3

SUBJECT: Community-Based Afterschool Meals Program - Rebid

BID#: SC-0345-20 **OPEN DATE: 3/25/20**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: Date of award through September 30, 2020 with two (2) one (1) year renewal options

AGENCY: Kids Hope Alliance

BASIS OF AWARD: All or None to the lowest responsive, responsible bidder

NUMBER OF BIDS INVITED: 2 **NUMBER RECEIVED** 1 **OTHER** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the second and final renewal option with Compass Group USA, Inc. by and through its Canteen Division. Period of service is from date of executed contract through September 30, 2022. Total revised estimated expenditure amount is $733,232.50, for a total expenditure amount not to exceed $1,789,612.50.

Funding Source: 10902.181305.534210.010181.00000000.00000.0000000 - To be executed by formal contract amendment through the Office of General Counsel

Attachments: Recommendation Memo, Vendor Letter and Previous Awards

Analyst: _____ Annette Burney

RESPECTFULLY SUBMITTED: _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Dr. Saralyn Grass, CAO, Kids Hope Alliance

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

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Received 10/12/21

KIDS HOPE ALLIANCE

MEMORANDUM

TO: Gregory Pease, Chief of Procurement

FROM: Saralyn Grass, Chief Administrative Officer, Kids Hope Alliance (KHA)

CC: Michael Weinstein, Chief Executive Officer Kids Hope Alliance (KHA)

Kenneth Darity, Chief Programs Officer, Kids Hope Alliance (KHA)

SUBJECT: Request to Exercise the Second of Two Renewal Options for the Community Based Afterschool Meals Program for Continuation Funding FY 2021-2022, Bid # SC-0345 – 20 – Compass Group USA, Inc. dba Canteen

DATE: October 7, 2021

Kids Hope Alliance, a public body acting on behalf of the City of Jacksonville, a consolidated political subdivision and municipal corporation existing under the laws of the State of Florida ("KHA") respectfully requests approval of the following:

1) Funding for Compass Group USA, Inc dba Canteen and the Community Based Afterschool Meals Program Bid #SC-0345-20 as outlined in Exhibit 1 in the amount of $733,232.50.

Upon approval of this request, a formal contract will be executed through the Office of General Counsel.

Fund	Center	Account	Project	Activity	Interfund	Future
10902	181305	534210	010181	00000000	00000	0000000

Total Funding **$733,232.50**

This is the second of two renewal options under the aforementioned RFP

The terms of Agreement are as follows:

October 1, 1, 2021 – September 30, 2022

The option to renew shall be at the sole and complete discretion of the KHA, and subsequent renewal periods may be subject to renegotiated performance measures, deliverables, and contractual terms.

Attachment(s): Exhibit 1, Afterschool Meals Projections FY2021-2022
Exhibit 2, Letter of Intent
Exhibit 3, CCFP Standard Catering Contract FFY2021-2022

Cc: Annette Leslie-Burney, Buyer
Joyce Watson, Director Administration, Contracts & Purchasing
April Hart, Director, Finance
Mary Nash, Director, Grant Management
Tyrica Young, Director, Research & Grants

canteen

9/24/2021

Re: Kids Hope Alliance Contact Extension

Compass Group USA Inc., by and through the Canteen Division, will continue to provide meals to Kids Hope Alliance (KHA) after the contract end date of 9/30/2021, until a new caterer contract has been established, preventing any loss of service to the community during the contract renewal time. Contractual rates approved on Amendment 7, signed by Steve Luccia, Division President on 9/14/2021, will be enforced as of 10/1/2021.

Payment for services rendered must continue to be made following the guidelines of the original contract. Should payment not be received, the guidelines of the contract will be implemented and followed.

Caterer Representative Signature

9/24/21
Date

Institution or Facility Representative Signature

9/27/21
Date

Automated Budget for Current Unaffiliated AMP Sponsors

Enter Fiscal Year: 2022

Enter Authorization Number: 1109

Enter Amendment #: (If applicable)

Total Food Service Operational Cost over Total Projected Earnings for 1 year (Must be above 85%): 87%

Projected Administrative Earnings Amount: $ 117,809.91

Total Projected Earnings for One Year: $ 841,192

Total Admin and Operational Service Costs: $ 873,716

Please note: The fields in the Budget Summary are automatically calculated from Schedules 1-20.

	Total Allowable Costs to CCFP (a)	Total Amount to be Charged to CCFP (b)	Allowable CCFP Costs Covered by Other (Non-CCFP) Funding Source(s) (c)	Total Admin. Budget (All Funding Sources) (b) + (c)
Schedule # ADMINISTRATIVE LABOR				
1a Employee Compensation & Employer Taxes	$106,514	$98,105	$10,409	$106,514
2a-i Benefits	$20,002	$11,079	$6,923	$20,002
Subtotal Administrative Labor	$126,516	$109,184	$17,332	$126,516
ADMINISTRATIVE SUPPLIES				
3 Equipment $5,000 and over	$0	$0	$0	$0
4 Equipment/Furniture under $5,000	$0	$0	$0	$0
5 Office Supplies	$907	$907	$0	$907
6 Printing and Postage	$0	$0	$0	$0
Subtotal Administrative Supplies	$907	$907	$0	$907
ADMINISTRATIVE SERVICES				
7 Office Space Rental or Lease	$0	$0	$0	$0
7a Office Space Owned	$0	$0	$0	$0
8 Utilities	$0	$0	$0	$0
9 Insurance Premiums	$0	$0	$0	$0
10 Contracted/Professional Services	$0	$0	$0	$0
11 Equipment Rental/Lease	$0	$0	$0	$0
12 Communications	$0	$0	$0	$0
13 Advertising/Public Information Services	$0	$0	$0	$0
14 Other Admin Svcs. & Supplemental Budget	$0	$0	$0	$0
Subtotal Administrative Services	$0	$0	$0	$0
ADMINISTRATIVE TRAVEL				
15 Program Operations Travel	$299	$299	$0	$299
16 In-State Travel	$0	$0	$0	$0
17 Out-of-State Travel	$0	$0	$0	$0
Subtotal Administrative Travel	$299	$299	$0	$299
TRAINING AND EDUCATION				
18 Staff and Site Training	$0	$0	$0	$0
INDIRECT COSTS				
19 Indirect Costs - attach copy of plan	$12,761	$7,419	$5,342	$12,761
ADMINISTRATIVE COST TOTALS	$140,483	$117,809	$22,674	$140,483
FOOD SERVICE				
20 Operational Costs	$733,233	$723,233	$10,000	$733,233
FOOD SERVICE OPERATIONAL COST TOTALS	$733,233	$723,233	$10,000	$733,233
GRAND TOTAL -	$873,716	$841,042	$32,674	$873,716

