option.

JESB %: If JSEB Participation, enter the percentage.

Bonds Waived Pursuant to: Select option from Drop down.

Funding Sources: Fund/Center/Account/Project/Activity, all fields are required even if zeros.

New NTE/GMP: Enter the new total not to exceed amount. Note, this should match the contract maximum indebtedness, if applicable**.**

Contingent Amount: If your agency requests an allowance for unforeseen additional expenses, then specify the amount of your requested increase and new NTE that represents the contingency allowance. This is over and above any quote.

DMP/ODPO Account: Enter the Direct Materials Purchase/Owner Direct Purchase Order Account. Used mainly for CIP (Capital Improvement/Construction) Projects

Using Agency/BU: Select one from the dropdown list.

Concurrence: Using Agency internal routing requirements for Electronic Signatures (follow Proc Manual for threshold requirements)

Title: Title of person electronically signing form.

Attachments: Included any supplemental information to the Procurement Award Form. i.e.; *Scope of work, previous awards*.

**Any field where there is no data available, or no entry is required, either leave it blank or enter N/A. Any fields where there is known data, include for informational purposes. Any changes to an original award should contain the data that is being changed and any other relevant data required for JPAC review and approval.*

Docusign Envelope ID: EC863CE3-C259-4BD6-8BF2-4752AD0F85C1

FIRST AMENDMENT TO CONTRACT
BETWEEN
CITY OF JACKSONVILLE
AND
URBAN JACKSONVILLE, INC. d/b/a AGING TRUE
FOR
ELDERLY FOOD INSECURITY PROGRAM

THIS FIRST AMENDMENT to Contract for the Elderly Food Insecurity Program (the "Program") is executed as of this 4th day of August, 2025, by and between the **CITY OF JACKSONVILLE**, a consolidated municipal corporation and political subdivision existing under the Constitution and laws of the State of Florida (the "Owner" or "City"), and **URBAN JACKSONVILLE, INC.**, d/b/a **AGING TRUE**, a Florida not for profit corporation with principal office at 4250 Lakeside Drive, Jacksonville, Florida 32210 (the "Contractor").

RECITALS:

WHEREAS, on July 1, 2024, City and Contractor made and entered into City of Jacksonville Contract No. 71338-24 (the "Contract") for the Program; and

WHEREAS, from April 1, 2025, through the day and year first above written the parties have worked together continuously and without interruption on the Program; and

WHEREAS, said Contract has not been amended previously; and

WHEREAS, said Contract should be amended by accepting, adopting, and ratifying all actions of the parties under said Contract from April 1, 2025, through the day and year first above written, and by exercising the first of three (3) one-year renewal options, thereby extending the period of service through March 31, 2026, with all other provisions, terms, and conditions of said Contract remaining unchanged; now therefore

IN CONSIDERATION of the mutual covenants and agreements hereinafter contained and of other good and valuable consideration acknowledged by the parties to be sufficient, the parties agree to amend said Contract as follows:

1. The above-stated recitals are accurate, true, and correct and are incorporated herein and made a part hereof by this reference.

2. All actions of the parties under the provisions, terms, and conditions of said Contract from April 1, 2025, through the day and year first above written are accepted, adopted, and ratified.

3. Section 4 of said Contract is amended by exercising the first of three (3) one-year renewal options, thereby extending the period of service through March 31, 2026, and as amended

Docusign Envelope ID: EC863CE3-C259-4BD6-8BF2-4752AD0F85C1

shall read as follows:

"4. The period of service of this Contract shall commence on the Effective Date and continue for two (2) years through March 31, 2026, with two (2) one-year renewal options upon satisfactory performance by Contractor."

4. The maximum indebtedness shall remain an amount not to exceed $2,210,000.00 annually.

SAVE AND EXCEPT as expressly amended in and by this instrument, the provisions, terms, and conditions of said Contract shall remain unchanged and shall continue in full force and effect.

IN WITNESS WHEREOF, the parties hereto have duly executed this First Amendment in duplicate the day and year first above written.

ATTEST:

By: _____
James R. McCain, Jr.
Corporation Secretary

CITY OF JACKSONVILLE, FLORIDA

By: _____
Donna Deegan, Mayor

Karen Bowling
Chief Administrative Officer
For: Mayor Donna Deegan
Under Authority Of:
Executive Order No: 2023-02

OWNER

WITNESS:

_____
Signature

LINDA S. STONE
Type/Print Name

EXECUTIVE ASSISTANT
Title

URBAN JACKSONVILLE INC. d/b/a AGING TRUE

_____
Signature

TERESA K. BARTON
Type/Print Name

CEO
Title

CONTRACTOR

Form Approved:

_____
Assistant General Counsel

GC-#1701518-v1-Urban_Jax_71338-24_Amd#1_Aging_True_Ratify.docx

Docusign Envelope ID: EC863CE3-C259-4BD6-8BF2-4752AD0F85C1
Docusign Envelope ID: 10006748-3B09-4EB8-9EAB-C9EAE0AE5022

City of Jacksonville, Florida

Procurement Award Form (PAF)

Part 1 – Form Type: JPAC Award Request: Renewals, Extensions, and Unit Price Increases

Goods and/or Services: Elderly Food Insecurity

Requested Action and Justification:

Requesting approval to ratify the period of service from April 1, 2025 to date of executed contract. Recommend approval to exercise the first (1) of three (3) one (1) year renewal options to Urban Jacksonville, Inc. for the Elderly Food Insecurity Program. Period of service is from date of executed contract through March 31, 2026. Total not to exceed expenditure amount of $2,210,000.00 remains unchanged.

Contract amendment to be executed through the Office of General Counsel.

Supplier:	Aging True	**Basis of Award:**	HPTA	**BID Opening Date:**	03/27/2024

POA #:	71338-24	**PO #:**	681992-24	**Change Order #:**	NA
Solicitation #:	N/A NA N/A	**Contract #:**	71338-24	**Contract Amd #:**	NA
Term:	3 years	**Options:**	3, 1-year	**Options Used:**	NA

Federally Funded:	N/A	**JSEB Rec:**	Encouragement	**Bonds Waived Pursuant To:**	N/A
Licenses Verified:	N/A	**JSEB %:**	0		

Fund:	00111	**Center:**	162101	**Acct:**	531090	**Proj:**	000000	**Activity:**	00000000	$ 0
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$

New NTE/GMP:	$ 2,210,000.00	**Contingent Amt:**	$ 0	**DMP/ODPO Amt:**	$ 0

Using Agency/BU:	MAAD:MAYOR_ADMINISTRATION		
Concurrence:	Signed by: Stephanie Linale 9051282130B241F	**Title:**	ADMINISTRATIVE AIDE - MA - III 7/1/2025
Concurrence:		**Title:**	
Concurrence:		**Title:**	
Concurrence:		**Title:**	

Procurement Analyst/Buyer:	Signed by: Renata Barnett	**Chief of Procurement:**	DocuSigned by: 7/8/2025
Name:	Renata Barnett	**Name:**	Dustin L. Freeman

Part 2 – JPAC Action: All award actions subject to lawfully appropriated funds.		**Part 3 – Final Awarding Authority Action:**	
Members who approve:	3	**Action:**	Approved
Members who disapprove:	0	**Signature:**	DocuSigned by: Karen Bowling 1C34E1215582481
Date:	7/17/2025	**Date:**	7/18/2025

Karen Bowling
Chief Administrative Officer
For: Mayor Donna Deegan
Under Authority Of:
Executive Order No: 2023-02

Docusign Envelope ID: EC863CE3-C259-4BD6-8BF2-4752AD0F85C1

Contract Purchase Agreement POA-71338-24 Change Order 2

Agreement	POA-71338-24
Agreement Date	25-JUL-2024
Change Order	2
Change Order Date	22-JUL-2025
Revision	1
Agreement Amount	2,210,000.00 USD
Solicitation Number	SC-0351-24

Sold To
City of Jacksonville
117 West Duval Street
Suite 375
JACKSONVILLE, FL 32202
US

Supplier
Urban Jacksonville, Inc
DBA Aging True
4250 Lakeside Drive, Suite 116
JACKSONVILLE, FLORIDA 32210

Notes

Supplier Number	Payment Terms	Freight Terms	FOB	Shipping Method
21517	Net 30	Freight Prepaid	FOB Destination	Best Way
Start Date	**End Date**		**Confirm To**	
31-Mar-2024	30-Mar-2026		Renata Barnett rbarnett@coj.netPhone 904-2558843	

DRAFT

This Order is subject to the General Conditions attached here to. Manufacturer's Federal excise tax exempt no 59-89-0120K Florida State sales and use tax exemption no. 85-8012621607C-8	Approved by Dustin L. Freeman, Chief of Procurement Division

Docusign Envelope ID: EC863CE3-C259-4BD6-8BF2-4752AD0F85C1

City of Jacksonville, Florida
Request for Budget Transfer Form

Mayor's Office
Department or Area Responsible for Contract / Compliance / Oversight

CW
Council District(s)

Reversion of Funds: _____
(if applicable) Fund / Center / Account / Project * / Activity / Interfund / Future

N/A
Fiscal Yr(s) of carry over (all-years funds do not require a carryover)

Section of Code Being Waived (if applicable): _____

CIP (yes or no): No

Justification for Waiver

Justification for / Description of Transfer:

Appropriating $1,015,020 to fund gaps in programs through September 30, 2025 to improve access to care through a telehealth safety net ($205,020) and to decrease elderly food insecurity ($810,000).

Net Amount Appropriated and/or Transferred: $1,015,020.00

* This element of the account string is titled project but it houses both projects and grants.

CITY COUNCIL

Requesting Council Member: _____ CM's District: _____

Requesting Council Member: _____ CM's District: _____

Prepared By: _____ Ordinance: _____

OFFICE OF THE MAYOR

☐ BUDGET ORDINANCE ☐ TRANSFER DIRECTIVE

TD / BT Number: **BT25-100**

	Date Rec'd.	Date Fwd.	Approved	Disapproved
Department Head				
Mayor's Office				
Accounting Division				
Budget Division				

Date of Action By Mayor: _____ Approved: _____

Division Chief: Michael Weinstein Date Initiated: _____

Prepared By: Sunil Joshi, MD Phone Number: _____

Initiated / Requested By (if other than Department): _____

Budget Transfer Line Item Detail

* This element of the account string is titled project but it houses both projects and grants.

Budget Office approval does not confirm: 1) whether or not a grant requires a new 1Cloud grant number 2) the availability of prior-year revenue 3) the available fund balance in a non-all-years fund 4) the use of fund balance appropriations in all-years funds.

_____ Budget Officer Initials

TRANSFER FROM: (Revenue line items in this area are being appropriated and expense line items are being de-appropriated.)

Total: $1,715,040.00

Rev Exp	Fund Title	Activity / Grant / Project Title	Line Item / Account Title	Amount	Accounting Codes						
					Fund	Center	Account	Project *	Activity	Interfund	Future
Exp	General Fund Operating	Riverfront Parks	Subsidies & Contributions To Private Org	$150,000.00	00111	166105	582001	000000	00001920	00000	0000000
Exp	General Fund Operating	NBCD Local Stack Funding for Attainable Housing	Miscellaneous Grants and Aids	$55,000.00	00111	174280	583010	000000	00000000	00000	0000000
Exp	General Fund Operating	JXSF Citywide - Other General Governmental Services	Cash Carryover	$110,000.00	00111	191009	599060	000000	00000000	00000	0000000
Exp	Special Events - General Fund	Non-Profit Community Open House	Miscellaneous Services & Charges	$100,000.00	00113	133101	549040	000000	00001918	00000	0000000
Exp	Homelessness Initiatives Special Revenue Fund	NBCD Homeless Continuum of Care Bonus Match	Miscellaneous Grants and Aids	$200,000.00	11103	174283	583010	000000	00000000	00000	0000000
Exp	General Trust & Agency - Carryforward Council-Appropriated	Film And Television Office Trust - TRJE01-Activity	Subsidies & Contributions To Private Org	$136,752.50	11526	105102	582001	000000	00001395	00000	0000000
Exp	General Trust & Agency - Carryforward Council-Appropriated	NBCD Home Roof Initiative	Miscellaneous Grants and Aids	$263,267.50	11526	174284	583010	000000	00000000	00000	0000000
Rev	General Fund Operating	TRAN Interfund Transfer - Interfund Group Transfer	Intrafund Equity Transfer In	$100,000.00	00111	191040	381920	000000	00000000	00113	0000000
Rev	General Fund Operating	TRAN Interfund Transfer - Interfund Group Transfer	Interfund - Transfer In	$200,000.00	00111	191040	381910	000000	00000000	11103	0000000
Rev	General Fund Operating	TRAN Interfund Transfer - Interfund Group Transfer	Interfund - Transfer In	$136,752.50	00111	191040	381910	000000	00000000	11526	0000000
Rev	General Fund Operating	TRAN Interfund Transfer - Interfund Group Transfer	Interfund - Transfer In	$263,267.50	00111	191040	381910	000000	00000000	11526	0000000

TRANSFER TO: (Revenue line items in this area are being de-appropriated and expense line items are being appropriated.)

Total: $1,715,040.00

Rev Exp	Fund Title	Activity / Grant / Project Title	Line Item / Account Title	Amount	Accounting Codes						
					Fund	Center	Account	Project *	Activity	Interfund	Future
Exp	General Fund Operating	Food Insecurity Relief	Other Professional Services	$810,000.00	00111	162101	531090	000000	00001350	00000	0000000
Exp	General Fund Operating	Telehealth Safety Net / Healthlink Jax	Other Professional Services	$205,020.00	00111	194016	531090	000000	00002067	00000	0000000
Exp	Special Events - General Fund	TRAN Interfund Transfer - Interfund Group Transfer	Intrafund - Transfer Out	$100,000.00	00113	191040	591920	000000	00000000	00111	0000000
Exp	Homelessness Initiatives Special Revenue Fund	TRAN Interfund Transfer - Interfund Group Transfer	Interfund - Transfer Out	$200,000.00	11103	191040	591910	000000	00000000	00111	0000000
Exp	General Trust & Agency - Carryforward Council-Appropriated	Film And Television Office Trust - TRJE01-Activity	Interfund - Transfer Out	$136,752.50	11526	191040	591910	000000	00001395	00111	0000000
Exp	General Trust & Agency - Carryforward Council-Appropriated	TRAN Interfund Transfer - Interfund Group Transfer	Interfund - Transfer Out	$263,267.50	11526	191040	591910	000000	00000000	00111	0000000

Docusign Envelope ID: EC863CE3-C259-4BD6-8BF2-4752AD0F85C1

SUBJECT: ELDERLY FOOD INSECURITY PROGRAM

BID #: SC-0351-24 **OPEN DATE: 03/27/2024**

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – PERIOD OF SERVICE WILL BE FROM APRIL 1, 2024 THROUGH MARCH 31, 2025 WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS.

