



Legislation Text

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**File #:** 24-1572, **Version:** 1

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**Interoffice Memorandum**

**DATE:** October 14, 2024

**TO:** Mayor Jerry L. Demings and County Commissioners

**THROUGH:** Venerria L. Thomas, Director

**FROM:** Sonya L. Hill, Manager

**CONTACT:** Sonya Hill

**PHONE:** 407-836-7409

**DIVISION:** Head Start Division

**ACTION REQUESTED:**

Approval and execution of Agreement Between Orange County, Florida And The School Board of Orange County, Florida Related to Meal Services. (Head Start Division)

**PROJECT:** N/A

**PURPOSE:** The Head Start Division requests Board approval of 13 Meal Service Agreements between Orange County, Florida and The School Board of Orange County, Florida. These agreements will allow the School Food Service to provide Head Start children with two-thirds of the daily nutritional requirements. Meals will be furnished by the School Board Food Service at the following 13 Head Start sites: Aloma, Dillard, Dover Shores, Engelwood, Lovell, McCoy, Millennia, Riverside, Three Points, Ventura, Washington Shores Early Learning, Washington Shores Elementary, and West Oaks. The Florida Childcare Food Program funds in the estimated amount of \$938,535.84 will be used to cover the cost of meals. The term of these agreements is from October 1, 2024 through September 30, 2025. The County Attorney's Office and Risk Management Division have reviewed this agreement for legality and compliance with County policy guidelines.

**BUDGET:** N/A

BCC Mtg. Date: October 29, 2024

AGREEMENT  
Between  
ORANGE COUNTY, FLORIDA  
And  
THE SCHOOL BOARD OF ORANGE COUNTY, FLORIDA  
Related to  
MEAL SERVICES

**The School Board of Orange County, Florida (“OCPS”)** shall furnish meals daily to the above Head Start Center (the “Center”) from October 1, 2024, to September 30, 2025 - except for holidays or other days of Center closure, complete with required (x) paper products, (x) condiments, (x) milk pursuant to the following: Aloma Elementary Head Start, Dillard Elementary Head Start, Dover Shores Elementary Head Start, Engelwood Elementary Head Start, Lovell Elementary, McCoy Elementary Head Start, Millennia Elementary Head Start, Riverside Elementary, Three Points Elementary Head Start, Ventura Elementary Head Start, Washington Shore Early Learning Center Head Start, Washington Shores Elementary Head Start, and West Oaks Elementary Head Start Center.

**OCPS Shall:**

- Ensure meals will meet the Meal Pattern for Pre-K and Elementary Students.
- Provide meals in (X) unitized for breakfast, (X) unitized for lunch, and (X) unitized for snack.
- Prepare meals for (X) pick up by Center at the designated school at the time(s) indicated above.
- Provide meal count one week in advance; up to 10% change accepted one day before.
- Submit billing invoice for payment within 30 days to mailing address provided by Center.

**Orange County, Florida Shall:**

- Request special dietary meals one week (7 business days) prior to the special diet implementation using the OCPS Diet Order.

**Orange County, Florida** (the “County”, through its Head Start division, shall pay for meals based on the above unit price(s) within forty-five (45) days of receipt of invoice and in accordance with the local Government Prompt Payment of, Section 218.74(2), Florida Statutes, **OCPS** warrants that meals are safe and wholesome. **OCPS** shall protect the confidentiality, and maintain such confidentiality, of any information that the **County** provides to **OCPS** that is confidential under law.

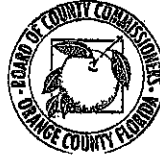
Each party agrees to defend, indemnify, and hold harmless the other party, its officials and employees from all claims, actions, losses, suits, judgments, fines, liabilities, costs and expenses (Including reasonable attorney’s fees) attributable to its negligent acts or omissions, or those of its officials and employees acting within the scope of their employment, or arising out of or resulting from the indemnifying party’s negligent performance under this agreement. Nothing contained herein shall constitute a waiver of sovereign immunity or the provisions of Section 768.28, Florida Statutes. The foregoing shall not constitute an agreement by either party to assure any liability for the acts, omissions and/or negligence of the other party. If for any reason, this agreement is no longer desired, either party may terminate these services with a two (2) week notification.