If the Administrative Total Cost for Total Amount to be Charged to CCFP must match or be less than the Projected Administrative Earnings Amount from the PEW unless the Total Food Service Operational Cost Percentage is 85% or more. If the Total Food Service Operational Cost Percentage is 85% or greater, than the Projected Administrative Earnings Amount to be charged to the CCFP can be greater than the Projected Administrative Earnings Amount. The Grand Total in Column (b), Total Amount to Be Charged to CCFP, cannot exceed the Total Projected Earnings for One Year. If the Total Food Service Operational Cost Percentage and the Grand Total in Columb (b) cells are GREEN, then the budget is acceptable. If the Total Food Service Operational Cost Percentage and the Grand Total in Columb (b) cells are RED, then changes to the budget must be made.

Check the source(s) of funds your organization has available to pay for potential over-claims of CCFP reimbursement (choose at least one):

If OTHER was selected, give description in the green box

Does your organization currently employ staff or officers or directors who are related by blood or marriage?

Sarah Grass — Sponsor Representative: Name (Print)

Signature

10-8-2021 — Date

DOH Use Only

Has a FDOH Official Approved this budget?

DOH Representative: Name (Print) | Signature | Date

SUBJECT: **Community-Based Afterschool Meals Program - Rebid**

BID#: **SC-0345-20** **OPEN DATE: 3/25/20**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: Date of award through September 30, 2020 with two (2) one (1) year renewal options

AGENCY: Kids Hope Alliance

BASIS OF AWARD: All or None to the lowest responsive, responsible bidder

NUMBER OF BIDS INVITED: 2 **NUMBER RECEIVED** 1 **OTHER** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to decrease the award with Compass Group USA, Inc. by and through its Canteen Division by $145,848.25 for the period ending September 30, 2021. Total revised estimated expenditure amount not to exceed $1,056,380.00.

Funding Source: 10902.181305.534210.008929.00000000.00000.0000000 - To be executed by formal contract through the Office of General Counsel

Attachments: Recommendation Memo and Previous Awards

Analyst: Annette Burney

RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Joyce Watson, Director of Administration, Kids Hope Alliance

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE: 9/24/20

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE 9-24-20

APPROVED ✓ BH DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No: 2019-02

FORM GB-108, Revised 12/2007

SUBJECT: Community-Based Afterschool Meals Program - Rebid

BID#: SC-0345-20

OPEN DATE 3/25/20

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: Date of award through September 30, 2020 with two (2) one (1) year renewal options

AGENCY: Kids Hope Alliance

BASIS OF AWARD: All or None to the lowest responsive, responsible bidder

NUMBER OF BIDS INVITED: 2 NUMBER RECEIVED 1 OTHER 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to increase the award with Compass Group USA, Inc. by and through its Canteen Division by $311,370.45, and to amend the period of service from date of award through September 30, 2020 to October 1, 2020 through September 30, 2021. Total revised estimated expenditure amount not to exceed $1,202,228.25.

Funding Source: 10902.181305.534210.008929.00000000.00000.0000000 - To be executed by formal contract through the Office of General Counsel

Attachments: Recommendation Memo and Previous Awards

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2020. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for the work herein. A written notification will be provided in the event that funds are appropriated.

Analyst: Annette Burney

RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Joyce Watson, Director of Administration, Kids Hope Alliance

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING Ø DATE: 9/03/20

Teresa R. Eubanks

Jane R McCain

Sheilah Robb

OTHER:

ACTION OF AWARDING AUTHORITY DATE 9/4/20

APPROVED ✓ BH

DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2019-02

FORM GB-108, Revised 12/2007

SUBJECT: Community-Based Afterschool Meals Program - Rebid

BID#: SC-0345-20

OPEN DATE: 3/25/20

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: Date of award through September 30, 2020 with two (2) one (1) year renewal option

AGENCY: Kids Hope Alliance

BASIS OF AWARD: All or None to the lowest responsive, responsible bidder

NUMBER OF BIDS INVITED: 2 NUMBER RECEIVED 1 OTHER 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval of award to the lowest responsive, responsible bidder, Compass Group USA, Inc. by and through its Canteen Division. Period of service is from date of award through September 30, 2020 with two (2) one (1) year renewal options. Total expenditure amount not to exceed $890,857.80.

Funding Source: 10902.181305.534210.008929.00000000.00000.0000000 - To be executed by formal contract through the Office of General Council

Attachments: Recommendation Memo, Tabulation and Terms and Conditions

Analyst: Annette Burney

RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Tyrica Young, Director, Out of School Time Grants, Kids Hope Alliance

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE: 6/11/20

OTHER:

ACTION OF AWARDING AUTHORITY

APPROVED ✓ DATE 6/12/20

DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2019-02

FORM GB-108, Revised 12/2007