SINGLE SOURCE AWARD **BID # SS-0397-20**

Subject: Meals on Wheels Program

Department: Parks, Recreation and Community Services Division/Senior Services Division

Description of Purchase:
Recommend approval of Single Source Award to Cathedral Foundation of Jacksonville, Inc. DBA Aging True for Meals and Wheels Program to provide hot nutritious healthy meals for homebound individuals 60 years and older. Period of service will be retroactive from October 1, 2019 through September 30, 2020. Program will provide approximately 25,860 meals @ $5.80 each, included food cost, employee compensation and vehicle maintenance. Total expenditure not to exceed $150,000.00.

Funding for this award to be encumbered by account RPAH011MW 03109, to be executed by purchase order(s).

Single Source Award To: Cathedral Foundation of Jacksonville, Inc. DBA Aging True

Price Justification: See Attached

Total Award: $150,000.00 **Requisition #**

Attachments: Single Source Form; Agency Memo, Agreement

Certification as to Single Source: Gloria Crawford, Chief, Services Division

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

ANALYST: Ruben Ola

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** _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

FORM GB-114, Revised 12/2007

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

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January 14, 2020

MEMORANDUM

TO: Greg Pease, Chief
Procurement Division

FROM: Gloria Crawford, Chief
Senior Services Division

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

RE: **RECOMMENDATION OF AWARD TO CATHEDRAL FOUNDATION OF JACKSONVILLE INC.**

The Parks, Recreation and Community Services Department, Senior Services Division respectfully requests an administrative award for Cathedral Foundation of Jacksonville, Inc. ***dba*** Aging True, Community Senior Services' Meals on Wheels program to provide hot, nutritious, healthy meals for homebound individuals 60 years and older. The period of service is from October 1, 2019 through September 30, 2020; Aging True Meals on Wheels program will provide approximately 25,860 meals @ $5.80, cost include food cost, employee compensation and vehicle maintenance.

The cost of the service will be for a not to exceed total amount of $150,000. Funding for this project will be encumbered by Master Blanket PO. Funding will be provided from RPAH011MW | 03109

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

GC/aeo

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

SINGLE SOURCE REQUEST

Pursuant to the City of Jacksonville Procurement Code § 126.206 & § 126.312, when requesting a purchase from a vendor subject to the referenced sections, please complete this form to justify your request and submit to Procurement with applicable attachments.

REQUESTING AGENCY (DEPT./DIVISION): Parks, Recreation and Community Services Senior Services Division

FUNDING SOURCE: RPAH011MW | 03109

BRIEF DESCRIPTION OF GOODS/SERVICES:

Vendor will provide approximately 25,860 hot, nutritious, healthy meals for homebound individuals 60 years and older @ $5.80 per meal. Cost of meal includes food cost, employee compensation and vehicle maintenance.

AMOUNT OF PROJECT (attach quote): $150,000

PROVIDE A SUMMARY OF THE SCOPE OF GOODS/SERVICES TO BE PROVIDED; IDENTIFY EACH ITEM, COMPONENT OR SERVICE BEING PROCURED (ATTACH QUOTE/PROPOSAL):

Vendor will provide essential and innovative services to individuals and families to support graceful aging. 25,860 meals will be delivered throughout Northeast Florida to homebound seniors 60 years and older.

PROVIDE A DETAILED JUSTIFICATION AS TO WHY THE REQUESTED GOODS/SERVICES CAN ONLY BE EFFICIENTLY AND EFFECTIVELY PROCURED THROUGH THE RECOMMENDED SINGLE SOURCE PROVIDER:

Aging True is the lead Agency in Duval County and the official overseer and operator of the Older American's Act Title III Meals on Wheels program.

ASSERT THAT YOU HAVE RESEARCHED THE AVAILABILITY OF THE REQUESTED GOODS/SERVICES FROM OTHER SOURCES IN APPLICABLE MARKETS AND HAVE DISCUSSED AND EVALUATED THE SAME WITH COJ'S PROCUREMENT AND EBO DIVISIONS:

Aging True was designated by the Area Agency on Aging (Eldersource) as the lead agency in Duval County as the operator of the Meals on Wheels program.

