SUBJECT: Senior Services Community Nutrition Project

BID #: SC-0286-16 **OPEN DATE: 11/04/2015**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – January 1, 2016 through December 31, 2016 with four (4) one (1) year renewal options

AGENCY: Senior Services Division

BASIS OF AWARD: All or None to the Lowest Responsive, Responsible Bidder

NUMBER OF BIDS INVITED: 20 **NUMBER RECEIVED:** 2 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to ratify the period of service from January 1, 2018 to date of award.

Recommend approval to utilize the second of four (4) renewal options with G.A. Food Service, Inc. to continue preparing and delivering meals to congregate sites. Period of service is from date of award through December 31, 2018. Total revised estimated annual expenditure in the amount of $899,877.00, to include an increase in price for Item #1, Congregate Meals, from $3.85/meal to $3.91/meal, for a not to exceed expenditure of $2,698,657.00.

Funding Source: RPAH1F6AS-03410-RCA029-17 - To be encumbered by purchase order.

Attachments: Recommendation Memo, Vendor Letter and Previous Awards

Analyst: _____ Annette Burney

RESPECTFULLY SUBMITTED: _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

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

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(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) 255-7919
www.coj.net

ONE CITY. ONE JACKSONVILLE.

January 8, 2018

MEMORANDUM

01/11/18 12:21:23
Procurement Division

TO: Greg Pease, Chief
Procurement Division

FROM: Gloria Crawford, Chief
Senior Services Division

THRU: Daryl Joseph, Director
Parks, Recreation and Community Services

RE: **SC-0286-16 Senior Services Community Nutrition Project Second Renewal Recommendation**

The Parks, Recreation and Community Services Department respectfully recommends approval to exercise the second of four renewal options with G. A. Foods to continue to prepare and deliver meals to various congregate sites from January 1, 2018 – December 31, 2018. Ratification is requested effective 12/31/17 in order to maintain continuity of services.

G. A. Foods, Inc. has requested an increase of 1.6% for item 1 (Congregate Meals) from $3.85/meal to $3.91/meal. No increase for item 2 (Special Event Meals), price will remain $2.83/meal.

The not- to-exceed annual expenditure will be in the amount of $899,877.00.
The not-to-exceed maximum indebtedness will be increased to $2,698,657.00, Master Blanket 602824.
Funding will be from RPAH1F6AS ~~0341~~ 03410 RCA029 17.

Your assistance in concurring with this recommendation for the respective award would be appreciated.

If you have any questions or if further information is required, please contact Gloria Crawford (630-3410).

GC/cj

Attachment: Renewal Letter from G.A. Foods
Latest Award Copy SC-0286-16

cc: Claire Stine, Finance Manager
Annette Burney, Purchasing Analyst

GA foods

Nourishment. Delivered.

October 30, 2017
Revised on January 16, 2018

Gloria Crawford
Chief Senior Services Division
City of Jacksonville
Parks, Recreation and Community Service Dept.
117 West Duval Street, Suite 210
Jacksonville, FL 32202

Re: Renewal of Current Contract and Annual Rate Adjustment

Dear Gloria:

We wish to request a renewal of our OAA contract, effective January 1, 2018 through December 31, 2018. In an effort to stay current with cost of food and transportation, we request a rate adjustment as described in the SPECIFICATIONS, section B:

> "... the cost per meal will be adjusted up or down each year based on changes in the Consumer Price Index (CPI) published annually by the U.S. Department of Labor Statistics, for the United States as a whole."

Pricing was adjusted as follows:

- Item 1 Community Nutrition Project Meals $3.91
- Item 2 Program special Event Meals $2.83

If the City is agreeable to these terms, please respond with an amendment to the contract. Should you have any questions or concerns, please do not hesitate to contact me.

Thank you for your continued business.

Sincerely,

G.A. FOOD SERVICE, INC.

