

# Memorandum



**Date:** July 8, 2021

Agenda Item No. 8(F)(3)

**To:** Honorable Chairman Jose “Pepe” Diaz  
and Members, Board of County Commissioners

**From:** Daniella Levine Cava  
Mayor

**Subject:** Request for Approval of an Emergency Purchase and Increased Expenditure Authority to Contract No. FB-00794, Summer Food Service Program

## **Recommendation**

It is recommended that the Board of County Commissioners (Board) approve the emergency access of food services for the purchase and delivery of meals for children and teens in low income areas during the coronavirus disease 2019 (COVID-19) state of emergency under *Contract No. FB-00794, Summer Food Service Program*, for the Miami-Dade Community Action and Human Services Department. In addition, it is recommended that the Board authorize additional expenditure authority in the amount of \$3,000,000 to ensure that there is adequate funding to continue purchasing meals for children under the Summer Food Services Program (the “Program”). This contract was awarded by the Board on April 10, 2018, for a five-year term, through Resolution No. R-328-18.

The contract provides for the purchase and delivery of meals for children and teens in low-income areas during the summer. The Program typically starts in June, at the close of the school year, and ends in August, just prior to the beginning of the next school year. Delivery of the packaged meals or bulk hot food and snacks is made daily, Monday through Friday, to approximately 120 locations countywide. The United States Department of Agriculture (USDA), Food and Nutrition Service, Child Nutrition Programs increased funding for the Program, and extended meal service operations from June 2020 to June 2021.

In response to the COVID-19 pandemic, the contract was used to provide meals after the typical Program end date. The USDA is anticipated to continue funding the extension of the program until September 30, 2021. As a result, additional allocation is requested to pay for these additional services. At the time of award, the contract was estimated to provide approximately 53,000 breakfasts, 245,000 lunches, and 195,000 snacks annually. However, due to increased participation in the Program and the COVID-19 pandemic, the County is providing an average of 68,000 breakfasts, 302,000 lunches, and 226,000 snacks, annually.

## **Scope**

The scope of this item is countywide in nature.

## **Fiscal Impact/Funding Source**

The contract term expires on April 30, 2023, and has a cumulative allocation of \$4,679,000. If this request is approved, the contract will have a modified cumulative allocation of \$7,679,000. The requested increase in expenditure authority is based on the extension of the program by the USDA and the increased in number of meals served daily. The USDA has provided the funding to support the extension of the program.

<b>Department</b>	<b>Existing Cumulative Allocation</b>	<b>Additional Allocation Requested</b>	<b>Modified Cumulative Allocation</b>	<b>Funding Source</b>	<b>Contract Manager</b>
Community Action and Human Services	\$4,679,000	\$3,000,000	\$7,679,000	Federal Funds	Brad Skinner
<b>Total:</b>	\$4,679,000	\$3,000,000	<b>\$7,679,000</b>		

**Track Record/Monitor**

Sophia Cunningham of the Internal Services Department is the Procurement Contracting Manager.

**Delegated Authority**

If this item is approved, the County Mayor or County Mayor’s designee will have the authority to exercise all provisions of the contract, including any cancellation or extension provisions, pursuant to Section 2-8.1 of the County Code and Implementing Order 3-38.

**Awarded Vendor**

<b>Vendor</b>	<b>Principal Address</b>	<b>Local Address</b>	<b>Principal</b>
Nutrispa, Inc.	6406 NW 72 Avenue Miami, Fl	Same	Yulenia Perez

**Due Diligence**

Pursuant to Resolution No. R-187-12, due diligence was conducted in accordance with the Internal Services Department’s Procurement Guidelines to determine vendor responsibility, including verifying corporate status and that there are no performance and compliance issues. The lists that were referenced included convicted vendors, debarred vendors, delinquent contractors, suspended vendors, and federal excluded parties. There were no adverse findings relating to vendor responsibility.

**Applicable Ordinances and Contract Measures**

- The two percent User Access Program provision does not apply.
- The Small Business Enterprise Bid Preference and Local Preferences do not apply.
- The Living Wage does not apply.



