



COMMISSION MEMORANDUM

TO: Honorable Mayor and Members of the City Commission

FROM: Eric Carpenter, City Manager

DATE: February 3, 2025

TITLE: REQUEST APPROVAL TO ISSUE ITN 2025-088-ND OPERATION OF CONGREGATE SENIOR MEAL SITE PROGRAM LOCATED AT SOUTH SHORE COMMUNITY CENTER. (HOUSING AND COMMUNITY SERVICES)

RECOMMENDATION

The City Administration ("Administration") recommends that the Mayor and City Commission ("City Commission") authorize the issuance of Invitation to Negotiate ("ITN") 2024-088-ND for Operation of Congregate Senior Meal Site Program Located at South Shore Community Center.

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 Mayor and City Commission at the October 30, 2024, meeting. Additionally, Item C4K, sponsored by Commissioner Tanya K. Bhatt, 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.

Accordingly, the Administration developed ITN 2024-088-ND, seeking proposals for the desired services.

ANALYSIS

The ITN seeks proposals from parties interested in operating a congregate senior meal site program at the South Shore Community Center owned by the City of Miami Beach. The successful bidder shall, at a minimum, be responsible for the following:

- Provide one (1) hot and nutritious meal for up to 50 Miami Beach residents aged 60 and older at South Shore Community Center located at 833 6th Street
- Provide daily lunch meals Monday-Friday and supplement meals during federal holidays (253 working days)
- Provide socialization component/ programming for seniors
- Facilitate daily programming for the socialization component
- Transport meals to the South Shore Community Center
- Prepare meals as appropriate
- Operate equipment utilized to reheat meals
- Enroll and recruit program participants according to the requirements specified by the Office of Housing and Community Services
- Providing weekly attendance reports and monthly reimbursement requests for eligible services

The requirements are more fully defined in ITN 2025-088-ND (Attachment A). Following the receipt of proposals, an Evaluation Committee will review proposals in accordance with the criteria established in the ITN.

FISCAL IMPACT STATEMENT

The Administration will negotiate the financial factors with the selected proposer(s) once the City Commission authorizes negotiations after proposals are received. 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

CONCLUSION

It is recommended that the Mayor and Commission of the City of Miami Beach, Florida authorize the issuance of ITN 2025-088-ND for Operation of Congregate Senior Meal Site Program Located at South Shore Community Center.

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

Issue ITN 2025-088-ND, Operation of Congregate Senior Meal Site Program at SSCC. HCS/PR

Previous Action (For City Clerk Use Only)