SOLE SOURCE AWARD **BID # SS-0302-17**

Subject: Transportation Services for Community-Based Afterschool Programs Meals

Department: Jacksonville Children's Commission

Description of Purchase: Recommend approval to ratify the period of service from October 1, 2016 to date of executed contract.

Recommend approval of sole source award to Compass Group USA, Inc. dba Chartwells School Dining Services to transport meals to Community-Based Afterschool Program sites. Period of service is from date of executed contract through September 30, 2017. Total not to exceed expenditure in the amount of $169,705.14.

Funding Source: JCPS192MS-03410-JCP018-17 - To be executed by formal contract through the Office of General Counsel.

Sole Source Award To: Compass Group USA, Inc. dba Chartwells School Dining Services (Chartwells)

Price Justification: See attachment

Total Award: $169,705.14 **Requisition #:** N/A

Attachments: Recommendation Memo, Vendor Quote and Previous Awards

Certification as to Sole Source: Joyce Watson, Assistant Director, Management Services, Jacksonville Children's Commission

THE ABOVE PURCHASE IS RECOMMENDED FOR AWARD IN ACCORDANCE WITH CHAPTER 126.206.

Analyst: Annette Burney

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN ***DATE***

ACTION OF AWARDING AUTHORITY DATE: _____

APPROVED_____ DISAPPROVED _____

MEMORANDUM

TO: **Gregory Pease**, Chief
Procurement Division

FROM: **Jon Heymann,** Executive Director/CEO
Colin Murphy, Senior Operations Director
Joyce J. Watson, Assistant Director, Management Services

RE: **Request for a Sole Source Award for Transportation Services to be Provided by Compass Group USA, Inc. dba Chartwells School Dining Services (CHARTWELLS) – FY 2016-2017**

DATE: **September 29, 2016**

The Jacksonville Children's Commission is requesting approval to enter into agreement with Chartwells to transport meals to community-based afterschool program sites. Chartwells is currently under contract with the Duval County School Board to provide meals for the schools and the community-based afterschool sites, however; it does not include transport service to the sites.

In years past, the community-based providers picked up the meals from a designated satellite school and returned the unused meals, food utensils, and equipment for cleaning and use the next day. This process created a hardship for the providers. The Commission desires to continue this delivery of service to the community-based providers. This solution will provide a safe, efficient and convenient food transport service.

We request the approval of an Award to Chartwells to provide transportation services for the meals going to the Community-based Afterschool Programs, at the rate outlined in the attached proposal, **see Exhibit 1, Proposal for Services**. The estimated cost for the transportation services for thirty-six (36) weeks will be **$169,705.14.**

The program will operate from **October 1, 2016 to Friday, September 30, 2017** (Monday through Friday) with the exceptions of designated holidays and school closures. It is our request for the award to be ratified from effective date of October 1, 2016 to the date of the award.

Upon approval of the Award, a contract will be executed through the Office of General Counsel.

The Jacksonville Children's Commission will receive all of its funding for the Transportation Services Program from the Florida Department of Health, Bureau of Child Care Food Programs which administers this program for the U.S. Department of Agriculture's (USDA), Food and Nutrition Service.

The Funding Source: Index Code – JCPS192MS;
Grant/Grant Detail – JCP018-17; Sub-Object #03410