David Karpan
Vice President / Strategic Accounts

Nunziato, Christine

From: Harriman, Rene'e
Sent: Tuesday, January 16, 2018 10:34 AM
To: Nunziato, Christine; Leslie-Burney, Annette
Cc: Stine, Claire; Pearson, Daniel; Crawford, Gloria; Jones, Christopher
Subject: RE: SC-0286-16 2nd renewal Senior Services

Christine,
The numbers are correct on the memo, it is only the dates that the vendor made an error on. The memo needed correction to show 1/1/18-12/31/18.
The confusion on the number was because the vendor was noting the CPI had increase by 2.2% in the past year. But they were only asking for a 1.6% increase on the one item as they asked and received an increase on the other item the year prior.
They had not identified the exact % they wanted for the increase, just the dollar amount per item.
We included the % to show the increase requested was equal or less than the CPI as per the award, they could not ask for an increase above the CPI increase.

Thank you,

Renée Harriman
Parks Contract Administration Coordinator City of Jacksonville | Parks, Recreation and Community Services Department
214 N. Hogan Street, 4th Floor
Jacksonville, FL 32202
Office: 904.255.8294
www.coj.net

ONE CITY. ONE JACKSONVILLE.

-----Original Message-----
From: Jones, Christopher
Sent: Tuesday, January 16, 2018 10:31 AM
To: Nunziato, Christine; Leslie-Burney, Annette; Harriman, Rene'e
Cc: Stine, Claire; Pearson, Daniel; Crawford, Gloria
Subject: RE: SC-0286-16 2nd renewal Senior Services

Understood,

As of 9:55, the managers at GA Foods were in a meeting. I left a message with a staff person who said that someone would be calling as soon as they were out. I'm calling now to see if the appropriate manager is available. I'll let you know if I had any success.

Chris Jones
Account Clerk

Senior Services Division
City of Jacksonville | Parks, Recreation and Community Services Department
214 N. Hogan Street | Parks Recreation and Community Services Dept.
117 West Duval Street. Suite 210, 32202
(904) 630-4575 Office
(904) 630-3639 Fax
www.coj.net

-----Original Message-----
From: Nunziato, Christine
Sent: Tuesday, January 16, 2018 10:26 AM
To: Jones, Christopher; Leslie-Burney, Annette; Harriman, Rene'e
Cc: Stine, Claire; Pearson, Daniel; Crawford, Gloria
Subject: RE: SC-0286-16 2nd renewal Senior Services
Importance: High

Hi Chris. Our cut-off for GGAC is 10:00am (today). We have a little bit of wiggle room but I don't feel comfortable sending this to GGAC because the numbers are not correct. Please let me know when we can expect the revised letter? Thanks..

Chrissy Nunziato
Manager of Purchasing Services, Asst.
Finance and Administration Department
Procurement Division
City of Jacksonville
214 N. Hogan St
Jacksonville, FL 32202
Ph. 904.255.8813
Fax 904.255.8837
Email: cnunziato@coj.net

*** Please note that under Florida's very broad public records law, email communications to and from city officials are subject to public disclosure. ***

-----Original Message-----
From: Jones, Christopher
Sent: Tuesday, January 16, 2018 9:46 AM
To: Leslie-Burney, Annette; Harriman, Rene'e
Cc: Stine, Claire; Pearson, Daniel; Crawford, Gloria; Nunziato, Christine
Subject: RE: SC-0286-16 2nd renewal Senior Services

Annette,

We are working on obtaining the corrected letter. We should be able to produce the letter this morning.

Thanks,

Chris Jones
Account Clerk
Senior Services Division
City of Jacksonville|Parks, Recreation and Community Services Department
214 N. Hogan Street |Parks Recreation and Community Services Dept.
117 West Duval Street. Suite 210, 32202
(904) 630-4575 Office
(904) 630-3639 Fax
www.coj.net

-----Original Message-----
From: Leslie-Burney, Annette
Sent: Tuesday, January 16, 2018 9:44 AM
To: Harriman, Rene'e
Cc: Stine, Claire; Pearson, Daniel; Crawford, Gloria; Jones, Christopher; Nunziato, Christine
Subject: RE: SC-0286-16 2nd renewal Senior Services

Rene'e, per our phone conversation on Friday, you were going have G. A. Foods revise the memo with the correct POS dates. Can you also ask them to confirm the price increase %. Should it be 2.2% or 1.6%?