AGENCY: PARKS, RECREATION AND COMMUNITY SERVICES

BASIS OF AWARD: ALL OR NONE, TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 4 **NUMBER RECEIVED:** 1 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to retroact the period of service from April 1, 2024 through date of award.

Recommend approval of award to the sole bidder Urban Jacksonville, Inc. as the as the lowest responsive, responsible bidder. Period of service will be from date of award through March 31, 2025 with three (3) one (1) year renewal options. Total not-to-exceed award amount is $2,210,000.00.

Funding for this award to be encumbered by account: 00111.162101.531090.000000.00001350.00000.0000000.
to be executed by formal contract agreement through the Office of General Counsel.

ATTACHMENTS: Recommendation Memo, Tabulation Sheet, Specifications, Terms and Conditions, Previous Award

---

ANALYST: Renata Barnett
RENATA BARNETT

RESPECTFULLY SUBMITTED: For:
DUSTIN FREEMAN, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Daryl Joseph, Director of Parks, Recreation and Community Services

---

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE: 5/23/2024

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE 5/24/24

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION Karen Bowling

Karen Bowling
Chief Administrative Officer
For: Mayor Donna Deegan
Under Authority Of:
Executive Order No: 2023-02

Docusign Envelope ID: EC863CE3-C259-4BD6-8BF2-4752AD0F85C1

Docusign Envelope ID: EC863CE3-C259-4BD6-8BF2-4752AD0F85C1

A NEW DAY.

City of Jacksonville, Florida

Donna Deegan, Mayor

Parks, Recreation & Community Services Department
214 N. Hogan St, 4th Floor
Jacksonville, FL 32202
(904) 630-CITY
www.coj.net

MEMORANDUM

TO: Dustin Freeman, Chief
Procurement Division

FROM: Daryl T. Joseph, Director
Parks, Recreation & Community Services Department

DATE: May 9, 2024

RE: SC-0351- 24 The Elderly Food Insecurity Program Bid Proposal Negotiation

---

In reference to SC-0351- 24 the Elderly Food Insecurity Program Bid Proposal Negotiation, the Mayor's Office of Health Programs and Initiatives approves the adjustment to the bid proposal as follows: The quantity of 250,992 meals at the rate of 9.10 per meal will be changed to 242,857 meals at 9.10 per meal. The total project funding allocation is $2,210,000.

The terms of this agreement are for the period of April 1, 2024, through March 31, 2025. The bid closed on March 14, 2024, and Procurement received one (1) vendor response: Aging True d/b/a Urban Jacksonville, Inc.

Meals on Wheels
00111-162101-000000-00001350-00000-0000000
L 531090

The funds will be used to reduce hunger and food insecurity among the elderly, who are currently on the waiting list to receive a hot meal five days a week.

Thank you for your assistance in this process. If you need additional information, please contact Lynn Sherman at 255-4628 or lsherman@coj.net.

CC: Gloria Crawford, Chief of Senior Services

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Docusign Envelope ID: EC863CE3-C259-4BD6-8BF2-4752AD0F85C1

MEMORANDUM

To: City of Jacksonville-Elderly Food Insecurity Relief Fund
Attn: **Lynn Sherman**

From: Urban Jacksonville, Inc. d/b/a Aging True

Date: April 30,2024

Re: Adjustment to Bid Proposal (#SC-0351-24)

This is a written request to adjust the total amount of our recent Bid Proposal (#SC-0351-24). The submitted quantity was 250,992 meals at a rate of $9.10 per meal. We are requesting a reduction in the quantity of meals to 242,857 meals at a rate of $9.10 per meal.

The adjusted annual total of the contract will be $2,210,000.

Teresa K Barton

Teresa K. Barton, CEO, Aging True

04-30-2024

Date

Docusign Envelope ID: EC863CE3-C259-4BD6-8BF2-4752AD0F85C1

Docusign Envelope ID: EC863CE3-C259-4BD6-8BF2-4752AD0F85C1

SUBJECT: ELDERLY FOOD INSECURITY PROGRAM

BID #: SC-0351-24 **OPEN DATE: 03/27/2024**

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – DATE OF EXECUTED CONTRACT THROUGH JANUARY 31, 2025 WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS.

AGENCY: PARKS, RECREATION AND COMMUNITY SERVICES

BASIS OF AWARD: ALL OR NONE, TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 4 **NUMBER RECEIVED:** 1 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to negotiate with the sole bidder Urban Jacksonville, Inc., due to the submitted price being over budget. The results of the negotiations will be submitted to the committee for approval.

Funding for this award to be encumbered by account: 00111.162101.531090.000000.00001350.00000.0000000 to be executed by formal contract agreement through the Office of General Counsel.

ATTACHMENTS: Recommendation Memo, Tabulation Sheet, Specifications, Terms and Conditions

ANALYST: RENATA BARNETT **RESPECTFULLY SUBMITTED:** DUSTIN FREEMAN, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Daryl Joseph, Director of Parks, Recreation and Community Services

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING Ø DATE: 4/25/24

OTHER:

ACTION OF AWARDING AUTHORITY DATE 4/28/24

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Karen Bowling
Chief Administrative Officer
For: Mayor Donna Deegan
Under Authority Of:
Executive Order No: 2023-02

Docusign Envelope ID: EC863CE3-C259-4BD6-8BF2-4752AD0F85C1

Req. 4/10

City of Jacksonville, Florida

Donna Deegan, Mayor
Parks, Recreation & Community Services Department
214 N. Hogan Street, 4th Floor
Jacksonville, FL 32202
(904) 630-CITY
www.coj.net

A NEW DAY.

MEMORANDUM

TO: **Dustin Freeman,**
Chief of Procurement Division

THRU: **Daryl Joseph, Director**
Park, Recreation and Community Services

FROM: **Gloria Crawford, Chief**
Senior Services Division

SUBJECT: Request approval to Recommend Negotiation for BID SC-0351-24 Elderly Food Insecurity Program

DATE: April 9, 2024

The Parks, Recreation, and Community Services Department respectfully requests authorization to engage in negotiations under Bid SC-0351-24 on behalf of the Elderly Food Insecurity Program. The maximum bid amount for this RFP was not to exceed $2,210,000.00.

Under the Request for Proposals (RFP), the one bid received, Aging True, d/b/a Urban Jacksonville, Inc. was beyond the maximum bid amount allowed placing a bid totaling $2,284,027.20 for a quantity of 250,992 at $9.10 per unit.

As a result, we are requesting to negotiate and will submit our proposal to the General Government Award Committee (GGAC) for approval following the conclusion of the deliberations.

If you have any questions or if further information is required, please contact Gloria Crawford at 904-255-5401.

Attachments:

GC/bn

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BID TABULATION

Title:	ELDERLY FOOD INSECURITY PROGRAM	**URBAN JACKSONVILLE, INC.**
Bid No.:	SC-0351-24	
Close Date:	MARCH 27, 2024	
Analyst:	RENATA BARNETT	
No. Invited:	(4) **No. Received:** (1) **Other:** (0)	
Announcer:	Melissa Pierce	
Recorded By:	Michelle Spitler	
	NOTES:	**Vendor changed the original amount of Est. Quantity on the Bid Proposal document.**

Item #	Description	Est. Quantity	Unit Price	Extended Price
1	**ELDERLY FOOD INSECURITY PROGRAM. Provision of 1328 home delivered meals per day to vulnerable and home-bound elderly in Duval for 252 days.**	250,992	$ 9.10	$ 2,284,027.00
		GRAND TOTAL:	**$2,284,027.00**	

Terms:	Not Specified
Delivery:	Not Specified
Signed Bid Form:	Yes
Bid Proposal Form:	Yes
Conflict of Interest Certificate:	Yes
Addenda(2):	Yes

***

Docusign Envelope ID: EC863CE3-C259-4BD6-8BF2-4752AD0F85C1

TERMS AND CONDITIONS

1. SCOPE

The City of Jacksonville, Senior Services Division, is currently accepting bids to obtain source(s) of supply for the items as outlined in the bid documents provided. The purpose of this bid invitation is to obtain information about your firm and its ability to provide these item(s)/ service(s) and to obtain pricing commitments for Elderly Food Insecurity Program, as listed in the bid documents.

2. AWARD

Award will be **ALL OR NONE** to the lowest responsive, responsible bidder. Bidders must bid on all items to be considered for award. ALL awards are subject to the availability of funds.

3. TERM OF AGREEMENT

The term of this agreement will be from date of award through January 31, 2025, with three (3) one (1) year renewal options. Renewal options may be exercised at the discretion of the City based on supplier performance and adherence to the terms and conditions set forth in the bid documents.

4. MINIMUM REQUIREMENTS

Bidders should submit or comply with the following requirements. Failure to submit any of these requirements may be grounds for rejection:

a. The Contractor shall provide all business licenses required by local, state, and federal law as applicable.

5. PRE-BID CONFERENCE

A pre-bid meeting has been scheduled for this bid. **Monday. March 18, 2024 at 11:00 a.m.**

(Microsoft Teams; Meeting ID: 211 633 082 039 Password: HnmuEB).

6. STATE CONTRACTS

The City reserves the right to utilize contracts established by the State of Florida and or other governmental agencies for item(s)/service(s) covered under this bid. The city reserves the right to cancel this contract in whole or in part for such item(s)/service(s).

7. QUANTITIES

Quantities indicated reflect the estimated quantities to be purchased throughout the contract period and are subject to fluctuation in accordance with actual requirements. The City reserves the right to add or delete items, or increase the volume of services required, or not to make any purchase against this bid if it so deems necessary at any time during the contract period.

8. DELIVERY

Pickups will be at various locations as deemed necessary for the entire Program.

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9. ESCALATION/DE-ESCALATION

All pricing submitted shall remain firm for the first year of the initial contract period. After the first year of the contract term (if applicable), a supplier may submit in writing a request for price escalation / de-escalation for the percentage of change as listed in the Consumer Pricing Index (CPI) and/or documentation notifying of an industry-wide increase. The City reserves the right to decline any price increase request.

10. PRICES

All unit prices shall include freight, delivery, and handling charges to the delivery location as outlined in the bid documents.

11. PICK UP AND RETURNS

The City reserves the right to return an order in whole or in part if the merchandise is not in compliance with the bid specifications. The City or its agencies will determine compliance with bid specifications. Pick up and returns will be made within 48 hours of notification at no charge to the City or its agencies.

12. COMPLIANCE WITH SPECIFICATIONS

The bidder, by affixing their signature to the bid form submitted, agrees to provide item(s)/service(s) in accordance with the bid documents provided. Bid only a single offering for each bid item. Multiple offerings, alternates (unless stated) and or stipulations may be cause for bid rejection. Bid only on forms provided herein unless otherwise stated. Bid submissions shall be in ink or typewritten. All corrections must be initialed.

13. INVOICING

Invoices will be issued once supplies/services are delivered and/or rendered to the City of Jacksonville or its agencies. At a minimum, invoices must include; purchase order number or contract number, item number and description, date of shipment, quantity ordered and shipped, unit prices, unit of measure, and extended totals. Payment terms are Net 30 days. All original invoices shall be submitted to: COJ1CloudInvoices@coj.net. The invoice email subject line **MUST BE**: inv_300000008806179. Invoices can also be submitted through the 1Cloud Supplier Portal.

14. INSURANCE/INDEMNIFICATION

Each supplier shall maintain, for the entire term of this bid, current insurance coverage as stated in the bid documents. All insurance certificates shall list the City of Jacksonville as an additional insured. Bid number should be listed on certificate. The awarded bidder is required to submit their insurance certificate within ten (10) days after notice of award.

15. REPORTING

The City may request, during the term of this bid, reports including but not limited to; usage, pricing, and delivery. Suppliers will be required to provide reports requested in hard copy and electronic format as required.

16. SUPPLIER ACCESSIBILITY

The City or its representatives must be able to contact, during normal business hours, by telephone or email any supplier providing goods or services to the City or its agencies. Any supplier accessibility

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requirements outlined in the specifications supersede this section. Supplier must be available 24 hours a day while rental equipment is onsite at an event and is responsible for notifying the City representative at the designated phone number provided or by City email on how to contact supplier during this period.

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SPECIFICATIONS

ELDERLY FOOD INSECURITY RELIEF FUND

GENERAL SCOPE OF WORK:

A. **The City of Jacksonville requires the services necessary to provide meals on wheels for vulnerable and elderly population within Duval County.**

B. **Contractor shall furnish the food services and delivery to support the Elderly Food Insecurity Relief Fund for project days during a 12-month period extending from February 1, 2024, through March 31, 2024. The contract resulting from this bid may be extended one year at a time for three (3) additional years at the option of the City of Jacksonville and with the agreement of the successful Bidder.**

1. Provide 1328 daily meals to homebound individuals who are scored as 3s, 2s, and 1s on the waiting list for home-delivered meal service in Duval County.
2. Provide an in-home assessment of each participant receiving meals to certify their eligibility to ensure the neediest are served first.
3. Meals must be prepared under the guidance of a registered dietitian who certifies that all menu items and meals meet recommended dietary requirements.
4. A dietitian must participate in the planning and development of the menu.
5. Meals must meet the guidelines of Title III-C of the Older Americans Act
6. Provide a quarterly report that includes updated outcomes for the Executive Director of Health Programs
7. Employ a registered and licensed dietitian.
8. Minimum of (5) years providing hot or frozen meals to frail elderly and vulnerable to frail, vulnerable community members.

C. **Pre-Bid Conference: A pre-bid conference will be held for all interested parties on (TBD) Procurement Division, 214 N Hogan Street, Room 853, Jacksonville, Florida 32202**

1. Legal name and address of parent corporation and any applicable subsidiaries that would operate and administer contract; the type of entity (business) - must be a corporation; full name(s) and address(es) of principals of operating company.
2. An organizational chart and a plan for administration and management of staffing proposed in order to comply with the specifications of the contract.
3.Resume(s) detailing the experience and qualifications of the proposed local management to be utilized in the operation, with copies of appropriate licenses/certificates needed to meet requirements of the position(s).

3. A list and brief description of similar food service contracts which have been held within the last five (5) years to include: locations, contract dates, names, addresses, and telephone numbers.

