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SUBJECT: SENIOR SERVICES COMMUNITY NUTRITION PROGRAM RE-BID

BID #: SC-0341-20

OPEN DATE: 12/11/2019

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – MARCH 1, 2020 THROUGH FEBRUARY 28, 2021 WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PARKS, RECREATION AND COMMUNITY SERVICES – SENIOR SERVICES DIVISION

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

NUMBER OF BIDS INVITED: 5 **NUMBER RECEIVED:** 1 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the 1st of three (3) one (1) year renewal options with Cathedral Foundation of Jacksonville, Inc. dba Aging True in the amount of $818,091.75 for the Senior Services Community Nutrition Program. Request to increase the unit price temporarily from $4.05 to $5.65 per meal due to Covid-19 pandemic to accommodate changes associated with packaging and delivering of meals until the Senior Centers reopen. Period of service will be from March 1, 2021 through February 28, 2022. Total revised expenditure not to exceed $1,636,291,75.

143,362 Congregate Meals @5.65 = $809,995.30
1,433 Meals for Special Event @5.65 = $8,096.45
$818,191.75

Funding to be encumbered by account number 11406.162107.534100.010194.00000000.00000.0000000, to be executed by Purchase Order.

ATTACHMENTS: Recommendation Memo; Vendor Letter; Terms & Conditions; Previous Award

ANALYST: _____
RUBEN OLA

RESPECTFULLY SUBMITTED: _____
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: DARYL JOSEPH, DIRECTOR, PARKS, RECREATION AND COMMUNITY SERVICES

(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 _____

City of Jacksonville, Florida

Daryl Joseph, Director

Parks, Recreation and Community Services Department
214 N Hogan Street, 4th Floor
Jacksonville, FL 32202
(904) 255-7903
www.coj.net

ONE CITY. ONE JACKSONVILLE.

February 8, 2021

MEMORANDUM

TO: Gregory Pease, Chief
Procurement Division

FROM: Gloria Crawford, Chief
Senior Services Division

RE: **Bid Award SC-0341-20 Senior Services Congregate Meals- Annual Renewal Recommendation**

The Parks, Recreation and Community Services Department respectfully request approval to utilize the first renewal option for congregate meals for Senior Centers. Cathedral Foundation of Jacksonville, Inc. dba Aging True is the approved vendor for Bid SC-0341-20 and the have accepted a renewal option effective March 1, 2021 through February 28, 2022 at the following rates:

143,362	Congregate Meals	@ $5.65	=	$809,995.30
1433	Meals for Special Event	@ $5.65	=	$8,096.45

Due to COVID-19, supplier increased rates from $4.05 to $5.65 to accommodate changes associated with packaging and delivering of meals. Supplier has agreed to honor original rates once Senior Centers reopen.

The annual estimated expenditure is not to exceed $818,091.75 funding source:
(11406.162107.534100.010194.00000000.00000- RPAH1F6AS/03410/RCA029/21)

The funds will be encumbered by PO using Master Blanket 615981-21.

Your assistance in concurring with this recommendation for the respective award would be greatly appreciated. If you have any questions or need additional information regarding this request, please contact Gloria Crawford at 255-5401.

Attachments: (1) SC-0341-20 Award Dated December 11, 2019
(2) Aging True extension letter dated January 25, 2021

cc: Rene'e Harriman, Parks, Recreation and Community Services Finance Manager

AGING TRUE

Community Senior Services

January 25, 2021

Dear Ms. Okewusi:

The purpose of this letter is to indicate the interest of Cathedral Foundation of Jacksonville, Inc. d/b/a Aging True, in electing to renew the first renewal option of the City of Jacksonville's Community Nutrition Project for the Senior Services Division award number: **SC-0341-20**. This first renewal option would cover the period of March 1, 2021 through February 28, 2022 at the rates below:

Description	Units	Unit Price Per Meal	Total Price
Community Nutrition Project	143,362	*$5.65	$809,995.30
Meals for Special Events	1,433	*$5.65	$8,096.45

*Due to the COVID-19 pandemic, rates increased from $4.05 to $5.65 to accommodate changes associated with packaging and delivering of meals. With a 30-day notice of reopening of Senior Centers, Aging True agrees to honor the original terms and conditions of the award and the original meal rates as described below:

Description	Units	Unit Price Per Meal	Total Price
Community Nutrition Project	200,000	$4.05	$810,000.00
Meals for Special Events	2,000	$4.05	$8,100.00

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

Sincerely,

Samuel P. Hall

Samuel P. Hall
Director of Operations
Aging True

Cc: Gloria Crawford, Chief Senior Services Division, City of Jacksonville
Teresa Barton, C.E.O., Aging True
Lee Wilson, C.F.O., Aging True

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

SUBJECT: SENIOR SERVICES COMMUNITY NUTRITION PROGRAM RE-BID

BID #: SC-0341-20

OPEN DATE: 12/11/2019

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – MARCH 1, 2020 THROUGH FEBRUARY 28, 2021 WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: PARKS, RECREATION AND COMMUNITY SERVICES – SENIOR SERVICES DIVISION

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

NUMBER OF BIDS INVITED: 5 **NUMBER RECEIVED:** 1 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to Cathedral Foundation of Jacksonville, Inc. dba Aging True as the lowest responsive, responsible (only) bidder. Term shall be from March 1, 2020 through February 28, 2021 with three (3) one (1) year renewal options.

Estimated initial expenditure amount not-to-exceed $818,100.00.

Funding shall be encumbered from account RPAH1F6AS-03410 and executed by Purchase Order.

ATTACHMENTS: Recommendation Memo; Bid Tabulation; Terms & Conditions; Specifications

ANALYST: _____ DAVID KLAGES

RESPECTFULLY SUBMITTED: _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: DARYL JOSEPH, DIRECTOR, 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: 1/16/20

_____ OTHER: _____

_____

_____

ACTION OF AWARDING AUTHORITY

APPROVED ✓ DISAPPROVED _____ DATE 1/14/20

OTHER _____

SIGNATURE OF AUTHENTICATION _____

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

TERMS & CONDITIONS

SENIOR SERVICES COMMUNITY NUTRITION PROGRAM RE-BID

SCOPE

The **Senior Services Division of the City of Jacksonville** is currently accepting bids to obtain sources 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) and to obtain pricing commitments to **prepare and deliver meals to at least 18** congregate sites, and no more than 20 congregate sites as listed in the bid documents.

AWARD

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

TERMS OF AGREEMENT

The term of this agreement is for one (1) year beginning February 1, 2020 through January 31, 2021, with three (3) one (1) year renewal options. Renewal options may be exercised at the discretion of the City based on supplier performance and strict adherence to the terms and conditions set forth in the bid documents.

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 Bidder shall provide all business licenses required by local, state, and federal law as applicable.
b. Bidder must be licensed and inspected by the Department of Business and Professional Regulation (DBPR) or the licensed and inspected by the Florida Department of Health.
c. Bidder must provide proof of having a minimum of three (3) years congregate or bulk meal food preparation, storage & delivery experience.

PRE-BID CONFERENCE

Not Applicable

COMPLIANCE WITH SPECIFICATIONS

The bidder, by affixing their signature to the bid form submitted, agrees to provide item(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.

STATE CONTRACTS

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