Morris Copeland  
 Chief Community Services Officer



**MEMORANDUM**  
(Revised)

**TO:** Honorable Chairman Jose "Pepe" Diaz  
and Members, Board of County Commissioners

**DATE:** July 8, 2021

**FROM:**   
Gen Bonzon-Keenan  
County Attorney

**SUBJECT:** Agenda Item No. 8(F)(3)

Please note any items checked.

- "3-Day Rule" for committees applicable if raised
- 6 weeks required between first reading and public hearing
- 4 weeks notification to municipal officials required prior to public hearing
- Decreases revenues or increases expenditures without balancing budget
- Budget required
- Statement of fiscal impact required
- Statement of social equity required
- Ordinance creating a new board requires detailed County Mayor's report for public hearing
- No committee review
- Applicable legislation requires more than a majority vote (i.e., 2/3's present \_\_\_\_, 2/3 membership \_\_\_\_, 3/5's \_\_\_\_, unanimous \_\_\_\_, CDMP 7 vote requirement per 2-116.1(3)(h) or (4)(c) \_\_\_\_, CDMP 2/3 vote requirement per 2-116.1(3)(h) or (4)(c) \_\_\_\_, or CDMP 9 vote requirement per 2-116.1(4)(c)(2) \_\_\_\_ ) to approve
- Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required

Approved \_\_\_\_\_ Mayor  
Veto \_\_\_\_\_  
Override \_\_\_\_\_

Agenda Item No. 8(F)(3)  
7-8-21

RESOLUTION NO. \_\_\_\_\_

RESOLUTION APPROVING EMERGENCY PURCHASE AND INCREASE IN EXPENDITURE AUTHORITY IN AN AMOUNT UP TO \$3,000,000.00 FOR A MODIFIED CONTRACT AMOUNT OF \$7,679,000.00 FOR CONTRACT NO. FB-00794 FOR THE PURCHASE OF SUMMER FOOD SERVICE PROGRAM FOR THE MIAMI-DADE COMMUNITY ACTION AND HUMAN SERVICES DEPARTMENT AND AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO EXERCISE ALL PROVISIONS OF CONTRACT NO. FB-00794, INCLUDING ANY CANCELLATION OR EXTENSION PROVISIONS, PURSUANT TO SECTION 2-8.1 OF THE COUNTY CODE AND IMPLEMENTING ORDER 3-38

**WHEREAS**, this Board desires to accomplish the purposes outlined in the accompanying memorandum, a copy of which is incorporated herein by reference,

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA**, that this Board authorizes an emergency purchase and increase in expenditure authority in an amount up to \$3,000,000.00 for a modified contract amount of \$7,679,000.00 for Contract No. FB-00794 for the purchase of Summer Food Service Program for the Miami-Dade Community Action and Human Services Department and authorizes the County Mayor or County Mayor's designee to exercise all provisions of Contract No FB-00794, including any cancellation or extension provisions, pursuant to Section 2-8.1 of the County Code and Implementing Order 3-38. A copy of the contract is on file with and available upon request from the Internal Services Department, Strategic Procurement Division.

The foregoing resolution was offered by Commissioner , who moved its adoption. The motion was seconded by Commissioner and upon being put to a vote, the vote was as follows:

- |                                       |                        |
|---------------------------------------|------------------------|
| Jose "Pepe" Diaz, Chairman            |                        |
| Oliver G. Gilbert, III, Vice-Chairman |                        |
| Sen. René García                      | Keon Hardemon          |
| Sally A. Heyman                       | Danielle Cohen Higgins |
| Eileen Higgins                        | Joe A. Martinez        |
| Kionne L. McGhee                      | Jean Monestime         |
| Raquel A. Regalado                    | Rebeca Sosa            |
| Sen. Javier D. Souto                  |                        |

The Chairperson thereupon declared this resolution duly passed and adopted this 8<sup>th</sup> day of July, 2021. This resolution shall become effective upon the earlier of (1) 10 days after the date of its adoption unless vetoed by the County Mayor, and if vetoed, shall become effective only upon an override by this Board, or (2) approval by the County Mayor of this resolution and the filing of this approval with the Clerk of the Board.

MIAMI-DADE COUNTY, FLORIDA  
BY ITS BOARD OF  
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

By: \_\_\_\_\_  
Deputy Clerk

Approved by County Attorney as  
to form and legal sufficiency.



Oren Rosenthal