Submitted by: Gloria Crawford — Chief, Senior Services

(Name) **(Title)**

Date: 01/14/2020

Requesting Agency's Director's Signature:

Aging True Community Senior Services' Meals on Wheels

Submitted to:

Gloria Crawford, Chief Senior Services Division
The City of Jacksonville

Revised Date: **December 5, 2019**

Teresa K. Barton, CEO
Tourea B. Robinson, Director of Development
Samuel Hall, Director of Human Resources/Nutrition Programs

Aging True Community Senior Services
4250 Lakeside Drive
Jacksonville, Florida 32210
904.807.1320

AGING TRUE™
Community Senior Services

Agency Overview

Aging True Community Senior Services prides itself on fulfilling its mission "*to provide essential and innovative services and care for individuals, families and communities throughout Northeast Florida to prepare for and support graceful aging*".

We offer home-based services to ensure senior independence in Northeast Florida. We have served hundreds of thousands of seniors, their families and the community in our more than five decades of operation. Through services our professionals develop and administer, we provide seniors with the care and assistance they need to live independently. Our health, nutritional and financial care programs are designed specifically to serve and educate the frail, elderly and disabled in our region, as well as their caregivers and families.

Throughout the years, the organization has expanded to meet the needs of the community and in *1991* was designated as the Community Care for the Elderly lead agency in Duval County. Aging True has grown into a large non-profit provider of senior services and a leader in enabling home-based care allowing for Jacksonville seniors to remain safely in their homes. Over the past 53 years, Aging True has an offering of 17 programs with over 150 employees and over 400 volunteers who work together to serve the thousands of clients we serve.

Specifically, Aging True nutrition programs have track records of success, demonstrated effective evidence-based practices, attracted a broad base of support from federal, state, city and private contributions, as well as maintained strong leadership and proven accountability.

Meals on Wheel Scope of Work

Aging True has been **designated** as the Lead Senior Service Provider for Duval County by the Area Agency on Aging, ElderSource since 1991. As the Lead Agency in Duval County, Aging True is the official overseer and operator of the Older American's Act Title III Meals on Wheels program.

Aging True Meals on Wheels prepares hot, nutritious, healthy meals for homebound individuals to reduce isolation, increase nutrition and health, and provide contact for isolated seniors. Nearly 70% of the Meals are delivered Monday – Friday, 252 days a year, by dedicated staff. And the balance of the meals are delivered by over 400 committed volunteers who work through 21 coordinated drop sites and in all ZIP codes in Duval county.

Meals are prepared in Aging True's commercial kitchen under the direction and guidance of a Registered Dietician who certifies that all menu items and meals meet recommended dietary requirements. Our Registered Dietician assists with planning and developing our menu which is designed for a community-dwelling senior population. Each meal is planned with variety, population preference and seasonal likes/dislikes in mind. With our fleet of seven specialized delivery vehicles that maintain food temperatures, our meals arrive hot and ready to eat. Although very resource-intensive, this element of our program is vital!

Participants enrolled in Aging True's Meals on Wheels program have been certified by Aging True staff ensuring their eligibility for the program. Full-time Certification Specialists conduct

telephone, in-home, initial and annual assessments, to verify a client's eligibility under all of our program guidelines to ensure the neediest are served first.

City of Jacksonville's Investment to Senior Nutrition

By designating funding for Meals on Wheels, the City of Jacksonville demonstrates its commitment to ensuring the health and well being of Duval County's most frail population of homebound elderly. Without permanent funds to serve the ever-increasing number of seniors receiving Meals on Wheels in Duval County and attend to our growing waitlist of more than 1000 seniors, the Meals on Wheels program will never be as effective as it needs to be – an issue that we are now working towards changing due to the City of Jacksonville's help!

Supporting Aging True's Meals on Wheels program will be highly cost-effective for the City of Jacksonville. Seniors remain in their homes with improved nutrition and decreased isolation while the City of Jacksonville benefits from decreased utilization of long-term skilled nursing facility stays often inhabited by this identical population of vulnerable, homebound seniors.