4. Description of training programs for employees, supervisors, and managers.
5. Copy of the current license for food preparation and storage by the Department of

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Business and Professional Regulation (DBPR) and most recent inspection report by that same agency. Licensing by the Florida Department of Health will be required for bidders that also prepare meals in health care facilities.

6. A copy of the most recent audited financial statements certified by a Public Accounting firm for the prior years of operation.
7. A copy of both the facility disaster plan and the Business Continuity Contingency Plan that outlines the provision of meal services to the clients in the event of an emergency and/or natural disaster.
8. An inspection of the Contractor's facility documents and equipment will be conducted prior to the award recommendations. The inspection will be considered a primary factor in the award recommendations.

D. Minimum Requirements:

1. The organization must have a structure and physical space to meet the required standards for maintaining safe and healthy food.

2. Organizations must have a structure in place to provide meal delivery Monday – Friday that covers 252 days during the period February 1, 2024 through January 31, 2025, by dedicated staff. Meals shall not be served on Saturdays, Sundays or on the days the following holidays are observed by the City:

   New Year's Day (January)
   Martin Luther King, Jr.'s Birthday (February)
   President's Day (February)
   Memorial Day (May)
   Juneteenth Day (June)
   Independence Day (July)
   Labor Day (September)
   Veteran's Day (November)
   Thanksgiving Day(November)
   Day after Thanksgiving (November)
   Christmas Eve (December)
   Christmas Day (December

3. Food holding devices on delivery vehicles must be capable of maintaining safe temperatures (above 165 degrees Fahrenheit for hot items, 41 degrees Fahrenheit or below for cold items, and 0 degrees Fahrenheit or below for frozen items.
4. Food Services training folder must be maintained on all food service personnel involved in meals preparation and delivery: Sanitation and safety courses, food preparation.
5. A copy of both the facility Disaster Plan and the Business Continuity/Contingency Plan that outlines the provision of meal services to the frail elderly and vulnerable community members.
6. The organizations may partner/collaborate with at least one organization to provide meals.
7. The organizations must provide 3 references of support from community partners.
8. All meals required to be complete and meet and exceed 1/3 of the daily Dietary Reference Intake/Adequate Intake for 51 + year old adults and delivered as specified in the approved menus.

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Detail by FEI/EIN Number

Florida Not For Profit Corporation
URBAN JACKSONVILLE, INC.

Filing Information

Document Number	714162
FEI/EIN Number	23-7024899
Date Filed	02/26/1968
State	FL
Status	ACTIVE

Principal Address

4250 LAKESIDE DR
SUITE 300
JACKSONVILLE, FL 32210

Changed: 04/16/2013

Mailing Address

4250 LAKESIDE DR
SUITE 300
JACKSONVILLE, FL 32210

Changed: 04/16/2013

Registered Agent Name & Address

C T CORPORATION SYSTEM
1200 SOUTH PINE ISLAND ROAD
PLANTATION, FL 33324

Name Changed: 01/29/2015

Address Changed: 01/29/2015

Officer/Director Detail

Name & Address

Title Chairman

BERG, REBECCA
4250 LAKESIDE DR
SUITE 300
JACKSONVILLE, FL 32210

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Title Director

RUTLAND, ALFRED W
4250 LAKESIDE DR
SUITE 300
JACKSONVILLE, FL 32210

Title Director

WILBURN, SHARON
4250 LAKESIDE DR
SUITE 300
JACKSONVILLE, FL 32210

Title CEO

BARTON, TERESA K
4250 LAKESIDE DR
SUITE 300
JACKSONVILLE, FL 32210

Title Director

HARMON, ANDREW
4250 LAKESIDE DR
SUITE 300
JACKSONVILLE, FL 32210

Title Director

WEATHERBY, MICHAEL R
4250 LAKESIDE DR
SUITE 300
JACKSONVILLE, FL 32210

Title Chairman-Elect

REDMON, GREGORY
4250 LAKESIDE DR
SUITE 300
JACKSONVILLE, FL 32210

Title Director

GILBERTO, PASQUALE
4250 LAKESIDE DR
SUITE 300
JACKSONVILLE, FL 32210

Title Secretary

Docusign Envelope ID: EC863CE3-C259-4BD6-8BF2-4752AD0F85C1

Docusign Envelope ID: EC863CE3-C259-4BD6-8BF2-4752AD0F85C1

City of Jacksonville, Florida

Procurement Award Form (PAF)

Part 1 – Form Type: JPAC Award Request: Renewals, Extensions, and Unit Price Increases

Goods and/or Services: Elderly Food Insecurity Program

Requested Action and Justification:

Requesting approval to increase award with Urban Jacksonville, Inc. by $1,543,164.00 that was appropriated for FY26. Total revised expenditure not to exceed $4,563,164.00. All other terms and conditions remain unchanged.

Contract amendment to be executed by the Office of General Counsel.

Supplier:	Urban Jacksonville, Inc.	**Basis of Award:**	Highest Evaluated	**BID Opening Date:**	03/27/2024

POA #:	71338-24	**PO #:**	681992-24	**Change Order #:**	
Solicitation #:	RFP-NONCON SC-0351-24 24	**Contract #:**	71338-24	**Contract Amd #:**	3
Term:	3 years	**Options:**	3, 1-year	**Options Used:**	1

Federally Funded:	N/A	**JSEB Rec:**	Encouragement	**Bonds Waived Pursuant To:**	N/A
Licenses Verified:	N/A	**JSEB %:**	0		

Fund:	00111	**Center:**	162101	**Acct:**	531090	**Proj:**	000000	**Activity:**	00001350	$ 1,543,164.00
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$

New NTE/GMP:	$ 4,563,164.00	**Contingent Amt:**	$ 0	**DMP/ODPO Amt:**	$ 0

Using Agency/BU:	MAAD:MAYOR_ADMINISTRATION		
Concurrence:	Signed by: Sherman, Lynn 865129213C6241F...	**Title:**	ADMINISTRATIVE AIDE - MA - III 10/16/2025
Concurrence:		**Title:**	
Concurrence:		**Title:**	
Concurrence:		**Title:**	

Initial SL

Procurement Analyst/Buyer:	Signed by: Wallace Cohen, Olive 4A1B2218DAEF49...	**Chief of Procurement:**	Signed by: B19F1D517352458... 10/21/2025
Name:	Wallace Cohen, Olive	**Name:**	Dustin L. Freeman

Part 2 – JPAC Action: All award actions subject to lawfully appropriated funds.		**Part 3 – Final Awarding Authority Action:**	
Members who approve:	3	**Action:**	Approved
Members who disapprove:	0	**Signature:**	Signed by: kelli O'Leary 02A2B98FE95E4AC...
Date:	10/23/2025	**Date:**	10/23/2025

Signed by:

Docusign Envelope ID: EC863CE3-C259-4BD6-8BF2-4752AD0F85C1

PAF Instructions
Part 1 (using agency)

Form Type: This form will be used for both Administrative Awards and JPAC Requests. Select type from dropdown options.

Goods and/or Services: Enter a brief description of the types of goods and services included in the request.

Requested Action and Justification: Enter a brief description of the requested action or authority being sought. i.e.; *Request permission to award the lowest, responsive responsible bidder for an ITB or award the highest ranked supplier for an RFP.* This block should also be used for additional information such as additional 4th account strings, or other information essential for contract execution.

Supplier: Enter awarded supplier name**.** If multiple, include in "Requested Action and Justification" box.

Basis of Award: Select from Lowest Price Technical Acceptable (LPTA), Highest Price Technical Acceptable (HPTA) or N/A.

Bid Opening Date: The date bids were unsealed by Procurement.

POA #: This is your 1Cloud generated Agreement number. Select Type, Enter Number.

PO #: Enter the PO number or agreement release number.

Change Order #: Provide the applicable change order number represented by this request.

Solicitation #: Select Prefix type, Enter Number, and Year.

Contract #: This number should be the same as your POA number (unless procured prior to 2020)

Contract Amendment #: Provide the applicable amendment number represented by this request.

Term: Select the Period of Performance or Term for the initial period.

Options: Period of time for each renewal or option.

Options Used: Prior to this request, enter how many options were already used.

Federally Funded: Select yes or no from dropdown if Federal Funds will be used.

JSEB Rec: Select Encouragement or JSEB Set Aside Option.

JESB %: If JSEB Participation, enter the percentage.

Bonds Waived Pursuant to: Select option from Drop down.

Funding Sources: Fund/Center/Account/Project/Activity, all fields are required even if zeros.

New NTE/GMP: Enter the new total not to exceed amount. Note, this should match the contract maximum indebtedness, if applicable**.**

Contingent Amount: If your agency requests an allowance for unforeseen additional expenses, then specify the amount of your requested increase and new NTE that represents the contingency allowance. This is over and above any quote.

DMP/ODPO Account: Enter the Direct Materials Purchase/Owner Direct Purchase Order Account. Used mainly for CIP (Capital Improvement/Construction) Projects

Using Agency/BU: Select one from the dropdown list.

Concurrence: Using Agency internal routing requirements for Electronic Signatures (follow Proc Manual for threshold requirements)

Title: Title of person electronically signing form.

Attachments: Included any supplemental information to the Procurement Award Form. i.e.; *Scope of work, previous awards*.

**Any field where there is no data available, or no entry is required, either leave it blank or enter N/A. Any fields where there is known data, include for informational purposes. Any changes to an original award should contain the data that is being changed and any other relevant data required for JPAC review and approval.*

Docusign Envelope ID: EC863CE3-C259-4BD6-8BF2-4752AD0F85C1

SECOND AMENDMENT TO CONTRACT
BETWEEN
CITY OF JACKSONVILLE
AND
URBAN JACKSONVILLE, INC. d/b/a AGING TRUE
FOR
ELDERLY FOOD INSECURITY PROGRAM

THIS SECOND AMENDMENT to Contract for the Elderly Food Insecurity Program (the "Program") is executed as of this 26th day of August, 2025, by and between the **CITY OF JACKSONVILLE**, a consolidated municipal corporation and political subdivision existing under the Constitution and laws of the State of Florida (the "Owner" or "City"), and **URBAN JACKSONVILLE, INC.**, d/b/a **AGING TRUE**, a Florida not for profit corporation with principal office at 4250 Lakeside Drive, Jacksonville, Florida 32210 (the "Contractor").

RECITALS:

WHEREAS, on July 1, 2024, City and Contractor made and entered into City of Jacksonville Contract No. 71338-24 (the "Contract") for the Program; and

WHEREAS, said Contract has been amended once previously; and

WHEREAS, said Contract should be amended further by providing additional funding in the amount of $810,000.00, thereby increasing the maximum indebtedness by $810,000.00 to an amount not to exceed $3,020,000.00, with all other provisions, terms, and conditions of said Contract remaining unchanged; now therefore

IN CONSIDERATION of the mutual covenants and agreements hereinafter contained and of other good and valuable consideration acknowledged by the parties to be sufficient, the parties agree to amend said Contract as follows:

1. The above-stated recitals are accurate, true, and correct and are incorporated herein and made a part hereof by this reference.

2. Section 2 of said Contract is amended by providing additional funding in the amount of $810,000.00, thereby increasing the maximum indebtedness by $810,000.00 to an amount not to exceed $3,020,000.00, and as amended shall read as follows:

"2. The Contractor will at its own cost and expense do the work required to be done and furnish the materials required to be furnished on said Program in accordance with plans and specifications prepared by the Procurement Division of the City for the City's Senior Services Division, bid number SC-0351-24, bid date March 27, 2024, designated as *Elderly Food Insecurity Program*, and strictly in accordance with the advertisement calling

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for bids, plans, specifications, blueprints, addenda, requirements of the City of Jacksonville, proposal of the said Contractor, and award therefor (hereinafter collectively the "Contract Documents") now on file in the Office of the Chief of the Procurement Division of the City of Jacksonville, all of which are by this reference specifically made a part hereof to the same extent as if fully set out herein, for a total maximum indebtedness not to exceed THREE MILLION TWENTY THOUSAND AND 00/100 DOLLARS ($3,020,000.00), at and for the prices and on the terms contained in the Contract Documents."

3. Notwithstanding anything in the Contract or this Amendment to the contrary, the City shall not be obligated to make payment for any work performed on or after October 1, 2025, and no work by the Contractor on or after October 1, 2025 is authorized unless funds are appropriated for the Contract for Fiscal Year 2025-2026. The City shall notify the Contractor in the event that such funds are appropriated, and in the event that such funds are not appropriated, the City shall have the right to terminate the Contract as of September 30, 2025.

SAVE AND EXCEPT as expressly amended in and by this instrument, the provisions, terms, and conditions of said Contract shall remain unchanged and shall continue in full force and effect.

[Remainder of page left blank intentionally. Signature follows immediately.]

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IN WITNESS WHEREOF, the parties hereto have duly executed this Second Amendment in duplicate the day and year first above written.

ATTEST:

By: James R. McCain, Jr.
James R. McCain, Jr.
Corporation Secretary

CITY OF JACKSONVILLE, FLORIDA

By: Karen Bowling
Donna Deegan, Mayor

Karen Bowling
Chief Administrative Officer
For: Mayor Donna Deegan
Under Authority Of:
Executive Order No: 2023-02

OWNER

WITNESS:

Signature

LINDA S. STONE
Type/Print Name

ASSISTANT
Title

URBAN JACKSONVILLE INC. d/b/a AGING TRUE

Signature

TERESA K. BARTON
Type/Print Name

CEO
Title

CONTRACTOR

Form Approved:

James R. McCain, Jr.
Assistant General Counsel

Docusign Envelope ID: EC863CE3-C259-4BD6-8BF2-4752AD0F85C1

Encumbrance and funding information for internal City use:

1Cloud Account for Certification of Funds	Amount
00111.162101.531090.000000.00001350.00000.0000000	$810,000.00

Total Maximum Indebtedness: $3,020,000.00

The above-stated amount is the maximum fixed monetary amount of the foregoing Contract. In accordance with Section 24.103(e), *Ordinance Code*, I do hereby certify that there is an unexpended, unencumbered, and unimpounded balance in the appropriation sufficient to cover the foregoing Contract.