**IN WITNESS WHEREOF**, the parties here to have caused said agreement to be executed by their duly authorized officers.

By: Orange County, Florida

By: The School Board of Orange County, Florida

*Jerry L. Demings* October 29, 2024  
 Authorized Signature Date  
 Printed: Jerry L. Demings  
 Title: Orange County Mayor



DocuSigned by:  
*David Wheeler* 12/9/2024  
 Authorized Signature Date  
 Printed: David Wheeler  
 Title: Senior Director, Procurement Services

DS  
 CP  
 Initial  
 MW

| <b>Name of Head Start Center:</b><br>ALOMA ELEMENTARY HEAD START |                                      |                     | <b>Authorization No:</b><br>S-734          |              |
|--|--------------------------------------|---------------------|--|--------------|
| <b>Person to Contact:</b><br>Cuizhu (Stephanie) Zhao             |                                      |                     | <b>Phone No.:</b><br>407-672-3100 x3002278 |              |
| <b>Address:</b><br>2949 SCARLET ROAD, WINTER PARK, FL, 32792     |                                      |                     |  |              |
| Meal Type  | Estimated Total No. of Meals per Day | Unit Price per Meal | Total Price                                | Pick-up Time |
| Breakfast, Pre-K   | 40                                   | \$2.28              | \$ 91.20                                   | 8:30AM       |
| Breakfast, adult   | 2                                    | \$2.82              | \$ 5.64                                    | 8:30AM       |
| Lunch, Pre-K   | 40                                   | \$4.25              | \$ 170.00                                  | 11:30AM      |
| Adult, lunch   | 2                                    | \$3.84              | \$ 7.68                                    | 11:30AM      |
| Snack, Pre-K   | 40                                   | \$1.17              | \$ 46.80                                   | 1:30PM       |

| <b>Name of Head Start Center:</b><br>DILLARD HEAD START        |                                      |                     | <b>Authorization No:</b><br>S-734 |              |
|--|--------------------------------------|---------------------|-----------------------------------|--------------|
| <b>Person to Contact:</b><br>Rachel Hicks                      |                                      |                     | <b>Phone No.:</b><br>407-877-5000 |              |
| <b>Address:</b><br>311 N. DILLARD ST., WINTER GARDEN, FL 34787 |                                      |                     |                                   |              |
| Meal Type  | Estimated Total No. of Meals per Day | Unit Price per Meal | Total Price                       | Pick-up Time |
| Breakfast, Pre-K   | 36                                   | \$2.28              | \$ 82.08                          | 8:30AM       |
| Breakfast, adult   | 2                                    | \$2.82              | \$ 5.64                           | 8:30AM       |
| Lunch, Pre-K   | 36                                   | \$4.25              | \$ 153.00                         | 11:30AM      |
| Adult, lunch   | 2                                    | \$3.84              | \$ 7.68                           | 11:30AM      |
| Snack, Pre-K   | 36                                   | \$1.17              | \$ 42.12                          | 1:30PM       |

| <b>Name of Head Start Center:</b><br>DOVER SHORES ELEMENTARY HEAD START |                                      |                     | <b>Authorization No:</b><br>S-734          |              |
|---|--------------------------------------|---------------------|--|--------------|
| <b>Person to Contact:</b><br>Aileen Morales Cotto                       |                                      |                     | <b>Phone No.:</b><br>407-249-6330 x3262248 |              |
| <b>Address:</b><br>1200 GASTON FOSTER ROAD, ORLANDO, FL 32812           |                                      |                     |  |              |
| Meal Type   | Estimated Total No. of Meals per Day | Unit Price per Meal | Total Price                                | Pick-up Time |
| Breakfast, Pre-K  | 54                                   | \$2.28              | \$ 123.12                                  | 8:30AM       |
| Breakfast, adult  | 3                                    | \$2.82              | \$ 8.46                                    | 8:30AM       |
| Lunch, Pre-K  | 54                                   | \$4.25              | \$ 229.50                                  | 11:30AM      |

|              |    |        |          |         |
|--------------|----|--------|----------|---------|
| Adult, lunch | 3  | \$3.84 | \$ 11.52 | 11:30AM |
| Snack, Pre-K | 54 | \$1.17 | \$ 63.18 | 1:30PM  |

