



## Interoffice Memorandum

September 19, 2019

TO: Mayor Jerry L. Demings  
and the Board of County Commissioners

FROM: Carrie Mathes, Manager, Procurement Division

CONTACT: Milagros Font, Senior Program Manager, Head Start Division  
(407) 836- 6590

SUBJECT: Ratification of Contract Y20-120-KB, Head Start Child Care Food Program

### ACTION REQUESTED:

Ratification of Contract Y20-120-KB, Head Start Child Care Food Program, to the sole responsive and responsible bidder, Second Harvest Food Bank of Central Florida, Inc. dba Meals for Good, in the total contract award amount of \$1,185,668.86.

### PROCUREMENT:

This contract provides meals (breakfast, lunch, and afternoon snacks) to all Head Start locations for the period of October 1, 2019 through September 30, 2020.

### FUNDING

Funding is available in accounts 7408-062-7524-4135 and 7008-062-7522-4135. Funds for this program are reimbursed by the State of Florida.

### APPROVALS:

The Head Start Division concurs with this recommendation.

### REMARKS:

One bid was received in response to this Invitations for Bids and was evaluated for price reasonableness, responsiveness, and responsibility. As part of the reimbursement parameters, the State of Florida required the formal solicitation opportunity to be limited to the six state approved caterers. Five of the state approved caterers responded with a declaration of no bid.

In accordance with the State of Florida Bureau of Child Care Food Programs' written directives, award is recommended to the sole responsive and responsible bidder Second Harvest Food Bank of Central Florida, Inc. dba Meals for Good. Price reasonableness has been determined based on comparison to the current contracted pricing. The new contract will reflect a 6% decrease in pricing, with no change to scope.

Bid tabulation follows:

Second Harvest Food Bank  
of Central Florida, Inc.  
dba Meals for Good

\$1,185,668.86



Interoffice Memorandum

**BUSINESS DEVELOPMENT DIVISION**

August 29, 2019

TO: Kathy Bozeman, Purchasing Agent  
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator  
Business Development Division *K.W.*

SUBJECT: Business Development Division Bid Evaluation

PROJECT: **IFB #Y20-120-KB, Orange County Head Start Child Care Food Program**

The Business Development Division evaluated the **one bid** submitted for this project. **The bidder** was not an Orange County Certified Minority/Women Business Enterprise (M/WBE) firm. At the time of bid opening, there was no M/WBE availability. The bid preference program in accordance with the County's M/WBE Ordinance, Section 17-324 can not be applied.

c: Sheena Ferguson, Manager, Business Development Division

*Sheena Ferguson*