Chris Cleaver for Anna Brosche

Director of Finance
City Contract No. 71338-24

Docusign Envelope ID: EC863CE3-C259-4BD6-8BF2-4752AD0F85C1

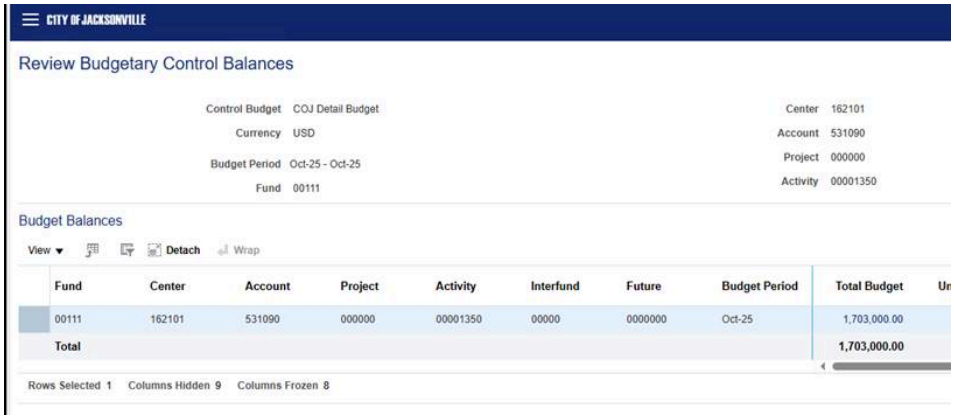
From: Harper, Jovial - Mayor's Office
Sent: Wednesday, October 15, 2025 2:25 PM
To: Harper, Jovial - Mayor's Office
Subject: RE: Elderly Food Insecurity

From: Jones, Wendy - RPOD <WendyH@coj.net>
Sent: Tuesday, October 14, 2025 2:56 PM
To: Harper, Jovial - Mayor's Office <JovialH@coj.net>; Joseph, Daryl - RPOD <DJoseph@coj.net>
Subject: RE: Elderly Food Insecurity

Jovial
The account string is 00111.162101.531090.000000.00001350.00000.0000000

The amount for the food insecurity is $1,543,164.00 of this account

$159,836.00 is designated for Senior Services programs



CITY OF JACKSONVILLE

Review Budgetary Control Balances

Control Budget	COJ Detail Budget	Center	162101
Currency	USD	Account	531090
Budget Period	Oct-25 - Oct-25	Project	000000
Fund	00111	Activity	00001350

Budget Balances

View ▾ Detach Wrap

Fund	Center	Account	Project	Activity	Interfund	Future	Budget Period	Total Budget	Ur
00111	162101	531090	000000	00001350	00000	0000000	Oct-25	1,703,000.00	
Total								1,703,000.00	

Rows Selected 1 Columns Hidden 9 Columns Frozen 8

Wendy L. Jones
Executive Assistant to Director
City of Jacksonville|Parks, Recreation and Community Services Department
214 N. Hogan Street, 4th Floor
Jacksonville, FL 32202
Office: (904) 255-7907
Jacksonville.gov

From: Harper, Jovial - Mayor's Office <JovialH@coj.net>
Sent: Tuesday, October 14, 2025 12:35 PM
To: Joseph, Daryl - RPOD <DJoseph@coj.net>; Jones, Wendy - RPOD <WendyH@coj.net>
Cc: Harper, Jovial - Mayor's Office <JovialH@coj.net>
Subject: RE: Elderly Food Insecurity

Greetings,

Just as a follow up, we are requesting assistance with obtaining the account string for the FY25-26 Budget, for Elderly Food Insecurity through Urban Jacksonville.
We were directed to you Mr. Joseph by the Budget office.

Docusign Envelope ID: EC863CE3-C259-4BD6-8BF2-4752AD0F85C1

Thank you so much for your assistance in advance.

Let me know if I could be of any further assistance.

Respectfully,

Jovial Harper
Executive Assistant to the Chief of Staff
City of Jacksonville || Office of Mayor Donna Deegan
117 W. Duval Street
Suite 400
Jacksonville, FL 32202
W: (904) 255-5009
C: (904) 718-8303
E: JovialH@coj.net
Jacksonville.gov

Docusign Envelope ID: EC863CE3-C259-4BD6-8BF2-4752AD0F85C1

City of Jacksonville, Florida

Procurement Award Form (PAF)

Part 1 – Form Type: JPAC Award Request: Renewals, Extensions, and Unit Price Increases

Goods and/or Services: Elderly Food Insecurity

Requested Action and Justification:

Requesting approval to increase award by $810,000.00 to Urban Jacksonville, Inc. for the Elderly Food Insecurity Program. Total revised not to exceed expenditure will be $3,020,000.00.

Funds for FY 25/26 have yet to be appropriated by the City. The City has no obligation for payment and works past September 2025 and is therefore not authorized unless funds are appropriated for the work herein. A written notification will be provided in the event that funds are appropriated.

Supplier:	Urban Jacksonville, Inc.	**Basis of Award:**	HPTA	**BID Opening Date:**	03/27/2024

POA #:	71338-24	**PO #:**	681992-24	**Change Order #:**	NA
Solicitation #:	RFP-NONCON ESC-0351 24	**Contract #:**	71338-24	**Contract Amd #:**	2
Term:	3 years	**Options:**	3,1-year	**Options Used:**	1

Federally Funded:	N/A	**JSEB Rec:**	Encouragement	**Bonds Waived Pursuant To:**	N/A
Licenses Verified:	N/A	**JSEB %:**	0		

Fund:	00111	**Center:**	162101	**Acct:**	531090	**Proj:**	000000	**Activity:**	00001350	$ 810,000.00
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$

New NTE/GMP:	$ 3,020,000.00	**Contingent Amt:**	$ 0	**DMP/ODPO Amt:**	$ 0

Using Agency/BU:	MAAD:MAYOR_ADMINISTRATION		
Concurrence:	Signed by: Sherman, Lynn 865129213C6241F...	**Title:**	ADMINISTRATIVE AIDE - MA - III 8/19/2025
Concurrence:		**Title:**	
Concurrence:		**Title:**	
Concurrence:		**Title:**	

Procurement Analyst/Buyer:	Signed by: Wallace Cohen, Olive 1F7D0E8B7BC24D...	**Chief of Procurement:**	DocuSigned by: B19F1D517352488... 8/19/2025
Name:	Wallace Cohen, Olive	**Name:**	Dustin L. Freeman

Part 2 – JPAC Action: All award actions subject to lawfully appropriated funds.		**Part 3 – Final Awarding Authority Action:**	
Members who approve:	3	**Action:**	Approved
Members who disapprove:	0	**Signature:**	DocuSigned by: Karen Bowling 1C34E121556248... DS Karen Bowling Chief Administrative Officer For: Mayor Donna Deegan Under Authority Of: Executive Order No: 2023-02
Date:	8/21/2025	**Date:**	8/21/2025

Docusign Envelope ID: EC863CE3-C259-4BD6-8BF2-4752AD0F85C1

PAF Instructions
Part 1 (using agency)

Form Type: This form will be used for both Administrative Awards and JPAC Requests. Select type from dropdown options.

Goods and/or Services: Enter a brief description of the types of goods and services included in the request.

Requested Action and Justification: Enter a brief description of the requested action or authority being sought. i.e.; *Request permission to award the lowest, responsive responsible bidder for an ITB or award the highest ranked supplier for an RFP.* This block should also be used for additional information such as additional 4th account strings, or other information essential for contract execution.

Supplier: Enter awarded supplier name**.** If multiple, include in "Requested Action and Justification" box.

Basis of Award: Select from Lowest Price Technical Acceptable (LPTA), Highest Price Technical Acceptable (HPTA) or N/A.

Bid Opening Date: The date bids were unsealed by Procurement.

POA #: This is your 1Cloud generated Agreement number. Select Type, Enter Number.

PO #: Enter the PO number or agreement release number.

Change Order #: Provide the applicable change order number represented by this request.

Solicitation #: Select Prefix type, Enter Number, and Year.

Contract #: This number should be the same as your POA number (unless procured prior to 2020)

Contract Amendment #: Provide the applicable amendment number represented by this request.

Term: Select the Period of Performance or Term for the initial period.

Options: Period of time for each renewal or option.

Options Used: Prior to this request, enter how many options were already used.

Federally Funded: Select yes or no from dropdown if Federal Funds will be used.

JSEB Rec: Select Encouragement or JSEB Set Aside Option.

JESB %: If JSEB Participation, enter the percentage.

Bonds Waived Pursuant to: Select option from Drop down.

Funding Sources: Fund/Center/Account/Project/Activity, all fields are required even if zeros.

New NTE/GMP: Enter the new total not to exceed amount. Note, this should match the contract maximum indebtedness, if applicable**.**

Contingent Amount: If your agency requests an allowance for unforeseen additional expenses, then specify the amount of your requested increase and new NTE that represents the contingency allowance. This is over and above any quote.

DMP/ODPO Account: Enter the Direct Materials Purchase/Owner Direct Purchase Order Account. Used mainly for CIP (Capital Improvement/Construction) Projects

Using Agency/BU: Select one from the dropdown list.

Concurrence: Using Agency internal routing requirements for Electronic Signatures (follow Proc Manual for threshold requirements)

Title: Title of person electronically signing form.

Attachments: Included any supplemental information to the Procurement Award Form. i.e.; *Scope of work, previous awards*.

**Any field where there is no data available, or no entry is required, either leave it blank or enter N/A. Any fields where there is known data, include for informational purposes. Any changes to an original award should contain the data that is being changed and any other relevant data required for JPAC review and approval.*

Docusign Envelope ID: EC863CE3-C259-4BD6-8BF2-4752AD0F85C1

FIRST AMENDMENT TO CONTRACT
BETWEEN
CITY OF JACKSONVILLE
AND
URBAN JACKSONVILLE, INC. d/b/a AGING TRUE
FOR
ELDERLY FOOD INSECURITY PROGRAM

THIS FIRST AMENDMENT to Contract for the Elderly Food Insecurity Program (the "Program") is executed as of this 4th day of August, 2025, by and between the **CITY OF JACKSONVILLE**, a consolidated municipal corporation and political subdivision existing under the Constitution and laws of the State of Florida (the "Owner" or "City"), and **URBAN JACKSONVILLE, INC.**, d/b/a **AGING TRUE**, a Florida not for profit corporation with principal office at 4250 Lakeside Drive, Jacksonville, Florida 32210 (the "Contractor").

RECITALS:

WHEREAS, on July 1, 2024, City and Contractor made and entered into City of Jacksonville Contract No. 71338-24 (the "Contract") for the Program; and

WHEREAS, from April 1, 2025, through the day and year first above written the parties have worked together continuously and without interruption on the Program; and

WHEREAS, said Contract has not been amended previously; and

WHEREAS, said Contract should be amended by accepting, adopting, and ratifying all actions of the parties under said Contract from April 1, 2025, through the day and year first above written, and by exercising the first of three (3) one-year renewal options, thereby extending the period of service through March 31, 2026, with all other provisions, terms, and conditions of said Contract remaining unchanged; now therefore

IN CONSIDERATION of the mutual covenants and agreements hereinafter contained and of other good and valuable consideration acknowledged by the parties to be sufficient, the parties agree to amend said Contract as follows:

1. The above-stated recitals are accurate, true, and correct and are incorporated herein and made a part hereof by this reference.

2. All actions of the parties under the provisions, terms, and conditions of said Contract from April 1, 2025, through the day and year first above written are accepted, adopted, and ratified.

3. Section 4 of said Contract is amended by exercising the first of three (3) one-year renewal options, thereby extending the period of service through March 31, 2026, and as amended

Docusign Envelope ID: EC863CE3-C259-4BD6-8BF2-4752AD0F85C1

shall read as follows:

"4. The period of service of this Contract shall commence on the Effective Date and continue for two (2) years through March 31, 2026, with two (2) one-year renewal options upon satisfactory performance by Contractor."

4. The maximum indebtedness shall remain an amount not to exceed $2,210,000.00 annually.

SAVE AND EXCEPT as expressly amended in and by this instrument, the provisions, terms, and conditions of said Contract shall remain unchanged and shall continue in full force and effect.

IN WITNESS WHEREOF, the parties hereto have duly executed this First Amendment in duplicate the day and year first above written.

ATTEST:

By: _____
James R. McCain, Jr.
Corporation Secretary

CITY OF JACKSONVILLE, FLORIDA

By: _____
Donna Deegan, Mayor

Karen Bowling
Chief Administrative Officer
For: Mayor Donna Deegan
Under Authority Of:
Executive Order No: 2023-02

OWNER

WITNESS:

_____
Signature

LINDA S. STONE
Type/Print Name

EXECUTIVE ASSISTANT
Title

URBAN JACKSONVILLE INC. d/b/a AGING TRUE

_____
Signature

TERESA K. BARTON
Type/Print Name

CEO
Title

CONTRACTOR

Form Approved:

_____
Assistant General Counsel

GC-#1701518-v1-Urban_Jax_71338-24_Amd#1_Aging_True_Ratify.docx

Docusign Envelope ID: EC863CE3-C259-4BD6-8BF2-4752AD0F85C1
Docusign Envelope ID: 10006748-3B09-4EB8-9EAB-C9EAE0AE5022

City of Jacksonville, Florida

Procurement Award Form (PAF)

Part 1 – Form Type: JPAC Award Request: Renewals, Extensions, and Unit Price Increases

Goods and/or Services: Elderly Food Insecurity

Requested Action and Justification:

Requesting approval to ratify the period of service from April 1, 2025 to date of executed contract. Recommend approval to exercise the first (1) of three (3) one (1) year renewal options to Urban Jacksonville, Inc. for the Elderly Food Insecurity Program. Period of service is from date of executed contract through March 31, 2026. Total not to exceed expenditure amount of $2,210,000.00 remains unchanged.

Contract amendment to be executed through the Office of General Counsel.

