


# Memorandum



**Date:** June 3, 2025

**To:** Honorable Chairman Anthony Rodriguez  
and Members, Board of County Commissioners

**From:** Daniella Levine Cava  
Mayor 

Agenda Item No. 8(P)(9)

**Subject:** Request for Additional Expenditure Authority to Prequalification Pool for Elderly Meal Services

## **Summary**

This item is for additional expenditure authority for the purchase of nutritious, ready-made meals for the elderly meal program managed by the Community Action and Human Services Department (CAHSD). These meals support the elderly meal programs, which provides congregate and home delivered meals for elderly clients. The program is dependent on federal funds and prioritizes older adults facing economic and social hardship and individuals at nutritional risk, ensuring access to nutritionally balanced meals. The additional expenditure authority is necessary to address rising food costs and the growing demand for these specialized meals.

## **Recommendation**

It is recommended that the Board of County Commissioners (Board) authorize additional expenditure authority in the amount of \$4,000,000 for *Prequalification Pool No. RTQ-01778, Elderly Meal Services*, for CAHSD. As program participation numbers continue to rise following the COVID-19 pandemic, the additional allocation will continue to support the department's elderly meal program with the resources needed to maintain constant service. The allocation increase will be able to account for rising food costs and the increase in referrals and new cases the program has received since Fiscal Year 2022-2023 and Fiscal Year 2023-2024.

## **Background**

This pool was established by the Board on July 20, 2021, via Resolution No. R-769-21 in the amount of \$11,000,000 for a five-year term. CAHSD uses this pool to deliver and distribute nutritious, low-sodium meals for their elderly clients through the Congregate Meals and Home Delivery Meals programs. Congregate Meals ensure access to nutritionally balanced food for individuals facing economic and social hardship, including those at nutritional risk. The Home Delivery Meals program serves clients who are incapacitated or unable to attend a congregate nutrition site due to illness, disability, or isolation. These meals, available in both hot and frozen options, adhere to strict nutritional guidelines and accommodate physician-prescribed dietary requirements, such as low-fat, low cholesterol, and sugar-restricted diets. The prepackaged meals are delivered to elderly clients at the department's adult care and senior centers, as well as to homebound participants through the Meals on Wheels Program. All of the prequalified vendors are local.

Additional allocation is being requested to support CAHSD's ongoing needs to provide meals for its elderly clients. Meal costs have risen significantly since the COVID-19 pandemic and have not returned to pre-pandemic levels. Additionally, CAHSD continues to assess and approve referrals for new clients to receive the benefits of these programs. As a result, the initial allocation has since been depleted more rapidly than anticipated.

## **Scope**

The impact of this item is countywide in nature.

### **Delegated Authority**

There is no additional delegation of authority sought in this item as the authority to solicit pricing and award contracts up to an aggregate amount of the allocation authorized by the Board, exercise all provisions of the solicitation documents and any resulting contracts pursuant to Section 2-8.1 of the County Code and Implementing Order 3-38, and add vendors to the pool at any time, subject to ratification by the Board on a bi-annual basis, was granted when the pool was established. Any contract award under the prequalification pool exceeding \$5,000,000 is subject to ratification by the Board.

### **Fiscal Impact/Funding Source**

The pool expires on September 30, 2026, and has a current cumulative allocation of \$11,000,000. If this request is approved, the pool will have a modified cumulative allocation of \$15,000,000. The requested increase in expenditure authority is based on historical data on annual expenditures and forecasted need for the remaining term of the pool. The additional expenditure for this year was approved by the Board as part of the Fiscal Year 2024-2025 County budget.

Department	Existing Cumulative Allocation	Additional Allocation Requested	Modified Cumulative Allocation	Funding Source	Pool Manager
CAHSD	\$11,000,000	\$4,000,000	\$15,000,000	Federal Funds	Pierson Sherwood
<b>Total</b>	<b>\$11,000,000</b>	<b>\$4,000,000</b>	<b>\$15,000,000</b>		

### **Track Record/Monitor**

Christopher Grant-Henriques of the Strategic Procurement Department (SPD) is the Procurement Contracting Manager.