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| <b>Name of Head Start Center:</b><br>ENGELWOOD ELEMENTARY HEAD START | <b>Authorization No:</b><br>S-734          |
| <b>Person to Contact:</b><br>Saul Cruz                               | <b>Phone No.:</b><br>407-249-6340 x3347247 |
| <b>Address:</b><br>5985 LA COSTA DRIVE, ORLANDO, FL 32807            |  |

| Meal Type        | Estimated Total No. of Meals per Day | Unit Price per Meal | Total Price | Pick-up Time |
|------------------|--------------------------------------|---------------------|-------------|--------------|
| Breakfast, Pre-K | 57                                   | \$2.28              | \$ 129.96   | 8:30AM       |
| Breakfast, adult | 3                                    | \$2.82              | \$ 8.46     | 8:30AM       |
| Lunch, Pre-K     | 57                                   | \$4.25              | \$ 242.25   | 11:30AM      |
| Adult, lunch     | 3                                    | \$3.84              | \$ 11.52    | 11:30AM      |
| Snack, Pre-K     | 57                                   | \$1.17              | \$ 66.69    | 1:30PM       |

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| <b>Name of Head Start Center:</b><br>LOVELL ELEMENTARY HEAD START | <b>Authorization No:</b><br>S-734          |
| <b>Person to Contact:</b><br>Princess Ortiz                       | <b>Phone No.:</b><br>407-884-2250 x3602230 |
| <b>Address:</b><br>815 ROGER WILLIAMS, APOPKA, FL 32703           |  |

| Meal Type        | Estimated Total No. of Meals per Day | Unit Price per Meal | Total Price | Pick-up Time |
|------------------|--------------------------------------|---------------------|-------------|--------------|
| Breakfast, Pre-K | 34                                   | \$2.28              | \$ 84.36    | 8:30AM       |
| Breakfast, adult | 2                                    | \$2.82              | \$ 5.64     | 8:30AM       |
| Lunch, Pre-K     | 34                                   | \$4.25              | \$ 157.25   | 11:30AM      |
| Adult, lunch     | 2                                    | \$3.84              | \$ 7.68     | 11:30AM      |
| Snack, Pre-K     | 34                                   | \$1.17              | \$ 43.29    | 1:30PM       |

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| <b>Name of Head Start Center:</b><br>MCCOY ELEMENTARY HEAD START | <b>Authorization No:</b><br>S-734          |
| <b>Person to Contact:</b><br>Wanda Barral                        | <b>Phone No.:</b><br>407-249-6370 x3624311 |
| <b>Address:</b><br>5225 S. SEMORAN BLVD., ORLANDO, FL 32822      |  |

| Meal Type        | Estimated Total No. of Meals per Day | Unit Price per Meal | Total Price | Pick-up Time |
|------------------|--------------------------------------|---------------------|-------------|--------------|
| Breakfast, Pre-K | 37                                   | \$2.28              | \$ 84.36    | 8:30AM       |
| Breakfast, adult | 2                                    | \$2.82              | \$ 5.64     | 8:30AM       |
| Lunch, Pre-K     | 37                                   | \$4.25              | \$ 157.25   | 11:30AM      |
| Adult, lunch     | 2                                    | \$3.84              | \$ 7.68     | 11:30AM      |
| Snack, Pre-K     | 37                                   | \$1.17              | \$ 43.29    | 1:30PM       |

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| <b>Name of Head Start Center:</b><br>MILLENIA ELEMENTARY HEAD START | <b>Authorization No:</b><br>S-734 |
| <b>Person to Contact:</b>   | <b>Phone No.:</b>                 |

| Kimietta Robinson   |                                      |                     | 407-355-5730 |              |
|---|--------------------------------------|---------------------|--------------|--------------|
| <b>Address:</b><br>4949 SILVER STAR ROAD, ORLANDO, FL 32808 |                                      |                     |              |              |
| Meal Type   | Estimated Total No. of Meals per Day | Unit Price per Meal | Total Price  | Pick-up Time |
| Breakfast, Pre-K  | 35                                   | \$2.28              | \$ 79.80     | 8:30AM       |
| Breakfast, adult  | 2                                    | \$2.82              | \$ 5.64      | 8:30AM       |
| Lunch, Pre-K  | 35                                   | \$4.25              | \$ 148.75    | 11:30AM      |
| Adult, lunch  | 2                                    | \$3.84              | \$ 7.68      | 11:30AM      |
| Snack, Pre-K  | 35                                   | \$1.17              | \$ 40.95     | 1:30PM       |