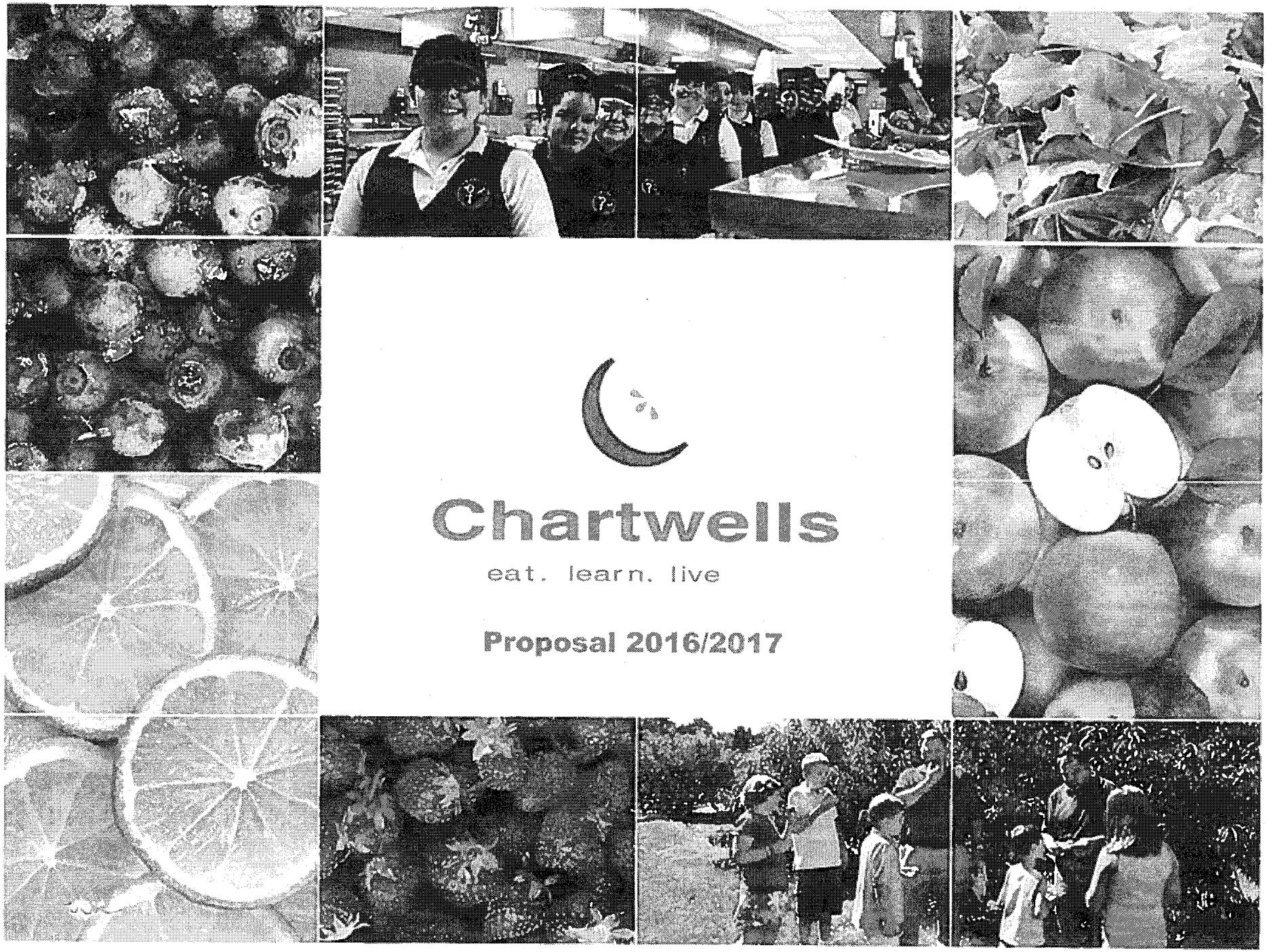
If you need additional information, please contact me at 630-7652 or Email me at jwatson@coj.net.

Attachments: Exhibit 1, Chartwells' Proposal for Services
Exhibit 2, Budget for FY 2016-2017, Cost for Transportation Services

Cc: Jon Heymann, Executive Director/CEO
Annette Burney, Buyer
Colin Murphy, Senior Director, Operations
Cynthia Nixon, Director, Finance
Lavetta McCoy, Nutrition Services Program Manager

Exhibit 1

JCC Proposal for delivery of 13 sites



Chartwells

eat. learn. live

Proposal 2016/2017

Chartwells Food Service and Logistics Service

Overview

Chartwells is pleased to submit this new business proposal for servicing the food service and logistic needs of the Jacksonville Children's Commission. It is our goal to help improve the customer satisfaction for your clients. We will accomplish this by utilizing our many available resources and our many years in the food service industry; to improve the customer experience through convenience, accuracy of orders, and timely delivery.

The Objective

#1: Provide the highest standard of food safety and timely deliveries.
#2: Food Service Workers certified in safe food handling
#3 DOT certified drivers for all food transport.

Our Proposal

The purpose of this proposal is to offer great food service and transport experience.

