



**Interoffice Memorandum**

September 13, 2023

**AGENDA ITEM**

**TO:** Mayor Jerry L. Demings  
-AND-  
County Commissioners

**THRU:** Venerria L. Thomas, Director *Venerria L. Thomas*  
Community and Family Services Department

**FROM:** Sonya L. Hill, Manager  
Head Start Division  
**Contact: Sonya Hill, (407) 836-7409**  
**Sean Murnane (407) 836-8993**

**SUBJECT: Consent Agenda Item – September 26, 2023**  
Meal Service Agreement between Orange County, Florida  
and The School Board of Orange County, Florida regarding School Food Service  
at thirteen Head Start Sites

The Head Start Division requests Board approval of the Meal Service Agreement between Orange County, Florida and The School Board of Orange County, Florida. This agreement will allow the Nutrition Department of The School Board of Orange County, FL to provide Head Start children with two-thirds of their daily nutritional requirements. Meals will be furnished by the School Board at the following 13 Head Start sites: Aloma Elementary Head Start, Dillard Elementary Head Start, Dover Shores Elementary Head Start, Engelwood Elementary Head Start, Lovell Elementary Head Start, McCoy Elementary Head Start, Millennia Elementary Head Start, Riverside Elementary Head Start, Three Points Elementary Head Start, Ventura Elementary Head Start, Washington Shores Early Learning Center Head Start, Washington Shores Elementary Head Start and West Oaks Elementary Head Start.

The Florida Childcare Food Program funds in the estimated amount of \$815,815 will be used to cover the cost of meals. The term of the agreement is from October 1, 2023 through September 30, 2024. The County Attorney's Office and Risk Management Division have reviewed this agreement for legality and compliance with County policy guidelines.

**ACTION REQUESTED: Approval and execution of Agreement Between Orange County, Florida and The School Board of Orange County, Florida Related to Meal Services for 13 Head Start Centers.**

SH/sm;ms

BCC Mtg. Date: September 26, 2023

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 Head Start Centers (the “Center”) listed below from **October 1, 2023**, to **September 30, 2024** - 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:**

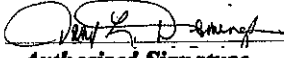
- Request special dietary meals one week (7 business days) prior to the special diet implementation using the OCPS Diet Order.

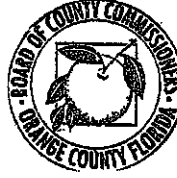
**Orange County, Florida** (the “County”, through its Head Start division, shall pay for meals based on the above unit price(s) within forty-five (45) days of receipt of invoice and in accordance with the local Government Prompt Payment of, Section 218.74(2), Florida Statutes, OCPS warrants that meals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

 9/26/2023  
 Authorized Signature Date  
 Printed: Jerry L. Demings  
 Title: Orange County Mayor



By: The School Board of Orange County, Florida

 10/25/2023  
 Authorized Signature Date  
 Printed:  
 Title:

DS  
 CP

<b>Name of Head Start Center:</b> ALOMA ELEMENTARY HEAD START			<b>Authorization No:</b> S-734	
<b>Person to Contact:</b> Yira Rodriguez			<b>Phone No.:</b> 407-672-3100 X 3002278	
<b>Address:</b> 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	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

<b>Name of Head Start Center:</b> DILLARD HEAD START			<b>Authorization No:</b> S-734	
<b>Person to Contact:</b> Sara Vincent			<b>Phone No.:</b> 407-877-5000	
<b>Address:</b> 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> DOVER SHORES ELEMENTARY HEAD START			<b>Authorization No:</b> S-734	
<b>Person to Contact:</b> Aileen Morales Cotto			<b>Phone No.:</b> 407-249-6330 X 3262248	
<b>Address:</b> 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

<b>Name of Head Start Center:</b> ENGELWOOD ELEMENTARY HEAD START			<b>Authorization No:</b> S-734	
<b>Person to Contact:</b> Saul Cruz			<b>Phone No.:</b> 407-249-6340 X 3347247	
<b>Address:</b> 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

<b>Name of Head Start Center:</b> LOVELL ELEMENTARY HEAD START			<b>Authorization No:</b> S-734	
<b>Person to Contact:</b> Sunith Koorathota			<b>Phone No.:</b> 407-836-8998	
<b>Address:</b> 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

<b>Name of Head Start Center:</b> MCCOY ELEMENTARY HEAD START			<b>Authorization No:</b> S-734	
<b>Person to Contact:</b> Wanda Barral			<b>Phone No.:</b> 407-249-6370 X 3624311	
<b>Address:</b> 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

<b>Name of Head Start Center:</b> MILLENNIA ELEMENTARY HEAD START			<b>Authorization No:</b> S-734	
<b>Person to Contact:</b> Kimietta Robinson			<b>Phone No.:</b> 407-355-5730	
<b>Address:</b> 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> RIVERSIDE ELEMENTARY HEAD START			<b>Authorization No:</b> S-734	
<b>Person to Contact:</b> Liana Baker			<b>Phone No.:</b> 689-220-9514	
<b>Address:</b> 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> THREE POINTS HEAD START			<b>Authorization No:</b> S-734	
<b>Person to Contact:</b> Sha Nel Wardsworth			<b>Phone No.:</b> 407-207-3800 X 3982302	
<b>Address:</b> 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> VENTURA ELEMENTARY HEAD START			<b>Authorization No:</b> S-734	
<b>Person to Contact:</b> Rosemine Celestine			<b>Phone No.:</b> 407-249-6400 X 4002283	
<b>Address:</b> 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

<b>Name of Head Start Center:</b> WASHINGTON SHORES EARLY LEARNING CENTER HEAD START			<b>Authorization No:</b> S-734	
<b>Person to Contact:</b> Aturia Hall			<b>Phone No.:</b> 407-250-6260 X 6352257	
<b>Address:</b> 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	91	\$2.28	\$ 207.48	8:30AM
Breakfast, adult	5	\$2.82	\$ 14.10	8:30AM
Lunch, Pre-K	91	\$4.25	\$ 386.75	11:30AM
Adult, lunch	5	\$3.84	\$ 19.20	11:30AM
Snack, Pre-K	91	\$1.17	\$ 106.47	1:30PM

<b>Name of Head Start Center:</b> WASHINGTON SHORES ELEMENTARY HEAD START			<b>Authorization No:</b> S-734	
<b>Person to Contact:</b> Nicole Davis			<b>Phone No.:</b> 407-296-6540 X 4012242	
<b>Address:</b> 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

<b>Name of Head Start Center:</b> WEST OAKS ELEMENTARY HEAD START			<b>Authorization No:</b> S-734	
<b>Person to Contact:</b> Rachel Hicks			<b>Phone No.:</b> 407-532-3875 X 4051104	
<b>Address:</b> 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