Supplier:	Aging True	**Basis of Award:**	HPTA	**BID Opening Date:**	03/27/2024

POA #:	71338-24	**PO #:**	681992-24	**Change Order #:**	NA
Solicitation #:	N/A NA N/A	**Contract #:**	71338-24	**Contract Amd #:**	NA
Term:	3 years	**Options:**	3, 1-year	**Options Used:**	NA

Federally Funded:	N/A	**JSEB Rec:**	Encouragement	**Bonds Waived Pursuant To:**	N/A
Licenses Verified:	N/A	**JSEB %:**	0		

Fund:	00111	**Center:**	162101	**Acct:**	531090	**Proj:**	000000	**Activity:**	00000000	$ 0
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$

New NTE/GMP:	$ 2,210,000.00	**Contingent Amt:**	$ 0	**DMP/ODPO Amt:**	$ 0

Using Agency/BU:	MAAD:MAYOR_ADMINISTRATION		
Concurrence:	Signed by: Stephanie Linale 9051282130B241F	**Title:**	ADMINISTRATIVE AIDE - MA - III 7/1/2025
Concurrence:		**Title:**	
Concurrence:		**Title:**	
Concurrence:		**Title:**	

Procurement Analyst/Buyer:	Signed by: Renata Barnett	**Chief of Procurement:**	DocuSigned by: 7/8/2025
Name:	Renata Barnett	**Name:**	Dustin L. Freeman

Part 2 – JPAC Action: All award actions subject to lawfully appropriated funds.		**Part 3 – Final Awarding Authority Action:**	
Members who approve:	3	**Action:**	Approved
Members who disapprove:	0	**Signature:**	DocuSigned by: Karen Bowling 1C34E1215582481
Date:	7/17/2025	**Date:**	7/18/2025

Karen Bowling
Chief Administrative Officer
For: Mayor Donna Deegan
Under Authority Of:
Executive Order No: 2023-02

Docusign Envelope ID: EC863CE3-C259-4BD6-8BF2-4752AD0F85C1

Contract Purchase Agreement POA-71338-24 Change Order 2

Agreement	POA-71338-24
Agreement Date	25-JUL-2024
Change Order	2
Change Order Date	22-JUL-2025
Revision	1
Agreement Amount	2,210,000.00 USD
Solicitation Number	SC-0351-24

Sold To
City of Jacksonville
117 West Duval Street
Suite 375
JACKSONVILLE, FL 32202
US

Supplier
Urban Jacksonville, Inc
DBA Aging True
4250 Lakeside Drive, Suite 116
JACKSONVILLE, FLORIDA 32210

Notes

Supplier Number	Payment Terms	Freight Terms	FOB	Shipping Method
21517	Net 30	Freight Prepaid	FOB Destination	Best Way
Start Date	**End Date**		**Confirm To**	
31-Mar-2024	30-Mar-2026		Renata Barnett rbarnett@coj.netPhone 904-2558843	

DRAFT

This Order is subject to the General Conditions attached here to. Manufacturer's Federal excise tax exempt no 59-89-0120K Florida State sales and use tax exemption no. 85-8012621607C-8	Approved by Dustin L. Freeman, Chief of Procurement Division

Docusign Envelope ID: EC863CE3-C259-4BD6-8BF2-4752AD0F85C1

City of Jacksonville, Florida
Request for Budget Transfer Form

Mayor's Office
Department or Area Responsible for Contract / Compliance / Oversight

CW
Council District(s)

Reversion of Funds: _____
(if applicable) Fund / Center / Account / Project * / Activity / Interfund / Future

N/A
Fiscal Yr(s) of carry over (all-years funds do not require a carryover)

Section of Code Being Waived (if applicable): _____

CIP (yes or no): No

Justification for Waiver

Justification for / Description of Transfer:

Appropriating $1,015,020 to fund gaps in programs through September 30, 2025 to improve access to care through a telehealth safety net ($205,020) and to decrease elderly food insecurity ($810,000).

Net Amount Appropriated and/or Transferred: $1,015,020.00

* This element of the account string is titled project but it houses both projects and grants.

CITY COUNCIL

Requesting Council Member: _____ CM's District: _____

Requesting Council Member: _____ CM's District: _____

Prepared By: _____ Ordinance: _____

OFFICE OF THE MAYOR

☐ BUDGET ORDINANCE ☐ TRANSFER DIRECTIVE

TD / BT Number: **BT25-100**

	Date Rec'd.	Date Fwd.	Approved	Disapproved
Department Head				
Mayor's Office				
Accounting Division				
Budget Division				

Date of Action By Mayor: _____ Approved: _____

Division Chief: Michael Weinstein Date Initiated: _____

Prepared By: Sunil Joshi, MD Phone Number: _____

Initiated / Requested By (if other than Department): _____

Budget Transfer Line Item Detail

* This element of the account string is titled project but it houses both projects and grants.

Budget Office approval does not confirm: 1) whether or not a grant requires a new 1Cloud grant number 2) the availability of prior-year revenue 3) the available fund balance in a non-all-years fund 4) the use of fund balance appropriations in all-years funds.

_____ Budget Officer Initials

TRANSFER FROM: (Revenue line items in this area are being appropriated and expense line items are being de-appropriated.)

Total: $1,715,040.00

Rev Exp	Fund Title	Activity / Grant / Project Title	Line Item / Account Title	Amount	Accounting Codes						
					Fund	Center	Account	Project *	Activity	Interfund	Future
Exp	General Fund Operating	Riverfront Parks	Subsidies & Contributions To Private Org	$150,000.00	00111	166105	582001	000000	00001920	00000	0000000
Exp	General Fund Operating	NBCD Local Stack Funding for Attainable Housing	Miscellaneous Grants and Aids	$55,000.00	00111	174280	583010	000000	00000000	00000	0000000
Exp	General Fund Operating	JXSF Citywide - Other General Governmental Services	Cash Carryover	$110,000.00	00111	191009	599060	000000	00000000	00000	0000000
Exp	Special Events - General Fund	Non-Profit Community Open House	Miscellaneous Services & Charges	$100,000.00	00113	133101	549040	000000	00001918	00000	0000000
Exp	Homelessness Initiatives Special Revenue Fund	NBCD Homeless Continuum of Care Bonus Match	Miscellaneous Grants and Aids	$200,000.00	11103	174283	583010	000000	00000000	00000	0000000
Exp	General Trust & Agency - Carryforward Council-Appropriated	Film And Television Office Trust - TRJE01-Activity	Subsidies & Contributions To Private Org	$136,752.50	11526	105102	582001	000000	00001395	00000	0000000
Exp	General Trust & Agency - Carryforward Council-Appropriated	NBCD Home Roof Initiative	Miscellaneous Grants and Aids	$263,267.50	11526	174284	583010	000000	00000000	00000	0000000
Rev	General Fund Operating	TRAN Interfund Transfer - Interfund Group Transfer	Intrafund Equity Transfer In	$100,000.00	00111	191040	381920	000000	00000000	00113	0000000
Rev	General Fund Operating	TRAN Interfund Transfer - Interfund Group Transfer	Interfund - Transfer In	$200,000.00	00111	191040	381910	000000	00000000	11103	0000000
Rev	General Fund Operating	TRAN Interfund Transfer - Interfund Group Transfer	Interfund - Transfer In	$136,752.50	00111	191040	381910	000000	00000000	11526	0000000
Rev	General Fund Operating	TRAN Interfund Transfer - Interfund Group Transfer	Interfund - Transfer In	$263,267.50	00111	191040	381910	000000	00000000	11526	0000000

TRANSFER TO: (Revenue line items in this area are being de-appropriated and expense line items are being appropriated.)

Total: $1,715,040.00

Rev Exp	Fund Title	Activity / Grant / Project Title	Line Item / Account Title	Amount	Accounting Codes						
					Fund	Center	Account	Project *	Activity	Interfund	Future
Exp	General Fund Operating	Food Insecurity Relief	Other Professional Services	$810,000.00	00111	162101	531090	000000	00001350	00000	0000000
Exp	General Fund Operating	Telehealth Safety Net / Healthlink Jax	Other Professional Services	$205,020.00	00111	194016	531090	000000	00002067	00000	0000000
Exp	Special Events - General Fund	TRAN Interfund Transfer - Interfund Group Transfer	Intrafund - Transfer Out	$100,000.00	00113	191040	591920	000000	00000000	00111	0000000
Exp	Homelessness Initiatives Special Revenue Fund	TRAN Interfund Transfer - Interfund Group Transfer	Interfund - Transfer Out	$200,000.00	11103	191040	591910	000000	00000000	00111	0000000
Exp	General Trust & Agency - Carryforward Council-Appropriated	Film And Television Office Trust - TRJE01-Activity	Interfund - Transfer Out	$136,752.50	11526	191040	591910	000000	00001395	00111	0000000
Exp	General Trust & Agency - Carryforward Council-Appropriated	TRAN Interfund Transfer - Interfund Group Transfer	Interfund - Transfer Out	$263,267.50	11526	191040	591910	000000	00000000	00111	0000000

Docusign Envelope ID: EC863CE3-C259-4BD6-8BF2-4752AD0F85C1

SUBJECT: ELDERLY FOOD INSECURITY PROGRAM

BID #: SC-0351-24 **OPEN DATE: 03/27/2024**

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – PERIOD OF SERVICE WILL BE FROM APRIL 1, 2024 THROUGH MARCH 31, 2025 WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS.

AGENCY: PARKS, RECREATION AND COMMUNITY SERVICES

BASIS OF AWARD: ALL OR NONE, TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 4 **NUMBER RECEIVED:** 1 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to retroact the period of service from April 1, 2024 through date of award.

Recommend approval of award to the sole bidder Urban Jacksonville, Inc. as the as the lowest responsive, responsible bidder. Period of service will be from date of award through March 31, 2025 with three (3) one (1) year renewal options. Total not-to-exceed award amount is $2,210,000.00.

Funding for this award to be encumbered by account: 00111.162101.531090.000000.00001350.00000.0000000.
to be executed by formal contract agreement through the Office of General Counsel.

ATTACHMENTS: Recommendation Memo, Tabulation Sheet, Specifications, Terms and Conditions, Previous Award

---

ANALYST: Renata Barnett
RENATA BARNETT

RESPECTFULLY SUBMITTED: For:
DUSTIN FREEMAN, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Daryl Joseph, Director of Parks, Recreation and Community Services

---

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE: 5/23/2024

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE 5/24/24

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION Karen Bowling

Karen Bowling
Chief Administrative Officer
For: Mayor Donna Deegan
Under Authority Of:
Executive Order No: 2023-02

Docusign Envelope ID: EC863CE3-C259-4BD6-8BF2-4752AD0F85C1

Docusign Envelope ID: EC863CE3-C259-4BD6-8BF2-4752AD0F85C1

A NEW DAY.

City of Jacksonville, Florida

Donna Deegan, Mayor

Parks, Recreation & Community Services Department
214 N. Hogan St, 4th Floor
Jacksonville, FL 32202
(904) 630-CITY
www.coj.net

MEMORANDUM

TO: Dustin Freeman, Chief
Procurement Division

FROM: Daryl T. Joseph, Director
Parks, Recreation & Community Services Department

DATE: May 9, 2024

RE: SC-0351- 24 The Elderly Food Insecurity Program Bid Proposal Negotiation

---

In reference to SC-0351- 24 the Elderly Food Insecurity Program Bid Proposal Negotiation, the Mayor's Office of Health Programs and Initiatives approves the adjustment to the bid proposal as follows: The quantity of 250,992 meals at the rate of 9.10 per meal will be changed to 242,857 meals at 9.10 per meal. The total project funding allocation is $2,210,000.

The terms of this agreement are for the period of April 1, 2024, through March 31, 2025. The bid closed on March 14, 2024, and Procurement received one (1) vendor response: Aging True d/b/a Urban Jacksonville, Inc.

Meals on Wheels
00111-162101-000000-00001350-00000-0000000
L 531090

The funds will be used to reduce hunger and food insecurity among the elderly, who are currently on the waiting list to receive a hot meal five days a week.

Thank you for your assistance in this process. If you need additional information, please contact Lynn Sherman at 255-4628 or lsherman@coj.net.

CC: Gloria Crawford, Chief of Senior Services

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Docusign Envelope ID: EC863CE3-C259-4BD6-8BF2-4752AD0F85C1

MEMORANDUM

To: City of Jacksonville-Elderly Food Insecurity Relief Fund
Attn: **Lynn Sherman**

From: Urban Jacksonville, Inc. d/b/a Aging True

Date: April 30,2024

Re: Adjustment to Bid Proposal (#SC-0351-24)

This is a written request to adjust the total amount of our recent Bid Proposal (#SC-0351-24). The submitted quantity was 250,992 meals at a rate of $9.10 per meal. We are requesting a reduction in the quantity of meals to 242,857 meals at a rate of $9.10 per meal.

The adjusted annual total of the contract will be $2,210,000.

Teresa K Barton

Teresa K. Barton, CEO, Aging True

04-30-2024

Date

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Docusign Envelope ID: EC863CE3-C259-4BD6-8BF2-4752AD0F85C1

SUBJECT: ELDERLY FOOD INSECURITY PROGRAM

BID #: SC-0351-24 **OPEN DATE: 03/27/2024**

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – DATE OF EXECUTED CONTRACT THROUGH JANUARY 31, 2025 WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS.

AGENCY: PARKS, RECREATION AND COMMUNITY SERVICES

BASIS OF AWARD: ALL OR NONE, TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 4 **NUMBER RECEIVED:** 1 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to negotiate with the sole bidder Urban Jacksonville, Inc., due to the submitted price being over budget. The results of the negotiations will be submitted to the committee for approval.

Funding for this award to be encumbered by account: 00111.162101.531090.000000.00001350.00000.0000000 to be executed by formal contract agreement through the Office of General Counsel.

ATTACHMENTS: Recommendation Memo, Tabulation Sheet, Specifications, Terms and Conditions

ANALYST: RENATA BARNETT **RESPECTFULLY SUBMITTED:** DUSTIN FREEMAN, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Daryl Joseph, Director of Parks, Recreation and Community Services

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING Ø DATE: 4/25/24

OTHER:

ACTION OF AWARDING AUTHORITY DATE 4/28/24

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Karen Bowling
Chief Administrative Officer
For: Mayor Donna Deegan
Under Authority Of:
Executive Order No: 2023-02

Docusign Envelope ID: EC863CE3-C259-4BD6-8BF2-4752AD0F85C1

Req. 4/10

City of Jacksonville, Florida

Donna Deegan, Mayor
Parks, Recreation & Community Services Department
214 N. Hogan Street, 4th Floor
Jacksonville, FL 32202
(904) 630-CITY
www.coj.net

A NEW DAY.

MEMORANDUM

TO: **Dustin Freeman,**
Chief of Procurement Division

THRU: **Daryl Joseph, Director**
Park, Recreation and Community Services

FROM: **Gloria Crawford, Chief**
Senior Services Division

SUBJECT: Request approval to Recommend Negotiation for BID SC-0351-24 Elderly Food Insecurity Program

DATE: April 9, 2024

The Parks, Recreation, and Community Services Department respectfully requests authorization to engage in negotiations under Bid SC-0351-24 on behalf of the Elderly Food Insecurity Program. The maximum bid amount for this RFP was not to exceed $2,210,000.00.

Under the Request for Proposals (RFP), the one bid received, Aging True, d/b/a Urban Jacksonville, Inc. was beyond the maximum bid amount allowed placing a bid totaling $2,284,027.20 for a quantity of 250,992 at $9.10 per unit.

As a result, we are requesting to negotiate and will submit our proposal to the General Government Award Committee (GGAC) for approval following the conclusion of the deliberations.