| <b>Name of Head Start Center:</b><br>RIVERSIDE ELEMENTARY HEAD START |                                      |                     | <b>Authorization No:</b><br>S-734 |              |
|--|--------------------------------------|---------------------|-----------------------------------|--------------|
| <b>Person to Contact:</b><br>Liana Baker                             |                                      |                     | <b>Phone No.:</b><br>689-220-9514 |              |
| <b>Address:</b><br>3125 PEMBROOK DRIVE, ORLANDO, FL 32810            |                                      |                     |                                   |              |
| Meal Type  | Estimated Total No. of Meals per Day | Unit Price per Meal | Total Price                       | Pick-up Time |
| Breakfast, Pre-K   | 36                                   | \$2.28              | \$ 79.80                          | 8:30AM       |
| Breakfast, adult   | 2                                    | \$2.82              | \$ 5.64                           | 8:30AM       |
| Lunch, Pre-K   | 36                                   | \$4.25              | \$ 148.75                         | 11:30AM      |
| Adult, lunch   | 2                                    | \$3.84              | \$ 7.68                           | 11:30AM      |
| Snack, Pre-K   | 36                                   | \$1.17              | \$ 40.95                          | 1:30PM       |

| <b>Name of Head Start Center:</b><br>THREE POINTS HEAD START |                                      |                     | <b>Authorization No:</b><br>S-734          |              |
|--|--------------------------------------|---------------------|--|--------------|
| <b>Person to Contact:</b><br>Sha Nel Wardsworth              |                                      |                     | <b>Phone No.:</b><br>407-207-3800 x3982302 |              |
| <b>Address:</b><br>4001 S. GOLDENROD ROAD, ORLANDO, FL 32822 |                                      |                     |  |              |
| Meal Type  | Estimated Total No. of Meals per Day | Unit Price per Meal | Total Price                                | Pick-up Time |
| Breakfast, Pre-K   | 57                                   | \$2.28              | \$ 129.96                                  | 8:30AM       |
| Breakfast, adult   | 3                                    | \$2.82              | \$ 8.46                                    | 8:30AM       |
| Lunch, Pre-K   | 57                                   | \$4.25              | \$ 242.25                                  | 11:30AM      |
| Adult, lunch   | 3                                    | \$3.84              | \$ 11.52                                   | 11:30AM      |
| Snack, Pre-K   | 57                                   | \$1.17              | \$ 66.69                                   | 1:30PM       |

| <b>Name of Head Start Center:</b><br>VENTURA ELEMENTARY HEAD START |                                      |                     | <b>Authorization No:</b><br>S-734          |              |
|--|--------------------------------------|---------------------|--|--------------|
| <b>Person to Contact:</b><br>Vivian Jones                          |                                      |                     | <b>Phone No.:</b><br>407-249-6400 x4002283 |              |
| <b>Address:</b><br>4400 WOODGATE BLVD., ORLANDO, FL 32822          |                                      |                     |  |              |
| Meal Type  | Estimated Total No. of Meals per Day | Unit Price per Meal | Total Price                                | Pick-up Time |
| Breakfast, Pre-K   | 37                                   | \$2.28              | \$ 84.36                                   | 8:30AM       |
| Breakfast, adult   | 2                                    | \$2.82              | \$ 5.64                                    | 8:30AM       |

|              |    |        |           |         |
|--------------|----|--------|-----------|---------|
| Lunch, Pre-K | 37 | \$4.25 | \$ 157.25 | 11:30AM |
| Adult, lunch | 2  | \$3.84 | \$ 7.68   | 11:30AM |
| Snack, Pre-K | 37 | \$1.17 | \$ 43.29  | 1:30PM  |

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| <b>Name of Head Start Center:</b><br>WASHINGTON SHORES EARLY LEARNING CENTER HEAD START | <b>Authorization No:</b><br>S-734          |
| <b>Person to Contact:</b><br>Aturia Hall  | <b>Phone No.:</b><br>407-250-6260 x6352257 |
| <b>Address:</b><br>2500 BRUTON BLVD., ORLANDO, FL 32811                                 |  |

| Meal Type        | Estimated Total No. of Meals per Day | Unit Price per Meal | Total Price | Pick-up Time |
|------------------|--------------------------------------|---------------------|-------------|--------------|
| Breakfast, Pre-K | 86                                   | \$2.28              | \$ 196.08   | 8:30AM       |
| Breakfast, adult | 5                                    | \$2.82              | \$ 14.10    | 8:30AM       |
| Lunch, Pre-K     | 86                                   | \$4.25              | \$ 365.50   | 11:30AM      |
| Adult, lunch     | 5                                    | \$3.84              | \$ 19.20    | 11:30AM      |
| Snack, Pre-K     | 86                                   | \$1.17              | \$ 100.62   | 1:30PM       |