The City of Jacksonville has designated $150,000 for Aging True's Meals on Wheels program. The City's commitment will allow Aging True to provide approximately 25, 860 meals. Aging True will provide the meals at a rate of $5.80 per meal which includes food cost, employee compensation and vehicle maintenance and fuel (see attached budget detail for breakdown of associated expenses).

Aging True will submit an invoice to the City of Jacksonville on the first day of the month for the previous month's meals. All invoices will include supporting documentation for meal count including the names and addresses of clients receiving meals via this funding source.

Signed,

Teresa K. Barton 12-12-19

Teresa K. Barton, CEO — Date
Aging True Community Senior Services

1/6/2020

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

FORM APPROVED

James R. McCain Jr.
ASSISTANT GENERAL COUNSEL

ATTEST:

James R. McCain Jr.
Corporation Secretary
City of Jacksonville

CITY OF JACKSONVILLE FLORIDA

Budget For COJ Funding of Meals on Wheels
FY 2019-2020

Agency: Urban Jacksonville, Inc. dba Aging True — Program Name: Meals on Wheels

EXPENSES: Please provide narrative description for all categories listed below for which you are seeking City Funding Only.

We have included those required elements in the spaces below. See instructions when listing personnel expenses.
Please feel free to add additional lines as necessary to provide explanations using the line insert feature.

I. Employee Compensation

(Not related to costs of the office of the governor of a state or the chief executive of a political subdivision)

Salary & Wages

1 - Director of MOW	(1) Salaried FTE	at $49,500/yr	
2 - Certification Specialist	(1) Hourly FTE	at $30,080/yr	3,500.00
4 - Driver/Deliverer	(6) Hourly FTE	at $145,880/yr	2,080.00
10 - Driver Manager	(1) Salaried FTE	at $37,500/yr	$12,480.00
			3,500.00
			$ 21,660.00

Funds will cover no more than 10% of total annual salaries of the Program Director, (1) Certification Specialist, (1) Driver Manager, (6) FTE and (4) PRN Drivers/Deliverers.

Payroll Taxes & Benefits

Payroll Taxes - FICA & Med Tax	1,500.00
Health Insurance	2,300.00
	$ 3,800.00

Funds will cover FICA taxes @ 7.20% and Health Insurance @ 6.15%

II. Operating Expenses

Occupancy Expenses	-
Office Expenses	-
Travel Expenses - not related to entertainment expenses	-
Equipment Expenses	
Vehicle Fuel and Maintenance	40,563.00
Vehicle Insurance	3,905.00
	$ 44,468.00

Funds will assist with expenses for fleet insurance and fuel, as well as mechanical failures and cost to maintain the proper operation of the refrigeration units

Direct Client Expenses

Food costs	$3.10/meal	$ 80,172.00

We anticipate serving approximately 25,860 meals.

III. Operating Capital Outlay:

-

Grand Total $ 150,000.00

Ola, Ruben

From: Okewusi, Adebisi
Sent: Wednesday, January 15, 2020 9:46 AM
To: Laidler, Marilyn; Ola, Ruben
Cc: Muon, Sokkhar; Crawford, Gloria; Harriman, Rene'e
Subject: RE: Meals on Wheels Program

I have prepared a Single Source memo and form.

Adebisi Okewusi, M.Acc.
Grant Supervisor Senior Services Division
City of Jacksonville | Parks, Recreation and Community Services
117 W. Duval St. Suite 210
Jacksonville, FL 32202
(904) 255-5402 Office
(904) 302-0830 Cell
(904) 630-3639 Fax
aokewusi@coj.net
www.coj.net/seniors

Mission: "To encourage and empower senior citizens to live active, independent lifestyles through social, educational, and wellness programs."

Vision: "We strive to add years to their life and life to their years."