If you have any questions or if further information is required, please contact Gloria Crawford at 904-255-5401.

Attachments:

GC/bn

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BID TABULATION

Title:	ELDERLY FOOD INSECURITY PROGRAM	**URBAN JACKSONVILLE, INC.**
Bid No.:	SC-0351-24	
Close Date:	MARCH 27, 2024	
Analyst:	RENATA BARNETT	
No. Invited:	(4) **No. Received:** (1) **Other:** (0)	
Announcer:	Melissa Pierce	
Recorded By:	Michelle Spitler	
	NOTES:	**Vendor changed the original amount of Est. Quantity on the Bid Proposal document.**

Item #	Description	Est. Quantity	Unit Price	Extended Price
1	**ELDERLY FOOD INSECURITY PROGRAM. Provision of 1328 home delivered meals per day to vulnerable and home-bound elderly in Duval for 252 days.**	250,992	$ 9.10	$ 2,284,027.00
		GRAND TOTAL:	**$2,284,027.00**	

Terms:	Not Specified
Delivery:	Not Specified
Signed Bid Form:	Yes
Bid Proposal Form:	Yes
Conflict of Interest Certificate:	Yes
Addenda(2):	Yes

***

Docusign Envelope ID: EC863CE3-C259-4BD6-8BF2-4752AD0F85C1

TERMS AND CONDITIONS

1. SCOPE

The City of Jacksonville, Senior Services Division, is currently accepting bids to obtain source(s) of supply for the items as outlined in the bid documents provided. The purpose of this bid invitation is to obtain information about your firm and its ability to provide these item(s)/ service(s) and to obtain pricing commitments for Elderly Food Insecurity Program, as listed in the bid documents.

2. AWARD

Award will be **ALL OR NONE** to the lowest responsive, responsible bidder. Bidders must bid on all items to be considered for award. ALL awards are subject to the availability of funds.

3. TERM OF AGREEMENT

The term of this agreement will be from date of award through January 31, 2025, with three (3) one (1) year renewal options. Renewal options may be exercised at the discretion of the City based on supplier performance and adherence to the terms and conditions set forth in the bid documents.

4. MINIMUM REQUIREMENTS

Bidders should submit or comply with the following requirements. Failure to submit any of these requirements may be grounds for rejection:

a. The Contractor shall provide all business licenses required by local, state, and federal law as applicable.

5. PRE-BID CONFERENCE

A pre-bid meeting has been scheduled for this bid. **Monday. March 18, 2024 at 11:00 a.m.**

(Microsoft Teams; Meeting ID: 211 633 082 039 Password: HnmuEB).

6. STATE CONTRACTS

The City reserves the right to utilize contracts established by the State of Florida and or other governmental agencies for item(s)/service(s) covered under this bid. The city reserves the right to cancel this contract in whole or in part for such item(s)/service(s).

7. QUANTITIES

Quantities indicated reflect the estimated quantities to be purchased throughout the contract period and are subject to fluctuation in accordance with actual requirements. The City reserves the right to add or delete items, or increase the volume of services required, or not to make any purchase against this bid if it so deems necessary at any time during the contract period.

8. DELIVERY

Pickups will be at various locations as deemed necessary for the entire Program.

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9. ESCALATION/DE-ESCALATION

All pricing submitted shall remain firm for the first year of the initial contract period. After the first year of the contract term (if applicable), a supplier may submit in writing a request for price escalation / de-escalation for the percentage of change as listed in the Consumer Pricing Index (CPI) and/or documentation notifying of an industry-wide increase. The City reserves the right to decline any price increase request.

10. PRICES

All unit prices shall include freight, delivery, and handling charges to the delivery location as outlined in the bid documents.

11. PICK UP AND RETURNS

The City reserves the right to return an order in whole or in part if the merchandise is not in compliance with the bid specifications. The City or its agencies will determine compliance with bid specifications. Pick up and returns will be made within 48 hours of notification at no charge to the City or its agencies.

12. COMPLIANCE WITH SPECIFICATIONS

The bidder, by affixing their signature to the bid form submitted, agrees to provide item(s)/service(s) in accordance with the bid documents provided. Bid only a single offering for each bid item. Multiple offerings, alternates (unless stated) and or stipulations may be cause for bid rejection. Bid only on forms provided herein unless otherwise stated. Bid submissions shall be in ink or typewritten. All corrections must be initialed.

13. INVOICING

Invoices will be issued once supplies/services are delivered and/or rendered to the City of Jacksonville or its agencies. At a minimum, invoices must include; purchase order number or contract number, item number and description, date of shipment, quantity ordered and shipped, unit prices, unit of measure, and extended totals. Payment terms are Net 30 days. All original invoices shall be submitted to: COJ1CloudInvoices@coj.net. The invoice email subject line **MUST BE**: inv_300000008806179. Invoices can also be submitted through the 1Cloud Supplier Portal.

14. INSURANCE/INDEMNIFICATION

Each supplier shall maintain, for the entire term of this bid, current insurance coverage as stated in the bid documents. All insurance certificates shall list the City of Jacksonville as an additional insured. Bid number should be listed on certificate. The awarded bidder is required to submit their insurance certificate within ten (10) days after notice of award.

15. REPORTING

The City may request, during the term of this bid, reports including but not limited to; usage, pricing, and delivery. Suppliers will be required to provide reports requested in hard copy and electronic format as required.

16. SUPPLIER ACCESSIBILITY

The City or its representatives must be able to contact, during normal business hours, by telephone or email any supplier providing goods or services to the City or its agencies. Any supplier accessibility

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requirements outlined in the specifications supersede this section. Supplier must be available 24 hours a day while rental equipment is onsite at an event and is responsible for notifying the City representative at the designated phone number provided or by City email on how to contact supplier during this period.

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SPECIFICATIONS

ELDERLY FOOD INSECURITY RELIEF FUND

GENERAL SCOPE OF WORK:

A. **The City of Jacksonville requires the services necessary to provide meals on wheels for vulnerable and elderly population within Duval County.**

B. **Contractor shall furnish the food services and delivery to support the Elderly Food Insecurity Relief Fund for project days during a 12-month period extending from February 1, 2024, through March 31, 2024. The contract resulting from this bid may be extended one year at a time for three (3) additional years at the option of the City of Jacksonville and with the agreement of the successful Bidder.**

1. Provide 1328 daily meals to homebound individuals who are scored as 3s, 2s, and 1s on the waiting list for home-delivered meal service in Duval County.
2. Provide an in-home assessment of each participant receiving meals to certify their eligibility to ensure the neediest are served first.
3. Meals must be prepared under the guidance of a registered dietitian who certifies that all menu items and meals meet recommended dietary requirements.
4. A dietitian must participate in the planning and development of the menu.
5. Meals must meet the guidelines of Title III-C of the Older Americans Act
6. Provide a quarterly report that includes updated outcomes for the Executive Director of Health Programs
7. Employ a registered and licensed dietitian.
8. Minimum of (5) years providing hot or frozen meals to frail elderly and vulnerable to frail, vulnerable community members.

C. **Pre-Bid Conference: A pre-bid conference will be held for all interested parties on (TBD) Procurement Division, 214 N Hogan Street, Room 853, Jacksonville, Florida 32202**

1. Legal name and address of parent corporation and any applicable subsidiaries that would operate and administer contract; the type of entity (business) - must be a corporation; full name(s) and address(es) of principals of operating company.
2. An organizational chart and a plan for administration and management of staffing proposed in order to comply with the specifications of the contract.
3.Resume(s) detailing the experience and qualifications of the proposed local management to be utilized in the operation, with copies of appropriate licenses/certificates needed to meet requirements of the position(s).

3. A list and brief description of similar food service contracts which have been held within the last five (5) years to include: locations, contract dates, names, addresses, and telephone numbers.

4. Description of training programs for employees, supervisors, and managers.
5. Copy of the current license for food preparation and storage by the Department of

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Business and Professional Regulation (DBPR) and most recent inspection report by that same agency. Licensing by the Florida Department of Health will be required for bidders that also prepare meals in health care facilities.

6. A copy of the most recent audited financial statements certified by a Public Accounting firm for the prior years of operation.
7. A copy of both the facility disaster plan and the Business Continuity Contingency Plan that outlines the provision of meal services to the clients in the event of an emergency and/or natural disaster.
8. An inspection of the Contractor's facility documents and equipment will be conducted prior to the award recommendations. The inspection will be considered a primary factor in the award recommendations.

D. Minimum Requirements:

1. The organization must have a structure and physical space to meet the required standards for maintaining safe and healthy food.

2. Organizations must have a structure in place to provide meal delivery Monday – Friday that covers 252 days during the period February 1, 2024 through January 31, 2025, by dedicated staff. Meals shall not be served on Saturdays, Sundays or on the days the following holidays are observed by the City:

   New Year's Day (January)
   Martin Luther King, Jr.'s Birthday (February)
   President's Day (February)
   Memorial Day (May)
   Juneteenth Day (June)
   Independence Day (July)
   Labor Day (September)
   Veteran's Day (November)
   Thanksgiving Day(November)
   Day after Thanksgiving (November)
   Christmas Eve (December)
   Christmas Day (December

3. Food holding devices on delivery vehicles must be capable of maintaining safe temperatures (above 165 degrees Fahrenheit for hot items, 41 degrees Fahrenheit or below for cold items, and 0 degrees Fahrenheit or below for frozen items.
4. Food Services training folder must be maintained on all food service personnel involved in meals preparation and delivery: Sanitation and safety courses, food preparation.
5. A copy of both the facility Disaster Plan and the Business Continuity/Contingency Plan that outlines the provision of meal services to the frail elderly and vulnerable community members.
6. The organizations may partner/collaborate with at least one organization to provide meals.
7. The organizations must provide 3 references of support from community partners.
8. All meals required to be complete and meet and exceed 1/3 of the daily Dietary Reference Intake/Adequate Intake for 51 + year old adults and delivered as specified in the approved menus.

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Detail by FEI/EIN Number

Florida Not For Profit Corporation
URBAN JACKSONVILLE, INC.

Filing Information

Document Number	714162
FEI/EIN Number	23-7024899
Date Filed	02/26/1968
State	FL
Status	ACTIVE

Principal Address

4250 LAKESIDE DR
SUITE 300
JACKSONVILLE, FL 32210

Changed: 04/16/2013

Mailing Address

4250 LAKESIDE DR
SUITE 300
JACKSONVILLE, FL 32210

Changed: 04/16/2013

Registered Agent Name & Address

C T CORPORATION SYSTEM
1200 SOUTH PINE ISLAND ROAD
PLANTATION, FL 33324

Name Changed: 01/29/2015

Address Changed: 01/29/2015

Officer/Director Detail

Name & Address

Title Chairman

BERG, REBECCA
4250 LAKESIDE DR
SUITE 300
JACKSONVILLE, FL 32210

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Title Director

RUTLAND, ALFRED W
4250 LAKESIDE DR
SUITE 300
JACKSONVILLE, FL 32210

Title Director

WILBURN, SHARON
4250 LAKESIDE DR
SUITE 300
JACKSONVILLE, FL 32210

Title CEO

BARTON, TERESA K
4250 LAKESIDE DR
SUITE 300
JACKSONVILLE, FL 32210

Title Director

HARMON, ANDREW
4250 LAKESIDE DR
SUITE 300
JACKSONVILLE, FL 32210

Title Director

WEATHERBY, MICHAEL R
4250 LAKESIDE DR
SUITE 300
JACKSONVILLE, FL 32210

Title Chairman-Elect

REDMON, GREGORY
4250 LAKESIDE DR
SUITE 300
JACKSONVILLE, FL 32210

Title Director

GILBERTO, PASQUALE
4250 LAKESIDE DR
SUITE 300
JACKSONVILLE, FL 32210

Title Secretary

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City of Jacksonville, Florida

Procurement Award Form (PAF)

Part 1 – Form Type: JPAC Award Request: Renewals, Extensions, and Unit Price Increases

Goods and/or Services: Elderly Food Insecurity

Requested Action and Justification:

Requesting approval to ratify the period of service from April 1, 2025 to date of executed contract. Recommend approval to exercise the first (1) of three (3) one (1) year renewal options to Urban Jacksonville, Inc. for the Elderly Food Insecurity Program. Period of service is from date of executed contract through March 31, 2026. Total not to exceed expenditure amount of $2,210,000.00 remains unchanged.

Contract amendment to be executed through the Office of General Counsel.

Supplier:	Aging True	**Basis of Award:**	HPTA	**BID Opening Date:**	03/27/2024

POA #:	71338-24	**PO #:**	681992-24	**Change Order #:**	NA
Solicitation #:	N/A NA N/A	**Contract #:**	71338-24	**Contract Amd #:**	NA
Term:	3 years	**Options:**	3, 1-year	**Options Used:**	NA

Federally Funded:	N/A	**JSEB Rec:**	Encouragement	**Bonds Waived Pursuant To:**	N/A
Licenses Verified:	N/A	**JSEB %:**	0		

Fund:	00111	**Center:**	162101	**Acct:**	531090	**Proj:**	000000	**Activity:**	00000000	$ 0
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$

New NTE/GMP:	$ 2,210,000.00	**Contingent Amt:**	$ 0	**DMP/ODPO Amt:**	$ 0

Using Agency/BU:	MAAD:MAYOR_ADMINISTRATION		
Concurrence:	Signed by: Sherman Lynn 865129213C6241F...	**Title:**	ADMINISTRATIVE AIDE - MA - III 7/1/2025
Concurrence:		**Title:**	
Concurrence:		**Title:**	
Concurrence:		**Title:**	

Procurement Analyst/Buyer:	Signed by: Renata Barnett 1F7B2C9B8B4D0...	**Chief of Procurement:**	DocuSigned by: B19F1D517352458... 7/8/2025
Name:	Renata Barnett	**Name:**	Dustin L. Freeman

Part 2 – JPAC Action: All award actions subject to lawfully appropriated funds.		**Part 3 – Final Awarding Authority Action:**	
Members who approve:	3	**Action:**	Approved
Members who disapprove:	0	**Signature:**	DocuSigned by: Karen Bowling 1C34E1215562481... DS Karen Bowling Chief Administrative Officer For: Mayor Donna Deegan Under Authority Of: Executive Order No: 2023-02
Date:	7/17/2025	**Date:**	7/18/2025

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PAF Instructions
Part 1 (using agency)

Form Type: This form will be used for both Administrative Awards and JPAC Requests. Select type from dropdown options.

Goods and/or Services: Enter a brief description of the types of goods and services included in the request.