Assist in serving meals at the 13 community sites in an efficient manner to meet the nutritional needs and program acceptability in accordance with federal, state and local regulations.

The food transport vehicle that we offer were designed specifically to meet your food transport needs. We ensure that all food is kept at the correct temperature while being transported. All foods being transported will be held in hot or cold holding compartment while in transport to maintain safe hot and cold food temperatures of cold foods must be 40° F/4° C or below and hot foods must be 140°F/60°C or above. Food temperatures will be checked when picked up for transport and at time of delivery, with accurate temperatures recorded and documents held for inspection.

The Jacksonville Children's Commission as a well-deserved reputation for quality and customer service. However, we would like the opportunity to provide you with our outstanding logistic experience in services to your clients. Most importantly, we provide the training and support for this new solution that ensures your staff can ramp up quickly and realize concrete improvements in delivery and pickup at all fourteen satellite locations.

Our solution is to easily integrate our logistic program to meet your business needs. Enable Jacksonville Children's Commission to fully realize the benefits of improved productivity throughout the entire process. We have solutions to help your business stay ahead in meeting customer satisfaction, and we propose that the Jacksonville Children's Commission implement our logistics solution which focuses on managing quality delivery procedures.

Community Based Delivery

# of Sites	School #	School Production Site	Community Site	Mileage Daily Per Delivery	Snack Pickup Time	# Snacks	Snack Meal Service Time	Supper Pickup Time	# Suppers	Supper Meal Service Time
1	25	Kirby Smith Middle	Community Connections - Florence N. Davis Center**	1.4./1.7	2:00/12:30 ER	31	3:10-3:40	4:15	40	4:40-5:40
2	146	Matthew Gilbert Middle	Eastside PAL	5.7/.04/9.7	2:30	40	5:30-6:00	N/A	50	3:30-4:30
3	212	Ribault Middle	33rd PAL	3.6/3.0	2:45	80	4:45-5:00	N/A	92	2:45-3:45
4	15	Brentwood Elementary	NFL YET	7.0/.4/	2:15	107	2:30-4:30	5:45	65	6:00-7:00
5	70	Northshore Elementary	Simonds Johnson Park	3.6/2.6	N/A	N/A	N/A	2:45	40	3:00-4:00
6	93	Pinedale Elementary	Wayman Academy	7.7/1.9	2:30	100	3:00 - 3:30	3:30	100	4:30-5:00
7	106	Long Branch Elementary	Russell Bill Cook Park	8.2/.07	N/A	N/A	N/A	2:45	50	3:00-4:00
8	149	S. P. Livingston Elementary	Mallison Park PAL	5.2/2.3	2:30	45	5:45-6:00	N/A	55	3:45-4:45
9	79	Ramona Elementary	Victory Pointe Boys & Girls Club	2.3/1.0/3.9	3:30	86	6:00-7:00	3:30	70	4:00-5:00
10	256	Landmark Middle	Monument PAL		2:45	80	5:45-6:00	109	3:45-4:45	5:00
11	89	Woodland Acres Elementary	Woodland Acres Boys & Girls Club	6.3/.7/11.5	3:10	45	6:00-6:30	N/A	90	4:00-5:00
12	154	John E. Ford K-8	Malivai Washington Kids Foundation	4.1 / .4	1:30/ 12:30 ER	165	2:45-3:45	N/A	N/A	N/A
13	159	Pine Forest Elementary	Community Connection at Sable Palms	5.0 / . 5	3:15	40	5:45-6:00	3:15	40	3:30-5:00

Daily $942.81 ~ Weekly $4,714.03 ~ Monthly $18,856.13

Proposed Pricing for 36 Weeks

The following table details the pricing for services outlined in this proposal.