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From: Laidler, Marilyn <MLaidler@coj.net>
Sent: Tuesday, January 14, 2020 4:04 PM
To: Ola, Ruben <RubenO@coj.net>; Okewusi, Adebisi <AOkewusi@coj.net>
Cc: Muon, Sokkhar <SMuon@coj.net>
Subject: RE: Meals on Wheels Program

Ruben/Sokkhar
This should be a single source purchase will require GGAC approval unless Adebisi has an Executive Order or Ordinance that has already been approved then only an administrative award will be required. Because it has already been approved by Mayor's Office and OGC.
Thanks

From: Ola, Ruben
Sent: Tuesday, January 14, 2020 2:09 PM
To: Okewusi, Adebisi
Cc: Muon, Sokkhar; Laidler, Marilyn
Subject: RE: Meals on Wheels Program

Hi Adebisi,

Regarding the attached memo request, procurement will process administrative award or GGAC award thru PO if this goes thru competitive solicitation via bidding, single source with valid justification or other exemption with authorized legislation. Kindly let us know which process. I included also my supervisor on this email thread if there's a need for further clarification.

Thank you,

Ruben Ola, Purchasing Analyst
City of Jacksonville
Procurement Division
Finance and Administration Department
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Phone: 904.255.8823
Fax: 904.255.8837
Email: rubeno@coj.net

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From: Okewusi, Adebisi
Sent: Tuesday, January 14, 2020 11:41 AM
To: Ola, Ruben
Cc: Muon, Sokkhar
Subject: RE: Meals on Wheels Program

Yes, this is different. This is for Meals on Wheels. Do I need anything else, we are just trying to secure this on Open PO

Adebisi Okewusi, M.Acc.
Grant Supervisor Senior Services Division
City of Jacksonville | Parks, Recreation and Community Services
117 W. Duval St. Suite 210
Jacksonville, FL 32202
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From: Ola, Ruben <RubenO@coj.net>
Sent: Tuesday, January 14, 2020 11:33 AM
To: Okewusi, Adebisi <AOkewusi@coj.net>
Cc: Muon, Sokkhar <SMuon@coj.net>
Subject: FW: Meals on Wheels Program

Hi Adebisi,

In reference to the attached memo, is there previous contract award for this one?
Period of Service is Oct. 1, 2019 to Sept. 30, 2020?
Is this different from SC-0341-20?
Please clarify.

Thanks,

Ruben Ola, Purchasing Analyst
City of Jacksonville
Procurement Division
Finance and Administration Department
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Phone: 904.255.8823
Fax: 904.255.8837
Email: rubeno@coj.net

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From: Muon, Sokkhar
Sent: Tuesday, January 14, 2020 11:15 AM
To: Ola, Ruben
Subject: FW: Meals on Wheels Program

Ruben please advise.

Sincerely,

Sokkhar Muon, Buyer
City of Jacksonville
Procurement Division
214 N. Hogan St., 8th Floor
Jacksonville, Florida 32202
Phone: 904-255-8820
Fax: 904-255-8837
Email: Smuon@coj.net

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From: Okewusi, Adebisi
Sent: Tuesday, January 14, 2020 11:14 AM
To: Muon, Sokkhar
Cc: Pitts, Jessica
Subject: RE: Meals on Wheels Program

Ok. Thanks.

Adebisi Okewusi, M.Acc.
Grant Supervisor Senior Services Division
City of Jacksonville | Parks, Recreation and Community Services
117 W. Duval St. Suite 210
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From: Muon, Sokkhar <SMuon@coj.net>
Sent: Tuesday, January 14, 2020 11:11 AM
To: Okewusi, Adebisi <AOkewusi@coj.net>

Cc: Pitts, Jessica <JPitts@coj.net>
Subject: RE: Meals on Wheels Program

Hi Adebisi,

I will forward this to Ruben since this will need to go through GGAC for approval.

Ruben- Please advise.

Sincerely,

Sokkhar Muon, Buyer
City of Jacksonville
Procurement Division
214 N. Hogan St., 8th Floor
Jacksonville, Florida 32202
Phone: 904-255-8820
Fax: 904-255-8837
Email: Smuon@coj.net

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From: Okewusi, Adebisi
Sent: Tuesday, January 14, 2020 10:46 AM
To: Muon, Sokkhar
Cc: Pitts, Jessica
Subject: Meals on Wheels Program

Will you check if this will work, or do you need single source form?