Requested Action and Justification: Enter a brief description of the requested action or authority being sought. i.e.; *Request permission to award the lowest, responsive responsible bidder for an ITB or award the highest ranked supplier for an RFP.* This block should also be used for additional information such as additional 4th account strings, or other information essential for contract execution.

Supplier: Enter awarded supplier name**.** If multiple, include in "Requested Action and Justification" box.

Basis of Award: Select from Lowest Price Technical Acceptable (LPTA), Highest Price Technical Acceptable (HPTA) or N/A.

Bid Opening Date: The date bids were unsealed by Procurement.

POA #: This is your 1Cloud generated Agreement number. Select Type, Enter Number.

PO #: Enter the PO number or agreement release number.

Change Order #: Provide the applicable change order number represented by this request.

Solicitation #: Select Prefix type, Enter Number, and Year.

Contract #: This number should be the same as your POA number (unless procured prior to 2020)

Contract Amendment #: Provide the applicable amendment number represented by this request.

Term: Select the Period of Performance or Term for the initial period.

Options: Period of time for each renewal or option.

Options Used: Prior to this request, enter how many options were already used.

Federally Funded: Select yes or no from dropdown if Federal Funds will be used.

JSEB Rec: Select Encouragement or JSEB Set Aside Option.

JESB %: If JSEB Participation, enter the percentage.

Bonds Waived Pursuant to: Select option from Drop down.

Funding Sources: Fund/Center/Account/Project/Activity, all fields are required even if zeros.

New NTE/GMP: Enter the new total not to exceed amount. Note, this should match the contract maximum indebtedness, if applicable**.**

Contingent Amount: If your agency requests an allowance for unforeseen additional expenses, then specify the amount of your requested increase and new NTE that represents the contingency allowance. This is over and above any quote.

DMP/ODPO Account: Enter the Direct Materials Purchase/Owner Direct Purchase Order Account. Used mainly for CIP (Capital Improvement/Construction) Projects

Using Agency/BU: Select one from the dropdown list.

Concurrence: Using Agency internal routing requirements for Electronic Signatures (follow Proc Manual for threshold requirements)

Title: Title of person electronically signing form.

Attachments: Included any supplemental information to the Procurement Award Form. i.e.; *Scope of work, previous awards*.

**Any field where there is no data available, or no entry is required, either leave it blank or enter N/A. Any fields where there is known data, include for informational purposes. Any changes to an original award should contain the data that is being changed and any other relevant data required for JPAC review and approval.*

Docusign Envelope ID: EC863CE3-C259-4BD6-8BF2-4752AD0F85C1

CONTRACT
BETWEEN
CITY OF JACKSONVILLE
AND
URBAN JACKSONVILLE, INC. d/b/a AGING TRUE
FOR
ELDERLY FOOD INSECURITY PROGRAM

THIS CONTRACT for the Elderly Food Insecurity Program (hereinafter the "Program") is executed as of this 1st day of July, 2024 (hereinafter the "Effective Date"), by and between the **CITY OF JACKSONVILLE**, a consolidated municipal corporation and political subdivision existing under the Constitution and laws of the State of Florida (hereinafter the "Owner" or "City"), and **URBAN JACKSONVILLE, INC.**, a Florida not for profit corporation with principal office at 4250 Lakeside Drive, Jacksonville, Florida 32210 (hereinafter the "Contractor").

WITNESSETH, that for the consideration and under the provisions hereinafter stated and referred to moving from each to the other of said parties respectively, it is mutually understood and agreed as follows:

1. That Contractor is the lowest responsive and responsible bidder for furnishing, not by way of limitation, all labor, materials, and equipment and performing all operations necessary to provide food and delivery services to support the Elderly Food Insecurity Relief Fund for a 12-month period of service, and all other related work, all in accordance with plans, drawings, and specifications hereinafter referred to and has been awarded this Contract for said work pursuant to award made May 24, 2024.

2. The Contractor will at its own cost and expense do the work required to be done and furnish the materials required to be furnished on said Program in accordance with plans and specifications prepared by the Procurement Division of the City for the City's Senior Services Division, bid number SC-0351-24, bid date March 27, 2024, designated as *Elderly Food Insecurity Program*, and strictly in accordance with the advertisement calling for bids, plans, specifications, blueprints, addenda, requirements of the City of Jacksonville, proposal of the said Contractor, and award therefor (hereinafter collectively the "Contract Documents") now on file in the Office of the Chief of the Procurement Division of the City of Jacksonville, all of which are by this reference specifically made a part hereof to the same extent as if fully set out herein, for a total maximum indebtedness not to exceed TWO MILLION TWO HUNDRED TEN THOUSAND AND 00/100 DOLLARS ($2,210,000.00), at and for the prices and on the terms contained in the Contract Documents.

Docusign Envelope ID: EC863CE3-C259-4BD6-8BF2-4752AD0F85C1

3. On Contractor's faithful performance of this Contract, the Owner will pay the Contractor in accordance with the terms and on the conditions stated in the Contract Documents.

4. The period of service of this Contract shall commence on the Effective Date and continue for one (1) year through March 31, 2025, with three (3) one-year renewal options upon satisfactory performance by Contractor.

5. This Agreement shall be in writing and shall be delivered by certified mail, return receipt requested, or by other delivery with receipt to the following:

As to City:

Daryl Joseph, Director
Parks, Recreation and Community Services Department
City of Jacksonville
214 North Hogan Street, 4th Floor
Jacksonville, Florida 32202

As to Contractor:

Teresa K. Barton
Chief Executive Officer
Urban Jacksonville, Inc. d/b/a Aging True
4250 Lakeside Drive, Suite 116
Jacksonville, Florida 32210

6. **Contract Managers.** Each party shall designate a Contract Manager during the Term of this Contract whose responsibility shall be to oversee the party's performance of its duties and obligations pursuant to this Contract. As of the Effective Date, City's Contract Manager is Daryl Joseph (Phone: 904.255.7903; djoseph@coj.net), and Contractor's Contract Manager is Teresa Barton (Phone: 904.807.1203; tbarton@agingtrue.org). Each party shall provide prompt written notice to the other party of any changes to the party's Contract Manager or his or her contact information; provided, such changes shall not be deemed Contract amendments and may be provided by email.

7. Notwithstanding any provision to the contrary in this Contract or in the Contract Documents, the Owner has the absolute right to terminate this Contract without cause for convenience by giving the Contractor thirty (30) days' advance written notice of the date of termination. Such notice shall be delivered by Certified United States Mail, return receipt requested, or by any other delivery method with evidence of receipt to the Contractor's representative who signed this Contract at the address specified in the Contract Documents.

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8. This Contract and all amendments hereto may be executed in several counterparts, each of which shall be deemed to be an original, and all of such counterparts together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have duly executed this Contract in duplicate the day and year first above written.

ATTEST:

By: James R. McCain, Jr.
James R. McCain, Jr.
Corporation Secretary

CITY OF JACKSONVILLE, FLORIDA

By: Karen Bowling
Donna Deegan, Mayor

OWNER

Karen Bowling
Chief Administrative Officer
For: Mayor Donna Deegan
Under Authority Of:
Executive Order No: 2023-02

WITNESS:

Linda S Stone
Signature

LINDA S. STONE
Type/Print Name

EXECUTIVE ASSISTANT
Title

URBAN JACKSONVILLE INC. d/b/a AGING TRUE

Samuel P. Hall
Signature

Samuel P. Hall
Type/Print Name

Chief Operations Officer
Title

CONTRACTOR

Encumbrance & funding information is found on the next page.

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ENCUMBRANCE & FUNDING INFORMATION:

1Cloud Account for Certification of Funds	Amount
00111.162101.531090.00000000001350.00000.0000000	$2,210,000.00

TOTAL MAXIMUM INDEBTEDNESS: $2,210,000.00

In accordance with Section 24.103(e), *Ordinance Code*, I do hereby certify that there is an unexpended, unencumbered, and unimpounded balance in the appropriation sufficient to cover the foregoing agreement.

Anna Brosch

Director of Finance
City Contract No. 71338-24

Form Approved

James R. McCain

Assistant General Counsel

Docusign Envelope ID: EC863CE3-C259-4BD6-8BF2-4752AD0F85C1

SUBJECT: **ELDERLY FOOD INSECURITY PROGRAM**

BID #: **SC-0351-24** **OPEN DATE:** **03/27/2024**

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – PERIOD OF SERVICE WILL BE FROM APRIL 1, 2024 THROUGH MARCH 31, 2025 WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS.

AGENCY: PARKS, RECREATION AND COMMUNITY SERVICES

BASIS OF AWARD: ALL OR NONE, TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 4 **NUMBER RECEIVED:** 1 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to retroact the period of service from April 1, 2024 through date of award.

Recommend approval of award to the sole bidder Urban Jacksonville, Inc. as the as the lowest responsive, responsible bidder. Period of service will be from date of award through March 31, 2025 with three (3) one (1) year renewal options. Total not-to-exceed award amount is $2,210,000.00.

Funding for this award to be encumbered by account: 00111.162101.531090.000000.00001350.00000.0000000.
to be executed by formal contract agreement through the Office of General Counsel.

ATTACHMENTS: Recommendation Memo, Tabulation Sheet, Specifications, Terms and Conditions, Previous Award

---

ANALYST: Renata Barnett
RENATA BARNETT

RESPECTFULLY SUBMITTED: For:
DUSTIN FREEMAN, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Daryl Joseph, Director of Parks, Recreation and Community Services

---

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE: 5/23/2024

OTHER:

ACTION OF AWARDING AUTHORITY DATE 5/24/24

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION Karen Bowling

Karen Bowling
Chief Administrative Officer
For: Mayor Donna Deegan
Under Authority Of:
Executive Order No: 2023-02

Contract Purchase Agreement POA-71338-24

Agreement	POA-71338-24
Agreement Date	29-MAY-2024
Revision	0
Agreement Amount	2,210,000.00 USD
Solicitation Number	SC-0351-24

Sold To

City of Jacksonville
117 West Duval Street
Suite 375
JACKSONVILLE, FL 32202
US

Supplier

Urban Jacksonville, Inc
DBA Aging True
4250 Lakeside Drive, Suite 116
JACKSONVILLE, FLORIDA 32210

Notes

Supplier Number	Payment Terms	Freight Terms	FOB	Shipping Method
21517	Net 30	Freight Prepaid	FOB Destination	Best Way
Start Date	**End Date**		**Confirm To**	
31-Mar-2024	30-Mar-2025		Renata Barnett rbarnett@coj.netPhone 904-2558843	

DRAFT

This Order is subject to the General Conditions attached here to. Manufacturer's Federal excise tax exempt no 59-89-0120K Florida State sales and use tax exemption no. 85-8012621607C-8	Approved by Dustin L. Freeman, Chief of Procurement Division

Docusign Envelope ID: EC863CE3-C259-4BD6-8BF2-4752AD0F85C1

SUBJECT: ELDERLY FOOD INSECURITY PROGRAM

BID #: SC-0351-24 **OPEN DATE: 03/27/2024**

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – PERIOD OF SERVICE WILL BE FROM APRIL 1, 2024 THROUGH MARCH 31, 2025 WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS.

AGENCY: PARKS, RECREATION AND COMMUNITY SERVICES

BASIS OF AWARD: ALL OR NONE, TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 4 **NUMBER RECEIVED:** 1 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to retroact the period of service from April 1, 2024 through date of award.

Recommend approval of award to the sole bidder Urban Jacksonville, Inc. as the as the lowest responsive, responsible bidder. Period of service will be from date of award through March 31, 2025 with three (3) one (1) year renewal options. Total not-to-exceed award amount is $2,210,000.00.

Funding for this award to be encumbered by account: 00111.162101.531090.000000.00001350.00000.0000000.
to be executed by formal contract agreement through the Office of General Counsel.

ATTACHMENTS: Recommendation Memo, Tabulation Sheet, Specifications, Terms and Conditions, Previous Award

---

ANALYST: Renata Barnett
RENATA BARNETT

RESPECTFULLY SUBMITTED: For:
DUSTIN FREEMAN, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Daryl Joseph, Director of Parks, Recreation and Community Services

---

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE: 5/23/2024

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE 5/24/24

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION Karen Bowling

Karen Bowling
Chief Administrative Officer
For: Mayor Donna Deegan
Under Authority Of:
Executive Order No: 2023-02

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Docusign Envelope ID: EC863CE3-C259-4BD6-8BF2-4752AD0F85C1

A NEW DAY.

City of Jacksonville, Florida

Donna Deegan, Mayor

Parks, Recreation & Community Services Department
214 N. Hogan St, 4th Floor
Jacksonville, FL 32202
(904) 630-CITY
www.coj.net

MEMORANDUM

TO: Dustin Freeman, Chief
Procurement Division

FROM: Daryl T. Joseph, Director
Parks, Recreation & Community Services Department

DATE: May 9, 2024

RE: SC-0351- 24 The Elderly Food Insecurity Program Bid Proposal Negotiation

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In reference to SC-0351- 24 the Elderly Food Insecurity Program Bid Proposal Negotiation, the Mayor's Office of Health Programs and Initiatives approves the adjustment to the bid proposal as follows: The quantity of 250,992 meals at the rate of 9.10 per meal will be changed to 242,857 meals at 9.10 per meal. The total project funding allocation is $2,210,000.

The terms of this agreement are for the period of April 1, 2024, through March 31, 2025. The bid closed on March 14, 2024, and Procurement received one (1) vendor response: Aging True d/b/a Urban Jacksonville, Inc.

Meals on Wheels
00111-162101-000000-00001350-00000-0000000
L 531090

The funds will be used to reduce hunger and food insecurity among the elderly, who are currently on the waiting list to receive a hot meal five days a week.

Thank you for your assistance in this process. If you need additional information, please contact Lynn Sherman at 255-4628 or lsherman@coj.net.

CC: Gloria Crawford, Chief of Senior Services

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Docusign Envelope ID: EC863CE3-C259-4BD6-8BF2-4752AD0F85C1

MEMORANDUM

To: City of Jacksonville-Elderly Food Insecurity Relief Fund
Attn: **Lynn Sherman**

From: Urban Jacksonville, Inc. d/b/a Aging True

Date: April 30,2024

Re: Adjustment to Bid Proposal (#SC-0351-24)

This is a written request to adjust the total amount of our recent Bid Proposal (#SC-0351-24). The submitted quantity was 250,992 meals at a rate of $9.10 per meal. We are requesting a reduction in the quantity of meals to 242,857 meals at a rate of $9.10 per meal.

The adjusted annual total of the contract will be $2,210,000.

