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 _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

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

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	

***

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.

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

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.

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

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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SUNBIZ.org DIVISION of CORPORATIONS
an official State of Florida website

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

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
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Title Secretary