

# Memorandum



**Date:** June 2, 2026

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

**From:** Daniella Levine Cava *Daniella Levine Cava*  
Mayor

Agenda Item No. 8(P)(2)

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

## **Executive Summary**

This item is for additional time with expenditure authority for elderly meal services for the Community Services Department (CSD). The additional time and expenditure authority will allow CSD to continue purchasing nutritious, ready-made meals for daily consumption by elderly clients served at designated adult care and senior centers, congregate meal sites, and for homebound participants through the Meals on Wheels Program. This program is fully federal funded by the Alliance for Aging, Inc. under the Older Americans Act.

CSD has indicated that the pool continues to meet its needs, with healthy participation from the prequalified vendors. The pool's requirements remain unchanged, and it is anticipated that, if resolicited, the same vendors would prequalify. Due diligence was conducted on all prequalified vendors, and no issues were identified. As this is an open pool, market research and outreach were conducted to identify additional vendors via INFORMS and DemandStar notices. This extension will allow existing prequalified vendors to remain in the pool provided they continue to meet the requirements, resulting in greater efficiency for both existing vendors and the County due to a reduction in administrative work. Continuing with the current pool will allow existing vendors to focus on accessing bid opportunities, as opposed to repeating prequalification documentation. This pool will remain open and additional qualified vendors may be added at any time. To encourage participation, outreach events are held on an ongoing basis to inform vendors about pool opportunities and the benefits of becoming prequalified. Therefore, a five-year extension is being requested to take advantage of on-going efforts and efficiencies built under the existing pool, ensuring continued growth and effectiveness. Extension of the pool will continue to streamline processes and reduce time to procure these goods and services, saving the County time and money and reducing administrative barriers for our vendors.

## **Recommendation**

It is recommended that the Board of County Commissioners (Board) approve extending *Prequalification Pool No. RTQ-01778, Elderly Meal Services*, for five years with expenditure authority in the amount of \$14,125,000 for CSD. An extension to the current pool is recommended to allow CSD to continue to competitively solicit meal preparation and delivery services for its elderly clients. Currently, there are nine prequalified vendors in the pool, all of whom have local addresses.

## **Background**

This pool was established by the Board through Resolution No. R-769-21 in the amount of \$11,000,000 for a five-year term on July 20, 2021. The pool was subsequently modified by the Board via Resolution No. R-505-25 for additional expenditure authority. CSD uses this pool to deliver and distribute nutritious 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 minorities and 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.

Meals consist of hot and frozen options prepared in compliance with strict nutritional guidelines and any physician-prescribed dietary requirements. These may include low-fat, low-cholesterol, sugar-restricted, or other medically necessary dietary modifications. Maintaining this pool ensures the uninterrupted delivery of these essential services for the County’s elderly population.

**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 an existing cumulative allocation of \$15,000,000. If this request is approved, the pool will have a modified cumulative allocation of \$29,125,000 and will expire on September 30, 2031. The requested increase in expenditure authority is based on CSD’s current average monthly expenditures of approximately \$208,000 and a 13% contingency to account for inflation and anticipated annual price adjustments.

Department	Existing Cumulative Allocation	Additional Allocation Requested	Modified Cumulative Allocation	Funding Source	Budgeted	Pool Manager
CSD	\$15,000,000	\$14,125,000	\$29,125,000	Federal Funds	FY 25-26 Adopted Budget, Volume 3, Page 150, Operating Expenditures	Pierson Sherwood
<b>Total</b>	<b>\$15,000,000</b>	<b>\$14,125,000</b>	<b>\$29,125,000</b>			

**Track Record/Monitor**

Christopher Grant-Henriques of the Strategic Procurement Department (SPD) is the Division Director.

**Prequalified Vendors**

Vendor	Principal Address	Local Address	Principal
Annabella Café Corp	600 W 27 Street Hialeah, FL	Same	Maily Fernandez
Culinary Crafts LLC	6801 SW 8 Street, Ste 101 Miami, FL	Same	David Lesser
Greater Miami Caterers, Inc.	4001 NW 31 Avenue Miami, FL	Same	Peter Weintraub
G&J Grill, LLC	5451 NW 72 Avenue Miami, FL	Same	Evelina Costa

<b>Vendor</b>	<b>Principal Address</b>	<b>Local Address</b>	<b>Principal</b>
Half Moon Empanadas, LLC	8200 NW 41 Street, Ste 425 Doral, FL	Same	Maria del Pilar Guzman
Juanita's Kitchen, LLC	4759 NW 167 Street Miami, FL	Same	Tommy Whitman
Nutrispa, Inc.	8175 NW 31 Street Doral, FL	Same	Yulenia Perez
Sergio's Restaurant No. 6 LLC	1640 NW 87 Avenue Miami, FL	Same	Carlos Gazitua
Sushi Maki Catering Corp.	8005 NW 90 Street Medley, FL	Same	Abe Ng

**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 does not apply.
- Small Business Enterprise measures and Local Preference does not apply.
- The Living Wage Ordinance does not apply.

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Arnold Palmer  
 Chief of Public Safety



**MEMORANDUM**  
(Revised)

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

**DATE:** June 2, 2026

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

**SUBJECT:** Agenda Item No. 8(P)(2)

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**
- \_\_\_\_\_ **Requires more than a majority vote (i.e., 2/3’s present \_\_\_\_, 2/3 membership \_\_\_\_, 3/5’s \_\_\_\_, unanimous \_\_\_\_, majority plus one \_\_\_\_, CDMP 7 votes (majority of membership) \_\_\_\_, CDMP 2/3 members present but not less than 7 votes (majority of membership) \_\_\_\_, CDMP 9 votes (2/3 membership) \_\_\_\_\_) 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)(2)  
6-2-26

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

RESOLUTION AUTHORIZING ADDITIONAL TIME OF FIVE YEARS WITH EXPENDITURE AUTHORITY UP TO \$14,125,000.00 FOR A TOTAL MODIFIED CUMULATIVE POOL AMOUNT OF \$29,125,000.00 FOR PREQUALIFICATION POOL NO. RTQ-01778, ELDERLY MEAL SERVICES, FOR THE COMMUNITY SERVICES DEPARTMENT; PROVIDED THAT ANY CONTRACT AWARD UNDER THE 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 time of five years with expenditure authority up to \$14,125,000.00 for a total modified cumulative pool amount of \$29,125,000.00 for Prequalification Pool No. RTQ-01778, Elderly Meal Services, for the Community 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 documents 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  
Sen. René García  
Roberto J. Gonzalez  
Danielle Cohen Higgins  
Natalie Milian Orbis  
Micky Steinberg  
Juan Carlos Bermudez  
Oliver G. Gilbert, III  
Keon Hardemon  
Vicki L. Lopez  
Raquel A. Regalado

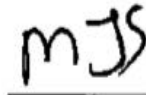
The Chairperson thereupon declared this resolution duly passed and adopted this 2<sup>nd</sup> day of June, 2026. This resolution shall become effective upon the earlier of (1) 10 days after the date of its adoption unless vetoed by the County Mayor, and if vetoed, shall become effective only upon an 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.



Melanie J. Spencer