Teresa K Barton

Teresa K. Barton, CEO, Aging True

04-30-2024

Date

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Docusign Envelope ID: EC863CE3-C259-4BD6-8BF2-4752AD0F85C1

SUBJECT: ELDERLY FOOD INSECURITY PROGRAM

BID #: SC-0351-24 **OPEN DATE: 03/27/2024**

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – DATE OF EXECUTED CONTRACT THROUGH JANUARY 31, 2025 WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS.

AGENCY: PARKS, RECREATION AND COMMUNITY SERVICES

BASIS OF AWARD: ALL OR NONE, TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 4 **NUMBER RECEIVED:** 1 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to negotiate with the sole bidder Urban Jacksonville, Inc., due to the submitted price being over budget. The results of the negotiations will be submitted to the committee for approval.

Funding for this award to be encumbered by account: 00111.162101.531090.000000.00001350.00000.0000000 to be executed by formal contract agreement through the Office of General Counsel.

ATTACHMENTS: Recommendation Memo, Tabulation Sheet, Specifications, Terms and Conditions

ANALYST: RENATA BARNETT **RESPECTFULLY SUBMITTED:** DUSTIN FREEMAN, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Daryl Joseph, Director of Parks, Recreation and Community Services

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING Ø DATE: 4/25/24

OTHER:

ACTION OF AWARDING AUTHORITY DATE 4/28/24

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Karen Bowling
Chief Administrative Officer
For: Mayor Donna Deegan
Under Authority Of:
Executive Order No: 2023-02

Docusign Envelope ID: EC863CE3-C259-4BD6-8BF2-4752AD0F85C1

Req. 4/10

City of Jacksonville, Florida

Donna Deegan, Mayor
Parks, Recreation & Community Services Department
214 N. Hogan Street, 4th Floor
Jacksonville, FL 32202
(904) 630-CITY
www.coj.net

A NEW DAY.

MEMORANDUM

TO: **Dustin Freeman,**
Chief of Procurement Division

THRU: **Daryl Joseph, Director**
Park, Recreation and Community Services

FROM: **Gloria Crawford, Chief**
Senior Services Division

SUBJECT: Request approval to Recommend Negotiation for BID SC-0351-24 Elderly Food Insecurity Program

DATE: April 9, 2024

The Parks, Recreation, and Community Services Department respectfully requests authorization to engage in negotiations under Bid SC-0351-24 on behalf of the Elderly Food Insecurity Program. The maximum bid amount for this RFP was not to exceed $2,210,000.00.

Under the Request for Proposals (RFP), the one bid received, Aging True, d/b/a Urban Jacksonville, Inc. was beyond the maximum bid amount allowed placing a bid totaling $2,284,027.20 for a quantity of 250,992 at $9.10 per unit.

As a result, we are requesting to negotiate and will submit our proposal to the General Government Award Committee (GGAC) for approval following the conclusion of the deliberations.

If you have any questions or if further information is required, please contact Gloria Crawford at 904-255-5401.

Attachments:

GC/bn

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BID TABULATION

Title:	ELDERLY FOOD INSECURITY PROGRAM	**URBAN JACKSONVILLE, INC.**
Bid No.:	SC-0351-24	
Close Date:	MARCH 27, 2024	
Analyst:	RENATA BARNETT	
No. Invited:	(4) **No. Received:** (1) **Other:** (0)	
Announcer:	Melissa Pierce	
Recorded By:	Michelle Spitler	
	NOTES:	**Vendor changed the original amount of Est. Quantity on the Bid Proposal document.**

Item #	Description	Est. Quantity	Unit Price	Extended Price
1	**ELDERLY FOOD INSECURITY PROGRAM. Provision of 1328 home delivered meals per day to vulnerable and home-bound elderly in Duval for 252 days.**	250,992	$ 9.10	$ 2,284,027.00
		GRAND TOTAL:	**$2,284,027.00**	

Terms:	Not Specified
Delivery:	Not Specified
Signed Bid Form:	Yes
Bid Proposal Form:	Yes
Conflict of Interest Certificate:	Yes
Addenda(2):	Yes

***

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TERMS AND CONDITIONS

1. SCOPE

The City of Jacksonville, Senior Services Division, is currently accepting bids to obtain source(s) of supply for the items as outlined in the bid documents provided. The purpose of this bid invitation is to obtain information about your firm and its ability to provide these item(s)/ service(s) and to obtain pricing commitments for Elderly Food Insecurity Program, as listed in the bid documents.

2. AWARD

Award will be **ALL OR NONE** to the lowest responsive, responsible bidder. Bidders must bid on all items to be considered for award. ALL awards are subject to the availability of funds.

3. TERM OF AGREEMENT

The term of this agreement will be from date of award through January 31, 2025, with three (3) one (1) year renewal options. Renewal options may be exercised at the discretion of the City based on supplier performance and adherence to the terms and conditions set forth in the bid documents.

4. MINIMUM REQUIREMENTS

Bidders should submit or comply with the following requirements. Failure to submit any of these requirements may be grounds for rejection:

a. The Contractor shall provide all business licenses required by local, state, and federal law as applicable.

5. PRE-BID CONFERENCE

A pre-bid meeting has been scheduled for this bid. **Monday. March 18, 2024 at 11:00 a.m.**

(Microsoft Teams; Meeting ID: 211 633 082 039 Password: HnmuEB).

6. STATE CONTRACTS

The City reserves the right to utilize contracts established by the State of Florida and or other governmental agencies for item(s)/service(s) covered under this bid. The city reserves the right to cancel this contract in whole or in part for such item(s)/service(s).

7. QUANTITIES

Quantities indicated reflect the estimated quantities to be purchased throughout the contract period and are subject to fluctuation in accordance with actual requirements. The City reserves the right to add or delete items, or increase the volume of services required, or not to make any purchase against this bid if it so deems necessary at any time during the contract period.

8. DELIVERY

Pickups will be at various locations as deemed necessary for the entire Program.

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9. ESCALATION/DE-ESCALATION

All pricing submitted shall remain firm for the first year of the initial contract period. After the first year of the contract term (if applicable), a supplier may submit in writing a request for price escalation / de-escalation for the percentage of change as listed in the Consumer Pricing Index (CPI) and/or documentation notifying of an industry-wide increase. The City reserves the right to decline any price increase request.

10. PRICES

All unit prices shall include freight, delivery, and handling charges to the delivery location as outlined in the bid documents.

11. PICK UP AND RETURNS

The City reserves the right to return an order in whole or in part if the merchandise is not in compliance with the bid specifications. The City or its agencies will determine compliance with bid specifications. Pick up and returns will be made within 48 hours of notification at no charge to the City or its agencies.

12. COMPLIANCE WITH SPECIFICATIONS

The bidder, by affixing their signature to the bid form submitted, agrees to provide item(s)/service(s) in accordance with the bid documents provided. Bid only a single offering for each bid item. Multiple offerings, alternates (unless stated) and or stipulations may be cause for bid rejection. Bid only on forms provided herein unless otherwise stated. Bid submissions shall be in ink or typewritten. All corrections must be initialed.

13. INVOICING

Invoices will be issued once supplies/services are delivered and/or rendered to the City of Jacksonville or its agencies. At a minimum, invoices must include; purchase order number or contract number, item number and description, date of shipment, quantity ordered and shipped, unit prices, unit of measure, and extended totals. Payment terms are Net 30 days. All original invoices shall be submitted to: COJ1CloudInvoices@coj.net. The invoice email subject line **MUST BE**: inv_300000008806179. Invoices can also be submitted through the 1Cloud Supplier Portal.

14. INSURANCE/INDEMNIFICATION

Each supplier shall maintain, for the entire term of this bid, current insurance coverage as stated in the bid documents. All insurance certificates shall list the City of Jacksonville as an additional insured. Bid number should be listed on certificate. The awarded bidder is required to submit their insurance certificate within ten (10) days after notice of award.

15. REPORTING

The City may request, during the term of this bid, reports including but not limited to; usage, pricing, and delivery. Suppliers will be required to provide reports requested in hard copy and electronic format as required.

16. SUPPLIER ACCESSIBILITY

The City or its representatives must be able to contact, during normal business hours, by telephone or email any supplier providing goods or services to the City or its agencies. Any supplier accessibility

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requirements outlined in the specifications supersede this section. Supplier must be available 24 hours a day while rental equipment is onsite at an event and is responsible for notifying the City representative at the designated phone number provided or by City email on how to contact supplier during this period.

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SPECIFICATIONS

ELDERLY FOOD INSECURITY RELIEF FUND

GENERAL SCOPE OF WORK:

A. **The City of Jacksonville requires the services necessary to provide meals on wheels for vulnerable and elderly population within Duval County.**

B. **Contractor shall furnish the food services and delivery to support the Elderly Food Insecurity Relief Fund for project days during a 12-month period extending from February 1, 2024, through March 31, 2024. The contract resulting from this bid may be extended one year at a time for three (3) additional years at the option of the City of Jacksonville and with the agreement of the successful Bidder.**

1. Provide 1328 daily meals to homebound individuals who are scored as 3s, 2s, and 1s on the waiting list for home-delivered meal service in Duval County.
2. Provide an in-home assessment of each participant receiving meals to certify their eligibility to ensure the neediest are served first.
3. Meals must be prepared under the guidance of a registered dietitian who certifies that all menu items and meals meet recommended dietary requirements.
4. A dietitian must participate in the planning and development of the menu.
5. Meals must meet the guidelines of Title III-C of the Older Americans Act
6. Provide a quarterly report that includes updated outcomes for the Executive Director of Health Programs
7. Employ a registered and licensed dietitian.
8. Minimum of (5) years providing hot or frozen meals to frail elderly and vulnerable to frail, vulnerable community members.

C. **Pre-Bid Conference: A pre-bid conference will be held for all interested parties on (TBD) Procurement Division, 214 N Hogan Street, Room 853, Jacksonville, Florida 32202**

1. Legal name and address of parent corporation and any applicable subsidiaries that would operate and administer contract; the type of entity (business) - must be a corporation; full name(s) and address(es) of principals of operating company.
2. An organizational chart and a plan for administration and management of staffing proposed in order to comply with the specifications of the contract.
3.Resume(s) detailing the experience and qualifications of the proposed local management to be utilized in the operation, with copies of appropriate licenses/certificates needed to meet requirements of the position(s).

3. A list and brief description of similar food service contracts which have been held within the last five (5) years to include: locations, contract dates, names, addresses, and telephone numbers.

4. Description of training programs for employees, supervisors, and managers.
5. Copy of the current license for food preparation and storage by the Department of

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Business and Professional Regulation (DBPR) and most recent inspection report by that same agency. Licensing by the Florida Department of Health will be required for bidders that also prepare meals in health care facilities.

6. A copy of the most recent audited financial statements certified by a Public Accounting firm for the prior years of operation.
7. A copy of both the facility disaster plan and the Business Continuity Contingency Plan that outlines the provision of meal services to the clients in the event of an emergency and/or natural disaster.
8. An inspection of the Contractor's facility documents and equipment will be conducted prior to the award recommendations. The inspection will be considered a primary factor in the award recommendations.

D. Minimum Requirements:

1. The organization must have a structure and physical space to meet the required standards for maintaining safe and healthy food.

2. Organizations must have a structure in place to provide meal delivery Monday – Friday that covers 252 days during the period February 1, 2024 through January 31, 2025, by dedicated staff. Meals shall not be served on Saturdays, Sundays or on the days the following holidays are observed by the City:

   New Year's Day (January)
   Martin Luther King, Jr.'s Birthday (February)
   President's Day (February)
   Memorial Day (May)
   Juneteenth Day (June)
   Independence Day (July)
   Labor Day (September)
   Veteran's Day (November)
   Thanksgiving Day(November)
   Day after Thanksgiving (November)
   Christmas Eve (December)
   Christmas Day (December

3. Food holding devices on delivery vehicles must be capable of maintaining safe temperatures (above 165 degrees Fahrenheit for hot items, 41 degrees Fahrenheit or below for cold items, and 0 degrees Fahrenheit or below for frozen items.
4. Food Services training folder must be maintained on all food service personnel involved in meals preparation and delivery: Sanitation and safety courses, food preparation.
5. A copy of both the facility Disaster Plan and the Business Continuity/Contingency Plan that outlines the provision of meal services to the frail elderly and vulnerable community members.
6. The organizations may partner/collaborate with at least one organization to provide meals.
7. The organizations must provide 3 references of support from community partners.
8. All meals required to be complete and meet and exceed 1/3 of the daily Dietary Reference Intake/Adequate Intake for 51 + year old adults and delivered as specified in the approved menus.

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Detail by FEI/EIN Number

Florida Not For Profit Corporation
URBAN JACKSONVILLE, INC.

Filing Information

Document Number	714162
FEI/EIN Number	23-7024899
Date Filed	02/26/1968
State	FL
Status	ACTIVE

Principal Address

4250 LAKESIDE DR
SUITE 300
JACKSONVILLE, FL 32210

Changed: 04/16/2013

Mailing Address

4250 LAKESIDE DR
SUITE 300
JACKSONVILLE, FL 32210

Changed: 04/16/2013

Registered Agent Name & Address

C T CORPORATION SYSTEM
1200 SOUTH PINE ISLAND ROAD
PLANTATION, FL 33324

Name Changed: 01/29/2015

Address Changed: 01/29/2015

Officer/Director Detail

Name & Address

Title Chairman

BERG, REBECCA
4250 LAKESIDE DR
SUITE 300
JACKSONVILLE, FL 32210

Docusign Envelope ID: EC863CE3-C259-4BD6-8BF2-4752AD0F85C1

Title Director

RUTLAND, ALFRED W
4250 LAKESIDE DR
SUITE 300
JACKSONVILLE, FL 32210

Title Director

WILBURN, SHARON
4250 LAKESIDE DR
SUITE 300
JACKSONVILLE, FL 32210

Title CEO

BARTON, TERESA K
4250 LAKESIDE DR
SUITE 300
JACKSONVILLE, FL 32210

Title Director

HARMON, ANDREW
4250 LAKESIDE DR
SUITE 300
JACKSONVILLE, FL 32210

Title Director

WEATHERBY, MICHAEL R
4250 LAKESIDE DR
SUITE 300
JACKSONVILLE, FL 32210

Title Chairman-Elect

REDMON, GREGORY
4250 LAKESIDE DR
SUITE 300
JACKSONVILLE, FL 32210

Title Director

GILBERTO, PASQUALE
4250 LAKESIDE DR
SUITE 300
JACKSONVILLE, FL 32210

Title Secretary

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