Estimated Delivery Rate	Rate per hour	Hours	# of Weeks	Wages
Food Transport Driver #1	18	25	36	$16,200.00
Food Transport Driver #2	18	25	36	$16,200.00
Food Transport Driver #3	18	25	36	$16,200.00
Food Transport Supervisor	25	30	36	$27,000.00
Total Wages				$75,600.00

Truck Fees	Fixed Rate	Estimated mileage per route	Mileage Rate	Fleet Sanitation Service	Total
	521	$165.33	0.0952	65.8	
Lease Delivery Truck #1	$18,756.00	1955 / 186.12	$7,072.40	$2,368.80	$28,197.20
Lease Delivery Truck #2	$18,756.00	1655 / 157.56	$5,987.28	$2,368.80	$27,112.08
Lease Delivery Truck #3	$18,756.00	1895 / 152.32	$5,788.16	$2,368.80	$26,912.96
Total	$56,789.00		$18,847.94	$7,172.20	$82,809.14

Proposed Pricing for 36 Weeks

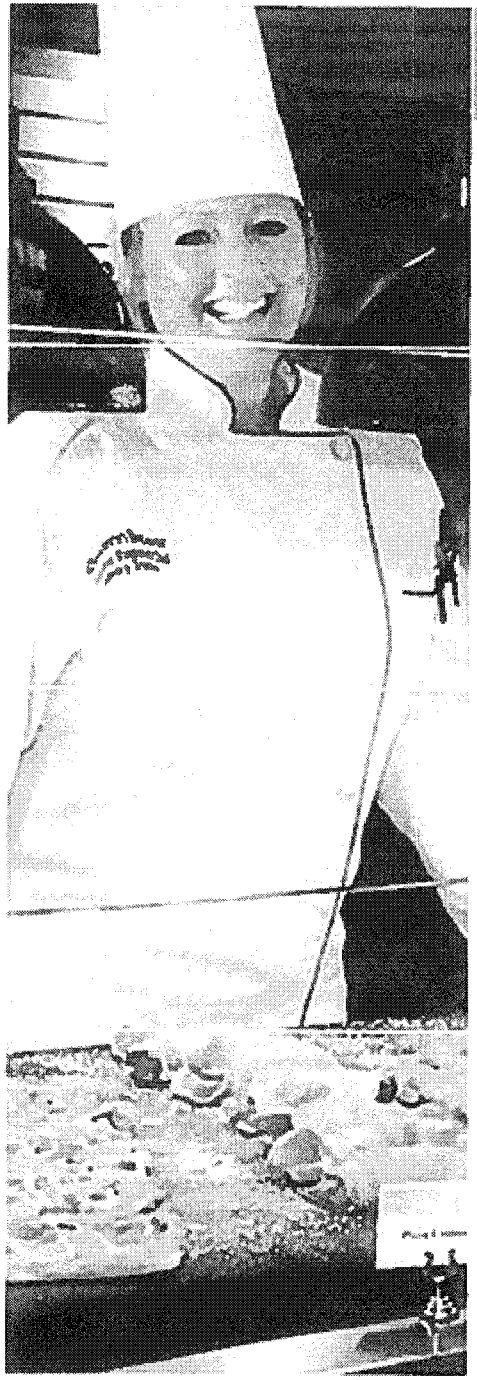
The following table details the pricing for services outlined in this proposal.

Additional Fee	Cost	# of Site or Personal	Total
Training	$172	13	$2,236.00
Certification	$358	13	$4,654.00
Supplies	$338	13	$4,406.00
Total			$11,296.00

Summary

Item Summary	Total
Truck Fees	$75,600.00
Driver Fees	$82,809.14
Additional Fees	$11,296.00
Total	$169,705.14

Total 36 Week Proposal ***$169,705.14***



Conclusion

We look forward to working with Jacksonville Children's Commission and supporting your efforts to improve your customer satisfaction. We are confident that we can meet the challenges ahead, and stand ready to partner with you in delivering effective logistic solution.

If you have questions on this proposal, feel free to contact Darryl Smith at your convenience by email at darryl.smith@compass-usa.com or by phone at (904) 693 -7676 Extension 1007. We will be in touch with you next week to arrange a follow-up conversation on the proposal.