### **Prequalified Vendors**

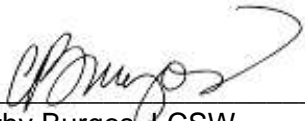
Vendor	Principal Address	Local Address	Principal
Annabella Café Corp.	600 W 27 Street Hialeah, FL	Same	Maily Fernandez
Culinary Crafts, LLC dba Munch Thyme	801 SW 23 Avenue Miami, FL	Same	David Lesser
G&J Grill, LLC dba G&J Catering N' Grill Events	5451 NW 72 Avenue Miami, FL	Same	Evelina Costa
Greater Miami Caterers, Inc.	4001 NW 31 Avenue Miami, FL	Same	Peter Weintraub
Half Moon Empanadas, LLC dba Half Moon Empanadas (ACDBE, DBE)	5582 NW 4 Court Suite 7A Miami, FL	Same	Maria del Pillar Guzman Zavala
Juanita's Kitchen, LLC dba Shuckin N Jivin	4759 NW 167 Street Miami, FL	Same	Sherria Williams
Nutrispa, Inc.	5406 NW 72 Avenue Miami, FL	Same	Yulenia Perez
Sergios Restaurant No. 6, LLC	1640 NW 87 Avenue Miami, FL	Same	Carlos Gazitua
Sushi Maki Catering Corp. dba Medley Gourmet Foods	8005 NW 90 Street Medley, FL	Same	Gregory Martini

**Due Diligence**

Pursuant to Resolution No. R-187-12, due diligence was conducted in accordance with SPD's Procurement Guidelines to determine vendor responsibility, including verifying corporate status and that there are no performance and compliance issues through various vendor responsibility lists and a keyword internet search. 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.

**Applicability of Ordinances and Contract Measures**

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



Cathy Burgos, LCSW  
Chief Community Services Officer



# MEMORANDUM

(Revised)

**TO:** Honorable Chairman Anthony Rodriguez  
and Members, Board of County Commissioners

**DATE:** June 3, 2025

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

**SUBJECT:** Agenda Item No. 8(P)(9)

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 \_\_\_\_, majority plus one \_\_\_\_, 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) \_\_\_\_, 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(P)(9)  
6-3-25

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

RESOLUTION APPROVING ADDITIONAL EXPENDITURE  
AUTHORITY UP TO \$4,000,000.00 FOR A TOTAL MODIFIED  
POOL AMOUNT OF \$15,000,000.00 FOR  
PREQUALIFICATION POOL NO. RTQ-01778 FOR THE  
PURCHASE OF ELDERLY MEAL SERVICES FOR THE  
COMMUNITY ACTION AND HUMAN SERVICES  
DEPARTMENT; PROVIDED THAT ANY CONTRACT AWARD  
UNDER THE PREQUALIFICATION POOL EXCEEDING  
\$5,000,000.00 IS RATIFIED BY THE BOARD

**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 additional expenditure authority up to \$4,000,000.00 for a total modified pool amount of \$15,000,000.00 for Prequalification Pool No. RTQ-01778 for the purchase of Elderly Meal Services for the Community Action and Human Services Department, provided that any contract award under the pool exceeding \$5,000,000.00 is ratified by the Board. A copy of the pool document is on file with and available upon request from the Strategic Procurement Department.

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:

Anthony Rodriguez, Chairman

Kionne L. McGhee, Vice Chairman

Marleine Bastien

Juan Carlos Bermudez

Sen. René García

Oliver G. Gilbert, III

Roberto J. Gonzalez

Keon Hardemon

Danielle Cohen Higgins

Eileen Higgins

Natalie Milian Orbis

Raquel A. Regalado

Micky Steinberg

The Chairperson thereupon declared this resolution duly passed and adopted this 3<sup>rd</sup> day of June, 2025. 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

JUAN FERNANDEZ-BARQUIN, CLERK

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

Approved by County Attorney as  
to form and legal sufficiency.

Eduardo W. Gonzalez

A handwritten signature in black ink, appearing to be 'EWG', written over a horizontal line.