Annette L. Burney
Purchasing Analyst
Procurement Division
Finance and Administration Department
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Ph.: 904-255-8810
Fax: 904-360-8527
Email: aburney@coj.net

*** Privacy Act: This communication may contain privileged or other official city information. If you are not the intended recipient or believe that you have received this communication in error, please reply to the sender indicating that fact and delete the copy you received. It is a violation of Federal Law to print, copy, retransmit, disseminate, or otherwise use this information.

-----Original Message-----
From: Harriman, Rene'e
Sent: Thursday, January 11, 2018 12:15 PM
To: Leslie-Burney, Annette
Cc: Stine, Claire; Pearson, Daniel; Crawford, Gloria; Jones, Christopher
Subject: SC-0286-16 2nd renewal Senior Services

Annette, this one is for senior services. Originally it was yours, then Steven Burakowski had it. As he is not in Procurement any longer, I am sending this to you. If someone else does Senior Services please forward to them. I will leave the original at the front desk.

(Chris - I am sending over a copy/folder back via interoffice for your files.)

Thank you,

Renée Harriman
Parks Contract Administration Coordinator City of Jacksonville | Parks, Recreation and Community Services Department
214 N. Hogan Street, 4th Floor
Jacksonville, FL 32202
Office: 904.255.8294
www.coj.net

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-----Original Message-----
From: P0329@coj.net [mailto:P0329@coj.net]
Sent: Thursday, January 11, 2018 11:00 AM
To: Harriman, Rene'e
Subject: sc-0286-16 renewal

Please open the attached document. It was scanned and sent to you using a Xerox Multifunction Device.

Attachment File Type: pdf, Multi-Page

Multifunction Device Location: Parks & Rec Ed Ball 4th Floor
Device Name: P0329

For more information on Xerox products and solutions, please visit http://www.xerox.com

SUBJECT: SENIOR SERVICES COMMUNITY NUTRITION PROJECT

BID #: SC-0286-16 **OPEN DATE: 11/04/2015**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT - JANUARY 1, 2016 THROUGH DECEMBER 31, 2016 WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: SENIOR SVCS

BASIS OF AWARD: ALL OR NONE

NUMBER OF BIDS INVITED: 20 **NUMBER RECEIVED:** 2 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to correct an error in the period of service with G.A. Foods Service, Inc. Period of service is from March 1, 2017 through December 31, 2017 in the not to exceed expenditure amount of $900,000.00. Total estimated expenditure not to exceed $1,798,780.00.

Funding Source: RPAH1F6AS-03410-RCA029-17 - To be encumbered by purchase order.

Attachments: Recommendation Memo; Previous Awards

Analyst: STEVEN BURAKOWSKI **RESPECTFULLY SUBMITTED:** GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: JAMES LEE, GRANTS SUPERVISOR, SENIOR SERVICES DIVISION

(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 6/30/17

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

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

SUBJECT: SENIOR SERVICES COMMUNITY NUTRITION PROJECT

BID# SC-0286-16 OPEN DATE: 2015-11-04

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:

SERVICE CONTRACT - JANUARY 1, 2016THROUGH DECEMBER 31, 2016 WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: SENIOR SRVS

BASIS OF AWARD: ALL OR NONE

NUMBER OF BIDS INVITED 20 NUMBER RECEIVED 2 OTHER 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to utillize the first of four (4) renewal options with G.A. Foods Service, Inc.. Period of service is from March 1, 2017 through December 31, 2018 in the not to exceed expenditure amount of $900,000.00, to include an increase in the price for program special events from $2.79/meal to $2.83/meal. NTE - $1,798,780.00

