



## Interoffice Memorandum

September 7, 2018

TO: Mayor Teresa Jacobs  
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 Y17-1122A-KB, Head Start Child Care  
Food Program

### ACTION REQUESTED:

Ratification of Contract Y17-1122A-KB, Head Start Child Care Food Program, to the second lowest responsive and responsible bidder Second Harvest Food Bank of Central Florida, Inc. dba Meals for Good, in the total contract award amount of \$1,373,000.71 for a 1-year term. Further request authorization for the Procurement Division to renew the contract for one additional 1-year term.

### PROCUREMENT:

This contract provides breakfast, lunch, and afternoon snacks to all Head Start locations for the period of September 17, 2018 through September 30, 2019.

### 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:

Two bids were received in response to the Invitation for Bids from State of Florida approved vendors. The bids were evaluated for price, responsiveness, and responsibility. The Board approved award to the low responsive, responsible bidder, G.A. Foods Services, Inc. on October 17, 2017. The contract was terminated for contractor default effective September 17, 2018.

Ratification of Invitation for Bids Y17-1122A-KB, Head Start Child Care Food Program  
for the Head Start Division

In accordance with the State of Florida Bureau of Child Care Food Programs' written directives, re-award is recommended to the second lowest responsive and responsible bidder, Second Harvest Food Bank of Central Florida, Inc. dba Meals for Good, with a 2.8% allowable increase to unit prices.

Bid tabulation follows:

G.A. Foods Services, Inc.

Non-Responsible  
Terminated for Default

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

\$1,335,603.80\*

- \* The original bid amount was \$1,335,603.80, this has been adjusted to \$1,373,000.71 in accordance with the 2.8% allowable increase.