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| <b>Name of Head Start Center:</b><br>WASHINGTON SHORES ELEMENTARY HEAD START | <b>Authorization No:</b><br>S-734          |
| <b>Person to Contact:</b><br>Nicole Davis                                    | <b>Phone No.:</b><br>407-296-6540 x4012242 |
| <b>Address:</b><br>944 WEST LAKE MANN DRIVE, ORLANDO, FL 32805               |  |

| Meal Type        | Estimated Total No. of Meals per Day | Unit Price per Meal | Total Price | Pick-up Time |
|------------------|--------------------------------------|---------------------|-------------|--------------|
| Breakfast, Pre-K | 57                                   | \$2.28              | \$ 129.96   | 8:30AM       |
| Breakfast, adult | 3                                    | \$2.82              | \$ 8.46     | 8:30AM       |
| Lunch, Pre-K     | 57                                   | \$4.25              | \$ 242.25   | 11:00AM      |
| Adult, lunch     | 3                                    | \$3.84              | \$ 11.52    | 11:00AM      |
| Snack, Pre-K     | 57                                   | \$1.17              | \$ 66.69    | 1:30PM       |

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| <b>Name of Head Start Center:</b><br>WEST OAKS ELEMENTARY HEAD START | <b>Authorization No:</b><br>S-734          |
| <b>Person to Contact:</b><br>Sunitha Koorathota                      | <b>Phone No.:</b><br>407-532-3875 x4051104 |
| <b>Address:</b><br>905 DORSCHER RD, OLANDO, FL 32818                 |  |

| Meal Type        | Estimated Total No. of Meals per Day | Unit Price per Meal | Total Price | Pick-up Time |
|------------------|--------------------------------------|---------------------|-------------|--------------|
| Breakfast, Pre-K | 35                                   | \$2.28              | \$ 79.80    | 8:30AM       |
| Breakfast, adult | 2                                    | \$2.82              | \$ 5.64     | 8:30AM       |
| Lunch, Pre-K     | 35                                   | \$4.25              | \$ 148.75   | 11:30AM      |
| Adult, lunch     | 2                                    | \$3.84              | \$ 7.68     | 11:30AM      |
| Snack, Pre-K     | 35                                   | \$1.17              | \$ 40.95    | 1:30PM       |

| Aloma            | Dillard          | Dover            | Engelwood        | Lovell           | McCoy            | Millenia         | Riverside        | Three Points     | Ventura          | WS ELC           | WS               | WO               | TOTAL (Daily)      | Operating Days | TOTAL (Year)         |
|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|--------------------|----------------|----------------------|
| \$ 91.20         | \$ 82.08         | \$ 123.12        | \$ 129.96        | \$ 84.36         | \$ 84.36         | \$ 79.80         | \$ 79.80         | \$ 129.96        | \$ 84.36         | \$ 196.08        | \$ 129.96        | \$ 79.80         | \$ 1,374.84        | 193            | \$265,344.12         |
| 5.64             | 5.64             | 8.46             | 8.46             | 5.64             | 5.64             | 5.64             | 5.64             | 8.46             | 5.64             | 14.10            | 8.46             | 5.64             | 93.06              | 193            | 17,960.58            |
| 170.00           | 153.00           | 229.50           | 242.25           | 157.25           | 157.25           | 148.75           | 148.75           | 242.25           | 157.25           | 365.50           | 242.25           | 148.75           | 2,562.75           | 193            | 494,610.75           |
| 7.68             | 7.68             | 11.52            | 11.52            | 7.68             | 7.68             | 7.68             | 7.68             | 11.52            | 7.68             | 19.20            | 11.52            | 7.68             | 126.72             | 193            | 24,456.96            |
| 46.80            | 42.12            | 63.18            | 66.69            | 43.29            | 43.29            | 40.95            | 40.95            | 66.69            | 43.29            | 100.62           | 66.69            | 40.95            | 705.51             | 193            | 136,163.43           |
| <b>\$ 321.32</b> | <b>\$ 290.52</b> | <b>\$ 435.78</b> | <b>\$ 458.88</b> | <b>\$ 298.22</b> | <b>\$ 298.22</b> | <b>\$ 282.82</b> | <b>\$ 282.82</b> | <b>\$ 458.88</b> | <b>\$ 298.22</b> | <b>\$ 695.50</b> | <b>\$ 458.88</b> | <b>\$ 282.82</b> | <b>\$ 4,862.88</b> | <b>193</b>     | <b>\$ 938,535.84</b> |