Funding Source: RPAH1F6AS-03410-RCA029-17 - To be encumbered by purchase order

Attachments: Recommendation Memo, Tabulation and Terms and Conditions

BUYER: ANNETTE BURNEY

RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: James Lee, Grants Supervisor, Senior Services Division

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)

ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING Ø DATE: 3/09/17

OTHER:

ACTION OF AWARDING AUTHORITY DATE: 3/09/17

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-108, Revised 10/2007

SUBJECT: SENIOR SERVICES COMMUNITY NUTRITION PROJECT

BID# SC-0286-16 OPEN DATE: 2015-11-04

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT - JANUARY 1, 2016 THROUGH DECEMBER 31, 2016 WITH FOUR (4)

AGENCY: SENIOR SRVS

BASIS OF AWARD: ALL OR NONE

NUMBER OF BIDS INVITED 20 NUMBER RECEIVED 2 OTHER 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval to ratify the period of service from January 1, 2017 to date of award.

Recommend approval to extend the award with G.A. Food Services, Inc. through February 28, 2017. Total estimated expenditure amount of $900,000.00 will remain unchanged.

Funding Source: RPAH1F6AS-03410-RCA029-16 - To be encumbered by purchase order

Attachments: Recommendation Memo and Previous Awards

BUYER: _____ RESPECTFULLY SUBMITTED: _____
ANNETTE BURNEY GREGORY PEASE, CHIEF PROCUREMENT DIVISION

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

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING Ø DATE: 2/23/17

_____ _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE: 2/23/17

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____ Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2013-05

FORM CB-108/Rev. 2013-05

SUBJECT: **SENIOR SERVICES COMMUNITY NUTRITION PROJECT**

BID# SC-0286-16 OPEN DATE: **2015-11-04**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:

SERVICE CONTRACT - JANUARY 1, 2016THROUGH DECEMBER 31, 2016 WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: **SENIOR SRVS**

BASIS OF AWARD: **ALL OR NONE**

NUMBER OF BIDS INVITED 20 NUMBER RECEIVED 2 OTHER 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval of award to the lowest responsive, responsible bidder, G.A. Foods Service, Inc. for the period of January 1, 2016 through December 31, 2016 in the not to exceed expenditure amount of $900,000.00.

Funding Source: RPAH1F6AS-03410-RCA029-16 - To be encumbered by purchase order

Attachments: Recommendation Memo, Tabulation and Terms and Conditions

BUYER: ANNETTE BURNEY

RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: **James Lee, Grants Supervisor, Senior Services Division**

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)

ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING _____ DATE: 12-3-15

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE: 12/07/15

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-108, Revised 12/2007

QWS3270X 1/12/2018 1:39 PM
FAML6350 V5.1 ** NW COJ FAMIS PRODUCTION ** 01/12/2018
LINK TO: ACCOUNT SUMMARY INQUIRY 1:38 PM

FISCAL MO/YEAR : 04 2018 CURRENCY CODE :
INDEX CODE : RPAH1F6AS ADULT SERVICES GRANTS
SUBOBJECT : 03410 CONTRACTUAL SERVICES
PROJECT :
PROJECT DETAIL :
GRANT : RCA029 SOCIAL SVC.3B/NUTRITION 3C
GRANT DETAIL : 17 SOCIAL SVC.3B/NUTRITION 3C
USER CODE :

S	JAN 2018	ANNUAL BALANCE	ALL YEARS BALANCE
ESTIMATED REVENUES	.00	.00	.00
REVENUES	.00	.00	.00
UNREALIZED REVENUES	.00	.00	.00
BUDGET	.00	.00	1,092,687.00
EXPENDITURES	.00	172,006.18	741,819.35
ENCUMBRANCES	.00	-172,006.18	280,566.43
PRE-ENCUMBRANCES	.00	.00	.00
REMAINING BALANCE	.00	.00	70,301.22

F1-HELP F2-SELECT F4-PRIOR F5-NEXT
F9-LINK F10-PRIOR-MO F11-NEXT-MO

G014 - RECORD FOUND