



**COMMISSION MEMORANDUM**

TO: Honorable Mayor and Members of the City Commission

FROM: Eric Carpenter, City Manager

DATE: April 23, 2025

TITLE: A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF MIAMI BEACH, FLORIDA, ACCEPTING THE RECOMMENDATION OF THE CITY MANAGER PURSUANT TO INVITATION TO NEGOTIATE (ITN) NO. 2025-088-ND, FOR OPERATION OF CONGREGATE SENIOR MEAL SITE PROGRAM LOCATED AT SOUTH SHORE COMMUNITY CENTER; AUTHORIZING THE ADMINISTRATION TO NEGOTIATE AN AGREEMENT WITH JEWISH COMMUNITY SERVICES OF SOUTH FLORIDA, INC.; AND FURTHER AUTHORIZING THE CITY MANAGER AND CITY CLERK TO EXECUTE AN AGREEMENT UPON CONCLUSION OF SUCCESSFUL NEGOTIATIONS BY THE ADMINISTRATION. (OFFICE OF HOUSING AND COMMUNITY SERVICES)

**RECOMMENDATION**

The City Administration ("Administration") recommends that the Mayor and City Commission ("City Commission") approve the Resolution.

The solicitation is currently under the cone of silence.

**BACKGROUND/HISTORY**

According to the Department of Elder Affairs, approximately 64 congregate meal sites in Miami-Dade County provide thousands of meals daily to older residents. These programs deliver nutritionally balanced meals, nutrition education, and risk screening for individuals aged 60 and over, as well as their spouses. Additionally, they promote social interaction and enhance health through disease prevention and health promotion activities. In some areas, nutrition counseling may also be available. All meals are designed to meet nutritional standards by adhering to the Dietary Guidelines for Americans and providing at least one-third of the Dietary Reference Intakes.

Congregate meal site programs are generally funded through the federal Older Americans Act (OAA), participant donations, and local contributions.

On September 11, 2024, the Mayor and City Commission (City Commission) approved Resolution No. 2024-33271, directing the City Administration to develop a plan for implementing the senior meal site program at the South Shore Community Center, located at 833 6th Street. An update was requested for the City Commission at the October 30, 2024, meeting. Additionally, Item C4K referred the discussion of programming at the South Shore Community Center to the Finance and Economic Resiliency Committee (FERC).

On September 16, 2024, the City Commission discussed a one-time funding enhancement for FY 2025, allocating \$175,000 to implement the senior meal site programming at the South Shore Community Center. This funding, allocated to the Office of Housing and Community Services, was designated to procure a vendor to provide congregate meal services at the center.

On October 30, 2024, the City Commission directed the Administration to issue an Invitation to

Negotiate (ITN) to enter into a lease agreement with a vendor to reinstate the senior meal site program at the South Shore Community Center.

## **ANALYSIS**

On February 3, 2025, the City Commission authorized the issuance of ITN No. 2025-088-ND, for the operation of a congregate senior meal site program located at South Shore Community Center. On February 5, 2025, the ITN was issued. A voluntary pre-proposal conference to provide information to proposers submitting a response was held on February 12, 2025. Three (3) addenda were issued, and 22 prospective bidders accessed the advertised solicitation. ITN responses were due and received on March 14, 2025. The City received two (2) proposals from Cuban Buffet LLC and Jewish Community Services of South Florida, Inc.

On March 27, 2025, the City Manager appointed the Evaluation Committee via LTC # 137-2025. The Evaluation Committee convened on March 28, 2024, to consider proposals received. The Committee was comprised of Paola Arboleda, Administrative Support Manager, Office of Housing and Community Services, Cristina Cabrera, CDBG Projects Coordinator, Office of Housing and Community Services, Maria Cajiao, Case Worker II, Office of Housing and Community Services, and Krystal Dobbins, Grants Management Division Director, Finance Department.

The Committee was provided an overview of the project and information relative to the City's Cone of Silence Ordinance and the Government Sunshine Law. The Committee was also provided with general information on the scope of services and a copy of each proposal. The Committee was instructed to score and rank each proposal pursuant to the evaluation criteria established in the ITN. The evaluation process resulted in the ranking of proposers as indicated below (see Attachment A):

1st ranked – Jewish Community Services of South Florida, Inc.

2nd ranked – Cuban Buffet LLC

The Evaluation Committee deemed Jewish Community Services of South Florida, Inc. (JCS) the best-qualified firm to operate a congregate senior meal site program at South Shore Community Center. The Evaluation Committee noted that JCS has decades of experience in delivering high-quality, nutritious meals to senior citizens. The Evaluation Committee emphasized that JCS, if awarded, intends to offer daily social and educational activities to foster community engagement and well-being. Moreover, the participants will receive nutrition education, counseling, and health-focused activities to support healthy eating and overall well-being. The Evaluation Committee also mentioned that in order to assess operational efficiency, safety compliance, and food quality standards, JCS reviews the programs using the 2016 Nutrition Program Compliance Review (NPCR) Form, following the Department of Elder Affairs (DOEA) Handbook guidelines. Finally, the Evaluation Committee also pointed out that JCS' employees and volunteers participate in a structured and comprehensive training program designed to ensure the highest standards of food safety, customer service, and senior care.

JCS has been enriching lives and empowering people since the founding of its predecessor agency, Jewish Family Service of Greater Miami, in 1920. Its mission is to provide exemplary social services through compassionate and comprehensive programs that help people stay healthy and productive. JCS partners with funding agencies, sister organizations, and local leaders to continue to strengthen and solidify its outreach and its impact. Finally, JCS has provided similar services to the Aventura Turnberry Jewish Center, Federation Gardens, and Miami Dade Public Housing and Community Development. All references provided positive feedback.

## **FISCAL IMPACT STATEMENT**

The City has budgeted \$175,000 for these services, fees will be established through the negotiation process. Services pursuant to the award of this ITN shall be subject to successful negotiations and the availability of funds approved through the City's budgeting process. It is not anticipated that grant funding will be utilized for this project.

**Does this Ordinance require a Business Impact Estimate?**  
(FOR ORDINANCES ONLY)

If applicable, the Business Impact Estimate (BIE) was published on:  
See BIE at: <https://www.miamibeachfl.gov/city-hall/city-clerk/meeting-notices/>

**FINANCIAL INFORMATION**

011-0320-000349-23-405-542-00-00-00-	\$175,000
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**CONCLUSION**

Based on the foregoing, it is recommended that the Mayor and City Commission approve the Resolution authorizing the Administration to negotiate an agreement with Jewish Community Services of South Florida, Inc., the top-ranked proposer; and further authorizing the City Manager and City Clerk to execute an agreement upon conclusion of successful negotiations by the Administration.

**Applicable Area**

South Beach

**Is this a "Residents Right to Know" item, pursuant to City Code Section 2-17?**

No

**Is this item related to a G.O. Bond Project?**

No

**Was this Agenda Item initially requested by a lobbyist which, as defined in Code Sec. 2-481, includes a principal engaged in lobbying?** No

If so, specify the name of lobbyist(s) and principal(s):

**Department**

Procurement

**Sponsor(s)**

**Co-sponsor(s)**

**Condensed Title**

Award ITN 2025-088-ND, Senior Meal Site Program at South Shore Community Center.  
HCS/PR.

**Previous Action (For City Clerk Use Only)**