Thank you for your consideration,

Darryl Smith
District Manager, Chartwells/DCPS Nutrition Service Center

Exhibit 2

	Projected Bugdet 2016-2017			Revised 09/23/16 ED	
331691	**Revenue by PEW**	**3,381,890**			
	Intra Funds Transfer	**512,800**			
		3,894,690			
		Expenses			
01201	PERMANENT AND PROB	169,143			
01302	TERMINAL LEAVE				
01511	SPECIAL PAY - PENS	315			
02101	PAYROLL TAXES (FIC	1,765			
02102	MEDICARE TAX	2,332			
02201	PENSION CONTRIBUTI	3,765			
02207	DISABILITY TRUST F	421			
02213	GEPP DEFINED CONTR	9,662			
02303	GROUP LIFE INSURAN	306			
02304	GROUP HOSPITALIZAT	29,414		217,123	✓
02401	WORKERS' COMPENSAT	500			
03410	TRANSPORTATION	169,705			
03421	AFTER-SCHOOL TEAMU	2,949,296	✓		
03421	AFTER-SCHOOL TEAMU	512,800	✓	3,462,096	✓
04002	TRAVEL EXPENSE	1,978			
04021	LOCAL MILEAGE	1,780		3,759	✓
04101	POSTAGE	400	✓		
04205	ISA-OGC LEGAL	3,240			
04207	ISA-COPIER CONSOLI	2,025	✓		
04211	ISA-COPY CENTER	2,860	✓	5,285	✓
04223	ISA-COMPUTER SYS M	11,606			
04401	RENTALS (LAND & BU	14,931			
04502	GENERAL LIABILITY	70			
04938	MISCELLANEOUS SERV	-			
05101	OFFICE SUPPLIES -	2,001			
05216	OTHER OPERATING SU	-			
05229	SOFTWARE, COMPUTER				
05401	EMPLOYEE TRAINING	504			
06427	COMPUTER EQUIPMENT	-			
06508	EQUIPMENT	-			
09903	INDIRECT COST	3,870			
	EXPENDITURE TOTAL	3,894,690			
	Varinace	-			

SOLE SOURCE AWARD **BID # SS-0444-16**

Subject: Transportation Services for Community-Based Afterschool Programs Meals

Department: Jacksonville Children's Commission

Description of Purchase: Recommend approval to amend the award to Chartwells to add the Police Athletic League Community-Based Afterschool site in the amount of $2,195.44. The total revised not to exceed expenditure will decrease by $2,171.73 from $65,507.55 to $63,335.85 due to the service starting a week late.

Funding Source: JCPS192MS-03410-JCP018-16 - To be executed by formal contract through the Office of General Counsel.

Sole Source Award To: Chartwells

Price Justification: See attachment

Total Award: $63,335.85 **Requisition #:** N/A

Attachments: Recommendation Memo, Vendor Quote and Previous Award

Certification as to Sole Source: Joyce Watson, Assistant Director, Management Services, Jacksonville Children's Commission

THE ABOVE PURCHASE IS RECOMMENDED FOR AWARD IN ACCORDANCE WITH CHAPTER 126.206.

Analyst: Annette Burney

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

Teresa R. Eidson
CHAIRMAN

7-14-16
DATE

James R McCain

ACTION OF AWARDING AUTHORITY DATE: 7/14/16

APPROVED ✓ DISAPPROVED

OTHER

Sam E. Mousa
Chief Administrative Officer
For Mayor Lenny Curry
Under Authority of
Executive Order No. 2015-05

SIGNATURE OF AUTHENTICATION

FORM GB-113, Revised 12/2007

SOLE SOURCE AWARD **BID # SS-0444-16**

Subject: Transportation Services for Community-Based Afterschool Programs Meals

Department: Jacksonville Children's Commission

Description of Purchase: Recommend approval of award to Chartwells to transport meals to the Jacksonville Children's Commission's Community-Based Afterschool Program sites. Period of service is from March 21, 2016 through September 30, 2016 in the total not to exceed amount of $65,507.55.

Funding Source: JCPS192MS-03410-JCP018-16 - To be executed by formal contract through the Office of General Counsel.

Sole Source Award To: Chartwells

Price Justification: See attachment

Total Award: $65,507.55 **Requisition #:**

Attachments: Recommendation Memo and Vendor Quote

Certification as to Sole Source: Joyce Watson, Assistant Director, Management Services, Jacksonville Children's Commission

THE ABOVE PURCHASE IS RECOMMENDED FOR AWARD IN ACCORDANCE WITH CHAPTER 126.206.

Analyst: Annette Burney

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

Teresa R. Eichner
CHAIRMAN

3/17/16
DATE

James R. McCain

ACTION OF AWARDING AUTHORITY DATE: 3/17/16

MR APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05

FORM GB-113, Revised 12/2007